

Virginia Association of Federal Education Program Administrators

Board of Directors' Meeting

February 13, 2015, 10:00 AM

Gail Jones, President
Valdivia Hall, Secretary

Ernestine Scott, President Elect
Carl McDaniel, Treasurer

Linda Rector, Past President

Dorothy Tate, Region 1
Val Gooss, Region 1
Carolyn Taylor, Region 2
Laura Burton, Region 2
Tracey Tunstall, Region 3
Deborah Siekirski, Region 3

Kathi Sheffel, Region 4
Megan Moore, Region 4
Marymargaret Caldwell, Region 5
Sandra McKenzie, Region 5
Diane Washenberger, Region 6
Malora Horn, Region 6

Jennifer Hurt, Region 7
Linda Dalton, Region 7
Pam Eakes, Region 8
Chip Jones, Region 8
Pat Popp, VDOE
Gabe Frazier, VDOE
Wilbert Ware Retired

In Attendance: Gail Jones, Ernestine Scott, Deborah Siekirski, Jennifer Hurt, Diane Washenberger, Linda Dalton, Carolyn Taylor, Marymargaret Cardwell, Linda Rector, Valdivia Hall, Dorothy Tate, Val Gooss, Kathi Sheffel, Wilbert Ware, Patricia Popp and Gabe Frazier.

The meeting was called to order at 10:00 a.m. by the President, who presented the agenda. Gabe Fraizer moved that the agenda be approved and Diane Washenberger seconded the motion. All members voted affirmative.

Minutes - Valdivia Hall

The minutes were disseminated prior to the meeting. It was moved by Carolyn Taylor and seconded by Pat Popp that the minutes from the January 8, 2015 Board of Directors' Meeting be approved as amended. All members voted affirmative.

President's Report - Gail Jones

- President welcomed new members. Kathi Sheffel will be representing Region 4 and Laura Burton from Region 2 will be joining the board. The president shared that Pam Eakes will be representing Region 8 and that we only have one vacancy on the board - Region 4.
- The president asked Jennifer Hurt to provide the board with an update on the NAFEPA 2015 Scholarship Awards. Jennifer shared with the board that there were 21 applications submitted and 2 were selected to represent the state (Summer Fink from Bluestone HS, Boyton, VA, and Lamar Greene from Richmond Community HS, Richmond, VA). A letter will be sent on behalf of VAFEPA congratulating the winners. Each individual will receive a \$500 check.
- The president announced the names of the five board members nominated for the State Leadership Award. Nominees are Pat Popp, Wilbert Ware, Ernestine Scott, Jennifer Hurt, and Sandra McKenzie.
- The president indicated that Brandy is currently working on the website. She encouraged everyone to go to VAFEPA.org to preview the changes.
- The president shared items discussed during the Executive Committee meeting. One item discussed was due to the number of new board members, was there a possibility of having a spring board retreat in order to bring all members up to date with board policy and activities. Lynchburg, VA, was a proposed location. Marymargaret Cardwell was tasked with securing a

location. We should plan for 35 individuals and the timeframe would be 10 a.m. to 2 p.m. The president will send a survey to board members to determine the best date for the retreat.

- At the Executive Committee the number of VAFEPA yearly meetings was discussed. She informed the board that the bylaws state there will be six meetings per year and that the Executive Committee agreed with leaving the number of required meetings at six as stated in the bylaws. The president shared that she is looking at another alternative method of meeting such as Spider Phone, Go to Meeting, etc.
- The president also shared that she had secured the services of a graphic artist to look at redesigning the logo and has sent the graphic artist VAFEPA's current goals and mission statement. A cost will be associated with redesigning the logo somewhere between \$375 and \$475 and the executive board felt that the cost should be discussed with the full board. A motion was made by Dorothy Tate to approve the cost of the graphic artist and seconded by Wilbert Ware.

