

Governing Board Meeting Agenda  
Friday 1/11/19 & Saturday 1/12/19  
4:30-7:30 pm; 9:00-3:00pm  
(VSAC Building, Winooski, VT)

- Welcome & Introductions (5 minutes)
  - Cairsten Keese, Suzanne Francke, Liam Danaher, Roger Forando, Julie Cleary, Kara Pawlusiak, Barbara Bloom, Tara Cariano, Lauren Conti
- Approval of minutes from last meeting (5 minutes)
- Norms review and role assignments (5 minutes)

### **Governing Style**

- Be impeccable with your word: Say only what you mean
- Do your best to depersonalize what is being said
- Ask for clarification to check out assumptions
- Always do your best

### **Ground Rules for Meetings**

At the start of each Board meeting assign the following roles:

1. Facilitator: Cairsten
2. Note Taker: Julie
3. Timekeeper: Suzanne
4. Process Observer: Roger
5. Parking Lot: Tara

### **Agenda Items**

- 4:30-5:30
  - Oscar Aliaga from AOE - re: Career Pathways Summit
    - May 2nd-3rd (Thursday evening and Friday all day)
    - Why? to seek School Counselor input/thoughts on Career Pathways and how we can collaborate as well as educate School Counselors on happenings at AOE regarding Career Pathways
    - Using model of Advanced CTE to help facilitate summit
    - Governor Scott & Sec. Dan French will be invited
    - Keynote speaker with National recognition and/or business leader in the state
      - Ideas of keynotes? Send to Oscar Aliaga
      - Jake Carpenter from Burton, CEO of Ben & Jerry's, Dealer.com - or these folks could be part of the panel discussion
    - Panel Discussion
      - Be sure to consider women - "Vermont Womenpreneurs"

- AOE needs list of costs for conference room, lunch, coffee break, keynote + travel, gifts for speakers, materials - we need to send this to Oscar
    - Pay needs to come from AOE as grant to BTC and BTC is paying the bills
  - Act 169: Focus on increasing career pathways introduction for Grades 7-12
  - State building vision in conjunction with Career Centers and School Counselors
  - AOE Liaison will come from “Personalization and Flexible Pathways” division - Jess DeCarolis, is Director of division, Tara has connection to her
- Committee Reports (5:30-6:30)
  - [Finance Statement](#)
    - Checking acct: \$19,439.85
    - Money Market acct: \$25,649.00
  - Membership:
    - Who can we have checking membership email and responding? New people interested in being a part of VTSCA may be interested
    - 168 members currently including all categories
  - Public Policy, Advocacy & Legislation:
    - Act 1 conference: Speaker (Alumni from Michigan State - re: Larry Nasseur case) spoke, discussion about reporting and what school’s do and how DCF is overloaded, breakout groups dependent on professional roles, information about laws that need to change- what do our laws say about how we value children
  - Public Relations:
    - School Counselor of the Year award posted on all social media sites and with the AOE- can we invite winners to the May conference with the AOE?
      - Reach out to VPA to make connection to see if they can send info to principals in the state
      - Cairtsen was invited to the National School Counselor of the year presentation with Moriah
  - IT/Website:
    - Put board roles on website: Cairsten- President, Kara- treasurer, Suzanne- past president, Julie- secretary, Tara- president elect, Liam- VSAC, Roger- ethics chair, Barbara- Crisis Planning
    - Add open positions: Liaisons to UVM and NVU
  - Liaisons:
  - VT School Crisis Planning Team
    - Governor's School Safety Conference in November: over 300 people attended, this year the conference was about identifying mass shooters, feedback was positive

- Community Violence Task Force- How to stop pathways to violence in communities, laws about locking guns to prevent violence, school programs such as ALICE
  - School Safety Advisory group
  - SURVIVE VT group- awarding grants for training, tipline- who owns the data for this?
  - What needs to be revised in terms of the school crisis guide? What should the conference in November focus on? If there are ideas about this let Barbara know
  - Could there be a break-out session at the safety conference or VTSCA conference on how to talk with young children about ALICE/school shootings
- VSAC:
    - New microgrant program- for students who have small education expenses -- negating a unplanned expenses /non tuition obstacle that would keep students out of school. Book, transportation, etc. Flexible funds. Contact your VSAC counselor for more infor.
    - Huge push to keep grants in the state
    - Could we have a scholarship from VTSCA through VSAC?
    - Do we have anyone available to present about college admissions at the VSAC conference?
    - [VSAC Career and College Pathways, 2019](#)

