



Michigan Association of Administrators of Special Education

EXECUTIVE BOARD MEETING

Lansing Sheraton Hotel
Duesenberg Room

Minutes

Monday April 13, 2009

Executive Board members present: Mark King, Mark Moody, Diane Lanham, Michele Cutcher, Diane Heinzelman, and Executive Director Tony Thaxton. Laurie Jefsen joined by telephone at @ 5:30 PM.

Leadership Group members present: Janis Gaubatz, Sue Ochs, Terri Johnson, Penelope Miller-Smith

- I. President Mark King called the meeting to order at 5:06.
- II. Consent Agenda
 - a. Mark Moody moved that the consent agenda be approved including the following:
 - Approval Of Agenda
 - Approval of February 9, 2009 Executive Board Minutes
 - Approval of Financial Report
 - b. Diane Heinzelman seconded the motion and it passed unanimously.
- III. Committee Reports/Updates – (Note: Also see 4-09 MAASE Activity Report on MAASE website)
 - a. Mini-Grants
 - Mark King reported on his visits to the mini-grant sites.
 - b. Finance & Legislation
 - No report
 - c. Tuesday Professional Development - Elaine Smiley
 - See Activity Report
 - d. Summer Institute - Janis Gaubatz
 - @36 Breakout proposals received
 - Keynoters are “lock-in.”
 - Met recently with GTR staff re breakout rooms
 - e. PD for New Administrators - Penelope Miller-Smith
 - Need Chairman for 2009-10
 - f. “Spotlight” - Dawn Bentley
 - See Activity Report
 - g. SLIP - Sue Ochs
 - See Activity Report
 - h. Membership Networking - Jeff Reinelt/Laura McClure
 - See Activity Report
 - i. Membership Recruitment - Deb Smith

- See Activity Report

IV. Project Reports/Updates – (Note: Also see 4-09 MAASE Activity Report on MAASE website)

- a. Framework for the Future - Kathleen Golinski
 - See Activity Report
- b. High School Requirements - Gail Van Daff
 - See Activity Report
- c. Curriculum for Low-Incidence - Marcia O'Brien
 - See Activity Report
- d. Resources for Specific Learning Disabilities - Eric Hoppstock/Laurie VanderPloeg
 - See Activity Report

V. Liaison Reports/Updates - (Note: Also see 4-09 MAASE Activity Report on MAASE website)

- a. SEAC - Teri Johnson
 - Diane Lanham & Terri have been elected to the SEAC Executive Board.
- b. State Schools - Sue Prezzato
 - No Report
- c. OEAA Advisory Committee - w/Executive Director Report

VI. Reports/Updates – Executive Board

- a. MALSEA - Diane Lanham
 - Award of Distinction will be presented on Wednesday.
- b. MAISEA - Michelle Cutcher
 - Pam Zandt will chair the Wednesday meeting.
- c. CASE - Laurie Jefsen
 - Laurie explained the CASE membership drive.
- d. Executive Director Report - Tony Thaxton
 - See following written report

VII. Correspondence

- a. “Region IV” ISD Directors – 4.3.09 (handout)
 - Letter from Region IV ISD Directors was shared.
 - Opportunities for representation were discussed.
 - Mark King will write letter expressing executive board consensus that opportunities currently exist for MAASE involvement.
- b. Mini-Grant Recipient
 - Marcia Hickey from TBA ISD is this year’s President’s Award winner.

VIII. Discussion/Action Items

- a. Summer Institute Golf Outing Procedure (handout)
 - Mark Moody moved that the proposed Summer Institute Golf Outing procedures be adopted.
 - Diane Heinzelman second the motion and it passed unanimously.
- b. MAASE Charity Auction Procedures

- Upon discussion it was the consensus of the Board that in the future, the MAASE Christmas Charity Auction proceeds must be donated to a charitable organization versus a school or school program.
- c. 2009-10 Dues and Registration Fee Structure
 - Upon discussion it was the consensus of the Executive Board that the MAASE dues and registration fee structure will not change for the 2009-2010 school year.
- d. PD/Board Involvement – future
 - This issue will be discussed at the leadership retreat.
- e. Mini-Grant President’s Award
 - This item was discussed previously in the agenda.
- f. CLC Workshop Series (KU Center for Research on Learning)
 - This agenda item was dropped due to time restraints.
- g. Website Development
 - This agenda item was dropped due to time restraints.
- h. Executive Director Evaluation
 - Mark King will disseminate Director Evaluation forms to the Executive Board in the next few weeks.
- i. MAASE PAC
 - This agenda item was dropped due to time restraints.
- j. Cindy Shinsky Request - Orphanage Fund Raising event (handout)
 - It was the consensus of the Executive Board that fund raising activities of MAASE members not be advertised via the MAASE listserv.

