SPSEA of WCU

Executive Board Transition Meeting

Wednesday, April 19, 2017 at 7:30 PM

Attendance

* Dr. Bell, Faculty Advisor - present
* Outgoing Board:
	+ Sara Nyholm, 2016-2017 President - present
	+ Isabella Montalvo, 2016-2017 Secretary - present
	+ Alexa Temparali, 2016-2017 Treasurer - present
	+ Julia Cooperstein, 2016-2017 Historian - present
	+ Alison Chapman, 2016-2017 PACE Chair - present
	+ Melissa Heiseler, 2016-2017 EGP/Literacy SIG Chair - present
	+ Siena Catanzaro, 2016-2017 MGP/BSEd SIG Chair - present
	+ Madeline Conte, 2016-2017 Play SIG Chair - present
	+ Nicole Schiff, 2016-2017 Special Education Chair - present
* Incoming Board:
	+ Kathleen Calvin, 2017-2018 President - present
	+ Brenna Waters, 2017-2018 Vice President/President-Elect -present
	+ Heather Natale, 2017-2018 Secretary - present
	+ Courtney Enyedy, 2017-2018 Treasurer - present
	+ Kelsey Jensen, 2017-2018 Historian - present
	+ Nick Marcil, 2017-2018 PACE Chair -present
	+ Jennifer Kersey, 2017-2018 Fundraising Chair - present
	+ Amanda Sesher, 2017-2018 EGP/Literacy SIG Chair - present
	+ Meredith Miller, 2017-2018 MGP/BSEd SIG Chair - present
	+ Katie Flint, 2017-2018 Play SIG Chair - present
	+ *Special Education SIG Chair temporarily vacant*

Welcome

* Dr. Bell’s remarks:
	+ We are starting new and fresh, and learning from previous years.
	+ Do something different! - “What would truly be spectacular?”

Distribution of Binders

* Essential Documents - electronic copies to be distributed as well
	+ Bylaws and Constitution
		- Particularly take note of responsibilities of each position.
		- Bylaws to be revised at executive board meeting next week.
	+ APEX Program
		- See rubric to be clear on what counts for APEX
	+ SPSEA Event Attendance Etiquette
		- Understand that your presence at events matter! Be cognizant of your participant.
		- Notify event coordinators when you are no longer able to attend.
	+ SPSEA Event Checklist
		- If you are coordinating any event, please refer to and follow this checklist!
		- Make sure to take attendance during the event!!! - This validates APEX.
			* The minimal amount of people attending for an event to count for APEX is five members.
	+ Visual Report Template and Example
		- Helpful for logging event attendance and putting together the APEX website
	+ Special Event Proposal Format and Example
		- Large events, one-time, open to all of SPSEA and the campus community
		- Can be proposed by any SPSEA member
		- Executive board to read over the proposals at meetings and vote to approve and make suggestion and requests
	+ Student Government Association Auxiliary Funds Request Form
		- If we need funding for a big event, fill out and send to SGA president.
		- It will be a process, so do so in a timely manner.
	+ Miscellaneous Info
		- 25 Live! Booking Instructions
			* To book rooms to hold events
			* Can also go to the office in Sykes for help.
		- Locker Info
			* We use the locker to store craft supplies, t-shirts, etc.

Small-Group Discussions

* SIG Chairs to talk all together and then individually
* Exec proper to talk individually

SPSEA of WCU Executive Board Meeting

Wednesday, April 26, 2017 7:30 PM

Recitation 308

Attendance:

* Dr. Bell, Faculty Advisor- absent
* Kathleen Calvin, President- present
* Brenna Waters, Vice President- present
* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- present
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- present
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- present
* Special Education SIG Chair temporarily vacant

**Upcoming Dates:**

* GA Meeting: 5-4-17 @ 7:30pm **SSN 190**
* Relay for Life: 4-29 @12pm-12am Hollinger Field House (participants needed)
* National Student Teaching and Supervision Conference: 4-28 @2-5pm and 4-29 @11:30-2pm (volunteers needed)
* End of Year Celebration: tentatively during GA meeting or on 5-7 @12-1pm

