



## **AzSCA June 2020 Meetings**

### **Wednesday, June 10 & Friday, June 12, 2020**

Virtual Meetings via Zoom due to COVID-19. AzSCA LDI is usually held in June; however, due to COVID-19, that will be held in July. June meeting to discuss business matters so able to conduct business as usual starting in July.

### **Wednesday, June 10, 2020**

#### **Virtual Meeting**

1:00 -6:00 p.m - Board of Directors Meeting - Virtual Meeting

- \*Contracts
- \*Assistant Chair
- \* Budget
- \* ASCA@home Conference
- \* AzSCA LDI
- \* Committee Chairs

### **Friday, June 12, 2020**

#### **Virtual Meeting**

**1:00-3:00 p.m.**

To join the Virtual meeting we will be using Zoom.

## Board Meeting Agenda

- 1:00-3:00 Formal Board Meeting
  - Contracts
  - Assistant Chair
  - Committee Chairs
  - Budget
  - ASCA@home Conference
  - AzSCA LDI
  - Website Update

Formal Board Meeting 1:00-3:00 p.m.	Minutes
1. Call To Order	1:09 PM 6/12/2020
2. Present (Directors)	Shiloh Wheeler, Bill Lucas, Sarah Skemp, Julie Cota, Ivette D'Angelo, Michelle Hoop, Britney Griffith, Anne Cordasco, Zulema Fragosa
2a. Present (Board at Large)	Cien Luke, Erin Woodall, Celina Goodman, Kristy Meyers, Michelle Powers, Shery Erling, Janine Menard, Joyce DeVoss, Deanna Ainsworth, Heather Anderson, Jamie Clemens, Myrna Jones, Roxanne, Cindy Ruich, Sholanda Smith, Anna Cicero, Suzanne Graun, Cindy Ruich, Tracy Pressley, Kimarie Tryon, Katie Williams, David Harris, Kim Meyer
3. Absent (Directors)	None
4. Approval of Agenda	<b>1st motion: Bill Lucas</b> <b>2nd motion: Britney Griffith</b> <b>Vote: All approved (unanimous)</b>
5. Approval of Minutes from last meeting	<b>1st motion: Julie Cota</b> <b>2nd motion: Bill Lucas</b> <b>Vote: All approved (unanimous)</b>
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	<b>Not included in this meeting</b>

7. Chair's Report	<p><b>Chair - Sarah Skemp</b></p> <ul style="list-style-type: none"> <li>○ Special meeting today (as usually LDI)</li> <li>○ Contracts</li> <li>○ Assistant Chair</li> <li>○ Committee Chairs</li> <li>○ AzSCA LDI</li> </ul> <p><b>Roster:</b> update name/contact information (under Committee),</p> <p><b>Upcoming Events:</b>  ASCA LDI (June 25-26): Sarah, Shiloh are voting delegates. Bill will attend as well.  AzSCA LDI: July 10-11 (Virtual)  At this meeting will give 20-21 quarterly meeting dates - information will be sent within the week.</p> <p><b>Past Chair:</b> ASCA@home Conference  Attending (payment by AzSCA): Sarah, Shiloh (per P&amp;P), Bill, Anna, Julie, Kristy M, Cindy R.</p>
8. Board of Directors At-Large	<b>Not included in this meeting</b>
9. Executive Director Report	<b>Not included in this meeting</b>
10. Financial Report	<p><b>Not included in this meeting</b></p> <p><b>Total Current Assets-</b></p> <p><b>Checking:</b></p> <p><b>Savings:</b></p> <p><b>TOTAL ASSETS:</b></p>

<p>11. Membership Update</p>	<p><b>Professional</b>  <b>Affiliate</b>  <b>Student</b>  <b>Retired</b>  <b>Lifetime</b>  <b>Total            777</b></p>
<p>12. Ends Policies</p> <p>Updates on Goals  Committee Reports</p>	<p>Erin updated on Website status. Timeline for launching new website.</p> <p><b>New Committee Chairs-</b>  Outreach- Katie Williams, Myrna Jones  Professional Development- Kristy Meyers  Communication- Kimarie Tryon  Membership- Sherry Erling</p>
<p>13. Voting Items</p>	<ol style="list-style-type: none"> <li>1. Approval of contract for Executive Director (Cien Luke) <ol style="list-style-type: none"> <li>a. <b>1st motion: Shiloh Wheeler</b></li> <li>b. <b>2nd motion: Ann Cordasco</b></li> <li>c. <b>Vote: All Approved (unanimous)</b></li> </ol> </li>   <li>2. Approval of contract for Legal Consultant (Creosote Partners) (Amend to remove paragraph #4 regarding Ownership of books, records, intellectual property, and other things). <ol style="list-style-type: none"> <li>a. <b>1st motion: Bill Lucas</b></li> <li>b. <b>2nd motion: Britney Griffith</b></li> <li>c. <b>Vote: All Approved (unanimous)</b></li> </ol> </li>   <li>3. Approval of contract for Marketing Director (Erin Woodell) (amend to correct date and add accountability) <ol style="list-style-type: none"> <li>a. <b>1st motion: Britney Griffith</b></li> <li>b. <b>2nd motion: Zulema Fragoso</b></li> <li>c. <b>Vote: All approved (unanimous)</b></li> </ol> </li> </ol>

	<p>4. Approval of contract for Vendor Exhibitor/Sponsor (Erin Woodell) Amend to correct date.</p> <p>a. <b>1st motion: Anne Cordasco</b></p> <p>b. <b>2nd motion: Julie Cota</b></p> <p>c. <b>Vote: All approved (unanimous)</b></p> <p>5. Appointment of Assistant Chair (Bill Lucas)</p> <p>a. <b>1st motion: Britney Griffith</b></p> <p>b. <b>2nd motion: Julie Cota</b></p> <p>c. <b>Vote: All Approved (unanimous)</b></p> <p>6. Approval of Budget for 2020-2021</p> <p>a. <b>1st motion: Bill Lucas</b></p> <p>b. <b>2nd motion: Zulema Fragoso</b></p> <p>c. <b>Vote: All Approved (unanimous)</b></p>
14. Self-Evaluation	<b>Not included in this meeting</b>
15. Next Meeting	LDI- July 10 - 11, 2020 (Virtually)
16. Adjournment	<b>1st motion: Bill Lucas</b> <b>2nd motion: Britney Griffith</b> <b>Adjourn All Approved (unanimous) 3:41pm</b>

## 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.