

NHSCA Summer Board Meeting

NHTI Grappone Hall

Trulson Conference Room

Concord, NH

August 14, 2012 10:00 AM-2:00 PM

Members in attendance: Celia Slason, Stephanie Collins, Sarah Jo Merriman, Robin Gregg, Michelle Farrar, Lynn Merlone, Susan Theberge, Charles Langille, Adrienne Backer, Tracy Encarnacao, Gloria Eno, Sharon Nix, Robin Hogan, Beth Harrington, Karen Collins, Amy Jo Muscott, Kathy Hoppa

Call to Order

Approval of agenda

Secretary's Report: Approval of May Board meeting minutes
Motion: Robin G. Second: Kathy **Approved**

Treasurer's Report

- Account change made because of unnecessary tax withdrawals, bank will be refunding tax withdrawals,
- Treasurer is the only person listed on the account
- President approves vouchers as a check balance
- Audit occurs every 3 years: a policy that was created by the board, taxes are all done by an accountant. Auditor stated it was not a cost effective process for our board and that boards fiscal spending is straight forward and is checked through accountant doing the taxes yearly. cost of audit \$800-\$1000 Question posed about whether non-profit status is effected by not having an audit

Motion: Tracy Second: Gloria **Approved**

President's Report

1. 2012 ASCA Conference/Delegate Assembly/LDI combined

- Thousands of school counselors gathered in Minneapolis for 6 days of breakouts and keynotes.
- ASCA members may access all conference handouts -see webpage

- 2013 ASCA Conference is in Philadelphia, PA from June 30-July 3.

2. Delegate Assembly-

- ASCA changed nine position statements for the profession at Delegate Assembly
- Revision of ASCA By Laws to align with Policy Governance
- The newly revised (3rd edition) ASCA National Model was presented.

3. LDI -

- Leadership training presented by Miriam Carver- Governing Without a Board of Directors

4. NARC 2012 Update (Northeast Atlantic Representatives Conference)

- Counselors in the North Atlantic Region would like to continue to meet in November in Norwood, MA Details to follow.
- President will check the dates for the conference and review whether there is a limit to how many people can be sent
- Information will be posted on the website
- \$2000 is budgeted to send board members to the conference

5. Review and approval of 2012-2013 proposed calendar changes were made

Motion: Stephanie Second: Celia **Approved**

6. Update of roster

Secretary will make sure information is correct with each member
web only info will go to Sharon, Beth and kathy

We have two rosters – one which is in the directory and on the web page, and the other for our use only. Please send changes or additions to Stephanie and to me.

President-Elect report

Attended ASCA National Conference in Minneapolis and Delegate Assembly, June 2012.

This July/August, Fall Conference (10/26) planning with members of the board.
Contacts with Karen Harrington our presenter, working on brochure information and developing the schedule for the day- long conference.

Other contacts of interest: phone conversation with Virginia "Ginny" Clifford from the State Dept. She is working with the Data Quality campaign for staff development in New Hampshire, specifically for teachers. We had a phone conversation on Aug.3. The state department is focusing on achievement data especially the use of Performance Pathways- Performance Tracker. She wanted to know how school counselors might interface with those data systems. Celia Slason explained how counselors might be using other data "to make a difference" such as attendance, discipline and other less direct achievement data and how we can focus on data beyond straight achievement reports.

Karen Harrington also advocated for school counselors when she had a phone call with Ginny Clifford as well.

She is sending someone from their office for the day on Oct. 26 and wondered if maybe they could have a few minutes to talk about the data initiatives in NH. There is also a contact Susan Randall from the DOE who specifically works with drop- out prevention.

We need discussion on where to take the whole data training for our membership and a possible spring follow-up with Karen. (i.e. the action plan)

Ideas welcome for planning for the 2013 fall conference

Past President's Report

On May 29, Lynn Merlone sent a request to approve hiring a NHSCA member to help with NHSCA membership renewals in light of the resignation of the Administrative Assistant. The funds would come from the Technology Committee. The motion passed 19 Yes 1 No.

VP Reports

Elementary-nomination and vote-Gloria Eno, Nottingham West,Hudson,NH

Motion:Susan Second:Celia **Accepted into the position**

Goal of Elementary VP is to connect elementary counselors together and also to have counselors be an integral part of identifying achievements.

