

Glassboro Public Schools  
School Counselor's Monthly Report

School: Dorothy L. Bullock

Submitted by: Katie Evans

Month and Year: **September 2022**

School Days in Month: **19**

Total Number of Counselees: **160**

Individual Sessions: **145**

Number of Group Sessions: **4**

Number of Classroom Lessons: **15**

Total number of Parent Contacts- By Phone: **49**

By Email: **23**

Parent sessions: **1**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members:  
**236**

Total Number of Conferences with Teachers, Administrators and Child Study Team Members:  
**1**

Total Number of Contacts with outside Services, Agencies, Schools: **7**

Meetings Attended: District opening day (8-31); CITRS (8-31); Faculty Meeting (9-1); CITRS (9-16); 504 Eligibility Meeting (9-15)

Trainings Attended: Start Strong training (9-28); Frontline/504 Training (9-28)

Additional Activities:

- presented counseling services to staff-PP and reference guide
- 504 eligibility packet
- consultation with teachers regarding 504 plans
- created counseling schedule for month of Sept. in collaboration with T. Belcher
- sign-up schedule for Sept. lessons
- Exit 2 parent pick-up forms and binders
- 504 acceptance of responsibility forms
- Sept. lesson planning and collaboration with T. Belcher
- back to school night brochure, poster, and resource table in collaboration with T. Belcher
- Medical homebound interim request paperwork per 504
- Week of Respect planning with T. Belcher and A. Brice

- rosters, chain of custody, testing tickets, testing folders, accommodations, and other materials for Start Strong
- NJ Next Pearson class rosters in conjunction with M. Sharkey
- creation of PowerPoint training slides and sign-in for Start Strong
- gathered security agreement consent forms from staff
- Infrastructure trail for grades 4 and 5-creation of letter to staff and families regarding trial
- notated tech issues during Infrastructure and notified tech team for resolution before assessment