

KAPS EXECUTIVE COMMITTEE MEETING
1/13/95

MEMBERS PRESENT: Pat McGinty, Joe Bargione, Jennifer Elam, Lyn Lawrence, Nancy Hampel, Connie Adams, Allan Mullins, Virginia Eklund, Judith Watkins, Angela Wilkins.

The meeting was called to order by Jennifer Elam.

SECRETARY'S REPORT: The minutes from the last EC meeting (12/9/94) were reviewed. Some corrections were needed so it was decided that the minutes would be approved at the next EC meeting after the corrections were made.

TREASURER'S REPORT: Susan Burgan (Treasurer) was unable to attend the EC meeting and sent a report (see attached). After reviewing the comparison of the expenditures for the 1993 convention vs. the 1994 convention some questions were raised concerning the significant increase in expenses incurred. It was decided that an attempt would be made to try to separate what people paid for annual dues vs. conventions fees. If this data is unretrievable than a system needs to be set up for the 1995 convention that will do this analysis.

Announcements

Region I

Allan Mullins reported that Region I & II got together on 11/4/94 and had a presentation on Traumatic Brain Injury and Academic Processing by Nancy Sanders. A workshop was scheduled for 3/1/95 on EBD issues for school psychologists and counselors. Allan reported that Murray State University is considering establishing a school psychology program.

Region III

Pat McGinty reported that Jefferson County is trying to deal with the dramatic increase in referrals for ADHD evaluations. The district is looking at including a prereferral intervention phase into the referral process in hopes of reducing the number of referrals.

Region IV

Nancy Hampel reported that their region had a Christmas party. Cookie Cahill Flower had a baby. The region will be having a meeting in January. Possible topics of discussion include developing a crisis intervention task force for Northern Ky., LD regulations, and academic processing.

Region V

Virginia Eklund reported that the region had a luncheon at Shakertown Village where topics concerning documentation of prereferral interventions and instructional materials were discussed. The members of the seven school districts present decided to

donate a dollar apiece to pay for postage to disseminate information quickly to the members in the region when the need arises.

Region VII

Lyn Lawrence reported that the members from Region VII were interested in receiving more information about medicaid reimbursement for school psychological services. Jennifer Elam gave Lyn an update on the status of medicaid reimbursement to take back to the members. Jennifer also wrote a letter to Preston Lewis (KDE) concerning school districts being reimbursed for school psychological services (see attached).

Region VIII

It was reported that Kay Langer (region rep.) is now working for the local comprehensive care center and no longer wishes to serve as region rep. Jennifer Elam will contact Dave Munsey from this region to see if he would be interested in becoming involved with KAPS and possibly being the region rep.

NASP

Pat McGinty reported that NASP has a good program and site for this year's convention in Chicago. She will be collecting data on current assessment practices and presenting the results at NASP. A copy of the survey is attached .

Membership

Jennifer Elam reported that Shelly Tisdale finished the membership directory and sent it to the executive secretary to forward it to KASA for distribution to KAPS members. Officials from KASA reported that they never received the membership directory from KAPS.

Public Relations

The bimonthly newsletter edited by Mike Simpson was ready to be printed and distributed to the membership according to Jennifer Elam. Mike reported that it was sent to the executive secretary to be sent to KASA for distribution. However, due to a breakdown in the system, KASA never received the newsletter.

The KAPS Review edited by Bruce Wess also had difficulty being distributed in a timely fashion. The EC is recommending that committee chairpersons and/or editors be responsible for their duties and getting the information (i.e., newsletters) to the membership in a timely fashion. They will be asked to keep the president informed of any difficulties that arise.

Legislative

Connie Adams reported that there is nothing new legislatively since the last EC meeting. She recommended members of KAPS who are interested in federal legislative issues be put on the mailing list for: SPAN UPDATE

NASP

8455 Colesville Road, Suite 1000

Silver Springs, MD 20910

CPD

Jennifer Elam delegated the responsibilities that were held by the previous chairperson of this committee be divided between Susanne Guilliom and Jim Batts. Susan will be responsible for the CPD credits for NASP Certification (NCSP) and arrange for the rewards at the annual convention. Suzanne will also go through the old files (53) and decide what actions need to be taken on them, if any. Jim Batts will try to coordinate upcoming trainings for school psychologists. A possible topic would be how to assess academic processing. Nancy Sanders from KDE would be a good person to present. Attempts will be made to schedule possible trainings in March, April, and at the end of the school year. The trainings will be done in the morning and the EC will meet in the afternoon. Possible dates discussed were 2/24/95 or 3/4/95. Jim will also do a needs assessment for KAPS members to identify specific topics they would like additional training on.

