

# OSPA | Agenda & Minutes

Meeting Date & Time:	January 20 2018 10:00	Meeting Location:	Online, UCO, Tulsa
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Meeting Called By:	James Reynolds	Type of Meeting:	Board	Recorder:	Kathryn Moore
Meeting Attendees:	Erika Olinger, Nestor Ruiz, Cade Brownell, Kathryn Moore, James Reynolds, Trisha Goga, Sara Rich, Kathy Quick, Karen Fritz, Cari Krawiec, Meggie Hunter				

## AGENDA TOPICS

## Scheduled Time

<p>Call to Order/ Quorum/ Sign In</p> <p style="padding-left: 20px;">James motioned to call the meeting to order. The motion was seconded and passed unanimously.</p>	
<p>Introductions of Members and Guests</p> <p>Members present were introduced</p>	
<p>Approval of Executive Board Meeting Minutes</p> <ul style="list-style-type: none"> <li>Sara motioned to approve last meeting’s minutes. Cari seconded, and the motion passed unanimously.</li> </ul>	
<p>Strategic Goals / Action Items Review</p>	
<p>Old Business</p> <ul style="list-style-type: none"> <li><b><u>NASP</u></b></li> <li>Erika and Cade are planning to attend pending university funding</li> <li>Kathy is not able to attend the GPR meeting, Erika or James plan to attend</li> <li>Sara is no longer attending due to job changes</li> <li>James is attending</li> <li>James requested Meggie to assist with planning Oklahoma night in Chicago at NASP</li> <li><b><u>Spring Conference</u></b></li> <li>Speaker (Sam Ortiz) can attend March 30th, so date has been revised</li> <li>State department will cover speaker expense (up to \$5,000); unknown how much money state department can contribute to venue</li> <li>We need to coordinate travel for Sam Ortiz, select venue, plan registration</li> <li>Not as many venues have availability on March 30</li> <li>We need to discuss how much money we can spend on a venue</li> <li>Possibilities include NSU (catering reduces overall expense), the PAC, Tulsa Technology Metro Campus, Owasso Tulsa Tech Campus, a new venue in Broken</li> </ul>	

<p>Arrow (name unknown, mentioned by Kathy Quick), Karen will check with Union to get a quote</p> <ul style="list-style-type: none"> <li>James would like to get a venue selected this week so that registration can be opened the first week of February</li> <li>Board meeting will be held the evening before</li> <li>Meggie will do a “save-the-date”</li> <li><b><u>Legislative Day</u></b></li> <li>Date for Legislative Day is unknown, James speculated May?</li> <li>Kathy Quick will try to find out from Mona or Cristina the date for legislative day</li> <li><b><u>Mini PPI for Oklahoma?</u></b></li> <li>May be useful for building our capacity for advocacy across the state</li> <li>Early to mid-April?; Kathy Quick expressed concern for school psych availability in April and suggested a summer session or pre-session for the fall conference; Sara expressed concern about attaching to Legislative Day</li> <li>Erika reported NASP GPR provides support for mini-PPIs, and they may provide resources such as a presenter or materials</li> <li>Sara suggested Advocacy Committee could take the lead on planning and finding out information and resources provided by NASP GPR</li> <li></li> </ul>	
<p>New Business</p> <ul style="list-style-type: none"> <li>PPI for Sara this summer?</li> </ul>	
<p>Adjourn</p>	

### Committee and Officer Reports

<i>President</i>	<ul style="list-style-type: none"> <li><b>Accomplishment(s):</b> Speaker is coming set, still working on venue. Getting price quotes but need to know how much to spend.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Work Item(s):</b> Venue</li> </ul>
	<p><b>Meeting Notes: State has agreed to pay for Dr. Ortiz. We would be paying for venue and catering.</b></p>
<i>President-Elect</i>	<p><b>Accomplishment(s):</b></p> <ul style="list-style-type: none"> <li></li> </ul>
	<p><b>Work Item(s):</b> Work on speakers for next Fall and Spring Conference. Suggestions?</p> <ul style="list-style-type: none"> <li>Planning fall and spring conference next yea</li> </ul>
	<p><b>Meeting Notes:</b></p> <ul style="list-style-type: none"> <li>Any current suggestions?</li> </ul>

