

Virginia Association of Federal Education Program Administrators Board of Directors' Meeting

May 16, 2019

Cheryl P. Bostick, President
Carl McDaniel, Treasurer

Amber Boggs, President Elect
Ernestine Scott, Past President

Valdivia Hall, Secretary

Randall Johnson, Region 1
Candy Llewellyn, Region 1
Angela Isbell, Region 2
Laura Estes, Region 2
Vacant, Region 3
Roxana McCarthy, Region 3

Kathi Sheffel, Region 4
Megan Moore, Region 4
Jane Wright, Region 5
Sandra McKenzie, Region 5
Diane Washenberger, Region 6
Emily Altizer, Region 6

Jennifer Hurt, Region 7
Marcia Shortt, Region 7
Pamela Eakes, Region 8
Chip Jones, Region 8
Vacant, VDOE
Lynn Sodat, VDOE

Meeting called to order at 10:10 a.m.

In Attendance: Cheryl Bostick, Malora Horn, Carl McDaniel, Ernestine Scott, Randall Johnson, Candy Llewellyn, Jane Wright, Sandra Wright, Diane Washenberger, Emily Altizer, Amber Boggs, Chip Jones, Lynn Sodat, Marcia Shortt

The meeting was called to order at 10:10 am by the president who presented the agenda. A motion was made by Chip Jones, to approve the agenda, and the motion was seconded by Ernestine Scott. The motion passed.

Minutes - Cheryl Bostick, Substitute

The president gave the minutes in Valdivia Hall's absence.

The minutes from the March 14, 2019 meeting were emailed to the president by the secretary for dissemination. Ernestine Scott stated the minutes needed to be amended to add the names of the 2 Scholarship recipients and the name sent to NAFEPA for that scholarship. With this amendment the motion was made by Amber Boggs to approve the minutes, and the motion was seconded by Sandra McKenzie. The motion passed.

President's Report – Cheryl Bostick

- Board Representatives

The president reviewed the notes from the April Board meeting including her appointment of Amber Boggs as President Elect and replacement for Mrs. Boggs' vacancy on the board for Region 7 with Marcia Shortt. The superintendent(s) will be notified.

- NAFEPA Board Meeting - State Leadership Award

Carl McDaniel was presented with a State Leadership Award from NAFEPA during the conference for his outstanding leadership. Next year's NAFEPA meeting will be March 15-18, 2020. The president would like the VAFEPA Board's support in starting a VAFEPA Leadership Award. Nominees would be individuals that have done something notable in federal grants. It would be a brief application. This could be a way to increase membership and bring recognition to the wonderful things going on in federal programs throughout Virginia. We could let our next conference be our first time presenting the awards. A suggestion of 5 recipients was made. The initiative would cost the price of a plaque per recipient. A motion was made by Ernestine Scott, and seconded by Emily Altizer to pursue a VAFEPA Leadership award. The motion passed.

- Brustein and Manasevit Spring Forum

The president shared that the Brustein and Manasevit Spring Forum had been a very beneficial conference. “The Administrator’s Handbook of EDGAR” would be a great resource for anyone working in federal programs. It was mentioned to always be careful with e-mail guidance because it must follow EDGAR guidelines. Randall Johnson mentioned that a lot of equity issues were discussed. Ernestine Scott stated that she had attended the conference many years and the conference gives a lot of details to really help with grants.

- Retreat

VAFEP Retraet will take place immediately after the board meeting. At the meeting we will plan for the Drive-In training events; scheduled for 2 locations in October 2019.

The president’s report was approved with a motion made by Jane Wright, and seconded by Carl McDaniel. The motion passed.

Treasurer’s Report – Carl McDaniel

The treasurer stated that very little expenses had been spent on the retreat and the

April BALANCES 2019		May BALANCES 2019	
2019 Checking Balance	\$ 1,962.45	2019 Checking Balance	\$ 1,938.18
2019 Money Market Balance	\$ 16,037.48	2019 Money Market Balance	\$ 16,050.60
2019 Business Primary Balance	\$ 50.00	2019 Business Primary Balance	\$ 50.00
GRAND TOTAL:	\$ 18,049.93	GRAND TOTAL:	\$ 18,038.78

The treasurer’s report was approved with a motion made by Randall Johnson, and seconded by Amber Boggs. The motion passed.

Committee Reports

- Nominating Committee – Ernestine Scott

Ernestine Scott thanked Amber Boggs for agreeing to serve as the president elect and welcomed Marcia Shortt to the board as a Region 7 representative. A motion was made by Sandra McKenzie, and seconded by Carl McDaniel to elect Amber Boggs as President Elect. The motion passed.

- 2020 Conference Committee – Malora Horn/Cheryl Bostick

Information about the 2020 conference will be shared during the retreat.

VDOE Reports- Dr. Lynn Sodat

- The FACE Institute hosted at JMU and Portsmouth went well and they are hoping to provide a one day follow up this fall. Spring 2020 VDOE is hoping to offer this same workshop to new school teams
- Applications workshops hosted at Richmond and Roanoke went well. A sharepoint site will be used to share the materials.
- Federal Coordinators’ Academy is coming up this summer in Christiansburg (June) and Norfolk (July).
- School Quality Profile Reports will have improved graphics by late June or early July.
- Accountability Timeline should go through the channels in the next week or 2 to be released.

Regional Reports

Region 1 – Randall Johnson shared that he is collaborating with region 8 about a training. “Powhatan” by Dr. Alejandra on August 8 from 9:00am – 3:00pm

Region 2 – No report

Region 3 – No report

Region 4 – No report

Region 5 – No report

Region 6 – No report
Region 7 – No report
Region 8 – No report

Old Business

- Federal Program Workshops

October 15 will be the Southwest Regions drive-in workshop. Emily Altizer mentioned that Cross Point in Christiansburg may work for this training.

October 22 will be the Northeast Regions drive-in workshop. Candy Llewellyn shared the information: J. Sargeant Reynolds Community College at Parham Road could be the location for this training. \$1,280 for the day with tables and one room with up to 90 people. Bostick shared that Hampton Inn can block 20 rooms for \$119.00 until Sept. 21st at no cost. The training events will be the same at both locations. VDOE will provide money to go towards the keynote speaker. We will have two breakout sessions: school-wide plans and monitoring (provided by VDOE staff members or recommendations). The fee for the drive-in conferences will be \$100 to cover the space, meal, and VAFEPA dues. A motion was made by Amber Boggs, and seconded by Carl McDaniel. The motion was passed to move forward with the drive-in conference planning.

- Photos of Board Members

Please send in your photo saved as a JPEG to Cheryl Bostick for the VAFEPA website. A motion was made by Jane Wright, and seconded by Amber Boggs. The motion passed.

New Business

Recertification Points for 1 Day Training and Conference Events need to be given to participants of the VAFEPA conferences and events. Carl McDaniel will e-mail certificates after each event. A motion was made by Emily Altizer, and seconded by Sandra McKenzie. The motion passed.

Sandra McKenzie announced that she will be retiring on June 30.

Kathi Sheffel announced that she will be moving on June 30.

We will need a new VAFEPA representative for Region 5 and Region 4.

The next VAFEPA board of directors' meeting will be held at 9:30 am on June 13, 2019.

Adjournment 11:10 am

Respectfully submitted,
Amber Boggs
President Elect