Treasurer's Report – Carl McDaniel

A written report was submitted by Carl that reflected expenditures from January 9, 2015 through February 13, 2015; however, due to Carl's absence the president presented the report.

Checking Balance	\$ 930.39
Business Money Market Balance	\$49,653.21
Business Primary Share Balance	\$ 50.00

It was moved by Linda Rector and seconded by Marymargaret Caldwell that the Treasurer's Report be accepted with all board members voting affirmative.

Committee Reports

Awards & Bylaws –Jennifer Hurt & Linda Rector

- Jennifer Hurt will send notification letters to all scholarship applicants. Linda Rector reminded the board of the George Irby scholarship of \$500 that will be awarded - one per region. Applications will be forthcoming.
- Dorothy Tate reported that the Bylaws committee has been working and will be presenting a draft of the revised bylaws at the March VAFEPA meeting.

Conference 2015 - Ernestine Scott

- It was discussed to keep the vendors' price the same as last year's conference with the cost of a basic table being \$550 which includes meals tickets and the cost of additional tables at \$305 per table. Dorothy reminded the board of the commitment to return to Hotel Roanoke for the VAFEPA 2017-2018 school year. Gail said she would return call to Elizabeth Sanchez confirming our intent to return.
- The following individuals are being considered for speakers and are currently being contacted regarding availability:
Beth Estill, Debbie Diller, Michael Rettig, Yolanda Abel, Leigh Manasevit, Terie Dreussi-Smith and Margarita Calderon. James Madison University math people would be a good source to pull from. Carolyn Taylor will contact. Also, Virginia Commonwealth University – Kristy Trenter would be contacted by Diane Washenberger.

- Concern was voiced as to if we will have money to pay the speakers. Pat Popp reminded the group that since their group (Homeless) was also attending then she would be assisting financially with the conference. Gail also pointed out that she had sent a letter to Veronica Tate of VDOE requesting \$15,000 in support.
- Debbie Siekrski volunteered to make contact with Debbie Dillard regarding availability. Topic to speak on would be K-2 Workstations.
- The following individuals are being requested from VDOE to be on sight for the conference: Veronica Tate, Judy Radford, Cheryl Strobel, Bev Rabil, Pat Popp, Carol Sylvester and Gabie Frazier.
- It was agreed that an Administrative and Instructional tract would run throughout the conference. VDOE specialists would handle the administrative track. Presenters would be recruited for the instructional track. The goal is to increase attendance with the Wongs as a draw. It is believed that larger numbers will be in attendance.
- Laura Wood with the Richmond Hyatt needs to be contacted regarding the number of individual that can occupy a room. Gail volunteered to find out and report back to the committee.
- A Save-the-Date will be posted on the VAFEPa website and postcards will be mailed out.
- Below are the agreed upon rates for the conference. A motion regarding the rates was made by Dorothy Tate and seconded by Linda Rector.

EARLY BIRD (**PRIOR TO OCTOBER 7, 2015**) FULL REGISTRATION: **\$275.00**

EARLY BIRD 1 DAY FULL REGISTRATION: **\$195.00**

FULL REGISTRATION (**AFTER OCTOBER 7, 2015**) : **\$325.00**

1 DAY REGISTRATION: **\$225.00**

- Vendors: Wilbert Ware will oversee this component. Vendors will line the perimeter of the main room on Monday and Tuesday. Wilbert asked how many tables are available for the vendors. Gail will find out and report back to the committee. Wilbert asked if we would keep with the same cost. Should we go with an App for the conference, then he would like the vendors to also have access. That being, \$550.00 per table (registration, meals, and App access). Each additional table would be \$300.00. The consensus was to stay with the same pricing. He would like to see 1 hour given early morning to vendors. Also giving them time during the break for each day and lunch. Gail proposed that a passport get stamped by each vendor. This will encourage attendance with each vendor and support our theme. The individual with the most passport stamps would receive a gift on the last day of conference. The body agreed that we need to notify the vendors by letter prior to registration. We should inform them about the new set-up. Gail asked that after the letter is drafted, that it be forwarded to her for approval, along with the vendors we are soliciting.
- It was asked what funds could be used by schools and members to get registration paid. It was suggested that each district could request Title I set aside funds.