**President**

* Introductions and a fun fact
	+ Get to know each other and mention something about themselves
* Passion Lists
	+ Similarities: outdoors & activities outdoors, integrating arts, traveling, low income, hearing/ visual impairments
* Planning session for next year
	+ - Sign language: basic training
			* Combine with ASL club
			* Jennifer can talk to field teacher as a possible Professional Development
		- Urban & low income schools
			* Partner with SOUS
		- Fundraise for Melton center
		- PLAY SIG: gym activities with Melton Center/ Play Day
		- Book drive specific to middle and high school students
		- 5K walk/run to donate money- all students involved
		- Bowling night- $$ for strike, $ for spare; 50/50s for PLAY or PACE
		- Talent show for fundraising
		- Special Education- virtual professional development with UK professors in Katie’s abroad program
		- 4 diamonds- pediatric cancer
		- Amanda Reichert- personal experiences; Robotics club; classroom crew
		- Panels of recent alumni
		- Interview and resume workshop
		- CHAMPS- Pierce Middle School, volunteers for events
		- Springbrook farms-therapeutic rides for children with special needs
		- Caitlin silver PO presentation
		- Widener school district ballroom dancing—special education
		- Carolyn Committa at GA meeting
		- Rally for public education
		- Ally Training—GA meeting
		- Communicate with campus organizations
		- Bullying Presentation: Dr. Fiorenza
		- Sustainability as Classroom teachers: Dr. Morgan
			* Environmental Pinterest Night- using recycled materials
		- Professional development—teaching technology in the classroom: Dr. Sugar
		- School outreach like state conference in our area
		- Meditation and mindfulness in the classroom: Lauren Williams
		- ELL professional development
		- Melton Center dance night/ Zumba with Siggy
		- Music and Dance(movement) based play session
	+ Regional Conference
		- Date and rooms --- Possible date: November 11, 2017
			* Check Sykes for rooms
		- Special Event Proposals to Membership
* SIG Report Review
	+ Hard copy to Dr. Bell by 1st of each month and emailed copy to executive board
	+ Kathleen: SIG report forms in binder. Should be filled out every month that we are in school.
		- Ex: November month by the 1st of December.
	+ Email copy to executive board
	+ List as many events as you had for that month (not every section will always be filled out)
	+ Presidential Recognition- anyone you see in SPSEA in your SIG that deserves recognition at GA meetings
		- Anyone on executive board can let Kathleen know of someone who needs to be recognized
	+ Include future plans for any events in the upcoming months
	+ Ex: Lego Nights do not need a visual report every time, but include them all in SIG report form and include dates of volunteers
* SIG Proposals and Non-SIG Proposals 2017-2018
	+ To get ideas rolling for the next year. Forms specific to SIG’s and Non-SIGs. We have to get the “rational” for each SIG to approve them for the following year.
	+ Events that anyone on Executive board, SIGs or member can run.
	+ Each executive board member should have a proposal filled out for **June 1st.** Email Kathleen with any questions!!
* Exec Attendance Responsibilities
	+ State Conference, GA and exec meetings
		- These are all **mandatory** attendances; if for any reason you cannot attend you must talk to Dr. Bell or Kathleen
* Bylaw Review
	+ Do we want to get rid of points all together?
		- If not, the Secretary should log GA meeting points, conference points and event coordinators log attendance in Google Doc.
		- Members get points for events they attend. What are our thoughts on the point system??
	+ Get rid of the point system!!!—Ask Dr. Bell
		- * Meredith: Is there benefits from this? People still show up even if they do not know about the point system. Secondary/MGP struggled; is there a way to require attending an event 1 time a month or semester.
			* Does this help on a day to day basis?
			* Amanda: we struggled with getting people to come to events. Maybe at each GA meeting, show people where they are in the membership points. People possibly forget about it. If we implemented it more, it could become more of a big deal.
				+ Clearly explain at the first meeting.
			* Brenna: Presidential recognition could work as awareness towards events.
			* Kathleen: Presidential recognition notices what people are being recognized for.
				+ Alternative could be for each executive board to suggest members to receive presidential recognition. Anyone can write on a sticky note about a person doing something worth recognition or events that have been successful.
			* Jennifer: If you are being recognized, you know you are halfway there to being valued in a presidential recognition.
			* Courtney: Reinforce their amount of points and how they can attend more events.
	+ Historian: Discuss responsibilities of organizing the bulletin board and social-media.
		- Kelsey: add responsibilities to the Bylaws that we know we have to do, but is not specially on there. This way we know what we must take care of.
			* Section 5: D) Responsibilities would include bulletin boards
	+ Article 2 Section2: overseeing SIG and SIG leadership counts towards the check-ins we will be doing.
	+ ~~Article IV section 5- what does it mean for a member to be in good standing~~ should be vague due to removing the point system.
* End of Year Celebration
	+ During GA meeting or separate event? **THURSDAY MAY 4**
		- During GA meeting could create a better turn out. Bring the energy back!! Really advertise this!
		- Park event was $$ because of senior gifts, and food
		- Take the lead of getting the certificates ready, getting food ready, activities we can do
			* Heather will take care of the certificates- template
			* Jennifer will take care of food and games & how we want to celebrate
		- Possibly Weagmans sandwich trays, chips, salsa
	+ Certificates
		- We took points- email those who are receiving certificates aside from the general email
* Decide next GA meeting agenda
	+ End of Year Celebration!!
		- Get everyone together
	+ End of Year Poll
		- What was your favorite event what could we change???
		- Do survey at GA meeting, then have email sent out to possibly get more responses. Surverymonkey, have them get out their phones and complete it then.
		- Feedback to what we want to see happen; write what SIG you would be interested in and communication works best for you.
* Special Ed SIG Chair
	+ Ask for nominations via email and do a Survey Monkey vote
		- Have nominations send out small info about them
		- Reach out to individuals to let them know we are having an informal election for Special Ed SIG Chair; fill out…
			* Name, Major, and small blurb.
				+ Have them email Kathleen back with their nomination form.
* MGP/Secondary
	+ Melton Center Coordinator
		- Meredith will do this. This would be a good springboard. 4th, 5th, and 6th graders.
		- Open to all of SPSEA members; Monday-Thursday 3:30-6
	+ Relay for Life
		- Invite people on Org Sync—create an event to get some extra members

**Historian**

* Bulletin Board Updates
	+ Send professional looking pictures for the bulletin board.
		- Send to Kelsey ASAP so she can get this done by the end of next week
* Visual Reports should be sent to Kelsey and the Heather. Also they should be formatted by: SIGname.EventName
* Social-Media
	+ Send any pictures or fliers to post
	+ SIGs can make fliers with information to post on social media

**PACE**

* Getting people politically involved- awareness and interest
	+ Where are we all with politics and awareness
	+ Absentee ballot for mayoral- Tuesday after finals week May, 16 2017
		- Or if you’re close come vote!
	+ What is the best way to get everyone involved and interested?
		- Possibly have a monthly update about what is going on
		- Talk about certain issues or topic in education or get people to vote; possibly get kiwi or another place and then go to vote.
		- Tell us why we should care and how it is going to impact us.
		- 1 or 2 PACE professional development opportunities
	+ find our passions through education and then talking about getting involved and active about what we are passionate about and connect it politically.

