



Missouri Comprehensive School Counseling Program

State Advisory Council Handbook

Revised October 2018

Introduction

Many Missouri school districts have adopted the Missouri Comprehensive School Counseling Program. This program provides a systematic and developmental introduction of school counseling services to all students attending public schools in the state. A cornerstone of the comprehensive school counseling program in any district is the advisory Council.

Purpose of a School Counseling Advisory Council

The State Advisory Council performs similarly to the advisory Council at the local level. It will provide input regarding issues facing school counselors, as well as give direction for continuing in-service needs and resource material development on a statewide basis. The Council will help to ensure continuity of programs and services, and provide an avenue for change to be implemented. The Council will promote close working relationships between the various entities represented on the Council.

Composition of a School Counseling Advisory Council

The Missouri Comprehensive School Counseling Advisory Council will be composed of school counselors, district and building level administrators, and counselor educators from around the state. Members of the School Counseling Section from the Missouri Department of Elementary and Secondary Education will also serve as members of the Council.

The State Advisory Council will include at least one member from each supervisory district as noted in the current copy of the Missouri School Directory. Members will be selected in order to ensure representation for both urban and rural districts, large, medium, and small districts, and the various building levels at which counselors work.

School counselor members will serve on a three year rotation and are eligible for reappointment to the Council at the conclusion of their term of service. Counselor educator members will be rotated among the colleges and universities who currently offer state approved counselor education programs. Each institution will have a three year term on the Council.

In order to initiate this structure, current members have been randomly selected for one, two, or three year terms for the school year. Thereafter, one-third of the membership will be reappointed or replaced each year. Appendix A shows school counselor rotation; Appendix B shows counselor education membership rotation.

If a member retires before the conclusion of his or her term, he or she will have the option to continue to serve for the remainder of the term.

The President and President-Elect or designated member(s) of the following associations will be ex-officio members of the Council and will not be counted against the geographic area in which they reside: Missouri School Counselor Association (MSCA), Missouri Association of Career Services (MACS), and Missouri Council of Career and Technical Administrators (MCCTA).

Organizations with which counselors have continual working relationships will be invited to send representatives to Council meetings include but are not limited to: Department of Higher

Education, Division of Workforce Development, Division of Vocational Rehabilitation, and Department of Mental Health.

The professional staff of the DESE School Counseling section will be responsible for developing the agenda and chairing each meeting.

State Advisory Meeting Dates

Two meetings will be held each year in the fall and spring. A winter meeting will be conducted using a webinar or conference call format if needed. Dates of meetings will be decided upon each year at the spring meeting for the following year. If members find that they cannot attend a meeting, they need to inform DESE staff so that information from the meetings can be disseminated within the region.

State Advisory Council Roles and Responsibilities:

Major roles for the Council could include

- Providing advice on the full implementation of the comprehensive school counseling program to schools.
- Assisting in keeping program components current.
- Helping inform various populations about the role of school counselors.
- Assisting in advocating for full implementation of school counseling programs and adequate counselor-student ratios in schools.
- Providing feedback on comprehensive school counseling to DESE.

Specific responsibilities could include

- Recommending changes in counselor training programs that reflect new and anticipated trends.
- Advising on effective evaluation of comprehensive school counseling programs.
- Assisting in advocating for comprehensive school counseling within their respective communities.
- Offering direction and assistance to the School Counseling section at DESE in order that meaningful professional development activities may be presented to counselors throughout the state.
- Maintaining regular attendance at the State Advisory Council meetings. Since the meeting dates will be set a year in advance, members will be expected, barring emergencies, to attend the meetings. If a member is continually absent from meetings, he or she may want to consider requesting a replacement be appointed.

State Advisory Council Expectations

Because of the distance and time involved in the use of regular mail, all members will be expected to maintain viable email addresses to ensure the timely transmission of materials and information. They will, in turn, be expected to share with other stakeholders in their regions.

All members will be expected to fulfill all responsibilities as listed.

The School Counseling staff will circulate reports to members on an as needed basis that describe the progress on current initiatives and/or projects being dealt with by the staff, give information on forthcoming initiatives, and provide a forum for members of the Council to broach areas of concern that need to be addressed by the Council. These items, along with input from members of the Council, will form the basis of the agendas of the full Council meetings.

Appendix A – State Advisory Council Rotation of Members (Sample)

Supervisory District	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
<i>A-1</i>	3	1	2	3	1	2	3
<i>B-1</i>	2	3	1	2	3	1	2
<i>C-1</i>	1	2	3	1	2	3	1
<i>D-1</i>	3	1	2	3	1	2	3
<i>E-1</i>	2	3	1	2	3	1	2
<i>F-1</i>	1	2	3	1	2	3	1
<i>G-1</i>	3	1	2	3	1	2	3
<i>H-1</i>	2	3	1	2	3	1	2
<i>I-1</i>	1	2	3	1	2	3	1

The term on the Council is three years. In order to allow for an orderly rotation of members, each member within the supervisory district is designated as either one, two, or three years. This designation allows one third of the Council to be eligible for reappointment each year.

Each member having a 3 noted in gray for the school year and in subsequent years will be either reappointed or replaced the following year. If you do not wish to be reappointed, you are requested to inform DESE staff prior to the end of your third year on the Council.

If at any time during your term you feel you can no longer serve, please contact DESE staff to allow for an orderly transition to a new appointee.

Appendix B- (Sample)
Counselor Education Institutions State Advisory Council Representation

Institution	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<i>Evangel</i>	3						
<i>Stephens College</i>	2	3					
<i>Missouri Baptist University</i>	1	2	3				
<i>University of Central Missouri</i>		1	2	3			
<i>University of Missouri - Columbia</i>			1	2	3		
<i>Lindenwood University</i>				1	2	3	
<i>Webster</i>	3				1	2	3
<i>Southeast Missouri State University</i>	2	3				1	2
<i>University of Missouri-Kansas City</i>	1	2	3				1
<i>Northwest Missouri State University</i>		1	2	3			
<i>University of Missouri – St. Louis</i>			1	2	3		
<i>Missouri State University</i>				1	2	3	
<i>Lincoln University</i>					1	2	3

This table shows the rotation to be followed for representation by counselor educators.

Each institution will have a representative on the Council for a three year term. Each institution will determine its own representative and may send a substitute if necessary.

The representatives noted for the school year were determined from the current representation of the Council. The rest of the institutions were listed in random order.