IX. The meeting was adjourned at 7:05 p.m.

MAASE Executive Board Executive Director Report

Anthony S. Thaxton, Ph.D.
April, 2009



The Numbers:

- Membership = 587 (2007-08 = 482)
- MAASE April 2009 Workshop Registration = 226 (4/08 = 335)
- MAASE February 2009 New Members Workshop Registration = 86 (4/08 = 51)
- MAASE February 2009 General Membership Meeting Registration = 148 (4/08 = 162)

Financial Report:

- MAASE Balance Sheet - as of 4/10/09 (handout at Executive Board meeting)
- MAASE Profit & Loss Statement as of 4/10/09 (handout at Executive Board meeting)

General Membership Agenda News for April 2009

- MAASE will host MDE Deputy Superintendent Dr. Sally Vaughn on Wednesday for Spotlight presenting an update on the Michigan School Accreditation System (MiSAS).
- New Members Workshop registration is a record.
- Local Administrator's "Award of Distinction" to be presented Wednesday.
- Combined MALSEA & MAISEA luncheon on Wednesday with Pat MacQuarrie regarding the Standards-Based IEP Project

MAASE "Political Action Committee":

- Proposed by Matt Tomaszewicz, Lobbyist.
- Envision direct contact with representatives.
- Would require filing with Secretary of State Office
- Implication with soliciting contributions from membership

Code of Ethics:

- MCEC has recently adopted a "Executive Board Code of Ethics" which must be signed by anyone seeking to serve as a Board members.
- I recommend that a similar one be developed for MAASE and signatures requested of all MAASE Leadership Group individuals (i.e. Committee/Project Chairs and Liaisons).
- A "draft" based on the MCEC Code is provided in your packets.

CPA Inquiry: "Audit" versus "Review" Question

- See handout/email response

Potential misuse of Grand Traverse Room Block

- We have a situation wherein a member was informed of the Executive Board decision to not allow non-member, non-conference attendees to use the MAASE Grand Traverse Resort Room Block and subsequently the member's spouse (also a member) made a separate reservation.
- In fulfilling the Board's direction regarding this issue I intend to disallow the separate reservation unless the members involved produce what I consider a reasonable explanation for the second reservation.
- Furthermore, I will plan to determine final room occupancy at the Summer Institute.

OEAA Advisory Committee Meetings:

- Represented MAASE at a meeting of a MEAS Advisory Committee for students with disabilities regarding the development of new MEAP-MiAccess Accommodations Table.

Miscellaneous/E.D. Activities

- I am meeting with Executive Secretary and President of MAS/FPS on 5-14-09 to explore mutual interests and opportunities for collaboration. Interest in joining me?
- Met with Grand Traverse Resort personnel and Janis Gaubatz to develop facility use plan details for Summer Institute 2009.
- A new Summer Institute Presentation Proposal Form was constructed, disseminated to membership, and put on website. 31 proposals have been submitted thus far including several from MAASE Vendors/ Exhibitors.
- Worked to develop/construct new "MALSEA Award of Distinction" Plaque
- Summer Institute invitation emails were sent to 38 vendors in our updated Vendor/Exhibitor Directory. One order has already been placed.
- Two deposits of \$1,000.00 each have been paid to GTR.
- Met with Wiki Committee members at Kent ISD to further development of the resource.
- Extended LRP Special Education Connection offer to members and placed link on website.
- Represented MAASE at a meeting of a MEAS Advisory Committee for students with disabilities regarding the development of new MEAP-MiAccess Accommodations Table.
- 34 members have not yet paid dues for 2008-09 (list provided).