

OSPA | Agenda & Minutes

Meeting Date & Time: 6.23.18 9:30 – 3:00 Meeting Location: UCO

Meeting Called By: Sara Rich Type of Meeting: Board Recorder: Kathryn Moore

Meeting Attendees: Sara Rich, Jose Hernandez, Michael Wilson, Lori Parker, Erika Olinger, Trisha Goga, Kathy Quick, Karen Fritz, Cecile Farrell, Kara McCullah, Cari Krawiec, Stephanie Smith, Brit'ny Stein

AGENDA TOPICS

**Scheduled
Time**

<p>Call to Order/ Quorum/ Sign In</p> <ul style="list-style-type: none"> • Sara called the meeting to order • Quorum is present 	9:30
<p>Introductions of Members and Guests</p>	9:30 – 9:45
<p>Announcement of New Elected OSPA Executive Board Officers & President Co-Chair/Chair Appointments</p> <p><u>2018-2019 Elected Officers</u></p> <p>Past-President: James Reynolds</p> <p>President: Sara Rich</p> <p>President-Elect: Jose Hernandez</p> <p>Secretary: Kathryn Moore</p> <p>Treasurer: Cari Krawiec</p> <p>Treasurer-Elect: Kara McCullah</p> <p>Central Region Representative: Cecile Farrell</p> <p>Eastern Region Representative: Karen Fritz</p> <p>Western Region Representative: Michael Wilson</p> <p>NASP Delegate: Erika Olinger</p> <p><u>2018-2019 President Appointed Positions</u></p> <p>Operations Committee Co-Chairs: Erika Olinger and Trisha Goga</p> <p>Communications Co-Chair: Kathryn Moore and Brit'ny Stein</p> <p>Professional Development: Lori Parker and Sara Rich</p> <p>Advocacy Co-Chairs: Kathy Quick and Brandon Harrower</p> <p><u>2018-2019 University Representatives</u></p> <p>East Central University: Cathy Roring (Faculty)</p> <p>Oklahoma State University: Brian Poncy (Faculty) and Stephanie Smith (OSU)</p> <p>SWOSU: Robin Sobansky (faculty)</p> <p>University of Central Oklahoma: Scott Singleton (Faculty),</p>	

<p>Approval of Executive Board Meeting Minutes (3-29-2018) (Will be sent and approved by email)</p>	<p>9:45</p>
<p>2018-2019 OSPA Schedule</p> <ul style="list-style-type: none"> • Future Board Meetings: <ul style="list-style-type: none"> ○ August (virtual) – 8/25, 10 am – 12 pm ○ October – TBD depending on fall conference date selected ○ January (virtual) – 1/26, 10 am – 12 pm ○ March – 3/7 (the evening before spring conference) • Conferences <ul style="list-style-type: none"> ○ Fall Conference – 10/26 or 11/2 (TBD) <ul style="list-style-type: none"> ▪ Kathy contacted NASP and requested a grant for State-Level Advocacy Training (see Professional Advocacy report below for more details) <ul style="list-style-type: none"> • Even if we are not awarded the grant, we can still proceed but will need to plan for the expense • We might consider doing this as our fall conference • Consider inviting other related service providers (counselors, speech paths) • Now is the time due to recent interest in advocacy for education (related to the teacher walkout) ▪ Discussion indicated best time to schedule fall conference will be end of October, beginning of November due to varied fall breaks ○ Spring Conference – 3/8 in Tulsa Area • Legislative Day <ul style="list-style-type: none"> ○ We have participated for over a decade ○ Speech pathologists have taken the lead, this year we would like to step up and take the lead; let ASHA know, “we want to increase our advocacy efforts, we have planned this date and you are welcome to join us” ○ The past few years we have delivered goodie bags to legislators with information about what a school psychologist does and ‘swag’ like a stress ball ○ Has occurred in April because it is mental health awareness month, but we might consider another time when school psychologists are more available; Advocacy committee will consider possible dates 	<p>9:45 – 10:00</p>

