



## AzSCA Quarterly Board Meeting Friday, April 17th & Saturday, April 18, 2020

Virtual Meetings via Zoom due to COVID-19 and 'shelter in place' order.

### Friday, April 17, 2020

#### Virtual Meeting

5:00pm - 8:30pm - Board of Directors Meeting - Virtual Meeting

### Saturday, April 18, 2020

**Committee Meetings- Virtual-** please be a part of the committee you are most interested in.

- **Membership:** No virtual meeting today. If you would like to reach out to membership, you can email [membership@azsca.org](mailto:membership@azsca.org)
- **Conference: 1:00pm - 2:00 pm via Zoom:**
  - Join from PC, Mac, Linux, iOS or Android:  
<https://asu.zoom.us/j/95103581635>
  - Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782
  - Meeting ID: 951 0358 1635
  - Or iPhone one-tap (US Toll): +16699006833,,95103581635# or +13462487799,,95103581635#
- **Advocacy and Government Relations:** No virtual meeting today- if interested in being a part of this committee, please contact Anna Cicero at [cicero.anna.1013@gmail.com](mailto:cicero.anna.1013@gmail.com) or call/text 480-600-1170.

- **Professional Development: 8:30am - 9:30am via zoom**
  - <https://zoom.us/j/93427703770?pwd=eDZSS2FybysweWprdFBaVzIxMFBVUT09>
  - Meeting ID: 934 2770 3770
  - Password: 494436
- **Research:** Not meeting today- they will continue their regularly scheduled meetings- If interested in being a part of this committee, please contact Cindy Ruich at [c.ruich7@gmail.com](mailto:c.ruich7@gmail.com)
  - **April 22, 2020 3:30-4:30pm. Via the Zoom link below:**  
**<https://arizona.zoom.us/j/975154756>**
- **Communications:** Contact Michelle Hoop for information about the Communications Committee: [michelle.hoop@prescottschools.com](mailto:michelle.hoop@prescottschools.com)

### **9:30am - 12:30am Virtual Meeting via Zoom**

9:30am - 9:40am - Welcome

9:40am - 10:00 am - Creosote Partners Updates

10:00am- 10:30am - Updates and Informal Board discussion

10:30am - 12:30pm - Formal Board Meeting

To join the 9:30 am Virtual meeting we will be using Zoom. If you have never used Zoom on your device before, please click the link prior to the meeting so it can be set up on your device.

Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/199191944>

**Or Telephone:** Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

**Meeting ID:** 199 191 944

## Board Meeting Agenda

- 8:00am- 9:30am - Virtual Committee Meetings
- 9:30 - 9:40am Welcome
- 9:40 - 10:00am - Creosote Updates
- 10:00am - 10:30 - Updates/Informal Discussions
- 10:30am-12:30pm- Formal Board Meeting

Formal Board Meeting 10:30-12:30	Minutes
1. Call To Order	10:46 a.m.
2. Present	Shiloh Wheeler, Bill Lucas, Sarah Skemp, Julie Cota, Ivette D'Angelo, Janine Menard, Michelle Hoop, Britney Griffith,
3. Absent	None
4. Approval of Agenda	<b>1st motion:</b> Ivette <b>2nd motion:</b> <b>All approved</b>
5. Approval of Minutes from last meeting	<b>1st motion:</b> Katie <b>2nd motion:</b> Bill All approved
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	#1, #9, #13
7. Chair's Report	<b>Chair - Shiloh Wheeler</b> <b>-Conference Cancellations</b> *May- GCU Summit on School Safety *June - ADE School Counselor Institute <b>-Working with Creosote Partners</b> *State Legislature is closed down and now we are headed into a recession- this means we will not see an increase in the School Safety Bill, we will not see a Tuition Reimbursement program for School Counseling programs at NAU <b>-AzCAN Meeting</b>

\*Zoom meeting with AzCAN who reached out to see what Resources our SC's needed. They offer alot of free PD And have lots of connections if they don't offer what our SC's need.

