



AzSCA Quarterly Board Meeting

Friday, January 10, 2020 & Saturday, Jan. 11, 2020

Courtyard by Marriott Scottsdale North
17010 N Scottsdale Road
Scottsdale, AZ 85255

Friday, January 10, 2020

5:00pm - 8:30pm - Board of Directors Meeting - Courtyard by Marriott Scottsdale North

8:30pm - ??? - Social Time - Board of Directors and General Board

***Note** Board of Directors will have a working dinner during this meeting and not a General Board Dinner.

Saturday, January 11, 2020

6:00am - 8:00am - Breakfast - **Marriott Springhill Suites**, Scottsdale, North

Meeting is at the Courtyard by Marriott

8:00am - 9:00am Informal board discussion and updates

9:00am - 9:45am - Appreciation reception for invited stakeholders

9:45am - 10:30am - Focused Committee work

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

Board Meeting Agenda

This is an informal Board discussion to provide updates, clarifications, and questions to better understand of our Strategic Plan.

- 8:00am- 8:15am - Welcome/Introduction
- 8:15am - 9:00am - Creosote Updates
- 9:00am - 9:45am - Appreciation reception
- 9:45am-10:30am Focused Committee Work

Formal Board Meeting 10:30-12:30	Minutes
1. Call To Order	10:40am
2. Present	Shiloh Wheeler, Sarah Skemp, Bill Lucas, Michelle Hoop, Britney Griffith, Julie Cota, Katie Williams, Janine Menard
3. Absent	Ivette D'Angelo
4. Approval of Agenda	1st motion: Katie Williams 2nd motion: Britney Griffith
5. Approval of Minutes from last meeting	1st motion: Bill Lucas 2nd motion: Michelle Hoop
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	Be brief. Stay Open. Limit discussions to BoardRoom. Side conversations.
7. Chair's Report	Chair -School Counselor Institute - June 3rd and 4th. ASCA Model training. Held in Tucson. Registration will open soon- thinking that it will open in February and we will promote at our conference. -Review of Contracted positions.- Want to have feedback by April Board meeting and have new contracts ready by LDI.

-Budgets- Committees need to start thinking about their budgets for the upcoming year. Cien will send out requests after conference so that it can be discussed with committees and set by LDI in June.

-Creosote -we asked Cresote for a contract to provide us with media Releases on an “as needed” basis. They will create and send Media Releases at a rate of \$250 per release. They are working on writing a contract for that now. Funds, if needed, would be taken from the Board of Directors Discretionary fund. Discussion if AzSCA writes release and they send out to their contacts.

-Legislative Session starts on Monday. We are tracking bills one sponsored by Sylvia Allen “Sex Education Bill” 1082. With the way it is written it will negatively impact a school counselor’s ability to help our students.

Loan Forgiveness Program: counselors (and social workers) to be included.

Guests acknowledged at AzSCA meeting today: Superintendent Kathy Hoffman, Dawn Wallace, Richie Taylor, Callie Kozlak, Amanda Nolasco.

Assist. Chair:

Roster: 2019-2020 Roster (ensure updated)

Sign in sheet.

*** National School Counseling Week: Feb 3-7**

ASCA Theme:

School Counselors: Helping Build Better Humans.

How can AzSCA promote/support?

Promote via FB, Twitter (Tag AzSCA)

Have ASCA signs at conference for promotion

Katie or Britney will have signs printed.

Link to daily ideas: [National School Counseling Week](#)

Conferences:

*AzSCA Annual Conference: Feb 3-4

* AzSCA / ADE School Counselor Institute (see Chair's notes) June 3-4

*Rural College Access and Success Summit: April 26-28

Due to cost of conference, AzSCA not sponsoring anyone.

They will be visiting Mingus.

*ASCA Conference: June 27-30 (Seattle)

ASCA LDI: June 25-26

*ACTEAZ-ADE CTE: July 17-22 (Tucson)

Trainings: Character Strong Safe and Kind Schools

Feb 5, Gilbert, 8:30-3:30

Link: www.characterstrong.com/educators

Upcoming Events:

AzSCA LDI: June 11-13

Location: TBD

ASCA LDI: June 25-26

ASCA Conference: June 27-30 (Seattle)

Update:

LHUSD received grant for 3 elementary school counselors (never had any), for our six elementary schools. Two have been hired. LHUSD Counselors wrote up the interview questions. ACT Summit (Dec 3): presented with colleague

Past Chair:

Leadership & Communication: continuing to work with ADE on promoting SC positions that were awarded grant money. AzSCA continues to have a strong voice with regard to safety grant. State has asked AzSCA to help with job opportunities throughout the state. Pipeline: need to promote school counseling positions. Certification has more options for those with specific degrees (other than school counseling). Be active to recruit.

