Association of Student Assistance Professionals of New Jersey ASAP-NJ

Executive Board & Committees Agenda - Teleconference 12/18/08

I. Call to Order:

PRESENT:
Jon Gaspich, President
Randie Fielder, 1st VP President
Carol Churgin, Treasurer
Scott Isaacs, Parliamentarian
Nora D'Alonzo, Secretary, Tech Chair
Jamie Lee Smith, Membership Chair
Jen DiStefano, Professional Development, Southern Region Rep
Rick Rivera, Monmouth Rep
Aimee Doyle, Morris Rep
Donna Gaudio, Atlantic Rep & Public Awareness/Media/Outreach
Andy Yeager, Bergen Rep
Doreen Consulmagno, Middlesex Rep/2009 Conference Chair
Mary Cunningham, Essex Rep
Marjorie Lange, Mercer Rep.

ABSENT:
Vivian Gleeson, 2nd VP ach
Benjamin Keiser, Somerset Rep/Nominations Chair
Linda Lawyer, Public Awareness/Media/Outreach
Jon Titmas, Membership Chair
Ogden Kruger, Hunterdon Rep
Janine Lange, Ocean Rep
Lorraine Powell, Passaic Rep

II. Minutes:

Motion # 12-08:01 Motion to approve 11/20/08 Meeting Minutes (thru email): Randie Fielder
2nd: Rick Rivera
Passed: {9} No {0} Abstentions {5}

Motion #12-08:02: (Exec Bd only) **"Approve Annual Conference Gratis Guidelines" (thru email)**- Nora D'Alonzo
2nd: Jon Gaspich (Executive Board Only)
Passed: {5} No {0} Abstentions {0} **ATTACHMENT A**

III. Officer Reports:

President: Jon Gaspich

2. Open Positions Update: Email sent to membership on 10/8/08(archived):

a. Union Rep filled by Melba Mullins – Welcome!

Continue to need a Warren Sussex Rep. - Emailed L Bechtel (12/9) to find out if anyone has been named. Awaiting response.

3. Student Assistance Programming Committee Student Assistance Programming Committee December 10, 2008

In attendance: ASAP-NJ, Association of Social Workers, 4 reps from DOE, Maurice Alias, 2 reps from School Administrators, School Counselors and Psychologists.

The framework that was requested was presented by 3 of these entities and at this point the DOE will need to try to merge all 4 of the frameworks to create one student assistance framework. The DOE will also eventually make presentations to each association's boards in order to keep them informed and in the loop through out the developmental stage.

Thank you Carol Churgin for all your time and effort in completing the Framework. Archived.

Secretary Nora D'Alonzo will email executive committee this framework as a resource tool and to share with their regional/counties. As this is a 'live' document, any changes or additions from the membership is welcomed and can be emailed to Carol Churgin.

4. Update from 11/20/08 meeting - President Gaspich to contact Hudson to fomalize their relationship into a. Bergen/Hudson region or to separate into two regions. Exec. Committee will await responses.

12/18/08 Update: Andy Yeager spoke with Lissette Lebanna in Hudson and are considering a letter out to their county asking for their opinion: Hudson SACs have an option to join a Bergen or Essex or Union meeting, fold themselves into a Hudson group temporarily until they form their own group or start their own or just start their own group. Andy will continue to work on the issue until resolved.

1st Vice President - Randie Fielder

1. Newsletter: Social Emotional Learning – Treasurer Carol Churgin has been attending Social Emotional Learning meetings with Maurice Elias. He would like to submit an article for the ASAP-NJ Newswire. Randie Fielder will contact him directly to discuss guidelines.

2. Suggestion brought up to enlist Bill Kane, Esq. to become a contributor to the ASAP-NJ Newswire. Jen DiStefano, Prof. Dev Chair will call him to discuss a write in question column that could be included in the Newswire and if in between Newswires, to be put on the website.

