

NHSCA Executive Board Meeting
NHTI Grappone Hall
Trulson Conference Room
Concord, NH
November 14, 2012 4:30-7:00pm
Meeting Minutes

Board Members in attendance: Colleen DesRuisseaux, Mitch Tarrow, Robin Hogan, Amy Jo Merriman, Lynn Merlone, Stephanie Collins, Robin Gregg, Sharon Nix, Sarah Jo Merriman, Tracy Encarnacao

NHSCA Members in attendance: Sean Quinn, Kyle Cody, Barbara Geiss

Guest in attendance: Elizabeth Sheen

Call to Order: 4:40

Welcome and Introductions

Approval of agenda

Review of Meeting Ground Rules

Secretary's Report

- September meeting minutes edited for grammatical errors

Meeting did not have a quorum to approve minutes

Treasurer's Report

Follow up from previous meeting: ASCA stated that it was at the discretion of each state's board to determine when they conduct an audit. Their suggestion was yearly if that fit within our budget, however they understand that depending on the size of the organization it might not be feasible and so leave it to our discretion.

Meeting did not have a quorum to approve minutes

Discussion during meeting: what is the right time frame for a third person review of finances who should do it: Auditor or CPA?

Treasurer report will emailed

President's Report

President's Report

On October 31, 2012 , NHSCA President, Robin Hogan attended an ASCA Webinar entitled "Conference Planning for State Leaders".

Kelly Fry and Jeff Broderson facilitated an hour long discussion attended by State Presidents from Alaska, Utah, Rhode Island, Massachusetts, New Hampshire and Colorado. The agenda

addressed issues around meeting the needs of the membership through surveys, marketing the conference, sponsorships, contract negotiations with conference sites, and challenges met throughout the process of delivering high quality conferences.

On October 5, 2012, Robin Hogan was invited to NHHEAF Middle School Counselor Training Day to present the benefits of NHSCA membership to the group.

On October 4, 2012, Robin Hogan presented to the College of Graduate Studies @ Plymouth State University School Counselors the benefits of NHSCA membership and promoted attendance at the NHSCA Fall Conference.

On September 25, 2012 , members of the NHSCA Board including Celia Slason and Charles Langille and Robin Hogan presented @ Keene State College School Counseling Program. Topics of discussion centered on Ethics, Leadership, and Benefits of NHSCA Membership. Conference Report- October 26, 2012

The NHSCA Fall Conference was attended by 170 school counselors, administrators and students on Friday, October 26. Feedback was positive regarding the location, food, and topics. Many commented on Sylinda Banks ASCA National Model overview and would like to invite her back next year. Unfavorable comments were generally about the length of keynote presentation. Comments suggested going back to the breakout format which allows participants to move around and change up the format throughout the day. A list of suggestions for next year's conference committee will be submitted from the evaluation data.

NH Department of Education and Ginny Clifford have offered trainings for the Regional Meetings on the topic of data and Performance Plus this year, as a follow up to our conference . The North Atlantic Regional Conference has been confirmed for November 16 and 17. State Leaders from the Northeast Region will meet on the campus of Universal Technical Institute in Norwood, MA for a day-and-half meeting focusing on Strategic Leadership. Three members from NH Executive Board have made arrangements to attend. Other Executive Board members are welcomed to attend.

Administrative Assistant

Administrative Assistant Report:

Directory – Eight ads were purchased in the directory

Newsletter – Seven ads have been purchased for the December newsletter so far.

Conference – 164 conference registrations – 8 pending payment

Changes for future conferences:

We should have at least 3 people registering people. One is needed for walk-ins and computer look-up and the other 2 can check off names. We also need to have the desk facing the entrance with three different lines. One line for the walk-ins, one for the first part of the alphabet and one for the second part of the alphabet.

All giveaways (bags) should be packed and ready for distribution the night before – that took a lot of time away from checking people in.

More room is needed for name tags so it would be easier to find it.

Nametags had: logo, name and school (and whether they were a board member) Do you think it was beneficial to have the school name on the nametag?

Was it a good conversation opener or did it seem to matter?

Having vendors was good.

Payment from vendors was iffy. 3 payments received. It needs to be clear if vendor should be paying or offering something in return.

Flyer – it was not clear on membership vs. non-membership prices.

A lot of early-bird memberships registrations were received well after the Oct 1 st deadline.

The extra money for those registrations needed to be collected.

Technology – The administrative assistant is learning many things on the database and will speak with the technology chair about possible changes that could be made

Membership: 410 members as of November 13th. 72 elementary, 10 elementary/middle, 54 middle, 16 middle high, 157 high, 6 Charter, 69 students/retirees, 26 others. 2011-2012 membership was 457

President-Elect Report

No report

Past President

Past president report

Lynn continues to work with the Technology Committee, the Scholarship Committee and consult with the current president as the need arises.

