



## MPAAA EXECUTIVE BOARD MEETING MINUTES

### June 12, 2009

#### CALL TO ORDER:

Julie Beishlag called the Planning Committee meeting to order at 8:32 a.m. on June 12, 2009. Vicki Bott called the Executive Board meeting to order at 10:05 a.m.

#### ROLL CALL:

The following Executive Board Members were present/absent:

OFFICERS:	Present	Absent
Vicki Bott, President	X	
Julie Beishlag, President-elect	X	
George Wytko, Past President (proxy with Monaweck)	X	
Curt Barnum, Membership Chair	X	
Jean Nichols, Treasurer	X	
Jan Dodge, Secretary	X	

COMMITTEES:	Present	Absent
Jackie Laymac, Educational Issues		X
Mary Ellen Welcher, UP Representative (proxy w/Beishlag)	X	
Sally Washington, ISD Representative	X	
Carolyn Claerhout, Legislative Liaison	X	
Mary Beth Stein, Member-at-Large (proxy with Bott)	X	
Rob Dickinson, Member-at-Large	X	
Heidie Ciesielski, Newslite Editor	X	
Victoria Burke, Historian	X	
John Petitto, Sergeant-at-Arms	X	
Janell Craig, Communications/Technology	X	
Dan Hanrahan, Michigan Dept. of Education	X	
Trina Anderson, CEPI	X	

PLANNING COMMITTEE:	Present	Absent
Ellen Behm	X	
Barbette Lane	X	
Annie Monaweck	X	
Nancy Raymond		X
Stacy Hodges	X	

## REPORTS

### **Minutes of Prior Meetings:**

Motion to approve the minutes of the May 3, 2009, Executive Board and Planning Committee meeting made by Dickinson, seconded by Beishlag. Motion passed.

Motion to approve the minutes of the Elected Officers' meeting of May 4, 2009, made by Beishlag, seconded by Barnum. Motion passed.

Motion to approve the minutes of the May 6, 2009, Executive Board and Planning Committee meeting made by Claerhout, seconded by Dickinson. Motion passed.

### **Financial Report:**

Motion to approve the financial reports presented by Jean Nichols for March, April and May, 2009, made by Ciesielski, seconded by Barnum. Motion passed.

### **OFFICERS' REPORTS:**

President's Report: No report.

#### President-Elect's Report:

Julie Beishlag will schedule a meeting at the Bay City Doubletree Inn within the next two weeks to review this fall's arrangements and discuss issues from the fall 2008 conference. She thanked everyone who helped with this process.

Past President's Report: No report.

#### Membership Chair's Report:

Curt Barnum asked for approval to send a letter to AP departments notifying them of the change to his address. Motion by Beishlag, seconded by Washington, to approve the mailing and postage. Motion passed.

#### Treasurer's Report:

Jean Nichols asked for permission to cash in the reward balance on the credit card after she pays the next bill because many credit card companies are eliminating their reward programs. Motion by Claerhout, seconded by Dickinson, to cash out the credit card rewards. Motion passed.

Jean Nichols requested all outstanding bills as soon as possible so she can close the books for the year.

#### Secretary's Report:

Jan Dodge thanked Barbette Lane for compiling conference evaluations.

There was a discussion about the possibility of using 123Signup for collecting conference evaluations. According to Janell Craig, 123Signup will launch this new feature next fall. There would likely be an added cost.

It was noted that MSBO uses Zoomerang to survey conference participants, who do not receive SB-CEUs until they submit their evaluations. Julie Beishlag will discuss MSBO's evaluation process with Debbie Kopkau.

### **OLD BUSINESS:**

#### 2009 Spring Conference Wrap-up:

Vicki Bott reported that she forwarded the MDE panel Q&As to MDE for review. Dan Hanrahan stated that the Q&As were forwarded to the appropriate departments, including CEPI, for review. Vicki Bott suggested sending out a Newsblast after the finalized Q&As are posted to MPAAA's website.

Vicki Bott reported that she had received the final invoice from the Grand Traverse Resort, which was approximately \$1,000 more than last year's invoice.

There was a discussion about the results of evaluations. Some people expressed difficulty keeping up and understanding acronyms. Janell Craig volunteered to post definitions on MPAAA's website. Participants also expressed the desire to receive Newsblasts.

Rob Dickinson noted that there are \$4,400 in outstanding conference registration fees. He will send second invoices next week.

