

Glassboro Public Schools  
School Counselor's Monthly Report

School: **Dorothy L. Bullock**

Submitted by: **Katie Evans**

Month and Year: **September 2023**

School Days in Month: **19**

Total Number of Counselees: **177**

Individual Sessions: **160**

Number of Students in Group Sessions: **17**

Number of Classroom Lessons: **5**

Total number of Parent Contacts- By Phone: **51**

By Email: **90**

Parent sessions: **4**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members:  
**400**

Total Number of Conferences with Teachers, Administrators and Child Study Team Members:  
**12**

Total Number of Contacts with outside Services, Agencies, Schools: **36**

**Meetings Attended:** PASS (8-23), Guidance Team Collab (8/30); Cafeteria Debrief (8/31); District opening day (8-31); CITRS (8-31); 504 Meeting (9-5); PLC (9-5) Fort (9-5); Faculty Meeting (9-1); Intern Meeting Interview/Debrief (9/8); 504 review (9/11); Student concern (9-11); Faculty meeting (9-11); 504 meeting (9-12); Character School CITRS Team (9-13); Transitional meeting (9-14); Student concern (9-18); Assess Progress 504 (9-19); 504 Initial Eligibility (9-26); Counselor/Admin Team Monthly Meeting (9-29)

**Trainings Attended:** Health, Tech, Safety and Security District Training (8-31); Keynote CITRS-Suzanne Bracci (8-31)

**Additional Activities:**

- created new Exit #2 protocol and procedures
- new student orientation google spreadsheet
- supported 1<sup>st</sup> grade orientation
- ran new student orientation with T. Belcher
- created Wisdom poster and distributed to staff

- presented counseling services to staff-PP and reference guide
- consultation with teachers regarding 504 plans
- created google form survey to determine counseling schedule for 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 C. Epley
- 504 meeting invitations (6)
- transitional meeting invite
- initial 504 eligibility packet (2)
- threat assessment (1)
- created character launch powerpoint
- helped run character launch assemblies for each grade level
- created introductory guidance lesson schedule for grade 1
- Mentoring event 1<sup>st</sup>/5<sup>th</sup> and 4<sup>th</sup> flyer and email to teachers
- Teams event link
- created annual 504 review schedule
- 504 quick reference guide by grade level for special area staff
- counseling intern
- hosted mentoring event for Wisdom in cafeteria
- HIB self-assessment-completed in collaboration with T. Belcher
- updated counseling webpage to include Month of Respect page
- Golden Spatula initiative-hung up posters and spatula; created spreadsheet to track points for each grade level-emailed cafeteria staff about procedures