

**Michigan Association of State and Federal Program Specialists
Regular Meeting
Hampton Inn
Lansing, Michigan
January 8, 2009
9:00 A.M.**

Minutes

Call to Order: Meeting was called to order by President Judy Handley at 9:15 a.m.

Attendance: Jan Callis, Dr. Paula Daniels, Sam Ewing, Judy Handley, Denyse Jones, Jeanette Magsig, Robyn Mosher, Willye Pigott, Mike Radke, Karen Ruple, Melanie Schroder, Sara Shriver, Sharon Spencer, Glen Taylor, Glenda Virden and Sue Warren

Excused Absences: Jennifer Allen, Michele Burley, Rick Heitmeyer, Sandra Jeannotte, Debbie Kitson, Julie Lemond, Margaret Madigan, Marie Miller, Scott Pitts, Michele Sandro, David Solis, Grace Velchansky and Karon Yeager

9:15 a.m.

President's Report: Judy Handley

Schools in several districts have received letters from MDE regarding SIP audit.

President Elect's Report: Paula Daniels

- The committee is working on finalizing the plans for the Summer Institute.
- There's a specific direction Paula would like for the committee (Summer Institute) to take.
- Shared **Tools of Engagement** (Managing Emotional States for Learner Success) (Eric Jensen)—published by Corwin Press (excellent resource) recommended for presenters; based on brain research.

Executive Secretary's Report: Sara Shriver

- Explained information in packet which included flyers for the Winter Institute, School-wide Planning Clarifications, Data Collection Documentation Requirements and School-wide Plan Reviews, Fall Institute and the 2009 Winter Institute Evaluation form
- It was stated that MDE insisted that one session of the SIP conference be held in the Wayne Co. area. One of the conferences will be held at the Crowne Plaza Hotel in Romulus.
- These are repeated sessions from the 2008 fall post Institute (Nov. 7). Three samples of approved SIPs are included in the SIP packet that will be distributed at the conferences.

- Currently, there are approximately 40 registrants for the School-wide conference
- Reminder: Please sign –in and out at each regular MAS/FPS if you are receiving SBCEU’s. You must attend 75% of the meetings to receive SBCEUs.
- February 4-5, 2010 has been reserved for Winter Institute at the Sheraton (Lansing).
- Sara received a packet from Boyne Mountain regarding the Fall Institute. She will share the packet with Karen Ruple.
- Julie Barber (Rudyard Area Schools) received the Linda Brown scholarship. She will receive a free subscription to MAS/FPS also free registration to any of the Institutes during 2009-10
- It was suggested that Linda Brown would be invited to the 40th Fall Institute.
- Sara presented a proposal from the Sheraton as a result of the “snafu” during the Fall Institute.
- Representatives from the Sheraton offered to lower room rate by \$10 for the Winter Institute.
- They offered to provide snacks during break times at the Winter Institute.
- They also offered to submit a little blurb to our E-News.
- Sara will ask representatives from the Sheraton to send us a blurb for the E-News.

Recommendation by Dr. Paula: Daniels

- Send information for a short press release (history of the organization) to Julie Barber to share with her area. The announcement about the Linda Brown recipient should be included in the E-News.

Secretary’s Report: Willye Pigott

Due to a possible technical problem, minutes from the December (2008) regular meeting were unavailable. The minutes will be emailed (again) today to Sara. My apology for any inconvenience this might have caused.

Treasurer’s Report: Sam Ewing

- The treasurer’s report in the packet was shared.
- The budget is about where it should be; nothing of significance to report

ACTION ITEM: Moved by: Glenda Virden and seconded by Dr. Paula Daniels to accept the Treasurer’s report as presented. Motion carried

MDE Reports: Mike Radke

Consolidated Applications:

- Work is getting more intense and Title I requirements are increasing.
- Objectives, goals and needs are to be connected.
- Federal funds are connected to the goals.
- Having a plan is not a compliance issue; it's good education that gets you into compliance.
- We need to help districts understand what a "good" plan is. There should only be **ONE** plan
- MDE is farther behind than expected.
- There are 425 districts with grant funds available.
- Parent coordinators need to be counted as FTEs on the Comparability Report.
- They (coordinators) are a resource for parents in the buildings.
- Federal guidelines are changing and it's a real challenge because these are changes that should have been implemented several years ago.
- Every federal audit has stated "not enough monitoring."
- Final expenditures are going to be audited very seriously.
- There are 9 new consultants out of 20 consultants. If your district's Consolidated Application hasn't been approved, districts can request 40% of funds.
- Submit the request to your field services consultant with a CC Margaret Madigan.

