

AzSCA Governing Board Meeting

Saturday November 18, 2017

Friday, November 17, 2017

SpringHill Suites Marriott, 200 E Sheldon St. Prescott, AZ 86301

4:00-6:00 Board of Directors Meeting (Jim Lee Boardroom)

6:00-6:30 Finance Meeting

6:30 Dinner at Murphy's Restaurant, 201 N Cortez St, Prescott, AZ 86301

Saturday, November 18, 2017

SpringHill Suites Marriott

7:30-8:00 Breakfast at the Marriott (Jim Lee Room by the lobby)

8:00-9:30 Informal board discussion, updates, questions for clarification (Granite Vista)

9:30-10:30 Focused Committee Work

10:30-12:30 Formal Board Meeting (although we have the room till 5:00)

Board Meeting Agenda

8:00-9:30

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

- 8:00- Welcome and Introduce new Executive Director
- 8:20-9:30 Mixed Group Carrousel Activity
- Any changes or updates to P&P (show highlighted changes), SP, Ends Policies
- 9:30-10:30 Focused Committee Work

Formal Board Meeting 10:30-12:30	Minutes
1. Call To Order	Janine called the meeting to order at 10:53 am
2. Present	Janine, Amanda, Cadi, Marty, Ivette, Sarah, Shiloh
3. Absent	Meg, Michelle
4. Approval of Agenda	Motion - Sarah 2nd - Ivette

	All approved
5. Approval of Minutes from last meeting	<p>Motion - Shiloh 2nd - Janine</p> <p>All approved</p>
6. Governance Process Policies Review all policies. Individual members will highlight what “speaks” to them in each of the Governance Policies.	
7. Chair’s Report	<p>Chair <u>Shout Outs:</u></p> <p><u>Thank you the Board of Directors for their work on hiring the Executive Director.</u></p> <p><u>Thank you to those who attend the Western States conference.</u></p> <p><u>Executive Director Update:</u> email or jot down 3 things you think Corey needs to know about you and/or our association</p> <p><u>Strengthen our Board, Membership, and expand Advocacy</u></p> <p><u>Community & Stakeholders:</u></p> <ul style="list-style-type: none"> ● Dept. of Ed. <ul style="list-style-type: none"> ○ ESSA, Carol Lippert ○ Kay Updates <ul style="list-style-type: none"> ■ In the law under student services. Carol suggested counselors sit at the table with admin to see what our role would should be on our campuses. Video that Marty is making should be shown to administrators at the Leading Change conference in the summer ■ Met with Billie from Diane Douglas’s office to visit schools during National School Counselors Week. Please send to Janine a list of schools she can visit. They have also requested stories of how counselors have impacted the lives of students. Goal is to give her as much information as possible. Shared all of the events we have been attending and what we have coming up. ■ Issue of our title in some districts has come up. Kay has been working on advocating that districts hire certified school counselors ● P.T.A President Beth Simek

- Put our information in their weekly newsletter. Submitted a call for programs for their conference. Also invited them to come to our conference.
- Expect More Arizona, Geoff Esposito & Donna Davis
 - Supportive of school counselors
 - We are part of their progress meter
- Governor's Education Advisor, Dawn Wallace
 - Achieve60az
 - Stronger ECAP
 - Suggested we become a member of Achieve60AZ
- Arizona School Boards Association, Chris Kotterman & Darby Jenkins
 - School Boards want more counselors and more nurses
 - Possibly present next year
- ABEC Meetings
 - We are members again
 - Attending quarterly meetings
 - Goal is to attend and speak at every meeting
 - Want an AzSCA member to sit on their general board
- Arizona Latino Administrators & Superintendents Mixer
 - Connected with admin
- ADM Group, Megan Griego
 - Meeting space
- Arizona Coalition for Quality Education
 - Meeting will be scheduled
- Legislative Consultant for Arizona School Administrators, Rebecca Beebe
 - Meeting will be scheduled
- ABEC Vice President, Patrick Contrades
 - Meeting will be scheduled
- Arizona House of Representatives, Mitzi Epstein
 - Meeting will be scheduled

Conferences

- Directors Institute (presented)
 - School Counselor/ESS partnership
- Western States (Presented and Attended)
 - Communication Outreach
- ABEC (Attended)
 - Cadi and Janine attended
- Student Strengths Based (Attended)
 - Gallup event via PD

Action Plan:

Board of Directors Updates: We were on task and productive

Leadership & Communication:

- Jan. 19, 20, 21, East Valley Meeting and Possibly Retreat
- State Capitol- SC Day on the Hill, Feb. 5 10-1:30pm
- April 27 & 28, West Valley Board Meeting
- Reach out to your committee members whom you haven't seen since LDI
- Google Doc access/Google Doc for voting items
- AzSCA Business Cards, Stationery & Folders
- Conference, Jill Zitt's email regarding student scholarships, Double Dutch App
- Update Minutes & Agenda on our Website
- Revisit email responses when another board member emails you

Assist. Chair:

Community & Stakeholders: ACTEAZ updates

Conferences: Western States, ACOVA, NCAN, Synergy

Action Plan:

Leadership & Communication: A-F Update, Web Page Updates, Posters @ Meetings

Past Chair:

We will have 4 open positions on the Board of Directors for the 2018- 2019 year. Invitations to apply will go out after Thanksgiving, it will all be done electronically, including voting. This is as we did last year. Once information is up on the website I will send an email to the board with the information about the open positions, please encourage your colleagues to apply!

