

## **Minutes of the Meeting – June 21-25, 2003**

National Network for Safe and Drug-Free Schools and Communities  
Westin Grand Hotel, 2350 M Street NW, Washington DC

**Saturday p.m., June 21, 2003:** The Executive Committee met with members of the Bylaws Committee. It was agreed that no by-law amendments would be proposed for the June meeting.

### **Sunday a.m., June 22, 2003 - New Coordinator Training**

Present per sign-in sheets: Twenty-three individuals signed in, as follows: 10 from 8 SEAs, 5 from Governors' Offices, 1 from an LEA, 3 from 2 Comprehensive Assistance Centers, 1 from a state advisory board, and 3 representing a partner (PRIDE Surveys). (See Appendix A.)

Training: Training, which included an overview of the State Coordinator's CD-Rom Handbook, was conducted by Cynthia Timmons and Kathy Robertson of the Region VII Comprehensive Assistance Center, and Jeff Barber, Chair of the Network's Professional Development Committee.

Lunch was "on your own" to further promote informal networking opportunities.

### **Sunday p.m., June 22, 2003 – Network Business Meeting**

Present per sign-in sheets: Twenty-seven individuals signed in, as follows: 13 from 10 SEAs, 3 from Governors' Offices, 3 from LEAs, 3 from 2 Comprehensive Assistance Centers, 1 from a state advisory board, and 3 representing 3 partners. (See Appendix A.)

Business meeting convenes, 1:20 PM: Susie Roberts, Chair of the Network, called the meeting to order. She then led a round of self-introductions.

Overview of Website: Cynthia Timmons and Kathy Robertson (CAC Region VII) gave an overview of updates to the Network's Website: [www.nnsdfsc.ou.edu](http://www.nnsdfsc.ou.edu). They were thanked for their work.

Ice-Breaker: Janelle and Lawrence led the group in gathering at sheets of chart paper posted around the room signifying the year when they first started to attend Network meetings. Each member then shared their memories of what the Network's business was like at that time.

Process for, and approval of, the Minutes: The Minutes of the January 2003 meeting were approved as issued via e-mail before the meeting. Members were asked if the minutes should be posted to the Network's Website prior to the meeting so members can access them there instead of having the secretary disseminate them via e-mail. The consensus was that they should continue to be disseminated via e-mail first.

Executive Committee Planning Meeting: Susie Roberts provided background about the need for an intensive planning session that was held in April 2003 by the Executive Committee. With two new officers coming on board and many needs expressed by the members at the January meeting, Susie felt the EC needed to meet. With so much work to be done, the EC agreed that a face-to-face session was necessary.

Review of Operational Guidelines for Network Travel: The Executive Committee met for a weekend planning meeting in Washington State (home of Denise Fitch, Vice Chair), April 25-27, 2003. The

Executive Committee (EC) drafted Operational Guidelines for EC travel. (Refer to Appendix B.) Network members recommended the following revisions:

- Regarding the third bullet of the draft, reword it to state: “When business cannot be effectively done via conference calls, e-mail, or other venue, travel for the EC will be supported.”
- Regarding the last bullet that states -- “Information concerning EC member travel will be reported out at NN meetings and upon request” – members recommended that the report should be from the actual member who traveled and that this be an official agenda item at the business meeting in order to promote a high level of accountability. They also wanted the word “out” deleted.
- In response to a question about who is included in the EC for purposes of having the travel covered – It is the elected officers at a minimum, and those designated by the EC, for example, the chairs of the Network committee whose presence may required at EC meetings.

A motion was made and seconded to accept the guidelines as amended. The motion carried.

Treasurer’s report/Executive Committee expenses: Treasurer Lawrence Piper presented a “2003 Projected Budget.” The beginning balance-on-hand following the January 2003 meeting was \$10,203.63. Expenses after that included the EC meeting in Washington State in April. Projecting the receipts and expenditures following the June meeting, it is anticipated that our balance on hand will be approximately \$13,207.47. Upcoming expenditures will include a fall meeting of the Executive Committee, tentatively planned for October.