3. Research study: Will be meeting with R. Fopiano after the holidays to discuss research and strategies.

2nd Vice President - Vivian Gleeson

1. Scholarship/Award info: No nominations have been received for Mulhern or Scholarships. Penny will be contacting regionals to remind them.

2. Camera – will be spending 250.00 to $400.00 after the holidays. Carol Churgin reiterated that Penny can submit the actual price of the camera to the Executive Board for approval when Penny is ready.

3. Sent Student Scholarship award info to Tech Chair Nora D'Alonzo for posting on web 12/17/08. Jim Mulhern, Mentoring Scholarship & Student Scholarship notifications – **ATTACHMENT B**

Secretary/Historian/Archive - Nora D'Alonzo

c. Position Statement revised and approved by Exec Board. Emailed to Executive Committee on 12/3/08. Placed on web 12/1/08. **ATTACHEMENT C**

1. a. Those attending State Meetings on behalf of ASAP-NJ - If you are not able to attend the meeting you are part of, please find a replacement! We also need a brief report after meeting. Submit to: ldalonzo@trschools.com.

b. Meetings:

- *School Counselor Advisory Board* (funded by DOE - Kean University) - Barry Mascari
  Carol Churgin; Jon Titmas
- *No Child Left Behind* - DOE Trenton
  Jon Gaspich; Rose Tomeo-Rehm
- *Social Emotional Character Education* - Rutgers - Maurice Elais
  Carol Churgin
- *Better Use of Data* (Rutgers & NJ DOE - Trenton)
  B. McCullough; J. DiStefano; Jon Titmas
- *GCADA Legislative Sub-Committee* - Trenton
  Randi Fielder; Jon Gaspich

c. Received & Archived

- 11/21/08 - Monmouth County Meeting Minutes for 10/08
- 11/20/08 - Professional Development Report for 11/08
- 11/21/08 - Ocean County Meeting Minutes for 11/08
- 11/24/08 - Morris County Meeting Minutes from 11/13/08
- 12/5/08 - Bergen County Meeting Minutes from 12/2/08
- 12/5/08 - Bergen County Meeting Minutes from 10/7/08
- 12/3/08 - Social Emotional Learning Meeting Minutes from 11/21/08 (C.Churgin)
- 12/9/08 - Membership List updated 12/8/08.
- 12/15/08 - Parliamentarian Report for 12/15/08.
- 12/16/08 – Morris County Meeting Minutes for 12/11/08
- 12/17/08 – Treasurer Report for 11/08.
- 12/18/08 – Ocean County Meeting Minutes for 12/08.

2. All Executive Board members, Committee Chairs and Regional Chairs are required to submit a report at each meeting (teleconference and face to face, 8 times per school year).

- **Please write your report on a Word Document and attach to your email to ldalonzo@trschools.com**
- **If you have no new news, you still need to submit a report. Just state that there is 'no news.'**

Parliamentarian - Scott Isaacs – Report archived – No new news

Treasurer - Carol Churgin

Motion #12:08:03: Approval of Treasurer's Report

Motion for Approval: Nora D'Alonzo
2nd: Scott Issacs
Passed: Yes {15} No {0} Abstentions {0}

1. Social Emotional Learning Meeting 11/21/08 – (minutes emailed to Exec. Committee 12/17) **ATTACHMENT D**

ASAP-NJ has been participating in the Stakeholders meetings for the past couple years – have funding for another couple years, looking for 60 more schools for participation; surveys for staff and students and report back to school with data. Trying to obtain credentialing or certification for social emotional learning and incorporation this program into other colleges. Would like to be on conference agenda and submit article to the Newwire (see 1st VP above). Treasurer and President will speak after this meeting as to how ASAP-NJ can best assist.

IV. Committee Reports

Conference - Doreen Consulmagno

a. Registrations are moving along and coming in.

b. Jen DiStefano stating that the Supervisors and Principals have sent a letter out stating that the DOE has changed their number of people who can now attend conferences (from 3 to 5). Tech Chair, Nora D'Alonzo has placed this information on the website in the "Fiscal Accountability" block. Please note that the DOE has published this information but only in a 'final draft' format.