<p>Operations Overview, Officer Commitments and responsibilities– Erika Olinger</p> <p>Erika encouraged all members to review Constitution, Bylaws, and Operations Handbook</p> <p>She also asked members to consider serving on state department committees (e.g., dyslexia, ESSA)</p> <p>Robert's Rules Overview – Erika Olinger</p> <ul style="list-style-type: none"> • (Practice) Point of Order: Sara’s appointment of committee chairs • Michael motioned to approve the appointed positions for chairs and co-chairs • Karen seconded the motion • The motion passed unanimously <p>NASP Overview and Report – Erika Olinger (NASP Delegate)</p> <p>Read NASP In-Brief</p> <p>Using Dropbox - Sara Rich</p> <ul style="list-style-type: none"> • All editing can be completed online, or you can download Dropbox to your computer (instructions under OSPA Organization Documents on Dropbox) • Dropbox Folder Organization flowchart is available in the OSPA Organization Documents folder to provide guidance on where to save documents; try to keep all OSPA documents on the Dropbox, not your personal computer, for accessibility 	10:00 – 11:30
Break	11:30-11:45
Announcements by Officers and Committee Chairs (See Below & Attached Reports)	11:45 – 12:30
<p>Working Lunch</p> <p>Committee Work Action Planning – Utilize Template</p> <ul style="list-style-type: none"> • Set committee goals and personal goals <p>Break out time for collaboration and planning. Committees complete an action plan.</p> <p>Take Board Member Pictures during this time</p>	12:30 – 2:00
<p>Old Business</p> <ol style="list-style-type: none"> 1. PPI – Sara will attend using PD funds provided by OSU Health Sciences 	2:00 – 2:15

<p>New Business</p> <ul style="list-style-type: none"> • Survey distribution for research to members – policy exists within Operations Handbook (?) • Creating NASP Connections opportunities – information added to Advocacy Folder on Dropbox <ul style="list-style-type: none"> ○ State Association Assistance Package <ul style="list-style-type: none"> ▪ Collecting statewide data on shortages in school psychology (webinar Jun 29) ▪ Resources to remedy school psychology shortages (webinar on Aug 15) ▪ Communicate about shortages in your state (webinar Sep 12) ▪ Advocating for policies to address shortages in your state (webinar Oct. 24) ▪ Building communities of practice to remedy shortages (webinar Nov. 15) ○ Sample Letter to Governor by John Kelly to describe good work of state school psychology organization (form to be completed by Advocacy Committee) • Podcast/Video opportunity – assigned to Communications Committee (Sara will email information to committee co-chairs, Kathryn and Brit'ny) • School Psychology Shortage letter – can be promoted at Fall Conference 	<p>2:15-3:00</p>
<p>Adjourn</p> <p>Karen motioned to adjourn the meeting. Cecile seconded. The motion passed unanimously.</p>	<p>3:00</p>

Committee and Officer Reports

<i>President</i>	<ul style="list-style-type: none"> • Accomplishment(s): Successful Spring conference! (great job James and PD committee!)
	<ul style="list-style-type: none"> • Work Item(s): <ul style="list-style-type: none"> ○ Organization access to website and emails, streamline ○ Work with advocacy and PD to plan fall conference ○ Work with PD to plan spring conference ○ NASP connections to help advocate in our state.
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Sara will provide a tutorial on the website at the August board meeting
<i>President-Elect</i>	Accomplishment(s):
	<p>Work Item(s):</p> <ul style="list-style-type: none"> •
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> •
<i>Past President</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes:
<i>Secretary</i>	Accomplishment(s): Notes
	Work Item(s): Notes
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Will email March 23 notes for Board approval
<i>Treasurer</i>	Accomplishment(s): (see report in Dropbox)
	Work Item(s):

