



AzSCA Quarterly Board Meeting Saturday, November 14, 2020

Virtual Meeting via Zoom due to COVID-19

Committee Meetings- Virtual- 8:00-8:55 am (unless scheduled earlier day). Please join your committee via:

- **Membership:**
- **Conference:**
- **Advocacy and Government Relations: Met Oct. 15 , short agenda.**
- **Professional Development:**
- **Research:**
<https://us04web.zoom.us/j/4264580103?pwd=YmJsOWc1TUlxZXJBb3dlZkl2MW1xdz09>

Meeting ID: 426 458 0103

Passcode: 055520

- **Communications:**
- **Outreach:**

9:00am - 12:30 pm Virtual Meeting via Zoom

9:00am - 9:15 am - Welcome

9:15 am - 10:00 am - Creosote Partners Updates

10:15 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/92310585802>

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

Board Meeting Agenda

- 9:00 am- 9:15 am Welcome/Check In
- 9:15 am - 10:00 am - Creosote Updates
- 10:00-10:15 Celebrations/break
- 10:15 am - 12:30 p.m - Formal Board Meeting

Agenda/Minutes

Updates from Directors

Code of Ethics

Update from Director of Marketing and
Communications

Update from Executive Director

Financial Report

Updates from Committees

Policy & Procedure (vote)
Good of the Order

Formal Board Meeting 10:15-12:30	Minutes
1. Call To Order	9:57am By Sarah Skemp
2. Present (Directors)	Sarah Skemp, Shiloh Wheeler, Anne Cordasco, Bill Lucas, Julie Cota, Zulema Fragoso, Ivette D'Angelo, Michelle Hoop
2a. Present (Board at Large)	Janine Menard, Cindy Ruich, Jim Taylor, Chadwick Fields, Suzanne Graun, Kimarie Tryon, Tracy Pressley, Kim Meyer, David Harris, Kristy Meyers, Sarah Whample, Joyce DeVoss, Anna Cicero
3. Absent	Britney Griffith
4. Approval of Agenda	Approve agenda for November 14, 2020 1st motion: Bill Lucas 2nd motion: Julie Cota All approved: unanimously approved
5. Approval of Minutes from last meeting	Approve minutes from August 2020 Board Meeting 1st motion: Bill Lucas 2nd motion: Julie Cota All approved: unanimously approved
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	Listen in order to understand Stay open to new ideas and be willing to change positions Focus on what is right, not who is right.
7. Chair's Report	Chair - Sarah Skemp *Focus of AzSCA 2020-2021 1) 301 monies 2) Role of the School Counselor *Policy and Procedure: vote today *Code of Ethics 20-21 Those in meeting to "sign" *Board Dispute Resolution Process Assist. Chair: Bill Lucas - This Friday - East Valley Regional School Counselor Symposium at MCC- giving the counselor update.

	<ul style="list-style-type: none"> - Nov. 19th - “Listening In” to the ASCA Board meeting <p>Past Chair-Shiloh Wheeler -3 seats coming open for the Board of Directors. Application form will go live on or before December 1st. Will close early January and then voting will be during our February conference.</p> <p>Leadership & Communication: How are we promoting the role of school counselor? -Janine is speaking at ASBA in December</p> <ul style="list-style-type: none"> - Cresotoe introduced January Contreas to AzSCA via Zoom <p>Community & Stakeholders:</p> <p>Director of Marketing and Communication:</p> <ul style="list-style-type: none"> ● Biweekly meetings with the Chair line ● Newsletter will be moving to a monthly publication in January. Submission deadline is the 25th of every month. Newsletters published the 5th of every month. The purpose of this change is to ensure all communications are distributed in a timely manner without spamming our mailing list. Oftentimes, people submit things for the newsletter that are obsolete/outdated by time the publication date rolls around. Also, this schedule will be easier to remember so you don’t miss deadlines. ● To help successfully plan and promote your activities, please contact me at least one month prior to your event. ● HS and graduate student scholarship applications are live. ● Awards nominations will go live on Monday. <p>Upcoming Events: -East Valley Regional School Counselor Symposium (Nov 20) -Outreach FB gathering (Dec 3) -Conference (Feb 4, 11, 18)</p>
8. Board of Directors At-Large	<p>Ivette: has not received any scholarship applications as of yet, but they could be going to Jamie Clements. The HS Scholarship is hard to find on our new website.</p> <p>Michelle: none</p> <p>Britney: absent</p> <p>Julie: none</p>