Legislative - Betty Mitchell - Name Change Bill has not been moved into the whole Senate yet but we are still in the same two year period so we are hoping next session will see movement.

In the news the GCADA has been questioned as to their use of monies in the past couple years. Potentially, this funding may be changed over to the Div of Addiction Services. ASAP-NJ will follow this story closely.

Membership - Jon Titmas Jon Gaspich reporting that his is very pleased with our membership numbers which has risen significantly in the past year. Jamilee Smith reporting that he orientation to the Wild Apricot online Membership program is going well and will be meeting with Treasurer Carol Churgin after holidays to obtain more info. She reports that the final transition of records and equipment from Jon Titmas has not taken place yet but should.

Nominations - Ben Keiser- N/A

Professional Development – Jen DiStefano

Developed and revised PD documentation according to recent guideline changes. Secretary forwarded to Executive Committee and Regional Representatives on 12/16/08**.** **ATTACHMENT B.**

Public Awareness/Media Outreach/Media Relations - Linda Lawler/Donna Gaudio: NA

Brochure - Penny & Kathy LePore volunteered to assist making changes.

Update: Copy of revisions – **ATTACHEMENT E**

Motion #12-08:03: "Approve ASAP-NJ Brochure" - _____

2nd:

Passed: {} No {} Abstentions {} **ATTACHMENT E**

Motion deferred to be done as a separate email. Secretary will make motion on line.

Technology - Nora D'Alonzo

a. December 2008 Report archived.

b. E-mailed Caron Foundation in March 2008 with membership list so that Student Assistance Journal can be sent to all members. Update: Nora emailed Carol Foundation on 10/28/08, called Mylene on 11/4/08 & 11/14/08.

Update: Mylene answering that she has been busy but she contacted the Journal who said that there were not enough to include ASAP-NJ members and could not incur the expense of sending to have more printed and sent out. She says that if she proceeds with another issue, are we still interested. I said yes. Emailed again from Mylene that they have no plans to send out issues to ASAP-NJ members. Secretary will contact the journal to find out costs and possibly have ASAP-NJ issue the journal.

c. Inventory: ASAP-NJ Computers/laptops printers

1 laptop - Nora D'Alonzo - Secretary

1 laptop - Carol Churgin - Treasurer

1 laptop / 1 printer - Jon Titmas - Membership to be transferred to Jamilee Smith by 1/1/09

1 laptop - Donna Gaudio/Linda Lawyer - Media/Outreach - Transfer to Conference?

Motion was made 1/07 to purchase Carbonite - for three laptops on-line back up for laptops was made. Those who have a laptop should purchase and send receipt to C. Churgin, Treasurer.

V. Regional Updates:

1. Rick Rivera (Monmouth) requesting that ASAP-NJ send letter to Co Superintendents re: allowing SACs to attend regional meetings. President Jon Gaspich stated that ASAP-NJ has not the authority to request superintendents allow SACs to attend regional meetings but he has sent a letter to his county superintendent that requests the superintendent support this with his superintendents and will get this letter out to regional representatives. Secretary will respond to this request in writing and archive the original letter.

Update: 12/18/08 - Letter was e-mailed to Rick Rivera on 11/24/08. Archived.

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2. OC requesting letter to Superintendents re: the hiring of non-certified SACs. All in agreement that ASAP-NJ has no authority to mandate superintendents in their hiring practices and that this type of letter would more appropriately come from a concerned citizen rather than an organization. Secretary will respond to this request in writing and archive the original letter.

Update: 12/18/08 - Letter was e-mailed to Tracy Kearney on 11/24/08. Archived.

