

**Michigan Association of State and Federal Programs Specialists**

**Regular Meeting  
Hampton Inn, Lansing, MI  
Thursday, December 9, 2010  
9:00 a.m.-12:00 p.m.**

**MINUTES (Revised)**

**Call to Order:** The meeting was called to order by President Michele Burley at 9:18 a.m.

**Attendance:** Michele Burley, Jan Callis, Peggy Coulouris, Paula Daniels, Sam Ewing, Linda Forward, Margarita Frommert, Max Fulkerson, Judy Handley, Penny Joy, Willye Pigott, Mike Radke, Sara Shriver, Sharon Spencer, Glenda Virden, Sue Warren, Karon Yeager

**Excused Absences:** Jennifer Allen, Denyse Jones, Deb Kitson, Margaret Madigan, Jeannette Magsig, Marie Miller, Tom Reeder, Richard Rockwell, Karen Ruple, Michele Sandro, Robert Stead, Glen Taylor, Pam Varga, Grace Velchansky, Mike Burde, Kristi Teall

**Addition Excused Absence: Rick Heitmeyer**

**Guest:** Sally Perkins

**ACTION ITEM:** Moved by Glenda Virden second by Paula Daniels that the agenda be approved as presented. Motion carried.

**President's Report-----Michele Burley**

- Michele shared the names of three candidates for the 2011 NAFEPA State Leadership awards: Rick Heitmeyer, Mike Radke and Tom Reeder
- Rick has worked tirelessly to upgrade the organization's newsletter (*Informer*)
- Mike Radke has worked diligently to form a partnership between MDE and MASFPS.
- Tom has been co-chair of the UP Institute.

**President's Elect Report-----** A report was not available at this meeting.

**Executive Secretary's Report----Sara Shriver**

- If you'd like to be a member of the committee to visit Crystal Mountain to view its renovations for the possibility of future conferences, please contact Sara.
- Doug Barrow (Pearson's sales representative) would like to give away trinkets at the Winter Institute. Please email ideas to Sara.
- Two dates have been scheduled for Title I Schoolwide Facilitators' training:
  - January 7, 2011---Washtenaw ISD
  - January 28, 2011---Winding Brook (Shepherd, Michigan)

- Facilitators need to choose one of the above dates to attend.
- An email was shared from the organization's webmaster, Bob Stead regarding the web page. Bob is seeking additional information for the website. The organization would like a members' only page and a Board members' page.
- Please email articles for the ***Informer*** to Rick Heitmeyer.

**Secretary's Report**----Willye Pigott

After a review of the minutes (November), the following addition was made:

**Addition:** Add Sally Perkins' name to the Guest list

**ACTION ITEM:** Moved by Sue Warren second by Karon Yeager that the minutes be approved with the necessary addition. Motion carried

**Treasurer's Report**----Sam Ewing

- There is a balance of approximately \$280,000.
- The organization is in good financial standing.
- If you are thinking about a project for next year, now is the time to begin planning.

**ACTION ITEM:** Moved by Margarita Frommert second by Glenda Virden that the Treasurer's report is accepted. Motion carried.

**Committee Reports:**

**Winter Institute**---Judy Handley

- There will be sip and chat at the end of the first day with Dr. Anthony Muhammed et al. Books will also be available for purchasing.
- The ***EDGAR*** book will be given to participants the second day.

**Legislative Report** ---Glenda Virden

- Jan shared a prototype of the notepad that will be given to Congress during the NAFEPA conference.
- Please email pictures to be included in the notepad to Jan Callis by the January 13, 2011 meeting.

**Communications Committee**---Michele Burley

- Ideas were shared regarding information a new Title I Director needs to know and information a new Principal of a Title I school needs to know.
- The ideas included: What to Know?---funding sources, Congressional regions, ISD region. Where to Get help?---MDE, MASFPS, Boot Camps, ISD, EDGAR, peers in neighboring districts
- Website---possibly add an internal search engine that searches the organization's website

**Ad-Hoc Awards Committee:** This committee did not meet.

## **Old Business--**

### **Policy & By-Laws Update—Sam Ewing**

- It was recommended that the organization's policy (**DRAFT**) be adopted as presented at the SLLA in August (2010).
- A **DRAFT** policy was emailed to the members in September. It will be emailed again for review.

**ACTION ITEM:** Moved by Paula Daniels second by Judy Handley that the recommendation be accepted. Motion carried.

### **Effective Instructional Strategies/Program from November:**

- Michele Burley suggested data is analyzed across the state to help identify effective instructional strategies
- MDE is seeking ideas for effective instructional strategies from this organization.
- Please email your ideas to Linda Forward

## **New Business**

Kristi Teall was appointed as the alternate for Congressional Region 4.

**ACTION ITEM:** Moved by Sara Shriver second by Margarita Frommert. Motion carried.

## **Title I Reports**

### **Mike Radke---**

- Schedule for this year: Next year's planning (2011-12) begins in January, 2011.
- Comparability is due **December 15, 2010.**
- Districts are **NOT** eligible for Title I funding if Comparability isn't completed and submitted to MDE. Please contact your Title I Consultant if help is needed regarding Comparability.
- Final allocations have been posted on the MDE website. There will be some adjustments. However, please use the allocations that are currently posted on the website.
- Counts matter. Title III counts must be entered into MSDS. All the Title III students need to be tested. Currently, there are 10% less Title III students listed in MSDS. Therefore the count is critical
- MSDS needs to be updated regularly, not just twice per year. The data in MSDS needs to be accurate.
- Co-funded positions have become problematic this year. MDE/USED is no longer accepting just the PARs (Personnel Activity Reports). They talk with some of the employees who are split funded. The PARs must be filled out accurately.

- District need to spend /draw down ARRA funds first.
- There is a 300% increase in the number of students identified as homeless this year.
- MDE is doing more monitoring of 'time distribution, over allocating, unallowable expenses' and maintenance of effort.
- MDE is requiring buildings to use state approved Facilitators to help **undate** their SIP.

**Correction:** Change “undate” to” update”

**Linda Forward:**

- The state wide system of support is up and running.
- Coaching 101 training is in place.
- The data part of the CNA will be available this year.
- Technology plan will be coming soon.
- The goal is ONE plan and the plan is a unified plan.
- SIG I & II applications have been filed for the second round of funding.
- Almost all the schools that did not receive funding in SIG I will receive funding in round 2.

**NAFEPA Report---** There was not a report at this meeting.

**Adjournment:** 12:40 p.m.

**ACTION ITEM:** Moved by Sue Warren second by Max Fulkerson that the meeting adjourn.  
Motion carried.

**Next meeting: Thursday, January 13, 2011, 9:00 a.m. Hampton Inn, (Canal Street)**