

KASSW Executive Board Meeting

October 27, 2007

Washburn University, Memorial Union
Cottonwood Room

Minutes

Called to order at 10:05 am by President, Sharon Stuewe.

Introduction of Officers and Guests

- Sharon Stuewe introduced the board officers and guests present. Those present included: Sharon Stuewe, Cherie Blanchat, Lori Garrison, Julie Ward, Kim Harrison, Laura Hattrup, Nancy Hintz, Cheri Varvil, and Joe Kordalski.

Approval of Agenda/Additions

Approve Minutes

- Minutes were approved as corrected.
- Sharon said that all members are responsible for keeping notebooks to be passed on to their successors. It would be expected that two years of minutes should be in notebooks. Board members should print out minutes when they receive them in their email. Laura Hattrup moved that the minutes be approved as corrected, seconded by Julie Ward. Motion passed
- Minutes were read from the General Meeting held during the Summer Institute June 2007.
- Sharon asked for additions or approval. Minutes were approved. Motion made to accept minutes as read by Cheri Varvil, seconded by Lori Garrison. Motion passed.

Treasurer's Report

- Annie had not arrived at this point in the meeting. Sharon reported that the books have been updated and the monies moved as decided at the June meeting. She also reminded members that reimbursements require form with receipt.

✓ *Action item: Annie will email an updated financial statement as of October 31, 2007.*

Committee Reports

Membership

- Laura Hattrup reported that there are currently 168 members. There are at least 25 new members compared to last year. There were approximately 50 who did not rejoin. She has sent reminders. Sharon asked that the names of these members be shared and that board members and regional reps could personally contact them.
- There was discussion about establishing more of an ongoing communication with members rather than just before School Social Work Week once a year. Sharon asked that the members be divided into regions to facilitate communication opportunities.

- Contribution to the Mary Alldred fund is up this year.

Newsletter

- Cheri thanked members who contributed articles for the newsletter. She asked for feedback and ideas as to how the newsletter can be improved. Attention will be given to the "Coming Events" section. It would be great to get information for follow-up articles about events. These could include more than just school social work events, for example workshops that are relevant to school social work. Regional Reps are encouraged to provide information about the happenings and the members in their respective regions. New board members please submit short biographies for the newsletter.

✓ *Action Item: all members submit information and articles by November 15th.*

Legislative

- Written report attached.
- Julie Ward reported SCHIP is still on-going as to whether or not it will be reauthorized.
- Cherie sent out information on DREAM Act (Development, Relief, and Education for Alien Minors Act), but it has been defeated. Our immigration law currently has no mechanism to consider the special equities and circumstances of undocumented students who were brought to the United States years ago.\ and face unique barriers to higher education. The DREAM Act would have eliminated this flaw.
- NCLB testing issue-Republicans believe that requirements for standardized testing should continue. Democrats think there should be multiple measures. Teachers pay should be linked to student test scores. Looking for a new bill to be introduced by November with something that can be passed by the legislature.
- Kim said she would get information about seclusion and restraint issues so we can follow this as an organization.
- There was discussion about how to communicate issues to members and when it would be appropriate to inform the membership. There was consensus that information should be passed along to the membership for the individual to determine how they would like to support the issue. KASSW can write position statements and post them on the website.
- Sharon asked if the board would like to pursue a Governor's proclamation for school social work week. There consensus was to pursue the proclamation.

Midwest Council

- Cherie Blanchat reported the conference celebrated 40 years. There was much reflection about what the council has done in their history. It was exciting to see this and then reflect on the possibilities for the KASSW organization. There was lots of discussion about SSWAA pulling out their partnerships. SSWAA gave an explanation that this decision was financially motivated. A written explanation will be provided by SSWAA that can be included on our website as to how and why the decision was made.

- Midwest will support our summer institute by providing a history board for display during the conference.
- A survey of school social workers by the Midwest Council was discussed.
- Funding for sending attendees to the Midwest Council comes from state conferences. Midwest Council is guaranteed \$5000 from the hosting organization. This has not always been enforced. Guaranteed cost for 2 attendees will be changed to 1 or 1.5 persons. Attendance was down this year. There seems to be competition for conference dollars with state conferences.
- Conference minutes will be made available for board members.
- There was discussion about how to encourage as many KASSW members as possible to attend conference in St. Louis. Some ideas were to send out letters to save the date and inform district administrators so this can be considered for professional development. IT would be important to convince the administrators that it is important that social workers train with social workers with suggestions to network, collaborate, etc. Use comparisons of other professions.
- Sharon talked about call for proposals for next year's conference.

Website

- Steve's report was presented by Sharon Stuewe (written report attached). Sharon mentioned how he is doing this for free and that we may want to consider a stipend in the future. Steve purchased software to support the website. The expenditure was approved by poll of the board after the July meeting.
- Discussion ensued about getting the website discussion board more active. Sharon challenged everybody to get onto the discussion board and get active on putting up questions and making sure responses are made to others posting questions.

