CENTRAL INDIANA EDUCATIONAL SERVICE CENTER
Counselor Connect
Support & Technology Tips
April 20, 2020

Link to Video Recording of Presentation
Welcome

Dr. Andrew Melin
CIESC Executive Director
Zoom Norms

Please do the following:
1. Rename your Zoom tile with your First and Last Name and School District
   a. click on the 3 dots next to your picture in the upper right hand corner
2. Turn on camera
3. Mute your microphone
Introductions

CIESC

Dr. Melin  
Executive Director

Mary Brabson  
Program Manager

Rachel Bauer  
Program Coordinator

Kara Heichelbech  
Innovation & Learning Manager

Support

Amanda Culhan  
School Counseling Consultant

Danielle Duarte  
Koru Consultant - School Counseling Specialist

Rob Wessman  
Koru Consultant
Agenda

Community of Practice Overview
Dr. Andrew Melin

Technology Tips for Virtual Counseling
Kara Heichelbech

National Counseling Perspective
Danielle Duarte

Assessment of Current and Future Professional Development Needs
Amanda Culhan
Vision:

To develop a district-led and championed community of practice, where high quality professional development and support is provided for Student Service Professionals within the CIESC membership network and beyond.
Steering Team

The Steering Team, consisting of up to three Student Service Professionals and Administrators per member district, will assist in the identification of priority topics to be offered through professional development, to begin in 2020-2021.

Member expertise may continue to be drawn upon for ongoing support and professional development needs beyond the initial planning period.
| Avon Community School Corporation          | Mill Creek Community School Corporation              |
| Beech Grove City Schools                  | Monroe-Gregg School District                         |
| Carmel Clay Schools                       | Mooresville Consolidated School Corporation         |
| Clark-Pleasant Community School Corporation| MSD of Decatur Township                              |
| Community School Corporation of Southern  | MSD of Martinsville                                   |
| Hancock County                           | Mt. Vernon Community School Corporation              |
| Franklin Community School Corporation     | Nineveh-Hensley-Jackson United School Corporation   |
| Franklin Township Community School       | Perry Township Schools                                |
| Corporation                               | Plainfield Community School Corporation             |
| Greenfield-Central Community School      | School Town of Speedway                              |
| Corporation                               | Southside Special Services of Marion County         |
| Greenwood Community School Corporation   | Westfield Washington Schools                         |
| Hamilton Heights School Corporation      | Zionsville Community Schools                         |
| Hamilton Southeastern Schools            |                                                    |
| Indiana School for the Blind and Visually|                                                    |
| Impaired                                  |                                                    |
| Indiana School for the Deaf              |                                                    |
| Lebanon Community School Corporation     |                                                    |
Technology Tips for Virtual Counseling

Kara Heichelbech
Innovation & Learning Manager
Indiana Online
Newsletter

- **SMORE** - Create interactive newsletters to be a central location for information
- Great templates ready to use or rework
- Add a “book your counselor” section so students can set an appointment

[Video Tutorial from Smore]
Scheduling Appointments

You Can Book Me

- Support during COVID 19
- Zoom Integration
- Video Tutorial from You Can Book Me

Google Appointment Slots

- Support from Google
- Must be set up on a computer
- Needs a work or business account

1: Set your hours
2: Create calendar events
3: Share your booking link

1: Create appointment slots
2. Share calendar page
# Face-to-Face Communication

## Zoom
- Support during COVID-19
- Zoom Tutorials
- Follow your school policy on face-to-face communication

1. Schedule a meeting; set a password to join
2. Invite others to join the meeting
3. Start the meeting

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## Google Hangouts Meet
- Google Meet Training/Quick Start
- Video Tutorial from Google Meet
- Follow your school policy on face-to-face communication

1. Schedule a meeting via calendar invite
2. Start a meeting in Google Meet
3. Share your calendar invite or link
Audio Communication

Free Conference Call
- Free service
- FAQ
- Video Tutorial from Free Conference Call

Google Voice
- Google Voice Support
- May not be active with school account
- Can create with personal account

1: Create your account and view dashboard
2: Select from Quick Action menu
3: Invite or share your dial-in and access code

1: Set up account
2: Make/receive calls

Sign up for Voice and get your number
1. On your computer, go to voice.google.com.
2. Sign in to your Google Account.
3. After reviewing the Terms of Service and Privacy Policy, tap Continue.
4. Search by city or area code for a number. Voice doesn't offer 1-800 numbers.
   - If there aren't any numbers available in the area you want, try somewhere nearby.
5. Next to the number you want, click Select. Follow the instructions.
After setting up Voice, you can link another phone number. Learn more about setting up phones.

Call someone
You can make domestic and international calls from your Google Voice number.

1. On your computer, go to voice.google.com.
2. In the Call to box, type the phone number you want to call. Call forwarding is included, so you can call a different number and have the call forwarded.
3. To call a local number, enter local numbers. For example, you can search for "Home" to call your home phone.
4. When you're ready to make a call, click the name of the person you want to call.
5. To call an international number, enter international phone numbers. For example, you can search for "France" to call a phone number in France.
6. In the upper right, the call time field shows your Google Voice number.

CJESC
Creating Efficiency

Slack

- Combines all communication in one place
- Mobile or web based
- Slack Demo

G Suite for Education

- Unlimited storage for education
- Fosters real-time collaboration
- All changes saved; see revision history
National Counseling Perspective

Danielle Duarte
School Counseling Specialist & Koru Strategy Group
National Counseling Resources - COVID-19

Suggested virtual counseling webinars

FREE on American School Counselor Association website

www.sreb.org/webinar/school-counseling-distance
National Counseling Resources - COVID-19

Links to a variety of resources - bit.ly/SCRCOVID19
National Counseling Resources - COVID-19

District counseling expectations

**School Counselor Expectations:**

- Establish and share a schedule including office hours of virtual counseling for students and parents on your school website.
- Create and post counseling resources/lessons for students and families on school online platform.
- Plan and conduct weekly counseling communication with assigned Tier III students/families.
- Plan and conduct weekly communication with principal(s) by via email, phone, or virtually.
- Create and present any mandatory lessons virtually (if possible).
- Follow up on cohort 2020- plans for at risk students and graduation.
- Schedule and conduct virtual meetings with college & career advisor for scholarship and college essay updates.
- Log all direct and indirect time of services for data tracking.
National Counseling Resources - COVID-19

Student needs assessment - [bit.ly/2V2ggE](bit.ly/2V2ggE)

<table>
<thead>
<tr>
<th>I need more information regarding the following PERSONAL concerns: *</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecting with my Friends</td>
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<td>○</td>
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<tr>
<td>Getting along with family members</td>
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<td>Dating or relationship issues</td>
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<tr>
<td>Cyberbullying</td>
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<td>Feeling sad or depressed</td>
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<tr>
<td>Feeling anxious/stressed</td>
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<table>
<thead>
<tr>
<th>I need more information regarding the following SCHOOL concerns *</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization at Home</td>
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<td>Communicating with Teachers</td>
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<td>Time Management at Home</td>
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<td>Testing/Submitting Work Online</td>
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<td>Understanding Graduation Requirements</td>
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</tr>
</tbody>
</table>
National Counseling Resources - COVID-19

School counseling websites - sites.google.com/ccusd.org/emlscounseling

Dear El Marino Families,

As we all adjust to the time away from school amidst the COVID-19 pandemic, I want to assure you that I continue to dedicate my time to serving your family and providing school counseling services for your child. I recognize that the next few weeks may be a stressful time for many families and many children are likely to want to have access to counseling support.

On this website, you will find a number of parent and student resources that can be used over the course of our school closure and beyond.

Please feel free to reach out via email if you’d like for me to schedule a phone call or video chat to meet with your child in regards to their social, emotional or academic needs.

Amy Dauble-Madigan
Dear CCUSD Elementary Families,

Due to the current COVID-19 pandemic, Culver City Unified School District is utilizing distance learning until the end of the 2019-2020 school year. In order to continue providing school counseling services to our district’s students, the CCUSD Elementary School Counselors are offering short-term virtual school counseling sessions. We are committed to providing your child with the additional support they may need during this unprecedented public health situation.

