



MPAAA EXECUTIVE BOARD MEETING MINUTES February 12, 2010

CALL TO ORDER:

Julie Beishlag called the Planning Committee meeting to order at 8:40 a.m. on February 12, 2010. Vicki Bott called the Executive Board meeting to order at 10:24 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	X	
Rob Dickinson, Membership Chair (proxy with Beishlag)	X	
Jean Nichols, Treasurer	X	
Jan Dodge, Secretary (proxy with Craig)	X	

COMMITTEES:	Present	Absent
Jackie Laymac, Educational Issues (proxy w/Petitto)	X	
Mary Ellen Welcher, UP Representative	X	
Sally Washington, ISD Representative (proxy w/Beishlag)	X	
Carolyn Claerhout, Legislative Liaison	X	
Mary Beth Stein, Member-at-Large	X	
Member-at-Large (vacant)		
Heidie Ciesielski, Newslite Editor (proxy with Bott)	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	
Jody Byland	X	
Stacy Hodges	X	
Barbette Lane	X	
Samantha Martin	X	
Annie Monaweck	X	
Cindy Rakocy	X	
Nancy Raymond	X	

REPORTS

Minutes of Prior Meeting:

Motion to approve the minutes of the January 8, 2010, Executive Board meeting minutes made by Claerhout, seconded by Beishlag. Motion passed.

Financial Report:

Treasurer Jean Nichols presented a combined financial report for January and February 2010. The total of cash assets is \$173,407.97. Total income to date of \$102,269.28 includes \$3,000 in credit card incentives plus \$4,904.28 interest from the CD and savings account. There are just a few outstanding checks to be deposited.

Motion by Claerhout, seconded by Wytko, to approve the financial report as presented. Motion passed.

OFFICERS' REPORTS:

President-Elect's Report:

Julie Beishlag is working with the Michigan Department of Education to obtain clarification on seat time waiver programs regarding appropriate FTE being claimed depending on the number of classes the student is taking. Trina Anderson commented that starting next year seat time waiver students must be coded as such in MSDS.

Julie Beishlag reported that GenNet is considering requiring all seat time waiver students included in their waiver to be full-time. Additionally, Julie Beishlag will meet with MDE State Aid office staff, Kathy Weller, Barb Fardell, and Superintendent Flanagan on February 25 to discuss the above mentioned issue of allowable FTE being tied to the number of classes for which the student is actually registered. This meeting is being driven by a program in her county, not by the Genesee Seat Time Waiver program. Carolyn Claerhout suggested that a small group from MPAAA meet with representatives from MDE to provide input on seat time waiver programs. Julie Beishlag will set this up when she has her meeting on February 25th.

John Petitto recommended requesting clarification regarding seat time waivers from Debi Hartman to make sure everyone is on the same page, including auditors.

Effective during the 2010-11 school year, the third Wednesday of November will become the special education count day instead of December 1, with the due date to CEPI being during the second week on December. The special education counts are due to the U.S. Department of Education on February 1st.

Trina Anderson reported that MPAAA is not included as one of the associations that MDE regularly includes in communications (memos, notices, etc.).

President's Report:

Vicki Bott submitted the resignation of Curt Barnum as Membership Chair for approval. Motion by Wytko, seconded by Nichols, to accept the resignation of Curt Barnum. Motion carried. John Petitto stated that he met with Curt Barnum to retrieve all documents and items relevant to the position.

Vicki Bott recommended Rob Dickinson as interim Membership Chair to complete the remainder of the term, which is one and one-half years. Motion by Claerhout, seconded by Stein, to approve Rob Dickinson as interim Membership Chair. Motion passed.

Past President's Report: No report.

Membership Chair's Report:

On behalf of Rob Dickinson, Julie Beishlag reported that as of 2/11/10, 157 people had registered for the spring conference. Fifty of the registrants renewed their memberships, and nine are non-members. There are currently 482 members. Board members will use 123Signup to register for the conference. Rob Dickinson and Janell Craig developed a process for this as well as a list of registration codes to be used by Planning Committee and Executive Board members. Julie Beishlag will follow-up with Rob Dickinson on whether presenters need specific registration codes in order to be included in meal counts.

