



Governing Board Meeting Minutes

September 22, 2008

Attendees: Tamara Honvlez, Beth Blong, Mori Kemper, Patty Horn, Kristin Melter-Armijo, Andrew Szczepaniak

- I. **NSDC Professional Development definition**
 - a. **Tabled until the October 20, 2008 Board Meeting**
- II. **Education Advocacy Toolkit**
 - a. **Discussion ensued regarding the plan for the legislative visitations in Washington, D.C. in conjunction with the NSDC Conference. Tamara will contact Rene Islas to ask for details on those visits and our responsibilities.**
- III. **By-Laws/Constitution**
 - a. **The board members updated the by-laws/constitution for review by the membership in November and voted on at the next SDCAz business meeting in the spring.**
 - b. **The revisions are attached to the minutes in Appendix A.**
 - c. **Two new chairs were determined:**
 - i. **Communication Committee - Patty Horn**
 1. **Kristin will contact Cave Creek in regard to the SDCAz Newsletter. She will forward her ideas to Patty who will bring the Newsletter to the board for approval before web site publication.**
 - ii. **Nominating Committee - Lisa Bush**
 1. **Beth Blong, Mori Kemper, and Andrew Szczepaniak were nominated for their Regional Representation positions to be placed on the Spring 209 ballot. The other Arizona regional positions are still open: Northern, Eastern, and Southern**
- IV. **SDCAz Strategic Plan**
 - a. **The following suggestions were made from those that attended the Fall Gathering today at the Pendergast Learning Center:**
 1. **Priority #1 (NSDC #4 - Developing School Leaders)**
 - a. **Evidence:**
 - i. **Having SDCAz started in AZ provides a local awareness of NSDC standards, etc.**

- ii. February conference enlarged and extended to 2 days to provide additional opportunities for networking**
- iii. SDCAz 2nd Annual Conference increased attendance**
- iv. Several people from our district have attended SDCAz programs and have reported positive results**
- v. Participation in online PD opportunities increased in IDEAL**
- vi. Grade level PLCs have been implemented at every school site**
- vii. Professional Development Committees at school sites**
- viii. SDCAz network influenced ARSA shift in keynote conference from entertaining to developing leadership**
- ix. TIP @ NAU working with 31 mentors across west valley districts**
- x. TIP @ NAU mentoring program**
- xi. Bi-Annual District Professional Development Forum incorporated NSDC Standards, Powerful Design Models, Assessing the Impact, Principals and Directors**
- xii. One entire part of our PD is designed for our principals and next principals**
- xiii. District (monthly) Professional Development Council – Assistant Supt, Principals, Directors, Mentor Teachers**
- xiv. ASU West Partnership**
- xv. Mentors**
- xvi. Attending National Conference**

b. Questions:

- i. Who was the keynote for ARSA?**
- ii. Who provides PD for Principals?**
- iii. For online IDEAL – How facilitated? Time Allocated?**

c. Resources:

- i. SDCAz February 9/10, 2009 Conference**
- ii. NSDC Tools, Publications, and Resources**

d. Recommendations:

- i. ADE's PDLA requires principals to be a part of the PDLA**
- ii. Forward any of your SDCAz communiqués to leaders of your school**

2. Priority #2 (NSDC #5 – Thought Leaders)

a. Evidence:

- i. **Through Thought Leader invitation at February SDCAz Conference familiarized many organizational leaders with SDCAz and standards**
 - ii. **Opportunities on IDEAL to present to thought leaders and make individual connections increased**
 - iii. **SDCAz met with identified "Thought Leaders" of AZ**
 - iv. **SDCAz has influenced the dialog in our district on PD ideas and goals**
 - v. **TIP @ NAU working with new management council members**
 - vi. **TIP @ NAU mentoring program**
 - vii. **Partnership with Sue Larson math leaders**
 - viii. **Reading coaches**
 - ix. **Cluster teachers**
 - x. **6 Trait Trainers**
 - b. **Questions:**
 - i. **Are the leaders, coaches, able to communicate the vision of SDCAz and NSDC?**
 - c. **Resources:**
 - i. **ADE network with SDCAz leaders and involve in some conferences**
 - ii. **Include PD with NSDC into teacher ed programs at universities**
 - d. **Recommendations:**
 - i. **SDCAz can send representatives to communicate vision of SDCAz and NSDC**
- 3. Priority #3 (NSDC #2 – Documenting the Evidence)**
- a. **Evidence:**
 - i. **SDCAz presented idea in February 2008**
 - ii. **The importance of having data to support practice is accepted and many are beginning to collect own data for answers to questions**
 - iii. **SDCAz web links to research (meta-analyses)**
 - iv. **Research study on effectiveness of online PD**
 - v. **TIP @ NAU student achievement scores for teachers new to the profession**
 - vi. **Creating a Theory of Change and Logic Model to collect evidence district and site**
 - vii. **Revised PD evaluation form**
 - viii. **PD Committee**
 - ix. **IL reviews/ PD links**
 - x. **Our district uses data on which to base instructional decisions**