It was noted that the Continental Breakfast provided during meetings costs approximately \$17.75 per person, or \$798 per day.

Lawrence asked for future guidance about the amount of detail that members want to see reported at meetings. Members were satisfied with the current level of detail provided in the two reports – the budget and the summary of expenses (including in-kind contributions) for the Executive Committee meeting.

Network Representation at National Conferences/Events: The questions, “Whom do we wish to partner with?” and “What does it mean to represent the Network at a conference/meeting/event?” were discussed. Ideas suggested by members included:

- Be intentional about issuing a report to the Network
- Timely follow-up
- Ask ourselves – “What did we leverage?” “What did we learn?”
- Opt to conduct a workshop
- Staff an exhibitor’s booth/table
- Educate potential partners about the Network
- Disseminate information about ourselves
- Build relationships and look for points of contact
- Connect to the leadership and discuss items of mutual interest
- Wear a button or something that states, “Ask me about the NNSDFSC.”
- If asked questions, refer people to the Network’s Website (<http://region7.ou.edu/nnsdfsc/>)
- Keep trying to get a room tagged on to the Education Department’s national conference
- Create a brochure to hand out

Examples of conferences that should perhaps be attended or more partnership opportunities to explore include the Society for Prevention Research, the Council of Chief State School Officers (CCSSO), and those beyond government funding, such as the Corporate Voices for Working Families from the field of Human Resources.

Use of partner contributions/Presence at meetings: Susie Roberts reported that Ian Neuhard, immediate past chair, has clarified with the partners at the time of requesting contributions that they are not to attempt to sell/promote products during the meeting.

Partners are non-voting members of the Network. A looming question that needs to be answered is, “Should non-voting members be present at the Network’s business meeting?” Members requested that

the Executive Committee work out this issue during its Fall planning meeting. Susie stressed that the Executive Committee needs input from the membership.

Bylaws Committee Report: Tracie Kalic (SEA-KS) reported that she, Cynthia Timmons, and Jeff Barber met with the Executive Committee the previous day. It was determined that issues need more discussion prior to proposing any changes to the members for approval. Ideally for future revisions, input will be sought from members at the national meetings. The committee will meet to develop revisions and report back to the members for approval.

Status of 501(c)(3): The Network is currently operating under a 501(c)(3) based in Arizona. (Cathleen Olson is a part of this 501(c)(3). She had a prominent role in founding the National Network and served in various Executive Committee positions throughout the late 1990's.) Cathleen has requested that the Network acquire its own independent 501(c)(3) status before the January 2004 meeting. Cynthia Timmons (CAC Region VII) knows people who are familiar with the process for acquiring an address in Washington DC or post office boxes as suites. She offered to be a resource for this.

The meeting adjourned at 4:45 p.m.

Partners from United Learning arranged for an optional riverboat cruise on the Potomac River.

## **Monday, June 23, 2003 – Network Business Meeting**

Present per sign-in sheets: Forty-one individuals signed in, as follows: 14 from 10 SEAs, 7 from 7 Governors' Offices, 6 from 5 LEAs, 4 from 3 Comprehensive Assistance Centers, 1 from a state advisory board, and 9 representing 6 partners. (See Appendix A.)

Continental breakfast was provided compliments of United Learning.

