**Tennessee Association of School Psychologists**

**EXECUTIVE BOARD MEETING MINUTES**

**Summer 2017**

**Saturday, August 19, 2017**

**MTSU, Murfreesboro, TN**

**Call to Order:** The meeting was called to order at 9:00am, Sarah McMillan presiding. Members present: Pam Haggard, Heather Stewart, Angie Massey, Lesli Crawford, Avalyn Bauer, Amy Duesterhaus, Jim Rust, Mary McCollum, Michael Jones, Aimee Holt, Joanna Bivins, Erica Roberts, Maria Griego, Toby Guinn, Mark Tylka, Danielle McNeely, Mark Sigler

**Minutes of Last Meeting/Secretary’s Report:** (Lesli Crawford)

* Prepared and distributed Spring 2017 Executive Board Meeting minutes.

 **Motion:** Ms. Massey moved to approve the Spring 2017 Board Minutes as amended. Dr. Holt seconded the motion. The amended minutes will be sent with the current board meeting minutes with the amendment highlighted. The motion passed by unanimous vote.

**Treasurer’s Report:** (Pam Haggard)

* Processing reimbursements for spring board meeting
* Finalizing budget from Spring Institute
* Processing membership payments
* Finalizing FY17 budget
* Drafting FY18 budget
* Filed FY16 required IRS tax documents
* Filed TN annual report
* An audit will happen after this meeting by a committee appointed by the President.
* New reimbursement requests were explained. TASP currently only reimburses for one regional representative and TASP regions currently have co-representatives. A discussion regarding this will be reflected in new business. Travel reimbursement will be a separate form.
* Membership dues paid before July 1 will be counted in that fiscal year even though the dues are for membership in the next fiscal year. This is cleaner for accounting purposes.

**President’s Report:** (Sarah McMillan)

* Responded to various emails
* Worked with Aimee Holt on conference details
* Worked with Joanna Bivins to set up training for regional representatives
* Talking with UTK about getting a student representative for the TASP board. We should have someone to appoint at the next board meeting.

**Past President’s Report:** (Aimee Holt)

* Recruited regional representatives, created election ballots, presided over the elections
* Submitted items to newsletter
* Worked on website, rescheduled launch for this Friday.

**President Elect’s Report:** (Sarah McMillan)

* See President’s report.

**Region and Committee Activities:**

**First** (Leilani DeFord & Amy Saunders)

* Nothing to report.

**East** (Lisa Ross & Heather Stewart)

* Ms. Stewart participated in the OHI Guidance Document development with TNDOE.

**South East** (Danielle McNeely & Tammy Sanders)

* Attended TN Core Disability Standards training and briefly talked about TASP
* Hope to build South East membership this year

**Upper Cumberland** (Eric Swann & Mark Tylka)

* Mr. Tylka compiled a list of school psychologists in the region and would like to send email to encourage them to join TASP.

**Mid Cumberland** (Katherine Ballard & Maria Griego)

* Ms. Griego stated she will touch base with Ms. Ballard. She would like to plan a social soon.

**South Central** (Toby Guinn & Angie Massey)

* Nothing to report.

**Northwest** (OPEN)

* No report submitted.

**Southwest** (Mary McCollum & Michael Jones)

* Nothing to report.

**Convention** (Aimee Holt)

* Working to get speakers and will put info on the speakers/topics on the TASP website
* Hotel contract is done with negotiated rate
* Registration will be open next week within the website
* Ms. Massey has agreed to oversee the silent auction
* Ms. Hendrick has agreed to oversee the poster session

**Legislative Activity** (Jeremy Lawson)

* No report submitted

**Ethics/Professional Standards** (Mark Sigler)

* Presented an ethics in-service to CoreCivic, Inc. mental health staff.
* Registered to attend the NASP Leadership Meeting in Bethesda, MD next month.

**Nominations and Elections** (Aimee Holt)

* Dr. Holt reported the vacancy in the Northwest Region

**Past President’s Council** (Aimee Holt)

* See Past President’s report.

**Fiscal Affairs** (Pam Haggard)

* See Treasurer’s report.

**Awards** (Erica Roberts)

* With Dr. Rust's help, we solicited all university programs in the state for William Ballard Award nominations. I received nominations from The University of Memphis and Middle Tennessee State University. Winners will be selected and contacted soon, depending on the outcome of the discussion of our agenda item related to this.
* I have not received any Beth Stokes Best Practices Award nominations.