#### Planning Committee:

Julie Beishlag distributed a roster of Planning Committee members. Motion by Dickinson, seconded by Barnum, to approve Julie Beishlag's recommendations for new Planning Committee members Jody Byland, Stacy Hodges, Cindy Rakocy, Sheryl Williams, and Amy McIntosh. Motion passed.

### **NEW BUSINESS:**

#### MSDS:

Rob Dickinson reported that August 24 and 28 are reserved for the MSDS workshop. He will contact Mary Beth Stein regarding MSBO certification. Barbette Lane volunteered to coordinate the SB-CEUs for the workshops, if Mary Beth Stein is not available.

After a brief discussion, it was decided that the budget for the workshops will be presented at the July meeting for approval. There will be two rooms reserved at the Holiday Inn South and in Escanaba for Rob Dickinson and Curt Barnum. Additional rooms may be needed for speakers. Lunch will be provided for attendees as well as a beverage break. At the \$50 registration fee, 450 participants are needed to break even.

Because the session will be information intensive, Rob Dickinson believes that handouts are needed. Trina Anderson said they are in the process of updating training manuals, and should be able to post a draft sample online. However, she does not think materials will be ready well in advance of the conference.

Trina Anderson stated that within the next week she would like to start sending drafts of training documentation to the trainers so they can be part of the review process. She emphasized that the trainer(s) for the MSDS workshops will need to be an application tester at the facilitation sessions in July. Rob Dickinson stated that he foresees the AM session to consist of an overview of the timelines, business requirements, and questions. In the afternoon there would be a technical session along with a pupil accounting standpoint.

Rob Dickinson asked for volunteers to help with workshop registration and microphones. The conference cost for volunteers will be waived.

Motion by Claerhout, seconded by Beishlag, to approve the letter of agreement with the Holiday Inn South in Lansing for August 21, 2009. Motion passed. John Petitto volunteered to further negotiate a waiver of the \$1,800 conference room fee with the Holiday Inn South.

The 121 leftover padfolios will be given away on a first-come, first-serve basis at the workshop. Rob Dickinson suggested announcing their availability at the end of the workshop.

In order to process SB-CEUs, evaluations must be collected. Rob Dickinson will follow up on survey tools.

Janell Craig noted that people had problems accessing the GAD video. Trina Anderson will check into the video option CEPI used for MSDS training.

#### Membership Dues:

Curt Barnum reported that by-laws require a discussion of the membership dues each year. Vicki Bott stated that membership dues increased from \$30 to \$50 in 2005-06. In 1998 dues were \$20. The group agreed to keep the membership dues at \$50. Vicki Bott noted that when marketing MPAAA it would be good to state that dues have increased by only \$30 in 10 years.

#### GAD audit:

Carolyn Claerhout stated that during the first week of June auditors received a notice that GAD was now available for audit. Three of her outliers were also outliers in the fall so she had already conducted a 20% audit at that time. There was a lot of frustration over conducting audits a week before school was out. Kathy Weller sent out an email to auditors that said audits could be done now or at the beginning of the school year. Carolyn surveyed her LEAs and found that they could not be audited now or at the beginning of the school year. Carolyn Claerhout would like to see one audit per year, and suggested that MPAAA needs to become more involved in this process.

Trina Anderson said there have been many discussions with the ISDs regarding the GAD audit process. Last week CEPI and MDE met to discuss options and technical problems. CEPI is working on an annual process because a cycle-by-cycle process doesn't work from a technical standpoint. She re-drafted steps that have gone through a technical review at CEPI, and have been forwarded to MDE for review. Kathy Weller is trying to balance written requirements with the proposal.

#### Legislative Update:

Carolyn Claerhout reported that the government will be using the stimulus money to backfill budgets, which will create a scary situation in the future when the stimulus money is gone. All language has been

removed pertaining to the change in calculating hours and FTE for developmental kindergarten and kindergarten in a bill passed by the House, which is also expected to pass in the Senate.

Heidie Ciesielski will send out a Newsblast with this information.

Experiential Learning:

Carolyn Claerhout recommended a separate session pertaining to experiential learning. She is having a hard time auditing experiential learning in her districts. There was a lengthy discussion about whether a two or three-period block is considered a “class period,” as required for experiential learning.

2009-2010 Goals:

Vicki Bott would like to identify goals beyond conferences and workshops for this year. One of the goals is to revise MPAAA’s Mission Statement. Sally Washington, John Petitto, and Vicki Bott volunteered to come up with three options for a Mission Statement.