**Secretary**

* Please try to get any information you would like on the Weekly Updates to Heather by Sunday between 6-8 pm. She will send out the Weekly Updates on Monday between 6-8pm.
* Someone asked me if I can advertise a job opportunity… what do you all think?

**Remind 101**

* Is there a way for us to “text” and remind them about their upcoming events in certain SIGs, GA meetings, etc.
	+ FIRST GA MEETING OF FALL SEMESTER!

**Treasurer**

* Tax exemption form- when you want to buy something give it to the vendor. Hold onto receipt and give it to Courtney. She will send out an email.
* Ask Alexa if Reach out and Read needs to be documented.

Exec Social!

* Something in town, possibly just an hour, important that we have fun every once in awhile
	+ Kiwi
	+ Bowling
	+ Couch Tomato
	+ **Breakfast- Sunday May 7th @ 10:30am @ Market Street**

SPSEA of WCU Executive Board Meeting

Wednesday, August 30, 2017 7:30 PM

Recitation 308

Attendance:

* Dr. Bell, Faculty Advisor- present
* Kathleen Calvin, President- present
* Brenna Waters, Vice President- present
* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- present
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- present
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- present
* Caitlin Brown, Special Education SIG Chair- present
* Special guest- Morgan Newton, Leadership consultant

**Upcoming Dates:**

* Involvement Fair: Wednesday, September 6th, 11am-3pm in the Academic Quad
* GA Meeting: Wednesday, September 6th, 7:30pm in SSL191
* Melton Center Back to School Extravaganza: September 9th, 10am-1pm at the Melton Center

**President**

* Welcome back!
* Dr. Bell
	+ We directly serve children, families, and communities. All the decisions we make drive us towards the direct service for them. The state of PA.
	+ Are we working directly for children, families and our community???
	+ We are a union!! We are a UNION of professional educators
		- We are the best in education, the best in professional education, we build Pennsylvania—teacher students that unions are the best for children, our profession and education
	+ APEX- we strive for APEX. Focus on this category this year. The website allows us to get our information out to the community.
	+ A note to us personally:
		- Think before you act! Think and communicate with everyone before you do anything!! We need to speak our minds and be honest!! Call for help if needed and we will help!!!
		- Be prepared!! Be prepared for these meetings!!
		- Do your job and pull your weight!! If we row our boats all in the same direction this will be easy! This will help us to be productive
	+ Dr. Bell’s role: come by and see him
		- Office hours this semester: Monday 3-5, Tuesday 2-3, Thursday 2-4
		- 610-633-6701
* Morgan Newton, our Leadership Consultant
	+ Senior at WCU, working with us for the whole year
	+ Leadership and involvement, her job is to be a leazion for us and all organizations at WCU, giving us information from other organizations about conferences and working in communities and will also give our information and share it out, she can advertise and get the word out for our events
* One thing everyone is looking forward to this year
* Involvement Fair
	+ Script- They want to know what our organization is about in 20 seconds or less
		- There will be copies on the table
	+ Next Wednesday September 6th, 11am-3pm
		- Take a look and sign up for any possible hours
		- 30% of our school is education majors
		- 2-3 volunteers at a time
	+ Raffle- Try to raffle off a bunch of shirts at the GA meeting
		- Can put their name in and then they must be at the meeting to win
	+ WATCH FOR UPDATES FROM BRENNA
* Solidify GA Meeting Topics
	+ GA Meeting 1- SPSEA who we are, what we do, break off into SIGs for them to explain their interest group and any events they have coming up
	+ GA Meeting 2-
		- Paul Morgan is an education professor but has a passion for the environment and sustainability. He will come and talk about how we can include these two topics in the classroom- recycling or how students can be sustainable.
		- Add to Pinterest night about making something that could help us be sustainable.
	+ GA Meeting 3-
		- Possibly have Nick talk about voting and becoming active in voting on campus (5-10 minutes) hand out voter registration forms
		- Certification Jeopardy
			* Kathleen will contact Ashley about this event
	+ GA Meeting 4- Holiday card making and cookie exchange
* Dates for events on OrgSync
	+ By next week for the GA meeting, every SIG or Organization should have dates to say when things are happening to get this posted on Orgsync.
	+ Contact the people you need to contact within the next week
* Budgets
	+ Ask Courtney about your budget and if you are able to afford what your budget is.
	+ We have $12,866 for the year
	+ We need to be mindful about what we are spending money on.
* Co-Chair Selection/Committee
	+ All SIGs are able to have co-chair or a committee and this is however you would prefer it to be.
	+ This will happen at the first GA meeting if you want a few or many have them send in an application; if you only want a certain amount you will need to come up with something that helps you decide how many/who you see fit
* Check in Sign Ups
	+ First is on September 13th Please let Brenna know if there is a time conflict. Sign up by September 6th.
	+ One Wednesday is executive meeting, one is GA, and one is check-ins
	+ Meeting location: Starbucks
* Regional Conference
	+ Dr. Bell is trying to get in contact with the group that is organizing this event
	+ Courtney- If you know any alumni please let her know because we need speakers
	+ Theme: TBD
* Bylaw Review
	+ Delete point system
	+ Have to check what the official way is to delete the point system
* Monthly SGA Meetings
	+ We need one representative from our organization to attend these meetings. First Tuesday night of every month at 7:15pm
	+ Jen can possibly double up
* PSEA t-shirts(Brenna)
	+ Goal is to have the design set in stone by first GA meeting next Wednesday September 6th. Want to get the orders done and in ASAP
	+ Brenna will do the design, Jen can collect money and handle the financial part.
* Classroom Visits
	+ We try to visit classes to go around to rooms to talk about our organization. We only need 1 person to go to each class. There are 13 classes. Freshman and first years are our most likely to join.
	+ To talk about: community service, membership development (networking &socials), political action & advocacy (political standpoint & our union), professional development (gaining knowledge to take to our kids in our classrooms)

