

**Trainers of School Psychologists (TSP)
Executive Board Meeting
Sunday, October 8, 2017
Phone Conference**

TRAINERS OF SCHOOL PSYCHOLOGISTS



Mission: TSP is committed to innovation and excellence in graduate training programs for specialist and doctoral school psychologists. Our purpose is to foster high quality training in school psychology programs. We work toward this goal by examining current trends in graduate education programs, providing professional growth opportunities to school psychology faculty, facilitating communication with field based supervisors, and supporting legislative efforts that promote excellence in training.

Term	Executive Board Members
2017-2018	Sarah Valley-Gray, President
2018-2019	Gene Cash, President-Elect David Hulac, Past-President Jim Deni, Treasurer
2017-2020	Kasee Stratton-Gadke, Secretary
2015-2018	Devadrita Talapatra, Natasha Segool*, Kasee Stratton-Gadke
2016-2019	Andrew Shanock, <i>Pam Fenning*</i> , Melissa Allen Heath
2017-2020	Dan Gadke, Ron Palomares, Lisa Persinger
Advisory Board: (Past presidents) Paul Jantz, Wendy Cochrane, Cynthia Hazel*	
Committee Chairs: Webpage Editor (Natasha Segool, Kasee Stratton-Gadke, Dan Gadke; Stacy Williams (Membership Chair), Ron Palomares (Research) Andrew Shanock (School Shortage), Paul Jantz (Forum Editor), David Hulac (Accreditation), Stacy Williams (Membership)	

* **Not in attendance**

Call to Order (Sarah Valley-Gray)

Sarah Valley-Gray called the meeting to order at 7:06pm (EST).

First Orders of Business:

Andrew Shanock made a motion to approve the TSP minutes from June 2017. David Hulac seconded and no discussion followed. Motion approved unanimously.

Andrew Shanock made a motion to approve the TSP minutes from September 2017. Lisa Persinger seconded and no discussion followed. Motion passed unanimously.

No additions or corrections were added to the agenda for the October 2017 meeting.

1. Executive Board reports:

- i. **President** –[Sarah Valley-Gray]

- Approval of Parliamentarian, Gene Cash
 - Sarah Valley-Gray appointed Gene Cash as Parliamentarian.
 - Proposal for new task force: Social Justice (Williams & Goforth)
 - Stacy Williams provided the following updates:
 - Length of Task Force will be ongoing.
 - **Purpose:**
 - To provide trainers with resources to integrate social justice initiatives in the curriculum.
 - Survey the membership (i.e., February) about their social justice training needs
 - **Resources:** Articles, Books, Videos, Web-based Resources (Anisa's undergraduate student and Williams will be collating web resources.)
 - Suggest a Special Issues Trainers Forum about integrating social justice lens/initiative in the curriculum. The task force members could serve as Guest Editors. We would invite trainers who are doing this work to submit their research.
 - Plan to connect with NASP Social Justice Task Force and a meeting is scheduled with Sherrie Proctor and Charles Barrett next week. Also plan to connect with David Shriberg.
 - Melissa Health and Tanya Talapatra agreed to help with the task force.
 - Gene Cash made a motion to approve the Task Force and Kasee Stratton seconded. The intent of the approval that the task force will be at the approval of the President and Executive Board on a yearly basis. The motion passed unanimously.
- ii. **President Elect** - [Gene Cash]
- No report, see conference reports.
- iii. **Past President** – [David Hulac]
- David Hulac made a suggestion that business conducted by the Executive Board over email should be placed into the general minutes of the next scheduled Board meeting, such as “Business conducted over email” to maintain documentation.
- iv. **Secretary** – [Kasee Stratton-Gadke]
- Will add “Business conducted over email” to the current minutes for approval at next meeting.
- v. **Sponsorship/fundraising & Treasurer** [Jim Deni]
- Jim Deni provided an emailed attachment indicating how to request funds for committee work. All forms are located in the TSP Dropbox. If submitting a reimbursement form, complete the description and amount and scan along with receipt to the Treasurer. The Treasurer will then write a check and use this form to track expenses.
 - Calendar year runs June 30-July 1; Jim Deni will send out an email for anyone who might need a line item budget for goals and activities.