Currently we have 2 applications for the open BofD positions. Application still open.

Community & Stakeholders: had a great meeting with Dawn Wallace regarding the influx of school counselors and how that affects school based services. Kate Brophy-MeGee is working on

	<p>legislation for more school based services and they will reach out to AzSCA for consultation.</p> <p>Conferences/Workshops: Presented The Role of the School Counselor at the ASBA/ASA (administrators) Dec. 17-19, 2019 Conference with Sarah and Amanda.</p>
<p>8. Board of Directors At-Large</p>	<p>Katie: Worked on creating the Thank you gifts for our stakeholders.</p> <p>- Working with counselors in southeastern AZ to build better relationships.</p> <p>-Working with my school district (Pima USD) to fill the school counselor position granted by the School Safety Grant.</p> <p>Ivette: Working with local counselors. Amanda will visit our area Feb.5th to discuss any PD we might need. I have reached out to Humbolt and Prescott. We will be meeting at a local Starbucks that has a conference room. I am also working on Conference Awards. I have created a task list for future conference committee members working on awards that outlines each job and what it entails. I will be more than happy to share this at the next board meeting.</p> <p>Michelle: will update the dates for publication. Anyone can submit an article for the newsletter.</p> <p>Bill:</p> <ul style="list-style-type: none"> ● Outreach Table Participation: ASBA/ASA table ● MPS print shop ordered completed and delivered, Anna will put together “advocacy folders” for each board member along with QR Code handed out today. ● Appreciation Gathering after Conference. <p>Britney: Working with Anna Cicero to organize Counselor Day on the Hill (3/9/20). Attending Stand Up, Speak Up, Save a Life Conference with my students (GCU). Will report back on school counselor role represented at this event. Received additional banners, need to give to board members in different regions</p> <p>Julie:Presenting at AZSCA conference on Google classroom for school counselors-providing resources virtually</p>

	<p>NE Arizona school counselors PD after conference and working with NPC partnership</p> <p>Mentorship program idea actualized at conference? Flyer to promote supporting brand new school counselors? Create school survival kit. Give feedback to Julie. Will send out updates as received.</p> <p>Update PD Calendar-get permission to add dates-Kristy sent out email.</p> <p>Update on Mini grant application process-roll out after conference for board members only. Open to others starting next fall.</p> <p>Update on school counselor resources-send resource ideas to Kristy or Julie</p> <p style="padding-left: 40px;">Kudos to Kristy for reviewing the former resource lists and make it more relevant by domain.</p> <p>Show Low received 2 new elementary positions</p> <p>NAMI (National Alliance Mental Illness/nami.org)</p> <p>update-Provide FREE education to families reduce stigma of mental health issues and opens door to intervention</p>
<p>9. Executive Director Report</p>	<p>Cien</p> <p>-Has continued to attend the Educators Executive Director monthly luncheon and they will meet again Jan. 14th.</p> <p>-Has met with Dianne Smith outside of the meetings- Dianne is the Executive Director for Greater Phoenix Educational Management Council.</p> <p>-Attended the November ABEC Meeting with Anna and Amanda.</p>
<p>10. Financial Report</p>	<p>Total Current Assets-</p> <p>Checking: \$257,335.73</p> <p>Savings: \$326,270.79</p> <p>TOTAL ASSETS: \$583,606.52</p>