Other ideas included:

- Starting discussions with the Grand Traverse Resort for spring conferences beyond 2011.
- Further discussion about a conference planner/director
- Executive Board/Planning Committee retreat for consolidating conference planning
- Virtual workshops for people unable to attend conferences
- Celebration of successes and accomplishments

Distribution List Update:

Vicki Bott stated that there is now a full Planning Committee. She will send out an updated roster.

**COMMITTEE REPORTS AND ROUNDTABLE:**

Educational Issues Liaison’s Report: No report.

ISD Representative’s Report:

Sally Washington reported that she, Carolyn Claerhout, and Ellen Behm met with Kathy Weller, Diane Easterling and Joellen Wonsey to try to reach resolution to some of the issues concerning early childhood auditing. It was apparent at the fall conference that auditors were auditing and calculating early childhood FTEs differently. The disposition is as follows:

54 program (scheduled for 450 hours for a full FTE): If the student is not there for all days scheduled during the count week, the student must return for all days scheduled during one week in the 30-day count window. All other guidelines must be met.

55 program (infant, 0-2): Requires 72 hours over a 180-day period to be counted. If the student is there for two hours during the count week, nothing else is required to count the student for a full FTE. Otherwise, follow the same process as that for the 54 program.

Sally Washington will send the language to MDE for review, share with auditors, and the pupil auditing manual will be updated.

The same group met regarding auditing electronic attendance onsite in the districts’ student information systems. Carolyn Claerhout is drafting a proposal for MDE to approve. Several districts will be selected to pilot this system. In some software it is possible to see when changes were made to

attendance, and who made the changes. It should lend credibility to electronic attendance, and would also save districts money by eliminating the need to print reams of attendance documentation\). One of the state's biggest concerns is assuring that teachers sign a valid attendance record.

UP Representative's Report: No report.

Legislative Liaison's Report:

Carolyn Claerhout reported that 14 people have agreed to serve on the legislative committee.

Members at Large:

No report.

CEPI Report:

Trina Anderson reported that 30 participants attended the vendor training for MSDS phase II. Materials and additional resources were posted online. CEPI will publish the names of the testers on the vendor listserv, so vendors can work closely with the volunteers who use their software. Vendors could also send files directly to CEPI for use as additional test files.

Trina Anderson said they are hoping for many volunteers. Testers will test individual components rather than the system in its entirety. There is a base auditor functionality that will require testers as well.

Historian's Report: No report.

Sergeant-at-Arms Report:

John Petitto reported that several weeks ago he attended a meeting for superintendents and business officials regarding the stimulus package at the Kellogg Center. Superintendent Flanagan was one of the speakers, who said that districts need to plan for a \$500 per pupil reduction in the next few years after the stimulus money is gone. One of the areas superintendents were informally talking about cutting is conference attendance. John Petitto said that it is important for MPAAA to promote attendance at MPAAA conferences and workshops with people who approve conferences as "spending money to make money."

Communications/Technology Report:

Janell Craig encouraged the use of 123Signup for all membership renewals and workshop registrations rather than running a dual system. Curt Barnum stated that the current membership database tracks many other things, such as years of service. Jean Nichols expressed concern that auditors would be asking for back-up documentation. Rob Dickinson found 123Signup to be tricky for the exceptional things, and also found that he could not capture all of the information he needed solely through 123Signup. He also noted that there would need to be a unique identifier or member number for each person. Janell Craig stated that an additional fee could be paid to try to track everything in 123Signup.

Janell Craig also noted that 123Signup now has four separate events posted—two workshops and two conferences.

Newsline Editor's Report:

Heidie Ciesielski reported that she and Janell Craig will start using 123Signup to send out the Newsblast because it has the most current email addresses.

With 123 Signup there is the option to send out communications to non-members. A discussion followed about sending out the Newsblast periodically to non-members to demonstrate the added value of MPAAA membership. It was agreed that the July Newsblast regarding developmental and regular kindergarten funding will be sent out to non-members.

MDE Representative's Report:

Dan Hanrahan clarified that HB 4721 pertains to kindergarten and DK hours as discussed earlier in the meeting.

**PLANNING COMMITTEE:**

There were no other Planning Committee reports.

Motion by Petitto, seconded by Dickinson, to adjourn the meeting. Motion passed. The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

*Janice Dodge*

Janice Dodge

Secretary