8. Board of Directors At-Large

Cadi: AZCLN Presenting at Conference, ABEC Meeting

Presented about middle school counseling. ABEC meeting was eye opening.

Ivette: Emerging Leaders Program, Yavapai County Meeting

Emerging Leaders Program is for graduate students and new counselors as a mentoring program

	<p>Get counselors together to collaborate in the region December 13.</p> <p>Marty: AzSCA Newsletter & Powtoon</p> <p>Sarah: College Relations, Counselors Convening.</p> <p>Stipends for busses. 12 schools applied and were awarded money for transportation</p> <p>Regional counselor meeting at ASU Lake Havasu</p> <p>Shiloh: Outreach Stuff,</p> <p>12 school districts that meet regionally. Feedback from counselors about what they want from the association</p> <p>Michelle: Talking Points, Western States,</p>												
<p>9. Financial Report</p>	<p>Total Current Assets- \$40013791</p> <p>Checking: \$ 14948842</p> <p>Savings: \$25064949</p> <p>TOTAL DEPOSITS: \$</p>												
<p>10. Membership Update</p>	<p>17 Nov 2017 4:29 PM MST</p> <table data-bbox="698 1239 974 1470"> <tr> <td>Professional</td> <td>411</td> </tr> <tr> <td>Affiliate</td> <td>53</td> </tr> <tr> <td>Student</td> <td>30</td> </tr> <tr> <td>Retired</td> <td>9</td> </tr> <tr> <td>Lifetime</td> <td>30</td> </tr> <tr> <td>Total</td> <td>533</td> </tr> </table>	Professional	411	Affiliate	53	Student	30	Retired	9	Lifetime	30	Total	533
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<p>11. Ends Policies</p> <p>Updates on Goals Committee Reports</p>	<p>Advocacy & Government Relations - <i>Advocacy begins with you: Committee members' actions reported since last meeting- visit SC graduate class in Flagstaff, met with administrators, Civil conversation workshop, East Valley mixer?,</i> <i>Update on Action Plan-</i></p> <ul style="list-style-type: none"> ● Advocacy Tables- ALL Board Members attending various events may set up a table if appropriate- call Anna for tablecover and some materials. Who has 2nd AzSCA table cover? ● Plan & Prepare to attend-School Counselor Day on the Hill -Feb. 5, 2018 confirmed at the Capitol 												

Museum Historic Supreme Court, Room 200, Lunch 11-1:30. Set up at 9:00AM. See sample invite. Board Members please arrive at 10:00 AM.

- *Legislative Update- **Advocacy Training-AEA Dec.7** to prepare for the opening of the legislative session in Jan. (good timing)*
- *Stephanie Parra-AEA **Lobbyist-** booked for Conference*
- ***SC Salary exclusions** in the Gov. 1% teacher raise and **A-F Pay for Performance.** Do the work but, not compensated due to funds being used by administrators for “classroom personnel” only. **Prop 301** expires in 2020-goes back to the voters. **Prop 305** (expanded vouchers- be informed and vote next Nov.)*
- ***Gubernatorial Town Halls-** Nov. 29, 5PM to 8:30pm a chance for some “face time” with primary candidates*
- ***ASCA Position Statements-** our stand on issues*
- ***ADE-** must have our back with administrators-where*
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-

Communications-

- Send newsletter information to Marty
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- *are we on this?*
- ***SC Summer Academy-** with PD*

Professional Development -

Research- Report from the Research Committee
Date 11.17.2017

Co-chairs Joyce DeVoss, Ph.D. and Cindy Ruich, Ed.D

- recruited and added 3 new members, all three are practicing school counselors: Elizabeth Valenzuela, Sarah Wampler and Heather Anderson.
- promoted the AzSCA conference and have influenced 5 submissions for the conference.
- Promoted and have high interest from committee members in attending and presenting on what is learned from the Evidence-based School Counseling conference in March, 2018.
- recently review a manuscript for the AzSCA online journal but rejected it because the approach to the research was not in alignment with AzSCA principles. We have a few more promised manuals

we are looking forward to receiving in the near future.

- Joyce continues to work with the AzCCR team and AzCAN and promotes CCR and SEL in Tucson schools working with school counselors. These may result in research grant submissions and AzSCA journal submissions.
- Cindy continues her leadership role with the Pima County Superintendent of Schools in planning Professional Development for educators.

College Relations- .

Conference-

Call for Programs is closed. Currently, reviewing the proposals.

Vendors -

Erin has about \$38,000 from vendors so far

Professional Recognition -

*From A. Cicero- *when appropriate on the agenda, I need clarification on the Dr. Judy Bowers Distinguished Service Award-(internal nomination)*

Deadline to submit is December 1st.

AzSCA Student Scholarships-

38 total submitted.

13. Voting Items	Change Policy and Procedures to reflect Executive Director updates. Motion - Sarsh 2nd - Janine All approved
14. Self-Evaluation	Time was off. We started late. Productive No side conversations happened
15. Next Meeting	Deciding on location Saturday Jan. 20th, East Valley
16. Adjournment	12:47

***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.

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