

**Michigan Association of State and Federal Program Specialists**  
**Hampton Inn, Canal Road, Lansing, MI**  
**January 10, 2013**  
**Board of Directors Meeting Minutes**  
**8:30 AM – 11:30 AM**

**Members Present:** Jennifer Allen, Lynn Batchelder, Mike Burde, Jan Callis, Paula Daniels, Sam Ewing, Max Fulkerson, Ilise Goldman, Judy Handley, Rick Heitmeyer, Penny Joy, Syndee Malek, Marie Miller, Laura Otten, Sally Perkins, Mike Radke, Tom Reeder, Karen Ruple, Sara Shriver, Kristi Teall, Grace Velchansky, Karon Yeager

**Members Absent:** Peggy Coulouris, Margarita Frommert, Michele Lemire, Willye Piggott, , Sharon Spencer, Bob Stead, Denyse Jones, Debbie Kitson, Michele Sandro, Pam Varga, Glenda Virden, Sue Warren

**Good News:** Everyone shared their good news!

**Approval of Agenda:** No changes

**ACTION ITEM:** Agenda Approved: Moved by Marie Miller and supported by Glenda Virden; Motion carried.

**President's Report:**  
Margarita was not here

**President Elect's Report:** Judy Handley  
Letter from Margarita

Discussion of Margarita's letter regarding a concern about a conflict of interest with an MDE employee serving as MAS/FPS president.

- Tom reported on his conversation with Margarita and he believed that Margarita was going to resign and then we received her letter.
- Recapped the perception of the conflict of interest; Sara Shriver excused herself from the conversation as she serves at the will of the president, and she believed it would be a conflict of interest for her to participate.
  - Do we want the perception out in the field that this organization is led by MDE?
  - As an OFS consultant, would it be awkward to hear info from the OFS director before the other OFS consultants hear it?
  - OFS consultants are onsite a lot and will she be able to be in attendance enough? We do have a policy for that as the President-elect can take over. However, there is an expectation that the President be present and run the meetings
  - Margarita's legal advice was that her serving was not a conflict of interest and as the definition of Conflict of Interest was reviewed, it does appear to be gray.
  - As a group, we need to address a situation like this in the future by adjusting our policies/by-laws. It is not addressed now.

- If Margarita remains in office, then it is up to the Executive Board to ensure that there is no conflict of interest.
- The organization does have a history of keeping MDE in the room and the relationships have been positive.
- MAS/FPS does have a partnership with MDE so what does that mean if we don't want an officer to be an MDE employee? Difference between partnership and leadership was discussed.

**ACTION ITEM:** Moved by Sam Ewing that we convene a workgroup to extend the review of our by-laws to all of them; seconded by Grace Velchansky. We need to bring this to the general membership. Motion amended by Sam – to review and make recommendations for revisions; Motion carried. Timeline for this is to be completed by the 2014 annual meeting.

#### Letter from Margarita (cont.)

- We acknowledge that a potential conflict exists and after an extensive conversation with the board and Tom will contact Margarita. We will address any areas of conflict of interest if they arise. Margarita will remain as President for the duration of her term. Tom will contact Margarita and share this information with her. No decisions were made.

#### 2013 SLLA

- July 31 – August 2 at Boyne Highlands in Harbor Springs
- Thursday we will work on the development of our strategic plan
- Friday AM will be the MDE updates
- No determination at this point about a book study – possibly Judy will find one on strategic planning

#### **Executive Secretary's Report:** Sara Shriver

- Sara reviewed the contents of the packet.
- There are nine people staying to review scholarship applications.
- For the state leadership reward, there is a packet of info sent out to them to complete so Marie and Mike will have to fill that out. It may be online and is due January 18<sup>th</sup>.
- Sara received an email as to whether or not the same info is shared at the Winter Institute and Boot Camps. She asked for input on how to respond.
- For Winter Institute – numbers are increasing; at 188 as of today. Board Meeting is on February 7 at 6 PM with light dinner at 5:30 PM at the Lexington.

**Secretary's Report:** Willye Pigott was excused from the meeting today. – we reviewed the minutes; Karen Ruple is taking notes today. Correction - Laura Otten's name was misspelled.

**ACTION ITEM:** Paula Daniels moved that we accept the minutes, seconded by Ilise Goldman.

**Treasurer's Report:** Sam Ewing

- The Balance Sheet as of January 2 was shared; there are some projects that will take additional dollars; pretty much balanced at this time
- The Winter Director's Institute has collected less than \$20,000 for registrations even though there are 188 registered but the registration increased this week and the Balance Sheet was prepared January 2<sup>nd</sup>. We expect \$60 - \$70,000 in registrations.

**ACTION ITEM:** Moved by Glenda Virden and seconded by Tom Reeder that the Treasurer's Report be submitted for audit. Motion carried.

**Old Business:**

- Sara reported on the history of our registration websites; CVent was a three year contract and it expires in March; We said we would look at other vendors and include Tricia in on that conversation. She will be at the Winter Institute so we can review the pros and cons of CVent at that time. Judy asked that Sara and Tricia do a spreadsheet that compares the different vendors so that we have something to look at.