Vicki Bott reported, as a follow-up to last month's discussion, that there were not as many outstanding checks/receivables as previously thought. Most people had paid, but not marked as such in 123Signup. The difference now is \$470 and there is no way to determine who the receivables belong to so there won't be any further follow-up.

Treasurer's Report:

Jean Nichols reported that she spent \$149.95 to purchase the newest version of QuickBooks, which was given to Ellen Behm. New credit cards were issued to Rob Dickinson and Ellen Behm; and the credit card issued to Curt Barnum was cancelled due to his resignation. She will be working on an amended budget. She thanked Julie Beishlag, Vicki Bott, and Rob Dickinson for clearing up questions about outstanding receivables.

Secretary's Report: No report

OLD BUSINESS:

Brainstorming – New Way of Doing Business:

Tabled for a future meeting.

NEW BUSINESS:

Member-at-Large Vacancy:

Due to Rob Dickinson's appointment to Membership Chair, there is a Member-at-Large vacancy. Since there are only two meetings left in this "term," after discussion with George Wytko, Julie Beishlag, Rob Dickinson, and Carolyn Claerhout, Vicki Bott suggested not filling the vacancy at this point.

Approve Amended Budget:

Jean Nichols will be working on an amended budget for approval at a future meeting.

Approve U.P. MSDS Expenses Incurred:

Vicki Bott asked for feedback and approval to reimburse Rob Dickinson for \$81 in excess of the allowable amount for five people for meals at the U.P. MSDS workshop. Originally, she denied the reimbursement per board policy, however, Rob Dickinson asked for reconsideration. His understanding was that he had been given a total budget for expenses for the U.P. MSDS conference, and that the meal expenditures were within this budget.

Motion by Claerhout, seconded by Wytko, to approve the additional amount requested for reimbursement by Dickinson not to exceed \$85.00, based on the fact that the Board had approved a budget for the U.P. MSDS workshop that would cover the cost. After discussion, the motion passed unanimously. It was recommended that project budgets, in the future, be specific as to following the board policy. Also, board members recognized and expressed appreciation for all of Rob Dickinson's efforts and dedication to MPAAA.

Approve 123Signup Upgrade:

Janell Craig reported on the status of 123Signup. It has been upgraded to allow for early bird registration and for board and committee members to register using 123Signup with each person having a different amount that will be due. The cost for the upgrade was \$200. Vicki Bott approved the expenditure, pending board approval, as part of the technology budget.

Motion by Claerhout, seconded by Stein, to approve the expenditure of \$200 for the upgrade to 123Signup. Motion passed.

Spring Conference:

Tuesday Evening Room Compensation:

Julie Beishlag reported that she had received a request for covering Tuesday night's hotel costs due to the MPAAA Board meeting on Wednesday morning. John Petitto stated, and Carolyn Claerhout agreed, that this has not been covered in the past. Discussion followed and it was the consensus of the board that the cost of the hotel room for Tuesday night should not be covered for the purpose of the Wednesday morning board meeting alone, as the board member is already present and additional travel is not necessary.

Vendors:

Julie Beishlag also reported that Pearson will donate \$250 towards the cost of neck wallets. Pearson would cover \$600, if allowed to set up a table and a place to speak to attendees. Pitney Bowes also stated the same. Discussion followed regarding having a vendor fair at this conference and in the future. Consensus was that it should be considered for the future, but at this point we do not have a well thought-out plan as to how to implement and manage a vendor fair this spring. It was decided to accept with thanks \$250 from Pearson, and MPAAA will assume the rest of the cost of the neck wallets.

MDE Comped Rooms:

Room expenses at the hotel for MDE and CEPI staff have been covered in the past for all three nights, if they agreed to present. Discussion followed as to whether this should be continued if the staff member does not present at a workshop, but does sit in at workshop sessions, answer questions, and serve as a resource. Carolyn Claerhout suggested that Julie Beishlag draft a policy for board consideration regarding State department representation at MPAAA conferences. It was suggested that the policy will state that all three nights are covered by MPAAA, if: (1) they have agreed to present; and/or; (2) actively involved at other sessions; and/or (3) participate as a resource for sessions. It should also

include that the Planning Committee Chair has discretion to set a limit based on who is needed as a resource for the conference as the cost of MPAAA presenters has increased dramatically.

