



# General Membership Meeting Minutes

February 6th, 2013 – The Lexington Lansing Hotel

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- President John Bretschneider called the meeting to order at 9:02 AM and introduced Teri Johns to present the OSE Update.
- MDE Reports: Assistant Director of Special Education Teri Johnson presented the OSE update. Please see the “OSE” and “MAP” Updates and Teri’s PowerPoint on the MAASE wiki at <http://maase.pbworks.com/w/page/9881717/Office%20of%20OSE%20Updates>.
- Spotlight: Karen Rockhold introduced Michelle Gulley, Matt Korolden, & Sharon LaPointe as presenters of the topic “Flexible Support Tools for Discipline Decision Making.”

- I. **Approval Of Consent Agenda:** Janis Weckstein made a motion to approve the consent agenda including the *February 6, 2013 General Membership Meeting Agenda* and the *December 5, 2012 General Membership Meeting Minutes*. Andy Claes seconded the motion and it passed unanimously.

## II. Executive Reports/Announcements

- A. Executive Board Meeting Report – President John Bretschneider reviewed the primary topics of the 2-4-13 Executive Board meeting that included Bylaw Change recommendations, election procedures, leadership retreat dates, a CoP proposal form, and information about a Specialty Endorsement Program survey.
- B. Bylaw Change Recommendations (first reading) – President-Elect Carolyn Smith-Gerdes presented and read the attached Bylaw Change recommendation.
- C. Executive Director Report: (see attached)
- D. Legislative Action Committee - President-Elect Carolyn Smith-Gerdes presented a review of the activities of the LAC including 1) Rewrite of State Aide Act, 2) Leg. Action Day, 3) Proposed Part C app, 4) Sequestration and 5) SB 66 Graduation Credit.
- E. Prof. Development Steering Committee – No report

## II. MAASE Standing Committee Reports

- A. Finance & Legislation – Committee Chair Jennifer Scott-Burton reviewed the issues discussed including the proposed Medicaid consent regulations. The CASE Policy Committee/survey, and MAASE IDEA recommendations.
- B. Membership Services – Chairperson Deb Koepke thanked everyone that helped out with both hospitality events as well as the Jewelry sale. She also reviewed the results of the “Valentines for Veterans activity.
- C. MAASE Mini-Grants – Co-Chair Ellen Winter reported on the wrap-up of the MAAE Mini-Grant program for 2012-13 and indicated that winners were identified on the MAASE website in the News section.
- D. MAASE Wiki – Committee chair Michelle Gulley reported on the work of the newly formed Wiki Committee including the results of their recent member survey. According to Michele 73% of members are using it. There is a plan for cleaning it up of un-used items and creating an archive. They are also planning to change the look of the wiki to make it easier to find desired items.

## III. MAASE PD Committee Reports

- A. Tuesday Professional Development – Chairperson Shari Amstead reported on the plan for April which will include presentations on Traumatic Stress by James Henry & a workshop on ASD Intervention.

- B. New Administrator Academy - Laura LaMore reported that the New Administrator Academy was cancelled for February due to the Winter Institute but will be back on schedule for April.
- C. Summer Institute – Chairperson Dawn Bentley gave an update on Committee work for Summer Institute 2013 including plans for new Golf Outing activity and a search for Breakout Presentations.
- D. Winter Institute – Chairperson Janis Weckstein reported that there were @ 330 attendees at the Winter Institute and gave thanks to the Attorneys and Sheryl Diamond for their participation.
- E. “Spotlight” – No Report

#### **IV. Project Reports**

- A. Creating Agreement – No report
- B. Comparing Early Childhood Systems – No report
- C. Support the State Plan for Persons with ASD – Dona Jones reported that there will be a follow-up to the October PD in April and that there has been a council created for the 2 upper lower-peninsula ISD’s. Colleen Allen will be one of the April presenters.

#### **V. Communities of Practice**

- A. Early Childhood Administrators – Co-Chair Vonnie Vanderzwaag reported that they are looking at promising practices and at the proposed rules.
- B. Supervisors of Low Incidence Programs - Brian Pianosi reported that it was good to see so many SLIP members from Detroit. As a group they are looking at the “Interveners” job for deaf/blind students and the SLIP Calendar/SCECHs. The SLIP conference was also a big success.
- C. Planner-Monitors - Wendy Minor reported an update of issues that they are addressing as well as plans to conduct a Planner-Monitor Conference in May.
- D. HI Program Administrators – Co-Chair Mindy Miller reported that this was only the 3<sup>rd</sup> meeting of the CoP and that they are still looking for greater participation.
- E. EI Program Administrators – No report
- F. Adjudicated Youth Program Administrators – No report
- G. Secondary Transition Administrators – No report

#### **VI. Organizations, Work Groups & MAASE Appointee Reports**

- A. SEAC – Dawn Bentley updated the group about upcoming representative changes.
- B. CASE - Jennifer Scott-Burton announced the CASE Winter Conference and that Tom Koepke is the MAASE nominee for the Administrator of the year award.
- C. Michigan CEC - Lucian Parshall reported on the MCEC Campership Program and the MCEC Conference in March.
- D. Institutes of Higher Education (IHE) - Cynthia Smith reported that the IHE group discussed the Interventionist position.
- E. MI Interagency Coordinating Council – No report

#### **VII. Informational Items**

- A. Membership Recognition - Current GVSU students in audience were asked to stand and be recognized.