- xii. ADE and county ESA PD project and evaluation*
- xiii. ADE evaluation of teacher learning in a highly focused PD program (3rd grade Reading) – can then correlated with student learning*
- xiv. PDLA teams developing and using data to plan, implement, monitor and evaluate results driven PD*
- xv. SAI results over time - schools & LEA's can correlate changing survey results with student learning*

b. Questions:

- i. How can ADE aggregate (eventually) the school based (PDLA) results?*

c. Resources:

- i. ADE and SAI this year focusing on how to help get survey data back to teachers*

d. Recommendations:

- i. Share evidence of stakeholders*
- ii. Provide formal training on assessing the impact and evaluating PD*

V. The Next Board Meeting

a. Location and time: Ground Control (Litchfield Park and Indian School) after the state annual conference committee meeting

b. The following board members were assigned the following responsibilities for the next meeting:

- i. Alignment of Budget with Strategic Plan – Lisa**
- ii. By-Laws/Constitution – Patty and Lisa**
- iii. Needs Assessment – SWOT – Kristin**
- iv. Marketing Plan to include booths at other conferences– Beth**
- v. Professional Development Definition – Kristin**
- vi. Education Advocacy Toolkit and NSDC legislative visit state responsibilities - Tamara**

Appendix A
By-Laws/Constitution
DRAFT 9/22/08

Constitution of the Staff Development Council of Arizona

ARTICLE I. NAME and MISSION

Section 1: This organization shall be known as the Staff Development Council of Arizona (SDCAz).

Section 2: The Mission of the SDCAz:

The Staff Development Council of Arizona is dedicated to student success by cultivating professional learning for all.

Section 3: SDCAz believes:

- Professional development is most effective when supported by an organizational culture that fosters learning for all.
- All professional development should be high quality and aligned to National Staff Development Council's Standards for Professional Development.
- The success of Arizona students is affected by sustained professional development of all educators.
- School improvement results from continuous professional learning.
- Professional development is based on theory, research and proven practice.
- Collaboration within the school community is essential for school improvement and student success.
- Professional development must be embedded in the organizational structure for systemic change.
- All educators share the responsibility for both individual and organizational growth.
- Effective professional development honors differences in learners by using various approaches to learning.

ARTICLE II. AFFILIATION

The Staff Development Council of Arizona shall be affiliated with the National Staff Development Council (NSDC).

ARTICLE III. MEMBERSHIP AND DUES

Section 1: The membership shall be any person interested in professional growth and organizational development.

Section 2: The membership year shall be in accordance with the SDCAz Annual State Conference ~~July 1 through June 30.~~

Section 3: Dues shall be levied in accordance with the Constitution's Bylaws.

ARTICLE IV. EXECUTIVE BOARD

Section 1: The Executive Board is comprised of eleven ~~nine~~ members. The officers of the SDCAz shall be President, Vice President, Secretary, Treasurer, and Past President. In addition to the officers there will be six ~~four~~ Regional Representatives who will comprise the composition of the Executive Board.

Each Executive Board member shall be an active member of SDCAz and NSDC.

Committee chairs shall be filled from the eleven ~~nine~~-member Executive Board.

The responsibilities of the Executive Board shall be as follows:

- Align SDCAz with NSDC activities
- Develop and implement a SDCAz Strategic Plan
- Promote the vision of SDCAz and NSDC
- Follow Robert's Rules of Order

Section 2: The responsibilities of the officers and regional representatives shall be as follows:

(a) President:

- preside over Executive Board meetings and SDCAz general meetings
- participate in relevant SDCAz activities and events
- facilitate a process to ensure statewide membership of committees and any other committees otherwise not provided for in the Constitution
- see that all provisions of the Constitution are fulfilled by appropriate officers and committee chairpersons
- serve as liaison for any business involving an external agency
- promote linkages between SDCAz and other organizations or individuals associated with professional development
- serve as ex-officio member of all committees
- delegate duties or responsibilities as needed

(b) Vice-President:

- attend all Executive Board meetings
- participate in relevant SDCAz activities and events
- promote linkages between SDCAz and other organizations or individuals associated with professional development
- preside in the absence of the President
- assume the office of the President if the office is vacated before the expiration of the term

(c) Secretary:

- attend all Executive Board meetings

- participate in relevant SDCAz activities and events
- keep the records and minutes of all Executive Board and SDCAz general meetings
- be responsible for all correspondence
- issue notices of meetings
- perform other duties as specified by the President
- communicate updates with the webmaster (e.g. electronic mailing list, meeting minutes, meeting dates, and other website information)

