

KAPS EXECUTIVE COMMITTEE MEETING

12/9/94

MEMBERS PRESENT: Terri Kendell, Pat McGinty, Susan Burgan, Annelle White, Virginia Eklund, Judith Watkins, Nancy Hampel, Bob Kruger, Constance Adams, Lyn Lawrence, Paul de Mesquita, Angela Wilkins, Joseph Bargione

The meeting was called to order by Jennifer Elam.

SECRETARY'S REPORT: The minutes from the last EC meeting (9/28/94) were reviewed. Virginia Eklund reported that she was present at the last EC meeting. It was also noted that the Russellville Independent School District was chosen as one of the four school systems to receive a grant from KDE. A motion was made to add the corrections, it was seconded, and passed.

TREASURER'S report: Susan Burgan presented the treasurer's report (see attached). A question was raised concerning how much money received at the fall conference was from registration fees vs. annual dues. Susan will try to obtain a breakdown of the amount from each source.

COMMITTEE REPORTS:

Strategic Planning Committee

Bob Kruger took the working document for the KAPS Strategic Plan (see attached) and reorganized it. He suggested that the committee chairs review the document and be ready to give input and suggestions at the next EC meeting.

Legislative Committee

Connie Adams reported that a phone tree needs to be developed so KAPS can repond quickly to legislative issues that may effect our profession. The phone tree will have the regional reps serving as the contact persons between the EC and individual members.

Ethics Committee

The EC decided that this committee should have two chairs. Judith Watkins was appointed to serve with Cookie Cahill Flower as co-chair. Two ethical complaints have been presented to the committee.

Continuing Professional Development Committee

A letter of resignation from Sharon Kieta was read to the EC (see attached). The letter documents difficulties that Sharon had with the functioning of the CPD Committee when Libby Jones was chair. Libby requested a clarification as to whether the action taken by Sharon was done as directed by the EC or not. The EC directed Jennifer Elam, president, to write letters of clarification to the parties involved, Dr. O'Connor, Dr. Martray, Dr. Poe, Sharon, and Libby. The letters were to state that the actions were not

directed by the EC. Judith Watkins, Connie Adams, and Joe Bargione will provide assistance to the president in the preparation of the letters.

Recognizing the inadequacy of our by-laws and operations and procedures manual in helping with this situation, an ad hoc committee was formed to develop suggested policies and procedures on 1) the authority of KAPS officers to represent the EC, 2) the used of KAPS letterhead, and 3) procedures to follow when KAPS EC members are not doing their jobs. Jennifer Elam appointed Alan Mullins to chair this ad hoc committee.

OTHER BUSINESS

Newsletter

Jennifer Elam reported that the fall newsletter will be late going to the membership. Some concerns were raised about the timeliness of the newsletter and how it is perceived by the members of KAPS.

Medicaid Update

Jennifer Elam reported that Preston Lewis (KDE) wants a letter from KAPS defining School Psychological Services that should be reimbursed through Medicaid to school districts. The EC directed Jennifer to write the letter stressing the "comprehensiveness" of the services school psychologists provide to students to Preston Lewis. Joe Bargione will provide assistance to Jennifer in writing the letter.

Role of Executive Secretary

Members of the EC raised concerns about the job performance of the executive secretary and the documentation of work hours spent doing KAPS business.

The next EC meeting was scheduled for 1/13/95.

A motion to adjourn was made, seconded, and passed.

KAPS TREASURER'S REPORT
December 9~~8~~, 1994
M. Susan Burgan- Treasurer

| | |
|------------------------|------------|
| Balance as of 9-30-94 | \$ 420.75 |
| Balance as of 12-08-94 | \$ 4078.04 |

1994 KAPS Conference Expenses

| | |
|---------------------------|--------------------|
| Hotel | \$5042.00 |
| Speakers fees | 1907.37 |
| KAPS Awards | 531.65 |
| Programs | 108.12 |
| Air travel-speakers | 792.00 |
| Other conference expenses | 984.95 |
| Promotional items (PR) | 1656.25 |
| Total Expenses | \$ 11022.34 |

Dues, registration & PR sales

| | |
|--------------|--------------------|
| Total | \$ 12332.00 |
|--------------|--------------------|

KAPS is presently operating with a balance of \$4078.04. All standard invoices received up to this point have been paid. There are one or two bills (under \$300.00 total) forthcoming, which are a result of the conference.