**VIII. Call for Candidates** – President-Elect Carolyn Smith-Gerdes made a call for nominations for the MAASE Executive Board. Dawn Bentley was nominated for President-Elect, Donna Jones was nominated for Region 1b and Greg LaMore was nominated for Region 3.

**IX. President John Bretschneider adjourned the meeting at 11:55 AM**

# Proposed Bylaw Change – 1st Reading

## February 6, 2013

Please Note: Article VII refers to members of the Executive Board beyond MAASE Officers. MAASE Officers (Article V, Section 5.1) currently include the President, President-Elect, Immediate Past-President and International CASE Board Representative.

### ARTICLE VII: EXECUTIVE BOARD

**Section 7.1 MEMBERSHIP:** The Executive Board shall consist of current officers, ~~and the Presidents or equivalent of the Michigan Association of Intermediate Special Education Administrators (MAISEA), the Michigan Association of Local District Special Education Administrators (MALSEA).~~ ONE (1) MEMBER REPRESENTATIVE OF INTERMEDIATE SCHOOL DISTRICT (ISD) SPECIAL EDUCATION ADMINISTRATION, ONE (1) MEMBER REPRESENTATIVE OF LOCAL EDUCATION AGENCY (LEA) OR PUBLIC SCHOOL ACADEMY (PSA) SPECIAL EDUCATION ADMINISTRATION, AND

~~**Section 7.12 REGIONAL REPRESENTATIVES:** In addition to members defined by 7.1, the Executive Board shall also consist of a representative memberS from State of Michigan Regions as defined by the Michigan Department of Education Office of Special Education and Early Intervention Services as Regions one (1) through four (4). Region 1 is further defined by these bylaws as consisting of two (2) sub-regions (1a and 1b) for a total of 5 regional representatives. MAASE MEMBERS ELECT ISD AND LEA/PSA REPRESENTATIVES FOR TWO (2) YEAR TERMS. ISD/ESA REPRESENTATIVES ARE ELECTED ON ODD NUMBER YEARS AND LEA/PSA REPRESENTATIVES ARE ELECTED ON EVEN NUMBER YEARS. THE CURRENT MALSEA PRESIDENT WILL FULFILL THE LEA/PSA POSITION FOR THE 2013/14-YEAR (ODD). REGIONAL Representatives are elected, one from each region, for two-year terms by members of that region. Regions 1a, 2, & 4 will elect representatives on even number years and Regions 1b & 3 will elect representatives on odd number years. Executive Board Regional Representatives will begin with the 2010-2011 (even) school year. Representatives from Regions 1b and 3 will be elected for a one-year term this initial year. The Past-President at both the February and April General Membership meetings will receive nominations at the February and April General Membership meetings. Elections will be conducted online during May with election results announced at the June General Membership meeting. The Executive Board shall meet in conjunction with regularly scheduled Association meetings and as determined by the President.~~

# MAASE Executive Board Executive Director Report

February 4, 2013

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- **The Numbers:**

- 2012-13 Membership = 659 (2-2013 = 578) (Previous high = 625 in 2010-11)
- 2013 SLIP Winter Conference & PBIS Summit - 172
- Winter Institute 2013 – 325 (2012 – 215)
- MCEC Conference Wednesday Workshop – “Common Core...” - 38

- **Financial Report:**

- MAASE Balance Sheet - as of 2-2-13
- MAASE Profit & Loss Statement as of 2-2-13
- PayPal 1099k – for reference as an annual review of payments collected via credit card.

- **Video Conferencing/Tuesday PD to the UP**

- I have been spending considerable time with this activity including conversation with NMU Technology Personnel, a meeting Jeff Diedrich and his staff, and the people of Lexington Lansing Hotel. There are four outstanding issues including 1) purchase of a codec and connections @ \$3500 to \$4000 (see handout), 2) determining staffing at the Lexington Lansing Hotel, 3) determining pricing for PD registration, and 4) putting together a registration system for users of the service. I am looking for Board approval to proceed with study and formulating a recommendation.

- **Specialty Endorsement Survey**

- The Specialty Endorsement Survey of MAASE members is concluded with 103 respondents. There seems to be clear support within MAASE so the next question is there support/“buy-in” among Michigan’s Building Principals. I’ve posted a draft proposal for the Board to review and consider and would like Board Support for conducting a survey with our colleagues from MASSP and MEMSPA.

- **Certificate of Liability Insurance**

- I have posted the certificate of Liability Insurance that we purchased per my December report and your approval.

- **Urban District Administrator CoP**

- Eleanor White suggested if MAASE might consider the establishment of a Community of Practice (CoP) for SE Administrators of Urban Districts. With John’s approval I contacted Jacqueline McDougal to see if she might be interested in leading such an effort and John and I are meeting with her on Tuesday to discuss it further.

- **MAASE Display**

- With support and input from Board Officers I have moved forward with the purchase of a tabletop display for MAASE. This display will be used at each MAASE meeting and at other venues such as the UP SE Conference, the MCEC Conference, etc.

- **MAASE Records**

- As requested with the latest evaluation of Executive Director services, please be advised that written MAASE meeting, professional development and financial records and documents from 2000-01, are stored in a commercial storage unit in Holland, Michigan. Specific Storage Unit business contact information is kept in MAASE files in Exceptional Education Services, Inc. (EES) office. In addition to a computer hard drive, electronic records and documents from July 2007 to date are kept on an IOMEGA Back-Up Hard Drive also in the EES office. These records are backed-up daily.