



## School Counseling Consulting Agreement

This agreement is made on October 29, 2020 between the American School Counselor Association (ASCA), 1101 King St. Suite, 310, Alexandria VA, 22314, and R. A. Jones Middle School, 8000 Spruce Dr, Florence, KY 41042.

It is agreed that ASCA will provide the services of an ASCA Certified Coach to provide the following services: ASCA National Model Coaching, meeting with your ASCA Certified coach virtually for one hour each month, for 10 months to help answer questions and begin working toward implementing the ASCA National Model and eventually RAMP in your school.

It is agreed that ASCA will be paid the sum of \$1,500.00. Pre-payment is preferred; payments received more than 30 days after invoicing are overdue.

For R. A. Jones Middle School  
Name and Title: \_\_\_\_\_

for American School Counselor Association  
Jill Cook, Executive Director

A handwritten signature in cursive script that reads "Jill Cook".

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

10/28/2020  
Date

Please sign and return via email to [jwalsh@schoolcounselor.org](mailto:jwalsh@schoolcounselor.org), or e-fax to: 703-997-7572 to the attention of Jen Walsh.

ONE VISION ONE VOICE

1101 King St., Suite 310  
Alexandria, VA 22314  
703 683 ASCA (2722) fax 703 997 7572  
[www.schoolcounselor.org](http://www.schoolcounselor.org)

# ASCA Quote



## Order/Remittance Address

ASCA Bookstore  
P.O. Box 481  
Annapolis Junction, MD 20701

## Shipping Address:

R.A. Jones Middle School  
8000 Spruce Drive  
Florence, KY 41042

10/30/2020

## Member ID:

Phone: 859-339-1740  
Email: [faneshia.jones@education.ky.gov](mailto:faneshia.jones@education.ky.gov)  
Contact Faneshia McPherson Jones

Item #	Title	Unit Price	Quantity	Total
289592	ASCA National Model	\$44.95	4	\$179.80
289608	ASCA National Model Implementation Guide	\$44.95	4	\$179.80
289561	Making Data Work	\$24.95	4	\$99.80
Subtotal				\$459.40
Shipping				\$45.94
Tax				
Total				\$505.34

## Return Policy

If your order is damaged, incomplete or incorrect, call (800) 401-2404 within 45 days of receipt of merchandise. All Returned merchandise must be in resalable condition. A packing slip or invoice must accompany all returned orders. Books must be returned within 45 days of invoice.

Postage and freight charges are paid by purchaser.

Ship authorized returns to:

ASCA Publications Returns

9050 Junction Drive  
Annapolis Junction, MD 20701



## ASCA Model Program Coaching AGENDA

The following timeline suggests months of the year to review components of the school counseling program. Your timeline may need to be modified based on your school calendar, where you are in implementation of the ASCA National Model and your long-term goals and timelines.

### Preliminary Assignments:

- Complete the School Counseling Program Assessment
- Complete the ASCA School Counselor Professional Standards & Competencies Assessment
- Read the ASCA Ethical Standards for School Counselors
- Read pgs. vi-xii; 5-28, 85-88, 94-102, 123-145, *ASCA National Model*
- Read pgs. 5-7, *ASCA National Model Implementation Guide*
- View Webinars:
  - ✓ [ASCA National Model, 4th Edition: Define](#)
  - ✓ [ASCA National Model, 4th Edition: Manage](#)
  - ✓ [ASCA National Model, 4th Edition: Deliver](#)
  - ✓ [ASCA National Model, 4th Edition: Assess](#)

### Month 1: Introduction, Professional Standards & Competencies and Ethics

- Review and discuss the ASCA School Counselor Professional Standards & Competencies Assessment
- Review and discuss the ASCA Ethical Standards for School Counselors

### Assignment:

- Read pgs. 29-31, *ASCA National Model*
- Read pgs. 9-16, *ASCA National Model Implementation Guide*
- Watch brief Vision Statement [webinar](#)
- Watch brief Mission Statement [webinar](#)
- Draft school's Belief, Vision and Mission Statements

### Month 2: Beliefs, Vision, and Mission Statements

- Review/revise the school counseling program's belief, vision and mission statements

*Vision statement should:*

- Describe a future where school counseling goals and strategies are being successfully achieved.
- Outline a rich and textual picture of what success looks and feels like



## ASCA Model Program Coaching AGENDA

- Be bold and inspiring
- State best possible student outcomes
- Be believable and achievable

*Mission statement should:*

- Align with the school's mission statement and may show linkages to district and state department of education mission statements
- Be written with students as the primary focus
- Advocate for equity, access and success of every student
- Indicate the long-range results desired for all students

*Beliefs should:*

- Indicate an agreed-upon belief system about the ability of all students to achieve
- Address how the school counseling program meets student developmental needs
- Address the school counselor's role as an advocate for every students
- Identify persons to be involved in the planning, managing, delivering and evaluating of school counseling program activities
- Include how data inform program decisions
- Include how ethical standards guide the work of school counselors

### Assignment:

- Read pgs. 41-46, *ASCA National Model*
- Read pgs. 38-59, *ASCA National Model Implementation Guide*
- Watch brief Program Goals [webinar](#)
- Draft school's Program Goals

### Month 3: Annual Student Outcome Goals

- Review/revise the annual student outcome goals. These goals:
  - Promote improvement in achievement, attendance, discipline
  - Are based on school data
  - Address schoolwide data, policies and practices to address closing-the-gap issues
  - Address academic, career and/or social/emotional development

### Assignment:

- Read pgs. 63-68, *ASCA National Model*
- Read pgs. 102-110, *ASCA National Model Implementation Guide*
- Draft school's Use-of-Time Assessment

### Month 4: Use-of-Time

- Review/revise the results of the Use-of-Time Calculator.
  - It is recommended that this be completed twice a year. Direct and indirect services account for 80% of time or more. Program management and school support activities account for 20% of time or less.