Regional Representative Updates

North Central

- Sharon reported that she talked with Dana Wiegand and Michele Daniel in regard to a conference. They feel it could happen with substantial support. They will identify a location and the targeted time frame will be around School Social Worker Week in March. Michele asked if the board meeting could be held in locations that are more west at least one time per year.
- More discussion revolved around using technology to allow people to attend without physically being at the location.

South Central

- Contact will be made to Pam Keller to check on whether Wichita will be hosting a conference this spring.

✓ *Action Item: Cheri Varvil will make this contact.*

Eastern

Carolyn York & Joe Kordalski

- Joe Kordalski was introduced. He graduated from KSU and received his MSW from KU. He is working in Desoto school district and is involved with homeless outreach in Kansas City. He is glad to be a member and is looking forward to bringing news from the eastern part of the state.

Department of Education

- Stacie Martin sent regrets that she could not attend, but submitted that there has been some minor reorganization at KSDE. The Student Support Services department is now Special Education Services. She also has information in the form of handouts on MTSS and KSTAR projects that assist school districts, and information for the KSDE listserv.

New BusinessNew Regional Representatives

- Joe Kordalski was already introduced during Regional reports. Sharon noted that we had a bad email address for Carolyn York and that continued attempts will be made to contact her.

2008 Social Worker of the Year

- Bonnie Robles of Topeka School District was selected. The Topeka Capitol has been sent a news release. There was discussion about sending the news release state-wide. New releases about current board members will be sent to the school districts.
- There was some discussion about application and deadline for future nominations for SSW of the Year nominees. The process needs to begin much earlier in the year to allow more time to get the word out and to distribute applications. There is a need to work on how to get the word out to more people. Consider including the application in School Social Work Week packet, and send letters to school district administrators. Regional representatives should be on the lookout for possible applicants.
- Nomination form discussion. It requires too much information. It may need to have the criteria revised. It is currently the past president's job responsibility, but this may need to be revised for a subcommittee to handle instead.
- Other ideas for awards and recognition were: outstanding first year school social worker and friend to school social workers.

School Social Work Week

- Sharon has tentatively established the week of March 10th. We need to back up from that date and prepare and mail them out to members. Packets were brought back from the Midwest Conference. Letters will be sent to Administration/Directors.

✓ *Action item: Investigate cost of notepads as supplement for this year. Sharon.*

2008 Summer Institute

- Summer Institute's 2008 date is June 13. Kim Harrison, chairperson will call a subcommittee meeting the first part of January to be held in Topeka. Information about the institute will be included in the School social week packet and the February newsletter.

✓ *Action item: Kim will send information to Cheri for the newsletter, and contact subcommittee members about the January meeting.*

Bob Goodwin Memorial Contribution

- The board discussed and concurred that it would be an appropriate tribute to create a memorial on the KASSW website.

✓ *Action item: Steve will create a web site memorial. He should contact Iva Goodwin for her permission and approval of the information.*

- Discussion about how KASSW will recognize his contributions. Motion was made by Nancy Hintz and seconded by Julie Ward to make a contribution to the memorial fund established by the family to the Midwest Council. The motion passed.
- Discussion about the amount revolved around his years of service and contribution to the profession. Cheri Varvil moved and Cherie Blanchat seconded that a contribution of \$500.00 be made to the memorial fund. The motion passed.

✓ *Action item: Sharon will contact Iva Goodwin about this memorial contribution.*

Old Business

Survey Monkey

- Cherie Blanchat reported that the survey questions are complete and that she was waiting on current membership list to send out the link. Payment will be made to run the survey for three months.

✓ *Action item: Laura Hattrup will send email information to Cherie Blanchat.*

Regional Workshops

- Board members are encouraged to attend any regional workshops whenever possible.

Meeting schedule

- February 9th date is causing some problems for members. Discussion about moving the previous scheduled February 9th meeting to Friday, February 1st, at 10:00 am.

✓ *Action item: Sharon will check with BSRB for meeting space for 2/1/08 meeting date.*

- There was discussion about the need for an additional meeting in order to prepare for upcoming board events. The board concurred that April 18th additional meeting should be added to the calendar.

✓ *Action item: A location further West of Topeka will be investigated by Sharon.*

Governor's Conference

- The board discussed whether or not KASSW should take part in this conference. It was moved by Julie Ward and seconded by Kim Harrison to investigate this possibility.

✓ *Action item: Sharon will make contact and investigate becoming part of the conference committee or underwriters.*

Kansas Action for Children

- The board discussed whether to reinstate our affiliation with KAC. We will continue this discussion at the next board meeting.

Schedule Sub Committee Meetings

- Sharon expressed the need to activate and schedule subcommittee meetings.

