

# School Counseling Advisory Council First-Semester Agenda

## Purpose:

The advisory council is a representative group of education partners selected to provide feedback about issues relevant to the school counseling program. Each advisory council meeting has a specific agenda that includes essential items to be discussed. Other items related to the school counseling program can be added.


## Implementation Notes:

1. Determine appropriate education partners for representation on the advisory council including an administrator, a parent/guardian, a teacher, a community/business member and the school counselor(s).
2. Consider how the advisory council can reflect the school community.
3. Consider including a student if developmentally appropriate.

<b>School:</b>	<i>West High School</i>
<b>Meeting Date/Time:</b>	<i>Oct. 13, 2025      3:30–4:30 p.m.</i>
<b>School/District Vision Statement:</b>	<i>Every student reaches their full potential and becomes a lifelong learner.</i>
<b>School/District Mission Statement:</b>	<i>To provide a safe, challenging and supportive learning environment that fosters academic excellence and personal growth</i>
<i>Describe how the school counseling program aligns with the school/district vision and mission statements.</i>	<i>Our school counseling program is rooted in the ASCA Student Standards: Mindsets &amp; Behaviors for Student Success. When we work to help students obtain the behavioral standards (e.g., classroom lessons that teach goal setting, perseverance or personal safety) we are also having an impact on students' mindsets. We are committed to supporting students to reach their full potential and recognize for that to happen, students need to feel safe and supported in their learning.</i>

**EXAMPLE**

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 <b>Agenda Items (at minimum)</b>	<b>School Counselor Facilitating Discussion</b>
1. Welcome & Introduction	<i>Bradley Westfall</i>
2. School Counseling Program Alignment with School or District Mission/Vision	<i>Lee Holbrook</i>
3. School Counseling Data Priorities Overview	<i>Bradley Westfall</i>
4. Achievement Gap Plan Overview	<i>Martina Herdic</i>
5. ASCA Student Standards Delivery Plan Overview	<i>Lee Holbrook</i>
6. Overview of changes in ASCA National Model® Fifth Edition	<i>Bradley Westfall</i>
7. <i>(add item if applicable)</i>	
8. Closing	<i>Bradley Westfall</i>

Next Meeting Date/Time: *May 12, 2026 3:30–4:30 p.m.*

**EXAMPLE**

## School Counseling Advisory Council Planning Tool

### Members

	Name	Contact Information	Term
Administrator(s)	<i>Aubrey Cummings</i>	<i>555-555-5555 abc@efg.com</i>	<i>First Year</i>
School Counselor(s)	<i>Bradley Westfall</i>	<i>555-555-5555 abc@efg.com</i>	<i>Eighth Year</i>
	<i>Lee Holbrook</i>	<i>555-555-5555 abc@efg.com</i>	<i>Third Year</i>
	<i>Martina Herdic</i>	<i>555-555-5555 abc@efg.com</i>	<i>10<sup>th</sup> Year</i>
Teacher(s)	<i>Paula Theune</i>	<i>555-555-5555 abc@efg.com</i>	<i>Second Year</i>
	<i>Mark Smith</i>	<i>555-555-5555 abc@efg.com</i>	<i>First Year</i>
Parent/Guardian(s)	<i>Richard Mees</i>	<i>555-555-5555 abc@efg.com</i>	<i>First Year</i>
	<i>Lorraine Simons</i>	<i>555-555-5555 abc@efg.com</i>	<i>Second Year</i>
Community member(s)	<i>Bill Richards</i>	<i>555-555-5555 abc@efg.com</i>	<i>Third Year</i>
	<i>Lydia O'Neil</i>	<i>555-555-5555 abc@efg.com</i>	<i>First Year</i>
Student(s) (if appropriate)	N/A		
Other Roles			

Membership Terms *Advisory Council Members serve a three-year term*

Chair *Bill Richards*

Minutes Recorder *Martina Herdic*

# EXAMPLE

# School Counseling Advisory Council First-Semester Minutes

## School Counseling Advisory Council First-Semester Minutes

### Purpose:

Minutes are taken at each advisory council meeting to record topics discussed and feedback from the members.


### Implementation Notes:

1. Advisory council meetings are intended to promote discussion with advisory council members, not simply be a presentation by the school counselor(s).
2. The minutes templates provide the essential items to document the meeting and discussion. Include a summary of the discussion on at least two of the following agenda items: school counseling data priorities, ASCA Student Standards delivery plan or achievement gap plan.
3. Consider ways to engage all advisory council members in the discussion and ways to encourage feedback from each member. Feedback from members is essential to the process.
4. Use the feedback and insights from the advisory council to reflect on ways the school counseling program can be strengthened.

