

School Counseling Services

Program Overview

School counseling is an integral part of the educational program which seeks to focus attention on individual students as they strive to make wise choices based on realistic concepts of themselves and the world in which they live. Inherent in school counseling is the promotion of the worth and dignity of all students and the belief that they have unique interests, needs, abilities, and aptitudes, as well as the capacity for growth and change. It is the function of school counseling to provide for students' maximum opportunity to realize potential through a developmental, comprehensive and continuous program of services from pre-kindergarten through high school and beyond.

The Office of School Counseling Services includes one Supervisor and one professional support position. The Office is responsible for the recruitment, training, observation, evaluation, and ongoing professional development of school counselors, the training and deployment of regional trauma responders, the electronic maintenance and production of duplicate diplomas and other archived records for the public, and the monitoring, data collection, review, and evaluation of the School Counseling program.

Accomplishments – FY 2009

- Provided professional development and/or training for new school counselors (15), experienced school counselors (104), Student Services personnel (30), student Peer Helpers and Peer Mediators (225), and Instructional Facilitators and teacher mentors (90) on Managing Difficult People. (BOE Goal 1 & 4).
- Obtained General Curriculum Committee approval for regular status for the Personal Body Safety - Child Abuse Prevention curriculum in grades 1, 3, & 5. (BOE Goal 1 & 2).
- Designed and implemented collaborative individual SharePoint sites for elementary, middle and high school counselors and secondary counseling office secretaries containing resources, procedures, professional development activities, forms and templates, and links. (BOE Goal 3 & 4).
- Collaborated with the Offices of Secondary Education and Technology for the design and system-wide implementation of an electronic version of the high school transcript. (BOE Goal 5).
- Obtained and implemented procedures for outside electronic storage services through Image Silo for archived system records. (BOE Goal 5).

Goals – FY 2011

- Implement a comprehensive and developmental program of instruction and services PK - 12 in the academic, career, and personal/social domains as specified in the Code of Maryland Regulations 13A.05.05.02 and the American School Counselor Association National Standards. (BOE Goal 1, 2 & 5)).
- Promote adequate staffing based on the recommended American School Counselor Association counselor-to-student ratio of 1:250. Advocate that 70% of school counselor time be spent in direct (face-to-face) service to students. (BOE Goal 1, 2, & 5) HCPS ratio data for 2009-10 and time data for 2008-09 is as follows:
 - 1 school counselor for every 507 elementary school students, with 51.7% of the time spent in direct face-to-face service to students;
 - 1 school counselor for every 353 middle school students, with 49.6% of the time spent in direct face-to-face service to students; and,
 - 1 school counselor for every 328 high school students, with 57.7% of the time spent in direct face-to-face service to student.
- Provide school support during traumatic incidents by deploying trained Student Services personnel. (BOE Goal 1).
- Procure quality content-specific and system-wide priority professional development for all school counselors. (BOE Goal 3 & 4).
- Support cooperation and coordination with community organizations and businesses, post-secondary educational institutions and programs, community based mental health services, and the military. (BOE Goal 1, 2, & 5).

Objectives – FY 2011

- Educate, train and mentor newly hired school counselors.
- Train new Student Services staff in trauma response procedures and deploy teams as needed throughout the year.
- Train student Peer Helpers in all secondary schools, and train student Peer Mediators for any secondary schools choosing to provide Peer Mediation as a conflict resolution option.
- Obtain General Curriculum Committee approval for system-wide regular status for the Trauma Response Manual and the School Counseling Program Manual.
- Full system-wide implementation of the high school senior waiver electronic application.

FY 2011 Funding Adjustments

There are no changes to School Counseling funding for FY 2011.

School Counseling Services

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$7,239,722	\$7,184,694	\$7,217,723	\$7,217,723	\$0	\$7,217,723
Contracted Services	\$4,349	\$4,647	\$3,700	\$3,700	\$0	\$3,700
Supplies	\$25,713	\$19,825	\$25,500	\$21,500	\$0	\$21,500
Other Charges	\$4,241	\$3,351	\$5,831	\$5,831	\$0	\$5,831
Equipment	\$165	\$165	\$816	\$816	\$0	\$816
Total	\$7,274,190	\$7,212,682	\$7,253,570	\$7,249,570	\$0	\$7,249,570

School Counseling Services

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Clerical	19.0	19.0	19.0	0.0	19.0
Guidance Counselor	102.7	101.2	101.2	0.0	101.2
Total	121.7	120.2	120.2	0.0	120.2

School Counseling Services

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 120.2	INSTRUCTIONAL SALARIES					
Salaries	\$7,239,722	\$7,184,694	\$7,217,723	\$7,217,723	\$0	\$7,217,723
TOTAL	\$7,239,722	\$7,184,694	\$7,217,723	\$7,217,723	\$0	\$7,217,723
F11 FTE: 0.0	TEXTBOOKS AND SUPPLIES					
Supplies	\$25,713	\$19,825	\$25,500	\$21,500	\$0	\$21,500
TOTAL	\$25,713	\$19,825	\$25,500	\$21,500	\$0	\$21,500
F11 FTE: 0.0	OTHER INSTRUCTIONAL COSTS					
Contracted Services	\$4,349	\$4,647	\$3,700	\$3,700	\$0	\$3,700
Other Charges	\$4,241	\$3,351	\$5,831	\$5,831	\$0	\$5,831
Equipment	\$165	\$165	\$816	\$816	\$0	\$816
TOTAL	\$8,755	\$8,164	\$10,347	\$10,347	\$0	\$10,347
Grand Total	\$7,274,190	\$7,212,682	\$7,253,570	\$7,249,570	\$0	\$7,249,570

FTE FY11: 120.2 School Counseling Services

Psychological Services

Program Overview

The Department of Psychological Services is a division of HCPS' Student Services Branch. It consists of 32.7 FTE staff overseen by a *Supervisor*, who also oversees the Division of Pupil Personnel Services. The Department's mission is to ensure that all students have access to a full continuum of psychological services to meet their varied and individual needs. School psychologists address the academic, behavioral, and mental health needs of all students, students at-risk, and students with intensive needs at the school-wide, classroom, and individual student level to enhance student achievement in safe and supportive school environments. Services include but are not limited to:

- Early screening and identification of at-risk students.
- Staff/parent consultation on academic and/or behavioral issues.
- Individual student assessment and assignment to special programs & interventions.
- Intervention design, delivery, and progress monitoring.
- Trauma response/crisis management.
- Direct intervention with students (i.e. mental health counseling, problem-solving/conflict management skills training).
- Data analysis, interpretation, and data-based decision making.
- Service coordination/case management & referral.
- Support to school and system improvement initiatives.
- Home/School/Community collaboration.
- Staff/parent training.
- Program design & research.

Accomplishments – FY 2009

- Provided timely assessment and intervention services to students in 54 schools, centers, and special programs.
- Successfully supported the implementation of Positive Behavioral Interventions and Supports (PBIS) in 13 HCPS schools.
- Developed best practice documents on *Functional Behavior Assessment*, *Determining Educational Impact for Students with Disabilities*, and *Transition Planning*.
- System-wide distribution of "Get Psyched – Second Edition" quarterly newsletters addressing response to intervention, behavior management/crisis de-escalation, and strategies for increasing student motivation.
- Successfully collaborated with the Office of Special Education in developing a pilot Intensive PBIS intervention model for FY10 implementation at William Paca/Old Post Road Elementary School and Magnolia Middle School – received ARRA funding to increase staffing by 1.0 FTE to support the IPBIS initiative.