✓ *Action: Laurie will schedule a meeting of the Membership subcommittee.*

✓ *Action: Sharon will schedule a meeting of the subcommittee to update job descriptions.*

Display board

- The KASSW display board sorely needs some attention and updating.

✓ *Action: Joe will work on scheduling meeting of subcommittee to work on updating the KASSW display board.*

The meeting was adjourned by Sharon Stuewe at 1:20 p.m.

Respectfully submitted,

Nancy Hintz, Secretary

Kansas Association of School Social Workers

Executive Board Meeting

July 26, 2007

The Classic Bean
2125 Fairlawn Plaza
Topeka, Kansas

Members present: Sharon Stuewe, Cherie Blanchat, Lori Garrison, Julie Ward, Kim Harrison, Laura Hatstrup, Nancy Hintz, and Steve Greer.

MINUTES

Sharon Stuewe, President, called the meeting to order at 4:05 P.M.

Introductions were made by each of the members in attendance.

New Business

Regional Workshops

- Eastern Region: Shawnee Mission School District school social workers are hosting the Eastern Regional meeting on September 21, 2007. Save the date flyers were sent announcing the workshop before the end of the 2006-2007 school year. Registration information will be forthcoming in August.
- North Central Region: Sharon Stuewe raised the question as to whether KASSW should promote and support a regional workshop for this area. The discussion by the board members resolved that KASSW should work to promote a regional workshop and that contact should be made to active members from that area to explore the possibility. Lori Garrison agreed to assist the North Central members plan and execute a workshop, if they would like some help.

✓ *Action Item – Sharon Stuewe will contact Michele Daniel, North Central Representative.*

SSWAA Partnership Termination

- SSWAA has announced that it is terminating membership partnerships with the state associations. This requires KASSW to update the membership application and that letters of explanation and refunds are sent to members who are renewing and to new members.

✓ *Action Item – Laura Hatstrup, Membership Chairperson, will send letters with refunds to members.*
✓ *Action Item – Steve Greer, Webmaster, will update website application to reflect this change and add a link to SSWAA.*

07-08 Calendar

- The following dates were placed on the KASSW 07-08 calendar:

September		
	21	KASSW Fall Fling – Eastern Region Workshop
October		
	4, 5, 6	40th Annual Midwest School Social Work Council Conference Cleveland, Ohio
	27	KASSW Executive Board Meeting
February		
	9	KASSW Executive Board Meeting
June		
	13	Summer Institute and Regional Meetings

- ✓ *Action Item – Steve Greer, update website calendar.*
- ✓ *Action Item – Sharon Stuewe, forward call for proposals for 41st Annual Midwest School Social Work Conference.*

Review Job Descriptions

- Sharon Stuewe asked board members to review their respective job descriptions and make suggestions for updates and revisions. She commented that one addition she would like to see is that board meeting attendance would be a requirement of each board position.

- ✓ *Action Item – All board members, review job description and be prepared to discuss recommendations at next meeting.*

Press Releases

- Sharon Stuewe sent out a New Officer Information sheet that she would like returned either by hard copy or electronically. She plans on sending out press releases to the board members' local newspapers announcing their positions.

- ✓ *Action Item – All board members, return New Officer Information sheet to Sharon Stuewe.*

School Social Work Week

- Sharon Stuewe reported that the information packets sent out for school social work week are purchased from the Midwest School Social Work Council. These packets include what the MSSWC decides. In addition, KASSW has included a copy of the Kansas Governor's proclamation and that maybe this would be made available for download only on the website in order to save on some costs. There was some debate on what the correct dates are for school social work week for 2008.

- ✓ *Action Item – Sharon Stuewe, determine the correct dates for School Social Work Week 2008.*

Survey of Membership

- Cherie Blanchat, Vice President, would like to develop and conduct an online survey of KASSW members, past KASSW members and other school social workers in Kansas who are not members. The purpose of the survey is to determine what the respondents' expectations are of the KASSW as the school social workers' professional organization in the state of Kansas. The board discussed and agreed with Cherie's recommendation to use an online survey website to collect the responses and organize the data.

✓ *Action Item – All board members, submit suggestions for survey topics and questions to Cherie Blanchat by Wednesday, August 8, 2007.*

Filling Vacant Position

- The Eastern Representative position is vacant. Board members are encouraged to actively seek out and recommend candidates to fill this position, especially board members who work or live in that region.

Social Worker of the Year

- The response for applications for social worker of the year resulted in one nomination, and this nomination was submitted after the due date. There was discussion about whether or not to present the award for this year. The consensus was to consider the current application for the award provided the necessary letters of recommendation are submitted by August 15th.