Q B a s i c
M O N E Y M A N A G E R

Transaction summary: KAPS
12-08-1994

| Date | Ref# | Description | Increase | Decrease | Balance |
|----------|--------|--------------------------|----------|----------|----------|
| 10/03/94 | | BEGINNING BALANCE | 420.75 | | 420.75 |
| 10/03/94 | D728 | DEPOSIT (DUES & REGISTR) | 2,436.00 | | 2,856.75 |
| 10/03/94 | D729-1 | DEPOSIT (DUES & REGISTR) | 2,250.00 | | 5,106.75 |
| 10/03/94 | D729-2 | DEPOSIT (DUES & REGISTR) | 95.00 | | 5,201.75 |
| 10/14/94 | C999 | CONNIE ADAMS-EXPENSES | | 23.39 | 5,178.36 |
| 10/14/94 | C1000 | PAT MCGINTY-EXPENSES | | 69.48 | 5,108.88 |
| 10/14/94 | C1001 | JENNIFER ELAM-EXPENSES | | 79.10 | 5,029.78 |
| 10/14/94 | C1002 | JUDY BRADLEY-EXPENSES | | 8.99 | 5,020.79 |
| 10/14/94 | D730 | DEPOSIT (DUES & PR) | 243.00 | | 5,263.79 |
| 11/12/94 | C1003 | LEG. RESEARCH COMMISSION | | 1.06 | 5,262.73 |
| 11/14/94 | C1004 | JENNIFER ELAM-EXPENSES | | 35.31 | 5,227.42 |
| 11/14/94 | C1005 | LISA D.-SLUSH FUND | | 265.58 | 4,961.84 |
| 11/15/94 | C1006 | LISA D.-SEPT&OCT 100HRS | | 850.00 | 4,111.84 |
| 11/15/94 | D731 | DEPOSIT (DUES & CPD) | 55.00 | | 4,166.84 |
| 12/08/94 | C1007 | JENNIFER ELAM-EXPENSES | | 88.80 | 4,078.04 |

Kaps Strategic Plan

Mission Statement - The mission of KAPS is to facilitate the learning and the mental health of children and youth and to serve its members by promoting their professional development and advocating for quality and comprehensive school psychological services.

Objectives:

- 1) Each year all KAPS members will acquire an least ___ hours of professional development through their involvement in KAPS' developed or promoted professional development activities.**
- 2) All school psychologists in Kentucky will be involved in at least ___ activities each year purposefully selected to promote his/her involvement in the promotion of a KERA goal(s).**
- 3) Each year ___ percent of KAPS members will be involved in a committee activity.**
- 4) Within ___ years, KAPS, through its leadership, will see that a uniform evaluation system of school psychological services is available for each school district in the state.**
- 5) Each year KAPS members will represent the organization in multiple venues in promoting at least ___ positions/issues which it officially adopts or supports.**
- 6) By ___, KAPS, through its leadership, will develop an outreach program to have school-employed school psychologists serving in at least ___ districts which do not currently have school psychologists.**
- 7) KAPS will increase its membership by at least ___ percent each year for the next five years.**

2.

Strategies:

1. KAPS will adopt procedures to formally evaluate itself in terms of its effectiveness and efficiency on a yearly basis.
2. KAPS will develop procedures to facilitate the smooth transitions in the changes of leadership positions.
3. KAPS will strictly adhere to its Operations and Procedures Manual.
4. KAPS will actively monitor and advocate for legislative positions to support the mental health interests of children and the advancement of school psychological services.
5. KAPS will commit itself to a comprehensive public relations plan.
6. KAPS will actively strive to position itself to become an influential spokesperson on educational and mental health issues affecting children, youth, and families.
7. KAPS will actively promote the involvement of school psychologists in activities related to the implementation of the goals of KERA.
8. KAPS will be an active agent in defining, promoting, and assisting in the implementation of quality and comprehensive school psychological services.
9. KAPS will commit itself to effective communications among its leadership and its members.

Action Plans:

1. Educate school psychologist on KERA components and the involvement of these. S-7, O-2
2. Publicize the work of school psychologists whose role/jobs are tied to KERA. S-7, O-2

3.