VI. Other Business / Announcements/ On Hold:

1. Retreat? (posted 1/08)
2. Treasurer suggesting that those who are not SACs but attend Trainings (ex. I&RS Training) be sent a prospective member letter. Names could be forwarded to Membership from Treasurer (posted here 5/23/08)

3. Increasing the budget allowance for the National Conference – on hold for now. (posted 4/17/08).

4. Should the President be a member of the National Student Assistance Association Board? National is trying to get ASAP-NJ on their Board as they re-vamp their organization. Requires attendance a t 3 meetings per year and it is anticipated that it would cost ASAP-NJ approximately $5,500/year. Jon is willing to participate but there are still some questions to be resolved:
   a. The responsibilities of the Board Member should be in writing;
   b. Can a substitute for the President attend meetings if the President is not able to go and does that person have to be a member of the National Student Assistance Association?
   c. It will cost ASAP-NJ $1,000.00 for Board Membership annually?

Update 5/22: Received info re: responsibilities; President has called National to get additional info re: substitute, no reply yet; It will cost ASAP-NJ $1,000.00 for membership. President will finalize and bring up for final approval at next meeting.

Update: 9/25/08: President has not heard from National as of today's date

Update:10/16/08: President has not heard from National as of today's date.

VII. Adjournment:

Motion #11:08:06: Motion for Adjournment.

Motion for Adjournment: Randie Fielder
2nd: Aimee Doyle
Passed: Yes {8} No {0} Abstentions {0}

Next meeting: January 22,2008 or should be have a meeting on February 4th in AC? – Will discuss in the new year.

ATTACHMENT A



Executive Committee and Conference Committee Guidelines for Annual State Conference Registration and Hotel Stay Paid by ASAP-NJ

Beginning January 1, 2009:

1. All Executive Committee and Annual State Conference Committee members are responsible for paying their annual ASAP-NJ Membership fee (with the exception of the Past President).

2. ASAP-NJ will pay conference registration and 2 nights hotel room for:

a. All Annual State Conference Committee members. A list of Annual State Conference Committee members shall be submitted to the Executive Board by November 30, each year.

b. Any Executive Committee member or their designee that has participated in at least 4 Executive Committee meetings during the prior ASAP-NJ fiscal year (January 1 – December 31). For example, the Regional Chair participates in 4 Executive Committee meetings (2 in person, 2 via teleconference) from January 1, 2008 to December 31, 2008. That Regional Chair may attend the 2009 Annual Conference, and ASAP-NJ will pay for their registration and 2 night hotel.

(Changes in Regional Chair during any 12 month time period will follow the above guide except 4 Executive Committee Meetings may have been attended by 2 separate individuals).

3. In order for ASAP-NJ to pay conference registration and 2 nights hotel room for the above, the Annual State Conference Chairperson must be notified in writing by November 30 or the year prior to the Annual State Conference date. Any Executive Committee member that specifies a designee must notify the Annual State Conference Chairperson in writing as to the name of the designee by November 30 of the year prior to the Annual State Conference.

4. Travel to and from the conference and additional meals are not included, and will not be reimbursed by ASAP-NJ.

5. Applications for exceptions to any of the aforementioned must be made in writing to the Annual State Conference Chairperson by November 30 of the year prior to the Annual State Conference.

ATTACHMENT B

Jim Mulhern Award

Jim Mulhern, one of the founders of ASAP-NJ, worked as a student assistance professional and served as ASAP-NJ's Vice-president in the late 1990s. Jim modeled a sense of compassion, duty and commitment to all students he worked with and can be considered an original puzzle master, and an essential piece!



- ✔ Student's current school with school address
- ✔ Student's home address and phone number
- ✔ High School Graduation Date
- ✔ Name of school where student will continue his/her education (this may include a college, trade or tech school or any other similar program)

Submit essays and cover sheet to:

Email: vgleeson@immaculatahighschool.org

Application Period: 1/1/09 - 4/30/09
SACs will be recognized for their student's essay and the total amount of the scholarship award will be posted on ASAPNJ.org

ASAP-NJ 2009 Annual Scholarship Award

The Association of Student Assistance Professionals of New Jersey provides a conference registration and a one-year membership to ASAP-NJ to someone interested in a future in the student assistance field.
This scholarship is designated for those enrolled in SAC courses at one of our NJ colleges who expresses interest in student assistance work, a first year SAC, a professional working under contract with a private agency to do student assistance work in schools or a SAC who demonstrates financial need.

