

AzSCA Governing Board Meeting

October 25, 2015

Go To Meeting

Go To Meeting Instructions:

1. Please join my meeting, Saturday, October 25, 2014 at 9:00 AM US Mountain Standard Time.

<https://www3.gotomeeting.com/join/660107078>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (312) 757-3111

Access Code: 660-107-078

Audio PIN: Shown after joining the meeting

Meeting ID: 660-107-078

Saturday, October 25, 2015

9:00-10:30 AzSCA Board Meeting

Board Meeting Agenda

Please Review Prior to Meeting (all documents in Folder labeled “Documents to review prior to meeting”)	August Meeting minutes Western States meeting agenda/minutes San Diego Convening Information AZ Solberg Conversation Notes/Power of Learning Plans Book Review (anyone interested?) College Goal Sponsorship
1. Call To Order	
2. Present	Mindy, Meg, Cadi, Jim, Kat, Jeanette, Michelle, Sarah, Cien, Brooke, Cari, Stephanie, Julie, Candace, Nerissa
3. Absent	Thom, Jamie, Julie, Candice
4. Approval of Agenda	Cadi moves to approve agenda, Meg seconds - 7 yays, 2 abstains
5. Approval of Minutes from last meeting	Jeanette moved to approve the minutes, Cadi seconds - 7 yays, 2 abstains
6. Governance Process Policies Review all policies. Individual members will highlight what “speas” to them in each of the Governance Policies.	Jeanette highlighted focusing on ends policies.
7. President’s Report	President - San Diego Convening Information- Mindy and Meg will be attending; follow up to Boston meeting this past summer; college access professionals; cost of attending is not covered - ASCA is willing to pay \$500 towards costs; state is looking to send Jennifer Johnson, ADE to White House meetings;

AzCCR meetings

Storage Unit Sign in-out

Jennifer Laredo meeting (AEA Lobbyist) - Mindy met with her, she represents all certified members of AEA; Mindy, Jamie and Meg will meet with her in November to discuss long range goals and planning; not just more school counselors, but consider NC's legislative ruling regarding what role school counselors play."Not Your Mother's School Counselor" article, great to share with non-school counselors to fill them in on what we do.

Welcome new board members Maria Roman (Rancho Solano Prep), Jennifer Bland (Flagstaff HS), Kate Jaffie (Flagstaff High), LaShia Scharfenberger (Coconino HS) - reach out to new board members!! Give them tasks to help them familiarize with our board and stay connected.

President-Elect –

President Elect-Elect - Professor out of Boston University Scott Solsberg/AZ Stakeholders meeting at Talking Stick. ADE Stakeholders in Education attended. Purpose to promote Career Guidance in AZ. Dr. Osborn meeting on College Goal FASFA - AZ Comm for PostSecondary Education. College Application Campaign. Sample group of 10 high schools will be allowed to see the actual names of students who have not filled out the FASFA or who have not completed the FASFA. College Goal Sundays will now be called College Goal FASFA.

Past President – Update on Voting- positions available are three exec board members, one president elect-elect; find one person to have run for AZSCA office; all information is on AZSCA website. February 5 is the deadline to apply; how can we increase number of people voting? What about a google form survey for voting? What about incentive-based voting? Kat suggested a "meet and greet" at conference to provide interpersonal contact with voters and candidates. Cien suggested a phone conference with Jeanette, Jim, Kat & Troy to determine best process.

8. Executive Board Member Reports

Cari - CAP update - Oct 20 module cancelled due to lack of participants; Nov module may be cancelled as well, we need 16 to enroll in order to run a module; board members will assist Cari in recruiting new enrollees

Candace -

Thom - absent

Cadi - ACT Conference on Oct. 31; Need volunteers to man the AzSCA table; new board member will help run the table;

Julie - Multiview update from Western States;

<p>9. Financial Report</p>	<p>Checking- \$92,576.48 Savings- \$150,211.60</p> <p>Total Current Assets- \$242,788.08</p> <p>Treasurer Update - Cien's paychecks - Cien will receive automatic paychecks; Northern Symposium a loss of \$205, overall, Cien believes an insignificant cost for a new event; bonding thoughts- Cien will present more information at next meeting; Mindy will ask ASCA about what they do and this information will be shared at January meeting;</p>
<p>10. Membership Update</p>	<p>Regular Members – 403 Affiliate Members – 14 Student Members – 23 Retired Members – 13 Lifetime- 25 Total Active - 481</p>
<p>11. Ends Policies</p> <p>Updates on Goals Committee Reports</p>	<p>Advocacy- Day on the Hill prep- get the day off!</p> <p>Professional Development-</p> <p>Communications- Interested in submitting an article, or have an idea - please share with Meg; “blurbs” are welcome, too - we do not need many longer articles. FB/Twitter is going well, as is National newsletter.</p> <p>Research- Any members interested in Evidence-based School Counseling Conference please email Research for info; Call for posters for Grad students; Call for Manuscripts- please encourage folks to research and ask for help if needed.</p> <p>College Relations- Post Secondary Summit Cari was only HS counselor there with College Reps. Fall Preview Day no tas good as they'd hoped in the North and South. Plan to do it in Phoenix next year.</p> <p>Conference- 21 nominations for awards (5 for Rising Star), 37 people are registered for conference, 22 submissions for presenters. November 21 deadline. 23k in Scholarships. 10 undergrad scholarship applications, zero graduate so far.</p>
<p>13. Voting Issues</p>	<p>A. College Goal Sponsorship (review in documents) Cari - I move that we make a donation of \$500 to Arizona Commission for Post-Secondary Education from Executive Committee Discretionary Fund. Meg - Seconded yay- 6 nay- 0</p> <p>B. Amend P and P to add a procedure for sponsoring/donating to organizations - Tabled until Jan.</p> <p>C. Mindy & Meg's trip to San Diego - allotting money for</p>

	<p>expenditures. Removed from voting, as a line item for lodging exists for AzSCA.</p> <p>Virtual Votes</p> <p>A. Motion by Mindy - I move that Mindy and Meg attend the Second White House Convening on November 17-18 and we fund this trip through a stipend from ASCA and through our lodging budget. Seconded by Thom. Yay - 9, Nay - 0</p> <p>B. Motion by Meg - I move that we table this (College Goal Sponsorship for the 2014-2015 year) and revisit it at LDI in the form of proposing a line item to our budget for 2015-2016. Seconded by Thom. Yay - 9, Nay - 0</p>
14. Self-Evaluation	Provide ample time if you need something from another committee.
15. Next Meeting	January 24, 2014 Location TBD?
16. Adjournment	10:48 meeting adjourned.

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 counselors' 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.

Action Requested

Board members are asked to develop the 2010-2011 work plan by:

Adding items that have been accomplished or initiated

Modifying existing items