3. Have CPD specifically on KERA. S-7, O-2
 4. Get on KERA committees at the district and state levels. S-7, O-2
 5. Develop a pamphlet to help make connections between school psych. role and KERA. S-7, O-2
 6. Have liaisons attend monthly meetings. S-6, O-5
 7. Develop KAPS agenda to be presented at PASE for endorsements. S-6, O-5
 8. Expand KAPS liaison program. S-6, O-5
 9. Link KAPS members with organizations based upon personal contacts and geographical convenience. S-6, O-5
 10. Encourage regular verbal and written communication by liaison to KAPS EC and members. S-6, O-5
 11. Have KAPS GPR (legislative) committee assist with expanding liaison program at KAPS conference. S-6, O-5
- (Note: 8-11 were under "effective spokesperson" goal)
12. Utilize KAPS Review. S-6, O-5
 13. Send monthly or bi-monthly focused updates on key issues (eg. violence, health care, etc.). S-6, S-4, O-5
 14. Utilize excellent material on legislature from LRE- purchase packet for all KAPS members. S-6, S-4, O-5
 15. Utilize phone tree. S-4, O-5

(Note: 12-15 were under material and resources to become "effective-spokespersons")

4.

16. Educate school districts on best practice and possibilities of school psychological services- quarterly promotional letters to superintendents. S-8, O-?

17. Collaborate with the KDE Regional Special Education Reps. to help at the regional level- contact and give name and address of each other. S-6,S-4,O-5

18. Develop a directory of school psychologists with specific areas of expertise and willingness to provide CPD or general workshops. S-6, O-5

19. Develop evaluation system to review quality of services provided (cost effective). S-8, O-4

20. Timely communication with membership S-9, O-5, O-3
-each regional rep would put together one monthly update - (focused on a topic?)
- KAPS Review-- Spring, Fall, Summer

(Note: 16-20 were under "KAPS will be effective and effective organization" ??)

21. KAPS will promote professional development and provide educational opportunities (followed by procedures to meet objective from the O& P Manual) - was an Objective. S-?, O-1

22. Identify and prioritize a list of groups and their leadership (directory) ; prioritize on the basis of "power", decision-making capability; have a list of groups to whom we should send representatives. S-6, O-5

23. Promote a joint professional development activity (perhaps an "issue" oriented conference/workshop). S-6, O-1

24. Send a communication/brochure to other organizations with basic information about KAPS and how we may interface with them. S-6, O-5

5.

25. Include other organizations in our legislative phone tree. S-6, O-5

26. Get on the mailing list of groups who are likely to oppose "our issues". S-6, O-5

(Note: 22-26 were under "collaborative relationships" goal)

The following were "stand alone" statements:

27. We will define our positions on proposed legislation/education issues and let our positions be known. S-6, O-5

28. We will develop a series of professional development activities. S-?, O-1

29. We will develop a speakers bureau and resources list of KAPS members to present on topics and provide consultation. S-6, O-1, O-5

30. We will develop an evaluation system to review the quality of school psych. services within school districts. S-8, O-4

31. We will develop an outreach program to train school psychologists to serve in areas of need. S-8, O-6

32. We will identify funding sources of school psychologists services to assure adequate services to students. S-8, O-?

33. We will develop and implement a comprehensive public relations plan increasing the visibility of school psychologists in the state. S-5 (Same as), O-5

34. We will improve the ratio of district certified school psychologists in Ky. to 1:1000 students. S-8, O-?

6.

35. Within five years, all Ky. students will have access to comprehensive school psych. services provided by a certified school psychologist. S-8, O-7

36. All school Psychologists will become members of KAPS. S-?, O-7

37. All members will attend professional development training endorsed by KAPS each year. O-1 (Same as)

38. All KAPS members will be involved in some activity which contributes to a KAPS committee function within three years. S-?, O-3

39. We will develop a reliable, effective membership communication network. S-9 (Same as), O-?

40. Conduct member orientation at convention. S-9, O-3

41. Convene all committees at convention and invite members to attend/participate. S-9, O-3

file: stgplan

December 6, 1994

Executive Council Members,

I am writing to you to chronicle the events and the actions I have taken to express my concerns regarding Dr. Elizabeth Jones' behavior, while she served as the Continuing Professional Development (CPD) Chair of KAPS.

