



AMET BOARD OF DIRECTORS' MEETING

November 10 2015, 1:00 pm – 5:00 pm

Wyndham Riverwalk Hotel, Boardroom, San Antonio, Texas

I. WELCOME/INTRODUCTIONS

The meeting was called to order by AMET President Linda Aranda at 1:05 p.m.

Linda welcomed all present and introduced and welcomed guest Blake Powell, Legal Counsel.

She then asked that all present introduce themselves for the sake of new members and Mr. Powell.

II. ROLL CALL

Rachel Morales, AMET secretary, performed roll call and reported to the President that a quorum was present.

Officers Present: Linda Aranda (President), Mary Castanuela (Vice President), Omar Chavez (Past President), Idalia Ibanez (President-Elect), Brenda Thompson (Treasurer), Rachel Morales (Secretary), Tomas Yanez (Community Liason Advisor), Maria Garcia-Guzman (Special Programs Advisor), Jaime Miranda (Higher Education Advisor), Wade Burroughs (Executive Director), Sondra Burroughs (Executive Director)

Regional Directors Present: Veronica Burgoa (ESC 1), Laura Cantu (ESC 2), Mary Lou Canales (ESC 3), Ana Llamo (ESC 4), Maria Garza (ESC 5), Christoval Pena (ESC 6), Debbie Connor (ESC 7), Leonard Beles (ESC 8), Rickey Santellana (ESC 9), Diana Sanchez (ESC 10), Yolanda Rollins (ESC 12), Danet Saurez (ESC 13), Jo Ann Gonzales (ESC 14), Rickie Martinez (ESC 15), Wendy Branstine (ESC 16), Margo Knox (ESC 17), Angie Balderrama (ESC 18), Ana Granados (ESC 19), Patricia Martinez (ESC 20)

Alternate Present: Tonya Muñoz (ESC 11), Terry Arndt (ESC 12), Anna Minjarez (ESC 18)

Guests Present: Roger Rosenthal (Migrant Legal Action Program; Blake Powell (Legal Counsel); Anabel Canchola (Blake Powell's Legal Associate).

III. APPROVAL OF MINUTES

Rachel Morales passed out the minutes from the February 8, 2015 Regional Directors' Meeting for

review and approval. Yolanda Rollins motioned to approve the minutes; Ana Granados seconded. Motion carried; minutes approved.

IV. OLD BUSINESS

- **Treasurer Appointment:** Jennifer Rutherford vacated the Treasurer position when she accepted a new position at a school district; Brenda Thompson (ESC 5) accepted the Executive Council's request to serve as Treasurer until elections could be held. Brenda had served as treasurer before, and has been a part of AMET for several years. The Vice President and Treasurer positions were up for election this year. Only one nomination was received for each position: Yolanda Rollins for Treasurer; Mary Castanuela for Vice President. Because the positions were uncontested, these two officers will be announced on Friday at the General Assembly Meeting.
- **2015 Conference Review:** Linda Aranda asked the Directors to review the conference program, reiterating the role of Regional Directors.
- **Changes to Program:** Registration has been moved to the second floor. Signs will be posted indicating the change. Idalia went over major changes to the program and encouraged Directors to become familiar with the layout of the program.
 - The location of the ID&R Academy was moved to the Texas Ballroom on the 2nd floor, due to a greater enrollment than anticipated.
 - The reception and social have been combined into one event on Wednesday night. Thursday night is available as a night for participants to see San Antonio sights.
 - Session 27 and 29 have been switched.
 - Regional meetings occur on Thursday this year at 8:00 instead of on Friday. Idalia asked that Directors try to encourage parents and staff from their region to attend.
 - On page 49 the agenda for Friday is listed. The continental breakfast, auction, and the networking break will be on the second floor instead of the third floor.
 - Linda also announced change of presenter for Session 49 from UT High School. This change will not be announced at the conference opening because it may cause confusion.
 - Linda and Idalia explained how the presentation grid was organized and spoke about how to identify sessions that are interpreted. Omar Chavez suggested that we have parents leave their conference badge when checking out the translation device, and the group agreed.
 - Linda reminded everyone that the comments provided on the conference evaluations are critical; all comments are reviewed and given careful consideration.