**EGP/Literacy**

* Special Event Proposal: Bullying presentation with Dr. Laura Fiorenza
	+ She is very passionate about bullying. She would come into a GA meeting or event and talk to us about how we can help as teachers
	+ Possible scenarios of students who are struggling- for those being bullied and the bully
	+ Dates TBD
	+ Some feel as though it should be used for a separate event become some may not be as interested during the GA meeting. It could peak some interests more than other.
		- Have for some that come for the content. Valuable information
	+ Amanda will talk to her 8/31 and get back to us ASAP
* Possible Special Event: Environmental Sustainability and Education Presentation with Dr. Paul Morgan
	+ Up on General Assembly 2!!!!!
* Presentation from Robin Meixner from Friends Association
	+ Help families who are poor or homeless get back on their feet! Possible babysitting opportunity for the Friends Association. Families come here and need help getting back on their feet, finding a place to live, and getting a job.
	+ There would be a set time each week, no commitment every week, and you would watch the kids of the parents who are going to the DMV to try to get their driver’s license to get back on their feet. Send volunteers for this program.
	+ Dr. Bell wants this year to be more so open to everyone this year and less SIG specific.
	+ Meredith- MGP and Secondary feel as though they cannot do events just because they are teaching the older grades.
	+ This will be determined when we know how long she would like to present for.
	+ There is an opportunity to have Robin come in just to talk about her program and have the volunteers fill out the paperwork all together because they require an application that includes having clearances, etc.
	+ Fall Festival will be an event happening this fall!! TBD
* Fall Reach Out and Read Fundraiser
	+ This is a program through CHOP that takes books to students in the hospital. Kiwi raised a lot of money last year and will be a great idea for this year again!!
* LGBTQ Ally Training
	+ The program is through the LGBTQ and we would learn a 101 course to clarify some questions. The second is Trans. And the third is Ally training you are officially trained in how to help others feel as though they are safe and we would be able to learn the language and how we can relate to them.
	+ Possibly Spring GA meeting. TBD.
* Meditation and Mindfulness as a Classroom Management Technique: Presentation by Lauren Williams
	+ Yoga in the classroom seminar. How she uses yoga as a strategy in her classroom. Possibly a behavior management aspect.
	+ Monday, October 23rd from 5-6pm.
		- Contact Katie with any questions!! Room TBD
* September 12th, EGP/LIT social @ 7:30pm
	+ “Getting to know you” theme
* Ronald McDonald House Lunch-in Prep, November 3rd 9am-12pm
	+ Prepare lunch and take it to the Ronald McDonald house and serve it and then there is a tour
* 1-2-3 play with me sessions
	+ possible FATE hours
	+ asking face-to-face for volunteers

**MGP/Secondary**

* 9/9: Back to School Extravaganza @ Melton 10am-1pm
	+ Centers for each subject and have activities be versatile for all grade ranges
		- Reading/language arts- creating your own Mad-Libs
		- Math- beat the fidget spinner do addition/subtraction/multiplication/division problems
		- Science- how many drops of water in the penny, different stages of matter, apple volcanoes, different layers in a jar
	+ Give away/raffle- one backpack filled with things for one child or have a bunch of little things for each child
		- Put 3 volunteers to bags
		- 2-3 people per each station
	+ This event will be sent out to the school districts
* Volunteering at Melton
	+ NEW HOURS 3:30-6:30pm Monday-Friday
		- 3:30-4 planning what the children are doing
		- FATE hours!!!
		- Tuesday September 26th at 3 or Wednesday September 27th 6
			* This will take about an hour (needs to be done for volunteering)
* CHAMPS
	+ Pierce Middle school academically ineligible - Tuesday and Thursday 3pm-4pm
	+ You would need a car
* Rained Out
	+ Text: MGPBSED to 84483
	+ Allows Meredith to get in contact with members for quick things!!!
* 9/14: SIG Social
	+ Sunsets and Sundaes
	+ @7pm

**Special Ed**

* 9/11- Pizza Social
	+ @5:30pm out on the Quad (weather permitting)
* 9/19- Parent Funding Workshop Opportunity with Valley Forge Educational Services
	+ geared towards parents learning funding from the state and insurances; unique for members to know about for their own students
* 10/1- Challenger Game
	+ she coaches an adaptive baseball team; they will come to WCU for a fall game. Volunteers to come and have food and hangout
* 10/8- Buddy Walk Volunteer Opportunity
	+ Chester County Down Syndrome Interest Group
* 10/12- Advocacy Chat (Potential Speaker)
	+ Social, waiting to hear back from speakers
* 10/19- Adult Services Resource Fair: Employment, Housing, Education, Support, Social Opportunities
	+ a bunch of groups to network, get business cards and potential jobs and internships
* 10/21- Hoedown at Springbrook Farm
	+ a huge fundraiser that needs volunteers
* 11/4- Autumn Festival at Springbrook Farm
	+ 11am-3pm you get assigned a station and you work your station while the children come
* 11/14- Social
* SPARK- Southeastern Pennsylvania Autism resource center – feeding clinic, social skills
	+ September 23rd, 5K need volunteers on South campus!!
	+ IU- Monday and Wednesday 9am-1pm peer mentoring on campus. Adult with a disability gets a change to “live the college life”
		- Do not have to volunteer all hours
* De-escalation training- not certified but the teacher shows skills when a child is acting out and becomes aggressive and takes it out on you, you are able to help yourself, other children in the classroom and that child. Also, how you are able to calm that child down.
	+ Everyone in SPSEA is invited, Date TBA
* SIG Buddies
	+ Pair an older special education major to a younger so that they can help fill out any special education classes or assignments