# ASCA Model Program Coaching AGENDA

## Assignment:

- Read pg. 58-63, *ASCA National Model*
- Read pgs. 119-128, *ASCA National Model Implementation Guide*
- Watch brief Annual Agreements [webinar](#)
- Complete an Annual Administrative Conference template, one per school counselor using provided template

## Month 5: Annual Administrative Conference

- Review/revise each school counselor's annual administrative conference template. These documents:
  - Are signed by the administrator and school counselor within first two months of school
  - Reflect on data priorities and goals
  - Show how school counselors have spent their time in the previous school year and how they plan to spend their time in the current school year
  - List school counselor's specific responsibilities
  - Identify areas for professional development

## Assignment:

- Read pgs. 68-72, *ASCA National Model*
- Read pgs. 110-119, *ASCA National Model Implementation Guide*
- Watch brief Calendars [webinar](#)
- Outline annual and weekly calendars

## Month 6: Calendars (Annual & weekly)

- Review/revise Annual (one per program), and Weekly (one per school counselor) Calendars

### *Annual Calendar:*

- Indicate activities of the school counseling program
- Reflect annual student outcome goals and activities of classroom/small-group and closing-the-gap action plans
- Are published and distributed to appropriate persons
- Indicate fair-share responsibilities

### *Weekly Calendar:*

- Aligns with planned use of time in the annual administrative conference template

## Assignment:

- Read the [ASCA Mindsets & Behaviors](#) for Student Success: K-12 College- and Career-Readiness Standards for Every Student
- Read pgs. 1-5, *ASCA National Model Implementation Guide*



## ASCA Model Program Coaching AGENDA

- Watch brief Mindsets & Behaviors for Student Success [webinar](#)
- Draft Mindsets & Behaviors for Student Success using the planning tool.

### Month 7: ASCA Mindsets & Behaviors for Student Success

- Discuss ASCA Mindsets & Behaviors and align them to program's mission and goals
  - Competencies selected/written align with learning objectives for lesson plans and provide focus for individual and small group counseling.

#### Assignment:

- Read pgs. 46-58, *ASCA National Model*
- Read pgs. 75-85, 95-102, *ASCA National Model Implementation Guide*
- Watch brief School Counseling Core Curriculum Action Plan & Lesson Plans [webinar](#)
- Watch brief Small-Group Responsive Services [webinar](#)
- Draft Classroom and Small Group Mindsets & Behaviors Action Plan using action plan templates
- Draft one lesson plan using Lesson Plan Template (one per counselor)

### Month 8: Classroom and Small Group Mindsets & Behaviors Action Plan

- Review/revise action plan for classroom and small group activities. These plans:
  - Are informed by school data
  - Deliver the school counseling curriculum
  - Are consistent with the annual student outcome
  - Project results - participation, Mindsets & Behaviors and outcome data are identified
- Review/revise lesson plan

#### Assignment:

- Read pgs. 85-95, *ASCA National Model Implementation Guide*
- Draft school's Closing-the-Gap Action plan using action plan template

### Month 9: Action Plans (Closing-the-Gap)

- Review/revise school's closing-the-gap curriculum action plans

#### Assignment:

- Read pg. 72-77, *ASCA National Model*
- Read pgs. 128-140, *ASCA National Model Implementation Guide*
- Watch brief Advisory Council Meetings [webinar](#)
- Identify members of school's School Counseling Advisory Council
- Draft Meeting 1 and Meeting 2 agendas



# **ASCA Model Program Coaching AGENDA**

## **Month 10: Advisory Council Meetings**

- Schedule School Counseling Advisory Council Meetings. Advisory Council Meetings:
  - Include an administrator and representatives of school and community stakeholders
  - Meet at least twice a year and maintain agenda and minutes
  - Advise on annual student outcome goals, review program results and make recommendations
  - Advocate and engage in public relations for the school counseling program
  - Advocate for school counseling program funding and resources

### **Assignment:**

- Read pgs. 51-53;, *ASCA National Model*
- Read pgs. 75-95; 141-156, *ASCA National Model Implementation Guide*
- Watch brief School Counseling Core Curriculum Results Report [webinar](#)
- Watch brief Closing-the-Gap Results Report [webinar](#)
- Draft school's program results reports using results reports templates

## **Month 11: Program Results- Classroom/Small-Group & Closing-the-Gap Results Reports**

- Review/revise program's results reports. Results reports should:
  - Classroom/Small group results report is analyzed and implications are considered
  - Closing-the-gap results reports are analyzed, and implications are considered
  - Program results are shared with stakeholders

### **Assignment:**

- Watch brief Program Evaluation Reflection [webinar](#)
- Complete, revise and finalize Month 1—Month 11 assignments & deliverables.

## **Month 12: Wrap Up—complete any missing assignments, program evaluation reflection**