- **Fundraising and Door Prizes:** Jennifer Rutherford was our previous Fundraising Chairperson. Brenda Thompson and JoAnn Gonzales are now chairing this committee. Linda reminded Directors that they were asked to bring donations from their region to contribute to this scholarship fundraiser each year. For next year, regions may want to consider contributing a basket representing their region. Brenda asked that donations brought today be given to her or taken to Director's Room 2 on the second floor of the hotel tomorrow.
 - Silent Auction: On Friday morning, winners will be determined. The winner will need to pay for and pick up their items on Friday. Auction payments are cash, check, or money order only.
 - Door Prizes: Prizes will be given out at the closing luncheon on Friday.

- **Vendors' Presentations:** Linda mentioned that last year we offered the vendors the opportunity to present a breakout session. Their sessions were listed on a separate page in the program so they did not get many attendees. This year we incorporated the vendors within the same grid as all other sessions with the word "exhibitor" next to it. Linda and Idalia ensured that vendor presentations be geared toward professional development of either parents, MEP staff, etc.

- **Other Items**
 - Linda asked the Directors to wear their red AMET shirt on Thursday and stated that Directors will be recognized Wednesday during the Opening General Session. Seats will be reserved up front for all Directors.
 - Members who have a role in the Opening General Session will need to be seated on the stage.

V. NEW BUSINESS

- **Welcome and Recognition of Blake Powell:** Linda welcomed Blake Powell, AMET General Counsel and his Associate, Anabel Canchola. She explained Blake's contributions to AMET since its inception, thanking him for his service.

- **AMET Regional Directors' Duties:** Linda referred all Directors to page 6 of the AMET By-Laws for the list of duties for this position. She also reminded Directors that it is their responsibility to notify Wade Burroughs or an AMET officer if they will no longer be able to serve as Regional Director. All correspondence to AMET Regional Directors and officers is

done via email, so important information about meetings may be missed by a region if updated contact information is not provided.

Linda then reviewed the responsibilities of Regional Directors and addressed the following:

- It is the Director's responsibility to ensure someone represents their region when they cannot attend a meeting.
 - Directors can find out who the AMET members are in their region by contacting Wade or Sandy.
 - All Directors and Executive Council Members need to work towards increasing membership. She stated that Mary Castañuela is available to assist with these efforts. Tomas Yañez mentioned that it might be beneficial to share the names of the members who attend the conference so each region knows who they need to reach out to for next year. After the conference Sandy Burroughs will send a list of each region's members to each Regional Director and carbon copy Mary Castañuela.
 - Discussion was held about the responsibility for each Regional Director to ensure that at least one AMET conference presentation proposal is submitted from their region. If no proposals are submitted, the Regional Director should submit a proposal.
 - Directors who are presenting a session or translating have limited responsibilities as facilitators.
 - The By-Laws sections pertaining to Regional Director responsibilities will be printed on the feedback sheet for the Regional Meeting so regional directors can read before nominations and voting.
- **AMET Regional Meetings and Feedback:** Linda reviewed the agenda for the Regional Meetings and the need to ensure those members running for Director this year are well aware of the Regional Directors' meeting dates, their responsibility in reviewing and submitting scholarship applications and the need to notify AMET if vacating the position.

Linda also stated that if a region does not have an alternate Regional Director, they need to elect one in this position on Thursday during the Regional meeting. All odd-numbered regions will be voting on Thursday for their Director. Linda reminded all current Directors that they will be responsible for running the Regional meeting, completing the feedback sheet and turning it in to an AMET Executive Council member.

Leonard Beles asked if an LEA staff member is elected as an alternate Director or Regional Director, can the SSA pay for this person to attend the Directors' meetings. Linda discussed how this would be a local decision, since every SSA is organized differently.

Discussion was held regarding whether a parent can be a Regional Director. Veronica Burgoa asked if we could state in the by-laws that the Director has to be an ESC employee or professional, so that we are not forced to tell parents they cannot be elected. Linda reviewed the responsibilities of the position and asked if a parent would be able to perform all the responsibilities listed in the by-laws for this position. Another discussion centered on the funding to pay for the parent to travel to the meetings. If the parent can state that he/she can perform the duties, then yes, the parent can run for this position. Linda let the Directors know that an AMET officer has been assigned to monitor every room during the meetings on Thursday and can assist with difficult decisions.

- **Directors' Conference Facilitating Duties and Training**

Linda reviewed the responsibilities of facilitators.