A discussion was held concerning having school psychologists who are experts in specific areas (i.e., ADHD, crisis intervention) be included in a speakers bureau if they want to be called upon when the need arises. A list of the school psychologists will be kept by KAPS and given to other organizations and agencies throughout the state. Jennifer Elam will take on the responsibilities of the Past President position.

KDE UPDATE by Angela Wilkins

Angela reported that KDE will send out notices to all the members of the school psychology council when the next meeting will be held. She talked briefly about an upcoming technology convention. Angela reported that her goal for working with the school psychology council would be to keep the council up to date on possible legislative issues that might effect school psychologists.

Angela thinks it is a good idea for KAPS to build alliances with the school counselors and school social workers association. She reported the school counselors association has 1,300 members. The association is having an advocacy training and will try to get a representative of KAPS to be invited to the event.

A copy of a document on gun free schools will be sent to all school psychologists through Angela's office at KDE. She also noted that Student Services will receive 1 1/2 hours allotted for providing inservice training in late March or April. She will like to devote part of the time to the roles of school psychologists and school social workers. Although she has received a proposal from Paul de Mesquita for a school psychology video, she hasn't had the opportunity to review it. She assured the EC that she will review the proposal in the near future.

Two other points of interest Angela brought to the EC involved a school psychologist working at KDE on ESS and KASA helping school psychologists be recognized as school administrators. Jeff Drake who was trained as a school psychologist oversees the ESS program at KDE. He will be invited to the next school psychology council meeting. Secondly, Angela spoke with Wayne Young, executive director of KASA, who agrees that school psychologists should be recognized in statue

that they be considered as school administrators and will help KAPS and school psychologists with making this happen in the next legislative session.

Finally, Angela reported that she is involved with the Professional Standards Board. She will send us a summary of the board's action or plans that may effect school psychologist.

Secretarial Help

As previously reported in the minutes there were some concerns about the role and responsibilities of the executive secretary of KAPS. Jennifer Elam and some committee chairpersons reported they had difficulty working with the current secretary which caused a delay in getting information to the membership in a timely fashion. Part of the problem is involved with the secretary, president and chairpersons being located throughout the state causing logistical problems in disseminating information and news to the membership. Due to the current situation two actions will be taken. First, Jennifer Elam will write a letter to the current secretary (with impute from Connie Adams) expressing the concerns the EC has about her responsibilities and performance. Until these concerns are worked out no new money will be spent on secretarial services. Possible long term options include recruiting a secretary from one of the school psychology programs at the universities, contracting with a secretarial service company, or through a professional organization (i.e., KASA). Judith Watkins will investigate the first two options and Jennifer Elam will look into the professional organization option. To avoid this type of situation in the future KAPS will need to develop a good job description for the secretary position (if we continue to have one) and how to monitor it..

Task Force Reports/Plans

Jennifer Elam wrote a letter to Allan Mullins (see attached) dated 12/13/94 to address the issues that focus on the operations and procedures involved in an organization like KAPS. Three specific areas of policy that are to be addressed include: (1) appropriate use of KAPS letterhead, (2) authority of office holders to represent the EC, and (3) a process of dealing with a member not doing their job or a significant conflict occurring between the EC and a member. Allan reported that he has made contact with representatives from Michigan's school psychology association which will be sending their document that deals with these issues to him. He will also contact surrounding states associations for feedback . The EC wants Allan's task force to have a final draft of the document by 7/1/95.

Strategic Planning

Jennifer Elam discussed with Jim Batts the history of the operations and procedures manual. Jennifer reported that Jim felt that the manual was originally driven by budgetary factors. Jim thinks that the manual should be updated to reflect our goals as an organization.

Brochures

Jennifer Elam spoke with Mike Simpson and he has agreed to develop a brochure describing what KAPS stands for and distribute it to agencies throughout the state.

Other Business

Judith Watkins brought a report from Jim Batts describing the most recent events involving the KAPS/KPA Liaison (see attached). She also reported the EKU's school psychology program was approved by NASP.

It was brought up and discussed that KAPS is having a difficult time sending representatives to other organizations' meetings and developing relationships with them. It was decided that the EC will discuss this issue at the next meeting. Two areas that need to be addressed are (1) recruiting members to serve, and (2) developing some policies for those people who will be representing KAPS.