National Prevention Leadership Conference (NPCL) Update: Joel Altschul provided information about the upcoming conference in July in Illinois. Judge Eric Andell of the Office of Safe and Drug-Free Schools will attend the meeting. A list was brainstormed regarding issues that the Network members would like to discuss with Judge Andell during the conference. The top four priorities were identified as follows:

- 1) Data, Data collection systems
- 2) Focus more on state grants and less on national grants
- 3) Relationship between SDFSC and academic achievement – How can we get the word out about it and what is Secretary Paige's position
- 4) Closer working relationship between Dept. of Education and the National Network– understanding of one another and what we can do for each other

Others:

- National Advisory Council
- Best practices to turn around schools (i.e., schools founds to be “persistently dangerous”)
- Market youth development more
- Overall impact of funding at a higher level/blended funds

### **Review of Committees**

The following action was recommended in order to carry out existing committee work:

- 1) End the Recognition Committee since the national program no longer exists,
- 2) Combine the mentorship, membership, and outreach committees into one committee,
- 3) Do not have a Website committee and instead Kathy Robertson will continue receiving input for ongoing revisions, and

- 4) Keep the following committees active – Legislative, Data, Professional Development, Bylaws, Resource Development and Membership.

Chairpersons thus far are: Legislative – Cathleen Olson (LEA, MN), Bylaws – Tracie Kalic (SEA, KS), Resource Development – Ian Neuhard (FL) and Chris Gilmore (CAC XIV)

Committee memberships: Members were asked to sign up per committee on chart paper that was to be typed up and included in the minutes. Results were as follows:

- Membership: Louri O’Leary (TX), Karyn Gukeison (TX), Meredith Rolphe (CA), Nancy Bertuleit (KY)
- Website: Cynthia Timmons, Kathy Robertson (CAC Region VII)
- Legislative: Clarence Jones (VA), Denise Fitch (WA), Bill Richardson (MS), Alice Murphy (AL), Tracie Kalic (KS), Susie Roberts (WA), Ivan Tolbert (VA), David Bozell (IN)
- Data: Denise Fitch, Bill Richardson (MS), Buddy Gleaton/Janie and Mark Pitcock (PRIDE), Susie Roberts (WA), Gloria Noel (DE), Ivan Tolbert (VA), David Bozell (IN), Clarence Jones (VA)
- By-laws: Tracie Kalic (KS), Nancy Bertuleit (KY), Jeff Barber (IN), Pam Faulkner (TX), Cynthia Timmons (CAC Region VII)
- Resource Development: Chris Gilmer (CAC Region XIV), Gloria Noel (DE), Penny Deavers (AL), Alice Murphy (AL)
- Professional Development: Chair Jeff Barber (IN), Gloria Noel (DE), Pam Faulkner (TX), Donna Clark (TX), Cynthia Timmons (CAC Region VII)

### **Resolution – Public Policy Advisor**

The Executive Committee drafted a resolution to propose for the membership’s consideration. It attempted to formalize the partnership with the Comprehensive Health Education Foundation (CHEF) in a way that would allow the Network to rely on the expertise of their staff instead of taking it for granted regarding public policy and advocacy. CHEF has historically volunteered staff to participate on the legislative committee. The Executive Committee thought it was time to make a more formal gesture so their role could be more officially recognized as operating in an advisory capacity, especially considering the Network’s need for more expertise.

Concern was expressed about entering into formal arrangements with Partners of the Network who are technically “vendors” from the private or non-profit sector. The resolution was not adopted. As an alternative, a motion was made, seconded and carried that the Bylaws Committee should draft a revision describing the relationship of “Ex Officio,” non-voting Network members, when the member is used as an advisor to the Network and/or the EC.. The Executive Committee has the discretion to seek advice from these non-voting members when deemed necessary.

**Break –** Compliments of United Learning.

Committees met for the remainder of the morning.

### **Keynote Luncheon**

The luncheon was provided compliments of PRIDE Surveys.

Cathleen Olson introduced Thomas “Buddy” Gleaton, president of PRIDE Surveys, who delivered a brief address about the importance of local data collection efforts. He encouraged everyone to remain in the business for the betterment of kids.

### **Committee Reports**

Progress made by the committees during the morning meetings was reported, per committee, as follows:

Legislative, Julie Peterson (CHEF)

- Meena Vagnier and Kristeen Kochheisen from CADCA were introduced. Meena gave an update about FY04 appropriations. The HHS and USED subcommittee restored \$47 million to SDFSC state

grants and zeroed out the alcohol use and reduction programs. The full committee will meet on Wednesday for mark-up. The Senate may begin mark-up on Wednesday.

