

Virginia Association of Federal Education Program Administrators

BOARD OF DIRECTORS MINUTES

May 8, 2015

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 Cardwell, Region 5
Sandra McKenzie, Region 5
Diane Washenberger, Region 6
Malora Horn, Region 6

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

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The VAFEPA Board meeting followed the Regional Board Retreat. The meeting was called to order by Gail Jones at 1:35 p.m.

In Attendance: Gail Jones, Linda Rector, Carl McDaniel, Gabie Frazier, Wilbert Ware, Dorothy Tate, Carolyn Taylor, Deborah Siekirski, Kathi Sheffel, Marymargaret Cardwell, Sandra McKenzie, Diane Washenberger, Malora Horn, and Jennifer Hurt.

Approval of Agenda:

The Agenda was presented. Gabie Frazier moved the agenda be approved and Wilbert Ware seconded the motion. All members voted affirmative.

Minutes:

Sandra McKenzie

The minutes from the February Board Meeting were provided along with the Conference Call Minutes. However, it was suggested the vote be held until the June Board Meeting. Sandra McKenzie would take minutes for this meeting in Valdivia Hall's absence. It was noted the March and April meeting were cancelled.

President's Report:

Gail Jones

The content from the President's Report was shared throughout the Board Retreat. It was agreed that the Board Retreat was time well spent getting to know each other, looking at the website, discussing bylaws, committee's and conference planning and updates.

Treasurer's Report:

Carl McDaniel

The Treasurer's Report was shared and reflected expenditures for March, 2015 – May, 2015. Carl shared that most of the activity was a result of membership along with some past 2014 Annual Institute checks. Carolyn Taylor made a motion to accept the Treasurer's Report as presented. Marymargaret Cardwell seconded the motion. All members voted affirmative.

Committees:

Gail Jones outlined the committees as described by VAFEPA Bylaws. She encouraged everyone to sign up for a committee; committee sheets were provided. Committee chairpersons would be emailed names of individuals signed up by committee. Below is a list of the Committees and Chairpersons for those committees:

- **Nominating and Elections:** Linda Rector
- **Conference:** Ernestine Scott
- **Budget and Audit:** Carl McDaniel
 - Treasurer Reports
 - Conference Evaluation
 - Audit Report
 - Membership
- **Awards:** Jennifer Hurt
 - Scholarship Committee
 - NAFEPA State Leadership Awards Committee
 - George Irby Awards Committee
- **Bylaws:** Dorothy Tate
- **Legislative/Archives:** Marymargaret Cardwell and Wilbert Ware
 - Policy/Procedure Manual

Committee Reports:

- **Awards** – Jennifer Hurt shared the NAFEPA National Scholarship Winner is from Virginia; Lamar Greene from Richmond Community. She also shared the State Leadership Award Recipients. It was suggested this be added to the VAFEPA.org website.
- **Bylaws**- Dorothy Tate shared recommendations to the current bylaws. The updated bylaws need will be posted on the VAFEPA website no later than 15 days before the 2015 October Annual Conference. Linda Rector reminded the board of the bylaws process; there is a first reading, second reading, and post on website and then membership will vote on at the upcoming 2015 annual meeting. Recommended changes to the bylaws are as follows:
 - ❖ **Article II – Vision** would now read, “To be the trusted leader and resource for federal programs that support each student’s success.”
 - ❖ **Article II – Mission** would now read, “To support leadership and management of federal education in Virginia's schools.”
 - ❖ **Article II – Purpose** would now read, “To promote and facilitate communication and collaboration among federal education administrators throughout the State.”
 - ❖ **Article III – Goals** would now read, “The primary goals of the Association are:
 1. To enhance the effectiveness of educators by facilitating communications and providing a forum to disseminate pertinent information that encourages members to discuss and take action on matters of common concern.
 2. To inform and educate members of VAFEPA concerning the implementation and evaluation of federal and state education programs.
 3. To provide members and division affiliates with professional development and aid in the development and dissemination of effective and efficient federal and state education programs.
 - ❖ **Article IV – Subscriber**, the term subscriber and/or member was debated. It was stated that Federal Funds cannot pay for memberships, so these are considered subscriptions. Gail Jones shared that NAFEPA has decided to go back to memberships. In conversation with Leigh Manasevit, it was shared that there really isn't a major problem with either terminology. VAFEPA has decided to leave it as subscriber.
 - ❖ **Article VIII – Section 3 – Terms and Succession**, changed so that a person could continue serving in a position. We do not have a finite term for serving. The sentence now reads, “All officers shall assume their respective office on November 1, immediately following their election. The term of all officers and subscribers of the Executive Committee shall be two (2) years. An officer may serve more than one (1) consecutive two (2) year term.”
 - ❖ **Article VIII - Section 4: Retiring Officers and Board Members** – “Officers and Board Members who retire may remain on the Executive Board and continue to hold their elected office until completion of their term. Once their term is completed they may serve on or chair Committees. Retired officers and committee chairs will follow State Travel Regulations and request reimbursement for expenses limited to hotel and annual conference registration costs.
 - ❖ **Article X** – Section 1-8 were discussed. Committee chairpersons were announced to the groups. Volunteers were encouraged to set on any or all of the committees.
- Everyone was to review the bylaws changes and contact Dorothy Tate with questions. Gail Jones noted that we had previously discussed moving the Archive section to the Legislative Committee. That section would reflect that change. It was agreed that Marymargaret Caldwell and Wilbert Ware would continue to oversee this.
- **Conference 2015** – Recent Conference Call Minutes were made available. The following documents related to the conference were presented:
 - ❖ Draft of Vendor Letter, Draft Registration Letter, Updated VAFEPA Speaker Planner for 2015-2016, Conference Mobile App Information Sheet, 2015-2016 VAFEPA Conference Call Notes for March 23, 2015, Diagram of Capital Ballroom of the Hilton Short Pump, Diagram of the Hilton Short Pump Facility, and Draft of the 20th Annual VAFEPA Conference Layout.