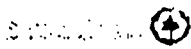
Jennifer presented a copy of the letter sent to selected members of the faculty at WKU concerning an issue discussed at the 12/9/94 EC meeting (see attached) Virginia Eklund reported that the 1995 convention will be at a hotel in Lexington.

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

Initial Memo 7672

Jennifer Elam
Cott County Schools

ax # 502-863-5367 Telephone #



No. of Pages 2

Today's Date 7-11-95 Time

From Susan Burgan

Company Clay County Board of ED.

Location Princeton, Ky Dept. Charge

Fax # 606-598-7829 Telephone #

**KAPS TREASURERS REPORT
JANUARY 13, 1995
M. Susan Burgan- Treasurer**

The following is a comparison of expenses for the 1993 and 1994 KAPS Conventions. I have provided a breakdown of the major expenses. The miscellaneous expenses include postage, clerical charges, gifts, entertainment, and food excluding the KAPS Banquet (which is included in the hotel bill). The Speakers Expenses includes fees, travel and meals.

<u>1993 EXPENSES</u>	<u>1994 EXPENSES</u>
HOTEL \$ 2973.19	HOTEL \$ 5042.00
SPEAKERS 1840.40	SPEAKERS 2057.37
BROCHURES 79.83	BROCHURES 108.12
PLAQUES 290.02	PLAQUES 531.65
PR ITEMS 531.33	PR ITEMS 1656.25
MISC. EXP. 846.26	MISC. EXP. 1673.43
<hr/>	<hr/>
TOTAL \$ 6,561.03	TOTAL \$ 11,068.82

CURRENT ASSETS

Checking Account	\$ 4,097.54
Certificate of Deposit	2,500.00
	<hr/>
TOTAL ASSETS	\$ 6,597.54



KAPS**Kentucky Association for Psychology in the Schools**

December 13, 1994

Dear Mr. Lewis:

I am writing to you on behalf of the Executive Council for the Kentucky Association for Psychology in the Schools. During our phone conversation you assured me that psychological services would be included in the related services billable to Medicaid. You indicated to me that it may be helpful in the development of the policies and procedures to have our input on what kinds of services we provide that would be appropriate for billing.

Our organization has advocated for comprehensive psychological services in the schools. Our past state consultant at the Department of Ed chaired a group that developed a document outlining those services in detail. We believe that special education students eligible for Medicaid reimbursement would best be served by having comprehensive services available to them.

We have a Comprehensive School Psychology handbook that you may be interested in getting a copy of from Angela Wilkins. Comprehensive psychological services in the schools include:

- 1) Assessment is our traditional role; this includes testing, observing, attending collaborative meetings with the team, consulting with teachers and parents, and report writing.
- 2) Developing and implementing intervention programs which includes working with the child in the classroom and consulting with family members and teachers. Counseling and behavior management planning would be included in this area of intervention.
- 3) Consultation with teachers, parents, administrators, and other professionals is important for prevention efforts.
- 4) Policy and program development as well as child advocacy efforts are also important prevention efforts.

We appreciate your efforts in developing policies and procedures that will be in the best interest of children. KAPS would be willing to provide a consulting school psychologist to serve on the task force developing these policies and procedures if that would be helpful. Please keep us posted as to the progress of the Medicaid reimbursement program.

Sincerely,

Jennifer Elam, President
Kentucky Association for Psychology in the Schools

SURVEY ON CURRENT ASSESSMENT PRACTICES

COMPLETE/RETURN TO: _____

DEMOGRAPHIC INFORMATION: Highest degree: _____ School Psychologist Experience (yrs): _____

KAPS REGION _____ Size of school district (estimate): _____ SP/Student Ratio: _____
 Percent of time in: Assessment _____ Consultation _____ Counseling _____ Administration _____

Scaling: 1 = 80-100% 2 = 60-75% 3 = 30-50% 4 = 25 % or less 5 = Never

Circle one

COGNITIVE MEASURES

- | | | | | | |
|---|---|---|---|---|---|
| 1. Wechsler scales (WISC-III, WAIS-R, WPPSI-R) | 1 | 2 | 3 | 4 | 5 |
| 2. Kaufman scales (K-ABC, KAIT) | 1 | 2 | 3 | 4 | 5 |
| 3. Stanford-Binet- 4th Edition | 1 | 2 | 3 | 4 | 5 |
| 4. Woodcock-Johnson Revised: Tests of Cognitive Abillties | 1 | 2 | 3 | 4 | 5 |
| 5. Other Cognitive Tests: _____ | 1 | 2 | 3 | 4 | 5 |
| _____ | 1 | 2 | 3 | 4 | 5 |
| 6. Neuropsychological Batteries: _____ | 1 | 2 | 3 | 4 | 5 |

