



## AzSCA Quarterly Board Meeting Saturday, January 23, 2021

Virtual Meeting via Zoom due to COVID-19

**Committee Meetings- Virtual- 8:00-8:45 am (unless scheduled earlier day).** Please join your committee via:

**Membership:**

**Conference:**

**Advocacy and Government Relations:** Anna Cicero, Chair, is inviting you to a scheduled Zoom meeting. Join Zoom Meeting

<https://zoom.us/j/92945798877?pwd=anRnSDJ1UDlzdVpEZDdPalRGR1VGUT09>

Meeting ID: 929 4579 8877

Passcode: advocate

**Professional Development:** Kristy Meyers is inviting you to a scheduled Zoom meeting.

Topic: PD Committee Meeting

Time: Jan 23, 2021 08:00 AM Arizona

Join Zoom Meeting

<https://zoom.us/j/99224997136>

Meeting ID: 992 2499 7136

**Research:**

- <https://us04web.zoom.us/j/4264580103?pwd=YmJsOWc1TUlxZXJBb3dIZkl2MW1xdz09>
- Meeting ID: 426 458 0103
- Passcode: 055520

**Communications:**

**Outreach:**

- <https://us02web.zoom.us/j/4939604637?pwd=Rk5BWGkzMXZ2Y1pnSjhnR0tSWWtZZz09>
- 
- Meeting ID: 493 960 4637
- Passcode: 2ScC7t

**8:50 am - 12:30 pm Virtual Meeting via Zoom (see below for link)**

8:50-9:00 am - Welcome

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

9:45 am- 12:30 p m - Formal Board Meeting

**To join the 9:00 am Board Virtual meeting:**

Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/92310585802>

Or Telephone:

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

US: +1 602 753 0140 or +1 971 247 1195 or +1 213 338 8477 or +1 253 215 8782 or +1 346 248 7799 or +1 669 219 2599 or +1 669 900 6833 or +1 720 928 9299 or +1 312 626 6799 or +1 470 250 9358 or +1 470 381 2552 or +1 646 518 9805 or +1 646 876 9923 or +1 651 372 8299 or +1 786 635 1003 or +1 267 831 0333 or +1 301 715 8592

Meeting ID: 923 1058 5802

International numbers available: <https://asu.zoom.us/j/abYGFq99n5>

Or iPhone one-tap (US Toll): +16027530140,,92310585802# or +19712471195,,92310585802#

## Board Meeting Agenda

- 8:50 am- 9:00 am Welcome/Check In
- 9:00 am - 9:40 am - Creosote Update
- 9:45-12:30 p.m- Formal Board Meeting

Agenda/Minutes

Updates from Directors

Update from Executive Director

Financial Report

Update from Director of Marketing and

Communications

Updates from Committees

By-Laws

General Membership Meeting: Thur, Feb 11,  
2021 10:10 am-11:00 am (Conference)

Good of the Order

**Formal Board Meeting**  
**9:45-12:30**

**Minutes**

1. Call To Order	
2. Present (Directors)	Sarah Skemp, Shiloh Wheeler, Anne Cordasco, Bill Lucas, Julie Cota, Zulema Fragoso, Michelle Hoop, Britney Griffith
2a. Present (Board at Large)	Cindy Ruich, Jim Taylor, David Harris, Kristy Meyers, Sarah Wampler, Joyce DeVoss, Anna Cicero, Deanna Ainsworth, Justin Curran, Jaime Clemens, Katie Williams, Amanda Nolasco, Sholanda Smith, Myrna Jones, Frannie Neal
3. Absent	Ivette D'Angelo
4. Approval of Agenda	Approve agenda for January 23, 2021 <b>1st motion: Bill Lucas motion</b> <b>2nd motion: Britney Griffith</b> <b>All approved: Yes</b>
5. Approval of Minutes from last meeting	Approve minutes from November 14, 2020 Board Meeting <b>1st motion: Bill Lucas</b> <b>2nd motion: Zulema Fragoso</b> <b>All approved: Yes</b>
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	5- David, 2 Britney, 6 Julie, 10
7. Chair's Report	<p><b>Chair - Sarah Skemp</b></p> <p>Press Release on 01/14/2021  Flinn Scholar Grant  Code of Ethics  General Membership Meeting (Conference), 02/11/21, 10:10 am  <b>By-Laws</b> (will be voted on @ February meeting)</p> <p><b>Upcoming Events:</b>  -Conference (Feb 4, 11, 18)  -ASCA mid-year LDI (Feb 25-26)</p> <p><b>Leadership &amp; Communication:</b>  How are we promoting the role of school counselor?  Advocate at local level.  Press release sent out Jan 14.  Flinn Scholarship Grant for counselors to attend conferences. 47 grants for counselors trying to get more rural counselors to attend who would not normally attend due to their district not paying.</p> <p>General Board meeting at Conference: Feb. 11 at 10:10 a.m.  Updated to all members about what is happening and update of by laws. General members will vote on bylaws.</p>