Proposed Application Process--DRAFT (2009-10)

- A **draft** of the Proposed Application Process was presented and explained.
- Districts should be currently planning for next school year.
- The LEA Planning Cycle (summary of SIP) comes forward from 2008-09.
- LEA Planning Cycle will eventually be eliminated in **MEGS**.
- Advanced Ed website has school level and district level planning.
- Based on the Needs Assessment, develop a plan. U
- Use the Advanced ED website to submit the district's plan.
- MDE is trying to eliminate duplication of information.
- The School Improvement Plan needs to include statement of need, statement of goal and statement of strategy.

Preliminary Allocation:

- MDE is planning to do preliminary allocations.
- MDE is seriously considering adding penalties to districts for not submitting information on time (meeting deadlines).

Karen Ruple:

- Minutes were distributed from the Fall Institute committee (December meeting).

- Fall Institute (2009) information sheet was also shared. This information included ideas for themes, keynotes, and “How to Sessions.”

NAFEPA Report: Sam Ewing

- Ballots for the nominations of the NAFEPA State Leadership Award were distributed.
- Members were asked to vote for three (3).

Committee Reports:

Legislative: Glen Taylor

- The committee will utilize the thumb drive to put MAS/FPS document on it to take to the NAFEPA conference.
- The committee will coordinate/update the current document and include information from Bruce Hunter’s presentation.
- Pictures of activities in Michigan schools funded by Title I will be included in the document.
- Please submit pictures to Glen Taylor ASAP.

Fall Institute 2009: Karen Ruple

The committee is exploring options for speakers for the practitioner day with emphasis on Implementation

Winter Institute 2009: Sara Shriver

- The Winter Institute will be held Tuesday, March 10, 2009 at the Sheraton (Lansing). RegOnline is up and running.
- There will not be any break-out sessions during the Winter Institute.
- **Challenge:** Everyone try to get 9 people (plus yourself) to register for the Institute and we will meet the goal of 300 attendees. MAS/FPS will waiver the registration fee for Board members if they get 9 people from their district/area to attend the Institute.
- Submit the list of names to Sara of the people from your district that plan to attend the Institute.

U. P. Conference: Glenda Virden

- The U.P conference will be held at the Holiday Inn, Marquette May 4-5, 2009.
- MDE’s portion of the conference is free. Boot Camp portion is \$179.
- Registration is handled through MDE.

Fall Institute 2010---Willye Pigott volunteered to co-chair

Winter Institute 2010---Denyse Jones volunteered to co-chair. It was suggested by Mike Radke that MAS/FPS considers partnering with MSBO (Michigan School Business Officials) for this Institute.

Correction: Change Denyse's last name "Jones" not Allen.

Old Business:

-State Leadership Awards (NAFEPA): Ballot results

Nominations: Jan Callis, Willye Pigott and Glen Taylor.

A letter regarding the nominations will be sent to the superintendent in each of these districts

NAFEPA Scholarship Awards:

- Sixteen NAFEPA scholarship applications were received.
- Members were asked to volunteer to help read the applications. Sam will notify the volunteers regarding the date, time and location to read the applications.
- Three scholarship applications will be submitted to NAFEPA.

New Business:

Sam presented information regarding the Project Development and Implementation Form.

A deadline hasn't been established. However, the project will be worked on the remainder of this year and probably part of next year.

ACTION: Moved by Dr. Paula Daniels and seconded by Glenda Virden that this proposal is accepted. Motion carried

Summer Institute: Dr. Paula Daniels

Paula will send out an email regarding the format of the Institute (example: delivery of service, MDE updates)

Other Business—None at this time

Adjournment: 12:35 P.M.