



## Ohio Association of Pupil Services Administrators

### Report of the Executive Director

September 28, 2018

The following is a brief summary of the various activities of the OAPSA Executive Director from the time the position was offered and accepted until present. Further details are available upon request.

#### **May and June 2018**

- Met with Dr. John Opperman, former Executive Director, on 3 different dates to ensure an effective transition to this position
- Set up new email address to be used exclusively for OAPSA business
- Discussed with Treasurer aspects of OAPSA contract for Executive Director position
- Gathered and set up home office necessary to fulfill the responsibilities of the position
- Met with OAPSA Executive Board two times (one evening meeting night before May conference and one additional planning meeting in early June)
- Visited two different potential sites for February 2019 conference and talked with representative from two other potential sites
- Applied to be OAPSA's representative for State Advisory Panel for Exceptional Children and recruited OAPSA member, Talia St. Clair to be substitute for that position
- Worked with 7 OAPSA members for permission to use their quotes as testimonials for OAPSA membership flyers

#### **July and August 2018**

- Had conference call meeting with Dr. John Opperman and Dr. James Powell, Executive Director Professional Development Services at Ashland University. to learn process for OAPSA members to earn Ashland credit
- Applied and was accepted to become adjunct professor for Ashland University as part of that process so OAPSA members could earn Ashland University graduate credit
- Worked with graphic artist to design new OAPSA logo, NAPSA ad, and 3 flyers
- Established new web site for OAPSA ([www.OAPSA.org](http://www.OAPSA.org))
- Attended 2018 OOTA Summer Pediatric Training on new ETR and IEP Forms and Guidance (Presenters were: Brenda George, John Magee, and Sean Riley)
- Prepared and submitted proposals for Ashland University 2 credit option and for 1 credit option for graduate course credits

- Applied for OAPSA to become a “Participating Member Organization” of the National Coalition on Personnel Shortages in Special Education and Related Services
- Had a phone conference with Luann Purcell, Executive Director of Council of Administrators of Special Education and arranged for a Facetime conference between Luann and our OAPSA Executive Board
- Had a phone conference with Marcie Beers, new Executive Director for the Ohio Coalition for the Education of Children with Disabilities
- Presented on Hot Topics and Emerging Issues in Special Education and Benefits of Membership in OAPSA at Ashtabula ESC County wide Administrative Conference
- Attended and participated in Ohio Department of Education Related Service Personnel Shortage Workgroup 2 different times in August, presenting at one of those
- Received notice I had been approved as a new member of State Advisory Panel for Exceptional Children (SAPEC)
- Attended and participated in an Orientation for New SAPEC members
- Attended and participated in August SAPEC meeting
- Gave presentation on Hot Topics and Emerging Issues in Special Education and Provided Information about OAPSA at Champaign County Special Education Advisory Council
- Gave presentation at SST Institute sponsored by ODE to address benefits of OAPSA membership with all SST personnel in state of Ohio and provided each attendee with an OAPSA flyer to promote membership
- Along with Dr. John Opperman, had Luncheon Meeting with Marcie Beers and Angela Ferdinand from Ohio Coalition for the Education of Children with Disabilities to understand process for me being accepted as Dr. Opperman’s replacement for Governing Board and for Executive Board
- Met with Eric Ochmanek, Deputy Chief of Staff, Treasurer of Ohio’s office, about getting word out to school personnel about STABLE (Savings and Investment solutions for People with Disabilities). It enables individuals with disabilities to save and invest up to \$14,000 per year without losing government benefits such as Medicaid or SSI.

### **September 2018**

- Completely updated 3 panel board and designed a table runner with new logo in preparation for OAPSA displays at NAPSA Conference (October) and for OCALICON and Ed Leadership Conference (November)
- Assisted with securing 2 different attorneys from Bricker and Eckler to present at OAPSA conferences later this school year
- Sent email to all SST Directors with OAPSA flyers and Membership Forms and asked them to forward to all Sp Ed Directors and Special Ed Supervisors in their region

- Worked with Graphic Design Artist to prepare and submit an ad for OCALICON and Ed Leadership Conference
- Enhanced description of OAPSA for OCALICON and Ed Leadership Conference Program to stay within 100-word limit
- Worked with Lands End Business Apparel to get our logo set up there so OAPSA members could order apparel and other items with OAPSA logo on it if they so desire
- Participated in a conference call meeting with Executive Board Members to discuss final preparations for conference
- Participated in a Special Education Legal Update Conference
- Accompanied Dr. John Opperman to both the Executive Board and Governing Board Meetings of the Ohio Coalition for the Education of Children with Disabilities (OCECD) in Columbus to prepare to become OAPSA's representative for each of those
- Participated in another meeting of ODE's Related Service Personnel Shortage Workgroup
- Met with another new hotel about the possibility of holding an OAPSA conference there in future

Continuous: I have also maintained day-to-day email and/or phone contact with the OAPSA Executive Board members, providing input or taking on and completing assignments as directed, and responding to members and other's contacts. It's noteworthy that over past 4 months I have sent more than 850 email messages from my new OAPSA email account.

Respectfully Submitted,

Donna Stelzer

OAPSA Executive Director

OAPSA/ExecDir/ExecDirReport 09/28/2018