

Michigan Association of State and Federal Program Specialists

**Regular Meeting
Hampton Inn, Lansing
Thursday, May 12, 2011
9:00 a.m.
MINUTES (Revised)**

Call to Order: The meeting was called to order by President Michele Lemire at 9:12 a.m.

Attendance: Jan Callis, Peggy Coulouris, Paula Daniels, Sam Ewing, Linda Forward, Max Fulkerson, Judy Handley, Rick Heitmeyer, Denyse Jones, Penny Joy, Jeanette Magsig, Marie Miller, Marianne Ochobeh (sp?), Sally Perkins, Willye Pigott, Mike Radke, Tom Reeder, Sara Shriver, Glenda Virden, Sue Warren

Corrections: - Syndee Malek and Karon Yeager attended the meeting.

-Correct spelling of Marianne's last name is "Ochalek."

Excused Absences: Jennifer Allen, Margarita Frommert, Deb Kroll, Tricia Root, Michele Sandro, Sharon Spencer, Robert Stead, Kristi Teall

President's Report---Michele Lemire

- Michele thanked Sam Ewing, Marie Miller and Tom Reeder for planning the UP conference. Their efforts were appreciated.
- Michele also thanked everyone for attending the NAFEPA conference. The NAFEPA State Leadership award was presented to Tom Reeder who was unable to attend the conference.
- We're in for a year of challenge because we don't know what to cut when the "core" is being reduced.

President Elect's Report---Tom Reeder

- The Summer Leadership and Learning Academy (SLLA) will be held July 24-26, 2011 at the Manistee National Resort & Golf, Manistee, Michigan.
- The 2 day proposed agenda and lodging information were shared with the attendees.
- Hotel room reservations need to be made by June 1, 2011 to receive the rate listed in the packet.
- Attendees received the book *Mindset* for a book study. Activities during the SLLA will be centered on the content of this book.
- A list of 2011-12 tentative meeting dates was shared with the attendees.

Executive Secretary's Report---Sara Shriver

Correspondences (Thank You notes) from Kristi Teall, Rick Heitmeyer and Glenda Virden were shared with the attendees.

Secretary's Report---Willye Pigott

Corrections/Additions

- Add Max Fulkerson's name to the attendance list for the March meeting.
- Correct the spelling of Max's last name ("Fulkerson" instead of Fulkerton)
- Correct the spelling of Leah's last name ("Breen" instead of "Brean")

ACTION ITEM: Moved by Paula Daniels second by Max Fulkerson that the minutes be approved with the necessary corrections and addition. Motion carried.

Treasurer's Report---Sam Ewing

- The organizational is waiting for the invoice (Winter Institute) from the Lexington Hotel.
- There are some other outstanding invoices. Overall, the financial status of the organization is positive.

ACTION ITEM: Moved by Glenda Virden second by Marie Miller that the Treasurer's report be submitted for audit. Motion carried.

Committee Reports:

Communications Committee—Rick Heitmeyer

- There was a great discussion regarding what is the "core" and how it relates to federal programs.
- What does it mean that the "core" is disappearing? How do we support the "core" when the "core" is disappearing?
- Rick is seeking Title I articles and pictures for the MASFPS newsletter. Please submit the articles/pictures to Rick by Memorial Day.

Fall Directors' Institute---Judy Handley

- The Institute will be held September 28-30, 2011 at Boyne Mountain. **Theme:** "Making Connections to Increase Student Achievement"

- The speakers include Mary Bigler, Michele Patton and Katie Haycock. The speaker for the post institute has been confirmed.
- The committee discussed the possibility of giving a book to the attendees at the post institute.

Old Business---Sara Shriver

Winter Institute Options for 2012

- February hasn't been a positive month for the Winter Institute. Should we change to another month?
- It was suggested to leave the conference date as is for 2012; monitor the dates for the future to see if the conference is successful.
- Jeanette Magsig suggested forming a ad hoc committee and have the committee propose some options. She volunteered to chair this committee with the assistance of Sam, Rick and Marie.

New Business

Legislative Award---Paula Daniels

Senator Hunter will be able to attend the Fall meeting. The award will be presented at that time.

Elections---Paula Daniels

Voting is by email in survey monkey. The ballot will be available for two weeks.

OEAA---Paula Daniels

- Minutes from the OEAA Advisory Committee were shared with the attendees.
- The OEAA's office names has changed to the Bureau of Assessment and Accountability (BAA)

2013/2014 Fall Directors' Venue---Sara Shriver

- Boyne Mountain has been secured for the location of the Fall Directors' Institute in 2012.
- A proposal has been received from Grand Traverse for 2013/2014.
- Judy will review information regarding other possible locations. Max volunteered to work with Judy on this issue.

New Website---Sara Shriver

- Sara shared the changes that Bob Stead has made on the organization's web page.
- Bob is seeking feedback from the members regarding the changes.

Boot Camp Project---Sam Ewing and Glenda Virden

- Boot Camp went well this year.
- Proposal: Provide Boot Camp 1 (Fall) and Boot Camp 2 (Spring) for Federal Program Directors, Facilitators and Coordinators and as many regional Principal Boot Camps for Title I buildings as can be accommodated.

ACTION ITEM: Moved by Sam Ewing second by Penny Joy that the Boot Camps (2) will be included in the 2011-12 budget. Motion carried.

Parent Involvement Project---Sam Ewing and Marie Miller

- This year was the third year of the Parent Involvement project.
- Phase II this year focused on TIPS. This is a continuation proposal to provide support for schools/districts to review and improve their parent involvement to meet State/Federal requirements and improve student achievement.

ACTION ITEM: Moved by Denyse Jones second by Glenda Virden that the Parent Involvement project will be included in the 2011-12 budget. Motion carried.

Financial Project: Sam Ewing and Marie Miller

This project will provide support to districts to assist program and finance coordination efforts to enhance implementation of Federal Programs. A series of 3 half day sessions (September, November and March) provided for teams of finance and program personnel will review the Compliance pieces, Internal controls, Procurement (Edgar, Audits, PARs, Attestations, etc), assist with understanding of monitoring of federal programs and the amendment process, and closing out the year and preparing for Audits.

ACTION ITEM: Moved by Sam Ewing second by Penny Joy that the Financial Project is included in the 2011-12 budget. Motion carried.

Title I Reports

MDE Report—Mike Radke

- Mike thanked the organization for including the Office of Field Service in the UP conference.
- The Evaluation Project Guiding Principles must be practical, driven by formative and summative data, inform planning and implementation and must empower effective decision making.

- Michigan has drawn down only 54% of the ARRA funds. These funds are to be spent by 9/30/2011 and completely drawn by 11/30/2011.
- Region Three Pilot (virtual consolidation) is going very well.

NAFEPA Conference—Glenda Virden

The conference went very well. The notepads were well received by the legislators.

Adjournment: 12:18 p.m.

Moved by Paula Daniels second by Peggy Coulouris that the meeting adjourn. Motion carried.

Next Meeting Thursday, June 9, 2011, 9:00 a.m. (Lexington Hotel)

Annual Meeting, Thursday June 9, 2011, 12:00 p.m. (Lexington Hotel)