\*Bill created a survey to send out.

**-Website Overhaul**

\*We need our website to be professional and user friendly. Not only for the use of our members, but for those stakeholders and others who we may partner with.

\*Proposal to start this overhaul now and use Board of Directors Discretionary fund to pay for it.

**-Review of Contracted Positions**

\*We are working on this so that we can develop and offer contracts for the upcoming year.

**Assist. Chair:**

AzSCA Budget: June 11th meeting to finalize

- AzSCA Contracts June virtual meeting, June 11
- AzSCA P & P: add to June virtual meeting or can this wait until LDI
- AzSCA LDI: held in person July 8-9,
- AzSCA Monthly calls: will begin in August, after LDI.
- ASCA LDI: is it optimal to attend this year? If so, who are delegates? Two hotel rooms have been reserved. Those who are allowed to go per P&P will make the decision if they want to travel.
- ASCA Conference: is it optimal to attend this year?

**Roster:** update name/contact information (under Committee), Cien to send Erin information on new members. Erin to ensure new members are part of AzSCA shared drive

**Upcoming Events:**

**AzSCA LDI:** July 8-9th, possibly in Lake Havasu but still to be determined.

**ASCA LDI:** June 25-26

**ASCA Conference:** June 27-30 (Seattle)

**Past Chair:** AzSCA was on track to present at major events. Due to COVID-19, cancellations. Please send counselor stories (as

	<p>discussed earlier today, with Creosote), New members are encouraged to reach out to Janine.</p> <p><b><u>Leadership &amp; Communication:</u></b></p> <p><b><u>Community &amp; Stakeholders:</u></b></p> <p><b><u>Conferences/Workshops: **Cancelled**</u></b></p>
<p>8. Board of Directors At-Large</p>	<p><b>Katie:</b> My district hired new counselor. Working on registration.</p> <p><b>Ivette:</b> I am working on implementing virtual counseling for CVHS with what works and what doesn't. Updating the to do list for scholarship and nomination committee.</p> <p><b>Michelle:</b> Newsletter will be published on time - 4/30, if you have an article for Erin please send to her asap using the following link <a href="https://form.jotform.com/92615140855962">https://form.jotform.com/92615140855962</a></p> <p><b>Bill:</b> Shared survey (AzSCA Virtual Counseling Survey)</p> <p><b>Britney:</b> Joining TUSD in fall. Willing to work on East Valley Symposium, Sept 25th</p> <p><b>Julie:</b> Figuring out virtual counseling. NAMI vice-president, working on networking to connect with families. NE Region symposium (was postponed)</p>
<p>9. Executive Director Report</p>	<p><b>Cien -</b> We will have some leadership openings beginning July 2020 for the 2020-2021 season. ASCA has recommended that we separate Committee Chairs from those serving on the BOD. When our board was small, some people were willing to do double duty. But we have the talent and manpower now to capitalize on the growing board. If you would like to/be willing to be even more involved, please let me know. We will be making these transitions at LDI in July. Historically, if we haven't had someone willing to lead the committee outside the BOD, then the committee was inactive. We don't want that to happen again, as we are more fully functioning now, so please be willing to chip in so we can continue with this level of activity!</p>