LEVEL VP

Elementary

ELEMENTARY VP REPORT – NOVEMBER 2012

At the fall conference, Gloria Eno assisted Robin G. and Rebecca with organizing and running the door prize raffles – it was great to work with everyone.. Thank you to our sponsors. Gloria Eno hopes to work with Amy Jo to set up a Merrimack Valley Region meeting and can volunteer her school library as a location if they do an after-school or evening meeting. Two articles were forwarded to Beth Harrington for the November newsletter to use at her discretion.

Middle School

No report

High School

No report

Post Secondary

Presentation from Beth Sheehan from the College Unbound program SNHU (Southern New Hampshire University) was given at the board meeting. College Unbound is an outcomes based approach to receiving a bachelors degree. It is incorporates project based learning and connecting personal interests to humanities. There are common seminar classes for all students to participate in, academic and social/emotional needs are addressed through the program, part of the learning experience requires becoming involved in the community, internships are a component of the program, it's year round, use E Portfolio for projects, students graduate with a bachelor of arts in interdisciplinary studies

Possible profile of a student that would participate in College Unbound: Hands on learners, entrepreneurial, bored with typical style learning, looking for extra support

Program specifics were provided to the board

Program pamphlets provided to the board

REGIONAL CHAIRS

Seacoast-vacant

NHSCA member Kyle Cody Guidance Director from Virtual Learning Academy Charter School is interested in serving in this role

Greater North Woods

Ginny Clifford from DOE willing to offer professional development for Performance Pathway at the regional meetings

Monadnock

Greater Monadnock Region Report

Many counselors from the Greater Monadnock area attended and enjoyed the annual conference last month. Preliminary discussions have started about the Spring regional meeting, which will probably feature a "home-town" counselor/author and will definitely allow for levels-sharing and discussion. Early planning has started for a Winter school counselor and area mental health provider breakfast to be held in Keene. A few Monadnock area counselors have already agreed to help with both of these events. A newsletter article was submitted about using the "Netsmartz" program to teach upper elementary students about internet safety.

Lakes-*vacant*

White Mountains

No report

Capital - *vacant*

Dartmouth/Sunapee - *vacant*

Merrimack

MERRIMACK REGION REPORT

On October 23, 2012, Amy Jo Muscott sent out an email to counselors in the Merrimack Region. She received several responses and excitement about the possibility of getting together as a group. Amy Jo Muscott suggested that a meeting be scheduled and to gather in the greater Manchester area. Possible topics included:

- Group supports for students – how we schedule, referral of students, curriculum resources, evaluate results (data)
- Vertical sharing of information between levels – how do other counselors pass information about students up the line to the next level.
- Concussions
- Self-care: Our emotional wellbeing and wellness, Comprehensive school counseling model with emphasis on data decision making
- Our (school counselors) involvement with RTI
- Other new initiatives and changes within school districts.
- Student issues - trends, patterns, changes, literature/best practices to be shared with the group
- How early/when to start to talk about college and career plans?
- What are good social/emotional presentations for middle and high school?
- How to get more people from each level more actively involved?
- How to plan conferences that are pertinent to all levels

COMMITTEE CHAIRS

Advocacy Chair- vacant

Barbara Geiss School Counselor from Monadnock Regional Middle High is interested in serving in the advocacy chair position

Technology

Technology Report

Lynn and Mitch have been making incremental changes and improvements to the website the most recent change is the addition of a Graduate student Forum

Final renewals notices were sent out. Those who fail to respond will lose membership status.

We intend to send renewal notices earlier this year, using the automated follow-up system. This should lead to more people renewing on time.

A few people renewing over the past few months said their intention was to join for this year rather than pay for the year they were 'overdue,' saying they did not want **to** be members last year. We are wondering if our renewal policy should accommodate this.

Mitch has been managing customer service because most transactions involve technology.

Sharon is beginning to move into this area as she continues to master our management software.

Public Relations

Public Relations Chair Report:

* The NHSCA fidgets seemed to be well-received at the Fall Conference. If anyone has specific feedback or ideas for next year, please let Kathy Hoppa know.

* The PR Chair is looking for news articles, links, local events (PD opportunities), etc. that would be appropriate for our website. A long-term goal of the PR team is to make the website into a resource page for counselors at all levels.

* Finally, the following is a list of NHSCA contacts who will receive Holiday cards. If you have any additions, please also let Kathy know.

NHHEAF

NH DOE

- Paul Leather

- Virginia Barry

- Mariana Gfoerer

Gov Lynch

Parent Information Center

NH PTA

NH Association of School Principals

NH School Administrators Association

NH School Boards Association

College Board New England Regional Office

SERESC

Keene State College School Counseling Program

Rivier College School Counseling Program

UNH School Counseling Program

Gary Goodnough, Plymouth State University

NH CEBIS

NH Association of Special Education Administrators
UNH Institute on Disability
Dr. Steven Bigaj, Keene State University
Megan Slattery, NH Association of School Psychologists
Parenting NH
NAMI NH
Nashua Telegraph
Union Leader
NH Magazine

Professional Recognition

No report

Newsletter Editor

Newsletter articles are due November 15th

Scholarship

Scholarship Committee

The deadline for applications is November 15. A few have been received so far. A committee has been formed and will meet in early December to choose a winner. Typically awards are sent **out** in December.

Fall Conference

Feedback provided about the conference in the president's report

LIAISONS

Guidance Director's Liaison

First Guidance Directors meeting took place in September. Topics discussed in meeting how to best handle discipline issues of counselors, a speaker presented and surveys went out.

New state law about divorce decrees: If parents live in separate towns and it is written into the parenting plan then the child may attend either school district regardless of which home child lives in. December meeting will focus on what level of math students have achieved prior to entering college.

Gap Year Fair in winter months in new England provide opportunities for students not planning to attend college right after high school

Department of Education Liaison

No report

Student Intern Liaison

Student Representative Report:

- Fantastic turn out at the student lunch table during the conference!
- Wrote an article for the latest newsletter discussing how the student lunch went at the conference!
- Benefits of NHSCA letter was e-mailed out to every school counseling program in the state, Sarah Jo Merriman heard back from UNH (Loan **Plan**) and KSC (Robin Hogan)
- Handout was also distributed to student members during the student lunch
- Online student forum is in the works
- Student liaison will look into constructing a list of school counselors who are willing to supervise interns, etc

Discussion during meeting: Graduates would like resources for help with resume writing for, tips on interviewing for jobs

Sarah J will connect with Susan T. About mentoring initiative for new counselors and connecting students and mentors prior to graduation or getting employment

Requesting identification separation of retired members and student members

Student forum on the website is up and running under graduate student

NHHEAF Liaison

No report

Old Business

Strategic plan review Goal 5 ethical standards

Gary Goodnough would be willing to be a consultant at conferences to block out time to sit with members to discuss ethical issues

New business

January meeting will be through **gotomeeting.com** an email will be sent out at the beginning of January inviting board members to connect with the webinar

Ginny Clifford from NHDOE is willing to provide mini professional development seminar on Performance Pathways for regional meetings. Interested Regional Reps should connect directly

with Ginny. Business cards provided during meeting. NHSCA will follow up with Ginny about the possibility for a 1/2 day workshop. Discussion about use of community college campus as a site for the workshop. Possibility of use of college campus during a spring break week. Robin will speak with Celia as she has a connection with Ginny. Discussion: Should this resource be used by NHSCA to provide a statewide seminar or should it be offered at the regional level?

Email will be sent out before end of evening with 4 voting topics 2 new positions, treasury report, and secretary report

Adjournment 6:30 dinner followed

Next board meeting is January 24th 4:30 gotomeeting.com

Email sent to Board members on November 14, 2012

Hi everyone,

At the November 14th Board Meeting we were a few members short of a quorum, but there are 4 agenda items we need to vote on.

1. Review the Secretary report emailed the middle of October and vote on approval
2. Review the Treasury report attached to this email and then vote on approval
3. Vote on nomination of Barbara Geiss School Counselor from Monadnock Regional Middle High School as the new Advocacy Chair
4. Vote on nomination of Kyle Cote Guidance Director from Virtual Learning Academy Charter School as the new Seacoast Regional Representative

Please respond to this email with your vote.

Thank you

Sincerely,

Stephanie Collins

Secretary

As approved by President, Robin Hogan

***A copy of the treasury report was attached to this email**

Result of Email votes and discussions

The following email was reported to the NHSCA President from the Secretary on December 2, 2012

Robin,

Here is an overview of voting and discussions through email.

Stephanie

1. Approve September Secretary Report

2. Approve Treasurer Report

3. Nomination of Barbara Geiss School Counselor from Monadnock Regional Middle High School for the position of Advocacy Chair

4. Nomination of Kyle Cote Guidance Director at Virtual Learning Academy Charter School as the new Seacoast Regional Representative

Motion for all 4: Stephanie*

Second for all 4: Tracy*

*If they are unable to place a motion for their own reports then someone will need to Second those reports.

Yes votes for:

Secretary Report: 17

Treasurer Report: 17

Advocacy Chair nomination: 17

Seacoast Reg. Rep. nomination: 16

1 No vote on item #4

Administrative Assistant voted YES on all 4 but was unsure of her voting ability on the board

1 member abstained from voting

Five people questioned whether we should wait until January to make a final vote

AGENDA FOR JANUARY: policy and procedure for what to do when there isn't a quorum and how to handle use of technology for discussions and voting purposes.

Also question on how to have open discussions about new member nominations with guests at the table.

Request for further discussion about charter school/ virtual school participation on board