EXECUTIVE BOARD MEETING MINUTES
Friday, December 12, 2014

Call to Order:
Leslie Shamel called the Executive Board meeting to order at 9:10 am on December 12, 2014, at MASB Board Room.

Roll Call – Barbette Lane, Secretary:

Officers:	Present	Absent
Leslie Shamel, President	X	
Brenda Weir, President-elect	X	
Ellen Perry, Past President	X	
Nicole Snyder, Marketing & Membership Chair	X	
Kristina Tokar, Treasurer (entered 9:35)	X	
Barbette Lane, Secretary	X	

Executive Director:	Present	Absent
Maggie Bacon, Executive Director	X	

Committees:	Present	Absent
Carolyn Claerhout, Legislative Liaison	X	
Educational Issues & Innovation Liaison (VACANT)	-	
Janell Craig, Technology Rep	X	
Jan Dodge, Pupil Accounting Rep	X	
Jacqui Laymac, Sergeant-At-Arms	X	
Becky Reed, Data Specialist	X	
Loret Roberts, UP Representative	X	
Derrick Stair, PSA Rep	X	
Sally Washington, Pupil Accounting Auditor Rep	X	
Homeless/Truancy Liaison (VACANT)	-	
Trina Anderson, CEPI	X	
Brian Ciloski, MDE (entered 9:17)	X	
David Judd, DAS	X	
Naomi Krefman, MDE (Auditing)	X	

Approval of Agenda – Leslie Shamel, President:
Motion by Weir and supported by Laymac to approve the December 12, 2014 agenda with one addition as presented. Motion passed

- Addition under New Business - Executive Committee Recommendation

Approval of Minutes – Leslie Shamel, President:

Motion by Snyder and supported by Dodge to approve the Executive Board meeting minutes as presented with one edit for November 14, 2014. Motion passed

- Bullet MPAAA selected 1 of the 3 for testing move to under CRDC

Financial Report – Kristina Tokar, Treasurer:

- Fall Conference – made money both location Lower - $62,166.35+ and Mission Point $15,705.80
- Discussed Profit & Loss Statement
- Requested a new computer, software and antivirus/security

Motion by Claerhout and supported by Weir to approve up to $3,000 to purchase new computer with software, antivirus & security. Motion Carried

Motion by Claerhout and supported by Laymac to hire an external review and filing of MPAAAs 990 report to not exceed $2000. Motion Carried

Approval of Financial Report – Leslie Shamel, President:

Motion by Perry and supported by Laymac to approve the financial report as presented for October 2014 and November 2014. Motion passed

Spring Conference Agenda Review – Brenda Weir, President-Elect

- Session discussions
- Giveaway ideas

State Agency Partners:
Trina Anderson, CEPI

- Roster Verification System
    - Looking for testers (Principals and Teachers)
- TSDL
    - Public Report for MI School Data
    - Looking for input on what you would like to see on the reports
- Data Definitions for the 2015/2016 are in the process
- Wish list for reports in MSDS
- LEP
    - Working on exit timelines
- Cyber Bullying passed senate and has a reporting component
    - Most likely will be placed in the SID report
- Kindergarten and GSRP students being claimed for FTE and grant funding

Brian Ciloski, MDE

- 21f vs 25e
    - Up to district how to protect 21f FTE
- 23a
    - Haven’t seen in status report

    - Will be on January report (July through current)
- Deductions for 2013/2014 Days and Clock Hours will appear in February and notifications in December
- Days and Clock Hours
    - Looking to create a report for past school years
- 64b form will be going live in January
    - Dual enrollment incentive
    - District can earn up to $60 per student that meets the requirements
    - Will be shared in an MDE memo

David Judd, MDE
- Secure site listserv
    - Tina Foote – Assessment Spot Light
    - Pull specific Pupil Accounting items and forward on listserv
- February workshop
    - 60-90 minutes for BAA side
- Spring Record Maintenance request for spring assessment

Naomi Krefman, MDE
- Manual invite feedback and questions
    - Reference section in the back of the manual
    - Send feedback/questions to Naomi
    - 23a
- Audit findings
    - General and specific do we need to eliminate some
    - Audit consistency group to review

Executive Director Report – Maggie Bacon, Executive Director
- Changes in SCECHs requirements
    - May not need to be stamped
    - Participants will only need to sign a form
- New Certification Crosswalk (handout)
    - Committee (Jan Dodge, Jacqui Laymac, Becky Reed and Tina Foote)
- Data and testing coordinator team for M-STEP
- Historical documents
- Would like to start oral history
    - Interview people regarding MPAAA

Business Meeting:
New Business:
- Member Dues Transfer – Ellen Perry, Past President

Motion by Perry and seconded by Washington that when individual paid membership at ISD/School District is transferable to the new person for the remainder of the year at ISD/School. Motion passed with one naye.
    - Discussion regarding transferring and other organizations policies
- PAM Section 5-O-B State Memo (December 4, 2014) on Project Based Learning – Carolyn Claerhout, Legislative Liaison

  - Project Based STW due December 28 and auditor must approve
  - Sent email to MDE – Brian Barber doesn't feel there is a conflict for auditor to approve and audit
  - Letter to Vanessa Kessler

- Committee Membership and Purpose – Carolyn Claerhout, Legislative Liaison
  - Fall Conference Auditing consistency group was cutting people from the committee
  - Why? Can't everyone that wants to participate, participate?
  - Committees are designed to be work groups for MPAAA
  - Board Committee – Nomination, By-Laws, Financial
  - Special Interest Groups – LEA, PSA, ISD
  - Recommend to send to the By-Laws committee to address

- Conference and Workshop Fees – Carolyn Claerhout, Legislative Liaison
  - CRDC for half day $70.00 – districts complaining too expensive
  - ISD charge for rooms

- Policies Review (first read) – Jacqui Laymac, Sargeant-At-Arms
  - Reviewed proposed changes
  - Expectations for executive board meeting

- Bookkeeper Position (first read) – Kristina Tokar, Treasurer
  - Kristina shared the amount of time that Derrick and she are spending weekly
  - Discussion regarding options for bookkeeper

Motion by Claerhout and seconded by Reed for the Executive Committee to research ability to job description/job posting for support/bookkeeper for 20 hours per week. Motion Carried

- Executive Committee Recommendation – Leslie Shamel, President
  - Recommends to reinstate original salary ($70,000) and remove bonus

Motion by Tokar and seconded by Stair to reinstate the executive directors salary to $70,000 and remove bonus. Motion Carried

Unfinished Business:

- Board Planning – Leslie Shamel, President and Ellen Perry, Past-President
  - Reviewed history
  - Shared Mission and Vision
  - Discussed Advancing MPAAA handout
    - Restructured the Board
    - Hired Executive Director
    - Committee Structure – more robust & more involvement
    - Special Interest Groups
    - Increased number of workshops and workshop revenue
  - What are the next steps/priorities to advance MPAAA

- Three priorities that can be fiscal, structural or other that the board needs to do or consider to advance MPAAA and serving our membership and reaching our mission and vision.
  - Fiscal
  - Structural
  - Other
- Summarize the common themes
  - Discussion on ideas for Fiscal, Structural and Other
- Board training ideas
  - Governance vs Working
- Board Development
  - Executive Committee create focused approach in the Governing, communication and respect and present a presenter for early February.

Public Comment

Next meeting January 9, 2014 will start at 9 am

Adjourn
Meeting was adjourned at 2:10 pm

Respectfully submitted,

Barbette Lane
MPAAA Secretary