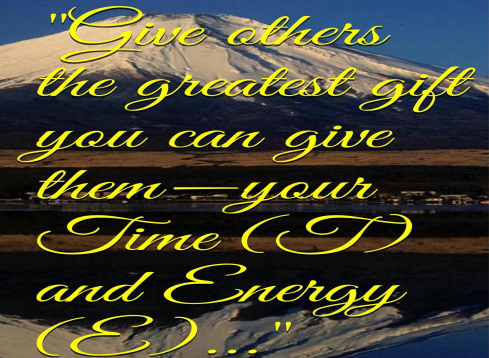


# Enhance Your Admin/School Counselor Relationship

Essential Strategies for Improving School Counselor Teams and Student Outcomes  
Presenters: Mrs. Erika Bennett, Murrieta Mesa High School Assistant Principal &  
Mr. Matthew Elder, Director Cal-SOAP

- Ken Poirot



*"Give others  
the greatest gift  
you can give  
them — your  
Time (T)  
and Energy  
(E)..."*

# Presenters

**Erika Bennett**

Murrieta Mesa High School, Assistant Principal



**Matthew Elder**

Director I, Riverside County Cal-SOAP

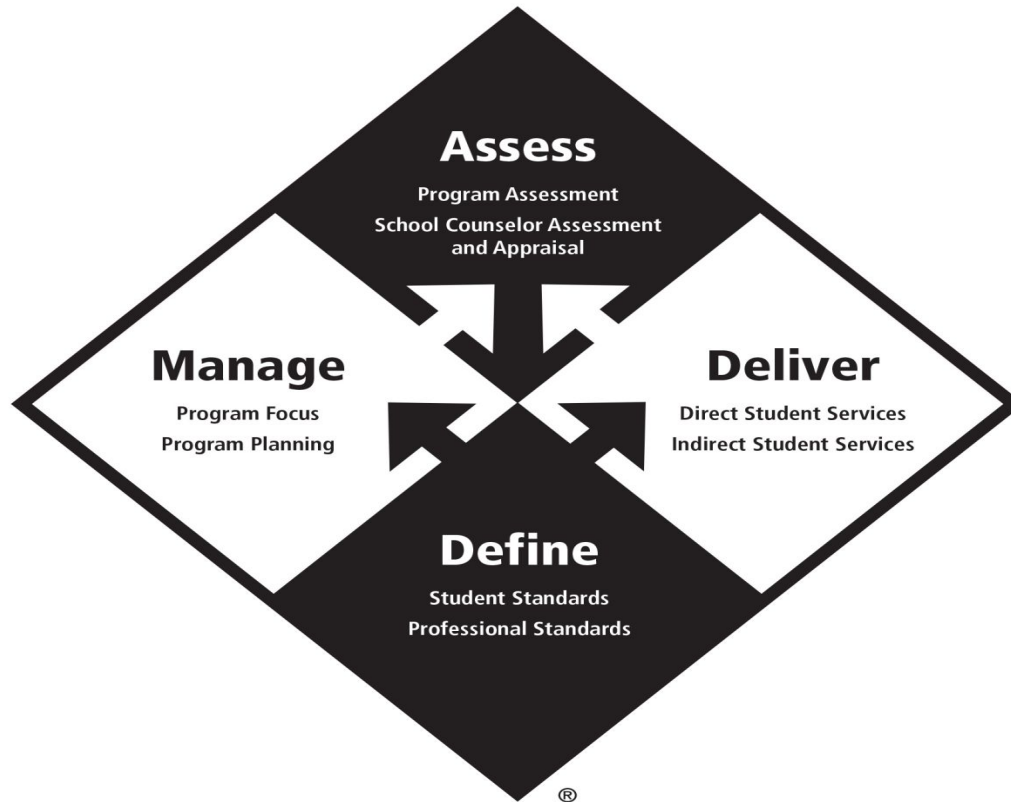


# Admin/School Counseling Team Part 1

## Agenda Topics

1. ASCA National Model
2. Team Dynamics - Finding Strengths and Building on Weakness
3. Develop A School Needs Assessment
4. Create and Monitor Goals
5. Importance of Professional Development
6. Evaluation of School Counselors

# The ASCA National Model, Fourth Edition



The ASCA National Model diamond is a registered trademark of the American School Counselor Association.

# ASCA National Model

## School Counseling Program Essentials

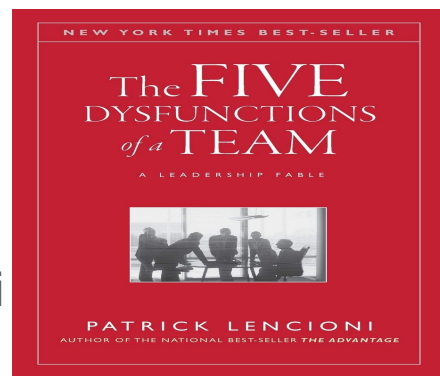
- ❖ Vision/Mission\*
- ❖ Annual Student Outcome Goal\*
- ❖ Classroom Group Mindsets & Behaviors  
Action Plan
- ❖ Annual Administrative Conference\*
- ❖ Advisory Council
- ❖ Calendars\*
- ❖ Classroom & Group Lesson Plans\*
- ❖ Classroom & Group Results Reports\*
- ❖ Closing the Gap Results Reports\*

