

Migrant Education Program

Michigan Department of Education

January 2013



Dear Migrant Education Program Directors,

We are pleased to share several updates regarding the Migrant Education Program.

1. **Contact Information** – We would like to update the Migrant Directory. We have attached the 2013 Contact Information grid for each program to complete. We are collecting contact information as well as information on MEDS and MSIX. Include the name and contact information for each of the following roles: Director/Coordinator, Recruiter(s), Data Entry Personnel and other migrant support staff. Please note if staff has access to MEDS and/or MSIX, or if training is needed.
2. **Comprehensive Needs Assessment & State Delivery Plan** – On January 23, 2013, the Comprehensive Needs Assessment (CNA) Committee wrapped the fifth and final meeting. A draft of the CNA document that will be submitted to Office of Migrant Education (OME) was reviewed for completeness. This document and additional work done by the CNA Committee will be used to finalize the State Delivery Plan. A short synopsis of the CNA will be sent as an attachment to a future memo and a copy of the final version submitted to OME will be posted on the Michigan MEP website following submission to OME. We appreciate the dedication of the stakeholder team that participated in this endeavor beginning in April 2012.
3. **Priority for Services** – The Priority for Services Guidance Document and Eligibility Worksheet are complete. This process began in September 2012 during the PFS Session at the Special Populations Conference. These documents were finalized and reviewed by local MEP and ID&R providers. We will host training via web conference on *February 13, 2013* from 9 to 11 am. We attached the documents for your review prior to that training. We ask that Directors tune in as well as staff that will be involved in completing PFS documentation and making determinations. Attendance of Data Entry staff and Recruiters is recommended. We will build in time for programs to start discussing how these new procedures will be applied locally.

Telephone conference: # 1-877-873-8018 Telephone Access code: 8695199

Go To: <https://www.connectmeeting.att.com>

Web Meeting number: 8778738018 (No Dashes or spaces)

Web Access Code: 8695199

4. **Accuracy of Data** – The Michigan Migrant Education Program (MiMEP) is committed to addressing issues of data inaccuracy that arise with our migrant population. Several reports have been developed to support data quality in MEDS. These reports are available for use at any time. They can be found in the reporting section of MEDS under Data Quality. These reports will be reviewed during the Recruiter and Data Entry Trainings that will be held in

Lansing on *March 1, 2013* and *June 3, 2013* from 8:30 am to 3:30 pm. We will include pertinent updates regarding data accuracy at both meetings. All recruiters and new data entry staff are required to attend. Individuals who approve the Certificates of Eligibility (COEs) and have not participated in past trainings are also required to attend. New directors, coordinators, lead teachers and other migrant staff are welcome. Please register with LaTrese Royal at RoyalL@michigan.gov.

5. **MEDS Application** – We are beginning to use the MEDS application display to communicate important information regarding data entry into the MEDS. Please be sure to watch for updates. A test message is currently displayed; if you do not see it contact your approver for assistance.
6. **MEDS Approvers** – Terry and Pam now have state emails!! Please begin using the following addresses for all Migrant related correspondence.
 - a. Pam Forton-Rodriguez: Forton-RodriguezP@michigan.gov
 - b. Theresa McNamara: McNamaraT@michigan.gov
7. **MSIX** – Michigan is moving forward with plans to add more information to MSIX from our Michigan data systems: MEDS and MSDS. We will provide a half day training on May 30, 2013 in Lansing from 8:30 am to noon. Please register with LaTrese Royal at RoyalL@michigan.gov.
8. **Summer Migrant Education Program Curriculum and Assessments–**
 - a. We will hold two summer curriculum workgroup meetings on March 21, 2013 and April 19, 2013 from 8am to 4pm in Lansing. If you are interested in participating, please email Michelle Williams at WilliamsM48@michigan.gov. You must be able to attend both meetings. There is much work to do!
 - b. MiMEP has joined interstate Migrant Consortium, *Math Matters!* Membership in this consortia provides access to exceptional K-8 curriculum, resources and professional development specifically developed with our migrant children in mind as well as some additional funds. If you are interested in supporting implementation and being part of Michigan's training team, please email a letter of interest and your resume to TabriziS@michigan.gov by February 15, 2013. We are looking for individuals with ESL or bilingual teaching certification, experience teaching migrants and experience providing professional development to teachers and paraprofessionals. Individuals must attend the March 21 and April 19 curriculum workgroup meetings as well as consortia training on April 11 & 12 in San Antonio, Texas (expenses paid through the consortia grant).
 - c. Statewide training will be held for all Summer MEP teachers in Lansing on June 17 & 18, 2013 from 8:00 to 4:00 pm. The purpose of this training is to provide professional development on the common summer curriculum and assessments, including *Math Matters!* Please pre-register with Latrese Royal at RoyalL@michigan.gov by February 15, 2013 so we can reserve adequate facilities. In your correspondence, include the name

of the district or migrant program and the number of teachers you anticipate sending. Directors will need to build expenses for this training into your summer migrant budget expenditures.