## Saturday

- Ongoing Business (9:45-10:15)
  - NAR Summary:
    - Occured in October, expanded to be Thursday night, all day Friday, and Saturday through lunch, all states except NH were represented- discussed conferences, memberships, decided to continue with conference next year, possibility of meeting occurring in NJ next year, possibility of having a professional conference planner, Trish Hatch did 1 hour presentation on data
      - NJ brings 4 of their graduate students to ASCA
      - Roger is going to share NY conference ideas
  - UVM and NVU liaisons:
    - Tara will reach out to Katie Tyler to learn more about her new position and see if she it if would be appropriate for her to be a liaison from UVM
    - Michelle Rauch may be interested in becoming involved- Suzanne will send email to Kim Donovan and Michelle Rauch about interest in being a NVU liaison
    - Tara and Cairsten will reach out to UVM students again this year, Suzanne will reach out to NVU students again this year
- New Business (10:15-3:00)
  - VTSCA Professional Awards
    - Kara got the graphic up and running for the website and other social media
    - Send email to Bob Johnson

- What will the process to pick a winner look like: it may not work during National School Counseling week since the process takes some time
- Need to send information out to membership about nominations
- Spread the word through VSAC as well- Liam can help with this by sending out flier
- ASCA portal? Benefit to get everything pushed to ASCA, but will the increased workload deter counselors from nominating?
  - Talk with Moriah to see what process is like to apply for ASCA?
  - Promote awards through the VTSCA conference in the fall
  - As a part of accepting nominations, school counselor agrees to go through the ASCA process
  - Budget for VT school counselor board member to go to National School Counselor of the Year Awards; flight and hotel:
    - Barbara made a motion to have VT school counselor board member to attend the National School Counselor of the Year Award ceremony, Liam seconded this and the entirety of the board is in favor.
  
- Day on the Hill:
  - Sharing data from school counselors state wide with legislature, maybe on a card that legislators could take with them?
  - Could we coordinate with mental health day (Wednesday January 30th) on the hill or Stand up for Students through NEA (February 20th and February 26th)?
    - What is the NEA agenda and is what we want to say aligned? Tara is emailing the NEA to check on this possibility. Colin Robinson, political director for VT NEA is contact
    - [Register here](#)
  
- National School Counseling Week - Feb. 4-8
  - <https://schoolcounselor.org/asca/media/asca/NSCW/2019NSCWPromoToolkit.pdf>
  - Consider battery packs, magnets
  - VT School Counseling Awards booth to jumpstart the process
  - Theme through ASCA is “school counselor’s providing lessons for life”
  - Blurb about ASCA conference dates in the mailing for NSCW
  - Social- do we want to plan a social?
    - **Order pizzas to have available at Simple Roots, time: 4:30pm-6:30pm Thursday February 7th**
    - Tagline to promote the social: “Fill Your Bucket” at Simple Roots
    - Locations: Waterbury and Chittenden County, possibly Montpelier and a more southern location like Rutland or WRJ
    - School Counseling week social at Simple Roots and another social in the spring in Waterbury or southern area of the state?
    - Invite school counselors within a district to attend socials in different area of the state

- Would Moriah be interested in helping with a social in Springfield and would Rebecca help with a social in Hartford? Suzanne will contact Moriah and Lauren will contact Rebecca
    - Consider Woodchuck Cider in Middlebury for Spring social- Julie can work on getting the space if we go with this idea
    - Tara will create Canva about social to post on Social Media and send out to members - consider note to Southern VT Counselors about engaging them in planning of Spring Social event
  - Mailing- what do we want to send out?
    - Liam could explore if VSAC could ship items- on item we mail we could say sponsored by VSAC
    - Stickers, using logo from our shirts we gave out at this years conference
    - Magnet with save the date for conference
    - Last year used Vistaprint
- Robert Rules Order
  - Easy directions about how to use for board members - Tara added version from her school board (HUUSD) to the VTSCA Google.doc Folder which can be found [here](#)
  - YouTube - Liam will look for one of these
    - Roberts Rules Overview: Three basic rules:
      - \
- Conference
  - Tagline: “I’ll be there for you”
  - Photobooth with Friends props + couch
  - Conference promotional video: Matthew Bingnot from CVCC is willing to help us connect with students he works with to work with us
  - Venue and date today
    - Southern location-Killington
    - Sugarbush possibility for next year- Lauren can look into this
      - Need 5 break out spaces
    - Monday November 4th: Cairsten is reaching out to Killington about this date
    - Sunday to Monday
    - Social Sunday evening
    - Yoga with Tara for free + Hiking opportunities
    - Speaker ideas:
      - Past National School Counselor of the Year- Kiersten or Catherine Pastor
      - Email Cairsten with keynote ideas
      - Lou Bevacqui: <https://loubevacqui.com/>
    - Breakout session possibilities:

- language to talk with students about safety and threat assessments- Barbara can connect with VT Crisis Committee about someone to help with this
  - [Vermont Suicide Prevention Center](#) and U Matter- Suicide prevention training
  - Students presenting about issues and concerns around suicide and discussing with school counselors
  - Vaping
  - Connecting emotions to actions (Lou B.- see above link)
  - Wendy Monahan or Stan Baker play therapy- Julie could check in about this
  - RAMP breakout sessions- have some school counselors who have been through the process talk about how the process works
  - Take out the Youth Light Table for this year
- Consider adding the following to post survey after conference:
  - Are you interested in an exploratory regional colleague supervision group?
 Short list of conference venues in southern Vermont.  
<http://www.vermont.com/southern-vermont/weddings-conferences/conference-facilities/>
- ASCA 2019 in Boston
  - June 27-28th LDI- go down on the 26th, ASCA June 29th-June 2nd
  - Hynes Convention Center
  - How to increase participation?
    - Could we get a bus? Dartmouth coach
      - Survey members about interest in ASCA conference and getting a bus
    - Blurb about ASCA dates in the mailing for NSCW
  - Who's going?
    - Cairsten is going with her department
    - Tara and Julie go with VTSCA funds
    - Suzanne will go, her school will pay
    - Barbara is thinking about going
  - Book hotel- Tara will book Sheraton Boston for LDI/Conference
- Workgroup development for MTSS
  - Send email to person who was asking question to include emails of those who want to collaborate
- Teaming up with NHSCA for 2019 conference/summer PD?
  - RAMP camp with ASCA- \$5000
  - Teaming up to have Ross Green for Fall a conference in the future?
  - Single issue focusing on ethics- Carolyn Stone
  - Could ask NH if they are planning a summer conference that we could be included in

- Cairsten will reach out to Jonathan about NH plans
- Website via ASCA
  - Transition from Wild Apricot to ASCA website
  - Board leadership retreat and have Liesel attend
  - Review other states websites who use ASCA site
  - ASCA will also have an App
  - Tara will email Liesel
- 2019-2020 Budget
  - Add items under [Budget Considerations](#)
  - Increase supply budget to \$2000 for conference
- Transitioning Treasurer
  - Kara would like to transition out of being treasurer- Suzanne is interested in transitioning to treasurer
  - Kara will create a document to help with the transition to treasurer
- Transitioning President (July/July)
  - Tara, Kara, and Cairsten meet about the transition this summer
  - Tara will reach out to Cairsten and Kara to meet with each of them in May/June
- 2020 Retreat
  - Winter for the year planning
  - Summer ASCA discussion of ideas
  - Utilize VSAC , Sugarbush, or Cairsten's house for retreats
  - August 8th and 9th for Summer Board Leadership retreat (only for Board Members not liaisons, etc.) - Lauren may fill secretary position while Julie is out
- Reschedule April Board Meeting (Tara request):
  - April 4th 4:30-7:30 reschedule
  - Liam will check to confirm that we can meet at VSAC
- Board Recruitment
  - Lauren will reach out to Meghan Parker
  - Getting folks with tech background
  - Tara emailed Jason Stevenson

Alternative locations for board meetings

- VISBIT

**Action Items:**

- Cairsten will contact Dan French and Toni Mara

- Awards: see what we have on February 1st, Suzanne will reach out to past nominees
- Survey about group transportation to ASCA- Julie will create and share with Cairsten to send out
- Social media updates on events- Tara
- School Counselor Week - Tara will post daily on IG/FB/Twitter
  - Tara will send Canva social announcement and SCW resources to Cairsten to send out
- Talking with Sugarbush about summer retreat space- Lauren
  - Tara will follow-up with Lauren (and Liam) if needed to finalize location for August retreat
- Oscar wishlist - Cairsten
- Mailings
  - Designing cards- Suzanne

### Parking Lot

Meeting with Dan French

Revisit By-Laws (at August Board Retreat)

Look at Board positions, slate of officers in August retreat

Scholarship from VTSCA through VSAC- or book voucher/ Scholarship inquiry (Liam)

- Scholarship to attend ASCA ( 1 night stay or conference registration)
- Scholarship for someone in a Masters program ( \$1000- possibly having this connected to board meeting attendance)

Membership (emailed about all of this to Leisl):

- Update School Counselor Directory (Kara has started) - Could we split it up?
- Revisit Wild Apricot (Membership)
- Membership - who can monitor this?

### Budget Considerations

School Counselor Week Mailing: \$500

Socials (food, location)\$500

School Counselor of the Year Celebration - Board Attendee \$1000

Scholarships

- ASCA participation 2019 ( 1 night hotel stay or registration)
- Graduate student scholarship 2020
  - \$1000- possibly having the scholarship money connected to attendance at board meetings

Board Retreat (Summer/Winter) \$1000 ( 500/retreat for food and 1 night hotel stay)

- Winter year planning
- Summer ASCA discussion of ideas
- Utilize VSAC or SugarBush

Add to conference budget to allow for wellness opportunities/Chair Massages for Conference- Increase supply budget to \$2000 for conference



Motion to approve was passed unanimously.  
Adjourned until April 4th, 2019.