- Meena and Kristeen asked for data reports from all the states. They prefer the information electronically. Data needs to be as clear as possible. They recommend placing a sticky note or cover letter with comments on anything a state wishes to highlight. Information should be sent to: Meena Vagnier, CADCA, 901 North Pitt St., Suite 300, Alexandria, VA 22314, or [mvagnier@cadca.org](mailto:mvagnier@cadca.org).
- Julie Peterson reported on the Legislative Committee's project which provides one-pagers from national studies. Two are finalized. The first looks at the student assistance prevention/intervention program in Washington State, and the second provides information on the University of Washington "Kids Count" study which links substance abuse behaviors with poor academic achievement.

#### Bylaws, Tracie Kalic (SEA, KS)

- Developed a task list
- Develop a process for revising the bylaws
- Address ex-officio membership, amendments, officer duties, elections, structure of meetings
- There will hopefully be a draft prepared for the January '04 meeting

#### Membership, Karen Gukeisen (SEA, TX) on behalf of Louri O'Leary

- Looked at mission and structure in order to know who to recruit
- Since the new coordinator orientation is the time for peer-to-peer networking, put these two focus areas together on the meeting agenda
- Combine mentoring with the new coordinator orientation. Post a sign-up sheet for those interested in being mentors (veterans) so they can be matched with new coordinators.
- Construct guidelines for mentors

Those that were interested in being mentors were: Midwest-Jeff Barber (SEA, IN); Southeast – Penny Deavers, (Retired SEA, AL), West – Denise Fitch, (SEA, WA).

Those that signed up to be mentored included: Clarence Jones, Fairfax County Schools, (LEA, VA), and Kris Washington, (GOV OH)

#### Data

- Discussed indicators, national surveys, anonymous parent and teacher surveys, common definitions, and constructs and questions
- Recommended that the Network work with the Society for Prevention Research
- Phil Gapinski volunteered to put together work he's done with the states in his region (i.e., surveys).

#### Professional Development, Jeff Barber (SEA, IN)

- Recommended they connect up with the membership committee
- Start with "square one" by stepping back with an overview of the National Network's history, "this is the Department of Education", etc.
- Strengthen the attention given to the Governor's piece and make it more visible
- Market to new coordinators – where, when, what, to attend or not?
- Mentors be intentional about meeting with new coordinators, i.e., go out to dinner with them, attend orientation with them, etc.

#### Web Site

- Examples of things working well – our role or the US Department of Education's role? (i.e., waiver process)
- Add upcoming conferences
- Desire to work with someone on the Executive Committee to approve what gets posted

#### Resource Development – Penny Deavers

- Chris Gilmore is willing to co-chair this committee
- The goals of the committee would be to:
  - 1) seek private funding through foundations and grants, and

- 2) write some guidelines for existing contributors that can be applied to future contributors. The proposed guidelines will be given to the Executive Committee.

### **Strategic Use of Opportunities**

Susie Roberts lead a discussion about how the Network can maximize the time with key representatives from the Washington DC area during meetings. For example, at the last meeting when John Walters, ONDCP, spoke at our luncheon we did not prepare the top three questions or priorities in advance. Rather, anyone was free to ask whatever he or she wanted to from the floor. Had we been better prepared in advance, we could have ensured that a more narrow list of priorities were identified so no matter who was called upon to ask questions, our issues would have been addressed.

Susie identified a need for the Network to be alert to the political context and not just to what happens in the room when officials are present. For example, when Judge Andell attends the NPLC in Illinois in July, the Network should first decide what specifics it wants him to know and give specific directives.

The Network desires to take advantage of other federal representatives from the Washington DC area to hear their perspectives. Ohio First Lady Hope Taft and Mary Ann Solberg from ONDCP were suggested.