	<ul style="list-style-type: none"> <li>• Karen suggested a PREPaRE Part 2 – Erika, Trisha, and Lori can be trainers</li> <li>• Erika suggested Lisa Kelly Vance (from Nebraska), she has a good handle on our region – she has recently presented on Tier 2 Intervention, Early Childhood Assessment using Play, Creating Quality Summer Reading Programs; she is faculty at University of Omaha (teaches assessment in early childhood); she has been on the NASP GPR committee, she works with advocacy assistants to states; we could roll her national level GPR expertise into a plan for a mini-PPI</li> <li>• Kathy suggested school-community partnerships with behavioral/mental health resources, specifically in rural communities (outreach)</li> <li>• Sara proposed training our membership on trauma-informed care (ACES), and her new colleagues are knowledgeable</li> <li>• Sara is going to create a PD plan for the year</li> </ul>
<i>Past President</i>	<b>Accomplishment(s):</b>
	<b>Work Item(s):</b>
	<b>Meeting Notes:</b>
<i>Secretary</i>	Accomplishment(s): Notes
	Work Item(s): Notes
	Meeting Notes: <ul style="list-style-type: none"> <li>•</li> </ul>
<i>Treasurer</i>	Accomplishment(s): <ul style="list-style-type: none"> <li>•</li> </ul>
	Work Item(s): <ul style="list-style-type: none"> <li>• Figure out how website is charging people</li> </ul>
	Meeting Notes: <ul style="list-style-type: none"> <li>• Taxes were filed in November</li> <li>• Invoices were sent out for the conference, and we have gotten back all but 2 (Union and Yukon) as of December 3<sup>rd</sup> (may be waiting in the Edmond post office box); Filing lost check affidavit for Cimarron in Edmond</li> <li>• Something is not syncing in QuickBooks, so she is troubleshooting with Sara today after the meeting</li> <li>• Will contact Kim about PayPal credit card (message indicating we need to activate the card or the account will close)</li> <li>• Plan to increase scholarships back up to \$1,000</li> <li>• We would like savings to be at the \$10,000 mark</li> <li>• Audit for the last fiscal year needs to be completed today (Cari, Sara, and</li> </ul>

	Erika will complete after the board meeting)
<i>Central Region</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: •
<i>Eastern Region</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none"> <li>• Karen and Sara are working on creating a list of who is in what region; members are not identifying their region; Sara is going to try to figure out how to make this happen automatically; Karen is working on identifying which school districts are in the region</li> <li>• Karen prepared a document, we need to determine where to file it on the DropBox; she suggests filing it for region reps so each rep knows what district is in each region</li> <li>• Trisha found on the OSDE website that there is an Excel list of all schools listed; so she can cross reference; Karen indicated they don't match, so there is still some tweaking to be done to the document</li> </ul>
<i>Western Region</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: •
<i>NASP Delegate</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none"> <li>• NASP President vote is live until January 24<sup>th</sup>, only one candidate and a write-in; login on NASP website and exercise your right to vote</li> <li>• At the leadership meeting prior to NASP, they have state sharing where Central region discusses issues, celebrations, strengths; Erika will put the state sharing document on DropBox so that other members can contribute</li> <li>• There is an opportunity to become a Federal Department of Education ambassador, a partnership set up with NASP; would include going to Washington to serve as a voice for school psychology, sit in on work groups, task forces, to give input at the federal level; there is an application process; let Erika know if you are interested in applying</li> </ul>