	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • 1 outstanding conference invoice remaining • Checking account total a little higher than reported due to checks received today • Expenses will change slightly after spring conference food payment is withdrawn • We saved a lot of money this year via virtual board meetings (reduced travel and food expenses); Board meeting is the only meeting we have been reimbursing for • We have been very selective on speakers chosen and conference location • Our savings will be over \$10,000 • All committees were significantly under budget (total of \$11,000) • Committees are trusted to spend within budget, board approval if exceeding budget • We will be able to increase scholarships, purchase conference swag • Can pay via OSPA check card or can provide receipts for reimbursements; contact treasurer to make arrangements • Kathy motioned to approve the treasurer report; Cecile seconded the motion • The motion passed unanimously
<i>Central Region</i>	Accomplishment(s):
	Work Item(s): Passing off organization of Central Region members to new Central rep
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> •
<i>Eastern Region</i>	Accomplishment(s):
	<p>Work Item(s):</p> <ul style="list-style-type: none"> • Eastern region spans from Kansas to Texas, Karen now has list of all the districts • Karen is going to contact districts with an intro letter and request they share with their school psychologists (to be able to reach contracting school psychologists)
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Regional meeting was scheduled during spring semester, but Karen had the flu • She had snacks and drinks delivered to the meeting • Rain and ice made attendance very low • Consider virtual meeting options, reach out to members to learn ways to support them
<i>Western Region</i>	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.
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Find ways to better support school psychologists in this area. How can OSPA reach out to these individuals and convince them to join OSPA?

<i>NASP Delegate</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none"> Erika shared NASP overview and report and encouraged board members to subscribe to NASP in Brief
<i>University Representatives</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes:
<i>Student Representatives</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: <ul style="list-style-type: none">
<i>Communications Committee</i>	Accomplishment(s):
	Work Item(s): <ul style="list-style-type: none">

Meeting Notes:

- As NASP delegate, Erika can email information to NASP members (can add link to a newsletter if created)
- How can we attract more school psychologists in Oklahoma to join OSPA? NASP membership in Oklahoma is 2x greater than OSPA membership
- Consider requesting governor's declaration of SPAW
- Consider modeling OSPA Facebook page after NASP Facebook page
- Share information that we have t-shirts left (image on the Dropbox or from Trisha); shirts cost \$15
- Consider using Facebook page to communicate advocacy information regarding upcoming votes
- Communications budget can be used for regional rep meetings
- Facebook policy for deleting inappropriate/irrelevant posts
- Communications oversees "Swag," gets to choose what is purchased
 - Tack Logo (downtown Edmond)
 - Post-It Notes/Tabs
 - Cups
 - Jump Drives
 - Highlighter/Pens
- In charge of setting up the OSPA table at conference with literature/SWAG
- Press Releases (when NASP does); complete a form; PIO
 - Get information out when NASP does press release
 - Do our own local press releases
 - To honor school psych of the year
 - Example: Karen's district recognized an administrator and bus services (Friends to OSPA); certificates to download from NASP
 - Honor people in the community who are not school psychologists
- Newsletter/Twitter/Facebook – monthly at a glance; model after NASP in Brief; Ideas for Content:
 - Eligibility Manual
 - Changes to SPED Handbook (link)
 - Referral Sources
 - Member Highlight
 - Recognize a Legislator who did something Pro-Education
 - Information about Board Members
 - Announcing Board Meetings
 - Article snapshots with links
 - White papers from NASP and OSPA

