

Michigan Association of State and Federal Program Specialists
Regular Board Meeting
Hampton Inn, Lansing, Michigan
November 12, 2009 (correction)
9:00 a.m.-12:00 p.m.
MINUTES

Call to Order: The meeting was called to order at 9:05 a.m. by President Dr. Paula Daniels.

Attendance: Jennifer Allen, Michele Burley, Jan Callis, Dr. Paula Daniels, Sam Ewing, Judy Handley, Penny Joy, Julie Lemond, Jeanette Magsig, Marie Miller, Willye Pigott, Mike Radke, Tom Reeder, Richard Rockwell, Karen Ruple, Michele Sandro, Sara Shriver, Hans Stevens, Grace Velchansky, Sue Warren, Karon Yeager

Excused Absences: Ann Cardon, Margarita Frommert, Rick Heitmeyer, Denyse Jones, Debbie Kitson, Scott Pitts, Sharon Spencer, Glenda Virden

Guest: Peggy O'Keefe

Approval of Agenda

ACTION ITEM: Moved by Marie Miller and second by Michele Burley that the agenda is approved as presented. Motion carried.

President's Report---Dr. Paula Daniels

President Daniels made an executive decision to have flowers presented (in addition to the Educator of the Year Award) to Margaret Madigan at the Winter Institute. Margaret was unable to attend the Fall Institute.

Title I Report:

MDE Report: Mike Radke

- MDE is making progress on school-wide plans. Some schools are continuing to experience difficulties submitting an approvable plan. The main area seems to be reform strategies. School reform strategies mean doing something different and research based. It does not mean "tweaking"/doing the same thing. This seems to be difficult for some schools regarding its school-wide plan.
- MDE doesn't have good examples of "reform strategies." MDE is working to improve this area of the school wide plans.
- Targeted Assisted plans are also weak. Targeted Assisted means to identify students most at risk of failure. There has to be various measurements to see if students are making progress, not just the MEAP. Local assessments need to be included in the plan.
- There needs to be a variety of good examples of school improvement plans to help assist districts.
- The two biggest outcomes for MDE are graduation rate and student achievement.

- During the week of April 26, 2010, the U.S. Department of Education (USDOE) is coming to Michigan to do a student accountability audit.
- Representatives from USDOE will visit districts inquiring how well the district works with MDE.
- They will review the district's improvement plan and school improvement plans.
- Districts will be notified 2 weeks (10 days) prior to the visit. The visit will involve teachers' certifications, subgroups, homeless, migrants, professional development, etc.

Annual Reports:

- Every school under NCLB (Title I & non Title I) has to compile an annual report. The report needs to be on the school's website and distributed to parents in a language they understand. Include a cover letter referencing the report. This is a report to the community.
- MDE is currently working with OEAA to produce these reports by the end of the school year.
- MDE is planning to put together a format with embedded demographic data.
- The Comprehensive Needs Assessment starts with a data profile that helps identify needs.

Strategic Planning

- MDE recently held focus group meetings to obtain suggestions from districts of how to better service districts.
- The information from the groups will help MDE identify its mission, vision and goals.
- Strategic planning provides additional information to develop the goals.
- The final step is developing an operational plan.
- A strategic plan gives us the directions; operational plan gives us the assignment.

Graduation rate:

- The graduation rate across the state is approximately 75%.
- The subgroups graduation rate needs to increase.
- The state's graduation rate target is 80%.

Elementary School/Middle School /High School proficiency:

- A large percentage of elementary schools are Title I (approximately 1200; 40 are non Title I).
- There is a 10% difference (lower) in proficiency of Title I schools and non Title I schools in Michigan.
- Are we really doing something to help these kids?
- Performance at the middle schools is an average of 10-20% less for both groups (Title I and non Title I).
- Leah Breen and Fred Williams are managers for MDE working with Margaret Madigan.

- Reauthorization is going to happen in the near future. USDOE are focusing more on low performing schools.
- MDE received approximately 15 applications for Project Re-imagine.
- Some of the Race-Top guidance will be coming out soon.
- The new school improvement plan template will be a requirement for schools and districts in the future.
- The Registry of Educational Personnel (REP) report is due **December 1, 2009**

Executive Secretary's Report---Sara Shriver

- The organization received thank you notes (from President Paula Daniels, Michele Sandro, Roberto Stanley and Kathleen Strauss) regarding the success of the fall institute. The notes were share with the members in attendance.
- A thank you note was also received and read from Linda Brown.
- Deborah Wahlstrom has started a blog. Items (practical ideas) will be posted on a regular basis.
- Sara received an email from Nancy Seminoff (Chair of the Board of Directors of the MRA Past Presidents Legacy Fund) regarding the sharing of MRA information to the members in our organization.
- The board agreed for Sara to share information with MRA regarding our Winter Institute, Fall Institute and ask that MRA reciprocates. Grace Velchansky volunteered to assist Sara with providing this information to MRA.

Secretary's Report---Willye Pigott

The minutes from the October meeting were included in the packet.

ACTION ITEM:

Moved by Karen Ruple and second by Sam Ewing that the minutes are approved with the necessary correction. Motion carried.

