

AzSCA Governing Board Meeting

Saturday August 19, 2017

Friday, August 18, 2017

JW Marriott Starr Pass Resort & Spa, Tucson

6:00-7:00 Dinner at Magspie Gourmet Pizza (see itinerary for details)

7:00-9:00 Board of Directors Meeting

9:00-9:30 Finance Committee Meeting

Saturday, August 19, 2017

Pima Community Campus room A109, Tucson

7:30-8:00 Breakfast (Bagels from Bruegger's)

8:00-9:00 Informal board discussion, updates, questions for clarification, teaching moments

9:00-10:00 Focused Committee Work

10:00-12:30 Formal Board Meeting (although we have the room till 1:30)

Board Meeting Agenda

8:00-9:00

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

- 8:00-8:05 Welcome
- 8:05-8:10 “Circle of Life” Anna will connect the dots, this will serve as a review from LDI
 - 8:10-8:20 Discussion/Questions
- 8:20-8:30 Chain of Command
 - 8:30-8:35 Discussion/Questions
- 8:35-8:45 Diagram of current BofD and how many years they have left; Timeline
 - 8:45-8:55 Discussion/Questions
- Any changes or updates to P&P, SP Ends Policies

| Formal Board Meeting 10:00-12:30 | Minutes |
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| 1. Call To Order | Meeting called to order at 10:10 by Janine Menard |
| 2. Present | Janine, Amanda, Meg, Ivette, Marty, Michelle, Cady, Shiloh, Sarah |
| 3. Absent | None |
| 4. Approval of Agenda | Motion made Janine to approve the agenda for today’s meeting Meg seconded the motion. No discussion. All approved. |
| 5. Approval of Minutes from last meeting | Motion made by Janine to approve the minutes from LDI. Ivette seconded the motion. No discussion. All approved. |
| 6. Governance Process Policies Review all policies. Individual members will highlight what “speaks” to them in each of the Governance Policies. | ASCA Governing Style Ground Rules for Meetings Board Member Roles and Responsibilities Board Dispute Resolution Process Board Member’s Code of Conduct Reviewed and discussed the ground rules |
| 7. Chair’s Report | <p>Chair - Executive Director Update, Kay/ESSA Updates, Action Plans, Western States, Directors Institute, Leading Change Conference, items that were discussed Friday night, Transition Manuals, Monthly meeting format, AzSCA Annual Report, updated P&P to be put in notebook, update Board roster, is everyone receiving my emails/what is a reasonable time to respond to an email? is everyone google doc ready? Can someone order business cards?</p> <p>Executive Director Update - Reviewed the process of finding an Executive Director. Going to open it back up to meet with possible candidates.</p> <p>Kay/ESSA updates - met with Kay last week at ADE. Reviewed the chain of command if we want information to be distributed from Kay at ADE.</p> <p>Action Plans - most members have one action plan which is the committee action plan. Board of Directors will have three action plans: committee action plan, Board action plan, and individual action plan. Going to add a column of location.</p> <p>Western States - Dallas Sept 28 - Sept 30. Amanda, Janine, Ivette, Michelle, Nerissa, Marisa, Jesus, Greta Need to register online by August 25th. Michelle will email the link for people to register</p> |

Directors Institute - Janine was asked by ADE to present to see how school counselors and teachers collaborate to work with Sped. students

E mail - make sure you give us the correct email you want us to use to connect with you. Clarify in the email subject line what the action is that needs to be taken. 24-48 hours Subject line will be specific - voting, discussion, FYI, response needed. Key words will dictate action needed.

Board Retreat - working on a Board Retreat with the Board of Directors and Committee Chairs. It would be linked to the weekend of our January meeting in the East Valley.

Transition Manual - working on manual to help with succession of next leader

Meeting formats - agenda, dinner, Board of Directors meeting, breakfast, meeting

Annual report - go back to creating an annual report based upon our actions plans and what we have completed during the year. Each committee with help with the collection of the information to go into the annual report.

Policies and Procedures - print out the updated copy and add to your notebook

Board Roster - please take a look and update if information is incorrect

Business Cards/Stationary - Erin will take care of this. Email Erin if you want to order some. Erin will look at order stationary with our logo

Assist. Chair – Update Google Folder-Amanda will organize our google folder, CTE Conference-Good attendance over 100 counselors, implications of A-F Accountability factors, Amanda did a session on our role, Kay can blast out earlier the session that will be at the CTE Conference, ask your district for funds to attend CTE, Personal Action Plan

Past Chair - Google Groups Email Server List; Email protocol; State School Counselor Coordinator Summit; AZ Indian Ed Stakeholder's Summit; ACT Council; Personal Action Plan

Google Groups Email Server list - look to see who the emails are going to so you can know who is seeing it and making sure

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| | <p>you are aware of what you are sending. Trying to be cognizant of how many emails we are sending.</p> <p>State School Counselor Coordinator Summit - Tracy Presely is nominated to attend in Washington DC. Leadership roles and what they look like in each state.</p> <p>AZ Indian Ed Stakeholder's Summit - We-Ko-Pa in mid September. Would like to send someone and have them bring back the information. Email Meg if you are interested and add your name to the list</p> <p>ACT Council - ELL students are now allowed to have accommodations.</p> <p>Action Plan - reviewed action plan</p> |
| <p>8. Board of Directors At-Large</p> | <p>Cadi- AZCLN Presenting at Conference</p> <p>Present at the AZCLN on career exploration in the middle school. Goal is networking.</p> <p>Ivette - Emerging Leaders Program</p> <p>ASCA conference had a breakout session on emerging leaders. Getting new counselors and students into mentorship program. Currently in the research phase.</p> <p>Marty - Smore Newsletter</p> <p>Reviewed the new smore newsletter format. Discussed ways to enhance member only services.</p> <p>Needs information from committee members</p> <p>Marty will provide for us future deadlines</p> <p>Sarah - ASCA Conference, LA ASCA Conference</p> <p>ASCA upcoming is in Los Angeles. Encouraging people to attend. July 14 - 17 "Reach for the Stars"</p> <p>Shiloh- Personal Action Plan</p> <p>Discussed her action plan to reach out to counselors who are working in seclusion and rural areas</p> <p>Michelle- Board of Directors Action Plan</p> |

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| | <p>Work with Erin to make sure calendar of events is on the website</p> <p>Set out meeting reminders at least a week ahead</p> <p>Attending Western States Leadership Institute</p> <p>Working on a presentation for conference</p> | | | | | | | | | | | | |
| <p>9. Financial Report</p> | <p>Total Current Assets- Checking: \$ 241,455.30 Savings: \$150,614.97 TOTAL DEPOSITS: \$392,070.27</p> <p>Ready to close everything out for 2017. A few last receipts need to come in from ASCA national conference.</p> <p>Taxes are due in November but she will have them ready in mid-September.</p> <p>Add the new expense reports to the Google Drive.</p> <p>Amanda will email Cien for the form she wants and put it on the Drive and delete old forms.</p> | | | | | | | | | | | | |
| <p>10. Membership Update</p> | <table border="0"> <tr> <td>Professional</td> <td>405</td> </tr> <tr> <td>Affiliate</td> <td>58</td> </tr> <tr> <td>Student</td> <td>28</td> </tr> <tr> <td>Retired</td> <td>7</td> </tr> <tr> <td>Lifetime</td> <td>30</td> </tr> <tr> <td>Total</td> <td>528</td> </tr> </table> | Professional | 405 | Affiliate | 58 | Student | 28 | Retired | 7 | Lifetime | 30 | Total | 528 |
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| <p>11. Ends Policies</p> <p>Updates on Goals</p> <p>Committee Reports</p> | <p>Advocacy & Government Relations - We are working on creating a short advocacy video to show the legislature on Day on the Hill. Completing the 1 min, 5 min, & 15-min talking points for having conversations with stakeholders. We are working with Marty to promote attendance at events to promote the importance of school counselors in education.</p> <p>Professional Development - Upcoming events: Student Strength Training October 19 & 20, look at offering scholarships for the training, met with Kay regarding “Summer Academies, Southern Symposium Feb 2nd, Western Symposium March 30th, Civil Dialogue October 27th in Phoenix, A-F Accountability November 16th in Tucson.</p> <p>Working on surveys</p> <p>Follow up workshops with an evaluation and survey questions about future professional development</p> | | | | | | | | | | | | |

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| | <p>Communications- If you have an event you want posted, let Erin know. Erin is going to run Facebook and Twitter. Sherri will take care of Pinterest and Instagram. Marty will handle the online newsletter via smore.</p> <p>Research- Two submissions for the online journal. Waiting for the videos from the Reach Higher Convening.</p> <p>College Relations- Transportation stipend still available to get students to events. The application will be on the website. Ten grants for counselors to attend our conference.</p> <p>Conference- Sarah is doing professional recognition. Ivette is doing Call for Programs. Marisa is doing scholarships. Continue to network to get people to submit proposals. Registration will open this week. Erin will send out materials that we can use to promote. Identify in email if you want something posted to social media and/or website.</p> <p>Vendors - Two top sponsors have renewed. Have conference bag sponsor. Promises form 3-4 for the \$1,000 sponsor.</p> <p>Professional Recognition - Applications are being finalized and will be out soon.</p> <p>AzSCA Student Scholarships- Applications are being finalized and will be out soon</p> |
| 13. Voting Items | No voting items |
| 14. Self-Evaluation | <p>Work on limiting side conversations</p> <p>Did a great job of keeping to the agenda</p> <p>Great attendance</p> <p>Invite colleagues to attend the next meeting</p> |
| 15. Next Meeting | Saturday Nov. 18th in Prescott |
| 16. Adjournment | <p>Motion made by Michelle to adjourn at 12:11 pm</p> <p>Seconded by Meg.</p> <p>No discussion.</p> <p>All approved.</p> |

***Any committee wishing to continue to work can do so until 1:30. They may have lunch on their own or others can socialize at lunch 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.

Action Requested

Board members are asked to develop the 2017-2018 work plan by:

Adding items that have been accomplished or initiated

Modifying existing items