In 1991, Dr. Jones agreed to serve as the Co-Chair of the CPD committee (see letter to KAPS members attached). Dr. Jones co-chaired the committee with me. As Co-Chair, Dr. Jones agreed to complete the necessary application to obtain pre-approval status from NASP for the KAPS CPD program. The application was due in January 1992. In an article in the Winter 1992 KAPS newsletter (see attached article), Dr. Jones indicated that she had obtained pre-approval status from NASP. I later learned from Anne Rood, NASP CPD reviewer, and Rhonda Broadwater, NASP CPD Chair, that Kentucky did not have a pre-approved CPD program since the necessary application was never submitted. I obtained this information via phone in August 1994. In September, I submitted the pre-approval application to NASP to reduce the damage to the KAPS CPD program caused by Dr. Jones' failure to submit an application and her misrepresentation of the status of the KAPS CPD program to members. I received notification in a letter dated October 24, 1994, that the KAPS CPD program had been pre-approved by NASP (see attached letter from Rhonda Broadwater).

Dr. Jones became the KAPS CPD Chair in July 1992 after I assumed President-Elect duties. At the Fall 1993 KAPS conference, Dr. Jones did not attend, nor did she notify myself or anyone else that she would not be attending the Executive Council meeting (Dr. Jones attended no EC meetings while Michael Kieta or myself were President) and conference. Members complained to me that they were not recognized at the conference banquet and awarded the CPD certificates they had earned. I called Dr. Jones after the conference and left a message on her office answering machine asking her to mail the certificates to members. I followed up my call with a hand written letter on my Board's stationary, as I had no KAPS stationary at the time, in November 1993, as I had not gotten a return call (see

attached letter on Board letterhead). After checking with members, I determined that Dr. Jones never mailed the CPD certificates.

In October 1993, it came to my attention that CPD documentation was not being reviewed and forwarded to NASP by the KAPS CPD committee. Various members called me to complain that Dr. Jones did not return their calls (see attached letter from Dr. Cahill Flower) and had not cashed checks made out for the processing fee (see attached letter and documentation from Jennie Ewald). I made numerous calls to Western Kentucky University and left messages on Dr. Jones' answering machine and with the department secretary. I also called her at home and left messages on her machine. The KAPS Executive Secretary, Lisa Daugherty and Mike Simpson, PR/PI Chair, also attempted on my behalf to make phone contact with Dr. Jones (see attached letters from Lisa and Mike). I also contacted Dr. Bill Pfohl in May (see attached May phone bill) to seek his assistance. I asked him to notify Dr. Jones of my many attempts to contact her and retrieve the CPD folders and other materials. He contacted me on May 3, 1994, to report that he was unsuccessful in retrieving the CPD materials. I finally made phone contact with Dr. Jones the evening of May 3, 1994. At that time she denied having received all of my messages (see attached phone records) but one. She denied having received ANY messages from other KAPS members. During our phone conversation she assured me she was on top of things, would call concerned members, contact the newsletter editor, and check on the reliability of her answering machines. At that time I also gave her the opportunity to resign. She assured me that she had CPD under control.

On May 20, 1994, I sent a certified letter to Dr. Jones (see attached letter to Dr. Jones) dismissing her as CPD Chair as she did not follow through on her assurances to me. The letter was returned to me unclaimed. I then contacted Dr. O'Connor, WKU Psychology Department Chair, on June 3, 1994, asking for his assistance. His intervention must have been helpful because Dr. Jones called my home that evening and spoke with my husband due to my absence. She indicated that she would leave the CPD files and materials with the Psychology Department secretary for me to pick up on June 6, 1994. I picked up the CPD files on June 6, 1994.

I assumed the chair of the CPD committee on June 6, 1994. At that

time, I communicated with membership via letter (see attached letter to members) notifying them of the change in leadership. I began receiving phone calls soon after by members expressing their displeasue with Dr. Jones' performance as CPD chair.

During the July 29, 1994, EC meeting in Louisville, KY, I brought up my concerns regarding Dr. Jones' behavior and asked for some direction. The EC indicated to me that they preferred that I do nothing about the situation.

I thoroughly reviewed each member's CPD file on July 30, 1994, and found that NO new documentation had been added to anyone's files since 1992 despite the assurances from several KAPS members that they had submitted documentation in 1993 and 1994.

