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| * **OSPA |Agenda & Minutes**

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| * Meeting Date & Time:
 | 3/7/20196:15 – 7:45  | * Meeting Location:
 | * Broken Arrow Public Library
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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, Erika Olinger, Kathryn Moore, Lori Parker, Kara McCullah, Cecile Farrell, Karen Fritz, Brandon Harrower, Jackie Johns, Santa Velez, Cade Brownell, Samantha Williams, Jose Hernandez, Marla Russell
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| **AGENDA TOPICS** | **Scheduled Time** |
| * Call to Order/ Quorum/ Sign In
* Sara called the meeting to order, a quorum was present
* Erika motioned to accept the agenda for this meeting as written. Jose seconded. The motion passed unanimously.
 | * 6:20 pm
 |
| * Introductions of Members and Guests
 | * 6:20 pm
 |
|   |
| Approval of Executive Board Meeting Minutes (1/26/2019)* Kara motioned to approve the January board meeting minutes. Karen seconded. The motion passed unanimously.
 | 6:25 pm |
| Old Business1. Podcast/Video opportunity
	1. <https://www.youtube.com/watch?v=tnhVu9LIuR4&feature=youtu.be>
 | 6:30 pm |
| New Business1. Celebrations of committee work since last meeting: Review accomplishments of task list
2. Treasure presentation of budget for board approval
3. Summary of NASP Leadership meetings (see NASP delegate report below)
4. Updating the EdPlan assessment sheet
	1. Sara is going to send out a volunteer form to the people attending today’s meeting to help with revising assessment drop-down lists within EdPlan; Brit’ny recommended to include SPED directors when collecting revisions and input.
	2. OSDE (Seana Keene) is requesting all revisions that need to be made to EdPlan before meeting this summer to discuss needed changes with EdPlan; Sara and/or Jose will contact Seana and Christa to express concerns
5. Schedule Summer Retreat
	1. Saturday, June 22 (all day; tentative timeframe 9-3ish)
6. Mini grant for Creating Connections
	1. Sara discussed benefits of building relationship with Kristin Atchley, state director of counseling services
	2. Jose is thinking of having a conference on the topic of school safety and threat assessment with all school safety team stakeholders invited (such as school resource officers, counselors, BCBAs, administrators, etc.)
7. Website options
8. Student pricing for conference
9. Finalize details of Spring Conference
	1. Elections- consider who to nominate for board positions; ask them to participate; anyone nominated but not elected is often included via president-appointed committee
	2. Handouts
	3. Morning announcements
	4. Others?
		1. Doors open at 7 am for us to begin setting up
		2. Main administration building
 | 6:30 – 7:30 |
| Adjourn* And clean up ☺
* Sara motioned to adjourn. Karen seconded. The motion passed unanimously.
 |  7:30 – 7:45 |
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| **Committee and Officer Reports** |
| ***President*** | * **Accomplishment(s):** NASP Leadership Meeting. Lots of ideas of addressing shortages and connecting with members.
 |
| * **Work Item(s):**
	+ Work with leadership team to plan for summer retreat and develop specific action items for next year
 |
| **Meeting Notes:** * Sara requested assistance from Samantha Williams to facilitate relationship with Rep. Rhonda Baker due to a personal connection
* Lori requested the Hill Day advocacy postcards be shared with OSPA member to distribute to school districts; Sara indicated postcards will be shared at conference tomorrow
* Lori proposed making a t-shirt with “I’m a School Psychologist, Ask Me What I Do” on the back of the t-shirt; Sara indicated this can be discussed further at summer retreat
* Cade suggested further development of phone, letter, email scripts; possibly create scripts targeted to speaking with district-level staff
 |
| ***President-Elect*** | * **Accomplishment(s):** Advocated for HB 1006, Met with Gov Stitt, Met with Speaker McCall and submitted application to be on the Dyslexia Task Force.
 |
| **Work Item(s):** * RTI Guidance
* Website Edits
* Proclamation for school psych awareness week with Gov Stitt.
* SUmmer Retreat Ideas
 |
| **Meeting Notes:** |
| ***Past President*** | **Accomplishment(s):**  |
| **Work Item(s):**  |
| **Meeting Notes:** |
| ***Secretary*** | Accomplishment(s): Minutes; Uploaded approved minutes to OSPA website |
| Work Item(s): Minutes |
| Meeting Notes: |
| ***Treasurer*** | Accomplishment(s): See attached report |
| Work Item(s): See attached report |
| Meeting Notes:* Updates to report- John Ross Elementary invoice received and no longer outstanding; make sure Total Amount left for FY 18-19 is correct (currently missing a number)
* Wild Apricot will charge us 20% fee if we continue to use PayPal and do not change to their new payment system; Sara discussed with other state associations and their input was that Wild Apricot is most economical; however, they have raised their prices twice since we switched to them a year ago (this is an item for website ad hoc committee to research and address)
* Karen motioned to accept the treasurer report. Erika seconded. The motion passed unanimously.