Consideration includes:

- Demonstrated commitment to young people through employment or voluntary work *professional affiliations with young people and service projects;
- Demonstrated interest in the fields of addiction or other high-risk areas;
- Employment or work with schools, community alliance, or agencies, which provide education and prevention to young people;

 Applicability of the scholarship and participation in the conference.

Applications should be in a narrative form, limited to 2 pages and submitted by email only.
Email: vgleeson@immaculatahighschool.org

Application Period: 11/1/08 - 12/31/08

Deadline for the application is December 31, 2008

Winners will be announced on www.asapnj.org website. Presentations to be made at the 2009 State Conference February 5th & 6th

ATTACHMENT C - Position Statement

Association of Student Assistance Professionals of New Jersey
ASAP-NJ

P. O. Box 373
West Orange,
New Jersey 07052
(908) 451 - 5367

Position Statement on Drug Testing in Schools

The United States Supreme Court ruled in July of 2002 to allow random drug testing for secondary school students participating in extracurricular and other privileged activities. The Association of Student Assistance Professionals of New Jersey (ASAP-NJ) and the National Student Assistance Association (NSAA) believe parents/guardians and educators must decide at the local level if random drug testing is an appropriate tool to address student drug use in their schools and neighborhoods. If schools choose to use random drug testing, it is essential that a comprehensive student assistance program (SAP) with a Substance Awareness Coordinator is in place in the school district. In its publication, "Drug Testing in Schools," the Office of National Drug Control Policy (ONDCP) recognizes student assistance programs as a positive referral option for students identified through random drug testing. Schools that have student assistance programs in place play a positive role in ensuring that students receive appropriate support, referral and follow-up.

ASAP-NJ Executive Board and Committees: November 25, 2008

NSAA Board of Directors Revised: March 10, 2004

ATTACHMENT D

Rutgers Social-Emotional Learning Lab
Department of Psychology • New Brunswick Campus

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

53 Avenue E, Tillett Hall • Piscataway, NJ 08854-8040
DSACS Contact: 732-445-7778 • 732-445-7970 Fax • admin@teachSECD.com email

Minutes from the Stakeholders' Panel Meeting for Developing Safe and Civil Schools (DSACS): A Coordinated Approach to Social-Emotional and Character Development (SECD)

www.teachSECD.com

A Program of the Rutgers Social-Emotional Learning Lab and the Center for Applied Psychology, Graduate School of Applied and Professional Psychology

Funds for the Developing Safe and Civil Schools: A Coordinated Approach to SECD were provided in full by the New Jersey Department of Education under a grant from the United States Department of Education, Safe and Drug-Free Schools and Communities Act of the No Child Left Behind Act

November 21, 2008, NJPSA/FEA Conference Center, Monroe, NJ

Notes from the Meeting and Action Steps

The agenda for the meeting included updates on DSACS and SECD, review and feedback on the on-line credentialing course for SECD, the DSACS web site, SECD and higher education, ways to create more synergistic connections of DSACS/SECD with Stakeholder Partners, and an introduction to the Alliance for SECD. While it may sound like an all-day meeting, we accomplished our goals in an hour and a half. We were helped by the hospitality of FEA and Chuck Stein's generous provision of marvelous snacks. Those of you who missed the meeting definitely missed some wonderful food and camaraderie.