You must submit a request via the Budget Request Form (highlight your goals, activities related to the goals, budget that is requested, line items, total budget). From this the Treasurer will build a projected budget. Submit all forms to Jim Deni by October 31, 2017. If you anticipate needing a revenue stream then you need to submit the request using the Budget Request Form.

- Budget committee to make approvals and then submit to the Board as a recommended budget for the calendar year.
- Gene Cash made a recommendation for the Operations Handbook to highlight this process.
- Treasurer also reported that presented TSP has just over \$80,000. This amount reflects the new membership fee structure, saving money on conference expenses from sponsorships.
- WSP has been earmarked for the Keynote. In November, Jim Deni will reach out to others regarding sponsorship for the TSP conference.

vi. **Webmaster** – [Natasha Segool, Kasee Stratton-Gadke, & Dan Gadke]

- Natasha reported that the RA continues to provide hourly support for Archives. Webmasters request that each committee should provide information for the TSP website and committee membership. Additionally, all old content from the prior TSP website will be deleted and we will continue to pay for Netfirms for next year (old host page and also pay to keep the domain address).

vii. **Membership** – [Stacy Williams]

- Williams reported screenshot directions are being created for renewing membership. Additionally, the committee has identified programs that have not been a part of TSP to reach out and encourage membership. Those without membership will be presented to the Board. Additionally, a “Benefits to TSP” email has been sent to training directors who are not currently members. A second email will be sent in approximately two weeks. TSP webmasters will be provided with a list of programs that have renewed for 2017-2018 to be posted. A report is needed by the Treasurer to indicate what institutions are in which fee structure in order to assist with the projected budget.

2. Advisory Board report- [Cynthia Hazel, Paul Jantz, and Wendy Cochrane]

No report.

3. Committee reports:

i. Strategic Planning Committee: [Gene Cash]

Conference call to be scheduled.

ii. Convention Committee: [Gene Cash]

The conference will take place at Loyola in Chicago, thanks to the assistance of Pam Fenning and donated space. Currently, working on getting menus for catering service. Monday evening, Troy LaRaviere

President of Chicago Principals and Administrators Association will present on a social justice topic. Tuesday will begin with breakfast, welcome, breakout sessions (research, teaching, and accreditation and approval), lunch with a business meeting, and talks from sponsors and scholarship awards. This will be followed by four concurrent sessions in the afternoon from task force committees (discussion/ideas sections) (SJ, Strategic planning, school shortage, and accreditations). The chairs of those committees are responsible for the program in each of the four areas. The poster deadline is Nov. 1, 2017. TSP suite will be addressed at the next meeting.

iii. Research Committee Report: [Ron Palomares]

Updates from June meeting sent by Anisa Goforth should be integrated into the Bylaws. A Call for Research requests will be made through the listserv. A committee meeting will be conducted in the coming weeks via conference call.

iv. Forum Editor: [Paul Jantz]

- Editor/associate editor job descriptions for the Operations Handbook.
- The Executive Board should review the proposed guidelines for discussion. Once guidelines are approved, a call for a special issue on SPTRAIN will follow.
- Submissions are coming in for the next publication. Currently, approximately 30% rejection rate. The inaugural electronic copy will have a November date.
- Archives of the Forum are being placed on the website. Tom Fagan is in process of providing hard copies of the TSP issues that were missing. Working to get TSP newsletters from Tom to add to Archives. Paul Jantz, per Fagan's discussion, suggested using a repository to store Forum materials. NASP uses a repository in Kentucky that might be a useful place to consider holding for TSP. Gene Cash suggested it might be a good idea to go digital with all of these documents. Might consider a budget for this. Paul Jantz will gather additional information to bring back to the Board.
- Advertisement in the Forum may or may not be forthcoming as a revenue source.
- Special Issues in the Forum's history: Timeline for public feedback within the next week and consider vote later for the Operations Handbook. Please use track changes when providing feedback.