Questions for the US Education Department's Visit: It was recommended that, if answers need more follow-up, it would be helpful to put them in writing and send them to the USED after the meeting so follow-up occurs.

### **Announcement – Next Elections**

The secretary's term expires in January and Janelle Krueger will not seek to be re-elected. She encouraged all interested parties to make themselves known.

**Break** – Compliments of the National Institute for Safe Schools

**Legislative Update**, Sue Thau, Meena Vagnier, Kristen Kochheiser, CADCA

Appropriations: Sue Thau announced that the House has restored the president's proposed \$50 million cut in the FY04 budget for SDFSC. It goes to the Senate next and then to a Conference Committee. The president's proposed \$50 million cut for the Center for Substance Abuse Prevention has also been restored.

States' outcomes are still needed for the Appropriations Subcommittee from the following states: MS, NH, HI, NV, OK, LA, PN, NY, CT. Unless more results are shown at the national level, programmers will always have to fight to restore cuts that the Congress or President will likely continue proposing. More groundswell is needed from across the country. Every year the fight is not about increased funding. Rather, it has become a yearly fight to restore cuts.

The "Hill Book", which is a 3-ring binder listing outcomes per state, has been a critical tool to educate congressional members about the effectiveness of the SDFSC program.

Improving Data: Senators DeWine, Murray, and Dodd commented on the draft guidance about making UMIRS uniform across the states.

Advocacy: Now (summer) is the best time for advocacy. The best method for advocacy has been the sign-on letters from other congressional members. Another effective strategy has been for parents and kids to write letters along the lines of "Without this money, my kid would \_\_\_\_\_..." Sue made the following points to distinguish advocacy from lobbying and to offer tips:

- Lobbying is taking a position on a specific piece of legislation
- It's permissible to educate Congress with information even though there is a bill pending – just don't mention any bill numbers.
- Ask friends, siblings and parents to get involved and to communicate

- Always credit SDFSC funds
- Send your support to your Congressional members even if they are not on the specific committee making decisions, because they can speak with the committee members. The committee for the Senate is known as the HELP Committee – Health, Education, Labor and Pensions. In the House it's the Education and Workforce Committee.
- Send a "cc" to CADCA or let them know you've communicated. They only received one cc from the last "Alert" notice they sent regarding SDFSC.

New electronic fax advocacy tool: New technology allows for people to log into a Website system whereas they enter their name, address and zip code, which then results in a form letter automatically being faxed. Groups who are pro-legalization of drugs use this method to generate lots of letters. CADCA would like to implement this system but it would cost \$10,000.

Personnel changes: Senator Patty Murray (WA) is up for reelection. Lloyd Horowitz is leaving Senator Dodd's (CT) office. Both were very involved in the reauthorization bill.

FY05 appropriations: Federal departments submit their proposed budgets to the Office of Management and Budget (OMB) by September 15. The president's proposal is usually released in February.

Network Recommendations: The Education Department should ask for specific funding to implement UMIRS in the FY05 budget. CADCA should explore the implementation of the automatic fax-generated letters via their Web site.

## **Tuesday a.m., June 24, 2003 – Discussion with Education Department**

Present per sign-in sheets: Thirty-five individuals signed in, as follows: 13 from 10 SEAs, 7 from 7 Governors' Offices, 5 from 5 LEAs, 3 from 2 Comprehensive Assistance Centers, 1 from a state advisory board, and 6 representing 4 partners. (See Appendix A.)

Continental breakfast and mid-morning break refreshments were provided by Channing-Bete.

Representatives from the US Education Department, Office of Safe and Drug Free Schools: The following Project Officers and staff were in attendance - Earl Myers, Heather Karkoff, Christine Fletcher, David Quinlan, Loretta McDaniel, Lisa Clayton, LaRaba Sligh, Debbie Rudy (Policy and Cross-Cutting Initiatives) and Robert Alexander (Director, State and Local Programs).