Present at the meeting were Chuck Stein (NJPSA), Janet Tisdale (NJEA), Joanne MacLennan (College of St. Elizabeth), Gary Vermeire (NJDOE), Paula Bloom (NJDOE), Barry Barbarasch NJASP), Natercia Rendeiro (NJASW), Jacqueline Norris (TCNJ and DSACS Leadership Team), John Bulina (NJSBA), Donna Snyder (DSACS Director of Field Services), Kate Conner (DSACS Regional Implementation Staff Member, South Team)

Updates on DSACS and SECD

- DSACS has funding for years 4 and 5, through June 2010, with the possibility of continued funding; schools can be confident in establishing relationships with us. Our focus this year is: continuing to build momentum with our 193 current schools and working with additional 60 schools in a research capacity to determine outcomes of the project (which tier/service delivery model is most effective). We will include academic data, school report card data, climate data, violence and vandalism, etc. We look forward to scaling up, but beforehand, we need to determine which intervention/consultation approaches are most effective to focus on, based on outcomes.

- This year, we are offering Principles of Coordination workshops to help recruit schools into DSASC, and Putting Children First workshops, that are available to anyone, whether involved with DSACS or not. Some of the latter are focused on Service Learning, a key DSACS theme. The workshop calendar is available at www.teachSECD.com .

ACTION STEP: Please be sure your association members are aware of the DSACS training opportunities. We will continue to add more workshops right after the New Year.

- We are continuing to work with all organizations- CEP, CASEL, NASP, and Edutopia, nationally, and our various partners in NJ. DSACS was represented at many statewide and regional conferences and meetings and in stakeholders' newsletters and web sites. This will continue over the next two years, most recently in the *School Leader*, NJSBA's publication reaching all of its members.

- Introduction of SECD reference guide. At the national CEP conference, SECD was clearly alive and well. The link of SEL and Character Education as SECD was a "hot topic" with SRO participation on Sunday morning the last day of the conference. At CEP, National Professional Resources (www.nprinc.com) introduced an outstanding SECD resource, a brief, laminated 6-page SECD reference card. Copies of mock-ups were distributed to attendees along with ordering information. This card may be the best tool yet to introduce teachers, administrators, and parents to SECD in an accessible, practical, yet comprehensive way. CEP also gave all attendees a copy of Performance Values: Why They Matter and What Schools Can Do to Foster Their Development (cf. www.character.org), a document that makes clear linkages of SEL and character education in a way that is SECD by another name. It was also noted that CASEL is in hibernation mode due to a focus on helping meet Illinois mandates regarding SEL.

ACTION STEP:
Joanne asked which SECD programs are being used by DSACS schools; we have no current database for this but we will work on assembling it. It can be very useful in our networking efforts.

Online credentialing course and process

- All Stakeholders were provided a copy of the current version of the Level 1 credentialing course, for the Instruction of SECD in classrooms and small groups, including after school programming. Following Stakeholder review, a draft will be created for review by NJDOE; Rutgers also must review and approve the course structure.

- Jackie Norris, one of the primary course developers, along with Vicki Poedubicky of the Highland Park Public Schools and a DSACS Mentor/Consultant, provided a brief rationale and background. Questions arose as to the type of course or credentialing program it should be; at this point, it is a compromise between a master's level type course and a workshop/inservice training. It balances theory and pragmatics and requires a demonstration of the skill prior to credentialing. The credential is structured around 3 course experiences: 1-building a knowledge base, foundation, of what SECD is and is not. 2- focusing on practice and pedagogy and conveying what SECD looks like via applications and examples, videos, etc. 3- a supervised practicum component, involving developing and working on a plan to carry out SECD instruction

- It was universally recommended that the SECD instruction include personal meetings, ideally at the beginning and during the practicum component.

- The courses are for any professional who works with kids and wants to increase SECD in their work; it can be used for hiring purposes, to ensure that prospective staff members have the qualifications to implement SECD in classrooms and small groups in and after school.
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An open discussion raised the following questions that the DSACS team will work to answer:

How will this really be implemented?
What about cost?
How will professional associations actively encourage it?
How will you show that this credential gives added value, from the perspective of teachers, administrators, school boards, student support personnel?
How can you get teachers excited?
How can we make it part of pre-service curriculum? Jackie: higher levels are more geared toward higher ed. Admin. And teacher preparatory programs. It is attractive for mental health professionals, but there is no track for school social workers in pre-service training.
Consider what qualifies someone as school social worker? Psychologist? Counselor? SAC? Etc. How does SECD fit into qualifications and how can it better fit into formal qualifications?
How can professions better integrate existing and forthcoming SECD tools into their practices?