The changes recommended during the Conference Call Minutes were proposed to the group and all were in agreement. The theme of the conference for the 2015-2016 was agreed by all to be “Navigating Your Course for Success”. Moving forward with Alex Kaijanti (Math) for the conference was agreed upon. Having Debbie Diller next year and having the conference centering around what she can offer on the Administrative and Instructional side. Maybe even a whole day just Debbie Diller. Deborah Sierikski said she would get back to Debbie Diller and let her know.

It was voted by everyone to not have on-line registration this year. We need to start sooner with making a decision to go this route. Carl McDaniel would handle Registration and Malora Horn volunteered to assist Carl. Carl would also

handle the evaluation. One of the sub-committees of Conference is Vendors, and Wilbert Ware will chair. Awards will be handled by Gabie Frazier. She asked that retiree names be sent

- **Legislative/Archives – Wilbert Ware and Marymargaret Cardwell.** It was shared that like NAFEPA, we too are requesting our committees to forward information for the Policy/Procedure Handbook. This document's purpose is to guide the board through the bylaws, processes and procedures of VAFEPA from year to year. Please be diligent in making sure the sections that pertain to your committee are included.

VDOE Report

Gabie Frazier and Patricia Popp

- **General Updates -The Title I/III Specialist** position, recently held by Kristi Bond, has been filled. Shyla Vesitis joined PAA on Monday, April 13, 2015, and will be serve as the Title I, Part A, Specialist for Regions I and V and as the Title III, Part A, Specialist for Regions I, V, and VIII. She previously served as an ESL lead teacher in Greene County and helped manage the county's Title III, Part A, Program. Shyla is originally from Madison County and has taught in both public and private schools through the state. We are pleased to welcome her to the PAA Family!

The U.S. Department of Education (USED) **approved a four-year extension of Virginia's Elementary and Secondary Education Act (ESEA) flexibility waiver.** As a reminder, Virginia is one of five states approved for a four-year extension of the state's ESEA flexibility plan. The waiver --- originally approved in 2012 --- grants the commonwealth's public schools relief from No Child Left Behind --era sanctions and requirements through the end of the 2018-2019 school years. Superintendent of Public Instruction Steven R. Staples said, "The extension will allow schools, divisions, and the state to plan for the next four years with clear and achievable goals for further narrowing achievement gaps and improving instruction in under-performing schools."

In approving the extension, USED agreed to a change in how the Virginia Department of Education (VDOE) measures and reports student growth. Beginning in 2015-2016, VDOE will move from a relative growth measure to a measure that compares a student's performance to his or her own past level of achievement.

All remaining **2013-2014 federal program funds** must be encumbered by September 30, 2015, and the final reimbursement request must be submitted before November 10, 2015. Eighty-five percent of the **2014-2015 Title I, Part A, funds** must be encumbered by September 30, 2015, unless the division is eligible for a waiver. Last year some school divisions lost 2013-2014 funds because they were not spent. These funds were allocated to other school divisions meeting the reallocation criteria.

Title I, Part A:

- Individual and consolidated **2015-2016 applications** were posted on Friday, May 1, 2015. A new video or recorded PowerPoint was also posted to explain the changes made. Please, please heed **spend down reminders** and contact your Title I, Part A, Specialist if the division has concerns about not meeting expenditure timelines.