\*Year 1 Essentials



# Team Dynamics

- ❖ Book - “*The Five Dysfunctions of a Team*” - Patrick Lencioni
  - Give your team the assessment
  - Review Absence of Trust, Fear of Conflict, Lack of Commitment, Avoidance of Accountability and Inattention to Results
- ❖ Colors Personality Survey
- ❖ Frequent Team Meetings - Develop agenda, notetaker, continually review goals, analyze data
- ❖ Team Building Opportunities - Icebreaker for meetings, food, special recognition, recognize NSCW,
- ❖ Utilize the strengths of your team



## Leadership Assessment of Equity

21

Responses

23:26

Average time to complete





Active

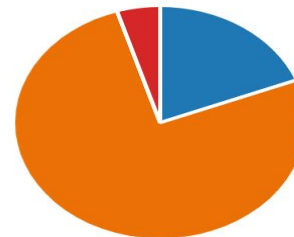
Status

[View results](#)[Open in Excel](#)

### 1. Leadership Position within the district.

[More Details](#)

 Site Department Lead	4
 Principal	16
 Assistant Principal	0
 Equity Institute Participant	1



2. Based on the following definition of equity: This is the outcome of practices that result in the same outcomes for members of a group. Equitable programs may make accommodations for differences so that the outcomes are the same for all individuals. For example, women and men may receive equitable, not equal, treatment in regard to parental benefits at work. (Lindsey, Robins, Terrell, 2009).

Rate your level understanding related to "equity."

[More Details](#)

21

Responses



3.33 Average Rating

---

3. Please rate your perception of your certificated staff's understanding of equity.

[More Details](#)

21

Responses



2.00 Average Rating

---

4. Please rate your perception of your classified staff's understanding of equity.

[More Details](#)

21

Responses



1.71 Average Rating



# Create and Monitor Goals

## Murrieta Valley USD HS Counseling Goals 2019-2020

1. MVUSD School Counselor Calendar 2019-2020 (Calendar of events for each HS Site and MVUSD Collaborative HS Events)
2. MVUSD HS Site Counseling Goals 2019-2020 (3 SMART Goals)
3. RCEC HS Counseling Goals (A-G Completion Rates, Senior Survey, College Kick Off, PSAT 10, FAFSA Completion, 3 or more college applications and development of a remediation plan for students to meet A-G Completion)
4. MVUSD Standard HS Counseling Practices 2019-2020 (A-G Spreadsheet 9<sup>th</sup>-12<sup>th</sup>, 1-on-1 meetings w/ students 2x's a year, address LCAP Student Priority Groups, focus on specific student groups (AA and Hispanic), CCGI, CTE/Career Pathway Development, PSAT, SAT/ACT/DE/AP/IB/Advanced Courses to increase the number of students participating and the population is reflective of your student population, D/F Conferences, Update of 504 electronically, complete end of the year counseling duties and data).
5. MVUSD HS Collaborative Events/Activities (College Kick Off, NCAA, Freshman Summer Bridge, Freshman, Junior and Senior Collaborative Project, FAFSA and Financial Aid Parent Informational Night, Scholarship Night)
6. LCAP Student Groups (How are the student being addressed within the counseling department?) Define, develop and deliver specific strategies
7. HS Socio-Emotional Needs and Plan for 2019-2020 (Assessment, type of groups, Breakthrough and student involvement)

**Murrieta Valley USD All Counselor PD**  
**December 5, 2019**  
**District Office Conference Room A**  
**Agenda**

- |  |                    |
|--|--------------------|
| <b>1. Breakfast</b>  | <b>8:00-8:30</b>   |
| <b>2. Ice Breaker</b>  | <b>8:30-9:00</b>   |
| <b>3. CASC President, Ashley Kruger – CASC Updates</b>   | <b>9:00-9:15</b>   |
| <b>4. Blitzers Rhonda Coop-RCOE Kindness Campaign</b>  | <b>9:15-9:30</b>   |
| <b>5. Student Support – Gabby DiGiovanni</b>   | <b>9:30-10:15</b>  |
| <b>a. How to Access Community Resources</b>  |                    |
| <b>b. Community Agencies Flowchart</b>   |                    |
| <b>c. SARF (Suicide Assessment Risk Form) Updates</b>  |                    |
| <b>Break 10:15-10:25</b>   |                    |
| <b>6. Attendance &amp; STIS – Katy Wood</b>  | <b>10:30-11:10</b> |
| <b>7. Parent Notification Letters – Erika Bennett</b>  | <b>11:10-11:15</b> |
| <b>8. MVUSD District Dashboard Results Spring 2019</b><br><b>Bob McGonigal</b>                         | <b>11:15-11:30</b> |
| <b>9. College Career Indicator Data and What's Next</b><br><b>12:00 Erika Bennett and Mary Walters</b> | <b>11:30-</b>      |