* Proposed budget amendments: increasing mileage budget from $500 to $700, increasing website budget from $1,000 to $2,000, and adding a swag line item for $1,000 within Communications budget (to purchase swag items, including t-shirts; Lori shared Andrea may be a potential resources for purchasing t-shirts).
* Erika motioned to adopt the budget as amended and present to general members tomorrow. Kara seconded. The motion passed unanimously.
 |
| ***Central Region*** | Accomplishment(s):  |
| Work Item(s):  |
| Meeting Notes:*
 |
| ***Eastern Region*** | * Accomplishment(s): Held regional meeting on 2/12/19. Discussed legislative activity. Sent letters to legislators. Notified regional members of this meeting in case they want to attend.
 |
| * Work Item(s):
* \*Develop contacts in regional school districts for distribution of conference flyers.
* \*Discuss with the board the idea of regional mini-seminars and mentoring programs and getting a list of all state school psychologists. Encourage members to sign up as NASP mentors.
* \*Consider a monthly regional newsletter highlighting a member of the month. All members in the region would receive, but also could send to contacts in other districts to serve as a reminder of OSPA and what we do.
 |
| Meeting Notes: |
| ***Western Region*** | Accomplishment(s):* I have spoken to my interns from SWOSU to inform them about the conference.
* I have posted the flyer to the Wilson Diagnostics page to advertise to my friends in the Western and Southwestern region to view and consider.
* I have informed the staff at the local mental health clinic about the trauma training.
 |
| Work Item(s):  |
| * I need to email the list that was provided earlier this year concerning the training.
 |
| ***NASP Delegate*** | Accomplishment(s): * **Excellent NASP Regional Leadership Meeting (RLM) and Convention**
* **OSPA Donated a “Made in Oklahoma” Gift Basket for the Children’s Auction**

**Announcements:** * **Be looking for the recording of the NASP Keynote Speaker- Michael Bonner**
* **See me for Information on the NASP Excellence in School Psychological Services (ESPS) Recognition Program**
* **Public Comment on 2020 Standards Revision starts April 8**
* **NASPs Public Policy Institute (PPI) July 15-19 (See me for more information)**
 |
| Work Item(s):  |
| * Sign Up for NASP’s Find-A-Mentor Program. Oklahoma has zero mentors!
* Use Template for Model Legislation
 |
| * Meeting Notes:
* - ESPS Recognition Program like “blue ribbon” award for school districts based on excellent provision of school psychological services
* - Erika suggested as a board we consider nominating districts for this award; Lori suggested we reach out to all school districts and we can offer OSPA support with completing the application
* - She has resources on how to nominate/apply for the ESPS award
* - NASP is promoting the book “The Will to Govern Well” and has a summary of the book to suggest new ways to govern state school psychology organizations; Erika suggested Jose may consider implementing in the coming year
* - Ask board members/committee members to complete “microtasks”; Sara suggested to prepare for the summer board meeting all the tasks you completed within the past calendar year and identify by month what needs to be done; Sara will send a template
* - Erika shared book completed by NASP conference keynote speaker, Michael Bonner
* - PPI July 15-19; the 2020 standards will be available for public comment on April 8; delegates will be voting on it and will go into effect in 2020; share your feedback with Erika; Kathy suggested we post standards on our website and send out communications regarding providing feedback on the standards
 |
| ***University Representatives*** | Accomplishment(s):  |
| Work Item(s): |
| Meeting Notes: |
| ***Student Representatives***  | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes: |
| ***Communications Committee*** | Accomplishment(s): * Purchased SWAG items (cups, pens, stickers) in time for Hill Day
* Promoted Hill Day and Advocacy Week Activities on Social Media
* Facilitated Hill Day/Advocacy Week Conference Registration Drawings
* Wrote and submitted Hill Day/Advocacy Week Press Release
 |
| * Work Item(s):
* Visit university graduate organizations to promote OSPA and NASP (have all been visited this year?)
* Assist with work on the website
* Finish, edit, and submit School Psyched podcast video
 |
| Meeting Notes: |
| ***Operations Committee*** | Accomplishment(s): Financial Audit Completed |
| Work Item(s):* Recruit for Elections!
 |
| Meeting Notes:* Erika reported internal audit was successful
 |
| ***Professional Advocacy Committee*** | Accomplishment(s): * Began tracking proposed legislation for upcoming OK legislative session with NASP assistance/support
 |
| Work Item(s):* Review bills being tracked and prioritize for advocacy
* Determine how to communicate with membership regarding proposed legislation and proposals for advocacy
 |
| Meeting Notes: |
| ***Professional Development Committee*** | Accomplishment(s): OSPA Spring Conference is tomorrow!  |
| Work Item(s):* Have the conference, and start planning for next year.
 |
| Meeting Notes: |
| ***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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Other Notes/Discussions/Comments: