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| * **OSPA |Agenda & Minutes**  |  |  |  |  | | --- | --- | --- | --- | | * Meeting Date & Time: | 11/1/2018  6:30 – 8:30 pm | * Meeting Location: | * Best Western, Edmond, OK | |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | * Meeting Called By: | Sara Rich | * Type of Meeting: | Board | * Recorder: | * Kathryn Moore | | * Meeting Attendees: | * Sara Rich, Ruben Rios, Haley Dioguardi, Brit’ny Stein, Kathy Quick, Kathryn Moore, Lori Parker, Kara McCullah, Jose Hernandez, Cari Krawiec, Karen Fritz | | | | | | |
| **AGENDA TOPICS** | **Scheduled Time** |
| * Call to Order/ Quorum/ Sign In * Sara called the meeting to order, a quorum was present | * 6:45 |
| * Introductions of Members and Guests | * 6:45 |
| * Members and guests introduced themselves |
| Approval of Executive Board Meeting Minutes (8-25-2018)   * Cari moved to approve the minutes. Jose seconded. The motion passed unanimously. | 6:50 |
| Announcements by Officers and Committee Chairs **(See Below & Attached Reports)** | 6:55 – 7:30 |
| Old Business   1. Podcast/Video opportunity    1. <https://www.youtube.com/watch?v=tnhVu9LIuR4&feature=youtu.be> | 7:30 -7:40 |
| New Business   1. NASP Travel—who are we sending?    1. Sara has part of her expenses covered, treasurer indicated sufficient funds to cover the remaining expenses       1. Karen motioned to send Sara to NASP. Cari seconded. The motion passed unanimously.       2. Sara recommended to send Jose as president-elect. Kara motioned to send Jose to NASP. Cari seconded. The motion passed unanimously.       3. Brit’ny prompted discussion about paying half of expenses for another person, since Sara has part of her expenses covered. Brit’ny proposed Kathryn as a possible recipient. Kathy noted participation in leadership activities at NASP are required. Sara proposed doing some research on expenses. Costs of flight, meals, registration need to be reviewed. An email proposal will be used to complete the vote if warranted. 2. NASP Convention Donation to Children’s Fund    1. Does anyone have any connections? ($100-$200 item to donate)       1. Something from Hanson       2. Pioneer Woman again?       3. MIO items       4. Keep thinking… (remember physical item must be transported)       5. Signed Thunder jersey? 3. NASP Exposure Project - more information in dropbox.    1. Present to at least one high school or undergraduate class each semester    2. Sara plans to announce tomorrow at OSPA and send a follow up email; if people do it, their name could be entered into a raffle for free spring conference registration    3. Materials in email could be downloaded into our dropbox    4. A form can be completed (link available on the Said No School Psychologist Ever) to track progress 4. Website Committee 5. New AG ruling regarding “psychological reports”    1. Certified School Psychologist- no wiggle room in current wording, we could advocate for a change if we found it would benefit our membership       1. Should we advocate for this language in the new SPED handbook?       2. Interns can be called School Psychology Intern    2. Do we, as the OSPA, need to be advocating and/or responding to these decisions on behalf of our membership?    3. How do we educate private practice clinicians about IEPs and school-based eligibility procedures?       1. Cari proposed approaching OPA to collaborate and potentially offer training to OPA members about school-based practices.    4. NASP involvement 6. SPAW Week 7. ECU Career Day Nov. 17    1. Sara and Brit’ny volunteered to attend as long as their schedules permit 8. OSPA Logo – working on cleaning up misspelled logos 9. Other business?    1. Newsletter- infographics, highlight members, distribute to region reps to forward on to their membership | 7:40 – 8:30 |
| Adjourn   * Cari motioned to adjourn. Jose seconded. The motion passed unanimously. | 8:30 |
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| **Committee and Officer Reports** | |
| ***President*** | * **Accomplishment(s):** Fall conference! Met with Inhofe and Lankford representatives, |
| * **Work Item(s):**    + NASP Advocacy strategies for addressing school psychology shortages     - I would like the advocacy committee to work on this. The webinar has excellent ideas, but we need to prioritize what to do.   + Setting up January meeting   + Spring Conference planning |
| **Meeting Notes:**   * Developing connections with our representatives to facilitate future efforts (such as grant funding) * NASP has many big ideas for how to address school psychology shortages, we need to decide what ideas can apply to our state |
| ***President-Elect*** | **Accomplishment(s):** Assisting with the fall conference, in contact with Todd Lofton (state department SPED executive director) to reconnect and network |
| **Work Item(s):**   * Meet with State Department to advocate for School Psychologist input |