Lunch 12:00-1:10

**HIGH SCHOOL 1:10-3:30**

- 1. What Does CCI Mean for a SC? – Erika Bennett**
- 2. Academic Plan – Bob McGonigal**
- 3. CTE Pathways via Zoom – Valerie Backus**
- 4. Complete College Futures Proposals Due Dec. 6, 2019**

**MIDDLE SCHOOL 1:10-3:30**

- 1. Site School Counseling Goals (Need DMMS, TMS, WSMS)**
- 2. MTSS**
- 3. Development of Tier 1 Pre and Post Surveys for Guidance Lessons**
- 4. Complete College Futures Proposals Due. 6. 2019**

**ELEMENTARY SCHOOL 1:10-3:30**

- 1. Share out/best practice of ES attendance programs in progress**
- 2. Calibrate/check on progress of 2<sup>nd</sup> Step Lessons**
- 3. Update on progress of Career/College Lessons**
- 4. Update on implementation of Sanford Harmony**
- 5. Update on Panorama Survey, results and next steps**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
PERFORMANCE EVALUATION FOR CERTIFICATED SCHOOL COUNSELORS**

Name of Employee: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Job Title & Work Site: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ \*Other  Annual Evaluation

**KEY:****MX = Meets Expectations****AF = Area of Focus****UN = Unsatisfactory****NA = Not Applicable**

\* Reason for "Other" Evaluation \_\_\_\_\_

Specific Comments are required for all "AF" or "UN" ratings

<b>STANDARD 1 – A school counselor is an education leader who promotes the academic, career, and social development of all students by planning, implementing and evaluating a comprehensive counseling program</b>	<b>RATING</b>	<b>COMMENTS **</b>	<b>Overall Rating</b>
1. Develops and maintains a written plan for effective delivery of the school counseling program that focuses on the areas of: academic, social/emotional, and college/career.			
2. Uses data to support curriculum, small-group and closing-the-gap action plans for effective delivery of the school counseling program.			
3. Uses the majority of time providing direct and indirect student services through the school counseling core curriculum, individual student planning and responsive services.			
4. Promotes a comprehensive school counseling program aligned with district and site goals.*			
5. Participates in a school counseling program assessment annually to review extent of program implementation and effectiveness			

# Professional Development

# Admin/School Counseling Team Part 2

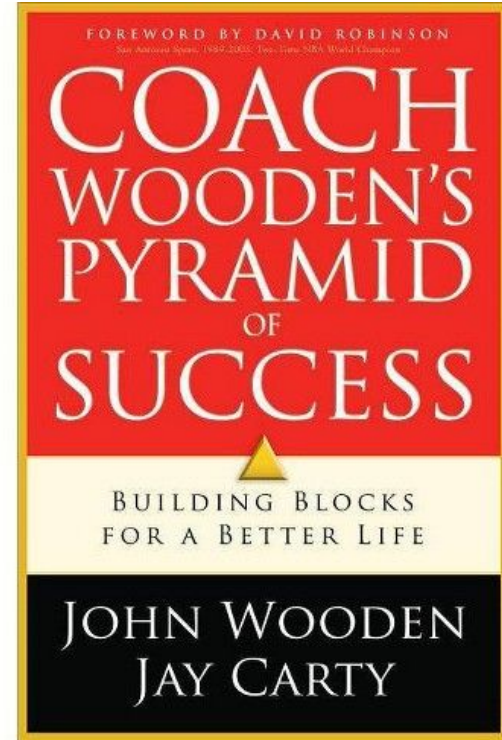
## Table of Contents:

1. Leadership Style
2. Roles/Responsibilities
3. Know Your Team
4. Targeted Outcomes
5. Multi-Tiered, Multi-Domain System of Supports (MTMDSS)
6. Data
7. Scenarios

# Leadership Style

## John Wooden

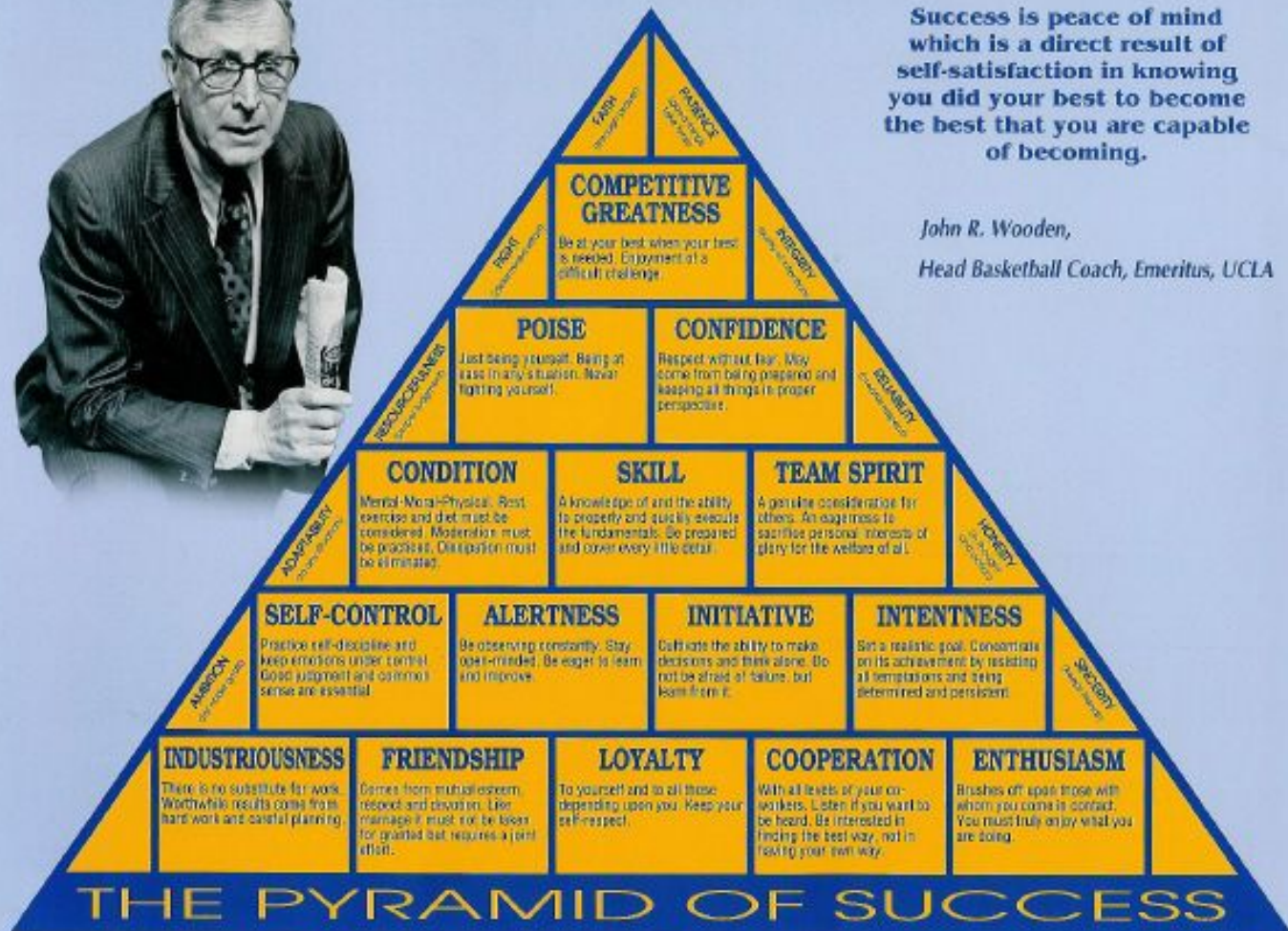
- Pyramid of Success
  - Industriousness
  - Friendship
  - Loyalty
  - Cooperation
  - Enthusiasm
  - Self-Control
  - Alertness
  - Initiative
  - Intentness
  - Condition
  - Skill
  - Team Spirit
  - Poise
  - Confidence
  - Competitive Greatness





**Success is peace of mind  
which is a direct result of  
self-satisfaction in knowing  
you did your best to become  
the best that you are capable  
of becoming.**

*John R. Wooden,  
Head Basketball Coach, Emeritus, UCLA*



# Roles and Responsibilities

- **Departments**
  - Counseling
  - Registrar
  - College & Career Center
  - Guidance Techs
  - Academic Departments
  - Evaluations
- **Master Schedule**
  - Enrollment
  - Course Requests
  - UC Doorways
  - Course Codes
  - Teaching Assignments
  - Four Year Plans
  - Feeder Middle School Info
- **College & Career Readiness**
  - College Applications
  - Financial Aid Applications
- **Grading Support**
  - A-G Completion
  - Grading Data
  - Credit Recovery
  - Alternative Ed/Transfers
  - Summer School
- **Programs**
  - English Language Development (ELD)
  - Special Education
  - Career and Technical Education
  - Middle College/Concurrent Enrollment
  - Dual Enrollment
  - NCAA Clearance
- **Professional Development**
  - Meetings
  - Conferences
- **Deadlines**
  - Registration
  - Grade Reports
  - Student Transcript Evaluations
  - Letters to Parents



# Know Your Team

## **Administrative Assistant**

- Counseling Office Procedures
- Counseling Logistics
- Registration
- Course Catalog
- Master Schedule

## **Registrar**

- Transcripts
- Grades
- Data (Counseling, Credit Recovery, Summer School, Grades, Programs, Customer Service, etc.)

