

# Department Chair Counselor Meetings Agenda Document

*Please include any other items in the parking lot below*

Key Documents	<a href="#">Department Chair Job Description (Counselor)</a>
Resources	<a href="#">School Counselors List: 2020-2021 SY (K-12 SRCS)</a>

## Meeting Dates - Department Chairs Four Meetings

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	total
DATE		10th 3:30- 4:30	8th 3:30 - 4:30			2nd Thur 14th	X	X	2nd Thur 4/8		4

### Meeting Norms:

- Start and end on time
- Give input on agenda items and have the ability to address those (based on the objectives for the meeting. Not all items will necessarily be addressed on that meeting's agenda but will be included at a later meeting).
- Input/Output of meaningful and valuable information with an organized meeting and clear goals
- Share the airspace
- When discussing/investigating problems and challenges, seek to provide reasonable and practical solutions and add ideas for how to improve on that topic.

Objectives
<ol style="list-style-type: none"> <li>1. SRCS counselors will collaborate district-wide, and in more specific grade alike levels to build a district comprehensive counseling plan over the course of the academic year 2020-2021. In this meeting, resources will be shared with the goal of generating a list of potential tasks that are essential to the plan for each quarter. This will allow counselors to identify tools, forms, and materials that exist or may need to be created to align practices and support the actions.</li> <li>2. Department chairs will review Administrative Regulation to support the alignment of counseling practices with district policy.</li> <li>3. In order to have a reliable way of capturing all courses that students enroll in and complete outside of our district, an "Intent to Enroll" form will be created to capture the totality of a student's academic record.</li> </ol>

Agenda items	Notes/ Actions
Welcome and Norms Heidi	One word in: type a word that best describes your disposition and everyone hit "enter" at the same time. "Waterfall chat"
SRCS Comprehensive Counseling Plan, Heidi  College and Career Readiness Comprehensive Plan, Nicole Cancilla, Counselor, Piner High School	Identify one activity (Tier 1) for each quarter of the school year that is essential to a counseling practice. Please put suggestions in the chat.  A tour through the plan that drives College and Career Center Counselors work
Policy Review and Development, Heidi, Tim & Kathy	Math/LOTE waiver for class of 2022 possibly extended to class 2023 (AR 6146.1)  Alternative Diploma & Super Seniors Criteria for a referral to RHS (AR 6146.1)  Update on BP & AR 5121 development  Development of an Intent to Register Form

Informational:  
**Guidelines for Ridgway High School Referrals:**  
**Financial Aid Webinar: Tuesday October 20, 2020 at 6PM**  
<https://zoom.us/j/95563251145> (link to the webinar)

Follow up from last meetings	<p><b>Aeries</b> - Timing of roll-out is still in development. More information is expected to be available in the Spring 2021. IT department (Rand Van Dyke) is aware of counselors interest in having additional time at the front end of implementation to train on the platform</p> <p><b>Why Try</b> (middle school social emotional program) available for all middle school sites for counselors and/or classroom teachers. A component of the SRCS Comprehensive Counseling Plan</p>
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	<p><b>Shared Curriculum- for counselors to share-ready to go lessons?</b> This is potentially a component of the SRCS Comprehensive Counseling Plan</p> <p><b>Job description (secondary) on hold</b> The Assistant Superintendent of Human Resources position is currently vacant. This position plays a key role in the adoption of job descriptions</p> <p>This request was denied referencing the MOU that states all PD will be delivered on Wednesdays.</p> <p><i>Question: moving PD for counselors to Tuesday or Thursday and use Wednesday (when students don't have classes) to meet with them without navigating classes.</i></p>
<p>Parking Lot for 10/15:</p>	<ol style="list-style-type: none"> <li>1. 4 year vs. completion of high school - ed code; can you look this up and contact Kathy V.</li> <li>2. Request for the reinstatement of the policy committee</li> <li>3.</li> </ol>

<b>Agenda Items</b> Thursday, 10/15/20 3:30pm - 4:30pm	<b>Objectives</b>	<b>Notes/ Actions</b>
<p>Welcome/Norms</p> <p>Shared Curriculum- for counselors to share- ready to go lessons?</p>	<p>Connection</p> <p>SRCS needs better oversight over courses taken outside of the district to best advise students academic planning on college preparation</p>	<p>Comprehensive Counseling</p> <p>BP &amp; AR 6146.1 document that is our own in-house concurrent enrollment form or addendum in the case of the JC. This form could be the place that states all classes taken in this manner will go to the SRCS transcript. If parents and students and VP sign, then it is a done deal.</p>

Agenda	Wednesday 9-10-20 3:30--4:30PM	Notes/ Actions
NORMS 5 mins	<b>In the chat-</b> write what is important to you about how these meetings go?	From the Chat:
Check-In 10 mins	Join Zoom Meeting <a href="https://us02web.zoom.us/j/5588877037?pwd=L3A5WGRpSllQcVhPR21jOFINY1dJQT09">https://us02web.zoom.us/j/5588877037?pwd=L3A5WGRpSllQcVhPR21jOFINY1dJQT09</a>  Meeting ID: 558 887 7037 Passcode: 666933	<b>Break Out Rooms!</b> <b>6 min</b>  <b>Highs and Lows:</b> What are you celebrating -- what are your challenges?
Universal Screener AKA-Needs Assessment/Survey 10 mins	<a href="#">SRTA &amp; SRCS MOU RTS 2020 #39</a>  <a href="#">FOLDER: A+ Screener/Needs Assessment 2020</a>	How is this going 7-12? Support for MTSS Counselor Middle Schools Roll Out Continue to meet with your Tier 2 team and work on the <a href="#">Screener Checklist!</a>
Professional Development Requests 10 mins	-Input needed on PD offerings - <a href="#">View input from last PD Day 9/2/20</a>	Request has been made to Rand to provide counselor specific Parent Square Training on 9/16
Dates for Districtwide meetings (High School Counselors) 5 mins	Input needed to determine frequency and timing of district wide meetings	What months/days of wk? Elem- 2nd Thurs MS- e/o month 3rd Thurs TZ recommended doodle poll- we got days boiled down to a Fri at 10- almost, Tues had a conflict for 1 site
Policy Questions from Counselors Spring 2020 10 mins	<a href="#">Discussion Topics for Anna Guzman/Secondary Counselors</a>	
NEXT STEPS 5 mins		NEXT MEETING for DEPT Chairs? DATE: Oct. 8 3:30 pm
NEXT TIME:		Components (SSU PPS

<p>Subcommittee?</p> <p>Comprehensive Counseling Program Development</p>		<p>Program Outline):  Mission statement  Goals  Needs assessment  Delivery methods  Evaluative tools  Job Description: Secondary Counselors</p>
<p>PARKING LOT</p>	<p>-Aeries  -Why Try  -Shared Curriculum- for counselors to share- ready to go lessons?  -Job description- secondary</p> <p>-Question: moving PD for counselors to Tuesday or Thursday and use Wednesday (when students don't have classes) to meet with them without navigating classes.</p>	

- ate of RHS referrals Kathy Vyenielo
- [Newly Improved MTSS Tier 2 Referral form- 2020](#)

**From the CHAT:**

**IDEAS for NORMS!**

- start and end on time
- be organized
- give input on agenda items at least a week in advance
- Input/Output of valuable information
- share the airspace
- On time
- meaningful
- Clear goals

- When discussing/investigating problems and challenges, seek to provide reasonable and practical solutions and add ideas for how to improve on that topic.
- being able to discuss what we want on agenda
- end when we are done with meaningful discussion not keep rolling to chat...