**Vice President**

* Master Google Doc for events
	+ Possibly put the name of the SIG after the event
* Sign up for SIGs online instead of sign-up sheets; link will be on the board during the GA meeting

**Treasurer**

* Budget Allocations
	+ If you need a reimbursement just meet with Courtney
	+ The form for tax exemption
* Classroom Crew/Robotics Team
	+ Reach out to Amanda Jean Sundays from 12pm-4pm
	+ Robotics team was 2 days a week time will vary
* Conference
	+ November 11th from 8am to 4pm
	+ More information will come as the planning process continues
	+ There will be an online registration and fee

**PACE**

* Public Education Pride Week
	+ Sigfred Aragona aiming for the second or third week in September
		- Each day would have a different focus! Having like a Ted Talk on the last day to talk about different avenues to wrap up his focus.
* Charter Schools
	+ Show people the pros and cons of charter schools and allow students to choose their own sides on this.
* November 7th is the day of the election (PA General Election), ballots need to be in by the 10th of October
	+ GA meeting at the GA meeting on the 4th will allow them to be registered and able to vote; inform on where the polling places are
	+ Making voting an event, getting pizza and then going as a group to vote.
		- Set up a table to get people to register

**Fundraising**

* Scholarship List
	+ Jen came up with a list of scholarships for us to apply for and if there are any that she missed let her know and she can add them
	+ Heather will send out an email of all the scholarships
	+ After GA meeting
* Hearing Impairment Workshop- Oct 12th
	+ Possibly gain more participants if opening it up to any communication or language barrier.
	+ Communicative studies professors to be involved in a panel
	+ Add in Sign Language

**Secretary**

* Member update on OrgSync
* Please contact Heather by 5pm on Sunday night

**Historian**

* Bulletin Boards
* Paige who runs the twitter page for the college of social work and education; she will follow our social media but she would like us to follow hers as well
	+ She wants to know two weeks in advance if you would like her to post something for you.
* Posttomywall.com
	+ Helps to get information; make an account and it is completely free

SPSEA of WCU Executive Board Meeting

Wednesday, September 27, 2017

Recitation 308

Attendance:

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* Kathleen Calvin, President- present
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* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- present
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- present
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- present
* Caitlin Brown, Special Education SIG Chair- present

**Upcoming Dates:**

* GA Meeting: 10-4-17 @ 7:30pm SSL151- Environmental Sustainability and Pinterest Night
* Regional Conference: November 11th 8-3:30pm

**Dr. Bell**

* Conference: registration will be available at GA before we go away for fall break- $22.50 for breakfast, lunch, workshops, sessions
	+ PA state teacher of the year 2017- key note speaker
	+ 2 breakout sessions
	+ box lunch after
		- we have Alumni to sit with and talk to
		- silent auction
		- 15 min panel to discuss what was said during their one-on-ones with tables
	+ Claudia green taught yoga in 5 continents
		- 15-20 minute yoga session after eating
	+ alumni with breakout sessions
	+ closing session former superintendent of Great Valley
	+ Raffle
		- APPLE WATCH

**President**

* Dates for events on OrgSync
	+ Just a reminder to put these up and invite members to your event!
* SIG Reports due first of the month
	+ Just a reminder this is coming up! Take your visual report information into a larger document minus the pictures
* Send Visual Reports to Kelsey
	+ After your event, within 48 hours if possible
	+ Pictures taken
* Co-Chair Selection/Committee
* Check Ins
	+ It keeps the Executive meetings shorter. One on one basis is to benefit us to short out any questions.
* GA Meeting Pinterest Ideas
	+ Can to show 1 or 2 examples
	+ Check your phones for about 5 minutes to see what you can find and if you come up with any ideas
	+ Bring any art supplies you have!—toilet paper, cans, paper towel rolls
* Regional (WCU) Conference
	+ November 11th, 8am-3:30pm

**Vice President**

* Great Check in Meetings!!! Thank you for being very prepared!

**Treasurer**

**PACE**

* Public Education Pride Week
	+ Week of the 23rd of October, ends on the 27th
	+ Each day is going to be a different level of education
		- Friday will be the big student symposium
		- Volunteering as SPSEA would be at a table at Sykes between 11am-3pm and we would have people write down their favorite memories about teaching, education, classes, etc.
	+ Try to get as many donations as possible to send to Coatesville School District
	+ We would be able to promote SPSEA as a whole and our events as well
* Election information
	+ Talk about the election that is coming up at the GA meeting
	+ Handing out registration forms to the members
	+ Have a registration table at Sykes or in the quad to get students to register to vote. No money needed just time from volunteers
	+ Last day to register is October 10th
	+ Time for everyone to go and vote together and then go in town to have frozen yogurt or making it as a social.
	+ Election is November 7th112

**Fundraising**

* Hearing Impairment Workshop Special Event Proposal
	+ Date is pending
	+ Jen’s event has been approved
* Reached out to Couch Tomato about having a fundraiser there
	+ Let Jen know if you want to have a social or event with Jen as a fundraiser

**Secretary**

* Amanda Jeane is willing to come in for any types of meeting.
* GA or any events that can be planned on the side

**Historian**

* Just a reminder if you want anything posted on social media send it to Kelsey atleast the day before!

