AzSCA Quarterly Board Meeting
Friday, Nov. 15, 2019 & Saturday, Nov. 16, 2019

Courtyard by Marriott Scottsdale North
17010 N Scottsdale Road
Scottsdale, AZ 85255

Friday, November 15, 2019
5:00pm - 6:00pm - Board of Directors Meeting
6:00pm - 6:30pm - Dinner - Courtyard by Marriott Scottsdale North
6:30pm - 8:30pm - Board of Directors Meeting
8:30pm - ??? - Social Time - Board of Directors and General Board

Saturday, November 16, 2019
6:00am - 8:00am - Breakfast - Marriott Springhill Suites, Scottsdale, North

Meeting is at the Courtyard by Marriott
8:00am - 9:30am Informal board discussion and updates
9:30am - 10:30am - Focused Committee work
10:30am - 12:30pm - Formal Board Meeting

Board Meeting Agenda

This is an informal Board discussion to provide updates, clarifications, and questions to better understand of our Strategic Plan. 10:41

● 8:00am- 8:15am - Welcome/Introduction
● 8:15am - 8:45am - Introduction of Committees
● 8:45am - 9:00am - Mid Year LDI outcomes - Bill, Britney, Anna
● 9:00am - 9:30am - Creosote Updates
● 9:30am-10:30am Focused Committee Work
<table>
<thead>
<tr>
<th><strong>Formal Board Meeting</strong>&lt;br&gt;10:30-12:30</th>
<th><strong>Minutes</strong></th>
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<tbody>
<tr>
<td>1. Call To Order</td>
<td>10:41 AM, by Shiloh</td>
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<tr>
<td>2. Present</td>
<td>Shiloh, Sarah, Julie, Ivette, Michelle H., Katie, Bill, Britney</td>
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<td>3. Absent</td>
<td>Janine</td>
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<tr>
<td>4. Approval of Agenda</td>
<td>Moved: Britney 2nd: Bill All in favor.-8 Opposed - 0</td>
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<td>5. Approval of Minutes from last meeting</td>
<td>Awaiting minutes from Amanda. Unable to vote.</td>
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| 6. Governance Process Policies | #1- Focus on ends policies.  
#9 - Be brief, no war stories, don’t repeat.  
#10 - Focus on what is right, not who is right. |
| Review all policies. Individual members will highlight what “speaks” to them in each of the Governance Policies. | **Chair**  
-School Counselor Institute -June 3rd and 4th- ASCA Model Training, focus on evidence base (Hatching Results) (Tucson)  
-School Safety Grant- Apps are in review.  
-Updating information on our website- each committee needs to submit changes. All Board members should be reviewing for need of changes.  
-AzSCA Shared Calendar- use this to document events/things you are doing. Ensure you are on the AzSCA Board calendar. BofD will be ones to input. Committee and Board members will inform liaison of items to post. |
| 7. Chair’s Report | **Assist. Chair:**  
**Community & Stakeholders:**  
Arizona Caregivers Coalition - reach more school counselors to see if you have students who are caregivers. Survey is to get input from SC to see what supports and resources are needed.  
RAMP- Schools can apply once per year. AZ had 2 Schools Submit- Flagstaff HS and Agua Fria HS. Will find out on Jan 17th if they are approved. Want to recognize them at conference.  
**Conferences:**  
ACT Summit (Dec 3)  
ASBA Conference (Dec 17-19, presentation on Role of the School Counselor by Amanda, Janine, Sarah on Dec 18) |
Past Chair:
Leadership & Communication:
- Made recommended changes to P&P (in the google drive, after vote Erin can format)
- BofD election application is now open. Encourage SC to apply, application is on our website, the deadline to apply is January 3. Three openings. hap

Conferences/Workshops
- State Board of Education to announce recipients of Safety Grant on 12/13
- ADE Emergency Preparedness School Health & Safety Conference: One Person can Change Everything
- ADE Workshop: Developing Knowledge on what works in Schools regarding school safety

Community & Stakeholders:
- SOS Courageous Conversations-Panalist on the new state statute of limitation for child sexual abuse
- ADE Summer Academies meeting (on going)
- KJZZ Radio interview on child sexual abuse
- Expect More Arizona/Helios FAFSA Toolkit Project
- AZSCA/ASA Safety Grant collaboration meeting
- Met with Amanda Parris from ACLUAz, gave input of their Bill to improve Education Access for School Discipline.
- NEW CONNECTIONS:
  - Katie Ares, Policy Director, AZ Coalition to end sexual and Domestic Violence
  - Michelle Francois, Az Foster Ed Program

8. Board of Directors At-Large

Katie: happy to be here. Working on issues in own area

Ivette: Working on Conference with Erin and Sarah.

Michelle: Posted 2020 Newsletter dates in shared folder. Anyone can submit articles for the newsletter.

Bill: Outreach- Attended tables at West-MEC, NAU/ Glendale and College Knowledge/ UofA in Tucson. Names of 30 or so counselors that are interested in more info our board. Social?