Middle School

no report

High School

Charles Langille, the Secondary VP has been working on creating advertising for the fall conference as well as fall conference planning. A brochure as well as a flier for insert into the newsletter will be available at the summer meeting for all to critique and vote on before a mailing this week

- Fliers will go out to all counselors in the state, encouraging people to register online and to become a member
- Copy of the flier was presented to board for review

Post Secondary

Post Secondary VP, Susan Theberge invited faculty from school counselor programs across the state to attend the board meeting; we will have someone from Plymouth State (as Gary G. pointed out, our President can do an excellent job of representing Plymouth State) and Janet Thompson is hoping to be here to represent UNH). Susan will be at the meeting representing Keene State College. Susan hopes that we can strengthen our dialogue with school counselor educators this year.

Susan is in the process of setting up the one credit elective through Keene State College for our Fall Conference and Charles has graciously agreed to be the instructor of record. Susan will also be looking to discuss setting up a mentoring process for new school counselors at the conference. Please let her know if you would like to help.

In an effort to keep expanding our knowledge and skills in the area of college counseling a group of people are working on setting up a college counseling elective course for the spring 2013 semester. Two school counselors in the area will be teaching the course in collaboration with Peggy Richmond, Admission's Director at KSC. This weekend one credit course will be open to school counselors across the state as well as graduate students.

Peggy Richmond was hoping to attend our meeting but has a conflict since we changed the date. She wanted to report on the following:

The New Hampshire College & University Council (NHCUC) is a non-profit consortium of 17 public and private institutions of higher education in the state of New Hampshire. Founded in 1966, the Council's mission is the advancement of public and

private higher education in the state. Through collaborative efforts between the 17 member colleges and universities, the consortium enhances educational opportunities for nearly 70,000 students currently attending our member institutions.

The Council also works to accomplish its mission by:

- * Co-coordinating collaborative initiatives among admission, library, career, information technology and academic offices.
- * Sponsoring professional development conferences for faculty and administrators.
- * Promoting greater awareness and understanding of higher education in the state to the general public and community leaders.
- * Provides a forum for discussion of vital issues in higher education among college presidents, academic officers, and administrators.

Peggy is working on the Admissions Committee of the New Hampshire College and University Council whose mission is to provide an opportunity for admissions offices at member institutions to collaborate in creating awareness of affordability and accessibility and to raise visibility at member institutions. One of the committee's goals this previous year was to reach out to the New Hampshire guidance community to strategize ways in which we can collaborate to accomplish this mission.

Peggy asks: How can we create the awareness of affordability and accessibility and to raise the visibility at our member institutions within New Hampshire? I would like to have a brief conversation at the meeting about this topic.

goal to have representatives from the colleges get together to discuss needs at the collegiate level: Susan will continue to work toward finding a common time for college representatives to meet.

Susan is requesting feedback regarding information presented in report.

Regional Chair

Seacoast-vacant

Greater North Woods

Greater North Woods will continue to collaborate with the White Mountains and will be offering a meeting in November. More details to follow
Newsletter editor suggested a write up to advertise an upcoming meeting in November with details to be posted on the web at a later date

Monadnock

The regional meeting in April was well attended (details reported in the most recent NHSCA newsletter,) but fewer area mental health providers were able to come than anticipated. Little time was available for networking and informal conversation, so an opportunity will be provided at the Spring 2013 meeting. Also considered will be to organize and host a breakfast meeting of area mental health providers and school counselors during the coming school year. Some highly respected counselors have retired in the Monadnock region this year (e.g., Joe Hayes from ConVal High School) and new counselors have been hired (e.g., Tim McClelland at Conant Middle/High School.) There is a plan to reach out to the new counselors in the region to encourage them to join and become involved with NHSCA.

Lakes-vacant

White Mountains

Paula Frank provided board members with a copy of the minutes taken at a regional meeting through an email correspondence.

Capital - vacant

Dartmouth/Sunapee - vacant

Merrimack

- 1) Letter/email to region's counselors (approval by Robin?)
- 2) Newsletter
- 3) If possible, Fall Meeting in November and Spring Meeting in May
- 4) First meeting to address how regional meetings can support counselors

AREAS OF interest to consider and possibly include:

- Opportunities to network with school counseling colleagues
- Connecting with area mental health professionals

