School Counseling Advisory Council Agenda

Plan the meeting: who comes, what you share, and what you ask the council

Planning copy. Program data in totals only: no student names, codes or stories.

The meeting

School | Date and time | Place or video link

Chair | Minutes recorder | Semester ☐ Fall ☐ Spring | Members invited

Why the program exists: alignment

School or district vision or mission (short version)

How the school counseling program supports it (100 words or less on the ASCA template)

Agenda

#	Agenda item	Presenter	Min	What we will show (totals, no names)	Question for the council
1					
2					
3					
4					
5					
6					
7					

Agenda items ASCA expects at minimum (tick what this meeting covers)

Fall (first semester)

- ☐ Program alignment with vision and mission
- ☐ School counseling data priorities overview
- ☐ Achievement gap plan overview
- ☐ ASCA Student Standards delivery plan overview

Spring (second semester)

- ☐ Achievement gap plan and data report update
- ☐ Lesson plan and data report update
- ☐ Small group plan and data report update
- ☐ Report back on fall feedback (our addition)

Before you share data

- ☐ No student names or codes
- ☐ Handouts have no names
- ☐ Materials sent ahead
- ☐ Small numbers combined
- ☐ Conflicts of interest noted
- ☐ Sign in sheet ready
- ☐ Graphs show totals only
- ☐ Interpreter or translation offered
- ☐ Minutes recorder named

Next meeting, and notes

Next meeting date and time | Place | Send materials by

School Counseling Advisory Council Agenda

Plan the meeting: who comes, what you share, and what you ask the council

FILLED EXAMPLE · fictional school, council members and data

The meeting

School: Maple Hollow Elementary

Date and time: Tue 10/19/2027, 3:30 to 4:30

Place or video link: Library, video link for families

Chair: R. Delgado (parent)

Minutes recorder: T. Nguyen (grade 1)

Semester: [x] Fall [ ] Spring

Members invited: 12

Why the program exists: alignment

School or district vision or mission (short version)

Every Maple Hollow student is known, safe and ready to learn.

How the school counseling program supports it (100 words or less on the ASCA template)

Lessons, groups and attendance work teach calm, friendship and getting to school skills so students are in class and ready.

Agenda

#	Agenda item	Presenter	Min	What we will show (totals, no names)	Question for the council
1	Welcome, introductions and privacy norms	J. Rivera	5	Member list; how we talk about data	Anything to add to the norms?
2	Program alignment with vision and mission	J. Rivera	5	Mission; program focus for 2027 to 2028	Does this match what you see?
3	School counseling data priorities	J. Rivera	10	Attendance K and 1; math 3 to 5; totals	Which matters most to families?
4	Achievement gap plan: K and 1 attendance	J. Rivera, A. Brooks	15	23 students missed 10% or more	What gets in the way of mornings?
5	Student Standards delivery plan and fall groups	J. Rivera	15	Lessons by grade; needs survey summary	Timing or topic gaps we missed?
6	Questions, closing and next date	R. Delgado	10	Action items read back	Who can help with what?
7					

Agenda items ASCA expects at minimum (tick what this meeting covers)

Fall (first semester)

- [x] Program alignment with vision and mission
- [x] School counseling data priorities overview
- [x] Achievement gap plan overview
- [x] ASCA Student Standards delivery plan overview

Spring (second semester)

- [ ] Achievement gap plan and data report update
- [ ] Lesson plan and data report update
- [ ] Small group plan and data report update
- [ ] Report back on fall feedback (our addition)

Before you share data

- [x] No student names or codes
- [x] Handouts have no names
- [x] Materials sent ahead
- [x] Small numbers combined
- [x] Conflicts of interest noted
- [x] Sign in sheet ready
- [x] Graphs show totals only
- [x] Interpreter or translation offered
- [x] Minutes recorder named

Next meeting, and notes

Next meeting date and time: Tue 05/09/2028, 3:30

Place: Library and video link

Send materials by: 10/12 (one week ahead)

Spanish interpreter booked. Data handout checked with the principal on 10/12: totals only.

Sign in on paper and in the video chat. Collect the paper data handout at the end.

Advisory Council Minutes and Action Items

What you presented, what members said, and who does what by when

The meeting

School	Date and time	Semester	Minutes taken by

Members present, by role (ASCA recommends 8 to 20 members)

Role	Names or initials (students: initials or role only)	Invited	Present
Administrators			
School counselors			
Teachers			
Parents or guardians			
Community members			
Students (if appropriate)			
Other roles			
Total			

Minutes, item by item

Agenda item	Summary of what the counselor presented (totals only)	Discussion and feedback from members	Action needed and person responsible

Action items

#	Action	Who	By when	Done
1				☐
2				☐
3				☐
4				☐
5				☐

Before you file and send the minutes

- ☐ Totals only, no names
- ☐ Feedback written down
- ☐ Owners and dates set
- ☐ Draft to chair in 5 days
- ☐ Saved with sign in sheet
- ☐ Copy to principal

Feedback we will use, and how we will report back next meeting

A planning and note taking tool. For RAMP, copy your content into ASCA's fifth edition templates without altering them.

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