	<ul style="list-style-type: none"> ○ Job Box (Published Openings; SPED Directors; BCBA)
<i>Operations Committee</i>	Accomplishment(s): Storage Unit moved
	Work Item(s): <ul style="list-style-type: none"> • Finalize operations handbook
	Meeting Notes: <ul style="list-style-type: none"> • Need help from Communications to complete inventory at storage • Scholarships – budget increased back to \$1,000 • Present to the four programs in the state to talk about OSPA and how to be involved, and hit heavy on the scholarship (ECU, OSU, UCO, SWOSU) • Call for school psychologist of the year nominations (get the word out that it can be any school psychologist no matter their tenure or position, this person can also submit for the NASP school psychologist of the year) • Angela Love Lifetime Achievement Award (for a retiree or tenured school psychologist); not necessarily annually • Responsible for board elections in the spring
<i>Professional Advocacy Committee</i>	Accomplishment(s): <ol style="list-style-type: none"> 1. OSPA participated in Legislative Day (Cade Brownell, others) 2. Completed application for NASP State-level Advocacy Training Support (submitted in early June)
	Work Item(s): <ul style="list-style-type: none"> • Develop Action Plan to increase advocacy activities of the membership <ul style="list-style-type: none"> ○ Consider Options for NASP Advocacy support ○ Communication strategies • Explore options to increase State-holder awareness of our professional role and responsibilities with key stake-holders: <ul style="list-style-type: none"> ○ Administrators, teachers ○ Parents ○ Community-based mental health providers

	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Top three topics to write to the governor and legislators (with assistance from John Kelly) <ul style="list-style-type: none"> ○ What School Psychologists do, training and qualifications (how this sets school psychologists apart from other service providers such as special education teachers, counselors) ○ Shortages, anything to incentivize school psychologists coming to Oklahoma (such as the bonus, reinstatement of tuition reimbursement, internships instead of emergency certification as a school psychologist – support for recruiting grad students to Oklahoma) ○ Encouragement to include school psychologists in discussions of ESSA • T-Shirt Update/Feedback <ul style="list-style-type: none"> ○ Sold 21 shirts out of 50 ordered – need to sell remaining shirts ○ No SPAW logo on the back of t-shirts, so they remain current each year ○ Improve communication that shirts will be sold at the conference (mention in flyer) • Will investigate badges/ new name tags • The NASP Advocacy State-Level training can be face-to-face, virtual, webinar; we may consider what would be archivable to share with members who cannot attend • Student services coalitions in other states to collaborate across SPED teachers, SLPs, counselors, etc.
<i>Professional Development Committee</i>	Accomplishment(s):
	Work Item(s): <ul style="list-style-type: none"> •

	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Continue planning spring conference with possible topic of trauma informed care • Board member discussion of suggestions for focus: <ul style="list-style-type: none"> ○ Basics of what does trauma-informed CBT look like (20 session program) ○ ACES, basics of what IS trauma ○ Review of research-base for trauma-informed care in schools ○ Michael Gomez (was at OU Health Sciences, now in Texas, TCU?) ○ Elizabeth Risch ○ Amanda Morris (PACES-protective factors, PBIS) ○ What does “trauma” mean for school psychologists? What do we already have in our toolbox? ○ Focus on solutions, invite SPED teachers, instructional coaches ○ Do we want our focus to be training our members on advanced skills? Or involving other stakeholders? How do we balance the focus of our PD? We need to make sure we are providing our members with new skills. ○ Neurological impact - how does trauma impact student learning ○ One session on trauma’s impact on the child and implications for functioning and a second session on what is our response (second session may be more in-depth or advanced skills) ○ Fall and spring could be trauma-focused and we could find another vehicle for advocacy ○ Ted-Talk or video options could be provided before the conference to provide some background (possible member-only benefit?) ○ We could consider a night-before pre-conference option to provide some of the background content ○ Specifically as school psychologists, how does trauma-informed care apply to us? We could invite NASP presenters who have this training. ○ Consider breakouts so that you can “choose your own adventure” of what level of knowledge you are coming with and what training you would benefit from most ○ Possible training with counselors and speech pathologists, discount for members who bring an administrator, the more people you bring from your site, the cost decreases per person ○ Next steps to be determined by PD committee – what is our audience and main focus? • Attempt to create a multi-year PD plan so that future speakers can be booked well in advanced
<i>Other</i>	Accomplishment(s):

	Work Item(s):
	Meeting Notes: •

Action Items	Strategic Goal (1-6 or NA)	Committee/Person Responsible	Timeline	Date Completed
List of Current Members to Dropbox		Sara Rich	As soon as possible	6/23/2018

Other Notes/Discussions/Comments: