

## COUNSELOR PROGRAM AND EVALUATION

# MMSCA

## Mid-Missouri School Counselor Association

Co-Editors

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## IN THIS ISSUE

## School Counselors...Thank You

by Julie Day, President, Wellsville-Middle R-1 Professional School Counselor

The holidays are approaching and a new year is around the corner. I would like to take a moment to talk about the recent **MSCA conference**. This was a wonderful conference and I would recommend that anyone attend this fabulous conference. I am confident that you would walk away with something to utilize in your school counseling program. This year's theme "**Game Changers**" really added a flavor of leadership and team work skills.

As President of the Mid-Mo region, I had the opportunity to be a part the program planning committee, helped behind the scenes with our hospitality room, and promoting all the fundraising aspects of the conference. In fact, **we raised over \$7,000** for our conference project, **Cherish Kids**. As I heard someone say, it's not about me, it's about the team! I am privileged to work with such wonderful counselors who have paved the way to make our conference possible. Thank you!

**December 3<sup>rd</sup>** will be our **Administrators Appreciation Social** held at Stephens College in Senior Hall. This is a new format and would be thrilled if you and your administrator could join us. Please invite them to this event. Governing board will begin at **3:30**. The social event, program with guest speakers from DESE Rene Yoesel and Tom Schlimpert, along with our MMSCA meeting will follow, **4:30-6:30**. The presentation topic will cover counselor-principal relationships when implementing a Comprehensive Guidance program. Please RSVP to Jeanine Mielke at [jmielke@cpsk12.org](mailto:jmielke@cpsk12.org) with those who will be attending the social.

Also there is a "**Take 10 Conference**" on **March, 4, 2016** in St. Louis, MO. The speaker will be Carolyn Stone, Ed.D. More information about this is located on the MSCA website.



### SCUTA Pro - Time Task Analysis

School Counselor Use of Time Analysis (SCUTA) tracks your daily activities with ease.



### Counselor of the Year (Mid-Mo)

Look for information on how to nominate awesome school counselors in our Mid-Mo Region!

# Mid-Year Hello

By Jeanine Mielke, President Elect, Mill Creek Professional School Counselor

Hello fellow counselors,

I hope your school year is going well. Time is sure flying by this year...hard to believe it's already mid-year. Which means it's time for another information filled **MMSCA** meeting. Governing board will meet at 3:30. Social time and presentation 4:40-6:00 and brief general meeting at 6:00. Please be sure to join us for anew social event, celebrating counselors and administrators.

Dr. Rene Yoesel and Tom Schlimpert will be speaking about the counselor-principal relationship related to student success. We are in for a good time.

We look forward to see you and your administrators on December 3<sup>rd</sup>.

➔ December 3<sup>rd</sup>, 2015  
4:30 – 6:00  
Stephens College, Senior Hall  
Appetizers and beverages  
Social time and information

See you soon!



## JOIN MMSCA

One of the goals of MMSCA (Mid-Missouri's Counselor's Association) is to recruit more members! Please join MMSCA at our website: [www.mmsca.us](http://www.mmsca.us)  
**FACEBOOK** at Mid Missouri School Counselor Association Twitter  
**@MidMSCA**

## GOVERNING BOARD UNIT

Another goal we hope to achieve this year as a governing board unit, is to become more supportive of each other. We will strive to help all our members!

## Presenting Data Ideas to Stakeholders

by Dave Teeter, Secondary Vice President, Montgomery Co R-II High School Professional School Counselor

Each year school counselors are asked to gather and collect data for a variety of purposes and many times you wonder "What does a person do with all this "stuff"? Identifying what needs to be done with data and who it would be meaningful to is very important. There are many stakeholders in our school counseling programs, they could range between parents, building staff, Administration, Central Office staff, School Board members, and in some cases the community.

School counselors can keep interested parties informed through many different avenues. This could be **newsletters** to parents, **powerpoint presentations** to building staff and administration, a presentation of data and results to Central office staff and then School Board meeting presentations, and also a newspaper article from counseling staff explaining roles and results from counseling activities. All of these can look different from district to district and even building to building but the main thing a person needs to consider is: What

are your goals and objectives as a department; How do you make others aware of the work that you do and; What are the results of your activities?