<p>11. Membership Update</p>	<p>Professional 670 Affiliate 56 Student 43</p> <p>Retired 6 Lifetime 30 Total 805</p> <p>AzSCA's current (11 January 2020) membership has risen to a new high of 805 active members. This exceeds the previous high of 791 set 26 Apr 2019. Although many memberships will expire in the next few months, there are still well over 100 unpaid conference registrations which will qualify for new or renewed memberships.</p>
<p>12. Ends Policies</p> <p>Updates on Goals Committee Reports</p>	<p>Advocacy & Government Relations</p> <ul style="list-style-type: none"> ● Share Legislative & Policy Agenda (AEA Liaison) Task Force Work (sent also by email) ● Board Prep-for 54th Legislative Session, Opens Monday Jan. 13th, Share “advocacy folders” for all board members, printed materials by MPS Printshop, AzSCA Tabling Advocacy/Outreach print project completed. ● School Counselor Day on the Hill- details, March 9, request participation, ● Advocacy/Outreach AzSCA Table- Impact on increased membership & engagement: West-Mec,ABEC, ASBA/ASA- Annual Conference- recommend yearly participation,local district efforts by all board members, regional visibility at GCU, MCC, NAU, College Knowledge by UofA in Tucson, West side workshops, etc. Visibility and educating school counselors on the 3Rs for is paying off. Thank you for everyone’s contributions! ● June 3-4 ADE School Counselor Institute details, share tentative draft of Proposal for Professional Development budget line item, use fund to send 4-5 member Cadre to assist Hatching Results and share Az School Counselor best practices. (cover lunches for guests, some registration, hotel etc.) ● GCU School Counselor Symposium- planning in progress, March or April. 2020, Discuss in committee,

more details soon, working with Carol Lippert and Michelle De_____.

- Proposed AzSCA “**Writing Sub- Committee**” to help revise or create documents with accurate and pertinent content to market AzSCA, docs that need a facelift and branding: Mission, Vision, AzSCA Pamphlet, Az school counselor benefits, why should SCs join?, etc. This committee will in turn, work with Erin on branding and printing, all outdated verbiage and docs.

Public Policy Committee-

S1082 Sex Education

S1059 TPT (Classroom funds, relates to 301)

Working with Az General Auditor

HB2014 Suspension and Expulsion of Pupils

Outreach-see notes under Bill

Communications- see notes under Michelle

Professional Development - see notes under Julie

Research- Winners of the Research Essay contest were notified of their scholarships to attend the Evidence-Based School Counseling Conference in Florida, in March 2020. Research Committee members are presenting at the February AzSCA conference. We worked on a needs assessment for AzSCA members and would like feedback/input from the board during the board meeting.

Conference Committee Updates

- **It's the mad dash to the conference finish line! I am working on all the little details including:**
 - **Scripts for welcomes and introductions in the ballroom**
 - **A/V setup and order**
 - **Run-of-show**
 - **Volunteer coordination - graduate students and AzSCA Board members**
 - **Program design and printing**
 - **Exhibit staff registration form**

- Fulfilling sponsor benefits (ads, tote bag items, etc.)
- Conference app updating-- populating schedule, users, adding session descriptions
- Creating online evaluation forms for every breakout session
- Ordering statuettes for award recipients
- Presenter confirmations
- Name badges
- Presenter certificates
- PD certificates
- We have record registration– 537 confirmed and paid registrations. Things will be tight in the ballroom but we are working with the We-Ko-Pa on space configurations to alleviate any congestion or safety issues.
- Sponsor and exhibitor registrations have picked up since our last meeting-- we now have sold all sponsorship packages except for one \$1,000 package. That said, we still have ten exhibit hall tables left that we can sell.
- If you can help out at the conference, please plan to join us Sunday, February 2 at 2pm in the conference center. We will be stuffing bags, setting up our registration tables, setting up vendor tables, etc. I will also provide training for other duties to be performed Monday and Tuesday. I will send out a form this week that you can use to let me know you're able to volunteer.

Professional Recognition Ivette has notified all winners (scholarships and nominees of the year) and have sent a JotForm for them to fill out for the luncheon. She is working on the script for the luncheon. Realize there are some concerns with this whole process. She will update everyone at the next board meeting.

Concern about one person being chosen for two different categories. Suggestion for Advocate of the Year: March for Our Lives Students. BoD to have phone meeting to discuss this once Britney talks with Dr. Garcia.

	<p>Judy Bowers Distinguished Award: Anna recommended a name.</p> <p>AzSCA Student Scholarships- three winners for high school, 1 graduate winner. Number of applicants:</p>
13. Voting Items	None at this time
14. Self-Evaluation	Great job staying brief. Limited side conversations. Open to ideas from others.
15. Next Meeting	Feb 4th (Conference); April 18th, 2020
16. Adjournment	<p>1st motion: Julie Cota</p> <p>2nd: Janine Menard</p> <p>Adjourn 12:24pm</p>

***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.