<i>University Representatives</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none"> <li>• Sara will have a new OSU representative appointed since she is no longer employed there</li> <li>• UCO is increasing number of applicants; has the most applications relative to other psychology programs; interview day is 2/22; UCO has resources to reach out to undergraduate groups if other universities are interested</li> <li>• UCO update- Scott Singleton has stepped down as director of the Good Shepherd program</li> <li>• OSU and UCO students connected for a social/networking event</li> </ul>
<i>Student Representatives</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none"> <li>• Cade (UCO) offered to help organize Legislative Day activities with scheduling and logistics</li> </ul>
<i>Communications Committee</i>	Accomplishment(s): <ul style="list-style-type: none"> <li>• Updated website with pictures from Fall Conference, past events, and upcoming events</li> </ul>
	Work Item(s): <ul style="list-style-type: none"> <li>• Confirm Spring Conference date and location to update website and Facebook</li> </ul>
	Meeting Notes: <ul style="list-style-type: none"> <li>• Erika indicated states are putting together mini-podcasts to highlight states (this is what is cool about school psychology in Oklahoma); may be a good student project in collaboration with Communications Committee; Erika can forward the email</li> </ul>
<i>Operations Committee</i>	Accomplishment(s):
	Work Item(s): <ul style="list-style-type: none"> <li>• Need to work on voting for the elections; Sara can take the lead; she will not be able to attend the spring conference (presenting in San Diego); Sara and Erika will set up a time to have a phone conference to prepare</li> </ul>
	Meeting Notes: <ul style="list-style-type: none"> <li>• If you know a colleague who would be a good board member, reach out to them to ask personally; think about yourself and other ways you might like to serve or be utilized on the board</li> <li>• Have communications write up an advertisement to notify members that we will begin nominations</li> </ul>

<i>Professional Advocacy Committee</i>	<p>Accomplishment(s):</p> <p>(1) Wrote letter of support for NCSP/SLP Bonus to Travis Dunlap who is willing to sponsor a bill to change the provision of annual bonuses to SLPs and NCSPs. (Copy uploaded to Drop Box)</p> <p>(2) Received notice from NASP that the bill has been filed (HB2693) - copy of proposed changes uploaded to DropBox</p>
	<p>Work Item(s):</p> <ul style="list-style-type: none"> <li>• Contact Rep. Dunlap to follow-up and ask how we can provide support/advocacy for this bill</li> </ul>
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> <li>• Trisha just got the list for T-shirts (collected at Fall Conference), and she indicated 30 people signed up; she suggested ordering 50 to have some available to sell at spring conference (estimated cost is \$15.00 or less)</li> <li>• We could sell the t-shirts at spring conference and indicate in spring conference information that they can bring cash or check payments (to cut out PayPal and need for shipping any shirts)</li> <li>• There are no dates on the shirts, so we can sell them again at future conferences if there are leftovers</li> <li>• Past spring conferences have been attended by about 70-90</li> <li>• Kathy will email Carrie Oyens (sp?) about GPR/PPI</li> <li>• Kathy was notified that OSHA was sending a letter, and she has a copy of that letter to use to talk to your representative</li> <li>• Kathy will begin looking at the possibility for the state-level PPI</li> <li>• Kim said Edmond is working on a letter from their speech pathologists and school psychologists as well, and we can upload the letter to the DropBox as an additional example</li> <li>• Meggie, Stephanie, and James can assist with sending a mass-email to the membership; we can also add a link to the website (near conference registration link)</li> <li>• At the spring conference, have computers set up with a list of reps, if you send a letter at the conference you are entered into the raffle; Kathy will follow up to get more information on how this can be conducted; NASP may have resources</li> <li>• Make sure we contact the committee members for the bill to ensure it is put on for house vote</li> <li>• Cade (UCO) offered to help organize Legislative Day activities with scheduling and logistics</li> <li>• Legislative day has occurred week of April 30<sup>th</sup> in past years</li> </ul>

	<ul style="list-style-type: none"> <li>We may need to order folders, bags; we need to get an updated inventory (Erika and Cade)</li> </ul>
<i>Professional Development Committee</i>	Accomplishment(s):
	Work Item(s):
	<ul style="list-style-type: none"> <li></li> </ul>
	Meeting Notes:
	<ul style="list-style-type: none"> <li>See Spring Conference notes above</li> </ul>
<i>Other</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes:
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Action Items</b>	<b>Strategic Goal (1-6 or NA)</b>	<b>Committee/Person Responsible</b>	<b>Timeline</b>	<b>Date Completed</b>
Make a 'cheat sheet' on Robert's Rules for the board to have at each meeting.		Erika Olinger	Due by next board meeting, Aug 26	
Obtain additional info regarding Legislative Day including date (and contact Mona with ASHA)		Kathy Quick, Trisha Goga	Due by next board meeting, Aug 26	
Draft ESSA response to the State Department		Sara House Rich	By the end of next week	
<b>Meeting Notes:</b>				

Other Notes/Discussions/Comments: