

**Michigan Association of State and Federal Program Specialists**  
**Crowne Plaza, Lansing, MI**  
**May 10, 2018**  
**Board Meeting**

**Minutes**

**Call to Order: President** Laura Otten called the meeting to order at **8:30 am**

**Attendees:** Jennifer Allen, Shelly Alwardt (V), Sue Baldwin, Lynn Batchelder, Mike Burde, Jan Callis, Tiffany Campbell, Melissa Duffrin, Mary Jane Evink (V), Sam Ewing, Judy Handley, Jolia Hill, Lisa Jenkins, Syndee Malek, Robbin Meeks, Julie Milewski, Laura Otten, Sally Perkins, Willye Pigott, Dodie Raycraft, Tom Reeder, Sara Shriver, Kristi Teall, Grace Velchansky, Stacy Vespremi, Glenda Virden

Note: (V) means attended virtually.

**Approval of Agenda:**

**ACTION ITEM:** Moved by Willye Pigott second by Dodie Raycraft to approve the agenda as amended.

Motion carried.

**President's Report:** Laura Otten

- MDE is not with us today for a report due to the Federal audit taking place.
- MAS/FPS will send a card to the Whiston Family and make a donation to the Dearborn Education Foundation.
- Starting with the June meeting MAS/FPS will start to use Google Team Drive for Board meetings. All documents will be placed in folders by month. Members will get a link from Laura Otten. Technical assistance will be provided, if needed.
- MAS/FPS Awards- we need nominations. Please encourage local members to nominate.
- The Executive Committee is researching different virtual meeting product options for the organization.

**President Elect's Report:** Mike Burde

- SLLA – planning is going well
- Review draft agenda.
  - SLLA begins on Wednesday, July 25
  - The heart of work on Day 2 will focus around marketing and strategic planning facilitated by Galapagos Marketing. Mike Burde's wife will be our facilitator. The Burde family will not benefit financially from the work.

- Day 3- Board meeting
- There is a parking fee at the City Flats.
- \$400 stipend for each person who attends SLLA:
  - In order to be eligible for the \$400 stipend Board Members must have 80% attendance as a District (6 out of 8 meetings).
  - Two weeks prior to the SLLA, Board members need to let the Treasurer know if the check needs to be made out to a specific organization.
  - See the Board President or Executive Secretary if you need to know where you are with attendance.
  - The participants must attend the full SLLA to get the stipend.

**Executive Secretary’s Report: Sara Shriver**

- Reminder to book SLLA rooms by June 3<sup>rd</sup>.
- The 2018-2019 Board meeting calendar was sent out to Board members. Please note there is a typo – Feb 8<sup>th</sup> meeting should be Feb 7<sup>th</sup>. Meeting will begin at 4:45 and end with a lite dinner.
- The Annual Luncheon and meeting reservations need to be sent in. There is no cost for Board members.
- Board members need to complete the Annual Checklist by the June Board meeting.
- Dr. Tom Reeder is retiring as Superintendent from Wyoming School District. He has 33 years in education.
- Dodie Raycraft is retiring after 35 years in education.

**Secretary’s Report: Jennifer Allen**

**ACTION ITEM:** Moved by Tiffany Campbell second by Sally Perkins to accept the minutes.

Motion carried.

**Treasurer’s Report: Sam Ewing**

**ACTION ITEM:** Moved by Stacy Vespremi second by Jan Callis to file the Treasurer’s report for audit.

Motion carried.

**Old Business**

- **SCECH Authorizer**
  - MAS/FPS can be a SCHE authorizer. This will save the organization money.
  - The Executive Committee is looking for a SCHE Coordinator.
    - The coordinator must commit for 3 years minimum.
    - There is an initial training from 9-3 in webinar format and the coordinator must do training each year.
    - Must attend the Fall and Winter Institute.

- A job description will be developed and sent to Board members. There will be a \$1000 per year stipend and paid registration and hotel for Institutes.
- If Boards members are interested, please submit your interest to the President prior to the June meeting.

## **New Business**

- 2018-2019 Meeting Schedule
  - One change- Feb 8 is Feb 7. February Board meeting begins at 4:45 so that people who have to drive home can leave earlier. We will end the meeting with a lite dinner.
- 2018 Annual Meeting
  - Please send in reservations.
- 2018-2019 Ways and Means Projected Budget
  - The budget is similar to last year with the exception of project budgets are at zero until project proposals are approved by the Board.
  - Without Projects, the organization would lose approximately \$36,000 in revenue. The organization has operated with a negative budget for 3 years. The Institutes have not been generating as much revenue as they have in the past.
  - A suggestion was made to potentially develop a sub- committee to work with the Treasurer to review the budget and make recommendations to the Board for possible cost savings.
- **2018-2019 Project Proposals**
  - **Boot Camps**
    - There are 3 different Boot Camps: Directors I and II, New Directors, Principals
    - Participant feedback is positive. We are meeting a need.
    - If you would like to host a Boot Camp, please contact Judy Handley.
    - The organization will send out flyers to members so that they can plan for Boot Camp participation in their 2018-19 budgets.
    - If anyone is interested in learning how to facilitate Boot Camp, plan to attend a Boot Camp and then connect with Judy Handley. The Project team is open to training new facilitators.
    - The Executive Secretary will send Judy Handley the Michigan Directory so she can make contacts to ISDs in areas that we don't have Boot Camps.

**ACTION ITEM:** Moved by Willye Pigott second by Jolia Hill to approve the Boot Camp Project.

Motion Carried

- **CNA Project**
  - Project is the same as last year.
  - Project team plans to incorporate MDE's CNA plan into the CNA Project.
  - Added \$300 for supplies and materials to the CNA Project budget.

**ACTION ITEM:** Moved by Sam Ewing second by Stacy Vespremi to approve the CNA Project as amended.

Motion Carried.

- **Equitable Services Project**
  - Same as last year.

**ACTION ITEM:** Moved by Sam Ewing second by Willye Pigott to approve the Equitable Services Project.

Motion Carried.

- **NAFEPA Representative Nomination**
  - The organization needs two representatives from Michigan for a two-year term.
  - Marie Miller is retiring from the NAFEPA Board.
  - NAFEPA Board:
    - One Board meeting per month which is held virtually
    - Onsite Fall work session Fri- Sunday.
    - Attend NAFPEA Conference in March.
  - Committee work is completed virtually.
  - Expenses for Fall and Spring Conferences are covered by MAS/FPS budget
  - If you are interested email Laura Otten.
- **Executive Secretary Compensation Proposal**
  - A few months ago, the Board voted to extend contracts for one year.
  - The Executive Secretary submitted a request to have pay be evenly distributed throughout the calendar year. There is no increase in compensation amount.
  - The Executive Committee reviewed proposal and does not have any concerns.

**ACTION ITEM:** Moved by Tiffany Campbell second by Kristi Teall to accept the proposal as presented.

Motion Carried

**Title I Reports/ MDE Reports:**

**Fred Williams OFS:**

**No Report**

**\*NAFEPA Reports (Sam Ewing, Jan Callis, Marie Miller)**

- The March work session was spent on Strategic Planning
- The Scholarship committee made some changes to the format.
- One of our Michigan students won a NAFEPA scholarship.
- We will have a NAFEPA report during the June meeting.

**Committee/Work Group Reports:**

**\*CNA Project Report: Sara Shriver**

- Held 6 sessions with a total of 238 participants
- Project made a profit

**\*Equitable Services Project: Laura Otten and Jan Callis**

- Reviewed Final Report
- One session presented with follow provided via Google hangout
- Need to add clerical costs to the final budget report. Project revenue \$80 less than anticipated.
- The Project team will be presenting at MANS this Fall.

**\*Boot Camps: Judy Handley**

- Reviewed final report
- Almost all funds are collected

**\*Professional Development Project Update: Marie Miller**

- No Report

**\*Legislative Committee: Jan Callis and Grace Velchansky**

- The committee will review the strategic plan prior to SLLA and define roles
- The committee would like to meet on Wednesday at City Flats at 10:30 before SLLA
- The committee is moving all files and documents to Google and making sure all committee members have access
- The committee is interested in pursuing virtual meeting options.

**\*Communication/Membership: Melissa Duffrin**

- No Report

**\*Professional Learning:** Lynn Batchelder and Shelly Alwardt

- Finalized break outs and room assignments
- Make It and Take It sessions new this year
- Variety of Breakouts. The committee received 23 applications for breakouts and selected seven.
- Institute flyer is ready to send out
- Brustein and Manasevit will not be at the Fall Institute. The firm felt that there was not enough changes to present. They will be at Winter Institute.

**Adjournment:**

Moved by Lynn Batchelder second by Tiffany Campbell to adjourn the meeting at 12:30

Motion Carried.

Respectfully Submitted by,

Jennifer Allen

Secretary