Nominating and Elections

Committee not established

Budget and Audit

- ❖ **Membership Committee:** Report was given by Gail Jones. We are currently standing at 79 members. The question was asked if we need to move from 2 to 1 VDOE Representatives. The decision was tabled until the next meeting.

Legislative and Archives

No report

VDOE Report – Gabie Frazier

General Updates

The Title I/III Specialist plus position, recently held by Kristi Bond, was advertised and interviews were conducted this week.

States with approved ESEA flexibility requests may submit requests in early 2015 to extend their approval for up to four years. Information on Virginia's ESEA flexibility extension request will be shared for public comment in early January. The final renewal application was submitted to the U. S. Department of Education in late January for approval.

Title I, Part A:

Reminders:

Revised 2014-2015 Title I, Part A, and Title I, Part D, Subpart 2, Allocations

Supt's Memo #316-14, dated December 5, 2014, reflects an adjustment to the 2014-2015 Title I, Part A, Application and the Title I, Part D, Subpart 2, allocations. These allocations were affected because of: (1) corrections in the FY 2012 state per-pupil expenditure data several states submitted to the U.S. Department of Education after June 2014; and (2) Section 115 of Public Law 113-164, the Continuing Appropriations Resolution, which applies a 0.0554 percent reduction to discretionary amounts appropriated at the federal level. **If an amendment to the respective 2014-2015 applications has not been submitted, please submit now.**

Revised 2013-2014 Title I, Part A, and Title I, Part D, Subpart 2, Allocations

Supt's Memo #315-14, dated December 5, 2014, reflects an adjustment to the 2013-2014 Title I, Part A, Application and the Title I, Part D, Subpart 2, allocations. **If an amendment to the respective 2013-2014 applications has not been submitted, please submit now.**

As a reminder, an amendment to the 2014-2015 and the 2013-2014 applications and a budget transfer must be submitted through the OMEGA system. If you need technical support with this process, please e-mail OMEGA.Support@doe.virginia.gov or call 804-371-0993. For general information, please contact your program specialist.

Title I, Part C:

No update at this time.

Title II, Part A:

A Supt's Memo will be posted soon on February 20 announcing the names of the 26 school divisions that will be monitored this spring for Title II, Part A. An audio conference overview is being planned for Wednesday, March 4, 2015.

Title III, Part A:

A webinar to discuss the immediate impact of the joint USED-DOJ guidance released in January will be conducted on Tuesday, February 24, at 3 p.m. Directions for joining the webinar were sent to Title III coordinators this past Monday.

A Supt's E-mail was distributed to selected divisions on Monday to announce a new opportunity for those divisions to increase the number of ESL endorsed teachers by participating in an expenses-paid program offered by George Washington University.

Title IV, Part B:

USED-NASA Partnership

Students at nine Virginia middle schools will take on after-school engineering challenges designed by NASA as part of a national initiative to promote science, technology, engineering, and mathematics in schools and in the workforce.

Virginia is one of ten states chosen by NASA and the U.S. Department of Education to participate in the 2014-2015 Engineering Design Challenge. The selected middle schools are all home to federally funded 21st Century Community Learning Center programs and are as follows:

Caroline Middle, Caroline County
Falling Creek Middle, Chesterfield County
Holmes Middle and Key Middle, Fairfax County
Peabody Middle, Petersburg
Thomas H. Henderson Middle and Thomas C. Boushall Middle, Richmond City
Stonewall Jackson Middle, Roanoke City
Southampton Middle, Southampton County

Training related to this challenge was held in January. The NASA trainers discussed timelines, available support, and the three design challenges assigned to Virginia. These challenges will take eight weeks and the final product, a video, is due April 16th. The three design challenges are as follows:

1. Crew Vehicle Exploration – design a vehicle to transport astronauts to the Moon, Mars, and beyond and back home to Earth.
2. Packing Up for the Moon – design and build a plant growth chamber for a three month mission on the lunar South Pole.
3. Radiation Shield Exploration – design and build a radiation shield. This was a challenge from the pilot program.

