



## Meeting Minutes

Monday, December 10, 2007

4:00 PM

The meeting was called to order by President-Elect, Mark King at 4:03 PM in the Duesenberg Room at the Sheraton Lansing Hotel.

**In Attendance:** Mark King, Laurie VanderPloeg, Kathleen Golinski, Diane Lanham, and Anthony Thaxton, Executive Director

**Absent:** Mark Moody

### I. Action Items

#### A. Approval of Consent Agenda

Motion made by Eleanor White to approve the consent agenda, supported by Laurie VanderPloeg. Motion Passed.

### II. Carryover Business

#### A. Summer Institute 2009 (with Janis Gaubatz)

A proposed contract was presented and discussed with date changes made to the second week of August being the main issue. Final negotiations are anticipated for next Tuesday, 12/17,07.

### III. Informational & Discussion Items

#### A. "Framework for the Future" Project (with Kathy Barker & Kathleen Golinski)

A written report of phase I results/findings was presented including issue topics from a thematic perspective. Discussion included a request for feedback, review of recommendations, and the need for a plan for the system. Request was made to fund the Phase II work at \$10,000 to be completed by 6/30/08. It was determined that financial support possibilities would be discussed with Jacque Thompson and that Executive Board approval would be sought via email if necessary.

#### B. Finance & Legislation Committee (with Lucy Hough-Waite)

Lucy presented an overview of committee work thus far, specifically related to ESY feedback/recommendations to OSE/EIS. There was a motion by Kathleen Golinski, supported by Laure VanderPloeg, to develop ESY input document to be signed by Executive Director. Motion passed unanimously.

Lucy also presented an overview of committee work thus far, specifically related to Part C feedback/recommendations to OSE/EIS. There was a motion by Laurie VanderPloeg, supported by Diane Lanham, to develop Part C input document to be signed by Executive Director. Motion passed unanimously.

C. Rtl Book Project

Tony presented that he will be meeting with Cindy Shinsky after the holidays and will bring a recommendation regarding marketing & publication to the February meeting.

D. Role of Executive Director

Tony presented the question, as requested by President Mark Moody, as to whether or not the making of Board member travel and/or room arrangements would be considered as a part of the duties and responsibilities of the Executive Director. It was the consensus of members present that the Executive Director's role does not include these activities. There was a further consensus expressed by those present that financial support of the President's attendance at the MCEC conference was not an appropriate MAASE expenditure.

E. Evaluation of Executive Director (handout)

Tony passed out a possible form and/or format for the Executive Director Evaluation. It was determined that the Past-President and President-Elect would complete a mid-year "interim" evaluation and share it with the Executive Director prior to the February meeting.

F. IHE Representation Offer

Tony reported that Kim Arsenault, MAASE member and new instructor at Hope College, has offered to represent MAASE with the IHE. Steve Cameron's offer was also discussed. Eleanor will contact Joanne Winkleman to obtain a list of IHE members.

G. High School Requirements Project (with Laurie Jepsen)

Laurie presented an overview of the work of the project team.

**IV. Reports**

A MALSEA Diane Lanham

No one was nominated for the "Award of Distinction" so it will not be presented this year. A special meeting will be held Tuesday morning to determine needs/opportunities for the future.

B. MAISEA Kathleen Golinski

There will be an open meeting on Wednesday with no planned presentation.

C. CASE Laurie Vanderploeg

Laurie gave an update on CASE communication and activities.

D. Executive Director Report - Tony Thaxton (Attached)

**VI. Correspondence**

A. Mike Flannigan Letter: Ed Yes! Stakeholder Group (handout)

It was the consensus of the Board that Mike Flannigan would be given the names of the Executive Director and the Presidents of MALSEA & MAISEA.

**VII.** The meeting was adjourned by President-Elect Mark King at 6:30 PM.

# MAASE Executive Board Executive Director Report

Anthony S. Thaxton, Ph.D.  
Executive Board Meeting  
December 10, 2007



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## The Numbers:

- 12/7/07 Membership = 396 (12/1/06 = 403)
- MAASE December 2007 Workshop Activity Registration = 315 (12/06 = 225)
- MAASE December 2007 New Administrators Workshop Registration = 50 (12/06 = 36)
- MAASE December 2007 General Membership Meeting Registration = 179 (12/06 = 156)

## General Membership Agenda for December 2007

- Added Part C Workgroup Meeting on Monday
- Tuesday Workshop - Added Ballroom D
- Finance & Legislation - Change to Ballroom F
- 3:45 Tuesday - Add "High School Requirements" Project meeting/Ballroom F
- Added "Standards-Based IEP" Workgroup Report
- Added Transition SPP 13/14 Workgroup Report

## Financial Report: (See Attached)

- MAASE Balance Sheet - as of 12/1/07
- MAASE Profit & Loss Statement (Month ending 12/1/07)
- Credit Card Transaction Investigation
- Received revenue from vendors for Summer Institute
- Vendor/Exhibitor Application Process
- Balance Sheet Detail report available

## Professional Development:

- SB-CEU Database Issues
- October New Administrator Evaluation Results (handout)
- October Tuesday PD Evaluation Results (handout)
- Informed Crystal Mountain that we won't be with them in 2009

## Website:

- Added "Clearinghouse" to Website, need to do training
- Beginning to implement redesign & modeling CASE & MASSP - ideas?

## Director Activities:

- CASE Contacts/Invitation - other states Executive Directors
- Standards-Based IEP - Vision Statement (handout)
- MDE - Network of Michigan Educators (handout)
- Meeting with Jim Ballard/MASSP to explore collaboration with Administrative Certification & Endorsement Program
- Transition Training Module - OSE/EIS Work Group (handout)
- MAS/FPS Group?