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| * **OSPA |Agenda & Minutes**

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| * Meeting Date & Time:
 | * 8/26/2017 10:00 am
 | * Meeting Location:
 | * Online, UCO, Tulsa
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| * Meeting Called By:
 | * James Reynolds
 | * Type of Meeting:
 | Board | * Recorder:
 | * Kathryn Moore
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| * Meeting Attendees:
 | * James Reynolds, Erika Olinger, Chase Kitterman, Trisha Goga, Kathryn Moore, Nestor Ruiz, Kim Hastings, Sara Rich, Kathy Quick, Stephanie Beasley, Karen Fritz, Cari Krawiec, Tiffanie Moore, Jose Hernandez, Meggie Hunter
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| **AGENDA TOPICS** | **Scheduled Time** |
| * Call to Order/ Quorum/ Sign In
	+ Quorum present
	+ James called the meeting to order
 | * 10:00am
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| * Introductions of Members and Guests
	+ Everyone present introduced themselves
 | * 10:00am
 |
| Approval of Executive Board Meeting Minutes * Erika motioned to accept the board meeting minutes from 7/8/17, Trisha seconded
* No discussion, no abstentions, the motion passed unanimously
 | 10:05am |
| Strategic Goals / Action Items Review: See items below for details* Sara, Erika, Kathryn, and James met 7/27 to complete SAFE-R
* Sara and James reviewed the strategic plan and set goals for the coming year
* Sara uploaded new [strategic plan](https://www.dropbox.com/ow/msft/edit/home/OSPA/OSPA%20Strategic%20Plan%202018-2023.docx?hpt_click_ts=1508786454294) to Dropbox (presently located in general OSPA folder)
* Sara reported we are doing well with professional competency, we have increased goals in the area of advocacy, we will continue to provide professional development opportunities related to diversity, we need to identify benefits of being a member of OSPA and communicate these to members, collect annual membership data via survey, and promote SPAW and use this as a platform, we will continue updating the operations handbook to align with overall goals
* Erika commented that as NASP Delegate she will share the updated strategic plan 9/15/17, which now includes deadlines for action items (an improvement upon last year’s strategic plan). In the future, Social Justice may be included as an additional strategic goal, so we may consider including this as a goal in our future strategic plan.
* If committees can consider how NASP can support them toward meeting their goals, Erika can communicate these needs with NASP. Erika indicated NASP is very willing to help us meet our goals.
 | 10:05-10:30 |
| Old Business **RTI/MTSS conference update—Sara & Jose** * Sara and Jose inquired, and there will be no booths at the conference
* Stephanie and Meggie posted updates on Facebook, James will email membership about this opportunity
* James recommended we post on Twitter

**Legislative Day update—Advocacy Committee*** + Kathy discussed taking advantage of SPAW (11/13-11/17) and using Fall Conference to communicate about opportunities to contact our legislators via sample letters at that time
	+ Kim Hastings reported Speech Paths in Edmond requested psychs create legislative task force, and they are currently in the beginning stages of organizing and will communicate updates
	+ Speech Paths created an information sheet that needs some revisions to accurately reflect the roles and credentials of School Psychologists

**ESSA Plan update—Sara** * Document is 500+ pages including numerous appendices; NASP had resources to summarize
* School psychologists are not mentioned in the entire OK ESSA plan; numerous states have not mentioned school psychologists or social workers; OK ESSA plan did mention OTISS
* We may need assistance from NASP to determine next steps
* Erika indicated NASP suggested we may be able to borrow others’ language to improve how the OK document is written
* James discussed importance of getting School Psychs/OSPA mentioned in the ESSA document, but he is not certain who to contact to get this accomplished despite asking around at the state department; Jose indicated Susan Penson and Dr. Cindy Coss may be the best contacts; Jose and James will work to reach these contacts
* Jose reported ESSA leads include: Robyn Miller, Carolyn Thompson, Cindy Koss, Phil Bacharach, Joy Hofmeister, Susan Pinson
* Sara indicated Tennessee’s plan looks really good