| **Meeting Notes:**   * Communication with Todd Lofton and other state-department SPED directors is important due to conversations happening (without school psychologist input, despite individual school psychologists’ attempts to be involved) related to problems with EdPlan and revised SPED policies and procedures handbook; current advisors include university faculty and SPED directors without including practicing school psychologists * The board agrees OSPA should be involved with these processes and needs to advocate for our voice to be included in these discussions * Sara and Jose plan to schedule a face-to-face meeting to discuss how we can participate in the development of these policies and procedures |
| ***Past President*** | **Accomplishment(s):** |
| **Work Item(s):** |
| **Meeting Notes:** |
| ***Secretary*** | Accomplishment(s): Minutes |
| Work Item(s): Minutes |
| Meeting Notes: |
| ***Treasurer*** | Accomplishment(s): See treasurer report |
| Work Item(s): |
| Meeting Notes:   * Right now, savings includes $8,810.28 – we should be able to get our savings up to $10,000 * All outstanding Purchase Orders have been reconciled! Way to go, Cari and Kara! * Turning off recurrent payment feature on Wild Apricot, this will impact new members   + Will make an announcement tomorrow and send a follow up email regarding how to unenroll in recurrent payment feature   + Everyone who emailed requesting a refund has been refunded   + We were reported for fraud through PayPal due to this issue, and this has been addressed by Cari * Putnam City sent a thank you note to OSPA regarding the NCSP bonus and expressed appreciation for ongoing support |
| ***Central Region*** | Accomplishment(s): Sent an email to central region member email list, she is trying to make a list of central region members’ addresses and phone numbers |
| Work Item(s): Schedule a meet and greet for the central region |
| Meeting Notes:   * Cecile is currently out of state, so Kara shared information on her behalf |
| ***Eastern Region*** | Accomplishment(s): Held regional meeting on October 16. I invited psychs from Tulsa Public & from Collinsville who aren’t members to join us. Several Union & TPS psychs attended and we had a good discussion of how to encourage membership. They felt the most important thing was making sure non-members know about upcoming conferences and that people would be more likely to join when registering.  One suggestion was also to have mini-seminars on some afternoons that would be free for members and cost a fee for non-members. The idea was to have members with expertise in specific areas to present (at no cost) and lead discussion.  Topics of interest for future conferences or mini-sessions were: \*how trauma impacts neurological functioning and learning with practical application to identify & address individual needs; \*strategies for helping teachers write IEPs that do a better job of targeting individual needs; \*Positive Communication with students & parents – help teachers not escalate; \* Suicide prevention/intervention/post-vention; \*Behavior interventions especially for those with severe needs; \*Threat/risk assessment – how to assess, how to determine when it’s safe to allow a student who made a threat or acted out in a dangerous manner to return to school.  Another suggestion was to develop regional mentoring programs, especially needed for those who are in small districts and may need others to consult with. It would be helpful to get a list of school psychologists in the state. Can we get this from the SDE?   * We also discussed developing a monthly regional newsletter highlighting NASP & OSPA   Activities, SPAW & resources/ideas; community resources; changes in SDE policies/procedures, etc. |
| * 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. * \*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.   \*Can someone attend ECU’s Career Day for School Psychology & Psychometry? They would like someone to talk about their career path and OSPA. I have a flyer for the event. |
| Meeting Notes:   * Different school districts could volunteer to host mini-seminars, we may be able to offer NASP CPUs, they could possibly be webinars (could be a benefit of membership) * Consider advertising the conference to non-members |
| ***Western Region*** | Accomplishment(s): Sent a conference email reminder |
| Work Item(s): |
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| ***NASP Delegate*** | Accomplishment(s): |
| Work Item(s): |
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| ***University Representatives*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:   * No faculty in attendance |
| ***Student Representatives*** | Accomplishment(s): |
| Work Item(s): |
| Meeting Notes:   * No updates |
