



NVASP Leadership Retreat (Day 2)
June 19, 2020
10:00am - 4:00pm

1. General Business

- i. *Stephanie will email the agenda about a week before each board meeting. The board will have an opportunity to add to it or ask questions to Stephanie directly. Jessica M takes minutes during meetings and submit minutes to Stephanie as soon as possible in a PDF format.*
- ii. *Stephanie reviewed Roberts Rules of Order as well as discussed informal structure of "jumping in" when needed.*
- iii. *Board discussed group norms. Norms for meetings and discussions include:*
 1. *Respecting each other, not making assumptions, being open minded and honest, no racism/sexism/derogatory comments about anyone or any child, if disagreeing with another board member being timely and respectful in discussing that disagreement, no side-bar conversation when in person, for zoom meetings people turn off camera/mic if if needed.*
 2. *Open meetings are open to the public so be mindful of that information.*

a. Brief review of Vision, purpose, and values

1. *Reviewed the vision, purpose, and values found on the NVASP website. The NVASP values are in line with NASP core values and include new ones developed by past NVASP boards.*

b. Board member access

i. NVASP emails

1. *Let Stephanie know if you're having issues and need something fixed with emails.*

ii. Access to google drive

1. *Reviewed what to find where in the google drive such as by-laws, logos, folders for each year for older information, etc.*
2. *Franco needs to be added to the Google Drive*
3. *Everyone has add/access so make sure to make your own copy so you don't write over it.*
4. *Convert documents into PDF so no one writes over original documents. Minutes will all be converted to PDF before emailing to Stephanie.*

iii. Business Cards

1. *Discussed as a board the need for the entire board to have business cards. Stephanie used Vista Print in the past when she made her own. Andrea D. volunteered to research business cards costs, appropriate quantities based on costs, and develop mocks ups of cards by next meeting.*

c. The Will to Govern Well

1. *This is a book used as a guideline on how boards work overall and the model for effective boards. Each board member can request a copy if they want. Danielle Shaw has offered to gift her copy to a new board member. Send an email to Stephanie if you would like a copy. It's not a board expectation but a good reference point.*

d. NVASP Policies

- i. **Sharing member information**
 1. *In the past the board did not share membership information to outside organizations.*
 2. *Instead of giving out e-mail addresses to outside organizations or people, have them add their inquiry to the facebook group and they can make requests on facebook.*
 3. *Discussion about changing policy:*
 - a. *Andrea W: should not share member information, no exception. Andrea D: is there a box on our membership page to ask members if it's ok to send out information? Jessica S: Organizations can send the request to us directly and then we send out the information to them, such as a survey. Facebook may be difficult for all to access. Dr. Katherine Lee: Appreciate the collaboration with UNLV but it's important to respect membership list privacy. Echo's Jessica S's idea of outside organizations sending information to NVASP and then we disseminate that information to the members. Stephanie: NASP does not do anything with opening their member list to outside. Also being a small board, we will need to have someone to review the information and take the lead. Andrea W: who are we to decide we send this survey out but not that one? Andrea W: We should follow NASP lead and not change our policy at this point. Dr. Katherine Lee: Since it's only a small amount of requests, and often doctoral students, we can add a link onto the NVASP page. Stephanie found the link that already exists on the NVASP page.*
 4. *General Policy consensus: never share the member lists to anyone outside NVASP. Guest lecturers or speakers can ask if anyone wants more information, they can leave their email information. That way it becomes up to individual members. Keep facebook posting as an option for individuals to post surveys and the link on NVASP for UNLV and coordinate with the UNLV liaison.*
 5. *Andrew W made a motion for the general policy to remain the same, Rochelle seconds, all agree.*
- ii. **Sending surveys for graduate students and professors**
 1. *See above*
- iii. **Conflict of interest agreement**
 1. *Example of a conflict of interest: You are writing a book and you want NVASP to endorse the book because of personal gain.*
 2. *NVASP does not stop you from doing your own ventures on the side. But any outside ventures need to be disclosed and you're not to use your position on the board to make personal gain.*
 3. *Discussion about conflict of Interest agreement:*
 - a. *Andrea W: It's important for the board to sign the Conflict of Interest Agreement and although there hasn't been any issues in a while, it helps our members trust us. Stephanie: Requested to make conflict of interest more transparent and put it on the website.*
 4. *Andrea D made the motion, Rochelle seconds and all agreed.*
- iv. **Representing NVASP**
 1. *There are purposeful times individuals represent ourselves as NVASP instead of as our roles as School Psychologists in our respective districts. CCSD does*

often not allow individuals to speak on behalf of CCSD. But individuals can speak on behalf of NVASP instead. However, we need to continue to be mindful and advocate for all of us.

2. *Discussion about Representing NVASP:*

- a. *Andrea W: in the past the board had been communicative if anyone went on camera so likely we will remain communicative. Stephanie: No one will be forced to do any formal interviews! Also if more people are interested in doing interviews, spread the wealth to allow other board members to do so. Franco: Volunteers to take on the interviews that will be conducted in Spanish as they unfold. Andrea D: Do we want to put board members emails for reporters to contact us directly? In the past, spam emails went out after emails were put on the website. Stephanie: create a list of people who may be more interested in doing on camera interviews. Rochelle and Andrea D are a no for camera but possibly phone interviews are OK. Stephanie, Jessica S, and Franco are camera-ready. The rest of the board is in the middle.*

v. **Letters for lecture presenters**

- 1. *Do we provide lecturer's a formal letter to thank them following their lecture? We can't control what they do with that information if it's used as an endorsement.*
- 2. *Past letters indicated the lecturer's name, time/date of when they presented, and thanking them for the specifics of their presentation.*
- 3. *Rochelle - agree that we should provide every presenter a letter following their lectures as long as we keep it generic.*

vi. **Creation of student supervision expectations**

- 1. *There's no current expectations from NVASP for student supervision. If we create some outline it can help support students throughout the state.*
- 2. *Discussion for student supervision:*
 - a. *Rochelle: We should absolutely have some streamlined guidance from our organization would be appropriate. Jessica S: As an intern from out of state she felt she didn't the same level of support that UNLV students got. Maybe implementing the mentorship program as a pool or resource might be helpful. Camille: It would be helpful to have a NVASP mentor as a student.*
- 3. *Mentorship program was previously implemented but it was not utilized the way it was meant to in order to help students. It's also something that students outside of CCSD might truly benefit from since there may be less supervision in more rural districts.*
- 4. *Advertising the mentorship program more effectively may help get members to become more involved in the program. Reaching out to the students specifically would also help bridge that gap.*
- 5. *Discussion: Do we only match students with a mentor if they're members*
 - a. *Andrea W: Feels it should only be members. Jessica M: Feels like students need the option to something free at first. Group consensus is that we'll offer mentorship to students for free and no required membership but mentors should be NVASP members.*
- 6. *Rochelle volunteers to develop guidelines for student supervision expectations in Nevada from NVASP.*

e. Schedule 2020-2021 meetings

- i. *Meetings will be virtual meetings but the board will attempt to meet 2-3 times throughout the year in person.*
- ii. *It is OK for board members to call in instead of joining via video if need be.*
- iii. *Board agrees to meet at 4:00pm on the last Monday of the month.*
 - 1. *Monthly meetings except for December or February.*
 - 2. *Scheduled meetings: 8/31, 9/21, 10/26, 11/30, 1/25, 3/22, 4/26, and play by ear with May. Leadership retreat in June.*
 - 3. *Stephanie will put meetings onto the google calendar.*
 - 4. *Meetings will be open meetings but if there's anything that needs to be discussed in private then it board members can request it be a closed meeting.*

f. Create Social & Racial Justice Statement

- i. *Board reviewed social justice statements from NASP, state organizations of Rhode Island and Maryland, and reviewed the Call to Action from Dr. Katherine Lee.*
- ii. *Andrea W made a motion to have NVASP sign on to the Call to Action, it was seconded and all agreed.*
 - 1. *Discussion about call to action:*
 - a. *Jessica S: wants board to think about what specific Call to Action points we as NVASP board want to focus on. Andrea W: we should draft something outside the meeting and review it next meeting. This statement should be added onto our mission and core values as well. Possible adding "racial justice" as part of the core values. Dr. Katherine Lee: wants to add the possibility of adding implicit bias as a professional development topic.*
 - 2. *NVASP statement should be in place before the school year starts. Jessica S will draft the statement and send it to the group.*

2. Budget Planning

a. Review last year's budget, income, and expenses

- i. *Each year NVASP budgets professional development for NVASP board members. This allows for board members to attend Regional Leadership Meeting (RLM) and Public Policy Institute (PPI).*
- ii. *Every board member gets \$500 for professional development annually, except president and president elect who get \$750 annually. Can be used for RLM, PPI, flights, hotels, etc. But it can't be reimbursed for the NASP conference specifically. If a board member does not use their money one year, they can use the full \$1000 for the second year of the term.*

b. Set 2020 Budget

- i. *Reviewed the previous budget and reset the budget to reflect 2020-2021 year.*
- ii. *Plan for costs and fees for certain things that come up during legislative sessions such as licensing.*

3. NVASP Website

- a. Updating and maintenance
 - i. Update board members with headshots and descriptions
 1. *Board members are expected to review the blurb they sent in when running for their position. Send Stephanie an updated blurb of what you want included. If you do not reach out prior to 7/1, the old submission will be used. If you like your headshot you submitted, that is fine. Otherwise, please submit a new one to Stephanie.*
 - ii. Volunteers for maintenance?
 1. *Andrea D and Franco volunteered to help keep the website up to date.*
- b. Improving resources
 - i. *Add in racial justice policy, NAC updates, etc to the website.*
 - ii. *Other states have job postings*
 - iii. *Create page with positions & policies*
 1. *Stephanie will send out a spread sheet for "hot button" core value topics and then the board can divide up who will write up those position statements*
 - iv. *Possible need for discussion board in the future*
- c. Share what NVASP has done and is doing (“In the News”)

4. NVASP Committees (currently “initiatives” on website)

- a. Appoint Committee Chairs
 - i. *Stephanie will hold off on appointing committee chairs at this time.*
- b. GPR updates - Katie Dockweiler
 - i. *No specific updates because we're not in sessions. Moving to a special session due to budget issues.*
- c. Shortages/Advocacy updates - Stephanie Patton
 - i. *Arbitration is over and CCSD has until July to submit all paperwork. Then the arbitrator has to make a decision. Hopefully NVASP now in the beginning of the year about prep buyouts.*
 - ii. *NVASP inquired about moving to an administration pay schedule in CCSD. NVASP submitted the paperwork to see how that would work but we haven't received a response.*
 - iii. *For further advocacy initiatives, reach out to Stephanie if you want to participate in any of these conversations/calls.*
 - iv. *NVASP emailed each school district to encourage School Psychologists being on the reopening of schools. So far CCSD is the only district that has responded and is receptive to including School Psychologists in the process.*
 - v. *Over the summer, NVASP may want to reach out to individuals running for School Board Trustee to build relationships and discuss social-emotional priorities and mental health supports.*
 - vi. *As we get closer to re-opening, anticipate that we will be reached out for comment.*
- d. Awareness and Promotion updates - Kathy Lee
- e. Creation of Communications/Social/Outreach committee

5. Legislative Priorities

a. Survey results

i. Extending DD to later age (see excel from Kathy Lee)

1. *The results of the survey indicated that NVASP members' priority is extending the DD age. Katie mentioned that if it saves the state money, she could see them supporting changing DD to later but if it costs money then likely they would not support the initiative.*
2. *Discussion for Extending DD:*
 - a. *Dr. Katherine Lee: research indicates that the academic year rather than age is a better marker for how districts should end the DD eligibility. Andrea D: West Virginia changed to exiting before age 7 so it wouldn't inappropriately find students eligible for sped. Rochelle: years ago in CCSD, eligibility of DD ended prior to kindergarten and was not age related. There would be teams that would do the assessments instead of school based psychs. Jessica S indicated that she has read in other districts, students have to be DD before they enter Kindergarten and are not found DD during their kindergarten year. Stephanie: Instead of changing the law of DD, do we need to change how we do RTI for Kinder? Rochelle: Behavioral referrals seem to come up in the Kinder year more so than academic deficits. That seems to be when teachers want kinder students evaluated, especially if they have a late Kinder birthday.*
3. *Stephanie will send an email to Emma asking for clarification of what those who wanted to extend DD were looking. We are not going to move forward on the DD initiative just yet until we know more of exactly what the focus is.*
4. *Katherine Lee mentioned some concern with the verbiage on the eligibility forms and Katie Dockweiler indicated that she would team up with her to help get that figured out if it requires a formal submission or if it can be just as simple as an email.*

ii. Mental Health Awareness

1. *Mental Health collaborative has been created to help build templates for state-wide support. Building a stronger concept of a pipeline program to becoming a School Psychologist statewide.*

iii. Alignment of NV standards to NASP standards

- iv. *All incoming psychs need to be NCSP in order to work for Nevada. NVASP might need to contact COPS to negotiate that psychologists take the Praxis and receive a certain cut-off score instead of requiring NCSPs only. That would be in line with NASP standards. Stephanie will email Jordan who is on COPS to discuss how to proceed and what support we can provide to change this requirement.*

b. Finding legislation: <https://www.leg.state.nv.us/>

c. Sharing alerts

6. Lecture Series 2020-2021

- i. *Possibly table this until spring semester knowing there has to be flexibility*
- ii. *The goal would be to do two lectures in the spring.*

- iii. *NVASP can promote webinars during the fall. CASP has webinars in place.*
 - a. Topics of interest from survey
 - iv. Virtual Delivery of Services
 - v. Mental Health
 - vi. Diversity and Equity
 - vii. Ethics
 - b. Potential Speakers
 - c. Locations (UNLV?)
 - d. COVID complications
7. SPAW 2020
- a. Review last year's activities
 - b. Activities and resources
 - c. Engaging membership - contests, raffles, etc.
 - d. SWAG?
 - i. *Discuss theme of SPAW at August meeting*
 - ii. *Maintain getting Governor's Proclamation for SPAW week*
8. Conferences and Professional Development (for board members)
- a. PPI 2020 - cancelled
 - b. NASP 2021 - Salt Lake City, UT
 - i. NVASP attendance at RLM and conference
 - ii. Possible presentation at NASP conference
 - 1. *Missed the deadline for this year but NVAP may want to develop something for NASP 2022. Maybe a how-to for promotion, getting a state organization up and running, and advocacy. This can include inviting past presidents.*
 - c. Interest in future professional development activities (leadership)
 - d. Continuing minority "scholarship"
 - e. Ideas for extending perks to general membership
9. Growing and maintaining membership
- a. 2020 Membership drive.
 - b. Communication with members
 - c. Awards
 - i. Super Psych
 - 1. *It will be the expectation that every board member nominates someone for Super Psych.*
 - 2. *Discussed opening up Super Psych to non-members*
 - ii. Other awards or ways to recognize members
 - 1. *Can also recognize community members who have helped NVASP.*
 - 2. *Award/Certificates have been added to the budget*
 - 3. *Franco suggested providing winners something they need on the job - like a flash drive as part of the award. He will research this further.*

- d. Products - shirts, layards, etc.
 - i. *T-shirts for members instead of polos at affordable costs.*
 - ii. *Masks for NVASP: custom ink does bulk*
 - iii. *Camille is going to price out shirts and masks in bulk via custom ink*
- e. Social events
 - i. PRIDE parade
 - 1. *Contact GSA advisors at all the middle school and high schools in the district and encourage the students to join us for PRIDE parade*
 - 2. *Possibly do a float this year, not expensive*
 - 3. *Need to revisit adding this event to have its own budget line*
 - ii. Holiday social
 - iii. Bowling social
 - iv. Other ideas?
 - 1. *5Ks, volunteer at events to help, soccer games*
- f. Possible training - CANS (trauma tool through Praed Foundation)

<https://praedfoundation.org/tools/the-child-and-adolescent-needs-and-strengths-cans/>

 - i. Open domain tool, free to use
 - ii. Training through Praed Foundation, \$12/training
- g. Mentoring services
 - i. *see above*

10. New Ideas

- a. Policy Positions
 - i. *see above*
- b. Fact sheets and infographics
 - i. *If we make infographics, make sure they're easily printable as the NASP infographics are not printable for some reason. Rochelle recommends using students to help develop these infographics. Jessica S mentioned in grad school she saw a ven diagram of psychs, social workers, counselors and how they are similar/how they are different. It would be good to make this and have it focused on Nevada.*
- c. Update and maintain list of resources
 - i. *see above*
- d. Update and maintain job postings
- e. NVASP Legislative/Public Policy Platform
 - i. Use and adjust NASP public policy platform
 - 1. *Can forward public policy pages to elected officials as reference points.*
 - ii. Share legislative priorities with membership regularly
- f. Hill Day Nevada
 - i. *Create a state Hill day in which NVASP picks a day during the session and we all send an email to our legislators on a specific topic*
- g. Stronger partnerships with SC & SSW
 - i. *Been working hard with social workers and school counselors on the mental health collaboration*
 - 1. *Collaborate on conferences and lectures*