ACTION STEPS: I invite everyone to provide thoughts about the specifics of the above questions, especially those involving SECD and professional associations. Meanwhile, the following action steps seem most appropriate, based on the meeting conversation:

ACTION STEP: I would like representatives of each professional association linked to DSACS, including those not present at the meeting, to create a 30-second elevator speech (you can tape it or write it or both) that answers a question raised at the meeting, "How does SECD fit into my professional role? Why should I care about it?" Please send these to Maurice by the beginning of January. Thank you!

ACTION STEP: Gary suggested that associations could consider coming to the Board of Credentialing as *one* voice, encouraging them to look at preparatory requirements- upgrading them, etc. It may be the first time that people advocate for SECD all together; there is real potential. It was suggested that a first step would be DSACS presentations to two key groups:
LEE (Leadership for Educational Excellence, composed of NJPSA, NJASA (Superintendents), NJASBO (School Business Officials), NJEA, NJSBA (School boards), PTA, Dep't of Educ.) and COCST (composed of NJASP, NJSCA, NJASW, ASAPNJ, possibly others…). The action step is to ask for your help in making these arrangements. I believe Natercia, Chuck and Janet mentioned that they would follow up on this.

Additional questions were raised regarding the on-line structure of the course:

How long do courses run? Topics? Also, what are my weekly obligations? What is the format? Will individuals have avatars that respond? Will there be a chat room situation, allowing one to be online with others taking the course?
Jackie replied with our current thinking: 10 hours/course; 2 hours/topic. Discussion boards as well as chat times will be utilized, with a moderator. The courses will be self-paced in that there are reflections, downloads, drop boxes for "homework". In the pilot program, the second round was more self-paced which was better received than the first round (participants did not like the idea of homework). We hope to offer the courses on a more frequent basis, and provide a structure for a cohort of students going through the course, to create community and networking. Rutgers will host the courses but we must attend to the bandwidth of the course as we think about streaming video components, chatting, etc. It was noted that commitment, duration, and obligations all must be specific and clear.

What other courses are being planned? Next in development is our Level 3 credential, designed to help people work with a school to organize its SECD programming; supervisors, directors and principals may not have the training to put these efforts together and this will be a value-added skill across disciplines.

Comments were gathered about the course structure, including written feedback, and these are all being worked on by the development team.

DSACS Web Site

Stakeholders were invited to examine the DSACS web site, www.teachSECD.com, and provide feedback. Overall feedback was excellent and the group supported plans to increase the use of video examples, navigation aids, and the networking function.

SECD and Higher Education

- Rather than continuing to have conversational meetings, we are going to pilot the cross-fertilization of SECD among departments by talking to training leaders in colleges and universities:
- Our first pilot will begin with the College of St. Elizabeth on December 10. Joanne will host and will start with awareness piece to give people the "big picture" and let people know about the structure, research and practice. People will realize that the articulation of SECD within and across training programs is not a daunting or highly complex process. Joanne has added in competencies to Child and Adolescent Development and in school counseling (microskills)- and has found positive feedback.

- Jackie is exploring TCNJ as the next pilot site. We have also had some expression of interest from Rowan, Kean, and Rutgers and we encourage these and other institutions to actively follow up with us to begin pilots. At TCNJ, Jackie teaches a course on SECD (group dynamics); word has gotten around on campus because there is a lot of self-discovery and introspection; the director of admissions has asked all of her team to take the course. So there can be value added by increasing the visibility of SECD in higher education settings as well.