PERCEPTUAL PROCESSING MEASURES:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Bender-Gestalt Test | 1 | 2 | 3 | 4 | 5 |
| 2. Developmental Test of Visual Motor Integration (VMI) | 1 | 2 | 3 | 4 | 5 |
| 3. Benton Visual Retention Test | 1 | 2 | 3 | 4 | 5 |
| 4. Other: _____ | 1 | 2 | 3 | 4 | 5 |
| _____ | 1 | 2 | 3 | 4 | 5 |

EDUCATIONAL MEASURES:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Woodcock-Johnson-Revised Tests of Achievement | 1 | 2 | 3 | 4 | 5 |
| 2. Wechsler Individual Achievemnt Test (WIAT) | 1 | 2 | 3 | 4 | 5 |
| 3. Kaufman Test of Educational Achievement | 1 | 2 | 3 | 4 | 5 |
| 4. Diagnostic Achievement Test -2 | 1 | 2 | 3 | 4 | 5 |
| 5. Woodcock Reading Mastery Test-Revised | 1 | 2 | 3 | 4 | 5 |
| 6. KeyMath | 1 | 2 | 3 | 4 | 5 |
| 7. Other: _____ | 1 | 2 | 3 | 4 | 5 |
| _____ | 1 | 2 | 3 | 4 | 5 |

How often you use curriculum-based assessment data

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

EMOTIONAL-BEAVIORAL MEASURES:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Achenbach scales (CBC,YSR, TRF) | 1 | 2 | 3 | 4 | 5 |
| 2. Behavior Assessment System for Children (BASC) | 1 | 2 | 3 | 4 | 5 |
| 3. Projective Drawings (List and rate each by amount used:
_____) | 1 | 2 | 3 | 4 | 5 |
| 4. Sentence Completion | 1 | 2 | 3 | 4 | 5 |
| 5. Roberts Apperception Test for Children | 1 | 2 | 3 | 4 | 5 |
| 6. Thematic Apperception Test | 1 | 2 | 3 | 4 | 5 |
| 7. MMPI -Form _____ | 1 | 2 | 3 | 4 | 5 |
| 8. Rorschach | 1 | 2 | 3 | 4 | 5 |
| 9. Other: _____ | 1 | 2 | 3 | 4 | 5 |
| _____ | 1 | 2 | 3 | 4 | 5 |
| _____ | 1 | 2 | 3 | 4 | 5 |

ADAPTIVE BEHAVIOR MEASURES

- | | | | | | |
|--|---|---|---|---|---|
| 1. Vineland Adaptive Behavior Scales -Form _____ | 1 | 2 | 3 | 4 | 5 |
| 2. Woodcock Johnson Scales of Independent Behavior. Form _____ | 1 | 2 | 3 | 4 | 5 |
| 3. Other: _____ | 1 | 2 | 3 | 4 | 5 |

KERA COMPONENTS used as part of the assessment data

- | | | | | | |
|--|---|---|---|---|---|
| 1. Portfolios | 1 | 2 | 3 | 4 | 5 |
| 2. KIRIS results | 1 | 2 | 3 | 4 | 5 |
| 3. Alternate portfolio data for functionally mentally disabled | 1 | 2 | 3 | 4 | 5 |
| 4. Other: _____ | | | | | |

Comments:

112 Chestnut Court
Berea, KY 40403
December 13, 1994

Dear Alan:

At our December 9th KAPS Executive Council meeting, we decided that it would be important at this point in the development of the organization to put together policies and procedures related to how we conduct our business. As we discussed on the phone last week, I asked the EC for authority to appoint a special task force to tackle this issue. It was approved. I told them you were willing to chair such a committee and that also was approved.

The specific areas of policy to be developed include:

- 1) appropriate use of KAPS letterhead;
- 2) authority of officers to represent the EC; and
- 3) a process for dealing with one another when jobs are not being done or there are significant conflicts among us.

Looking at NASP guidelines and our own Operations and Procedures Manual may be a place to start.