**Membership** (Danielle McNeely)

* Currently at 63 members: East TN: 8, First TN: 5, Mid-Cumberland: 18, South Central: 11, South East: 3, South West: 15, Upper Cumberland: 3
* Ms. McNeely stated at the board meeting that TASP now sits at 69 members
* University of Memphis will be paying dues for all its students again this year.
* Revised membership form

**Professional Development** (Rachell Fischer/Erin Ford)

* Reviewed presenter evaluation forms from Spring Institute and entered feedback into Excel spreadsheet
* Uploaded spreadsheets to TASP google drive

**Newsletter** (Julie Hendrick/Jessica Phillips)

* Solicited content and published July 1 newsletter (a tad late again)
* Prepped a Call for Posters to send all school psych graduate program chairs- just waiting to know the time slot before dispersing. (Students need to know upfront what their time commitment is for holding Q&A at their posters)

**Webmaster** (Avalyn Bauer)

* Contacted Dr. Holt in early July regarding the Wild Apricot web platform. Dr. Holt has been developing the site and according to my understanding, only one person can be actively working on the site. At this time, I do not have access to the new website. I uploaded some content to the current website, but I am unable to write the code for some features (such as sending out the newsletter). I would like to thank William Hendrick for continuing to volunteer his time and ensuring the newsletter was sent to our membership.

**NASP Delegate** (Mark Sigler)

* See Ethics/Professional Standards report.

**Public Relations** (Jessica Phillips)

* Welcome to all new board members!! I will resume TASP tidbits for the month of September. In the midst of a new job last school year, I lost my Outlook reminder and failed to get many out. I will put together some monthly tidbits and send them to Regional Reps. Then, reps can personalize and send to members within their respective regions. PLEASE submit any info to me that would be helpful to include for all members. The tidbits will be provided for all months when we are not publishing a newsletter.

**University Trainer** (Jim Rust)

* Prompted all school psychology programs in TN to enter William Ballard nominees according to TASP procedures.
* Conference call with all 3 Tennessee NASP approved programs regarding an intern grant opportunity through TNDOE. TNDOE will sponsor 7 interns/$20,000 each from each program. Supervisors of SPED will complete an application process. Ms. Bivins will explain this at the SPED Supervisors’ Conference later in August. She noted districts will be able to supplement the $20,000.

**Historian/Constitution and Policy Manual** (Amy Duesterhaus)

* Updated CPM with changes made at Spring Board Meeting.
* Updated CPM with changes following member vote on election of officers.

**Student Representative** (OPEN).

* No report submitted.

**State Department of Education** (Joanna Bivins)

* Disability trainings: There were some TASP representatives at summer disability trainings. The overwhelming response from those who attended is that they would like follow-up professional support throughout the year. We are hoping to meet that need through PLCs
* Regional PLCs: Ms. McMillan and I have talked about various options, will be meeting with anyone interested after the meeting. Training opportunities, with possible travel reimbursements, for regional representatives/ board members
* School Psychologist Shortage: Working with three NASP approved universities on a proposed internship grant. If/ when contracts are approved, this may be a good opportunity for TASP to promote recertification for special education professionals during school psychology awareness week in order to help recruit rural local school psychologists. The internship grants will start for the 2018-19 school year and will be a 5-year grant.
* New hires: Special education interventionists: Erin Lavery and Kate Martin; RTI2 director: Karen Jensen; SLP and Autism Coordinator: pending
* Evaluation guidance documents have been posted on the website; if you have forms that you would like us to consider in addition to the one’s posted, then submit them to me via email
* Advocacy listening sessions are being scheduled. If TASP would like to be included, let me know. In addition, we are working on creating avenues for external organizations such as TASP to receive updates from our outreach coordinator.
* PIE is scheduled for February 5-8; considering having a invite only session for organizations that the department collaborates with such as TASP to have a time to talk about the various ways those organizations can work together to plan out professional development opportunities (e.g., conferences, regional meetings). RFP for presentations and vendor table applications will be live in the next couple of months.
* Regional dyslexia trainings are in the process of being scheduled. Trainings will include case studies, reporting requirements, and basic overviews.

**TEA Representative** (OPEN)

* No report submitted.

**Social Media** (Christine Hingle)

* No report submitted.

