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| * **OSPA |Agenda & Minutes**

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| * Meeting Date & Time:
 | 08/25/2018 10:00 – 12:00  | * Meeting Location:
 | * Virtual Meeting
 |
|  |  | * Zoom link: <https://educationokstate.zoom.us/j/323682428>
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| * Meeting Called By:
 | Sara Rich  | * Type of Meeting:
 | Board  | * Recorder:
 | * Kathryn Moore
 |
| * Meeting Attendees:
 | * Sara Rich, Brit’ny Stein, Kathy Quick, James Reynolds, Scott Singleton, Erika Olinger, Trisha Goga, Kathryn Moore, Lori Parker, Kara McCullah, Jose Hernandez, Stephanie Smith, Cecile Farrell, Michael Wilson
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| **AGENDA TOPICS** | **Scheduled Time** |
| * Call to Order/ Quorum/ Sign In
* Sara called the meeting to order, a quorum was present
 | * 10:00
 |
| * Introductions of Members and Guests
 | * 10:05
 |
|   |
| Approval of Executive Board Meeting Minutes (6-23-2018)* James motioned to approve the minutes with correction that he did not attend legislative day. Erika seconded the motion and it passed unanimously.
 | 10:10 |
| Confirm OSPA Schedule* Future Board Meetings:
	+ Nov. 1, 2018 – Location TBD (Probably hotel conference room)
	+ January 26, 2019 (May be all-day advocacy training, discussion, TBD)
	+ March 7, 2019 – Location TBD
	+ Summer meetings TBD early in the spring semester
* Conferences
	+ Fall Conference: Nov 2, 2018 @ UCO
	+ Spring Conference: March 8, 2019
* Legislative Day
	+ Kathy (advocacy chair) shared February 11-14 may be legislative push, with Legislative Day on February 13
 | 10:15-10:20 |
| Announcements by Officers and Committee Chairs (See Below & Attached Reports)*
 | 10:20 – 11:00 |
| Old Business1. Podcast/Video opportunity
	1. <https://www.youtube.com/watch?v=tnhVu9LIuR4&feature=youtu.be>
2. PPI Summary
3. Dropbox Demo with link to document
 | 11:00 – 11:20 |
| New Business* Fall conference—approve an amount for key note speaker budget
* OSPA committee email addresses
* Website overview
* Website—Create ad-hoc committee
	+ Goal is to get all website information current
	+ Jose volunteered to take leadership, Brit’ny and Trisha also volunteered
	+ Kathy shared Brandon Harrower will take leadership on an “Advocacy Corner”
	+ Any OSPA members who are interested can join the ad hoc committee
	+ Request participation from OSU, UCO, or other university student groups
* Research Request
	+ The researcher has to be a member or apply for membership, we have to review (there is an existing policy), there should be a form in Dropbox
* January Advocacy training
	+ Board members agreed to move forward with implementing advocacy training as a component of January Board meeting
 | 11:20 – 12:00  |
| Adjourn* Erika motioned to adjourn. Cecile seconded. The motion passed unanimously.
 | 12:00 |