ACTION STEP: Janet and Michael Cohan will follow up with contacts at Kean and explore their interest in becoming a pilot. Jackie will pursue TCNJ's interest, following the first pilot meeting at CSE on December 10.

Introduction to the Alliance for SECD

- Phil Brown gave an overview of the Alliance, saying that it was a grass-roots organization. An ad hoc committee decided that such a group should be started and it resulted in a first annual conference last year.
- Phil introduced Alliance Co-Chair Georgiann Gongora and Sharon Biggs, Vice/Chair and Treasurer and Principal of Samuel R. Donald Elementary School in Bloomingdale, NJ. Each spoke to their commitment to building the "whole child". They shared their vision: helping to educate teachers and administrators in programs that work- providing examples, mentorship, giving teachers time for reflection, and in general getting educators and those concerned about education to not think of SECD as an add-on, but an essential part of what we do.
- www.NJASECD.org is up and almost running as a venue to sign up for the alliance. Information there can be found about a March 24, 2009- conference at Rutgers held for schools of character to present ideas to other school professionals.

ADDITIONAL ACTION STEPS:
In addition to any further feedback about the courses, ALL stakeholders, whether you attended or not, are asked to contact Maurice regarding opportunities in 2008-9 and 2009-10 to present at statewide or regional conference, contribute to your newsletters or web sites, and in other ways further our collaboration. PLEASE be sure also to follow up on the ACTION STEPS above before they leave your back burner. These matters are too important to all of us and to the children of NJ.

Thank you. Respectfully submitted, Maurice Elias with the assistance of Kate Conner and Donna Snyder, December 4, 2008.

ATTACHMENT E



To: Regional Chairs

From: Jennifer DiStefano
ASAP-NJ Professional Development Chair

Date: December 2008

Re: Directives for PDH

In the past Regional Chairs have been authorized to use the ASAP-NJ Professional Development Hours (PDH) provider number for both regional meetings and presentations scheduled for a regional meeting. The NJ DOE will be changing the process of the PDH certificates. As of January 2009 we will no longer

need to provide a number for our certificates, but will need to keep data. I am looking to keep this process simple, yet efficient. The following will be the new procedure for PDH:

- **Please use the attached document (you should duplicate the form for your files) to log the events for which you provide ASAP-NJ PDHs**
- **Under "Type of Program"…if the activity is a training workshop, please write the topic. If you are giving hours for the regional meeting itself, please write in "regional meeting". If you are giving hours for both on the same day, please log them on separate lines.**
- **Please take attendance at each meeting/training and keep it on file with the log- *attached is a helpful table for attendance that can be electronically updated, please have the attendees initial by their information in the designated date/month, etc…**
- **I will need you to forward to me the log and attendance sheets by/on June 30th. You can send to: 1750 Kresson Rd. Cherry Hill, NJ 08003 or email: jdistefano@chclc.org**
- **Please use the "NEW" NJDOE certificate, you can sign it ahead and make copies, please use this certificate, no other.**

If you have any questions, please contact me at 856-424-2222 x2535.

Copy to ASAP-NJ Executive Committee

ASAP-NJ

Regional Professional Development Hours Log

Region: _____ **Chair/Co-Chair:** _____

Date	Type of Program/Title	Presenter	# of Attendees	# of hours given

Association of Student Assistance Professionals of New Jersey

ASAP

Professional Development Documentation

Name of Provider: _____

Educator's Name: _____

Title of Professional Development Activity: _____

Description of Professional Development Activity:_____

_____

Date: _____ Location: _____

Presenter(s)/Facilitator(s): _____

Number of Actual Professional Development Hours: _____

I certify that the named educator accrued the indicated number of Professional Development hours.

_____

(Signature of Provider/Provider of Record)

ASAP-NJ Attendance Table

Region/County:_____

FIRST NAME	LAST NAME	MBR ?	AFFILIATION	PHONE	E-MAIL	Date	Date	Date	Date

ATTACHMENT F - Brochure
(Separate file attached to hard copy)