Goals – FY 2011

Goals for the *Department* are aligned with HCPS' Master Plan:

- To provide a comprehensive, year-round continuum of psychological services and programs to all students in order to maximize their physical, personal, social, emotional, academic, and career development.
- To provide timely and relevant assessment and intervention services to at-risk students.
- To support schools and students during times of crisis.
- To assist the Office of the Superintendent in the area of student threat assessment/management.
- To support the Student Services Team (SST) problem-solving model in all HCPS schools as a means to identify and address barriers which prevent students from being successful in school.
- To reduce disproportionate minority representation in special education and suspension categories through the implementation of academic and behavior supports generated through Student Services Teams, PBIS and IPBIS approaches, as well as ongoing review of psychological assessment practices.
- To utilize the findings from feedback surveys and student outcome data to evaluate and guide the delivery of programs and services.
- To support school and system improvement initiatives (e.g. CFIP).
- To recruit, hire, supervise, and mentor highly qualified school psychologists.
- To provide regular, high quality professional development for school psychologists and HCPS staff.
- To adopt and implement a staffing standard for school psychologists that is consistent with industry standards. HCPS currently averages a 1.0 psychologist to 1,248 total students served. Staffing standards recommended by the *National Association of School Psychologists* are a 1.0 school psychologist for every 1,000 students served.

Psychological Services

Objectives – FY 2011

- To continue to sponsor practicum and paid internship opportunities for developing school psychologists – 6 internships are anticipated for FY11.
- To maintain and expand the number of 11-month school psychologist positions as staff interest and available funds will support.
- To apply for a professional training grant through the Maryland School Psychologists' Association.
- To collect and analyze Student Services Team (SST) outcome data to determine program effectiveness.
- To become fully acclimated to the MD Online IEP system.
- To use the results from a recent user survey to identify high interest topics for "Get Psyched – Third Edition" newsletters.
- To develop and implement a program of professional development for school psychologists during summer, 2010 committee work which identifies and addresses areas of departmental need.

FY 2011 Funding Adjustments

There are no changes to funding for Psychological Services in FY 2011.

Psychological Services

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$2,317,256	\$2,189,906	\$2,309,745	\$2,309,745	\$0	\$2,309,745
Contracted Services	\$1,712	\$1,975	\$5,000	\$5,000	\$0	\$5,000
Supplies	\$45,650	\$45,260	\$45,200	\$45,200	\$0	\$45,200
Other Charges	\$12,965	\$10,716	\$17,240	\$17,240	\$0	\$17,240
Equipment	\$7,104	\$6,217	\$8,253	\$8,253	\$0	\$8,253
Total	\$2,384,688	\$2,254,074	\$2,385,438	\$2,385,438	\$0	\$2,385,438

Psychological Services

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Clerical	6.5	6.5	5.5	0.0	5.5
Psychologist	31.5	31.7	31.7	0.0	31.7
Total	38.0	38.2	37.2	0.0	37.2

Psychological Services

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 37.2	INSTRUCTIONAL SALARIES					
Salaries	\$2,317,256	\$2,189,906	\$2,309,745	\$2,309,745	\$0	\$2,309,745
TOTAL	\$2,317,256	\$2,189,906	\$2,309,745	\$2,309,745	\$0	\$2,309,745
F11 FTE: 0.0	TEXTBOOKS AND SUPPLIES					
Supplies	\$45,650	\$45,260	\$45,200	\$45,200	\$0	\$45,200
TOTAL	\$45,650	\$45,260	\$45,200	\$45,200	\$0	\$45,200
F11 FTE: 0.0	OTHER INSTRUCTIONAL COSTS					
Contracted Services	\$1,712	\$1,975	\$5,000	\$5,000	\$0	\$5,000
Other Charges	\$12,965	\$10,716	\$17,240	\$17,240	\$0	\$17,240
Equipment	\$7,104	\$6,217	\$8,253	\$8,253	\$0	\$8,253
TOTAL	\$21,781	\$18,908	\$30,493	\$30,493	\$0	\$30,493
Grand Total	\$2,384,688	\$2,254,074	\$2,385,438	\$2,385,438	\$0	\$2,385,438
FTE FY11: 37.2	Psychological Services					