- Understanding data and documentation
- The New ASCA Model
- Sharing successful lessons, and curriculum,
- Lesson/Session Planning
- School/District Communication
- Assessments
- Behavioral Interventions and Planning
- PR Presence
- Collaborating with Administration and Staff
- Community Resources
- Opportunities to Brainstorm/ Problem-Solve with Colleagues
- Sharing Cases
- Interventions that Work
- Supporting students with specific learning and emotional challenges
- Programs that work (peer mentoring, service etc.)
- Creative/collaborative Interventions...
- Stress, Yoga, Mindfulness
- Level Sharing
- Technology Support
- Bullying/Cyber Bullying
- Crisis Protocols
- Parent Trainings

Committee Chairs

Public Relations

The PR Chair met with the Technology Chair and Past President in July to examine the NHSCA website and determine a course forward for website development (including revisions to the current site and possible additions). Mitch patiently taught Kathy and Lynn how to navigate through all the pages on the site, create events, and make changes as necessary. The goal of the meeting was also to streamline the process of updating our site and therefore create more effective public relations.

- Working with technology chair to take on some technical responsibility
- Past President will be monitoring content of website and supporting Public Relations

Technology

- All information that the board wants to have posted on web needs to be sent to Past President

- Review of how to register for board meetings and posting reports on the web presented by Past president
- There are also pages set up for each chair to post forum information on the website
- Please contact Lynn with any questions
- Beth will discuss with Mitch how to share information with members on how to navigate the website and get to the forum

By-laws/Policies

Strategic plan was created in 2010-will need to recreate in 2015

Proposed motion by past president: NHSCA Policies Article II 4."g. Board members traveling two or more hours to attend a NHSCA Board or Committee meeting (120 or more minutes documented by MapQuest or Google) may request reimbursement to stay overnight at a budget hotel designated by the president. NHSCA members (professional members only) who wish to attend a board meeting and whose travel meets the above criteria may request such reimbursement once during a fiscal year."

Accepted

Travel mileage reimbursement discussed as to what constitutes official business. Bring to board any discussion about what constitutes official liaison

Motion to identify a new liaison position to the board: NHHEAF liaison

Motion: Robin H. Second: Stephanie **Accepted**

Professional Recognition - nominated Michelle Farrar

Motion: Lynn Second: Celia **Accepted**

Due date for Counselor of Year application December 31

Newsletter

deadline August 15th to turn in articles

Advertising has expanded to include colleges that have not had prior ads in the newsletter, things are going well

Fall conference

- Keynote speaker booked

- Brochure created
- No break outs needed for this conference
- ASCA representative coming to discuss the new model
- ASCA National Model book \$22.95 would be \$4395 for 200 books to give out to those attending the conference, board agrees that this should be done

Scholarship

The announcement for the Jo Hayslip Memorial Scholarship has been placed on the homepage of the NHSCA website. An article will be published in the newsletter. Lynn sent a letter to each of the school counseling education programs announcing the scholarship as well.

Application due Nov. 15

Liaisons

Guidance Director's Liaison

no report

Administrative Liaison-vacant

Department of Education Liaison

Board discussion on how to participate with the committee to review NH Rules for Education

Celia, Beth; Tracy; Charles, Sarah Jo are interested in serving on this committee

Student Intern Liaison

Working on. handout regarding the benefits associated with joining NHSCA and also ideas on possibly tables at college graduate fairs

NHHEAF Liaison

Motion to nominate Karen Collins for the position of liaison

Motion: Robin H. Second Lynn **Accepted**

Lunch and Work Groups: Included:

Conference planning

Regional reps – Planning for the year

Developing a Mentorship program

Work on Newsletter articles

Technology

Report out from group work

Fall Conference: finalizing details will have a online meeting after Labor day

Technology: familiarized with calendar

Old Business

Discussed Strategic Plan

Strategic Plan

Goal 1 Membership for NHSCA and ASCA & cultivating board leadership

Goal 2 Provide professional development to members

Goal 3 Advocacy on issues of ratio & role of school counselor at state level

Goal 4 Communication via website, scene, newsletter, web conferencing and collaboration

Goal 5 Ethical Standards-Consultation, webinars and increased communication

- Need to review details to Goal 5 to determine feasibility to work toward accomplishing this goal
- This Goal will be a priority for each board meeting this year.
- Susan will include information in her newsletter article on ASCA ethics advertisement for an ethics course and some information on the direction ASCA is taking regarding ethics

New business

Review of Policies -March 2012 adopted new Board Policies

- Board members are requested to read through the governing policies on the website and become familiar with it.

Next Meeting: Monday September 10th 4:00PM

NHTI Grappone Hall, Trulson Conference Room