Subcommittees

- What subcommittees are needed and how they would operate was discussed. The consensus was that subcommittees would be set up on an "as needed" basis to accomplish various tasks that the board determines are necessary to pursue. These subcommittees will be chaired by an executive board member. Additional subcommittee members can be other board members or recruited from the KASSW membership. It is encouraged to look for opportunities to recruit members other than board members for subcommittees so that they can become actively engaged in the work of KASSW. The subcommittees should submit a written update of their activities prior to each board meeting so they can be sent out with the agenda and read by the board members ahead of time.

The following are subcommittees, with chairperson, that were determined to be necessary as of this meeting date:

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|---------------------------|-----------------|
| ▪ School Social Work Week | Sharon Stuewe |
| ▪ Summer Institute | Kim Harrison |
| ▪ Survey | Cherie Blanchat |
| ▪ Legislative | Julie Ward |
| ▪ Membership | Laura Hatstrup |

- ✓ *Action Item – Subcommittee chairpersons will submit a written report of activities to Sharon Stuewe by Saturday, October 13, 2007 (two weeks before the next executive board meeting).*

Discussion Board Monitoring

- The website discussion board needs to be attended to by the board members. Every board member is encouraged to frequently check the board and respond to questions or comments that are posted. In an effort to insure that the discussion board receives attention, the following board members signed up to check the board on, at least, a weekly basis on the following schedule:

Aug/Sep	Steve Greer
Oct/Nov	Cherie Blanchat
Dec/Jan	Lori Garrison
Feb/Mar	Laura Hattrup
Apr/May	Julie Ward and Kim Harrison
Jun/Jul	Nancy Hintz

Approve Minutes

- Minutes from the most recent executive board meeting held during the Summer Institute in June are not available at this time for approval.
- Minutes for this board meeting will be prepared and submitted to the executive board members by email within three weeks of the meeting.

- ✓ *Action Item – Sharon Stuewe will contact Susie Swanson, Past President, about the minutes from the previous executive board meeting.*
- ✓ *Action Item – Steve Greer will post the minutes of the executive board meeting to the website.*

Old Business

CEC

- KASSW’s relationship with the Conference on Exceptional Children was discussed. Sharon explained that KASSW receives money from the CEC each year for our association with them, but does very little in the way of support to deserve this money. There was a motion by Julie Ward, seconded by Kim Harrison, to discontinue the KASSW’s relationship with CEC. The motion was approved.

- ✓ *Action Item – Sharon Stuewe will send a letter of explanation discontinuing KASSW's relationship with CEC.*

2007 Summer Institute Summary

- A written summary of the 2007 Summer Institute event submitted by committee members Cherie Blanchat, Kim Harrison, Laura Hattrup and Sharon Stuewe is attached to these minutes.
- The question of whether to continue with the Summer Institute event was met with discussion and a consensus by the board that it should continue.
- It was agreed that the committee did a great job of pulling the event together, especially in the amount of time provided.
- The board conceded that the low attendance was disappointing but discussed ideas of what can be done to increase attendance in the future. For example, publicizing the date sooner with a “save the date” notice.
- Additional discussion about offering either ethics or diagnosis CEUs alternating from one year to the next or offering both every year concluded that both should be offered every year.
- The Summer Institute will also include the annual general meeting of KASSW.

Treasurer’s Report

- Treasurer’s report was not available for this meeting.
- Sharon Stuewe reviewed the procedure and form for expense reimbursement with board members.
- New board members were told to submit a request for mileage reimbursement for meeting attendance.

Committee Reports

Membership

- Laura Hattrup, Membership Chairperson, submitted a written report that is attached to these minutes.
 - Current number of members for 2007-2008 11
 - SSWAA partnership termination will result in sending out reimbursements to some of these members.
 - Membership directory may be made available for download by members only from the website and may no longer be produced as a hard copy. This is being considered in an effort to reduce publishing and mailing costs associated with the directory.

Newsletter

- All board members are encouraged to make submissions to the newsletter.
- Articles will be put into the newsletter as received unless permission is given to edit them.
- It is easier to edit and design the newsletter if articles are submitted as a Word document to the editor.

- ✓ *Action Item – All board members should submit articles for the next newsletter from August 15-20, 2007 to Cheri Varvil, cvarvil@topeka.k12.ks.us.*
- ✓ *Action Item – Sharon Stuewe will ask Cheri to send out email reminders to the board with newsletter deadline submission dates.*

Legislative

- There is nothing to report as the Kansas legislature is not currently in session

Website

- Steve Greer reported that there is updating to be done on the website, for example the new board contact information.
- Cherie Blanchat commented that the website is not Steve's sole responsibility and encouraged the board to submit ideas they may have for the website to Steve.

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| ✓ Action Item – Sharon Stuewe will send an updated executive board roster to Steve Greer. |
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Regional Updates

North Central

- No report

South Central

- No report

The meeting was adjourned by Sharon Stuewe at 5:15 P.M.