**Monthly Calendar for Gysbers Application (adapt to meet your needs)**

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| July | * Review all district policies (Board Assurance, suicide/self-harm and bullying procedures
* Review and Update Annual Calendar
* Talk/meet with the DESE Gysbers Representative to review the process and school information
* Discuss administrative support of the program and ask administrator to write a letter of support for the program addressing the criteria
* Talk with administrator about the process for applying for the Gysbers Award
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| August | * Download the updated Gysbers Application and information for the current year
* Review program and school mission and vision statements (revise if needed)
* Review data from previous year
* Develop an annual program evaluation plan related to collecting the following data:

P+P=R-Identify an annual evaluation project (individual or group): Identify Process, Perceptual and Outcomes Data- Program Planning Survey-PPS Data (review or plan for collecting survey data)- Time and Task Analysis (at least two weeks – fall and spring)* Review Advisory Committee Members list and invite new members if needed
* Set dates for at least two Advisory Committee Meetings (fall and spring)
* Review and update the school’s crisis plan.
* Develop your school counseling building calendar for each counselor
* Develop or revise a School Curriculum Program Planning Survey- PPS (given every 3 years at the beginning of the year). Suggest you have your school complete the survey the year you apply for the Gysbers (student, parent, teacher surveys).
* Revise Curriculum Scope and Sequence after reviewing the results of the PPS (as needed)
* Discuss Counselor Evaluation tool and schedule with administrator
* Work on Gysbers Application
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| September | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Distribute the School’s Curriculum Program Planning Survey(Students, Parents, Teachers)
* Responsive Services – Review and update outside referral list.
* Start to collect data for daily, week, annual data plan
* Analysis Program Planning Survey-PPS Results from students, parents and teachers
* Review and Revise Annual Curriculum Plan related to the Program Planning Survey and update Curriculum Scope and Sequence from survey results
* Revise and implement the schools comprehensive school counseling program as needed
* Start work on Gysbers Application
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| October | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Schedule Fall Time on Task Week.
* Organize and implement the Schools/District Fall Advisory Committee Meeting
* Continue work on Gysbers Application
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| November | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Attend the MSCA Fall Conference ( or other professional development opportunities)
* Check in with the Gysbers Representative to provide updates and ask questions
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| December | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Work on Gysbers Application
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| January | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Work on Gysbers Application
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| February | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Participate Spring Advisory Committee Meeting
* Schedule Spring Time on Task Week
* Work on Gysbers Application
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| March | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Work on Gysbers Application
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| April | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Continue to collect data for daily, week, annual data plan
* Work on Gysbers Application
* Check in with the Gysbers Representative to provide updates and ask questions
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| May | * Continue to implement program (Curriculum, Responsive Services, Individual Student Planning and System Support)
* Complete, review and/or revise the IIR with information from the past school year for individual schools
* Collect and complete final annual data for P+P = R Project(Process, Perceptual and Outcomes)
* Complete Principal Counselor Discussion from IIR Results (address budget needs for program and professional development)
* Meet with administrator to discuss the Principal Counselor Discussion
* Secure final copy of a letter of support for the program for the Gysbers application process
* Finalize the schools Gysbers Application
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| June | * Submit the schools Gysbers Application
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