**SAFE-R Summary—Operations Committee*** James reported we reviewed each domain and scored ourselves on areas including communications, development, advocacy, etc. We rated each item in terms of current priorities for OSPA. Strategic plan and goals were set based on SAFE-R results. We need to focus on areas for improvement in addition to areas we need to maintain. [SAFE-R](https://www.dropbox.com/search/personal?path=%2FOSPA%2F6.+operations%2F2017-2018+Operations%2FOperations+Meeting+7-27-17&preview=SAFE-R+TOOL+ATS+Assessment+Tool++Horizontal+View+10-26-15.docx&qsid=84241900088678790077272404196805&query=safe-r&search_token=NPRAuubIguUxNowDwnBdyhiQEkSLGNeik5DiVvj9Rgo%3D) results are located in the Operations Committees folder. Contact Erika, James, or Sara with any questions or feedback.

**Updated Handbook—Operations Committee*** Hope to complete revisions by fall conference so that the new version can be voted on
* Feel free to review, proof-read, and provide feedback on sections relevant to you

**Contact List—Communications committee*** Stephanie will upload [contact information](https://www.dropbox.com/personal?preview=OSPA%2F5.+communications%2FOfficer+Contact+Info%2F2017-2018+OSPA+Board+Contact+Information.xlsx) to Dropbox
* James indicated he reviewed current Dropbox members to ensure only current members have access to protect security of sensitive information
* Kathy asked about how to remove editing rights on certain documents within Dropbox to ensure documents are not edited without permission

**Board meetings on the website—communications committee?*** Communications committee uncertain where to post board meeting dates
* We also need to update past minutes and documents from past conferences
 | 10:30 – 11:00 |
| New Business* Officer/Committee reports highlights
* Strategic Plan Review with action items set for committees
 | 11:00 – 12:00 |
| Adjourn* Jose motioned to adjourn, and Erika seconded. The motion passed unanimously.
 | 12:00 |

