Glassboro Public Schools

School Counselor’s Monthly Report

School: **Dorothy L. Bullock** Submitted by: **Katie Evans**

Month and Year: **May 2024** School Days in Month: **22**

Total Number of Counselees: **226**  Individual Sessions: **140**

Number of students in Group Sessions: **86**

Number of Classroom Lessons:

Total number of Parent Contacts- By Phone: **74**

By Email: **117**

Parent sessions: **5**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members: **563**

Total Number of Conferences with Teachers, Administrators and Child Study Team Members:  **3**

Total Number of Contacts with outside Services, Agencies, Schools: **37**

Meetings Attended:

**504 Initial Eligibility (5/1)**

**504 Annual Review (5/1)**

**504 Annual Review/Reevaluation (5/3)**

**Follow-up meeting from CST determination (5/3)**

**Faculty-Budget (5/6)**

**CITRS Team Meeting with student council (5/8)**

**CITRS Team Meeting with student council (5/14)**

**Rutgers Mental Health Team Meeting (5/16)**

**Rutgers Mental Health Team Meeting (5/20)**

**504 Annual Review (5/20)**

**504 Annual Review (5/20)**

**CITRS Team Meeting with student council (5/28)**

**504 Meeting (5/31)**

Trainings Attended:

**Threat Assessment (5/19)**

**School Violence: Identifying and Addressing (5/19)**

**School Health Threat Zone Solutions and Stop the Bleed (5/21)**

**Rutgers Mental Health Training (5/30)**

Additional Activities:

-updated NJSLA accommodations

-inputted NJSLA accommodations

-print NJSLA tickets

-disciplinary write-up (1)

-arranged desks and covered any instructional material in additional classrooms for NJSLA testing

-classroom inspections for NJSLA testing and rechecks

-NJSLA testing emails to all staff-including testing schedule

-School messenger blast about NJSLA testing

-initial 504 plan (1)

-504 meeting reminders (4)

-updated 504 plan (9)

-consent for further evaluation (1)

-threat assessments (5)

-consent for 504 plan (2)

-teacher feedback 504 form (2)

-shared 504 plan (6)

-504 initial eligibility packet (1)

-504 Teams link (2)

-physician form (1)

-student consideration google form (1)

-NJSLA scripts

-NJSLA Pearson issues (ongoing list)

-NJSLA scribe accommodation support

-chain of custody documentation for NJSLA materials (each day of testing)

-ran Pearson platform during NJSLA testing and troubleshooted any errors

-monitored staff coverage for NJSLA testing

-shredded all confidential materials related to NJSLA testing

-created Love banner project flyer

-developed school announcement bulletin for love project

-coordinated NJSLA make-up testing

-helped out at spring concert (5/16) and art show (5/30)

-attended 5th grade camping trip (5/29)

-reviewed 24-25 504 plans

-email reminder to staff about Love project and materials required