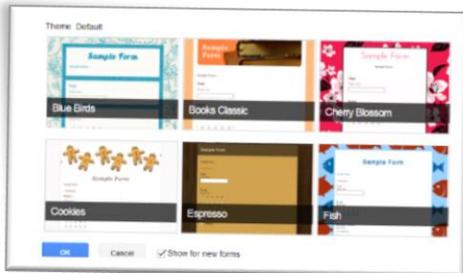
After getting in the habit of presenting your data, then hopefully it becomes a regular **part of your program** and possibly can give your department and its members more awareness from others and also could form a better appreciation of the work that is done by the counseling staff.

## DATA Collection in the Middle School World

by Carey Hughes, Middle School Vice President,  
Lange Middle School Professional School Counselor

Data is a scary word for many people, myself included. How do we make sense of all those numbers? Even scarier: how do we collect all those numbers and then make sense of what we collected? What do we use to collect our data and equally as important: what happens when we run out of post it notes?

Enter Google forms! Google forms look like nice and neat surveys. The creator is able to change the theme and totally change the look of the form. While their surface appeal is quite amazing (and in my opinion superior to Survey Monkey...which costs money if you ask too many questions), the visual effect is not the best part of a Google form.



Here you have it school counselors: the best part of a Google form is that the data you enter into the form is amazingly converted into a spreadsheet and graphs! OR...perhaps the best part of a Google form is how easy it is to set up!

If you are new to Google forms, here is a good introduction video (there are several more if you search YouTube): <https://youtu.be/xEY10Ub-k-U>.

A Google form takes the best parts of an online survey and marries them with collaboration, decoration, a spreadsheet, and useful graphs. How could you go wrong?

So, how does a school counselor use Google forms in his/her program? Here are a few ideas:

:

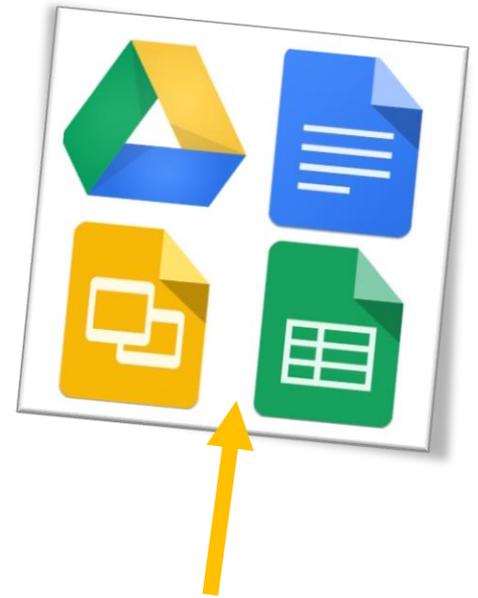
1. As a daily tracker to see where time is spent
2. To check in on students.
3. Electronic check in/check out forms (with summary emailed to family)
4. In planning 504 meetings (send out teachers, asking for a short summary)
5. Attendance for groups and clubs

If you are looking for a video with more specific information about Google forms, check out Jim Deeken's videos, which are specific to our profession: Introduction to forms:

<https://youtu.be/UgjPExtR2NQ>

Three Tips:

<https://youtu.be/k7ioVJ3j5jg>



Check out these amazing sites to look at these awesome ideas!



# Post Secondary... I AM ONE

Carolyn Roof, Stephens College Professor, Fairview Elementary Professional School Counselor

Stephens College is excited to host the **MMSCA Meeting on December 3<sup>rd</sup>!** Steph Borklund, an Assistant Professor of the Digital Filmmaking Program has written and produced the following short film. The film will be shared at the end of the MMSCA event if anyone would like to stay and view. Below you will find the name and description.

[www.iamonecampaign.com](http://www.iamonecampaign.com)  
<https://www.facebook.com/IAmOneShortFilm/>

I AM ONE is a short film about bullying and what one person can do to make a difference in someone else's life.

## Film Synopsis:

Noah experiences an event at school that provokes him to reexamine his friendships with Austin, his baseball teammate, and Erin, his childhood friend. As Austin bullies Erin with homophobic slurs, Noah is torn between "hangin' with the guys" and maintaining his friendship with Erin. Wanting to do the right thing, he is forced to make a decision that will impact all three of their lives.



# DATA, DATA, DATA

by Susan Perkins, Columbia Public Schools  
 Elementary School Counselor Coordinator

Don't forget to visit our [webpage](http://www.msca.us) at [www.msca.us](http://www.msca.us) to find meeting minutes or professional resources. For current news and events, please consider joining the MMSCA Facebook Page or find us on Twitter using @MidMSCA.

Need a resource to help keep track of and analyze your program evaluation data? Try **SCUTA Pro!** School Counselor Use of Time Analysis tracks your daily activities with ease.