- There will be a table on the second floor by registration for facilitators to pick up their facilitator packet. Presenter names are not on the packets. Each packet has the evaluations (white copies stay with AMET; yellow copies go to presenter), a yellow sheet to tally comments from evaluations, a copy of the Power Point from the facilitator training, a Five Minute sign, Stop sign, and Session Full sign. Return the envelope and all its contents to the facilitator table when done.
 - If you are facilitating a large session, ask another facilitator to assist you in tabulating the evaluation results. Make sure your room is cleared of participants, clean and ready for next presenter, and then find another location to tabulate.
 - Linda then reviewed the facilitator Power Point.
 - Every Regional Director is assigned to facilitate three sessions.
 - Linda asked Directors who were not assigned to present or facilitate to consider volunteering at the fundraiser booth; assignments were made for several Directors.
 - If a presenter needs Internet service, facilitators should explain that instructions upon submitting proposal clearly stated no Internet service would be provided. Each presenter was to provide their own Internet service.
- **Webmaster Position:** Linda announced that Valerie Peake, the AMET webmaster, has taken a position with a school district. Her responsibilities will cease on December 31, 2015. The Executive Council will meet in early December or early January to create a job description for this position. Linda asked if any Directors knew people who are tech savvy

who might be interested in the position. As soon as the job description is created it will be sent out and interested candidates can submit a resume.

Roger Rosenthal suggested that we might try to identify a person who might be interested in the position for free, to build a resume/experience. Ana Llamas suggested perhaps finding a student in need of service hours. Linda stated that some of Valerie's responsibilities may be assigned to other AMET members or committees.

- **Update on Reauthorization and Funding of ESEA/MEP, Roger Rosenthal:** Roger shared and reviewed a handout on these topics.

VI. COMMITTEE UPDATES/CHAIR ASSIGNMENTS

- **By-Laws:** Tomas Yanez, Chair. Tomas announced that the By-Laws were amended and approved by the Executive Council on Sept. 17, 2015 and will be presented to the membership at the General Assembly meeting on Friday.
- **Nominations/Elections:** Maria Garcia Guzman, Chair. Maria stated that she would like to see representation from every region for service awards next year. She will reach out to Directors next year to help remind them to nominate staff members. Omar added that we may sometimes consider whether a person can travel to the conference when determining who to nominate. He suggested not allowing this to prevent a Director from nominating someone, since they do not need to be present to win. Tomas stated that out of the twenty regions, nominations were received from only three regions. Wendy Branstine asked if we should discuss service nominations at our Regional Meetings and the guidance was yes, it should be discussed. Linda reminded everyone that Regional Directors may also nominate staff members within the districts they support, since Directors work so closely with them.
- **Scholarship:** Wendy Branstine, Chair. Wendy passed out information about the scholarship winners for last year. She pointed out that we only had 16 readers, and per the by-laws, one responsibility for Regional Directors is to assist with the scoring. She stated that we do need more readers this year and that scholarships are scored between February and April. As Regional Directors, one role is to help ensure the correct application is completed; review each application to ensure all boxes completed and all documents are in the correct order; and to verify that the application is signed and submitted on time. Directors should contact Wendy if they need a more flexible submission deadline because a student has a special circumstance.

Directors should make sure to review the scholarship with their LEAs to ensure students are completing applications.

Omar asked what happens to the applicants who do not receive a scholarship from AMET. Wendy stated that those who apply online have their applications forwarded through Edudaris. Roger stated that NASDME forwards the scholarship applications they receive to Geneseo for other scholarship opportunities and it may be possible to forward our AMET applications as well. Roger stated that we should add language for a parent to check indicating that the application may be forwarded to other scholarship organizations.

Linda stated that she would need to have a conversation with Wendy about taking over the scholarship responsibilities that Valerie was performing. Several Directors volunteered to assist on this committee: Rickey Santellaña, Diana Sanchez, Mary Lou Canales, Angie Balderrama, Danet Suarez, Patricia Martinez, and Anabel Canchola.

Linda suggested that perhaps Wendy contact Melba Bueno at the NGS helpdesk and ask her to run a report of all eligible migrant senior students in each region.

The Program has an error on the AMET Exemplary Student \$500 winners on page 10 that should not be there. Wendy will make the announcement at the Opening General Session.

VII. ADJOURNMENT

A motion was made by Mary Lou Canales to adjourn. Brenda Thompson seconded the motion. The meeting was adjourned at 5:10 pm.