**Unfinished Business:**

* **5-year plan** (Aimee Holt) The first step in the 5-year plan is to complete SAFE-R: Self-assessment for Associations to Foster Excellence(Revised). TASP completed this at the Spring 2017 board meeting. TASP has applied for the grant that will help develop the 5-year plan based on the SAFE-R needs assessment results.
* **Elections** (Sarah McMillan) Constitution changes were passed after a vote by the membership. The vote changed elected positions to 2-year terms and to allow a membership vote to be taken by email instead of mailed vote. The constitution will be updated accordingly.
* **TASP Website** (Avalyn Bauer) The website is scheduled to launch this Friday, August 25th.
* **Convention Planning** (Aimee Holt) The board agreed to considering holding the next Mid-South Conference that TN hosts and the next TASP Fall Conference at the Embassy Suites in Murfreesboro, TN. Dr. Holt was approached by KY and GA delegations about having interstate reciprocity for members of the states’ organizations to attend each state’s delegation professional development opportunities.    Discussion: How do we prove membership for out of state for TASP conferences? One option is having a flat fee for those outside of the partnership for Mid-South conference and for those out of state for TASP state conferences. Another option is to have a statement on the registration form that says the registrant is verifying they are a member of their state association for the discounted membership rates. Dr. Holt will work on that statement. Dr. Holt will also reach out to Tennessee Tech as a location for the TASP Spring Institute.

**New Business**

* **Financials** (Pam Haggard)
	+ **Motion:** Ms. Griego moved to approve the finalized FY17 budget. Ms. Approval of finalized FY17 budget. Ms. McCollum seconded the motion. There was no further discussion. The motion passed by unanimous vote.
	+ **Motion:** Dr. Holt moved to approve the draft FY18 budget. Ms. Massey seconded the motion. Discussion: It was proposed that each region get the same base amount and then money added based on membership numbers. It was proposed each region will either receive $200 or $7x previous year’s membership, whichever is greater. Dr. Holt asked the conference line to be increased to $4000. She also asked the website line to be increased as well. President and President-Elect lines are to cover NASP dues and NASP meetings. The Treasurer line includes funds for the NASP Regional meetings as well. Ms. McMillan suggested a line be created for NASP Trainings to give flexibility to who on the board needs to attend. Money will be moved from officer lines previously used for these meetings to add this line item. The TASP President will approve who goes to those trainings. The question was called. The motion passed by unanimous vote.
	+ **Motion:** Dr. Holt moved that executive members, including all regional representatives, will be reimbursed for board meetings. Ms. Massey seconded the motion. There was no further discussion. The motion passed by unanimous vote.
* **Board Appointment** (Sarah McMillan) Ms. McMillan appointed Taylor Biondi as the TASP TEA Liaison.
* **Fiscal Audit Committee:** Ms. McMillan appointed Heather Stewart and Lesli Crawford to the fiscal audit committee for the FY17 audit to take place immediately following the board meeting.
* **License Renewal** (Mark Sigler) Discussion of using the NCSP for points for renewal of teaching license. See below.
* **Licensure Issues** (Mark Sigler/Erica Roberts) Ms. Roberts noted the state seems to have changed their policies and/or procedures for licensing new school psychologists in TN. In a hard to fill position, their policies have even further hindered districts from being able to hire school psychologists. Ms. Roberts suggested TASP drafting a letter to recommend licensure policy changes. Mr. Sigler requested TASP advocate for a greater weight being placed on the NCSP when renewing a license. Ms. Bivins stated she has met with the licensure department and encouraged TASP to compose a statement with their concerns. Ms. McMillan will work with Mr. Sigler to get a letter/statement drafted based on these concerns.
* **Award Nominee Submissions** (Erica Roberts) The three Ballard award nominations were all made before the May15th deadline, as outlined in our Policy Manual. The deadline will be adhered to and no new nominations will be accepted at this time.
* **Convention Poster Session** (Julie Hendrick) A time slot of the poster session is needed. The board discussed the best options for this. Dr. Holt will ask the hotel about options for the poster session. A possibility discussed would be to move it to the Thursday afternoon of the conference. Poster session award money is available in the budget.

**Dates to Remember:**

* Newsletter submission deadlines
	+ Content submission deadline for **October 1st** newsletter is **September 15th**
* Board meetings:
	+ Fall 2017, Wednesday, **October 25th** in Knoxville, TN, 7:30pm Location TBA

**Adjournment**

The meeting was adjourned at 11:58am by Sarah McMillan.