| ***Communications Committee*** | Accomplishment(s):  - Advertised scholarships and School Psychologist of the Year (SPOY) on Facebook, email, and to CCOSA; we had 5 SPOY nominees and 6(?) scholarship applications  - Presented to OSU graduate student organization about scholarships, OSPA, and NASP  - Ordered plaque for School Psychologist of the Year winner (should be ready in time)  TAK designs was going to charge about $200 for a plaque ($100 for the plaque itself and $100 for rush shipping – after price checking, Edmond Trophy was deemed significantly more affordable and convenient - $19.50 for the plaque, made locally, with no extra fee for expediting)  - Created two OSPA logo mugs to raffle at the conference  - Advertised remaining t-shirts on Facebook  - Explored purchasing SWAG, but decided not yet due to expense   * + Post-its/tabs were approx. $350 for 150 or 200   + Other items were around the same price   + May consider purchasing from a company other than TAK   + Will need to search for other options and do some price comparisons   + Cari may have a contact |
| * Work Item(s): * Attend OSPA table at conference tomorrow   + Advertise School Psyched podcast video project during announcements and encourage conference attendees to visit the OSPA table to record brief clips related to becoming a school psychologist in Oklahoma in exchange for an extra raffle ticket     - Clip topics are to include: credentialing/transfer process, roles of school psychologists in OK, internship opportunities in OK, unique opportunities and challenges * Visit other university graduate organizations to promote OSPA and NASP   + Karen Fritz in communication with Dr. Velez from ECU (upcoming career day) – Sara will possibly volunteer, Brit’ny may join   + Erika and Trisha planning to visit UCO and SWOSU * Consider additional SWAG options * Assist with work on the website (Task Force, Brit’ny, Jose, Trisha, Brandon) * Compile clips for School Psyched podcast video * Carried over from last agenda:   + [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?)     - Brit’ny and Sara have submitted a proposal   + [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?) |
| Meeting Notes:   * Plaques for past president, scholarship winners, and school psychologists of the year are pretty expensive (about $100+ each) – do we want to purchase these?   + Edmond Trophy has been reasonably priced and easy to work with, we could get quotes   + An alternative would be to put it on the website where it can be more permanent and easily accessed * What else do we need to be adding to our Facebook page? Are updates frequent enough? What is our goal frequency? Is it helpful for members to “like” and “share” posts? Do we have a goal for number of people who like our page? Should we each invite friends to like our page if they haven’t already?   + Can we post about research participation opportunities?   + Instagram – look into getting an OSPA account     - Delegate to student reps     - Ideas for topics- meeting different board members, student graduate organization updates, recognition of school psychs who present to high school students/undergraduates |
| ***Operations Committee*** | Accomplishment(s):   * - Met to review School Psychologist of the Year nominations and graduate student scholarship applications |
| Work Item(s):   * Trisha will present scholarship awards tomorrow during OSPA conference |
| Meeting Notes:   * Trisha and Erika were unable to attend the board meeting; Kathryn shared updates on their behalf; they may have additional information to add |
| ***Professional Advocacy Committee*** | Accomplishment(s):   * Set up the fall conference * Sara arranged for the keynote speaker * Kathy arranged the panelists (working to build coalition with related service providers, to promote ongoing conversation about how we can improve educational services in Oklahoma) * Panel will be set up like a problem-solving meeting- how can we use our professional positions to advocate for policies that will benefit students in OK (problem identification-academic achievement, why are these problems occurring, what do you think students need/what policies and procedures need re-evaluation, what are our next steps to collaborate and achieve common goals?) – 45 minute problem solving meeting |
| Work Item(s):   * Continue collaborating with related service providers for February advocacy efforts * We can use our January meeting to prepare for February advocacy efforts |
| Meeting Notes:   * SPAW- less advocacy materials and more materials for professionals working directly with students; can create a bulletin board to increase student and staff awareness   + Can get 5 free posters if NCSP |
| ***Professional Development Committee*** | Accomplishment(s): Fall Conference! |
| Work Item(s):   * Start planning spring conference. Focus will be on actual implementation of trauma-informed strategies, with specific interest on resources available in Oklahoma. |
| Meeting Notes:   * Karen mentioned the Eastern region expressed interest in understanding the impact of trauma on students’ neurological functioning and learning |
| ***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** |
| Set a meeting with State Department (Todd and Christa) to discuss SPED Handbook development; obtain current draft to review |  | Jose Hernandez  Sara Rich | Before SPED Handbook is released… |  |
| Need to complete internal audit |  | Operations Committee |  |  |
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Other Notes/Discussions/Comments: