



San Diego County Association of School Psychologists

Board Meeting
Location: Web Conference (via Zoom)
Date: 09/15/2022
Time: 5:00 - 6:30 pm

Executive Cabinet

- ✓ Heather Lutz, President
- ✓ Celeste Garcia, President Elect
- ✓ Dorothy Ginter, Past President (also CASP Region VII Representative)
- ✓ Adrienne Garcia, Secretary
- ✓ Jarrett Clifton, Treasurer

- ✓ Kathy Pawlukiewicz
- ✓ Linda Breslin
- Nicholas Riley
- ✓ Rodrigo Enciso
- Sabrina Carboni

Members-At-Large

- ✓ Ann Mellon
- ✓ Cheyenne Sanford
- ✓ Janet Coover

Student Representatives

- Alessandro De La Cruz (SDSU)

Volunteers

None at this time.

SANDCASP Mission Statement

The San Diego County Association of School Psychologists (SANDCASP) supports local school psychologists to take a whole-child approach to education as they assist teachers, administrators, students, families, and support staff to meet the intellectual, social, behavioral, and emotional needs of each and every child. In an effort to meet the needs of the whole child, SANDCASP is committed to social justice, equity, diversity, and inclusion.

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|-------------|--|-------------------------|
| I. | Introductions/Roll Call | Heather/Adrienne |
| | a. The names of those present are checked above. | |
| II. | Approval of Minutes/Agenda | Heather |
| | a. Approval of 08/13/2022 Meeting Minutes | |
| | i. Motion: Rodrigo | |
| | ii. Second: Linda | |
| | iii. All in favor? Yes. Passed | |
| | b. Approval of 09/15/2022 Board Meeting Agenda | |
| | i. Motion: Dorothy | |
| | ii. Second: Kathy | |
| | iii. All in favor? Yes. Passed | |
| III. | President's Items | Heather |
| | a. Mission/Vision Statements Subcommittee | |
| | i. This subcommittee will be formed to review/reword the SANDCASP mission statement, possibly creating both a mission statement and a <i>vision</i> statement. | |
| | 1. Suggestions from the board for rewording our mission statement to add how we assist and support our members, the community, etc. (modeled | |

from CASP's), possibly making our mission statement our vision statement instead.

- a. Jarrett shared that our mission statement should align with the way we spend money since we are a non-profit.
 - ii. Volunteers? Jarrett (Chair), Celeste, Cheyenne, Heather
 - iii. Goal of a final draft by March.
- b. Bylaws Subcommittee
- i. This subcommittee will be formed to review and rewrite the SANDCASP Bylaws (possibly using CASP's Bylaws as a model) with support from the rest of the board.
 - ii. Volunteers? Adrienne (Chair), Dorothy, Linda, Celeste
 - iii. Goal of a final draft by March.
- c. CASP Affiliate Days - 09/10/2022
- i. Discussion Points/Feedback:
 1. When we offer CEUs for a particular workshop, it means that CASP is cohosting the workshop with us. So, we should consider putting their logo on our flyers for workshops where we offer CEUs.
 2. Breakout Rooms
 - a. Membership Engagement (Dorothy)
 - i. Surveys are not effective, focus groups are better.
 - ii. It's important to understand the "why."
 - iii. Need to bring value to our members.
 - iv. There is a recording of the membership engagement session. For anyone who is interested, email Dorothy.
 - b. Managing Finances (Jarrett)
 - i. Good suggestions for managing finances (reimbursement policy, reserve fund)
 - ii. "Non-Profit" is a tax status. The IRS does not care how much money is in the accounts, only *how* the money is used.
 - iii. Any affiliate money should be used in ways that align with the organization's mission statement and goals.
 - iv. See [Jarrett's Notes](#) in the SANDCASP Shared Folder in Google Drive for additional details.
 - c. Mass Communications (Adrienne)
 - i. Take away: It might be time to consider moving to Wild Apricot for our website, etc. Now that we are a non-profit, we should have a .org address, and Wild Apricot does what the combination of GoDaddy, Mailchimp, and JotForm does for us currently. It would also allow for a Members Only portion of the website like we want.
 - d. Workshops (Heather)
 - i. Discussion about workshops. Talked about how we can support each other - sharing ideas. One affiliate wanted to share with other affiliates when they have a training and other affiliate members attend - there was a lot of discussion about this. Talked about how CASP can

support with a list of presenters. Talked about how affiliates can work together - one thing is to use the affiliate workshop list that CASP sends out and put in your workshops to this list early.

- d. CASP Convention - 10/12-15/2022
 - i. Which SANDCASP board members plan on attending?
 - 1. Heather, Adrienne, Dorothy, Rodrigo (maybe)
 - ii. CASP is asking for volunteers for the convention (i.e., bag stuffing, ushering, help with various check ins, staffing the CASP booth, etc.). Email Adrienne if you're interested in volunteering.
 - iii. CASP asked for donations to help sponsor the convention. See [list of opportunities](#).
 - 1. Where would we like to donate our money?/How much should we donate?
 - a. Motion to donate \$1000 to CASP Con's Coffee Corner: Dorothy
 - b. Second: Linda
 - c. All in favor? Yes. Passed.
- e. Update on D & O Insurance and Non-Profit Status
 - i. Heather explained that CASP is suggesting we get D & O insurance so that we would have coverage in the event that we are sued, so that board members are not sued individually. The D & O insurance would protect us in this way. Heather is going to fill out the application and get a quote to see how much it costs.
 - ii. We are a 501c3 and CASP is a 501c6. As a 501c3, we cannot take political stance, but we can advocate.
 - iii. How do we want to encourage SANDCASP volunteers to participate? (review brainstorm received back from board members)
 - 1. Tabled until next board meeting.

IV. Board Member Items **All**

- a. None at this time.

V. Financial Report **Jarrett**

- a. Account Balances -
 - i. Mission Federal: \$9,013.40 (as of 09/14/2022)
 - ii. PayPal: \$1,921.20 (as of 09/14/2022)
- b. Review and Approval of SANDCASP 2022-2023 Budget - See [Proposed Budget](#) in the SANDCASP Shared Folder in Google Drive.
 - i. Motion: Heather
 - ii. Second: Cheyenne
 - iii. All in favor? Yes. Passed.

VI. Committee Reports **All**

- a. Workshops - Executive Cabinet
 - i. Feedback from/discussion about 09/09/2022 Legal Workshop (Adrienne)
 - 1. Total number of registrants: 249 (eight were not sent the Zoom link because they did not renew their SANDCASP or other affiliate membership in time)
 - 2. As of 09/13/2022, 97 registrants completed an evaluation form.
 - a. General feedback: People appreciated the case law examples and appreciated that the information was relevant, and they

thought that the presenter was knowledgeable. Many especially appreciated the portion on MDs. The biggest complaint was the lack of an interactive/Q & A component and many indicated that they would have liked to see the training split up into two days, to provide more time for each part, or have more legal trainings throughout the year.

- ii. Motivational Interviewing 101/201 - 10/28/2022 & 12/06/2022 (Celeste)
 - 1. Registration was launched on 09/09/2022.
 - 2. As of 09/13/2022, thirteen people have registered.
 - 3. Important Information
 - a. Attendees must attend 101 in order to attend 201.
 - b. Attendees who paid for CEUs must attend the live workshops. They will not be given the opportunity to complete a quiz and submit their evaluation form at a later time.
- iii. Dr. Sattler - 11/17/2022 (Heather)
 - 1. Registration was launched on 09/09/2022.
 - 2. As of 09/13/2022, seven people have registered.
 - 3. How can we market this workshop? How can we get students who have to buy the book for their programs interested?
 - 4. Attendees are required to purchase the book to attend the workshop. But, the workshop itself is free.
 - a. Plan for book distribution:
 - i. Attendees can pick up the book at Dr. Sattler's office in La Mesa for \$98 or have it shipped for \$114.
- iv. Discussion: Spring Workshops (Heather)
 - 1. Talked about the possibility of having Dr. Feifer come out. Also, there has been a change in presenter for our Human Trafficking workshop.
- b. Membership Committee - Cheyenne, Heather, Rodrigo
 - i. Current Membership Total (as of 09/13/2022): 192
 - 1. Do we need to step it up and do some sort of membership push?
 - a. Not at this time.
 - 2. Reminder: 51% of our membership needs to also be CASP members. Adrienne will send our membership list to CASP so that they can check.
- c. Events/Awards Committee - Sabrina, Kathy, Ann
 - i. Kick-Off Event - Date: 09/29/2022
 - 1. Location/Time: New English Brewing, Sorrento Valley, 4pm
 - 2. How is marketing going?
 - a. The event is advertised on our social media pages and has been sent out in an email.
 - 3. How can each Board Member market this event?
 - a. Share it with your friends and colleagues!
 - 4. Adrienne will monitor check-in and verify memberships at the event. All attendees who are members will be included in the raffle(s).
 - a. Are we going to allow SANDCASP Board Members to enter into the raffle(s) as well? Undecided.
 - 5. Discussion/brainstorming: Raffle/prize ideas?
 - a. Gift cards.
 - ii. Begin planning for National School Psychology Week, November 7-11

1. Who has applied for and will pick up the Proclamation?
 - a. Cheyenne is working on this.
 2. Will there be any publicity surrounding the Proclamation?
 - a. County Board of Supervisors will present the Proclamation to us at an event of our choice.
 - b. Adrienne suggested that we hold our 11/7 Board Meeting in person and have them present it then.
 - i. Heather will contact SDCOE to see if we can secure a spot for our board meeting.
 - ii. Dorothy will see if NBC can come to publicize it.
 - iii. Cheyenne will inform the Board of Supervisors.
 3. Ideas for celebration (i.e., raffles, happy hour, etc.).
 - a. Heather suggested that we have an informal celebration (possibly) after the board meeting.
 - d. Media Committee/Email - Adrienne, Linda, Janet
 - i. No updates. All is running smoothly.
 - e. Graduate Student Relations - Sabrina, Nick, Jarrett
 - i. Brainstorming: How will we recruit student representatives this year? Did you reach out to possible volunteers?
 1. Jarrett shared that they are gearing up to go speak to the different local grad programs.
 - f. Outreach/Community Resources - Cheyenne, Janet
 - i. Need to set up partnerships for the year (e.g., assessment companies, universities for tuition discounts, venues if we go back to in person trainings, etc.)
 1. Janet, Heather, and Cheyenne will meet up to divide and conquer.
- VII. CASP Region VII Representative Report** **Dorothy**
 a. Nothing at this time that wasn't already discussed.
- VIII. Items Not on the Agenda** **All**
 a. Linda will update Printful.
- IX. Future Agenda Items** **All**
- X. Adjournment** **Heather**

Calendar of Upcoming Events
 (Note: Some events may be tentative)

Date	Event	Time	Location
09/29/2022	Kick-Off Event	4:00pm	New English Brewing
10/06/2022	Executive Cabinet Meeting	Canceled	-
10/12-15/2022	CASP Convention 2022	--	Universal City, CA
10/28/2022	Motivational Interviewing 101	8am-12pm	Web Conference (via Zoom)
11/07/2022	SANDCASP Board Meeting	5-6:30pm	Web Conference (via Zoom)
11/07-11/2022	National School Psychology Week	-	-
11/17/2022	Dr. Sattler Workshop	12:30-2:30pm	Web Conference (via Zoom)
12/06/2022	Motivational Interviewing 201	8am-12pm	Web Conference (via Zoom)
01/18/2023	Human Trafficking Workshop	12:30-3:30	Web Conference (via Zoom)
01/19/2023	SANDCASP Board Meeting	5-6:30pm	Web Conference (via Zoom)
01/26/2023	Motivational Interviewing Coaching 1	5-6pm	Web Conference (via Zoom)
02/16/2023	SANDCASP Board Meeting	5-6:30pm	Web Conference (via Zoom)

02/22/2023	Motivational Interviewing Coaching 2	5-6pm	Web Conference (via Zoom)
March 2023	SANDCASP Job Fair	TBA	TBA
Week of March 13, 2023	Feifer/Enciso - Trauma/Dyslexia	TBA	TBA
03/23/2023	Motivational Interviewing Coaching 3	5-6pm	Web Conference (via Zoom)
April 2023	MTSS Workshop	TBA	Web Conference (via Zoom)
04/20/2023	SANDCASP Board Meeting	5-6:30pm	Web Conference (via Zoom)
04/27/2023	Motivational Interviewing Coaching 4	5-6pm	Web Conference (via Zoom)
05/19/2023	SANDCASP Board Meeting	5-6:30pm	Web Conference (via Zoom)
05/26/2023	SANDCASP End of the Year Event	4pm	TBA