Use this program to gather your process data or to complete your **Time Task Analysis**. Visit [www.counselorapp.com](http://www.counselorapp.com) to find out more information about this new web-based application.

Subscriptions begin at \$125 per year, but discounts may be available for district-wide purchases.



# Mid-Mo Professional Recognition

by Melissa Head, North Callaway High School Professional School Counselor

## CELEBRATE SCHOOL COUNSELING

It is never too early to be thinking about the Professional School Counselor and Director Awards that we will be celebrating at our March MMSCA Meeting. Here are the categories that we are looking for nominations:

### March Meeting (Nominations due March 1)

- Elementary Counselor of the Year
- Middle/Junior High Counselor of the Year
- Secondary Counselor of the Year
- Multi-Level Counselor of the Year
- Post-Secondary Counselor of the Year
- Recognize retiring Professional School Counselors

Please send nomination packets to  
**Melissa Head by the designated deadlines**

The nomination forms are located on our website at [www.mmsca.us/professional-recognition.html](http://www.mmsca.us/professional-recognition.html) or you can email me at [mhead@nc.k12.mo.us](mailto:mhead@nc.k12.mo.us) and I will send the forms to you. Please let me know of any counselors that you are aware of that are retiring! I look forward to receiving your nominations.



# Program Evaluation 101

by Sarah Sadewhite, Elementary Vice President, Paxton Keely Elementary  
Professional School Counselor

**It was good to see so many of you at the MSCA Fall Conference.** I hope you came back feeling refreshed and inspired with lots of great ideas. The topic for this newsletter is program evaluation.

## Program Evaluation:

I must admit that this is a difficult one for me – that word DATA looming over me! 😊

For years I have kept track of data on paper (ex. student, teacher, parent and agency contact logs) and then used it to create charts, graphs, etc. to share with stakeholders. This year our district is trying something new called SCUTA. It was a bit tough at first to remember to use it every day but I have found it to be beneficial and helpful with tracking my day and the percentage of time I am spending on different activities throughout my day/week. The program will make all of the charts and graphs that I could possibly need! 😊

Here is an example of a report that I have shared with administration in the past. In our district we collect three types of data according to the Comprehensive School Counseling Program:

### Mary Paxton Keeley Elementary Elementary School Counseling End of Year Report 2014-2015

#### 1. Process Data

# Lessons Classroom Guidance K-5	# Crisis Counseling Visits	# Students Seen Individually	# Students Small Group Counseling	# Quick Check Visits	# Outside Referrals	# Outside Agency Contacts	# Parent Contacts	# Teacher Contacts
527	149	25	182	161	20	157	412	1134

\*There is also additional data about how many students were served by things like Buddy Packs (Food Bank), Operation School Bell (free clothing) and Shoes That Fit/Shoe vouchers (free shoes) as well as information about how many hours we spend on things like 504s and testing.

\*I also show the data from the year before so we can discuss any changes and differences.

#### 1. Perceptual Data:

- I share some copies of feedback forms from students, parents and teachers.
- Our district does a needs assessment every three years. We also complete the IIR regularly to evaluate our program.

#### 2. Results Data:

- I share the results (Excel Files) of my work with at least one individual student or group and give a brief summary.
- Other elementary examples might include: attendance, office discipline referrals, grade cards, test scores, PROBE projects, etc.
- At the secondary level they also look at things like: Drop out and Graduation rates, etc.
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## Report out to Superintendent & Board of Education:

This data report assists CPS Administrators and Board Members in understanding what school counselors do when working with students in the classroom, in individual counseling and in small groups. Our elementary and secondary coordinators take care of this for us! 😊



You Are Invited

To the Mid-Missouri School Counselor Administrator Appreciation Social and Partnership Celebration

December 3, 2015

4:30-6:30

Stephens College, Senior Hall

All School Counselors, Administrators and Counselors in Training are the MMSCA Administrator Appreciation Social and Partnership Celebration.

4:30-6:00

Appetizers and Beverages Provided

Celebration Program:

Enhancing the

Counselor-Principal Partnership Related to Student Success

Let's Have Some Fun and Celebrate!

Presenters:

Dr. Rene Yoesel, DESE Director of School Counseling Section (Former Counselor)

and

Mr. Tom Schlimpert, DESE Assistant Director of School Counseling Section (former administrator)

6:00 - Brief General Session

BE ON THE LOOKOUT

- Take 10 Conference
• Social events for MMSCA
• Other school counseling FACEBOOK groups
• Updates on our awesome new website!