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| **Committee and Officer Reports** |
| ***President*** | * **Accomplishment(s):** Attended PPI, met with representatives from Lankford and Inhofe, starting to make connections
 |
| * **Work Item(s):**
	+ Organization access to website and emails, streamline
	+ NASP connections to help advocate in our state. (I did not follow through)
	+ Meet with Inhofe Tulsa rep
 |
| **Meeting Notes:** * Priority will be advocacy and professional development
 |
| ***President-Elect*** | **Accomplishment(s):** Updating Facebook group |
| **Work Item(s):** * Working to add more Facebook followers
 |
| **Meeting Notes:** |
| ***Past President*** | **Accomplishment(s):**  |
| **Work Item(s):**  |
| **Meeting Notes:** |
| ***Secretary*** | Accomplishment(s): Imbedded Links, Uploaded Past Board Meeting Minutes to Website |
| Work Item(s): Minutes |
| Meeting Notes: |
| ***Treasurer*** | Accomplishment(s): Cari prepared Treasurer report, Kara shared report with the Board |
| Work Item(s):  |
| Meeting Notes:* See Treasurer report
* Erika motioned to approve the report as written. Cecile seconded. The motion passed unanimously.
 |
| ***Central Region*** | Accomplishment(s):  |
| Work Item(s):  |
| Meeting Notes:*
 |
| ***Eastern Region*** | Accomplishment(s): |
| * Work Item(s): Scheduling first semester meeting
 |
| Meeting Notes:* Sara reported on Karen’s behalf that she is reaching out to members on email list to schedule a social event for Eastern region members
 |
| ***Western Region*** | Accomplishment(s): I was able to meet with school psychologists in this area and discuss their main concerns and ways that OSPA can support them.  |
| Work Item(s): The concerns that they brought up were that most of the psychologists in this area cover multiple districts with very little time to attend meetings/conferences. They also stated that in the surrounding rural school districts, they have to pay their own membership dues and conference registrations.  |
| Meeting Notes:* Find ways to better support school psychologists in this area. How can OSPA reach out to these individuals and convince them to join OSPA?
* Erika proposed specific PD opportunity at SWOSU for the western region
* Do we have any members from Lawton, Enid? Scott proposed reaching out to school psychologists in these specific districts
* Michael reported contracted masters-level school psychologists in this region often work off the LPC credential and need CEUs that are LPC-approved; topics such as advocacy would not be LPC-approved
* James reported on process for obtaining state-level LPC-approval for CEU credits; click on a link and report on proposed presentation topic/details 30 days before the conference or event; James indicated he never had issues with getting LPC-approval
* James reported ethics is a high-interest topic for LPC CEU credits due to shortages of opportunities (3 ethics LPC CEUs required per year)
 |
| ***NASP Delegate*** | Accomplishment(s): See Erika’s attachment |
| Work Item(s): See Erika’s attachment |
| Meeting Notes:* Erika suggested the Board would write thank you letters to the state superintendent and representatives for the NCSP stipend
* Sara reported the Board did send a thank you note and encouraged members to use a template (modeled after speech paths) to send individual thank you notes; we can also encourage district personnel to send thank you letters
* Erika is seeking feedback from Board members on proposed NASP guideline changes (highlights included in Erika’s attachment) prior to next NASP leadership mtg. (9/13)
* Erika has access to a larger audience via emails to NASP membership; committee members can provide blurbs for Erika to include in these emails as requested
 |
| ***University Representatives*** | Accomplishment(s):  |
| Work Item(s): |
| Meeting Notes:* No report from Scott Singleton
 |
| ***Student Representatives***  | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:* Stephanie reported upcoming SPGO meeting
 |
| ***Communications Committee*** | Accomplishment(s): Storage Unit Inventory, OSPA Facebook Posts |
| * Work Item(s):
* By 9/1, Announce Call for Scholarship Applications and School Psychologist of the Year Nominations on Facebook, Webpage, Email, and to Other Organizations as Appropriate (CCOSA, OICA)
* Purchase SWAG for Fall Conference and Attend OSPA Table
* Advertise T-Shirts on Social Media
* [NASP Leadership in Action Spotlight](http://www.nasponline.org/research-and-policy/advocacy-tools-and-resources/communications-strategies-and-resources/test/the-leadership-in-action-spotlight-initiative) (Share on Social Media?)
* [NASP Creating Connections](https://www.dropbox.com/home/OSPA/4.%20advocacy/2018-2019%20Advocacy%20Activities%2C%20Resources/NASP%20Creating%20Connections%20Resources?preview=Creating+Connections+State+Asst+Package+ANNOUNCEMENT+2018.docx) (Share on Social Media?)
* OSPA Website, #oklaed
* Newsletter/OSPA Member Highlight
* Governor’s Declaration of SPAW (state-wide recognition)
* Plaque to Recognize Past Presidents, School Psychologists of the Year, Scholarship Winners
* Podcast/Video Opportunity – Collect 3 Min. Clips on “Why You Like Being a School Psych in OK” at Fall Conference
 |
| Meeting Notes:* “Benefits of OSPA” discussion:
	+ Opportunity to earn LPC CEU credits
* Brit’ny shared the popularity of #oklaed, we as a membership want to be strategic about using this hashtag to promote teachers and facilitate positive relationships with stakeholders in public education
* Sara asked Jose to share about the OKSPED Facebook page
	+ The group has grown to 1500 over the past 6 months
	+ Members include school psychologists, counselors, TORs
	+ Provides avenue to network about training opportunities (ex: a teacher requested a training on FBAs and Scott Singleton delivered!)
	+ Spreading news related to walkout and stipends
	+ #OKSPED, #OKLAED, #EARLYED
* Visit universities to advertise student scholarships – contact program coordinators and student leaders; try to visit ASAP in September
	+ SWOSU – Erika and Trisha
	+ OSU – Kathryn and Brit’ny
	+ UCO – Erika and Trisha
	+ East Central – Jose and Karen
 |
| ***Operations Committee*** | Accomplishment(s): Storage Unit Moved, Completed Storage Unit Inventory |
| Work Item(s):* Finalize operations handbook
* Brainstorm about what materials (SWAG) we want to buy this year for conferences: post-its (mini tabs), pens, stress-balls
* Will purchase materials through TAK Designs
* Suggestion for each Board member to nominate one School Psychologist of the Year
* Add information to website about Angie Love Lifetime Achievement Award
 |
| Meeting Notes:* Erika volunteered to compile scholarship applications and School Psychologist of the Year and distribute to Board for voting on nominees
* We need to complete an audit, Sara will schedule via email, could be coordinated with voting on scholarship applications and school psych of the year nominees
* Sara proposed forming ad hoc committee to get website updated, then next step for ad hoc committee could be organizing and archiving historical documents
 |
| ***Professional Advocacy Committee*** | Accomplishment(s): Participated in conference call (with Sara Rich) with NASP GPR Committee representatives to obtain feedback on application for advocacy training support from NASP* Discussed options for NASP participation in Fall Conference
* Discussed options for Board training session on advocacy (as part of application submitted June, 2018)
	+ Discussed using scheduled day of January Board meeting for training session with NASP GPR representative(s)

Contacted representatives of other education-related professional organizations in Oklahoma to assess their interest in participating in panel discussion during fall conference* Received positive responses from CCOSA/ODSS, OEA, POE, OSHA
* Still hope to contact PTA, School Counselor Association,
* Suggestions of other organizations to invite? (Erika suggested the Parent Center, Michael suggested Renee Daman associated with Autism Center)
 |
| Work Item(s):* Plan for sharing SPAW materials at Fall Conference
* Assist in planning for break-out sessions during Fall Conference
* Plan for Panel Discussion with partner organizations on Advocacy Priorities for upcoming OK Legislative sessions
* Finalize plans for Advocacy Training by NASP GPR (if eligible for grant)
 |
| Meeting Notes:* Sara reported GPR representative would like to prioritize training our Board on advocacy (how to talk to our members as well as state representatives), possibly during our January meeting so they could assist with our plan for legislative push week in February, to help us prioritize and develop an agenda for what we will be advocating for within our state
 |
| ***Professional Development Committee*** | Accomplishment(s): confirmed keynote speaker and location |
| Work Item(s):* Finalize other speakers for break outs
* Panel representatives
* Confirm schedule
* Send PR materials for conference
* Get registration up on website
 |
| Meeting Notes:* OSPA Conference
	+ Breakouts at school, district, and state levels; will be provided by board members and other OSPA members
	+ At the end will be the panel
	+ Sara will communicate with Communications Committee to distribute conference information
	+ Conference sign-up will be initiated
 |
| ***Other*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes: |

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| **Action Items** | **Strategic Goal (1-6 or NA)** | **Committee/Person Responsible** | **Timeline** | **Date Completed** |
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| Reach out to other delegates about SPAW being recognized by governor |  | Erika Olinger |  |  |
| Sara sending out link to the podcast  |  | Communications Committee |  |  |
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Other Notes/Discussions/Comments:

Sara discussed how to access Dropbox to revise the agenda