During a Region 2 meeting, August 18, 1994, in Bowling Green several KAPS members expressed their concerns regarding Dr. Jones' inaccessibility and performance as CPD Chair. During the KAPS 1994 conference I was approached by several members who expressed their dismay with Dr. Jones' performance as CPD chair. At the EC meeting during our conference I approached several members (e.g., Bob Kruger and Cookie Cahill-Flower) during the EC meeting regarding concerns about Dr. Jones' behavior that were new since the July EC meeting. Other EC members (e.g., Ray Roth and Bill Pfohl and Connie Adams) I spoke with during the conference were also made aware of my concerns. At this point it was my feeling and the feelings of many KAPS members that Dr. Jones should be held accountable for her actions.

I met with Dr. O'Connor and Dr. Martray, Dean of the College of Education and Behavioral Sciences on October 19, 1994. The purpose of the meetings was to inform them of the concerns shared by myself and other KAPS members. At no point did I indicate that the EC had directed my actions with an official vote. I did report that I was there to express my concerns and present the concerns of KAPS members, to include some EC members, who had voiced complaints to me verbally and in writing (see letters from members previously referred to). I also indicated that as the concerns and complaints surfaced and came to a head under my presidency I felt a sense of responsibility to see that Dr. Jones be held accountable for her

actions. I also felt an obligation to fully inform Dr. O'Connor of my concerns because he was contacted by me earlier to assist me with the retrieval of the CPD materials. It also was evident to me that Dr. Jones' behavior while CPD Chair was known by many members and consequently had the potential to adversely affect the School Psychology program at WKU.

I followed up my meetings with a written letter (see attached letter to Dr. O'Connor) and accompanying documentation. My letter was on KAPS letterhead. This seems to be problematic for some. I used KAPS letterhead as an elected officer and appointed chair and KAPS member. The letterhead was used as the improper actions on the part of Dr. Jones were committed as a trusted committee chair. Complaints and concerns were those of myself and other KAPS members. It is not my understanding that prior to voicing a complaint or putting it to paper on KAPS letterhead that an EC vote be taken.

I mailed an official ethical complaint against Dr. Jones on October 20, 1994 (see attached letter to Ethics Chair). I lodged the complaint as a KAPS member and school psychologist who did not receive notice that she had been recertified until November 1994. I was due for recertification in June 1994 but due to Dr. Jones' fraudulent claim that the KAPS CPD program was pre-approved by NASP, I and others were in limbo until I completed the pre-approval application and waited for approval.

I was asked by a WKU faculty member on October 24, 1994, to provide a letter (see attached letter) outlining my concerns and complaints about Dr. Jones. It was communicated to me that the information may be shared with senior staff members during a staff meeting if it was deemed appropriate. The letter was copied and put in senior staff members' faculty mailboxes. I believe that my letter was used inappropriately and consequently regret writing the letter. I communicated my dismay and regret to Dr. O'Connor on November 9, 1994 (see attached letter to Dr. O'Connor).

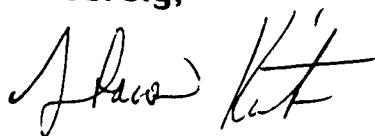
I received two letters from a Dr. Poe, Psychology professor at Western Kentucky University, expressing her disapproval with my meetings with Dr. O'Connor and Dr. Martray as well as the letter distributed to faculty members in an inappropriate manner. I

communicated with her via phone and sent her a copy of the letter I sent to Dr. O'Connor.

I have since had conversations with Cookie Cahill-Flower and Jennifer Elam and my Superintendent apprising them of the events. Jennifer contacted me last night by phone. She voiced concerns regarding liability for KAPS. She also repeatedly question me on whether I represented myself as acting at the direction of the EC (i.e., discussion and vote). I assured her that I did not--not in writing or verbally. I acted on my own behalf as well as presented the concerns and complaints of KAPS members. The use of KAPS stationary also seemed to be contentious. I explained my use of the letterhead (similiar to that mentioned previously). From our conversation it became clear to me that my behavior was being condemned rather than Dr. Jones'. The focus had shifted from the actions of Dr. Jones to my own.

I believe that I am now being cast as the "bad guy." It is clear to me that after many years of dedicated and productive service to KAPS-- honesty and straightforwardness with members--and short changing my family and job to benefit KAPS, are meaningless. In good conscience, I can no longer serve an organization that refuses to confront incompetent and fraudulent behavior by a School Psychologist and does not support those who do so. Consequently, I am submitting my resignation as CPD chair and PASER representative. My resignation is effective immediately.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sharon R. Kieta'.

Sharon R. Kieta