**EGP/Literacy**

* Reach Out and Read Kiwi Fundraiser
	+ Getting the word out
	+ Have all SIGs come to the Kiwi social; meet at Asplundh
	+ Tuesday, October 17th
* Fall Festival Event Proposal
	+ Second planning meeting will be on November 18th
	+ Amanda’s event has been approved

**MGP/Secondary**

* Melton
	+ Continue to post that they need volunteers
	+ Possibly a fall event after a homework time
		- Use the same activities but change to fall activities
		- Date TBD 5:30/6:30pm
			* Last week of October
* CHAMPS
* West Side Community Center
	+ Similar to melton and CHAMPS
	+ 17 minute walk from campus
	+ middle (MW) and high school students (TTH)
		- year-long commitment
	+ It is based out of a church but during that time from 3-5:30 there is nothing to do with religion
* Mighty Writers
	+ Located in Philadelphia
		- Four different locations
	+ Organization that does after school tutor for writing based
	+ How to love writing, how to get feelings out with writing, how to learn how to write positively
	+ Donations including books

**Special Ed**

**Play**

SPSEA of WCU Executive Board Meeting

Wednesday, November 1, 2017

Recitation 308

Attendance:

* Dr. Bell, Faculty Advisor- present
* Kathleen Calvin, President- present
* Brenna Waters, Vice President- present
* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- absent
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- absent
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- absent
	+ Katie Haefner, Co-chair- present
* Caitlin Brown, Special Education SIG Chair- present
* Special Guest- Alexys Piasecki- present
* Special Guest- Elizabeth Brunnquell- present

President- Welcome and Introduction

Conference (Alexys and Beth)

* What is completed
	+ 70 people registered; last-minute registration
	+ raffles are going well, presenters are aware and on board
* What still needs to be done
	+ GET PEOPLE TO COME!!!
* What do we need
	+ Publicity for other schools; how are the SIG raffles going?
	+ Ideas for donations for SWAG; coupons for places, dollar store
* How do we get results?
	+ Speak in professor’s classes
	+ Email classes
	+ Send out LAST CALL email!!!
	+ Poster hung up—2 cord boards
	+ Get out to MDA classes
	+ Send event to SGA
	+ Post in Class Facebook Pages!

President

 Results

* How can each of us improve to get the results we are looking for?
	+ Possibly bringing back a point system
	+ Array of dates and times for events
	+ Bi-weekly meetings
		- One on Wednesday, one on Thursday
	+ Survey for availability Spring 2018
	+ SIG Member of the Month
		- Post on social media
	+ End of semester raffle
		- Ticket for every event
			* This is kept by Amanda
		- SIG and Organization
	+ Contact VP’s, Principals, superintendents to video and say what you look for in an employee.
	+ SIG collaborations
	+ The more membership development, the more involvement in everything else!!
	+ What are other organizations doing for membership
* Conversation and Independent Brainstorm

November GA Meeting

* Ashley Rowe and Certification Jeapordy!
* Anna Landis explaining the region to our chapter
* PACE donations
	+ State level is asking for a fundraiser.
		- Bring spare change and donate it
		- Minute-to-win-it
* Member of the month- nominations needed
* T-shirts
* Any other ideas?

December GA Meeting

* Holiday Card Making
* What food?
	+ Ice cream cones, pizza, hot chocolate and cookies
* Supplies

Breakfast with Santa

* Contact the WC Area Day Care for date and event

Special Event Proposals

* Alexa : Pursuing a Teaching Position—Secrets to Success
	+ Prepare preservice teachers on how to prepare for a job fair
	+ Tuesday November 28th from 6:15-7:30pm
	+ $25-50 for food
* Play SIG
	+ Incorporating Music in the Classroom
		- Brenna would come and talk about how to do this
		- November 16th at 7pm
			* Approx.. 25 members
* EGP: Mental Health Presentation
	+ We forget to give to ourselves because we are always giving to others
	+ Take care of your mental health as an educator
	+ Monday, November 27th from 5-7pm
	+ ALL SIGS

Secondary/MGP

EGP/Literacy

SPED

Play

Secretary

* Emails
	+ SPSEA Weekly Blast
	+ New and Improved!!!!!!
		- Three bullets: date & time, who to contact, small description
		- Monthly
	+ Send out to board.
* Active Members in October
* Invite people to Conference on Orgsync!!