10. Financial Report	<p><b>Total Current Assets-</b></p> <p><b>Checking: \$326,803.13</b></p> <p><b>Savings: \$326,352.09</b></p> <p><b>TOTAL ASSETS: \$653,155.22</b></p>
11. Membership Update	<p><b>Professional 614</b></p> <p><b>Affiliate 85</b></p> <p><b>Student 33</b></p> <p><b>Retired 6</b></p> <p><b>Lifetime 30</b></p> <p><b>Total 768</b></p>
<p>12. Ends Policies</p> <p>Updates on Goals</p> <p>Committee Reports</p>	<p><b>Advocacy &amp; Government Relations</b></p> <ul style="list-style-type: none"> <li>● <b>2020-21- operational structure- to continue to work in collaboration and support of Outreach and PD committee members on action plans like “tabling”, Agenda Talk, etc. that increase membership, give AzSCA visibility, update members during regional symposiums, workshops and other events, provide not only an update but involve members and non-members in professional development and invite them to engage in those areas that create change for students and the profession.</b></li> <li>● <b>Expand collaboration with stakeholders: ADE, AEA, ACTEaz, ABEC, ASBA, ASA, PTAs, CTE, Psych &amp; Social Workers, (CCK) Universities and community colleges etc. to educate and support school counselors and stakeholders’ common goals.</b></li> <li>● <b>Expanded committee budget to cover what is needed to support these events. Place attention on the action plan and results. Such as ADE/AZSCA Summer 2021 Institute/Admin. Leading Change Conference June 1-4, 2021 , Outreach/PD participations resulting in increased membership, professional dev. Needs, etc. Personal contact with members.</b></li> <li>● <b>Continue AzSCA Day on the Hill: suggested date to be at the end of Feb. 22?</b></li> </ul>

- Engage with PPC- Creosote- Legislative Message-to members at Conference, event, etc. We must do a better job communicating to the complete board the Legislative consultants' "doings", bills status, provide resources for engagement on such things as Invest in Ed, Red for Ed. etc. to increase board & member engage.
- Writing sub-committee: solidify at LDI the document updates, branding, mission/vision updates, to continue to develop and market a "face" for AzSCA
- Legislative Awards: Legislator of the Year, discuss this idea at LDI.
- AzSCA
- Up coming Events:
  - \*\*MCC East Valley Regional Symposium Sept. 25, \* \*
  - \*\*West-Mec- Google mtg. In progress- M. Babyar
  - \*\*GCU- Spring,
  - \*\*ABEC -Safe Schools - on hold

**Public Policy Committee-** State budget will impact school counselors. We need to ensure we have a voice.

**Outreach-** unable to have outreach gathering (West Valley)

**Communications-**

**Professional Development** - Continue to fine tune mentor program and host an event, Increase budget line items for each. Had a great Zoom meeting this morning attended by 10! PD is growing and has lots of enthusiasm to participate. Creating sub committees to get details together. LDI will be the time we script out all details and put programs in motion. Kristy is lead for calendar updates. Resources are in motion submit requests to add resources to Julie.

**Research-** Need to continue to push out our AzSCA Member Needs Assessment survey  
<https://forms.gle/nbnUhnEi18pE9v869> (13 responses). Several committee members presented at the AzSCA Conference.  
 2 counselors chosen to attend ESBC though it was cancelled so they will hopefully attend in March 2021.

Waiting for 2 students who attended and presented a conference in Vienna to publish elsewhere or with AzSCA.

**You are welcome to joining the Next Research Committee meeting: April 22, 2020**

**3:30-4:30pm. Via the Zoom link below:**

<https://arizona.zoom.us/j/975154756>

**Conference Committee Updates**

- Our 2020 conference was a huge success with record-breaking registration of 597! We had 51 different exhibitors/sponsors.
- Feedback from our short post-conference survey was generally very positive. Counselors loved our keynote speakers, particularly Hamish Brewer, They also enjoyed the variety of breakout sessions. Many counselors commented they did not like the food and that they did not like the PD certificate pickup process. We have already developed solutions for both of these issues for 2021. Full results of the survey will be shared during the Conference Committee Meeting.
- We are already working on our 2021 conference. The theme is School Counselors Rock and will be held February 1-2, 2021 at the We-Ko-Pa Resort & Conference Center.