<b>School</b>	<i>West High School</i>	<b>Meeting Date/Time</b>	<i>Oct. 13, 2025 3:30–4:30 p.m.</i>
<b>Members Present</b>	<b>Name</b>	<b>Position</b>	
	<i>Aubrey Cummings</i>	<i>Principal</i>	
	<i>Bradley Westfall</i>	<i>School Counselor A-G</i>	
	<i>Lee Holbrook</i>	<i>School Counselor H-S</i>	
	<i>Martina Herdic</i>	<i>School Counselor T-Z</i>	
	<i>Paula Theune</i>	<i>Math Teacher</i>	
	<i>Mark Smith</i>	<i>ML Specialist</i>	
	<i>Richard Mees</i>	<i>Ninth-Grade Parent</i>	
	<i>Bill Richards</i>	<i>Manufacturing Floor Manager</i>	
	<i>Lydia O'Neil</i>	<i>HR Manager</i>	

**EXAMPLE**

# School Counseling Advisory Council First-Semester Minutes

 Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
<p>1. Summary of School Counseling Program Alignment with School or District Vision/Mission (presented by the school counselor)</p> <p><i>Mr. Holbrook introduced the ASCA Student Standards and shared how our program uses those standards to define the work we do. He then shared how the ASCA Student Standards align with the school's vision and mission.</i></p>	N/A
<p>Discussion and Feedback on School Counseling Program Alignment with School or District Vision/Mission</p> <p><i>Ms. Cummings (principal) expressed her gratitude that the school counseling department is so deliberate about connecting to the school's vision and mission. Mr. Mees (parent) stated that he was not aware of the school's vision and mission, nor was he aware of the ASCA Student Standards. He said that he has a deeper appreciation for what the school is trying to do with his child and the role the school counseling department plays.</i></p>	N/A
<p>2. Summary of School Counseling Data Priorities (presented by the school counselor)</p> <p><i>Mr. Westfall walked through the process used to identify the data priorities for the school counseling program. He highlighted the review of the school improvement plans and the focus on positive academic achievement as the determining factor for the priorities determined.</i></p>	
<p>Discussion and feedback on School Counseling Data Priorities:</p> <p><i>Both Mrs. Theune and Mr. Smith (teachers) indicated that they were impressed with the process and that they were previously unaware of how deliberate the school counseling department is about selecting what to address in the building. Mr. Mees questioned the focus on academic achievement, wondering about addressing school safety. Mr. Westfall shared how contributing factors affect academic achievement and that the next part of the agenda will cover that in more detail.</i></p>	N/A

**EXAMPLE**

# School Counseling Advisory Council First-Semester Minutes

Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
<p>3. Summary of <b>Achievement Gap Plan</b> (presented by the school counselor)</p> <p><i>Ms. Herdic explained the how the achievement gap goal was determined through the data priorities process. She then highlighted the section of the plan where the contributing factors are considered to develop the focus of the interventions. She made sure to point out that even if an intervention addresses a contributing factor (in this case, attendance) the ultimate outcome that we are working toward is academic achievement.</i></p>	
<p>Discussion and Feedback on <b>Achievement Gap Plan:</b></p> <p><i>Ms. Cummings (principal) was excited, sharing that she has to give a report at the end of each year to the school board about how the building addressed the school improvement plans. She indicated that in the report she is definitely going to use the results of the school counseling department's work. Ms. Herdic addressed Mr. Mees's question about addressing contributing factors, highlighting the part of the achievement gap plan where that is taken into account. Mr. Mees appreciated the explanation.</i></p>	<p><i>Ms. Herdic will put together a draft article for the family newsletter sharing how the school counseling program addresses academic performance and how contributing factors can play a role in academic success.</i></p>
<p>4. Summary of <b>ASCA Student Standards Delivery Plan</b> (presented by the school counselor)</p> <p><i>Mr. Holbrook showed the council the ASCA Student Standards delivery plan, sharing with them how the school counseling department determined which standards to prioritize for each grade level. He also explained the various settings (classroom, appraisal &amp; advisement and individual counseling) where the standards are addressed.</i></p>	
<p>Discussion and feedback on <b>ASCA Student Standards Delivery Plan:</b></p> <p><i>Mr. Richards (community member) noted that there are several standards that address some of the work-readiness issues local employers are facing. He suggested the school counseling department find a way to share what they are working on with the hiring community at large. He suggested using the local Chamber of Commerce as a vehicle to get the word out.</i></p>	<p><i>Mr. Holbrook will reach out the Chamber of Commerce to inquire about how to get information to local employers regarding the school counseling department's efforts to promote work readiness with students.</i></p>

**EXAMPLE**

# School Counseling Advisory Council First-Semester Minutes

Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
5. Summary of _____ (optional) (presented by the school counselor)	
Discussion and feedback on _____:	
6. Summary of _____ (optional) (plan presented by the school counselor)	
Discussion and feedback on _____:	
7. Closing	
<i>Mr. Westfall asked if there were any follow up questions to any of the agenda items. After thanking everyone for taking the time to join the meeting, he reminded everyone of the spring meeting date and time.</i>	
Next Meeting Date/Time:	May 12, 2026 3:30–4:30 p.m.

**EXAMPLE**