Britney: Interviewed with Heather Moore, AzFamily re: why high demand for school counselors in School Safety Grant. East Valley Regional Counselor Symposium recap. Attending ASCA training in my district (Mesa). Update social media posts, send info to her, Janine, or Anna.
| **9. Executive Director Report** | **Cien** is working on getting AzSCA recognized in the education community. She was invited to join the Education Executive Directors group, which meets once a month at the University Club in Phoenix to discuss pressing issues that affect the education community. Membership includes the Executive Directors from AASBO, AZALAS, ASBA, LSBA, ABEC, AEA, GPMEC, ARSA, and AzSA. There was a guest attendee at October’s meeting--Erica Maxwell, who is the new Assistant Superintendent for Equity, Diversity, and Inclusion from ADE. She is a major player in the allocation of awards for the Safe Schools Grant program. If there are any issues that you would like to have discussed in the setting of the Ed Ex Dir group, let Cien know. Cien is also working to build relationships with other stakeholders in the community, such as College Success Arizona / AzCAN. |
| **10. Financial Report** | The **Total Current Assets** -
Checking: $189,882.14
Savings: $326,210.90
**TOTAL DEPOSITS:** $516,093.04 |
| **11. Membership Update** | As of 16 Nov 2019
Professional 606
Affiliate 30
Student 39
Retired 7
Lifetime 31
Total 713 |
| **12. Ends Policies** | **Advocacy & Government Relations**
- Handout about events this year so far
- Summer Institute (Tucson) - June 3-4, 2020
  - AzSCA Cadre Members (lodging/food of AzSCA member
- School Counselor Day on the Hill - March 9, 2020
- Upcoming tabling events
- Branding
- 2 new tablecloths and banners (both damaged)u

**Public Policy Committee**
- School Safety Grant - apps being reviewed. Districts to be notified first week of December |
- Rep Blackman (Snowflake) bill - loan forgiveness for mental health prof in prison systems, extend to mental health in general to include SC as well. Julie Cota to meet with him (with Creosote) for thank you meeting. Once completed, AzSCA to send thank you notes.
- 301 funds: Creosote working with Auditor General’s Office to seek guidance on how to address equity throughout the state

**Outreach**-updated P& P to distinguish from Advocacy and other committees.

**Communications**- Michelle had nothing to add

**Professional Development** - Host an Event

**For 2019-20 Fiscal Year ONLY**

1. BoD will Email Request to Julie Cota
   Julie will reply with:
   Criteria to Host
   Expense Report form
   Sign in sheet

2. follow this process (-collect data-LDI 2020 openMini Grant process to general membership)
   a. Title Email: Request to Host
      Mini-Mixer/symposium
      i. Name, phone, email, address of Host (whoever is facilitating event)
      ii. Location and details of events
   b. Cien will provide $250 PrePaid VISA card to pay for event (please keep receipt) and any funds above and beyond $250 require pre-approval
      i. Host must return VISA card (even if funds were depleted), expense form, and all receipts to Cien
      ii. At event, make sure to have the sign in sheet (PD will provide for you) for your guests to sign in. Sheet will collect the following information: name, email address, school, title, and membership status. This attendance sheet will be scanned and sent back to PD committee.

Mentor Program- In response to SSG-support n place
Identify Mentors Regionally from BoD
Form to identify volunteers
Want a Mentor- Form to identify self
School Counselor resources- Elem/Mid/High
Event Calendar- add to AzSCA website

**Research** - [https://forms.gle/UeYZAHk2XsMFVTqi9](https://forms.gle/UeYZAHk2XsMFVTqi9)
Please review the link above regarding a survey we created to assess counselors needs of the AzSCA Board and provide feedback. Cindy, Joyce, and Sarah are all presenting at the conference. Katherine is overseeing the poster session. We have received 2 submissions for the essay competition to attend the Evidence Based School Counseling Conference. The deadline is November 22, 2019.

**Conference** -
Registrations; 285 (compared to last year at this time which had 227)
Sessions have been selected, schedule set. Visit the website for details.

**Vendors** - Behind on vendors compared to next year- many hard “No’s”. NO from ASCA, ACT, Court Reporters, etc. Currently at half the amount of vendors compared to this time last year. Table fee is $450 for the 2 days.

**Professional Recognition** - 17 nominations for SCOY, but only 6 are AzSCA members. Rising Star- 4 nominations and only 3 are AzSCA members. Supervisor of the year- 4 nominations. Advocate of the year 6 nominations. Deadline for nominees to complete the application is December 2nd. I will notify the nominees via email to remind them of the deadline.

**AzSCA Student Scholarships** - Graduate- 4 applicants and all AzSCA members, high school scholarships 97 applicants, checking AzSCA memberships to verify eligibility. Recommendation made by Anna and other board members to review applications at June LDI (Sarah) for the 2020-21 year.
| 13. Voting Items | Approval of Changes to Policies and Procedures  
|                 | Move to Accept P&P as updated: Sarah  
|                 | Second: Katie  
|                 | All in Favor- 8  
|                 | Opposed - 0  
| 14. Self-Evaluation | Great Job on all this meeting. Focused on what was right, not who. For the First time in 10 years- Cien won the award for the Quickest report.  
| 15. Next Meeting | January 11th - Marriott Springhill Suites, Scottsdale North  
| 16. Adjournment | Motion to adjourn: Ivette 12:19pm  
|                 | Second:Britney  
|                 | All in Favor- 8  
|                 | Opposed: 0  
|                 | 12:19pm  

*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 reactively.

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.