**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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| June | * Submit the schools Gysbers Application |