	<p>Anne: none</p> <p>Zulema: none</p>
9. Executive Director Report	Cien -
10. Financial Report	<p>Total Current Assets-</p> <p>Checking: \$227,892.52</p> <p>Savings: \$326,446.64</p> <p>TOTAL ASSETS: \$554,339.16</p>
11. Membership Update	<p>School Counselor 616</p> <p>Affiliate 91</p> <p>Student 30</p> <p>School Counselor-Retired 6</p> <p>Lifetime 32</p> <p>Total 775</p>
<p>12. Ends Policies</p> <p>Updates on Goals</p> <p>Committee Reports</p>	<p>Advocacy & Government Relations Committee</p> <ol style="list-style-type: none"> 1. Members met Oct.15 4pm- 5 members 2. AzSCA Day on the Hill- Feb.? pending, Capitol Museum Calendar is closed, outdoor calendar is semi-open (cost) New Legislative Session opens in January 2021. 3. Nov. 20 at 8-12:30- MCC/AzSCA East Valley Regional Symposium details, gift card donation, table resources in QR code, Assistant Chair, Bill Lucas will do AzSCA Update, Registration- post to members and social media. Anna C. and Jaimie Clements planning committee. 4. AEA-Az Education Association- “seat at the table” Task Force: A New Vision for AZ Schools, school counselor Funding (Prop 208) Engagement, phone banking, literature and signs,Bill, Janine, Brittney, Anna C. and everyone who took part at local level. 5. ABEC Az Business and Education Coalition- Virtual Conf.- Nov., 4-6, Excellent Panels and stakeholders, 3Rs. Role, Ratio

, Respect emphasized, School Counselor Pipeline, SC Institute in 2021 through ADE collaboration. Implementation of National Model, ASCA, Workforce preparedness, pandemic safety, social emotional, Prop 208, increase in suicide

6. **“Social”**:-Bill/Katie arranged another Outreach collaboration in Oct. build connectedness & relationship
7. Met on Fridays- PPC progress on elections updates Creosote
8. Suggestion to Advocacy Chair- Create a document to “check for understanding , can we articulate the 3Rs? **Funding sources?** Impact and language on Prop 301, Prop 208, Prop 207 , National ASCA Advocacy, review application for Board of Directors candidates. Is application aligned with goals.

9. August 25- Support for Amicus Brief- PPC and board of Directors, Mission, Vision and Advocacy.

Board approved content Aug. 2020: *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, “social /emotional and career development.*

The mission of AzSCA Inc., is to foster professionalism by leading, advocating, and collaborating for Arizona school counselors and the students they serve.

Arizona School Counselors Association (AzSCA) supports funding for school counselors. Invest in Ed is an opportunity for funds to potentially be directed toward supporting school counselors, reducing the school counselor to student ratio (currently 1 to 905, the worst in the nation).

AzSCA will continue to advocate for more funds to directly support school counselors, who are specifically trained to address all students' academic, career and social/emotional learning. School counselors are more vital than ever, with the reopening of schools. School counselors are needed in order to help address the trauma caused by COVID-19 and the early closures of schools, as well as racism, education equity, mental health and other issues that are impacting our students. AzSCA encourages all school counselors to keep informed and actively advocate for your profession and students.

