

COLORADO
Department of Education

School Counselor Corps Grant Program Advisory Board

OPERATING PROCEDURES

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OPERATING PROCEDURES

The following procedures shall govern and control actions of the School Counselor Corps Grant Program Advisory Board and its committees.

Article I. Name. We shall be called the

SCHOOL COUNSELOR CORPS GRANT PROGRAM (SCCGP) ADVISORY BOARD

Article II. School Counselor Corps Grant Program Advisory Board Mission, Vision, and Purpose.

VISION

Each School Counselor Corps Grant Program (SCCGP) applicant will receive an equitable application review and funding recommendation that promotes sustainable comprehensive school counseling in Colorado.

MISSION

The School Counselor Corps Grant Program (SCCGP) Advisory Board will annually support the implementation of sustainable comprehensive school counseling programs by:

- Receiving SCCGP training;
- Reviewing SCCGP applications;
- Making SCCGP funding recommendations; and
- Providing feedback on the SCCGP review process.

PURPOSE of the Advisory Board, pursuant C.R.S. 22-91-104

…The school counselor corps advisory board shall review each grant application received and make recommendations to the department and state board concerning whether a grant should be awarded to the education provider and the recommended amount of the grant.

Article III. Composition and Membership of the Advisory Board. The board was established and created within the Colorado Department of Education pursuant of C.R.S. 22-91-104.5.

A. Composition. The Advisory Board may include, but is not limited to members who represent:

a. The Department of Education;
b. The Department of Higher Education;
c. The Department of Labor and Employment;
d. Community Colleges;
e. School Districts, or
f. Those with expertise in:
    i. Elementary, Middle, and High School Counseling,
    ii. Student Retention;
    iii. Counselor Education;
    iv. Career and Technical Education;
    v. Student Support Services;
    vi. Career Planning;
    vii. Pre-Collegiate Services and College Admissions; and
    viii. Mental Health and Suicide Prevention.

B. Membership. The Advisory Board should maintain a minimum of 12-15 members.

C. Length of Term. Each member of the Board shall serve at the pleasure of the Colorado Department of Education for a term of three years with the possibility of extending to a second term of three years based upon the member's capacity, interest, commitment to Expectations and Ethics Article IV.

g. To extend into a second term, the Advisory Board member shall submit a statement in writing to the Program expressing intent.
h. Term length of members will be visually shared on the SCCGP Advisory Board website.
i. Upon term completion, Advisory Board members will receive a certificate of time served.

D. Vacancy. A vacancy that may occur by reason of death, removal, resignation from office, or change of status in relation to the Advisory Board's focused representation shall be filled by the Department through a recruitment process.

E. Compensation. The Advisory Board members shall serve without compensation.

F. Reimbursement. Advisory Board members are eligible for reimbursement for mandatory in-person Advisory Board meetings.

j. Non-employees travel reimbursements must be calculated and paid in accordance with established rates and policies for CDE employees. Therefore, non-employees must adhere to the CDE Travel Policies, per diem and mileage reimbursement rates.

Article IV. Required Responsibilities and Expectations and Ethics of the Advisory Board.

A. Required Responsibilities. Required responsibilities were established pursuant of C.R.S. 22-91-104 (1), including:

a. Review SCCGP Request for Applications and make recommendations to the Department and State Board for awarding and funding amounts, which involves:

i. Attending annual SCCGP Request for Application review trainings.
ii. Completing an annual full-day and in-person SCCGP Request for Application review.
iii. Acting affirmatively to forward the purposes of the SCCGP, especially those of decreasing the student/counselor ratios; lowering dropout rates, increasing graduation rates, increasing the number of Colorado students who enter postsecondary institution, and increasing the enriching and levels of postsecondary preparation throughout the SCCGP Request for Application review and recommendation process.

B. Expectations and Ethics: The Advisory Board may include additional duties including, but not limited to:

a. Hold the highest standards of integrity in matters related to the Board and Program including but not limited to confidentiality referenced in the non-disclosure agreement (Article VI) and professionalism at SCCGP events.
b. Support the collective recommendations of the Advisory Board decisions and review process.
c. Be positive and supportive; contribute to the forward-facing energy of the Board.
d. Offer recommendations for SCCGP Request for Application review improvement.
e. Become familiar, as appropriate, with the School Counselor Corps Grant Program to support the SCCGP Request for Application review and recommendation process through:
    i. Reviewing C.R.S. 22-91-101 through 105 and
    ii. Optional participation in grantee trainings, meetings, and The Office of Postsecondary Workforce Readiness events.
f. Review the SCCGP Advisory Board Operating Procedures annually, and every three years offer feedback for the purpose of a SCCGP Advisory Board Operating Procedures update.

Article V. Meetings & Communication.

A. Regular Meetings. Meeting dates for each fiscal year are determined following the annual SCCGP summer meeting.

B. Meeting Requirements.

a. Advisory Board members must attend and complete the following <u>three meetings annually to remain on the Board</u>:
    i. SCCGP Request for Application review training.
    ii. Full-day and in-person SCCGP Request for Application review.
    iii. SCCGP summer meeting.
b. Advisory Board members that cannot attend a required virtual meeting must notify the SCCGP Program to acquire and review missed information (i.e. slide and meeting recording).
c. A missed in-person application review will result in a termination of SCCGP Advisory Board position.

C. Fall Memo. A Fall SCCP Advisory Board Memo is provided by the Department to share grant and program updates.

D. Agenda. Proposed agendas and related materials are prepared by the Department and shared with Advisory Board members in advance.

E. Record of Meeting.

d. Regular Meetings.

i. The official record of each Advisory Board meeting is the agenda and attendance taken, available for review by the public through the Department.

ii. All official records are prepared, archived, and disseminated under the supervision of the Department.

F. Open Meetings Law. All meetings of two or more members of the Board at which any public business, including legislative issues, is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times, except for executive session (See Article V-D of this document), in compliance with provisions of Article 6 (Colorado Sunshine Law), Part 4 (Open Meetings Law), C.R.S. 24-6-401 and 402.

Article VI. Advisory Board Non-Disclosure.
As a member of the School Counselor Corps Grant Program (SCCGP) Advisory Board, the Colorado Revised Statute 22-91-104 requires members to review the Request for Application (RFA).

In order to participate in the SCCGP RFA review process all board members will be privy to SCCGP confidential information such as:

- Completed SCCGP applications.
- Confidential review and recommendation conversations with other SCCGP Advisory Board members and CDE School Counseling Specialists.
- The opportunity to advise SCCGP School Counseling Specialists on changes to the SCCGP RFA and review process before it is released to the public.
- Confidential SCCGP review information on who and who does not receive SCCGP recommendation for funding before it is released to the public.

By accepting the SCCGP Advisory Board position you must agree and sign for the following statements each year.

I _____ agree to not disclose the SCCGP confidential information listed above to any Local Education Provider (LEP), organization, consultant or anyone outside of the Advisory Board.

I _____ agree that during my board term, I will not act as a consultant or assist any Local Education Provider, in providing application support, materials, or written work for the SCCGP Request for Application (RFA) as I will have prior knowledge of its contents and outcomes.

<u>Only for those working in a K-12 school setting:</u>

I _____ agree that if the LEP I am employed with decides to write the SCCGP RFA I will not be able to score that application in the review process and must disclose the conflict of interest to the CDE School Counseling Specialists.

Failure to comply with these guidelines will result in CDE considering appropriate next actions.

Signature_____ Date_____