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| **Committee and Officer Reports** |
| ***President*** | **Accomplishment(s):** Called about T-Shirts, working on breakout sessions, contacted NASP about provider approval, met with OPS team, reviewed handbook. |
| **Work Item(s):** * T-shirts are a work in progress
 |
| **Meeting Notes:** * James requested feedback on t-shirts and possible polos for board members
* Trisha discussed using an online format for purchasing t-shirts
 |
| ***President-Elect*** | **Accomplishment(s):** Reviewed ESSA Plan, Started Strategic Plan |
| **Work Item(s):** * Review Strategic Plan with committee
* Drafting response to ESSA
* Dropbox folder organization guidelines
 |
| **Meeting Notes:*** Sara created a [diagram](https://www.dropbox.com/search/personal?path=%2F&preview=Dropbox+Folder+Organization.docx&qsid=16860151181601783499991475420345&query=organization&search_token=NPRAuubIguUxNowDwnBdyhiQEkSLGNeik5DiVvj9Rgo%3D) located in today’s board meeting folder to inform Dropbox folder organization
 |
| ***Past President*** | **Accomplishment(s):**  |
| **Work Item(s):**  |
| **Meeting Notes:** |
| ***Secretary*** | **Accomplishment(s):** Notes |
| **Work Item(s):** Notes |
| **Meeting Notes:*** Will publish PDF of minutes to the website
* Will create hyperlinks to documents referred to within minutes
 |
| ***Treasurer*** | Accomplishment(s):  |
| Work Item(s): * Figure out how website is charging people
 |
| Meeting Notes:* Re-uploaded [treasurer report](https://www.dropbox.com/home/OSPA/2.%20meetings/2017-2018%20Board%20Meetings/August%2026%202017?preview=Treasurer+Report+2017.8.26.docx) to Dropbox
* Working with Sara and Kim to address some questions
* Will be completing travel reimbursement
* Sara will work with Kim and Carrie on updating appendices in Operations Handbook
* Erika made a motion to approve treasurer’s report from 8/25/17 as written, Trisha seconded this motion. The motion passed unanimously.
* Cari will need to consider the possibility of budgeting for $2000 total to award two $1000 student scholarships next year.
 |
| ***Central Region*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:* Trisha needs access to members in her region to be able to send out survey
 |
| ***Eastern Region*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:* Planning to contact each school district in her region
* Also needs access to members in her region
 |
| ***Western Region*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:* Also needs access to members in his region
 |
| ***NASP Delegate*** | Accomplishment(s):  |
| Work Item(s): |
| Meeting Notes:* NASP has sample data collection forms related to the shortage; Erika will upload to Advocacy folder on Dropbox; these [forms](https://www.dropbox.com/home/OSPA/4.%20advocacy/2017-2018%20Advocacy%20Activities%2C%20Resources/2017%20SPAW%20Resources?preview=Shortages+in+School+Psychology_QA_Infograph_Combo_FINAL.pdf) can be used to communicate with legislators
* NASP elections are coming up; the only one that affects us is a nomination for president-elect (email Stephen Brock - brock@csus.edu)
* Any rooms needed at NASP? Board members responded, “no.”
* Erika will attend NASP fall leadership conference for three days; contact Erika with any issues for her to communicate at this conference; adding strategic goal related to social justice; continuing discussion regarding accrediting online school psychology programs - contact Erika with any input regarding this issue; may adopt some position statements and she will share these with OSPA
* We have the opportunity to serve on several state department committees and to advocate on behalf of school psychologists; Erika is serving on all these committees, and she is looking for replacements (dyslexia, autism, teacher leader effectiveness, early education-Jose is chair, IDEA Part B suspension and behavior-Erika is chair); the group informs OSDE regarding communication with legislators; committees include multidisciplinary representatives; commitment typically lasts one year with the option to continue; intended to be standing committees; meeting scheduling depends on each committee, and this month the committees are reforming; email Erika or Jose if interested
 |
| ***University Representatives*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes: |
| ***Student Representatives***  | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:* Nestor reported UCO wants more information from OSPA to post on student website (Student School Psychology Association-SSPA) to keep students informed of what OSPA is doing to help students, share dates and events
* Chase reported OSU’s graduate organization (SPGO) has its first meeting on Monday
* James shared OSPA can provide speakers at student graduate organization meetings
* James has not heard from East Central and SWOSU’s programs, he will email again this week
 |
| ***Communications Committee*** | Accomplishment(s): * Updated front page of OSPA website, updated names of OSPA board members on website