## **Guidance Tech(s)**

- Enrolling New/Withdrawing Students
- Home Hospital/Virtual
- Credit Recovery
- Data Entry and Reports

## **College and Career Center (Guidance Tech)**

- College Presentations
- Workshops
- Work Permits
- Community Service

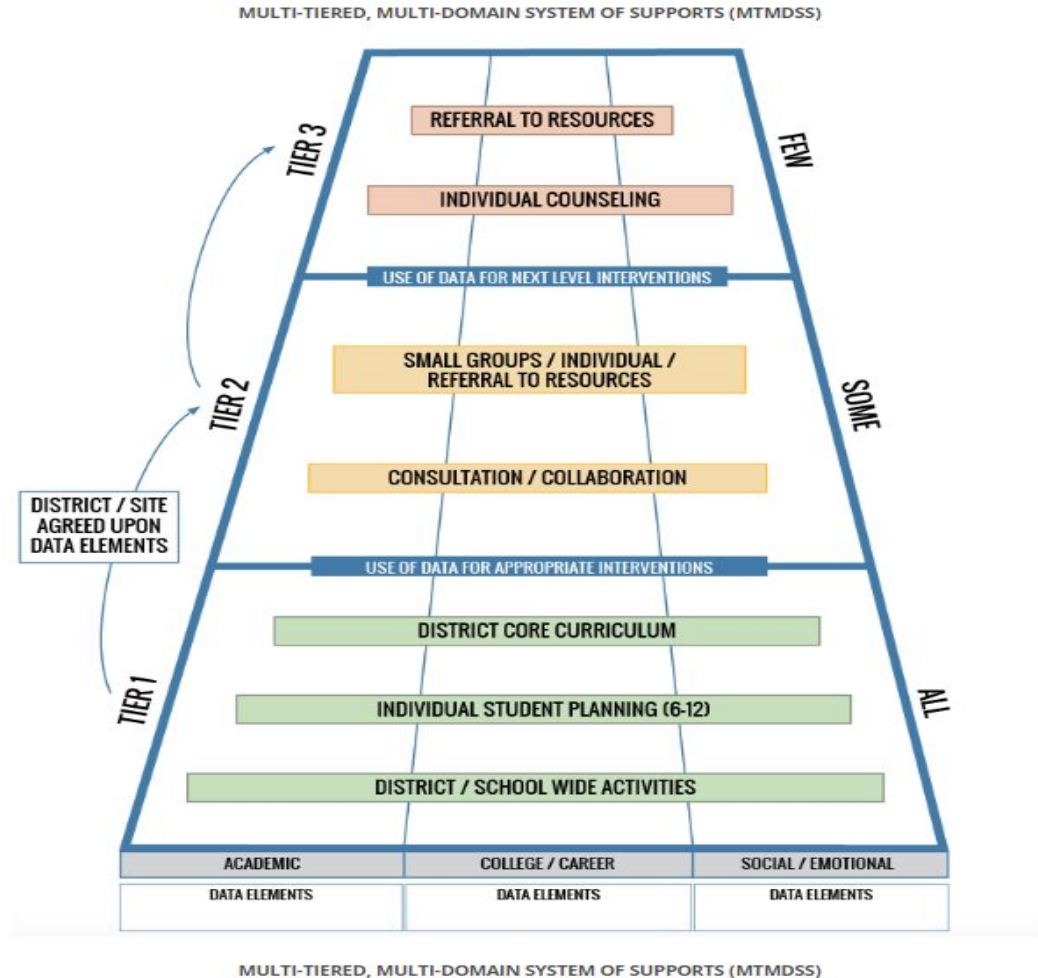
# Know Your Team

## Counselors

- Caseloads (500:1? 550:1? 600:1?)
  - Alpha
  - Grade Level
  - Programs
    - AVID
    - CCGI Lead
    - CTE
    - Dual Enrollment/Concurrent Enrollment
    - ELD
    - Foster Liaison
    - IB
    - NCAA
    - PBIS
    - Scholars
    - SpEd

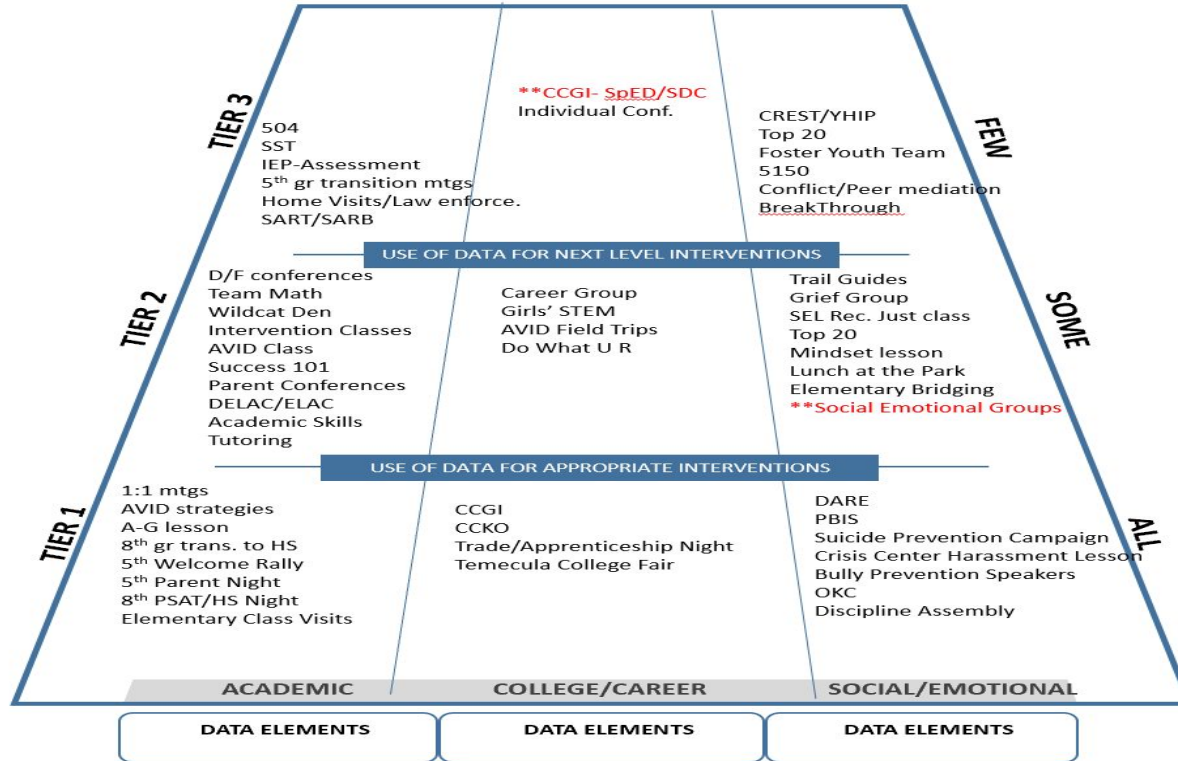
Master List	(-) Programs	Alpha
514		514
522	44	478
466	79	387
518	395	123
506		506

# Targeted Outcomes





## MULTI-TIERED, MULTI-DOMAIN SYSTEM OF SUPPORTS (MTMDSS)



# Multi-Tiered, Multi-Domain System of Supports (MTMDSS)





















Multi-Tiered, Multi-Domain System of Supports (MTMDSS)															
	Academic	Tier 1 (Lesson Plan)	Tier 1 Presentations	Tier 1 Pre Tests	Tier 1 Post Test	Tier 2	Tier 3	College/Career	Tier 1	Tier 2	Tier 3	Social/Emotional	Tier 1	Tier 2	Tier 3
Schoolwide	ALL			Some		Few		ALL			Some		Few		
Essential Goals:	1	A-G Requirements				Grade Mark Analysis	EMT	1	CCGI milestones	Small Group Follow Up	Special Education	1	Behavior Expectations	SEL Group, Girls Group, Link Crew	Suspension Follow-up meetings
	2	<a href="#">CCI Introduction</a>				At Risk Watchlist	504	2	<a href="#">Financial Literacy</a>	College and Career 12, Business Algebra II	Follow up with students on Work Permits	2	Self Awareness	Small Group/FLEX	Individual Counseling
	3	CTE Pathways				Credit Recovery	SpEd Referral	3	College Kick-Off	College App Follow up	<a href="#">College Touchdown</a> , <a href="#">Summer Melt</a>	3	Coping Strategies	Small Group/FLEX	Individual Counseling
	4	Grad Requirements				D and F Letters	Check In/Out	4	College Match/Fit	CCC Presentations, Field Trips	Sp. Ed Transition Plans, Clearinghouse non-enrollees	4	Time Management	Small Group/FLEX	Individual Counseling
	5	On Track Recognition				Conferences	Peer Mentor	5	<a href="#">4 Systems</a>	CCC Presentations, Field Trips, AVID College Fair	District College/Career Fair	5	Growth Mindset	Small Group/FLEX	Individual Counseling
Grade 9	ALL			Some		Few		ALL			Some		Few		
Essential Activities	1	<a href="#">High School 101</a>	<a href="#">High School 101</a>	<a href="#">Pre-Test</a>	<a href="#">Post-Test</a>	D/F Conference, Weekly Grade Checks	Academic Progress Reports	1	Interest Profiler	Small Group Follow Up	Motivation Meeting	1	Anti Bullying		
	2	<a href="#">Sophomore Course Selection</a> 4 year plan	<a href="#">Course Selection</a>			D/F Conference, Weekly Grade Checks Individual student meetings	Daily Progress Report Individual student/parent meeting	2	College/Career Match	Small Group Follow Up, CCC Presentations, Field trips	AP Potential, Recruitment, Four Year Plan Review	2	Conflict Resolution		
	3							3				3	Respect for peers		
	4							4				4	Counseling Resources		
	5							5				5	Social Media??		

## Data

The College/Career measure shows how well local educational agencies (LEAs) and schools are preparing students for likely success after graduation. Only graduates can be classified as Prepared or Approaching Prepared. For schools and LEAs to demonstrate success on this state measure, high school graduates must meet at least one of the criteria in the Prepared level.