SB-CEUs:

Mary Beth Stein is taking care of applying for SB-CEU credits. She was told that effective January 1st, individuals must log on to MIEM's website to complete a survey, and have up to 30 days after the conference to do so or will not receive credits. This is not operational yet, however. Carolyn Claerhout will follow-up on fees, evaluations, and registering for and completing the survey/evaluation. Mary Beth Stein suggested a separate table where conference attendees could pick up SB-CEU cards because most people who have cards and get stamps really aren't using or needing the credit, but MPAAA still pays the cost for each card distributed.

Transfer Membership:

On behalf of Rob Dickinson, Vicki Bott reported that a person who recently replaced an MPAAA member is requesting a transfer of membership. A discussion followed. There is no clear policy regarding membership transfers. Consensus was to review these requests on a case-by-case basis, making sure to determine, if possible, if it was the district that paid for the membership or the individual in whose name the membership is listed. If a district paid, then the membership will be transferred. Vicki Bott will request that the individual produce documentation that supports the district payment of the membership, and then it will be transferred.

COMMITTEE REPORTS AND ROUNDTABLE:

Educational Issues Liaison's Report: No report.

ISD Representative's Report:

On behalf of Sally Washington, Julie Beishlag reported that Calhoun's MSDS survey was distributed to all ISD auditors, asking them to distribute to LEA pupil accounting contacts as a forward from Calhoun ISD. Trina Anderson stated that there was much concern and discussion at CEPI and MDE that the survey was being billed as an MPAAA survey and not as Calhoun's. Trina Anderson received an email from Becky Rocho stating that MPAAA would be sending out a survey, and it was not clear that it was a Calhoun ISD activity. From this, it appeared that MPAAA was endorsing the survey, but not all of the questions were received favorably by MDE and CEPI. Trina Anderson expressed concern, given that she is a member of the board and that MPAAA is striving to be an important voice at the State level.

UP Representative's Report:

Mary Ellen Welcher reported that the MPAAA website has a typographical error and that the membership directory has not been updated. It still states 2007-08 membership. The link to the membership list will be taken off as there have been problems with maintaining the database.

Legislative Liaison's Report:

Carolyn Claerhout distributed a memo from MSBO summarizing the Governor's proposed budget. She has heard that there is a better than 50/50 chance that the Governor's proposals will be approved.

She also reviewed a discussion she is having with Joellen Wonsey regarding the snow days, and approval to move the count day to the next day that a school district is in session. This has caused problems with interpreting when the 10/30-day clock starts for absent pupils, in addition to the date of enrollment for new students and who can be counted as a new enrollee. Joellen Wonsey's position was that the legislated count day didn't move, thus the clock would start with February 11 and enrollment

would have to be on or before February 10. A lengthy discussion followed. The MDE position regarding the 10/30-day clock and date of enrollment are problematic for districts. Carolyn Claerhout will continue to pursue this with MDE.

Members-at-Large: No report.

MDE Representative's Report: No report.

Newsline Editor's Report:

Historian's Report: No report.

Sergeant-at-Arms Report: No report.

Communications/Technology Report:

Janell Craig reported that MPAAA's website domain is up for renewal in January and will run through 2015.

CEPI Report:

Trina Anderson reported that the Race to the Top grant has many extra requirements for data gathering and reporting. One is that students will have to be connected to a teacher(s) by the end of the 2010-11 EOY collection. It is unknown exactly how far this will extend.

Also, the testing of the audit functionality in MSDS has just started.

PLANNING COMMITTEE:

There were no Planning Committee reports.

Motion by Wytko, seconded by Beishlag, to adjourn the meeting. Motion passed. The meeting was adjourned at 1:47 p.m.

Respectfully submitted,

Janice Dodge

Janice Dodge
Secretary