9. **WIDA Adoption**- Many migrant students are also English Learners! The Michigan Board of Education approved adopting the WIDA English Language Development standards in its November meeting. An official memorandum was sent from Sally Vaughn, Deputy Superintendent/Chief Academic Officer to all local superintendents in December 2012. We will provide professional development to a team of Trainers (SIOP trainers and ISDs) in March, 2013. The trainers will then conduct workshops to local districts in addition to other MDE workshops planned for summer 2013.
10. **SIOP/BEW Trainer of Trainers** – We would like to encourage local Migrant Programs to build capacity for serving English Learners, as many of our migrant students are also English Learners, by participating in the statewide Sheltered Instruction & Blueprint for Exceptional Writing initiative for training local trainers. Providing English Language instruction and meaningful/equitable access to the core curriculum is required under federal law.

If you are interested in sending a staff to our SIOP and Blue Print for Exceptional Writing Train the Trainer workshops, ensure these individuals complete the attached application and email it with two support letters to Shereen's assistant, Linda Dancer at DancerL@michigan.gov by February 10, 2013. Our tentative training dates will take place on May 21-23; and June 27-28. We will cover training cost, books, training materials and meals during the training (breakfast and lunch). The district may be able to use Title IC migrant funds to cover your trainer's travel and hotel stay. The allowability is determined by supplement/supplant laws. Please contact Michelle Williams to determine it is an allowable expenditure for migrant funds.

If you have questions or concerns, please call or email.

Thank you,

Shereen Tabrizi, Manager, Special Populations Unit, MDE-OFS
TabriziS@Michigan.gov

Michelle Williams, Migrant Education Consultant, Special Populations Unit, MDE-OFS
WilliamsM48@Michigan.gov

Special Populations Unit: 517-373-6066

Michigan Migrant Education Program

UPCOMING EVENTS:



Date	Time	Workshop	Mode/ Location	Registration	Attendance*
February 13, 2013	9:00-11:00 am	Priority For Services	WebConference	Link & Access Codes are embedded in email	All programs are required to participate. Directors & other identified staff.
March 1, 2013 (first of two meetings)	8:30-3:30 pm	Recruiter & Data Entry Training	Held in Lansing	Register all attendees with LaTrese Royal. Addition detail will be sent to registered attendees in February.	Recruiters, Data Entry, New Directors, & other identified staff.
March 21, 2013 (first of two meetings)	8:00-4:00pm	Summer Curriculum Workshop	Held In Lansing	Email Michelle Williams if interested in supporting this work. Must be able to attend both sessions. Addition detail will be sent to participants in February.	Certified Teachers, Directors
April 19, 2013 (second of two meetings)	8:00-4:00pm	Summer Curriculum Workshop	Held In Lansing	Email Michelle Williams if interested in supporting this work. Must be able to attend both sessions. Addition detail will be sent to participants in February.	Certified Teachers, Directors
May 30, 2013	8:00-12:00 pm	MSIX training	To be determined	Register all attendees with LaTrese Royal. Addition detail will be sent to registered attendees in March.	Directors, Lead Teachers, Recruiters, Data Entry, & other identified staff.
June 3, 2013 (second of two meetings)	8:30-3:30 pm	Recruiter & Data Entry Training	Held in Lansing	Register all attendees with LaTrese Royal. Addition detail will be sent in February to registered attendees.	Recruiters, Data Entry, New Directors, & other identified staff.
June 17&18, 2013	8:00-4:00 pm	Statewide Summer Migrant Education Program Professional Development	Held in Lansing	Register program and expected number of teacher attendees with LaTrese Royal. Addition detail will be sent in March.	Directors, Certified Teaching Staff

* Additional information on who should attend is located in the body of this message.