**Professional Recognition**

13. Voting Items

1. We would like to use \$1500 from the Board of Directors Discretionary fund to pay Erin Woodell to overhaul and update our website.
  - a. **1st motion:** Julie
  - b. **2nd motion:** Janine
  - c. **Vote: All in favor**



	<p>2. We would like to use the Board of Directors Discretionary fund to buy new AzSCA shirts for the board. It has been 3 years since we have purchased shirts and have many new members. We want to look unified as an association. Amount not to exceed \$2,000</p> <p>a. <b>1st motion:</b> Britney  b. <b>2nd motion:</b> Bill  c. <b>Vote: All in favor</b></p>
14. Self-Evaluation	Did a good job with all of them- stayed brief and limited conversations.
15. Next Meeting	June 11th (Zoom meeting for Budget and contracted positions) LDI scheduled (hopfully in person) July 8th-9th.
16. Adjournment	<b>1st motion: Sarah</b> <b>2nd: Ivette</b> <b>Adjourn 12:15pm</b>

**\*Any committee wishing to continue to work can do so. They may have lunch on their own.**

## **Governance Process Policies**

Board members are asked to discuss the following issues related to Governance Process Policies

- AzSCA Governing Style
- Ground Rules for Meeting
- Board Member Roles and Responsibilities
- Board Dispute Resolution Process
- Board Members' Code of Conduct

Each topic is described in detail on the following pages.

# **GOVERNANCE PROCESS POLICIES**

The purpose of the Board, on behalf of stakeholders, is to see to it that the Arizona School Counselor Association (1) achieves what it should and (2) avoids unacceptable actions and situations.

## **Governing Style**

The Board shall govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) collective rather than individual decisions, (5) future rather than past or present, and (6) proactively rather than reactivity.

1. The Board shall cultivate a sense of group responsibility. The Board, shall be responsible for excellence in governing. The Board shall be the initiator of policy, not merely a reactor to staff initiatives. The Board shall use the expertise of individual members to enhance the ability of the Board as a body rather than to substitute individual judgments for the Board's values. The Board shall allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
2. The Board shall direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus shall be on the intended long-term effects outside the organization, not on the administrative or programmatic means of attaining those effects.
3. The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline shall apply to matters such as attendees, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual Board development shall include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.
4. The Board shall monitor and discuss the Board's process and performance at each meeting. Self-monitoring shall include comparison of Board activity and discipline to policies in the Governance Policies.

## **Action Requested**

Board members are asked to review the Governing Style policies to ensure that all members understand the principles.

## **Ground Rules for Board Meetings**

Governing Board Members shall abide to the following rules during Board Meetings:

1. Focus on ends policies.
2. Stay open to input and new ideas; be willing to move your position.
3. Agree on what important words mean and ask for clarification.
4. Challenge assumptions and preconceived notions; encourage the expression of dissent at Board meetings.
5. Listen in order to understand.
6. Bring disagreements to the meeting.
7. Base decisions on parameters that include monitoring data, the Ends Policies and other relevant data.
8. Treat other Board members with respect, courtesy, fairness and good faith.
9. Be brief, no war stories, don't repeat.
10. Focus on *what* is right, not *who* is right.
11. Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board.
12. Respect confidentiality of Board decisions until those decisions are formally adopted by the Board, with exceptions agreed upon by the Board.
13. Limit discussions of Board business to the Boardroom.

### **Action Requested**

Board members are asked to review the ground rules for Meetings.

## **Board Member Roles and Responsibilities**

In addition to specific duties of each Board position delineated in the Governance Process Policies, general roles and responsibilities for all Board members were also developed. The following are the current roles and responsibilities of Board Members:

### **BOARD MEMBER ROLES**

- Speak with one vision, one voice
- Ensure we do not lose focus of our mission – to support school counselors
- Give back to AzSCA
- Help future generations of school counselors
- Provide direction to the Association & its leadership
- Bring issues from constituents
- Be knowledgeable about AzSCA's bylaws, policies and board decisions and communicate, clarify and support them to the membership
- Support the continuous improvement of the Association
- Be prepared for meetings
- Advocate for the profession and the Association
- Identify and encourage future leaders

## **Action Requested**

Board members are asked to clarify the roles and responsibilities of Board Members

## **Board Dispute Resolution Process**

The Board is responsible for holding itself accountable for its actions, including actions taken by individuals that may undermine the efforts of the organization, the Board or other individuals. The Board shall use the following process to resolve disputes. A Board member who perceives a problem or concern shall discuss it privately with the individual(s) involved. When a Board member is approached with a problem regarding another Board member, he/she should redirect the conflict to the person involved.

