OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS

REPORT OF THE EXECUTIVE DIRECTOR

December 13, 2013

The following is a brief summary of the various activities of the OAPSA Executive Director from the time the position was filled to the present. Further detail is available upon request.

August and September: Participated in various aspects of the development of the contractual agreement for the executive director. Also, gathered and developed the material resources and set up home offices necessary to fulfil the responsibilities of the position.

September 17, 2013: Attended both the Executive Board and Governing Board meetings of the Ohio Coalition for the Education of Children with Disabilities (OCECD) in Columbus as OAPSA’s representative.

September: Drafted a membership brochure, received input from the OAPSA Executive Board, created a final version, and had copies printed. Also completely updated the three-panel table display promoting OAPSA’s benefits and services.

September 26, 2013: Participated in an hour-long NAPSA conference call to finalize planning for the NAPSA conference to be held in Cleveland.

September 30 and October 1 & 2, 2013: Attended the OEC Conference in Columbus. On Monday, set up the OAPSA display in the vendor area and participated in an early evening OAPSA Executive Board meeting. On Tuesday and Wednesday, was present at the OAPSA display to hand out OAPSA and NAPSA literature and respond to inquiries about OAPSA membership. At the end of the conference, dismantled the display.

October 13 – 16, 2013. Attended the four-day NAPSA conference in Cleveland, fulfilling my assigned responsibilities. At the NAPSA business meeting, OAPSA was given a certificate to recognize its many contributions on behalf of the NAPSA conference. I was given a plaque to recognize my three-year term on the NAPSA Executive Board.

October 22, 2013: Attended the Parent Mentor fall conference in Newark to talk to district representatives about the many benefits of OAPSA membership.

November: In conjunction with Executive Board members, worked on changes to our email distribution system from a general list containing many names of people who were not members to a list that contained only member addresses. I sent about 140 personal emails to people on the distribution list letting them know that they would not continue to be on the list if they were not OAPSA members. I sent the messages from my personal email account because we believed that some school district spam filters were deleting emails sent from our Clubrunner website. Many of my messages were returned as undeliverable and I heard back from about 40 people, most of whom wanted to continue to receive emails.

November 19, 2013: Attended OCECD’s Partnering for Progress meeting in Columbus and OCECD’s Governing Board meeting as OAPSA’s representative.

Continuous: Maintain day-to-day email and phone contact with the Executive Board, providing input or taking on and completing assignments as directed.

Submitted by Dr. John Opperman

OAPSA Executive Director

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