I would like to find about three more people to work with you on that committee. Do you know any people who would volunteer?
I would appreciate you thinking about and looking for some people you would feel comfortable working with.


I also need someone to chair the CPD committee. Do you know anyone who would volunteer for that job?

I do not know from the letter that Sharon wrote exactly which jobs she is resigning from other than CPD chair. That will be clarified before the next EC meeting which is planned for January 13th (snow date-January 27th). I will let you know then about the status of the Directory.

I will put 'Policies and Procedures Task Force' on the next agenda and you can talk about what you envision doing and what you will need with the EC.

Thanks for your help.

Sincerely,



Jennifer Elam, President
Kentucky Association for Psychology in the Schools

KPA/KAPS LIAISON REPORT

SUMMARY FROM 12-9-94 BOARD MEETING IN ETOWN

Submitted by Jim Batts

- * APA Council representative reported he continues to support prescription privileges for doctoral level psychologists.
- * APA is looking into restudying master's level credentialing. KPA voted to oppose the study reasoning that Kentucky and most other rural states already credential at the master's level and will continue to do so regardless of APA's position.
- * Ethics committee proposed ethic rules in writing to the board. As currently proposed, KPA will not look at ethical complaints until someone else, e.g., the courts or the state board, has done so. Only after the other group has found the person guilty of an ethical violation would KPA take action. This is still under discussion.
- * The 1995 KPA convention dates appear to be November 2-4.



KAPS**Kentucky Association for Psychology in the Schools**

December 14, 1994

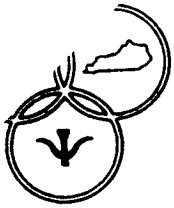
Dear Dr. Poe:

I am writing to you on behalf of the executive council for the Kentucky Association for Psychology in the Schools. On December 9, 1994, we became aware of a complaint made by Sharon Kieta against Dr. Elizabeth Jones. We understand that a letter and documentation of Dr. Jones' activities as chairperson for our Continuing Professional Development committee was presented to you on KAPS letterhead. Dr. Jones has requested that a clarification be made as to whether the letter was written by Ms. Kieta or directed by the KAPS executive council. Ms. Kieta encountered the difficulties during her presidency. At the time of her complaint, she was past-president of KAPS. However, her letters were not directed by the KAPS executive council.

We hope to resolve this issue in a timely manner.

Sincerely,

Jennifer Elam, President
Kentucky Association for Psychology in the Schools



KAPS**Kentucky Association for Psychology in the Schools**

December 14, 1994

Dear Dr. Martray:

I am writing to you on behalf of the executive council for the Kentucky Association for Psychology in the Schools. On December 9, 1994, we became aware of a complaint made by Sharon Kieta against Dr. Elizabeth Jones. We understand that a letter and documentation of Dr. Jones' activities as chairperson for our Continuing Professional Development committee was presented to you on KAPS letterhead. Dr. Jones has requested that a clarification be made as to whether the letter was written by Ms. Kieta or directed by the KAPS executive council. Ms. Kieta encountered the difficulties during her presidency. At the time of her complaint, she was past-president of KAPS. However, her letters were not directed by the KAPS executive council.

We hope to resolve this issue in a timely manner.

Sincerely,

Jennifer Elam, President
Kentucky Association for Psychology in the Schools



KAPS**Kentucky Association for Psychology in the Schools**

December 14, 1994

Dear Dr. O'Connor:

I am writing to you on behalf of the executive council for the Kentucky Association for Psychology in the Schools. On December 9, 1994, we became aware of a complaint made by Sharon Kieta against Dr. Elizabeth Jones. We understand that a letter and documentation of Dr. Jones' activities as chairperson for our Continuing Professional Development committee was presented to you on KAPS letterhead. Dr. Jones has requested that a clarification be made as to whether the letter was written by Ms. Kieta or directed by the KAPS executive council. Ms. Kieta encountered the difficulties during her presidency. At the time of her complaint, she was past-president of KAPS. However, her letters were not directed by the KAPS executive council.

We hope to resolve this issue in a timely manner.

Sincerely,

Jennifer Elam, President

Kentucky Association for Psychology in the Schools



KAPS

Kentucky Association for Psychology in the Schools

December 13, 1994

Dear Cookie:

In response to your request, I would be glad to appoint Dr. Judith Watkins to be co-chair person of the ethics committee for KAPS.

Thank you for your good work.

Sincerely,

Jennifer Elam, President
Kentucky Association for Psychology in the Schools