

Wednesday, December 17, 2003

## DSASO Board Meeting Minutes

December 17, 2003

**Board Members Present:** Barbara Hansen, *Deb Evans, Ron Schaaf, Joyce & Gary Rogers, Debbie Bernard, Katherine Dunphy, R.D. Jones and Gregg Gassman*

Board Meeting Commenced at 6:35

**Minutes:** Ron moved and Barbara seconded approval of the minutes as written. Motion carried.

**Treasurerís Report:** Jackie was absent and November Treasurerís Report was not submitted to Board for approval but is attached to these minutes.

**Pat Oelwein Conference:** Board members discussed thoughts and opinions about the Reading Program and Pat Oelweinís conference. All thought it was a great weekend experience.

**Reading Program:** Where do we go from here?

Program Coordinator: Joyce would like to be considered a candidate for the reading program coordinator. Deb discussed a job description proposal she has put together on behalf of the board (see below) that would include managing most of Maria Thorpeís current responsibilities and Joyce expressed interest in committing to a full time position for DSASO.

R.D. remarked that his wife, Ruth, who is a Speech Language Pathologist is interested in part time work on the reading program. R.D. also thought that a professional background would be advantageous for connections with other professionals in the school system and the community. Board discussed the goals for the reading program that Ron, Deb and Joyce had developed with Pat Oelwein. The goals are included below.

<b>Dsaso</b>	12/09/2003	
<b>Income &amp; Expense</b>		
<b>November 2003</b>		
	<b>Nov 03</b>	
Income		
Interest	30.54	
<b>Total Income</b>	30.54	
Expense		
Office		
Telephone	47.01	
<b>Total Office</b>	47.01	
Reading Program		
Materials & booksRP	134.00	
<b>Total Reading Program</b>	134.00	
Staff & Board Development	30.00	
<b>Total Expense</b>	211.01	
<b>Net Income</b>	<b>-180.47</b>	
<b>Dsaso</b>		
<b>Balance Sheet</b>		
<b>As of November 30, 2003</b>		

## GOALS & OBJECTIVES of DSASO Reading Program

**GOAL:** To provide educational support to people with DS and their service providers.

**Objective 1:** To provide educational materials and specialized methods to parents, teachers, instructional aids and community service providers.

**Objective 2:** To provide tutorial services in academic subjects to people who have DS.

**Objective 3:** To collaborate with educational team to embed academics in classroom, home and community activities throughout the day.

**Objective 4:** To provide training, support and materials in specialized methods developed by Pat Oelwein to parents and instructional assistance.

**Objective 5:** To assist parents in following each student's progress throughout his/her school years using the AI Nahda assessment of functional skills and applied academics developed by Pat Oelwein to ensure that his/her academic skills are used to benefit him/her in building competencies needed to function to the greatest degree of independence possible.

Board discussed at length various thoughts about how a reading program could be implemented. Grants for the program and grant writing for the program are unknown.

After more discussion, Deb Evans moved that the DSASO Board hire Joyce Rogers for a one year, full time position on a contract basis beginning February 1<sup>st</sup>, 2004. DSASO would pay Joyce \$15/hour for a maximum of 40 hours per week with Joyce's time to be divided among the following responsibilities:

20-30 hours/week as reading program tutor and coordinator

5 hours/week as DSASO office Manager (handling mail, phone and database information)

10-20 hours/Quarter producing the Upside Down News

5-10 hours/week ñ Organizing and Fund Raising for the Buddy Walk.

Barbara Hanson seconded the motion and board members present unanimously voted in favor. (Gary & Joyce Rogers abstained)

Board then agreed that we need to have a meeting, separate from the Board Meeting, to plan the budget and details of how to implement the Reading Program.

			Nov 30, 03
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
		DSASO Checking	4,338.30
		DSASO Savings	39,129.36
		<b>Total Checking/Savings</b>	<b>43,467.66</b>
		<b>Total Current Assets</b>	<b>43,467.66</b>
<b>TOTAL ASSETS</b>			<b>43,467.66</b>
<b>LIABILITIES &amp; EQUITY</b>			<b>0.00</b>

**Board Meeting Space:** Deb let Board know that the Smullin Center will begin charging \$50 / room in 2004. She suggested we look into alternatives as we will pay \$100/month if we continue to offer childcare in a 2<sup>nd</sup> room. Gary will look into some options as will Barbara Hanson.

**New Board Members Needed:** Our Annual Membership Meeting is coming up in February and new Board Members will be elected. Board Members should bring names of potential candidates to the January Board Meeting. Those Board members whose term ends in 2004 are: Ron Schaaf, Debbie/Jeffrey Bernard and Gary/Joyce Rogers. A total of 9 positions (including the 3 whose terms end above) are available to fill.

Minutes submitted by Ron Schaaf

Next Board Meeting will be on January 13<sup>th</sup>, 2004 ñ Place to be determined