### CA Dashboard Data

- Know your Data
- Use Data to drive school focus

PREPARED	APPROACHING PREPARED	NOT PREPARED
<ul style="list-style-type: none"> <li> <b>Smarter Balanced Summative Assessments:</b> Score of Level 3 "Standard Met" or higher on both English language arts/literacy (ELA) and mathematics</li> <li> <b>Advanced Placement (AP) Exams:</b> Score of 3 or higher on two AP exams</li> <li> <b>International Baccalaureate (IB) Exams:</b> Score of 4 or higher on two IB exams</li> <li> <b>College Credit Courses:</b> Two semesters or three quarters of college coursework with a grade of C- or better in academic/CTE subjects where college credit is awarded</li> <li> <b>State Seal of Biliteracy (SSB):</b> SSB awarded and score of Level 3 or higher in ELA on the Smarter Balanced Summative Assessments</li> <li> <b>Leadership/Military Science:</b> Two years of Leadership/Military Science, score of Level 3 or higher in ELA or math, and Level 2 "Standard Nearly Met" or higher in other subject area</li> <li> <b>University of California (UC) and California State University (CSU) a-g requirements:</b> Complete a-g course requirements with a grade of C- or better plus one of the Additional Criteria from the box below</li> <li> <b>Career Technical Education (CTE) Pathway:</b> Pathway completion with a grade of C- or better in the capstone course plus one of the Additional Criteria from the box below</li> </ul>	<ul style="list-style-type: none"> <li> <b>Smarter Balanced Summative Assessments:</b> Score of Level 2 "Standard Nearly Met" on both ELA and mathematics</li> <li> <b>College Credit Courses:</b> One semester or two quarters of college coursework with a grade of C- or better in academic/CTE subjects where college credit is awarded</li> <li> <b>UC and CSU a-g requirements:</b> Complete a-g course requirements with a grade of C- or better</li> <li> <b>CTE Pathway:</b> Pathway completion with a grade of C- or better in the capstone course</li> <li> <b>Leadership/Military Science:</b> Two years of Leadership/Military Science</li> </ul>	<p>Did not meet any of the measures or did not graduate.</p>
<p><b>Additional Criteria</b></p> <ul style="list-style-type: none"> <li> Smarter Balanced Summative Assessment Scores:             <ul style="list-style-type: none"> <li>• Level 3 or higher on ELA and at least a Level 2 in mathematics, or</li> <li>• Level 3 or higher on mathematics and at least a Level 2 in ELA</li> </ul> </li> <li> One semester/two quarters of College Credit Courses with a grade of C- or better in academic/CTE subjects</li> <li> Score of 3 on one AP exam or score of 4 on one IB Exam (for a-g requirement only)</li> <li> Completion of CTE Pathway (for a-g requirement only)</li> </ul>	<p><b>Criteria Key</b></p> <ul style="list-style-type: none"> <li> Assessment</li> <li> Coursework</li> </ul>	

# A-G Data

What's your goal for your A-G Rate? How are those goals discussed with staff?

BM 3	A	B	C	D	F	Grand Total		A	B	C	ABC
<b>English II (CP)</b>	<b>159</b>	<b>188</b>	<b>156</b>	<b>72</b>	<b>25</b>	<b>600</b>		26.5%	31.3%	26.0%	83.8%
Teacher 1	23	29	32	11	3	98		23.5%	29.6%	32.7%	85.7%
Teacher 2	56	62	34	11	5	168		33.3%	36.9%	20.2%	90.5%
Teacher 3	27	34	27	10	5	103		26.2%	33.0%	26.2%	85.4%
Teacher 4	18	47	54	38	11	168		10.7%	28.0%	32.1%	70.8%
Teacher 5	35	16	9	2	1	63		55.6%	25.4%	14.3%	95.2%
<b>Grand Total</b>	<b>159</b>	<b>188</b>	<b>156</b>	<b>72</b>	<b>25</b>	<b>600</b>		26.5%	31.3%	26.0%	83.8%

# Californiacolleges.edu Data

gradelevel	# registered students	% registered	# unregistered students	% unregistered
9	564	98	11	2
10	596	97	18	3
11	518	97	18	3
12	508	99	3	1
All	2186	97.76	50	2.24

## CCGI Grade Level Activities

\*Yellow=RCEC regionally aligned activity

### 6th grade

- **Lesson 6.1: My Journal (85%)** Students answer the Academic Journal Prompt #1.
  - Category: My Plan Activities, Report Title: Which students have completed the Statewide Journals? Filter by Grade Level and academic year, then click **Run Report**.

### 7th grade

- **Lesson 7.1: Interest Profiler (85%)** Students complete the Interest Profiler assessment.
  - Category: Career, Report Title: Which students have completed the Interest Profiler? Filter by Grade Level and academic year, then click **Run Report**.

### 8th grade

- **Lesson 7.1: College List (85%)** Students favorite a college after using the college search tool.
  - Category: College, Report Title: Which students have favorited (<3) at least one college? Filter by Grade Level and academic year, then click **Run Report**.

### 9th grade

- **Lesson 9.3: Interest Profiler (85%)** Students complete the Interest Profiler assessment.
  - Category: Career, Report Title: Which students have completed the Interest Profiler? Filter by Grade Level and academic year, then click **Run Report**.

### 10th grade

- **Lesson 10.1: Multiple Intelligences (85%)** Students complete the Multiple Intelligences assessment.
  - Category: Career, Report Title: Which students have completed the Multiple Intelligences? Filter by Grade Level and academic year, then click **Run Report**.