	<p>Review of bylaws and changes. Focus on cleaning up language of how to replace chair members if they can't complete their term.</p> <p><b>Assistant Chair- Bill Lucas:</b> Worked on press release. (Made 3 videos...) KJZZ interview with Britney...? Not gotten back to us. See Outreach report.</p> <p><b>Past Chair-Shiloh Wheeler</b></p> <p>-Collecting applications for those interested in running for one of the 3 open Board of Directors spots. Application closes at the end of January. Voting will be done via an election service. Will make voting easier for members as we won't need to enter in our AzSCA ID to vote. Voting will be open during conference weeks.</p> <p>-Will encourage any who do not get voted in as a Director to join our General Board.</p> <p><b>Community &amp; Stakeholders:</b> Be sure to communicate with school boards and advisory boards about what it is that counselors do and what are you doing right now. Needs of students and staff in a pandemic.</p>
<p>8. Board of Directors At-Large</p>	<p><b>Ivette:</b></p> <p><b>Michelle:</b> Worked with Ivette on reading and scoring student submissions for upcoming awards at conference. Upcoming newsletter submission date 1/25/21. Erin sent an email reminder for the newsletter.</p> <p><b>Britney:</b> Attended East Valley School Counselor Symposium in November. Working on advocacy within my district, TUSD, by joining a specific committee to give input on bargaining and job duties. Continuing to work on the Membership Committee in AzSCA.</p> <p><b>Julie:</b> Put together packets for new counselors that are part of the mentor program. Articles for resources/ informations and AzSCA swag. Contact Julie (juliemcota@gmail.com) if interested in being a mentor to a new counselor in your area.</p> <p><b>Anne:</b> Suicide awarness. ASU recently released a video. Very powerful.</p>

	<b>Zulema:</b>
9. Executive Director Report	<p><b>Cien</b> - Everyone of the Governing Board received an email from me on Jan 20th with a detailed list of ABEC's Discussion Series Topics and Dates. Because we are members of ABEC, anyone from AzSCA can attend these meetings. It is very easy to register. Follow the links, and Karen from ABEC is very responsive and emails a link to the virtual meeting. Also working feverishly on conference registrations. It is significantly harder this year to secure POs for registrations. Disconnected communication from working from home has been surfaced. We currently have around 540 registrations, and about 100+ registrations have not been secured with payment.</p>
10. Financial Report	<p><b>Total Current Assets-</b></p> <p><b>TOTAL ASSETS: \$560,090.71</b></p> <p>We have spent about 70% of our budget thus far this year, which means we are right on track. Our season is about 70% over. The new fiscal year begins July 1st.</p>
11. Membership Update	<p><b>School Counselor 550</b>  <b>Affiliate 50</b>  <b>Student 71 (includes 18 free and 38 paid per NAU invoice)</b>  <b>School Counselor-Retired 7</b>  <b>Lifetime 32</b>  <b>Total 710</b>  <b>As of noon 22 Jan 2021.</b></p>

12. Ends Policies

Updates on Goals  
Committee Reports

**Advocacy & Government Relations Committee-mtg. topics**

- 1) **ADE-AzSCA SC Summer Institute (Virtual) -June 7 &8 or 8 & 9 2021**-met with Amanda and Hatching Results, Dr. Trish Hatch and team Dec. 17. Format and details being discussed. Sugg. Attend the Calif. **Virtual SC Leadership Conf.** Feb. 10-11 [HATCHINGRESULTS.COM/NSCLC](http://HATCHINGRESULTS.COM/NSCLC) to experience content and ideas. Amanda (ADE) and Anna(AzSCA). Who else? \$199 for 2 days.
- 2) **SC Day on the Hill/ School Counselor Engagement Doc.-** Corona Virus has changed our physical presence at the Capitol. Committee will discuss action plan.
  - Membership Blast- **Engagement Resources**, add Expect More Az -progress meter from state, etc.
  - Virtual Advocacy Day on the Hill- Explore possibility
  - Legislator Welcome Email- to Senate and House (traditional welcome) in addition an invite to participate in Virtual SC Day on the Hill.
  - Create a link to post AzSCA list of support/oppose bills that impact the profession and students.
  - Alert on Pension: HB2138 ASRS
- 3) **Ways ALL board members encouraged to ENGAGE:** Anna- stakeholder participation with AEA-school counselor 3Rs well represented in the 55th Legislative Session- Educators Legislative Agenda and Platform, Prop 208, Prop301, etc., future Symposium planning Tucson?Zulema, Brittney?) , PPC Bill review/support or oppose, ABEC virtual collaboration, ADE collaboration on PD with Hatching Results Team,
- 4) **Printing materials-** project an order soon to be ready for “in-person” engagement, \Tabling, stakeholder meetings, etc.