If a private discussion does not yield satisfactory results, an attempt shall be made to secure a mutually agreed-upon Board member(s) to serve as mediators(s)

If the issue is not resolved through mediation, the matter shall be brought before the whole Board and should not be discussed with others.

If an issue is brought to the Board, the disputants shall provide a written explanation that addresses:

- Problem, issue or concern in question
- Behavior by an individual or group of Board members that exhibited the problem or issue
- Consequence of the behavior
- Impact on the organization and to the Board, specifically, does it hurt the organization, does it hinder the effectiveness of the Board or is it a personal issue outside the bounds of the Board.

The Board shall

- Review written explanations
- Offer the disputants an opportunity to state what they are willing to do to resolve the problem
- Make/offer suggestions for possible resolution to problem
- Give disputants further opportunity to resolve the problem.

If a resolution still cannot be reached, the Board shall collectively agree on a course of action to address the problem, issue or concern, using the FRISK model.

Fact: State the facts of the action or event that occurred.

Rule: State the rule or policy that the action or event violated.

Impact: State the impact of the action or event on the Association.

Suggestion: Suggest ways that the person should act to avoid or handle similar issues or situations in the future.

Knowledge: Provide any knowledge, assistance or training the person may need to carry out the suggestions.

After an issue has been resolved, the Board shall collectively agree on measures to prevent the problems from recurring in the future or a course of action to address the problem if it recurs.

The Board shall ensure that due process is afforded to all parties throughout dispute resolution proceedings. The Board shall handle/address disputes in Executive Session.

## **Action Requested**

Board Members are asked to review the Board Dispute Resolution Process.

## **Board Members' Code of Conduct**

Policy Governance recommends policies that the Board may use to exercise the discipline necessary regarding the conduct of individual Board members. The following is the current Board Code of Conduct:

### **BOARD CODE OF CONDUCT**

- Treat each other with respect, courtesy, fairness and good faith
- Focus on the ends
- Stay open to input and new ideas; be willing to change your position
- Challenge assumptions and preconceived notions; encourage the expression of dissent at meetings
- Listen in order to understand
- Bring any disagreements to the meeting
- Be brief, no war stories; don't repeat
- Focus on what is right, not who is right
- Base decisions on parameters that include relevant data and the goals of the organization
- Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board
- Respect confidentiality of Board discussions until resulting decisions are formally adopted by the Board.
- Limit discussions of Board business to the Board Room

## **Action Requested**

Board members are asked to review the Board Code of Conduct.

## **ENDS POLICIES**

### **MISSION STATEMENT**

*The mission of AzSCA Inc, is to foster professionalism by leading, advocating, and*

*collaborating for Arizona school counselors and the students they serve.*

## **VISION STATEMENT**

*The Arizona School Counselor Association Inc, supports school counselors through professional development, resources, and advocacy at the state and national level. We empower school counselors to lead systemic change by delivering to all students a comprehensive competency based program, aligned with state standards for academic, personal/social, and career development.*

### **Article I**

Provide opportunities for professional development and keep professional school counselors abreast of current school counseling best practices, data and research

### **Article II**

Provide relevant partnerships and strategies for school counselor advocacy that clarify and enhance the professional school counselor's' role, skill level and professionalism.

### **Article III**

Collaborate with state and National leaders to establish legislative policy that supports the framework for comprehensive school counseling programs and school counselors' contributing role in student advocacy and academic achievement.

### **Article IV**

Proliferate research in the area of school counseling by fostering partnerships with university professors, national counseling research centers and practicing school counselors to show evidence-based practices in the counseling profession.