* Notified OSPA Facebook group of upcoming MTSS conference
 |
| Work Item(s):* Upload photos and bios of board members
* Announce OSPA Fall Conference date and info on website and Facebook
 |
| Meeting Notes:* Need direction on how to upload photos
* James is thinking board members’ names can be linked to photo and bio
* James is open to communications committee taking the lead
* Communications committee will focus on uploading photos and bios for the elected officers
* Stephanie encouraged all board members to join Facebook group and invite friends to join
 |
| ***Operations Committee*** | Accomplishment(s): Completed SAFE-R, Divided up Revisions of Handbook |
| Work Item(s):* Inventory OSPA Closet
* Finish and finalized handbook revisions
* Organize Dropbox folder
 |
| Meeting Notes:* See notes above (old business)
* Inventory will be completed after today’s board meeting
* Erika requested we nominate a colleague for school psychologist of the year and discuss with students and student reps about scholarships that will be decided upon prior to next board meeting
* Erika made a motion that scholarships will include two awards of $500 ($1000 total) for this year. Jose seconded, and the motion passed unanimously.
* Erika made a motion that the board discusses in January an action plan to increase awards back to $1000 per student ($2000 total) in the future. Jose seconded, and the motion passed unanimously.
* Sara requested relevant documents be moved from board meeting folders to committee folders or other relevant folders after the meeting. Discussion was had about linking documents within the minutes. Sara will look into whether this is possible using Dropbox.
* We need to set a date to complete internal audit and scholarship recipients. Sara will send out a Doodle.
 |
| ***Professional Advocacy Committee*** | Accomplishment(s): * At the initial meeting of the committee, two goals were identified: (1) Promote the profession of School Psychology and NCSP credential throughout the state of OK; and (2) Promote implementation of MTSS in districts across the state. A list of activities was generated for further consideration planning. Kathy is proposing consideration of a 3rd goal: Contribute to professional practice standards for School Psychologists in OK.
* Shortly after the last meeting, OSPA was made aware of the opportunity to attend the State Board of Education with representatives of OSHA and speak on behalf of reinstating and permanently funding bonuses for NCSPs. On July 27th, Kathy attended the meeting with James, Sarah, and Erica. Board members were presented with an OSPA folder, which included information about our NCSP credentials, our roles/responsibilities in schools, and the shortage of School Psychologists in our state. Kathy was able to speak briefly and emphasized the role we have in supporting teachers as they deal with an increasingly diverse and needy student population.
* Finally, Kathy sorted through and reorganized the Advocacy folder in Drop Box with the goal of preserving past information and initiatives but making current items/info easier to locate.
 |
| Work Item(s):* Review goals and prioritize activities to meet the goals.
* Consider options and plan for ways to support MTSS "Road Show" coming in November.
* Obtain additional info regarding Legislative Day including date (and contact Mona with ASHA)
* Consider other/additional options for communicating with legislators about our roles, responsibilities, perhaps during School Psych Awareness Week
* Begin to plan for School Psych Awareness Week activities in our districts and have ideas/materials prepared for membership at the Fall Conference in October.
 |
| Meeting Notes:* Communications and Advocacy committees can work together on t-shirts
* James suggested our t-shirts should come across as professional; embroidered logo polo; color and design really impacts price of shirts
* Kathy suggested three shirt options to present at the fall conference and ordering the shirts together in bulk instead of individually
* James requested board members communicate with Trisha about any t-shirt ideas
* Sara reported that school psych NCSP stipend may be discussed at the next state board meeting; however, there is no confirmation at this time; once more information is available Sara will communicate on that
* James complimented Kathy on her representation at the state board meeting regarding school psych NCSP stipend; Jose updated that Todd Lofton and Christa Knight are trying to look at their budget to see if they can include the bonus this year although no decisions have been made
 |
| ***Professional Development Committee*** | Accomplishment(s):1. Worked to identify potential venues:* Francis Tuttle – no availability on any date (checked all campuses)
* Waiting to hear back from Moore Norman and Metro Tech
* **JD McCarty** – availability on October 6th and 13th ($50 an hour, includes AV)
* **OKC Boathouse** – availability on October 13th and 27th (Whitewater Center, $500)
* **UCO** – will check availability (between $370 and $685, doesn't include AV)