**New Business:**

- Sam talked about the Project Template draft that can help conference planners' project costs and revenue; it is based on NAFEPA work. This calculates these costs/revenues so when you make a change, your financial info is updated.
- Judy asked that Sara send out the template for this template.
- Sara shared a draft of an Event Request Form that Board Members could use to request financial assistance to attend different events such as MAS/FPS Institutes, NAFEPA conference. This could serve as documentation for the Executive Secretary.
  - So, who can ask for this assistance? Many have asked for financial help in the past couple of years so in the interest of transparency, this sort of documentation ensures that all are treated equally and avoids miscommunication.
  - Sam shared that there is increased scrutiny of travel expenses that might need a 1099 form.
  - There was a suggestion to post on the website for Board Members only but at this time there is no password protection
  - The intent of this was for the Institutes and NAFEPA. Could consider adding the hotel rooms for the night before the monthly meetings for committees that are meeting the night before
  - Should the costs be included on the form? This would allow us to track how much we spend on this. Add another column for estimated costs.

**Committee Reports:**

Rick said that the Informer doesn't need to meet – Rick Heitmeyer requested more articles

Jan said that Legislative needs to meet.

- They are going to update the brochure they used last year to share with Congressional Representatives; asking that you attach your business card to the brochures and the position paper will be available at the conference.
- Regarding the visits, if the board knows who is attending, the board members can then contact people and assign who should be visit whom and put out a schedule and call ahead of time to make appointments.
- Jan will ask Lisa H. (who used to be at MDE and is now at Oakland Schools) to do a PD session for congressional reps.

Winter Institute does not need to meet

Fall Institute met last night

- Syndee reported out on the meeting with one of the presenters; they are moving along nicely.

Policies and Procedures does not need to meet.

### **Title I Reports:**

SSoS – Karen Ruple

- SRO Office is giving technical assistance today to the Priority Schools whose Reform/Redesign plans were needed changes
- There was less than 10% approval on the submitted R/R Plans
- For those Title I Priority Schools with plans not yet approved, their deadline for the Consolidated App has been pushed back to February
- Ed Alliance has met with MDE to seek some ESEA Flexibility Waiver changes for Focus Schools Accountability
  - Possible change in set-asides – delaying the district set-aside and capping it
  - Possible change in Choice/Transfer requirement

Office of Field Services – Mike Radke

- Asked about session on Evaluation Tool at MAS/FPS conference; Mike would like to reference MAS/FPS as a resource for information on this; for Boot Camp, thinking of developing a webinar on this.
- Proceeding with pilot on Schoolwide consolidation to pool state and federal money with local money to implement SI Plan with fidelity and minimize the bureaucratic stuff. Any district that has a Rewards School can participate and extending this consolidation project to St. Joseph ISD districts. Anticipate that every OFS team will have at least one district participating since Rewards schools are scattered throughout the state. Focus of OFS will shift away from compliance to School Improvement implementation. For districts without Reward Schools, this might be available in about two years though they might start another cohort next year.
- MEGS+ is continuing to be a challenge. Asked the group how it is working for them:
  - Two level five users and only one could actually submit; seemed to have worked through that and figured out what they need to do

- When it pulls through their old application, you can't just select all to delete you have to delete line by line
- System overall has been ok
- Trouble uploading files and keep them there
- Hard to use embedded comment boxes
- Not as straightforward as the old system
- Lack of Help Screens an issue
- Allocations didn't stay – sometimes they disappeared
- District and building pages get mixed up

Mike asked if it would be helpful to have the MEGS+ people to meet with a focus group to talk about issues? Yes

- Question as to whether or not comparability will be in MEGS+ next year – not likely.
- Using GEMS for monitoring this year as a pilot. Question as to whether the Boot Camp group could get access to a dummy site to play with to familiarize people with it. Mike will take this back.
- MDE continues to have a growing interest in the achievement gap with an emphasis on the achievement gap with African American males. There is an internal group working to get a better understanding of this issue. Plan to have a summit on this eventually.
- Monique Chism (sp?) has replaced Zollie Stevens at SASA.
- There is a web tool that scans news releases and pulls out the education related news and Mike shared a ranking from Public Sector Consultants an article based on achievement and family income. Eight of the top ten are high poverty.
  - Some conversation about a couple of these schools that MAS/FPS members have worked with and the difference seems to be that the teachers “own” the students and if they are not learning, the teachers figure out what needs to be done for them.

#### **NAFEPA – Glenda Virden, Marie Miller and Sam Ewing**

- April 14 – 17 is the conference; many speakers of interest; you can get information at [www.nafepa.org](http://www.nafepa.org).
- Arnie Duncan is unable to attend and they are still hoping for Michelle Obama
- Scholarships will be reviewed this afternoon and two applications will be submitted to NAFEPA.
- Marie and Mike will need to fill out some documentation for the NAFEPA State Leadership Award.

#### **Anything else for the good of the group?**

- Sam shared the National PTO summaries of Common Core standards for parents; Language is clear and there are suggestions for what parents can do to help their children at home. Consider sharing with staff so that they have a better understanding themselves of the Common Core expectations. Sam will send the link.

**Remember to attend the Winter Institute on February 7 and 8 with the Board Meeting on February 7 at 6 PM.**

**Meeting Adjournment:** Meeting was adjourned at noon.

*Respectfully submitted,*

*Karen Ruple*

*Substituting for Willye Pigott, Secretary*