Input for the next meeting's agenda, Jan. 11-13, 2004: Participants gave the following input for what they would like to see included during the next meeting. The list included:

- More time spent with USED and break-outs with the project officers
- Website development – good models
- Highlights of special projects
- Committee meetings
- Separate break-out sessions for governors' reps and LEA reps
- More networking time for open discussion

**Federal Program Updates**, delivered by Debbie Rudy

Persistently Dangerous: The Federal Register announced on June 16 the timelines for giving parents notice. Transfers must be given in a timely way for victims of violent crimes.

Grants: Funds will again be "forward funded" in July and then again effective Oct. 1, though not available until sometime between Oct. 1 and 15, 2003.

National grant competitions: USED is currently trying to get through the continuation awards for the discretionary grantees.

Non-regulatory guidance: USED has received many comments on the drafts and are trying to find a block of time to work on them after the discretionary grant process settles down. The USCO guidance will be revised given the ruling on the timelines.

Budget: The Senate is marking up tomorrow. The House mark was “pretty good” given it’s the first time the Carolyn White Physical Education program received funds from the House (\$60 million). It’s usually the Senate that is the most supportive of this particular program.

Emergency Response grants: This year the conference committee gave \$30 million for Crisis and Emergency Response, which is the same as the president proposed. They have received a tremendous response to this in that 1,200 people participated in the on-line Webcast. They estimate awarding 150 to 160 grants though the number of total applicants isn’t known yet.

Debbie commented that reviewers are needed, which is a great way to gain insight into the national grant competitions.

### **Questions from the Network and Further Discussion**

Waivers – Q: Can the USED place some model waivers on the Web?

A: They can think about it. Perhaps states can offer theirs as samples. They are currently bound by the USED Website formats so it may not be possible. They are still “stuck” between the balance of flexibility and accountability.

Data-related meeting on May 7, 2003 in Chicago – USED met with OMB last Thursday and discussed performance measures for the State grants. PART (Performance Assessment Rating Tool) will be redeveloped in July. OMB is using an internal group to look across programs to see how programs are assessing impact. OMB doesn’t expect national prevalence data.

Q: Does the internal group include anyone familiar with prevention?

A: It’s mostly internal people who may be looking at performance measures used by the Center for Substance Abuse Prevention and by the Office of Juvenile Justice and Delinquency Prevention. It was suggested that they look at states with discretionary grants compared to non-discretionary.

What does Westat do with the LEA data reported to the states? This question was responded to but not directly answered. Q: It was suggested that states are ready to adapt to what the USED will ask for, and that USED should look at something similar to the Minimum Data Set (MDS) system required by SAMHSA.

A: Debbie is eager to see if the OMB examiners would accept something like that since they would like to collect the smallest pool of data that has the most meaningful use.

There are funds in the president’s FY04 budget proposal for some work in this area.

Q: Regarding current data collection efforts, why are data not analyzed?

A: States are not reporting all the data that is being asked for now, even though all use the same form. There are too many differences between the states.

Q: What are the dates of 2004 national conference?:

A: This probably will be held the last two weeks of October. USED cannot sign a contract with a hotel until they have an appropriation.

Q: Drug-testing guidelines – Are they forthcoming?

A: USED worked with the Office of National Drug Control Policy (ONDCP). A guide is available at ONDCP’s Website. USED is preparing, over the next couple of weeks, a national grant competition to research how drug testing works in conjunction with other efforts. LEAs need to look at case law, state requirements, constitutional protections, etc. Studies are mixed regarding effectiveness.

Q: What is the status of the National Advisory Council?

A: Names are being vetted and have been in the Secretary's office awhile. They could be at the White House now.

Q: What is the status of the Performance-Based Data Management (PBDMI)?

A: The OSDFS staff is working with the group from the USED that are visiting the states in order to overhaul the USED's data collection system and move to a Web-based system. They are giving input on common definitions and common protocols.

Q: What is the status of the on-site monitoring visits?