v. Ad hoc Constitution/By Laws Committee: [Gene Cash]

vi. Ad hoc committee on accreditation and approval: [David Hulac]

A listserv discussion has begun regarding accreditation. Next steps are to continue to take information in and conduct a survey in line with preparing a

discussion at the TSP conference. Anyone interested in serving on the committee, please email David Hulac.

vii. School Shortage Committee [Andrew Shanock]

Meeting on Wednesday with the Committee. Andrew Shanock reported talking with the NASP committee and hopes to unite and share resources. Minutes will be provided in the near future.

viii. TSP Scholarship Committee [Pam Fenning]
No report.

4. Discussion Items – Tabled until November.

- CE provider status
- Updates to Operations Handbook
- Ad –hoc Committees (ACA and Technology)
- Special Interest Groups (Junior faculty, Consultation, University/Field Trainers)

5. Advocacy and Collaboration Reports: Representatives are needed

- i. APA-D16: [David Hulac]:
- ii. NASP: [Lisa Persinger]: Susan Gorin is retiring as Executive Director.
- iii. GEC: [Dan Gadke]:
- iv. Future's Development Team: [I]- doesn't appear anyone on the Board is active with Future's Team. Sam Song?
- v. SSSP: [Dan Gadke]: Early Career Forum-
- vi. CDSPP: [Pam Fenning]:
- vii. ISPA: [Cynthia Hazel]: no report.
- viii. SPLR: [Sarah Valley-Gray]- no report.
- ix. AASP: [Sarah Valley-Gray]- APA Accredited Internships.

5. Business Conducted Over Email

It was approved by online (email) vote that the Forum will be moved to an electronic placement. This is expected to save approximately \$6,000.00 in printing and related costs. At this time, the Forum will be presented on the TSP website.

The meeting concluded at 9:35 pm (EST) with a motion from Gene Cash, seconded by Stacy Williams and all in favor.

Next Meeting:

Sunday, November 5, 2017

Future Meetings:

Sunday, November 5, 2017

Sunday December 3, 2017

Sunday, January 7, 2018

Sunday, February 4, 2018 and February 12th in Chicago at noon

Sunday, March 4, 2018

Sunday, April 8, 2018

Sunday, May 6, 2018

Sunday, June 3, 2018

TSP Board Calendar and Events

Month	Activities
January	<ul style="list-style-type: none">● Board Meeting
February	<ul style="list-style-type: none">● Board Meeting● TSP Conference● President or TSP delegate attends NASP Delegate Assembly (Sat of NASP)
March	<ul style="list-style-type: none">● Board Meeting● Review TSP conference feedback
April	<ul style="list-style-type: none">● Board Meeting● Appoint TSP conference committee
May	<ul style="list-style-type: none">● Board member elections● Officer elections● Board Meeting
June	<ul style="list-style-type: none">● Board Meeting (incoming and outgoing board members invited)● <i>Forum</i> published● Annual report compiled by President
July	<ul style="list-style-type: none">● Officers installed July 1st● New board members installed July 1st● No Board Meeting● President or TSP delegate attends NASP Delegate Assembly● Annual report published (sent to membership, posted to website, and submitted to <i>Forum</i>)
August	<ul style="list-style-type: none">● Board Meeting● Orientation for new board members● Recruit new board members to conference committee and/or other committees
September	<ul style="list-style-type: none">● Board Meeting● Call for Poster Sessions
October	<ul style="list-style-type: none">● Board Meeting
November	<ul style="list-style-type: none">● Board Meeting● Call for Trainer of the Year nominations
December	<ul style="list-style-type: none">● Board Meeting● <i>Forum</i> published● Registration opens for TSP Annual Conference