**Public Policy Committee- Geoff (Creosote Partners) presentation prior to Board meeting.**

- 301 (S1139; CLASSROOM SITE FUND; DISTRIBUTION)
- Estimated timeline for 208 money to be dispersed: July 2022/2023 school year

- Update: Opportunities and challenges with being remote. Not all committees meet in person. Some you must be in person to listen in. Public Policy Cmt: pushing for 301 monies and take down barriers.
- SB1139 301 money is in there. Still working on.
- Prop 208: Gov plans for tax cuts up to \$600 million that would undercut income from Prop 208 tax.
- Referral to ballot that Public initiatives need to pass at 60%. Keeping eye on bills like this.
- Sen and House will have different versions of what they want in state budget.
- Proposal to fund only at 95% for virtual students. As school enrollment is down to potentially \$400 million less for education. Plan to have supplemental grant to school dists for schools in poverty level based on Free/Reduced lunch numbers. Many feel schools being punished for following metrics. Others think schools getting paid for not teaching.
- Money planned for early reading, building repair, transportation. Smaller \$1 mill proposals.
- Contact your local reps to keep them informed about what is going on at your school and issues facing.
- Amanda Nolasco update from ADE: Free classes from CARES Act money. Sign up and complete them to show need for the classes so others can be offered. SEL classes and planning for counselor institute. Hatching Results. June 7-8 or 8-9?

#### **Outreach**

- Been having a good time with virtual game nights
- Will be sharing a form for School Counselor Spotlight
- Conference: Wednesday, February 3rd- Pump Up to Conference Happy Hour (Pump Up the Jam!) @ 5:30-6:30pm  
<https://us02web.zoom.us/j/4939604637?pwd=Rk5BWGkzMXZ2Y1pnSjhnR0tSWWtZZz09>
- Conference: Thursday, February 11th- School Counselors Rock n' Roll Trivia Night @ 5:30-6:30pm  
<https://us02web.zoom.us/j/4939604637?pwd=Rk5BWGkzMXZ2Y1pnSjhnR0tSWWtZZz09>



- Feb. 18? “Rap” up? “Celebrate Good Times” Meet the COY?

**Communications-** Link to submit newsletter articles:

<https://form.jotform.com/92615140855962>

Articles for February newsletter due Monday, 01/25

**Professional Development**

- **New Initiative/Idea:** Collecting resources and upcoming PD opportunities from Board at Large to create PD Corner in Monthly newsletter
  - *mentalhealthresources.org*
  - *resilientarizona.org*
  - *CASEL*
  - *ASCA*
  - *Parent Support (love & logic, ADDitude)*
  - *Diversity, Equity, and Inclusion*
- **Mentor Program updates:** 14 mentees paired, with free memberships and mailed resources (Building Better Humans poster, pop socket, stickers, AzSCA folder with handouts)
  - Survey of mentors and mentees coming this spring
  - Recruitment pending conference - Julie will be presenting breakout session
- **Other ideas for PD:** webinar from BoD to be recorded and posted on the website? Face of AzSCA and priorities

**Research-**

- AzSCA Needs Assessment presentation  
<https://docs.google.com/presentation/d/1o5nrM0iZqSyF4tPT6-546iTZ8ahTXAT8OikPE-viewM/edit?usp=sharing>
- Evidence-based School Counseling Research Conference (committee members attending)
- Can move forward with Speakers Bureau

**Conference Committee**

- Things are all coming together for our first virtual conference.
- Weekly meetings with ASCA and GTR (event tech provider)
- Registration is well over 500!
- Counselors will be able to register through February 17.

	<ul style="list-style-type: none"> <li>● Still looking for people to sign up as session moderators:  <a href="https://docs.google.com/spreadsheets/d/1Ey4nwo9mfbW1P6jvQdmdBaJs7iz43cBGGMEsnzHK-oM/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Ey4nwo9mfbW1P6jvQdmdBaJs7iz43cBGGMEsnzHK-oM/edit?usp=sharing</a></li> </ul> <p><b>Professional Recognition</b></p> <ul style="list-style-type: none"> <li>● Scholarship recipients have been selected and notified</li> <li>● Award applications are due February 8 and review/selection will begin immediately</li> <li>● Nomination totals: <ul style="list-style-type: none"> <li>○ 21 SCOY</li> <li>○ 9 Rising Star</li> <li>○ 3 Advocate</li> <li>○ 6 Supervisor</li> </ul> </li> <li>● Many of the nomination categories had a huge increase in the number of nominations this year versus previous years!</li> </ul> <p><b>Membership Benefits Committee:</b></p> <ul style="list-style-type: none"> <li>● AZCAN PD is free for all members. Az Gear-Up and ADE are supplementing the cost for AzSCA members!</li> <li>● Working on shirts for members by AZCAN</li> <li>● Possible future discounts on publications and books for members</li> <li>● Plan on working closer with conference committee for possible additional member benefits for 2022 conference.</li> <li>● Membership library for ASCA textbooks or book scholarships?</li> </ul> <p><b>Membership Committee:</b></p>
13. Voting Items	No voting items
14. Self-Evaluation	
15. Next Meeting	<p>General Membership Meeting (February 11, 2021 @ 10:10 am-Conference)</p> <p>April 24, 2021 (virtual)</p>

16. Adjournment	<b>1st motion: Julie</b> <b>2nd: Bill</b> <b>Vote: All yes</b> <b>Adjourn 11:36 am</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.