10. Dec. 3-ASBA-ASA - Administrators, - who is attending? Anna C., Janine,

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

- Az reflects status as a narrow battleground state
- Legislative level divided
 - 14 D 16 R Senate
 - 29 D 31 R House
- Estimated timeline for 208 money to be dispersed July 2022/2023 school year

Outreach-

- December 3rd 5-6:30 PM Jingle Bell Rock Social Hour.
- Will be our third event since August.
- MCC/ EVRSCVS- Nov 20- Electronic resources will be “handed out” to people in attendance
- ASCA Board Listening Session- Nov 19.
- Conference Involvement? We would like to have at least one event. Ideas: Social hour/ Name that tune, “Bingo” for participants by verifying they went to so many session and vendors, “Ask AzSCA” board members be available to answer any questions/ Membership drive “Why join AzSCA”
- Want one Thurs. 5pm for sure.

Communications- Link to submit newsletter articles:

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

- Next newsletter will be published January 5, 2021. The deadline for submissions is December 25, 2020.
- If you need a member communication sent out prior to the January 5 newsletter, please contact Erin at erin@azsca.org.

Professional Development

- Submitting CAP classes & member rate to Newsletter for recurring promotion of valuable professional development benefit
 - *On website?*
 - *At conference?*

○ *Through AzSCA postcards/mailer?*

- Mentor Program: 14 paired and set up with memberships
- Investigating ASCA merch to be ordered directly from ASCA bookstore to ship to mentees
- Calendar updates through Shaylin Aleman - forward any webinars, conferences, etc. to saleman@collegesuccessarizona.org
- Website - need a landing page that describes priorities of PD committee (Mentor Program, Curated Listing/Calendar of Resources and PD Opportunities, and Funding PD) and how to navigate PD section of website

Research-

- On-line journal publication: College and Career Readiness: A Primer for School Counselors Elizabeth Hooper, MA Kathryn Watkins Van Asselt, PhD Capella University
- 38 responses to survey-need to put on website and push out again in next newsletter-email members
- 14 respondents willing to be part of speakers bureau

Conference Committee Updates

- Securing Gerry Brooks as a virtual keynote along with other paid speakers.
- Call for proposals is open through Nov. 25. <https://azscaconference.org/proposals/>
- Awards nominations will open Monday, November 16. <https://www.azsca.org/awards/>
- Student scholarship applications are open. Deadline is January 5. <https://www.azsca.org/awards/scholarships/>

Professional Recognition

- Awards nominations will open Monday, November 16. <https://www.azsca.org/awards/>
- Student scholarship applications are open. Deadline is January 5. <https://www.azsca.org/awards/scholarships/>

Membership Benefits Committee:

Not in attendance

Membership Committee:

<p>13. Voting Items</p>	<p>Updates to Policy and Procedure to be accepted and approved by Directors. 1st motion: Julie Cota 2nd: Anne Cordasco Vote: 6 yes votes, 2 (Bill, Zulema) no votes</p> <p>Anna objects to not having the Advocacy and Government Relations Chair not a part of the PPC.</p> <p>Janine opposes the removal of herself and Anna- two of the most involved voices in advocacy- from the PPC.</p> <p>Janine explained that when PPC started we were just coming off of Red for Ed and things had to happen quickly so it was a small committee to prevent analysis paralysis and get things done quickly.</p> <p>Discussion on difference between PPC and Advocacy& Government Relations Committee.</p> <p>P&P is the process of how we operate and not specific to people but to roles.</p> <p>Janine is eager to mentor future leaders.</p>
<p>14. Self-Evaluation</p>	<p>-We did well with the discussion even though there are differences in opinions. -Good level of professionalism and cordiality and maintaining a perspective of collective understanding. -Appreciate that people can be honest and bring forward their concerns.</p>
<p>15. Next Meeting</p>	<p>January 23, 2021 (Virtual)</p>
<p>16. Adjournment</p>	<p>1st motion: Bill Lucas 2nd: Zulema Fragoso Vote: All yes Adjourn 12:09pm</p>

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

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.