A: The states selected for this first round of Title IV program reviews are – July: DE, WI, RI; August – TX; September – FL, WA, WY, NC, KY, AR. Guidelines and other items expected will be issued prior to the visits. States will have the agenda, materials, and areas to be looked at. The primary focus will be how decisions get made, what kinds of progress is being made, the waiver process, data collected for the waiver process, if the flexibility provisions and REAP are being taken advantage of, and the processes for ensuring compliance and delivery of technical assistance.

Q: Consolidated State Performance Reports – What and when?

A: USED is working on trying to tie it to GEPA and UMIRS. The December first deadline will definitely be moved. The team that is working on it is targeting the Spring of '04 to have it finished. Because of consolidation, even if the OSDFS were finished with their section, it would remain on hold until all other Title programs would be ready. They have not had any success in trying to tie the funding to activities, i.e., the percent of funds resulting in a reduction of alcohol use.

Q: FY05 Appropriations

A: USED cannot tell yet what will be proposed or cut by the administration. There is currently \$50 million in the House Budget for the mentoring grants. Last year USED had 1,300 applications for \$17 million.

Q: What is the status of the ONDCP visits?

A: ONDCP is visiting sites in 20 cities, usually targeting those with the highest drug usage. Visits include a focus on data collection.

Q: Do you anticipate amendments to NCLB, particularly the 2% cap on LEA Admin.?

A: USED does not expect amendments to No Child Left Behind that will effect SDFSC.

Q: What is the status of certification on the quarterly USCO reports? Will June 30<sup>th</sup> be the last one?

A: The last one will probably be September 30, 2003, since all states are expected to have the process finished near the end of August.

Assistance requested for the October SDFSC conference: The OSDFS needs help in identifying LEAs for the panels on effective programs. Programs include physical education, character education, correctional education, terrorism, violence and substance abuse, bullying, environment, and mentoring.

Susie thanked Debbie for coming to the Network meeting and sharing her information, and also thanked the other USED staff for spending their morning at the meeting.

The meeting adjourned at 11:40 a.m. Lunch was "on your own" with optional activities in the afternoon for members to visit prevention-related associates and resources in the DC area.

Respectfully submitted,  
Janelle Krueger  
Secretary, NNSDFSC

## Appendix A

### SEA and Governors' Office Representatives

State	Office Of Adm.	Name	Initials	Sun., AM, 6/22	Sun. PM 6/22	Mon. 6/23	Tues. 6/24	Wed. 6/25
AL	SEA	Dianne Stuckey	Yes	x	x	x	x	x
CA	SEA	Meredith Rolfe	Yes	x	x	x	x	
CO	SEA	Janelle Krueger	Yes	x	x	x	x	
DE	GOV	Gloria Noel	Yes			x		
IN	GOV	David Bozell	Yes	x	x	x	x	
IN	SEA	Jeff Barber	Yes	x	x	x		x
KS	SEA	Tracie Kalic	Yes		x	x	x	
LA	SEA	Felecia Johnson	Yes			x	x	
MS	GOV	Bill Richardson	Yes	x		x	x	
NC	SEA	Juanita Morrison	Yes	x	x	x	x	
NC	SEA	Wayne Smith	Yes	x	x	x	x	
NC	SEA	John Leak	Yes	x	x	x	x	
OH	GOV	Kris Washington	Yes	x		x	x	
OR	GOV	Lawrence Piper	Yes	x	x	x	x	
PA	SEA	Daniel Iser	Yes		x	x	x	
TX	SEA	Pam Faulkner	Yes	x	x	x	x	
TX	SEA	Karyn Gukeisen	Yes	x	x	x	x	
VA	GOV	Ivan Tolbert	Yes	x	x	x	x	
VA	SEA	Arlene Cundiff	Yes	x	x	x	x	
WA	GOV	Susan Roberts	Yes		x	x	x	
WA	SEA	Denise Fitch	Yes	x	x	x	x	
WY	GOV	Jill Naylor-Yarger	No				x	