Kindly refer to **Supt's Memo #085-15, dated April 10, 2015**, regarding Title I, Part A, Carryover Provisions and Reallocation procedures under the *Elementary and Secondary Education Act of 1965 (ESEA)*.

A Supt's Memo addressing minor revisions to the **2014-2015 Title I, Part A, LEA's allocations** was posted on Friday, April 17, 2015. Please adjust this application accordingly and submit a corresponding BTR.

The PAA staff members continue to plan for this summer's **Coordinators' Academy** as well as the **2015-2016 Title I University** sessions. *ESEA Programs: Expanding the Possibilities for Virginia's Students* is the theme of this year's academy scheduled for Tuesday, July 29 – Friday, July 31, 2015, at The Hotel Roanoke and Conference Center. Information related to this event will be forthcoming.

The Title I, Part A, members are excited to welcome Ms. Shyla Vesitis to its team. An e-mail was sent to division coordinators which included her contact information and regional assignments.

Title I, Part C:

- No update at this time.

Title II, Part A:

- **Federal program monitoring** is underway for 26 school divisions. Half of the reviews will be virtual and half will be onsite. The monitoring reviews will be concluded in June.

As part of the federal **Excellent Educators for All** initiative, all states are required to submit plans to ensure that all children, especially poor and minority children, have equitable access to qualified, experienced and effective teachers, (ESEA, Title I, Section 111 (b)(8)(C)). States must involve stake holders in determining root causes for identified equity gaps, and brainstorm potential strategies to address the causes/gaps. A wide range of stakeholders

representing a variety of school divisions across the superintendent's regions were invited to the meeting held on Friday, April 24, 2015. Approximately 55 participants representing school divisions around the state, professional organizations, and higher education attended. Groups discussed root causes and generated potential strategies related to the following issues: 1) ESL and foreign language teachers in high-poverty divisions; 2) Special Education teachers in high-poverty and high-minority divisions; 3) Mathematics teachers in high-minority divisions; and 4) Inexperienced teachers in high-minority divisions. Feedback from these discussions will be compiled and will be submitted to USED by June 1, 2015.

The **2015-2016 Improving Teacher Quality (ITQ) State Grant** Request for Proposal (RFP) is available via the State Council of Higher Education in Virginia (SCHEV)'s website at www.schev.edu under the "Popular Links" section. Proposals are due May 15, 2015. These grants are awarded to partnerships involving higher education institutions that develop proposals to assist high-need schools and school divisions to improve teacher and principal quality. Questions may be directed to the program chairperson at SCHEV: Darlene Derricott, (804) 225-2600. Also, please, please spend your **2013-2014 award funds** responsibility.

Title III, Part A:

- Title III, Part A, is pleased to announce eleven teachers from around the state have been accepted to be a part of Teaching English Language Learners (TELL) Certificate Program through George Washington University. The first course began May 1, 2015.

Title IV, Part B:

- **USED-NASA partnership**

Students at nine Virginia middle schools took 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

The final product, a video, has been available since April 16th. The three design challenges follow:

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.

The 2015-2016 Grant competition for Virginia's 21st Century Community Learning Centers has closed. One hundred and eight applications were received. A peer review process has commenced and will conclude with an onsite meeting scheduled for May 20-21, 2015. Between 23 and 27 grant awards will be released in August 2015.

Title VI, Part B, Subpart 2:

- Required data related to divisions' eligibility for **2015-2016 Title VI, Part B, Sub 2**, funds have been sent to USED.

Plans for the **Eleventh Annual Rural and Low-Income School Symposium** have commenced. This symposium will be held in the fall at The Hotel Roanoke and Conference Center. More information to come.....

Also, please, please spend your **2013-2014 award funds** responsibility and submit the final reimbursement request (RR) before November 10, 2015.

Homeless Education- working on PALS project with Gear Up. They will be doing a PILOT program in four locations in VA. The program follows seniors after graduation.

Regional Reports:

- **Region 1** – met to discuss monitoring visits and focus for the year.
- **Region 2-** met with Region 1 in March to discuss Summer Learning programs and projects. They had a guest team from Virginia Beach to come and share info about their summer programs. The focus for discussion was Reading programs and resources.
- **Region 3-** No Report
- **Region 4-** No Report
- **Region 5** – Region held Joint Title I and Title III meeting in April. Discussion topics were: Title I Pre-K, Use of GAP as a growth measure and new Title I Specialist. Many thanks to Gabie Frazier for her TA. She will be missed.
- **Region 6** – No Report
- **Region 7** – No Report
- **Region 8** – No Report

Old Business: None

New Business: None

Next Meeting Date: **June 12, 2015**

Adjourn: It was moved by Gabie Frazier and seconded by Carolyn Taylor at 3:00 p.m.