PACE

President Elect

Historian

Fundraising Chair

Treasurer

SPSEA of WCU Executive Board Meeting

Wednesday, November 29, 2017

Recitation 308

Attendance:

* Dr. Bell, Faculty Advisor- absent
* Kathleen Calvin, President- present
* Brenna Waters, Vice President- present
* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- present
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- present
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- present
* Caitlin Brown, Special Education SIG Chair-present

President

* GA Meeting- supplies
* GA Meeting- hot cocoa and cookie decorating
* Breakfast with Santa
* Bi-weekly meetings
	+ Possible difficult to only get there on Wednesday nights
	+ Ask the members when they would become available
	+ Fill out survey during next GA meeting
	+ List events by category (Professional development, service, PACE, community service)
	+ One meeting be general information; one meeting be a speaker
		- Have an action

President Elect

Secretary

* Video for next semester GA Meeting
	+ Brenna will make video
	+ Heather will create questions
	+ Teachers, administrators, principals
	+ Deadline for clips: Friday, January 12th
	+ Heather will send out questions by Friday, December 15th

Treasurer

* Meeting with SGA about the budget on Friday

Fundraising Chair

* We made $35 from Couch Tomato

PACE

* Creating a better atmosphere and environment for the Melton Center
* Trying to get Caroline Committa to come and speak

Historian

MGP/Secondary

* SIG Party
	+ Monday @ 7:30 with trivia
	+ Winning team wins- CANDY
	+ Cookies & hot chocolate
* LGBTQ+ Ally Training
	+ GA meeting idea
* Local High School Event
	+ Education majors go to a high school to talk about college experiences

EGP/Lit

* Raffle ticket system
	+ Giftcards (target, amazon)
	+ Each SIG has a raffle system where they write their name on raffle ticket as signing in.
	+ At the end, each SIG has a winner, then it is all put into one
* Mental Health Presentation with Dr. Lisa Lucas
	+ Presentation in the spring
* Professional Online Presence Workshop (maybe with Amanda Jean?)
	+ Any information on online professional needs
	+ Websites, business cards, portfolio, etc.
* More socials (Kindness Rocks, Dollar Store Craft Competition, movie night, etc.)

SPED

* Tuesday or Thursday night after the Superbowl Digger O’Brien wrote a book about Accepting a Child with Autism- Pointing Is Rude
* Night to Shine- sponsored by Tim Tebow
	+ Prom for adults with disabilities
	+ Kennet Squares; Willow Dale Church
	+ February 9th

Play

* Larger event with an author or outside guest to hold an event
* Richard Louv wrote a book about play & sustainability and outdoors
	+ Next year
	+ Last Child in the Woods

SPSEA of WCU Executive Board Meeting

Wednesday, January 31st, 2018

Recitation 308

Attendance:

* Dr. Bell, Faculty Advisor- absent
* Kathleen Calvin, President- present
* Brenna Waters, Vice President- present
* Heather Natale, Secretary- present
* Courtney Enydey, Treasurer- present
* Jennifer Kersey, Fundraising Chair- present
* Kelsey Jensen, Historian/APEX- present
* Nick Marcil, PACE chair- present
* Amanda Sesher, EGP/Literacy SIG Chair- present
* Meredith Miller, MGP/BSEd SIG Chair- present
* Katie Flint, Play SIG Chair- absent
	+ Katie Haefner, Co-chair, present
* Caitlin Brown, Special Education SIG Chair-present
* Amy Stoltzfus, Advisor- present

**President**

* Happy Birthday Meredith!!!
* Exec Survey Results
	+ Strengths:
		- Event quality
		- Overall support from each other
		- Good communication
		- Overall initiative and stamina
	+ Improvements to be made:
		- Shorter executive board meetings
		- Stronger communication about events
			* Make sure we send out emails earlier than the day before
		- Make sure we are on on each other’s email lists
		- More active members
			* Speak in classes; add about ticket system in weekly blast;
		- Advertise events better
			* Make a flyer for events or sending them out
		- Take initiative of organizing event ideas!
		- More dedication to attending events\*\*\*
			* Try to attend as many events as you can to the best of your ability
		- Promote events!
		- Hands on activities
	+ Ideas for next semester
		- Donation drive with Melton
		- LGBTQA Ally Training
			* GA Meeting
		- After school event at Melton
		- Monitoring Social Media as an Educator
			* Career Development Center
		- Portfolio workshop
			* Amanda Jeane come in so we can set up our website, add a QR code, just work on them with a mentor
			* Career Development Center
		- Jared Brown speaking about diversity
			* Author visit???
		- Talking about the department of education, making standards, having teachers follow the standards, and how it works in the classroom
* Member Survey Results
	+ 64.7% said bi-monthly meetings
	+ 64.7% want more professional development, 35.3% more community service, 0% more socials
	+ Favorite events: Fall fest, region conference, mentoring program, socials, Ronald McDonald, Music in the Classroom
	+ Suggestions: not always EGP driven, continue GA meetings as events, availability surveys, more combined SIG events, mock interviews, more weekend service.
* Council of Organization Meetings
* Budget: make some and spend some!
* Speaking in classes
* Recording GA Meetings
	+ Helps meet the needs of the members that were not able to make the meetings, and also allows members there can rewatch at another time.
	+ At the meetings tell people to follow social media accounts
	+ Quick overview of GA meetings (5 minutes) record main focus of the GA

Upcoming GA Meetings:

February 7- Digger O’Brien

February 21- Advising session with Amy (206D) and Dr. Bell (105B)

March 7- Mayor visit Dianne Herrin

March 28- De-escalation training??

April 11-

April 25- Game Night and End of Year Celebration

LQBTGA Ally Training on March 28 or April 11

**President Elect**

* Involvement Video
	+ Still ask for videos even if you are not recording them!

**Secretary**

* Remember to keep weekly BLAST entries in format
	+ 1-2 quick sentences about event
	+ Date, location, time
	+ Contact person
* Sunday at 5pm

**Treasurer**

**PACE**

* Larger Voter Registration Drive
	+ Give away food
	+ Primary- end of semester
* First Wednesday of April (April 4th) - Debate for Education

**Fundraising Chair**

* If anyone has any ideas that they would need a grant for, let Jen know!!!