### Regional Comprehensive Assistance Centers and Centers for the Application of Prevention Technology (CAPTS)

Region V	Philip Gapinski	Yes	x	x	x			
Region VII	Cynthia Timmons	Yes	x	x	x	x		x
Region VII	Kathy Robertson	Yes	x	x	x	x		
Region XIV	Chris Gilmore	Yes				x	x	

### Local Education Agencies and State Advisors

Alice Murphy	AL - COSA-NCADO	Yes	x	x		x	x	
Gelene Nelson	AL - LEA	Yes		x		x	x	
Donna Taheri	AL - LEA	Yes				x		
Nancy Bertuleit	KY - LEA	Yes	x			x	x	
Cathleen Olson	MN - LEA	Yes				x	x	
Donna Clark	TX - LEA	Yes			x	x	x	
Clarence Jones	VA - LEA	Yes			x	x	x	

### Partners of the Network

Brian McKeon	Nat'l Institute for Safe Schools							
Julie Peterson	CHEF				x	x		
Larry Clark	CHEF							
Joel Altschul	United Learning					x		
Jim McColl	United Learning					x		
Patrick Aaby	Channing Bete Co.				x	x	x	
Thomas Gleaton	PRIDE Surveys		x			x	x	
Janie Pitcock	PRIDE Surveys		x			x	x	
Mark Pitcock	PRIDE Surveys		x			x	x	
Rendel Stalvey	Mendez Foundation					x	x	
Penny Deavers	Private Consultant				x	x	x	

## Appendix B

### NATIONAL NETWORK FOR SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES (NN) EXECUTIVE COMMITTEE ACTIVITIES AND EXPENSES

#### Operational Guidelines

Executive Committee (EC) members will follow the guidelines set forth below in the obligation and expenditure of funds on behalf of the NN:

- The purpose of any travel undertaken by an EC member will be to support the NN mission and goals;
- Travel costs incurred by EC members on behalf of the NN will be necessary for NN input and visibility;
- The elected officers of the EC, as well as other members of the Network as designated by the EC, shall be eligible to have their travel costs reimbursed when conducting necessary Network business on behalf of the Network and/or the EC;
- When business cannot be effectively done via conference calls, e-mail, or other venue, travel for the EC will be supported;
- Lacking any other appropriate alternatives the NN is expected to pay for travel related to conducting necessary NN business;
- All costs associated with EC member travel will be reimbursed to EC members based on the federal travel and per diem rates in effect; or, the actual cost if less than the federal rate; reimbursable expenses will include airfare, lodging, mileage, meals/per diem, ground transportation (taxi, shuttle, rental car), and parking;  
To reduce costs, EC members are encouraged to make use of travel coupons or special promotional offers when available; in such instances, the EC member should identify and report the amount of such savings to the NN Treasurer, who will record the savings as an in-kind contribution to the NN; appropriate alternative options include frequent flyer miles, discounts, vouchers/coupons, sponsorship, and employer/agency contributions;
- EC members must seek the most economical costs of transportation and lodging (i.e., search the web for competitive fares and rates);
- When possible, the individual requesting travel must seek potential sponsorship for travel costs;
- The NN will reimburse EC costs based upon prior approval by all members of the EC for the travel taking place; approval by a majority of the EC members represents approval if no response is received within the designated timeframe;
- The individual requesting travel will complete a travel form request and forward it to the EC for approval. All requests will indicate a response time and be flagged for importance;
- It is expected that EC members will review requested travel to ensure appropriateness of travel purpose and travel costs;
- The use of personally-owned frequent flyer miles will be considered an in-kind contribution to the NN by the EC member for the cost of the given travel and is considered to be tax deductible upon NN receipt; (note: NN EC needs to investigate tax implications of this)
- Information concerning EC member travel will be reported, by the members who traveled, at NN meetings and upon request.

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