2. Worked to identify potential speakers:* Emailed NASP Speakers Bureau about John Begeny, Kevin Dwyer, Stephanie Mihalas, Carol Ronka, Jennifer Shewmaker, and Elizabeth Towles-Reeves; No response, have sent follow up email
* **Nancy & Ron Martella** – October 27th only (will take our "regular stipend"); Topics: Global Academics, Behavior Roadblocks, Big Ideas of Instruction
* **Ed Albert** – All dates ($3500 full day, includes travel); Topic – School-wide Discipline
* **Lisa Kiss** – All dates ($3500 full day, includes travel); Topic – Executive Function
* **Melissa Reeves** – October 13th ($1500 full day, $1000 half day – travel not included); Topics – Crisis Prevention and Intervention, Trauma, Counseling Mental Health
* **Matthew Burns** – October 27th ($345 an hour, travel not included); Topic - “he provided actual training on how to implement the interventions in addition to the research behind when to use what intervention within a tiered system”
* No response from: Erica Lembke, Todd Savage, and PEAK relational training
* Not available: Stacy Skalski and Steven Feiffer

3. Catering: * Options vary depending on venue, similarly priced; Handouts available
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| Work Item(s):* Choose speaker and venue
* Decide on fall conference date
* Consider catering options
* Contact state dept. to discuss grant opportunities
 |
| Meeting Notes:* Tentative fall conference date will be October 27th
* PD committee will meet again following today’s board meeting
* James has some potential speakers for the spring conference including Sam Ortiz (ELL) and NASP president (?)
* Statewide PPI (Public Policy Institute) conference, promote more membership attendance in spring; James considered doing this as a half-day, free session before the board meeting/fall conference in Tulsa; plus side is that venue is fairly cheap; down side is Tulsa conference is usually less attended than the OKC area
* Nestor reported student organization budgets were severely cut, so at this time unless we have a dedicated date and speaker and we can create a plan to present before a committee there is no guarantee we can use UCO facilities. Nestor will find out how quickly we need to get this information presented.
* James and Erika expressed concern over the expense of the potential speakers considered (listed above).
* Kathy shared a speaker suggestion- a psychiatrist with OU Physicians in Tulsa (Dr. Sara Coffey). She works with two schools in Union, and she gave a presentation on supports teachers need to be able to address student needs (tier 1 school-wide response to children coming to classroom with various traumatic experiences). Expense unknown. Kathy will contact her to get more information about a half-day on the 27th.
* James has some testing companies committed to presenting on the Vineland-3 or BASC-3.
* Erika has an additional possibility for keynote speaker- appropriate assessment for IEAC, new SPED faculty member at UCO, Monsieur Chowdry
* Decision needs to be made this week about keynote speaker. Follow up will be completed by Kathy and Erika to contact Sara Coffey and Monsieur Chowdry. The Martellas are also an option for October 27th.
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| ***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** |
| Make a ‘cheat sheet’ on Robert’s Rules for the board to have at each meeting. |  | Erika Olinger | Due by board meeting, Aug 26 |  |
| Obtain additional info regarding OSPA’s role in “supporting” the State Dept. Fall RTI Conference |  | Sara House Rich, Jose Hernandez, Kathy Quick, Trisha Goga, Meggie Hunter, Stephanie Beasley  | Due by board meeting, Aug 26 |  |
| Set up website access for relevant board members |  | James Reynolds | Due by board meeting, Aug 26 | Aug 2017 |
| Obtain additional info regarding Legislative Day including date (and contact Mona with ASHA) |  | Kathy Quick, Trisha Goga | Due by board meeting, Aug 26 |  |
| Set up Facebook page administrator access for relevant board members |  | Victoria Foutch | By the end of next week | July 2017 |
| Draft ESSA response to the State Department |  | Sara House Rich | By the end of next week |  |
| SAFE-R |  | Operations Committee | Due by board meeting, Aug 26 | 7/27/2017 |
| Get quotes for T-shirts |  | James Reynolds | Due by next board meeting, Aug 26 | 8/25/2017 |
| Contact communications committee and Kathryn with information about how/where to upload Board Meeting Dates and previous meeting minutes |  | James ReynoldsKathryn MooreStephanie BeasleyMeggie Hunter | Due by next board meeting in October  |  |
| Provide access to member contact info for regional representatives |  | James Reynolds | Due by next board meeting in October  |  |
| Check awards on the website |  | Erika Olinger | Due by next board meeting in October |  |
| Change amount of the scholarship on the website |  | James Reynolds | Due by next board meeting in October  |  |
| Review budget to determine whether two $1000 student scholarships can be budgeted in the future |  | Cari Krawiec | January |  |
| Find out turnaround for presenting a conference plan and getting approval for use of UCO facility |  | Nestor Ruiz | This week |  |
| Kathy will contact Dr. Sara Coffey to get more information about a half-day keynote on Oct. 27th |  | Kathy Quick | This week |  |
| Erika will contact UCO SPED faculty about possibly speaking at Fall Conference |  | Erika Olinger | This week |  |
| Decide on Fall Conference keynote speaker (Martellas, Sara Coffey, Monsieur Chowdry) |  | Board Members, PD Committee | Next Friday |  |
| Erika will report to NASP leadership on difficulty getting speaker recommendations |  | Erika Olinger |  |  |
| Tiffanie will contact state department about a grant to cover fall conference expenses once details are decided upon |  | Tiffanie Moore |  |  |
| Post agenda/minutes to the website and to Dropbox as a PDF |  | Kathryn Moore | Due by next board meeting in October |  |
| Determine best way to organize relevant files within board meeting folders and other relevant folders and communicate with Kathryn |  | Sara RichKathryn Moore |  |  |
| Send out Doodle to schedule Operations Committee Meeting to complete internal audit and scholarship recipients. |  | Sara Rich |  | 8/26/17 |
| **Meeting Notes:***
 |  |

Other Notes/Discussions/Comments: