

PAPSA Executive Board Meeting
June 19, 2019
CAIU 15
10:00 AM

- I. Call to Order - Tom Burnheimer called the meeting to Order at 10:03 AM

- II. Secretary's Report: Jeanne Knouse
Motion to accept Secretary's Report - Cindy Soltys
Second - Tammy Wood-Moghal
All in favor - None opposed
Approved

- III. Treasurer's Report: Janilyn Elias
Motion to accept Treasurer's Report - Tammy Wood-Moghal
Second - Louis Chance
All in favor - None opposed
Approved

- IV. President's Report: Tom Burnheimer
 - Tom wrote emails to several legislative offices about bills in the General Assembly related to Safe Schools; He has yet to receive a response
 - Attend Compliance Monitoring Training to be a Peer Monitor

- V. NAPSA Update: Frank Bruno
 - Frank unable to attend the meeting; Doug Arnold shared update
 - Transition from Wayne Fausnaught to Doug is underway
 - NAPSA is working on updating its website & building up membership
 - NAPSA has partnered with the Maryland State Department of Education to have their Directors of Student Services attend the conference
 - Conference information is available on the NAPSA website
 - Conference will be held at the Hyatt Regency Baltimore Inner Harbor October 20-23, 2019

- VI. Executive Director's Report: Doug Arnold
 - a. Government Relations
 - See report - SB 115 is now law - CPR training
 - No details yet as to curriculum/guidelines
 - b. Communications/Newsletter and Manual Updates
 - Updates sent; Six (6) Manual copies sold
 - Newsletter sent
 - Mass emails sent
 - c. Membership-
 - 288 at this time, of which 285 are paid; 17 complimentary memberships - once we hit 300 for mass emails, we will need to pay for the service
 - d. Other
 - Discussion - Is there additional information we need to provide?
 - What are the mandates that affect us? How to get the information?
 - Doug Arnold will look into this
 - Executive Board Listing
 - Please review listing (and review website) and let Doug Arnold know of any suggested changes

VII. Old Business

- a. Conference 2019 Recap
 1. Attendance - 129 attendees
 2. Evaluations: Presenters - Overall Strong with many Very Strong; Facilities - Very Strong; Relevancy of Content - Very Strong
 3. Financial - Above expected revenue amount by \$11,800 (close to \$35,000)
 4. Other
- b. PupilServ Update
 1. Filter/Whitelisting - Working well now
 2. Volume/Quality
 3. Other
- c. Website Update
 1. Suggestions - Share with Doug
 2. Approve Maintenance Contract Renewal
 - No changes in document - Only dates have been changed
 - Motion to accept Maintenance Contract Renewal - Cindy Soltys
 - Second - Janilyn Elias
 - All in favor - None opposed
 - Approved
 3. Other - N/A
- d. Peer Review Process
 1. 4-4-19 Meeting Follow-up
 - Summary sent via email
 - Participants looked at the Peer Review Process for different reasons/needs
 - Questions about trainers, training for trainers, who makes up the team, etc.
 2. Executive Board Discussion
 - Discussed focus, contents of peer review, members of team
 3. Next Steps
 - Tom Burnheimer proposed to work with one of the three interested parties and work backwards
 - Doug Arnold to reach out to Matt Ammons to discuss and then will reach out to team to meet to plan
- e. Social Media - Jackie Canter
 - Twitter page is all good!
- f. Credit Card Option/Banking
 - Janilyn Elias reached out to some other banks to gather some initial information about banking/online banking
 - Janilyn Elias will continue to explore/talk with other banks to learn of advantages/disadvantages of doing business with them
- g. Other - N/A

VIII. New Business

- a. Membership
 1. New PAPSA Members – Contact Info
 - Assigned initial contact to Board Members
 2. Reaching Those New in the Field/Position
 - Reach out to new people in the field about joining PAPSA; suggest Institutional Memberships
 - Also share info with Doug Arnold and he will reach out
 3. Other - 288 count at this time; 285 have paid
- b. 2020 Conference
 - Genetti Hotel in Williamsburg, PA on April 1-3, 2020
1. Set Sponsor Opportunities and Rates
 - Coffee Breaks, Reception(s), Luncheons, Breakfasts
 - 2019 Sponsors: Frontline, Sweet Stevens, Gaggle, Houghton-Mifflin Harcourt, GHR, and Kinolved
 - Doug Arnold shared rates: \$1,200-\$1,500
 - Discussed additional options: tables, ads, etc.

- Please contact Doug Arnold with vendor ideas
2. Program/Theme Ideas
 - Pupil Services Administrators: Welcome to the Major Leagues
 - Possible presenters:
 - Wed: District Nurses, PDH, Bureau of Spec Ed Director
 - Thurs: Caron Foundation, Dr. Kathy Dahlsgaard (CHOP), Student Presenters
 - Fri - Sweet Stevens
 3. Other - N/A
- c. Possible 2021 Conference Sites
 1. Leola Proposal or Other Potential Sites
 - Board agrees to return to The Inn at Leola Village
 2. Other - N/A
 - d. Set Meeting Schedule for 2019-20
 - Oct 4, 2019 @ 10 AM - Williamsport (location TBD)
 - Dec 5, 2019 @ 2 PM - Phone Conference
 - Feb 6, 2020 @ 2 PM - Phone Conference
 - Apr 1, 2020 @ 1 PM - Williamsport (Genetti Hotel)
 - June 18, 2020 @ 10 AM - CAIU 15
 - e. NAPSA Program Ad

Motion to put an ad in the NAPSA Conference Program - Tom Burnheimer
 Second - Cindy Soltys
 All in favor - None opposed
 Approved
 - f. Award Rubrics Committee (Tammy Wood-Moghal, Janilyn Elias, Chris Pugliese, Cindy Soltys)
 - Phone conference will be held
 - Tammy Wood-Moghal will take the lead and will set up the meeting
 - g. Executive Director Goals
 - Board reviewed completion of goals for 2018-19
 - Board reviewed proposed goals for 2019-20
 - h. Executive Director Contract
 - Board agreed to a \$1,000 increase in base salary
 - Board agreed to a \$2,500 bonus for Doug Arnold for his work during 2018-19
 - i. 2019-20 Budget

Motion to approve the 2019-20 budget - Tom Burnheimer
 Second -Kathy Setlock
 All in favor - None opposed
 Approved
 - j. Other

Motion to approve Janilyn as Treasurer - Cindy Soltys
 Second - Louis Chance
 All in favor - None opposed
 Approved

IX. For the Good of the Order

- X. Adjournment - Tammy Wood-Moghal closed the meeting at 1:32 PM

Motion to approve adjourning the meeting - Tom Burnheimer
 Second - Janilyn Elias
 All in favor - None opposed
 Approved