Confidentiality
As a general rule, CCUSD Elementary School Counselors will keep the information your child shares with us in our sessions confidential, as would be expected in a traditional school setting. There are, however, exceptions to this rule that are important for you to understand before your child shares personal information with us in a virtual school counseling session. In some situations, we are required by law or by the guidelines of our profession to disclose sensitive information.

Confidentiality cannot be maintained when:
1. Your child discloses a plan to cause serious harm to themselves.
2. Your child discloses a plan to cause harm to others.
3. Your child discloses they are being harmed by someone else.

An exception to this rule is when a student gives the School Counselor permission to share what has been discussed with a trusted adult, such as a parent/guardian, teacher, or principal.

Risks of Virtual School Counseling
There are many benefits of the virtual school counseling services that we provide; however, there are potential risks with this technology as well.

1. The video or phone connection may not work or it may stop working during the virtual counseling session.
2. Due to the nature of the service, we cannot guarantee full confidentiality during the virtual counseling session. Platforms like Google Meet and Zoom are encrypted services that are district approved. They are both very secure platforms, but we cannot guarantee full confidentiality with 100% certainty. We encourage a quiet and private space for your child where they will not be disturbed or interrupted during their virtual counseling session.

Consent
I have read this document and understand the benefits and risks of virtual school counseling services made available by the Elementary School Counselors of Culver City Unified School District. I hereby grant my consent for my child to participate in this service. If I have any questions or concerns I will contact my child’s School Counselor.

Signature of Legal Guardian Date

* An email response stating you’ve read and agree to these terms will be accepted as a means of consent for services.
National Counseling Resources - COVID-19

Focus on mental health & wellness

bit.ly/34LNs7n
Assessment of Current and Future Professional Development Needs

Amanda Culhan
Consultant
Current Needs/Support

- Determine Shared Needs to Inform PD
- Breakout Groups
  - Introductions
  - Assign a note taker and a timekeeper
  - Share current concerns/needs
  - Identify topics that would be helpful for upcoming PD in May
  - Highlight 1-2 priority topics and add under Shared Priorities
  - Identify potential presenter(s)
  - Add any counseling/student support resources you have created/used to be highlighted at a future meeting!
Summary of Priority Needs
Identified by Breakout Groups

- Quick universal screeners to look for stress or trauma
- Reaching students that are difficult to contact/find
- How schools are being creative with virtual counseling; reaching students in each area of school counseling
- Helping teachers incorporate social emotional activities into regular or virtual lessons
- Connection and learning from each other, especially sharing best resources (similar to what Danielle did)
- Promoting consistency of practice throughout the district
- Grief programming for students (for loss of day to day activities and loss of milestones like prom, graduation)
- Technology training
- Increase of student school anxiety: best practices
- How do we increase 9-12 counseling opportunities vs. Academic duties for counselors
- Finding a balance between personal, private, and school time for self care
- Supporting students in August when we transition back to school
  - Assessing for trauma
  - Reintroducing students to the school structure, supporting behavior needs, potential trauma, etc.
  - Using neuroscience and productive struggle to get students back into the school year - how can we take care of our brains and our bodies after getting through all this?
  - Trauma responsive strategies to build community / relationships as we return
  - Balancing academic needs with social emotional needs
Determining Needs for 2020-2021

If you are a Student Service Professional, including School Counselor, School Social Worker, District or Building-level Coordinator, Director of Counseling, etc. please complete the Needs Assessment by Wednesday, April 22nd.
Additional PD Opportunities

- [Keep Indiana Learning Facebook](#); Counselor Connect page Coming Soon!
- [CASEL Weekly Webinars](#)
- [Trauma-Informed Resilient Schools](#)
- [ASCA U Specialist Trainings](#)
- [ASCA Webinars](#)
- [Hatching Results Online Courses](#)
- [Professional Development from IYI](#)
- [IDOE Social Emotional Learning Webinars](#)
- [Counselor1Stop](#)
Final Thoughts

Dr. Andrew Melin
CIESC Executive Director
Counselor Connect

- May 7, 10:00 a.m. - 11:00 a.m.
- May 21, 1:00 p.m. - 2:00 p.m.
- June 4, 10:00 a.m. - 11:00 a.m.
Contact Information and Plus/Delta

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