### 11th grade

- **Lesson 11.1: College List (85%)** Students favorite a college within the Career Factsheet OR using the college search tool.
  - Category: College, Report Title: Which students have favorited (<3) at least one college? Filter by Grade Level and academic year, then click **Run Report**.



# Scenario(s)

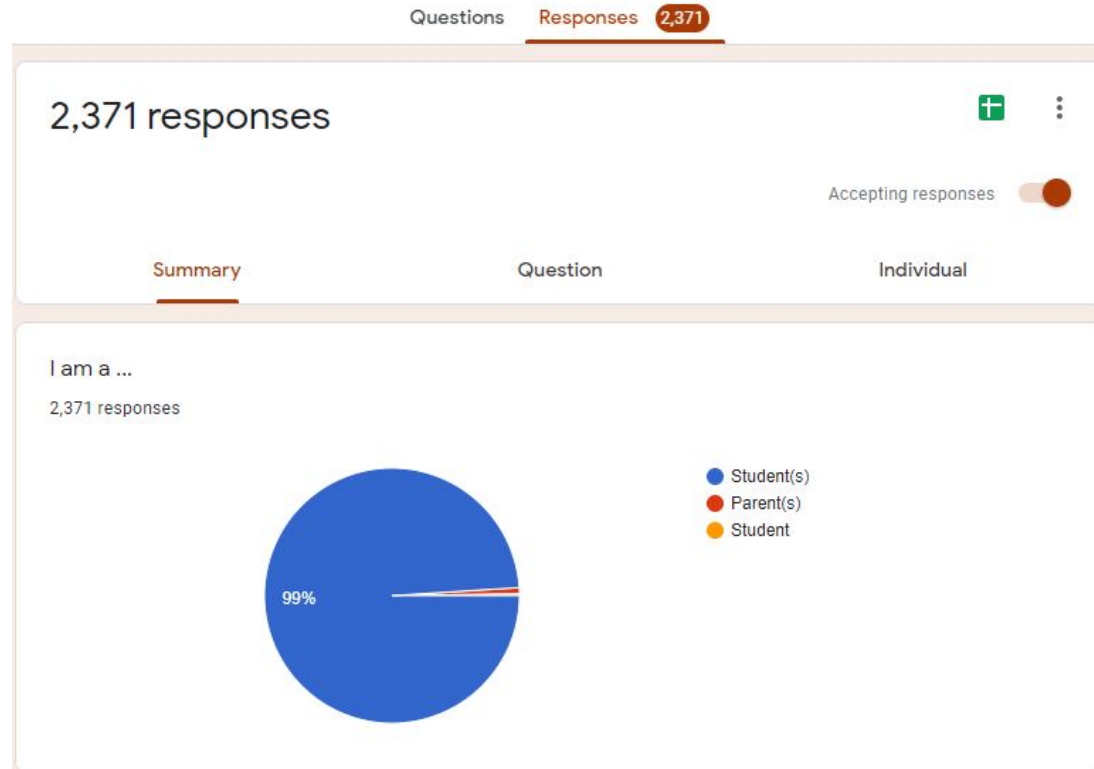
# Google Form

## Counselor to Student Ratio Overload:

- Over 500:1
- Still Growing High School;  
School Population = 2526
- Was in need of another  
Counselor

## Presenting your Case:

- What question(s) was going to  
be asked when we asked for  
another counselor?
- How do we show our need?

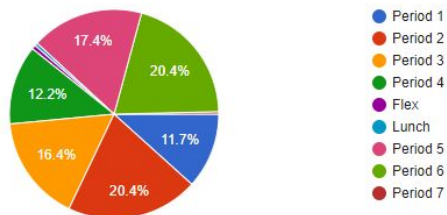


# Scenario(s)

## So you are a student...

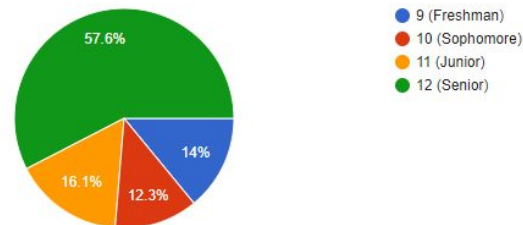
### Current Period

2,353 responses



### Grade

2,353 responses



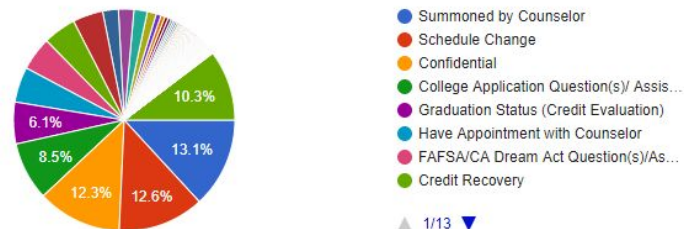
### Pass from Teacher

2,353 responses



### Reason for Seeing your counselor

2,353 responses



# Contact Information

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Email - [melder@rcoe.us](mailto:melder@rcoe.us)

