

School Counseling Advisory Council Second-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.

School:	<i>West High School</i>
Meeting Date/Time:	<i>May 12, 2026 3:30–4:30 p.m.</i>
School/District Vision Statement:	<i>Every student reaches their full potential and becomes a lifelong learner.</i>
School/District Mission Statement:	<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 & 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

School Counseling Advisory Council Second-Semester Agenda

 Agenda Items (at minimum)	School Counselor Facilitating Discussion
1. Welcome & Introduction	<i>Bradley Westfall</i>
2. Achievement Gap Plan and Data Report Update	<i>Martina Herdic</i>
3. Lesson Plan and Data Report Update	<i>Lee Holbrook</i>
4. Small-Group Plan and Data Report Update	<i>Lee Holbrook</i>
5. Student testimony on the positive impact a small group she participated in had on her academic achievement	<i>Lee Holbrook and Sonja Williams (student)</i>
6. <i>(add item if applicable)</i>	
7. Closing	<i>Lee Holbrook</i>
Next Meeting Date/Time:	<i>Oct. 17, 2026 3:30–4:30 p.m.</i>

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>10th 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)	<i>N/A</i>		
Other Roles			
Membership Terms	<i>Three-year terms</i>		
Chairperson	<i>Bill Richards</i>		
Minutes Recorder	<i>Bradley Westfall</i>		

EXAMPLE

School Counseling Advisory Council Second-Semester Minutes

School Counseling Advisory Council Second-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 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: achievement gap plan and data report, lesson plan and data report and small group plan and data report.
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.

School	<i>West High School</i>	Meeting Date/Time	<i>May 12, 2026 3:30–4:30 p.m.</i>
Members Present	Name	Position	
	<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>Lorraine Simons</i>	<i>11th-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 Second-Semester Minutes

Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
<p>1. Welcome and Introductions</p> <p><i>Mr. Westfall welcomed everyone and thanked them for taking the time to be part of the meeting. He shared that the focus of the meeting will be primarily on the results of the work done by the school counseling department over the course of the school year, noting that many of the items shared today were introduced in the fall advisory council meeting.</i></p>	
<p>2. Summary of Achievement Gap Plan(s) and Data Report (presented by the school counselor)</p> <p>Ms. Herdic briefly shared how the school counseling department went about addressing the needs identified in the plan. She then presented the graphs that showed the positive impact the interventions had on students, pointing out that they grew in their knowledge and understanding of the ASCA Student Standards attached to the plan and that the academic achievement goal was also positively impacted.</p>	
<p>Discussion and feedback on Achievement Gap Plan(s) and Data Report</p> <p><i>Ms. Cummings (principal) asked for the graphs to be shared with her so she could include them in her end-of-year report to the school board. Ms. Theune (teacher) indicated that the staff in the building may be interested in seeing the results. Ms. Cummings said she could add it to the end-of-year staff meeting agenda.</i></p>	<p><i>Ms. Herdic will share graphs with Ms. Cummings and will work with her on what to include in the end-of-year staff meeting.</i></p>
<p>3. Summary of Lesson Plan and Data Report (presented by the school counselor)</p> <p><i>Mr. Holbrook started by indicating that not all lessons addressing the standards are measured each year. He shared with the advisory council how the department determined which lessons would be measured this school year. Then he shared the graphs showing the pre-/post-assessment results of the lessons chosen for measurement.</i></p>	
<p>Discussion and feedback on Lesson Plan and Data Report</p> <p><i>The entire council, and especially Ms. Simons (parent), expressed excitement over the positive results. Ms. Simons shared how happy she was that her daughter was receiving such meaningful programming from the counseling dept. She wondered how many families would feel the same way and encouraged the school counseling department to find a way to share the results with all the families. Ms. Cummings (principal) stated that she may try to find a way to work these results into her end-of-year school board report as well.</i></p>	<p><i>Mr. Holbrook will write an article for the parent newsletter highlighting the results of the lessons.</i></p> <p><i>Mr. Holbrook will share the results graphs with Ms. Cummings and schedule a follow-up meeting with her.</i></p>

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Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
<p>4. Summary of Small Group Plan and Data Report (presented by the school counselor)</p>	
<p><i>Mr. Holbrook shared how data was used to determine which students could benefit from targeted small group work. He showed the results graphs of two different small groups that were run during the school year. One group for ninth graders struggling with the transition to high school and one group for seniors who were uncertain about what they were going to do after graduation.</i></p>	
<p>Discussion and feedback on Small Group Plan and Data Report</p>	
<p><i>The advisory council again expressed how impressed they were with the deliberate approach of the school counseling department. Mr. Mees asked if the transition to high school group may be considered as a standing small group, since it seems that every year there are some ninth graders who struggle with the transition to high school. Mr. Holbrook said that it is certainly a possibility and that the school counseling department may look at some historical data to see if the issue is recurrent every year. Ms. Theune asked if there would be consideration of some possible preventive lessons or programming that could take place at the beginning of ninth grade to help mitigate some of the struggles of the transition. The entire school counseling department indicated that this is something they would certainly entertain and asked Ms. Cummings if they could meet with her about coordinating with other efforts already in place.</i></p>	<p><i>Mr. Holbrook will pull some historical data around first-semester grades for ninth graders, as well as some contributing-factor data to see if there is a historical pattern that would warrant a small group run every year.</i></p> <p><i>Ms. Herdic will set up a follow-up meeting with Ms. Cummings about the possibility of the school counseling department doing some programming around the transition to high school for ninth graders.</i></p>
<p>5. Summary of student testimony on the positive impact a small group she participated in on her academic achievement</p>	
<p><i>Sonja Williams (student) shared her experience with the small group for seniors struggling to come up with a postsecondary plan. She shared how she felt lost before the small group and that without the small group she is convinced she would not be confident at all about her next step after high school. She shared that she now has a plan she is comfortable with and that as a result her final semester of high school was one of her best academic semesters.</i></p>	
<p>Discussion and feedback on student testimony on the positive impact a small group she participated in had on her academic achievement:</p>	
<p><i>The advisory council members thanked Sonja for sharing her story with them. Ms. Theune (who is Sonja's math teacher) shared that she could see a difference in Sonja this semester and that she appeared more confident. Ms. Cummings (principal) asked if Sonja would consider being part of a video where she shares her story. Sonja said, "Sure!"</i></p>	

EXAMPLE

School Counseling Advisory Council Second-Semester Minutes

Topics (as listed in agenda)	Action Needed & Person Responsible (if applicable)
<p>6. Summary of _____ (optional) (plan presented by the school counselor)</p>	
<p>Discussion and feedback on _____:</p>	
<p>7. Closing</p> <p><i>Lee Holbrook took a moment to present a thank you gift to Mr. Richards, who is completing his third and final year on the advisory council. Everyone was thanked for taking the time to attend the meeting.</i></p>	
<p>Next Meeting Date/Time:</p>	<p>Oct. 17, 2026 3:30 – 4:30 p.m.</p>

EXAMPLE