Spring Institute

The 21st CCLC Spring Institute will take place on March 10-11 at The Hotel Roanoke and Conference Center featuring the theme, *Enrichment for the Whole Student*. This theme will focus on the development of a student's physical and mental health and spotlight best practices on STEM, nutrition, and physical fitness.

RFP Workshop

The 21st Century RFP is planned to be released today (February 13, 2015) through a Supt's Memo. There will be two RFP workshops to provide technical assistance in completing the application. The first one will be held on March 5th at the Virginia Fine Arts Museum in Richmond. The second one will be held the day before the Spring Institute on March 9th at The Hotel Roanoke and Conference Center.

Title VI, Part B, Subpart 2:

USED will conduct three webinars during the month of February to announce procedures for the 2015-2016 grants supporting Rural and Low-Income School (RLIS) and Small Rural School Achievement (SRSA) Programs.

Additional Information:

The Department will conduct the annual **Coordinators' Technical Assistance Academy** at the **DoubleTree by Hilton Hotel Roanoke & Conference Center in Roanoke, Virginia**, beginning at 8 a.m. on **Wednesday, July 22, 2015**, and concluding at 12:30 p.m. on **Friday, July 24, 2015**. The academy provides an opportunity for federal program coordinators and other school division key instructional staff supporting the programs to receive updates and guidance on the following *Elementary and Secondary Education Act of 1965* (ESEA) programs:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies;
- Title I, Part C: Education of Migratory Children;
- Title I, Part D: Neglected, Delinquent or At-risk;
- Title II, Part A: Preparing, Training, and Recruiting High-Quality Teachers and Principals; and
- Title III, Part A: Language Instruction for English Language Learners.

As has been done for the past several years, the 2015 academy will offer a strand for new coordinators (those with three years or less experience), sessions featuring promising practices, and sessions addressing ESEA services for students, teachers, and parents. The academy will also provide federal and state updates and the opportunity for networking and meeting with Department staff on an individual or small group basis.

A Supt's Memo will be released in April with registration and lodging information. An agenda and other conference information will be available on the online registration site. Please plan to join us.

VDOE Report - Patricia Popp

- January through March will focus heavily on federal program monitoring.

Regional Reports

Region I - Dorothy Tate

There was a meeting held on January 30, 2015 hosted by Powhatan. Discussion centered on the Super Circular, changes with OMB and the Title I audit process.

Region II – Carolyn Taylor

Region II is planning a joint conference with Region I, hosted by York County on March 20, 2015 with Region 1. There will be a principal leadership strand and a reading strand.

Region III

No report

Region IV

No report

Region V – Marymargaret Cardwell

Due to inclement weather, the regional meeting will be rescheduled for March 2015.

Region VI
No report

Region VII – Linda Dalton
School improvement has been the focus for the region.

Region VIII – Valdivia Hall
Leslie Grant will be assisting the Region with unpacking the SOLs & Assessment.

Old Business

The president, provided the board an overview of the website, using the test site. There was a positive response from the board and thanks given to Brandy Lewis for a great job. There was a motion made by Linda Rector and seconded by Carolyn Taylor that we launch the website on February 16, 2015. The motion passed.

The president shared sample graphic designs for the logo. It was suggested that board members would be surveyed to determine the logo of choice.

New Business

A motion was made by Carolyn Taylor and seconded by Gabie Frazier to adjourn the meeting. The motion was passed. Meeting was adjourned at 12 noon.

Next meeting date - **March 13, 2015.**

Respectfully Submitted,
Valdivia Hall
VAFEPA Secretay