Correction: Add Penny Joy's name to the attendance list (October).

Treasurer's Report---Sam Ewing

- The treasurer's report was included in the packet.
- Challenge: The current maximum balance (savings account/checking account)currently insured by FDIC is \$250,000. If this amount isn't reauthorized, the organization will need to look for another depository because the balance in the savings account is close to the limit.
- All expenses have been paid for the Fall Institute.
- Sara has done an excellent job reducing the cost of printing.

**Treasurer's report will be submitted for audit.

Resolution for Corporation OR Voluntary Association on a Share Account:

*"The undersigned certify to **Lenco Credit Union** that I am the duly elected and acting secretary of the Michigan Association of State and Federal Program Specialists and that the following is a true copy of resolutions duly adopted by the Board of Directors (Trustees) at a meeting held on **November 12, 2009**. RESOLVED, that this association is hereby authorized to apply for*

membership and to deposit funds into a share account in the **Lenco Credit Union**. *FURTHER RESOLVED, that until further notice said credit union is authorized to pay withdrawals as requested by any **one** of the persons whose names and titles appear below:*

Sammy Ewing	Treasurer
Paula Daniels	President
Michele Burley	President Elect

I further certify that the above resolutions are recorded in the minutes of the association, are now in full force and effect, and that the signatures and titles are the true signatures and titles of the persons authorized to sign in connection with this said Shared Account.”

ACTION ITEM:

Moved by Marie Miller and second by Julie Lemond to reauthorize Sam Ewing to seek another depository and obtain three signatures on the account with any one of the three signatures authorized to withdraw funds. Motion carried.

ACTION ITEM

Moved by Jeannette Magsig to authorize Sam Ewing to move funds as needed; second by Hans Stevens. Motion carried.

NAFEPA Reports---Marie Miller and Sam Ewing

- Marie distributed the NAFEPA Scholarship applications. The completed applications are due **January 13, 2010**.
- If the organization pays \$1,000 directly to a student, we would need to issue a 1099 form to the student.
- Paper was circulated for volunteers to list their name if they are willing to stay after the meeting in December to review the scholarship applications.
- Sam stated that the NAFEPA position paper will be shared at the meeting in December.

Committee Reports---

Fall Institute Committee Wrap-Up

- Michele Burley shared the survey results that were included in the packet.
- The overall results indicate the conference was a success.
- There were approximately 300 attendees at the Fall Institute and 121 respondents to the survey.
- Fall Institute is scheduled to be held **September 29-October 1, 2010**. Co-chairs are Judy Handley, Marie Miller and Karen Ruple.

Special Projects:

Boot Camp--- Sam Ewing

- There is a different type of audience attending the Boot Camps.
- Principals are attending with a team from their building.

- The Boot Camp registration is going well.
- Several requests for Boot Camp have been received from districts.
- A decision needs to be made when Title I information (Boot Camp) will be provided to districts in the Upper Peninsula.

Parent Involvement--- Marie Miller

- Seventeen (17) applications have been received.
- The training received in Baltimore was excellent.
- Dr. Epstein strongly encouraged the Parent Involvement project to be implemented at a district level rather than at a school level.

E-News/Membership---Dr. Paula Daniels

The updated E-News should be coming out shortly.

Old Business:

Summer Leadership Academy---Michele Burley

- We need a theme for the Summer Leadership Institute.
- A survey for possible dates and location was distributed.
- Three (3) proposals were received for a possible location: **Escanaba, Crystal Mountain, Grand Traverse Resort**
- Michele will work with Sara to send additional information to the members regarding the Summer Leadership Academy.
- Michele informed the organization that she will be unable to attend MASFPS meetings for the next 3 months (December, January and February) because of obligations as the Superintendent in Escanaba. However, she would like to continue receiving information from MASFPS.
- Sam suggested setting up a teleconference to communicate with her during the 3 monthly meetings.

New Business:

1. Project Proposal: Collaborative Project with OFS to provide support to new Title I Schools/Districts/Directors in compliance issues----Sam Ewing
 - There is much confusion regarding Title I in new schools (non Title I schools that became Title I schools).
 - This organization is seeking suggestions to help MDE provide information to these schools.
2. Congressional District 4 Request for /Financial Assistance for Regional meetings—Sara Shriver

- Sara stated that Congressional 4 meets at Winding Brook (Shepherd, Michigan) 4 times during the year. There is a \$25 membership fee that includes refreshments.
- The building is closing for renovations.
- Congressional 4 has found another location to meet (Comfort Inn, Mt. Pleasant) for the next 3 months. However, the rental fee is much higher. Arrangements have been made to cover the rental fee for one month.
- Congressional Region 4 is requesting financial assistance (\$1,000) from MASFPS to cover the rental fee for the next two months.

ACTION ITEM: Moved by Michele Burley, that MASFPS donate \$1000 to Congressional District 4 so it will be able to continue meeting; second by Sam Ewing. Motion carried.

- The budget will be amended to reflect this action.

Adjournment: Meeting adjourned 12:50 p.m.

Next Meeting: December 10, 2009