**Historian**

* Send visual reports!
* For the website & bulletin boards have more formal headshots (Same SPSEA t-shirt)

**MGP/Secondary**

* Donation Drive
	+ Meredith reached out to the Melton Center; kick balls, jump ropes, basketballs; school supplies; hosting fundraisers to get money to buy these supplies
	+ End of April, beginning of May- make this semester long so we can continue to gain money for them
	+ After school snack donations
	+ Kiwi fundraiser, and at least two to follow

**EGP/Lit**

* Healthy Living/Zumba/Yoga/Heathy eating
	+ Friends Association

**SPED**

* Autism Institution Windam Mercy- Saturday April 7th
	+ Educators, families, free, food

**Play**

SPSEA of WCU Executive Board Meeting

Wednesday, February 21, 2018

Recitation 308

President

* Keep working hard everyone!
* Conference
	+ Last minute sign ups – 37 sign ups
	+ Transportation TBD
		- We will be taking a bus
	+ Any updates from the call, Brenna?
		- Talked about what conference will entail
			* They want to change the name of Student PSEA to PSEA Aspiring Educators Program
				+ We will vote on this at conference
		- Thursday wear SPSEA t-shirt
* Classroom Sign Ups
	+ We can do more things in the beginning of the year to get students into the routine
	+ If you can, email a professor with information and asking them introduce SPSEA to their classroom and share the handbill
* SIG Reports
* Member of the Month
	+ Include any member you believe should be the member of the month
* Chapter Elections
	+ If you can think of someone who may be a good fit for your position, it is important to reach out to that individual to show that they can be a leader
	+ Heather will send out an email early next week regarding dates and positions

Upcoming GA Meetings:

March 7- Mayor visit

March 28- Diversity Training and Elections

April 11- Monitoring Your Social Media with Amanda Machonis

April 25- Game Night and End of Year Celebration

President Elect

* Leadership Award Nominations
	+ 3 awards-
		- VP/President elect decides which we nominate for and then the executive board assists her in writing letters and nominations.
* Video
	+ Show in the fall at the first meeting
* T-shirt question
	+ Do we have extra t-shirts?
		- There are between 5-10 size Small

Secretary

Treasurer

* Involving the commuter populations
	+ Heard from many people that meeting at night on Wednesdays is difficult, but they are interested
	+ GA meeting would be the first step
	+ Brenna will find the link and how we can show a video of the GA meeting and receive feedback
	+ OCCAs to talk about the commuter population and survey if they are interested in being about to watch a live stream.

Fundraising

* Panera Fundraiser **DATE TBD**
	+ Carpool and make a excel sheet for that
	+ Send to Courtney’s address
* Fundraising Ideas: T-shirts and other Apparel
	+ Sweatshirts, jackets, quarter sip
	+ College of Education and Social Work
		- Kathy Kraus
* Any fundraising help or grants needed?
* Order T-shirts for members attending conference without one now

PACE

* Mayor visit
	+ Give a PSEA shirt
	+ March 7th
	+ Reach out to as many people as possible
	+ Show we are invested in the university and supporting the West Chester Community
	+ Politics in Education and Local issues
* Voter Registration Drive
	+ Last week of March or the week after spring break
	+ Must register by April 16th
	+ Primary is May 15th
	+ Sykes- one day for 4 or 5 hours around lunch time
* School Board Panel Event
	+ Reaching out to the School Boards to talk about what it is like within the school district
	+ See how the community is as a whole
	+ Issues and changes that may be happening behind the scene
	+ Help to reach out to the local school board (reach out to membership)
		- Adam Parent
* March for Our Lives Rally
	+ Possibly something on campus to show our presence
	+ This is on a Saturday, March 24th and we can join in with what is going on in town
	+ OR we can sponsor our own here on campus
	+ How much money do you anticipate spending?
		- To make signs, materials
	+ Last week of March, a march
		- Try to reach out to other organizations

Historian

* Send any visual reports NOW!
	+ The website is due March 30th
	+ PLEASE send these now, before Spring Break starts!
	+ These will be due by March 8th, 2018

Play

* Upcoming Social and Events
	+ March 21st combined with SPED SIG, talking about why games are important in the special education classroom
	+ April 4th, Lauren Williams is coming in
* Waiting for room confirmations for both events
* Sending out a poll to see what events members are looking for

SPED

* De-escalation Training March 26th at 6pm
* On Linden St, next to Burrito Loco
* Email will be sent out

MGP/Secondary

* Donation Drive
	+ Thank you to everyone who came to Couch Tomato
	+ We do not know of a price yet
	+ Want to do Kiwi when it is warm out
* Relay for Life
	+ April 21st in Hollinger
	+ Received some interest from survey
	+ Going to create a team
	+ Going to find out more information regarding the table
		- Talk about it at the next GA meeting
* Interviews: Secrets to Success
	+ Possibly a panel of recently hired teachers that can discuss interview questions
		- 15 minutes of panel
		- 15 minutes of resume
		- 30 minutes of mock interviewing
	+ March 27th
		- Amanda wants us to do small food (soft pretzels)

EGP/Lit

* Member feels as though we are doing too many lecture style events
	+ More hands-on
* March 22nd, Healthy Family Healthy Foods
	+ Looking for volunteers
	+ Not as commitment heavy
	+ Crafts, games, Zumba
	+ Involve middle grades
* Read Across America
	+ WCADC- Friday, March 2nd from 10am-11am
	+ Subbing for breakfast with Santa
	+ Bring your clearances with you!!!!!!!