(d) Treasurer:

- attend all Executive Board meetings
- participate in relevant SDCAz activities and events
- keep a record of membership
- receive monies for SDCAz
- pay all authorized bills
- keep an accurate and current record of all receipts and expenditures of SDCAz's funds
- make regular reports available to membership and at other times as requested by the President
- be responsible for compiling and submitting all state and federal financial reports

(e) Past President:

- attend all Executive Board meetings
- participate in relevant SDCAz activities and events
- assume other duties as assigned by the President

(f) Regional Representatives (West Maricopa, East Maricopa, Northern, Western, Eastern, Southern):

- attend all Executive Board meetings
- participate in relevant SDCAz activities and events
- ~~preside over regional meetings scheduled at least twice per year~~
- facilitate communication with regional members
- represent the needs and interests of the regional membership
- ~~ensure regional representation on each SDCAz committee~~

Section 3: The election of officers and regional representatives and terms of office for each shall be as follows:

- Officers shall be elected in even numbered years to serve a term of two years.
- Regional representative shall be elected in odd numbered years to serve a term of two years.
- Officers and regional representatives shall be elected by June 30th. All newly elected officers and representatives shall assume their duties at the beginning of the fiscal year.
- ~~Officers and regional representatives will be elected in alternating years.~~

ARTICLE V. COMMITTEES

Section 1: A member of the Executive Board shall chair each committee of the organization.

Section 2: The committees are as follows:

- (a) The Nominating Committee, consisting of at least three members, will at least one month prior to the election of officers, notify the voting membership of the proposed slate of Executive Board candidates, and oversee the election.
- (b) The Professional Development Committee, consisting of at least three members, will be responsible for recommending and/or planning professional development activities.
- (c) The Communications/~~Membership~~ Committee, consisting of at least three members, will be responsible for distributing information to all members to promote and promoting the membership and activities of in SDCAz.
- (d) The Annual State Affiliate Conference Committee, consisting of at least three members, will be responsible for planning and coordinating the annual state conference.

Section 3: The President is authorized to appoint additional committees as needed to carry out the mission of the SDCAz.

ARTICLE VI. MEETINGS

Section 1: The SDCAz shall hold a minimum of two **(Lisa – Are 2 meetings required or can we change the business meeting to one per year?)** business meetings per year.

Section 2: Additional meetings of SDCAz may be called by the President provided the membership is given notice at least 15 days prior to the meeting.

ARTICLE VII. DISSOLUTION

If the SDCAz ceases to carry out the mission as herein stated, by a majority vote of the board, the SDCAz shall be dissolved and all assets and property held by the Staff Development Council of Arizona, whether in trust or otherwise, shall after the payment of all liabilities, be transferred to an organization which has similar purposes and has established its tax-exempt status under Section 501(c) (3) of the Internal Revenue Code of 1954 as enacted or as it may hereafter be amended. The designated organization shall be endorsed by a majority vote of the board.

ARTICLE VIII. AMENDMENTS

Any member may propose changes to this Constitution by sending the proposed changes to the President at least 90 prior to the final yearly meeting. The proposed changes must be communicated to all members one month prior to the final yearly meeting and must be approved by two-thirds of the active members present.

ARTICLE IX. PARLIMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern SDCAz in all cases to which they apply and in which they are not inconsistent with this Constitution and any special rules of order SDCAz may adopt.

ARTICLE X. INTERNAL REVENUE SERVICE

The purpose for which the Association is organized is exclusively educational as defined in the Internal Revenue law, and notwithstanding any other provisions of those articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under the 501 (c) (3) of the Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue law.

BYLAWS OF THE STAFF DEVELOPMENT COUNCIL OF ARIZONA

ARTICLE I. DUES

Section 1: The amount of dues for membership in the Staff Development Council of Arizona is \$25.00.

Section 2: Dues are payable each year by the Annual SDCAz State Conference July 1.

ARTICLE II. COMMITTEES

Section 1: Members of all committees shall be current members of the Staff Development Council of Arizona.

ARTICLE III. ANNUAL MEETINGS

Section 1: During the first meeting of the year new Executive Board members will be introduced, committee membership will be established, yearly plans will be shared and conduct any other business necessary for the good of SDCAz.

Section 2: During the final meeting of the year, the Executive Board Members council will give reports, approve the budget, elect Executive Board Members and conduct any other business necessary for the good of SDCAz.

ARTICLE IV. CHANGE

Section 1: Proposed changes to the Bylaws must be submitted to the President who will present the proposed change to the membership at the next meeting.

Section 2: Proposed changes to the Bylaws shall be adopted by a two-thirds vote of the active members present at the regularly scheduled meeting.