

Glassboro Public Schools
School Counselor's Monthly Report

School: **Dorothy L. Bullock**

Month and Year: **April 2024**

Total Number of Counselees: **230**

Number of Group Session Students: **75**

Number of Classroom Lessons: **18**

Submitted by: **Katie Evans**

School Days in Month: **17**

Individual Sessions: **155**

Total number of Parent Contacts- By Phone: **27**

By Email: **76**

Parent sessions: **2**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members:
684

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

Total Number of Contacts with outside Services, Agencies, Schools: **41**

Meetings Attended:

CITRS Council (4/9)

CITRS School Champions (4/10)

NJSLA accommodations review with Corma (4/10)

Comprehensive Mental Health School Team (4/11)

504 Initial Eligibility (4/12)

NJSLA accommodations review with Avis (4/15)

Rutgers Mental Team with Rutgers team (4/15)

CST/Admin/Guidance meeting (4/18)

Teacher meeting (4/18)

504 Annual Review (4/19)

504 Pre-meeting (4/19)

504 Initial Planning (4/23)

Parent Meeting (4/24)

Pre-meeting for 504 (4/23)

CAP Concern meeting (4/23)

Pre-meeting for 504 (4/24)

504 Initial Eligibility Determination (4/29)
CAP concern meeting (4/30)
Interview with Rullo's student teacher (4/30)

Trainings Attended:

Youth Suicide (4/1)
NJSLA Training (4/15)
NJSLA Training make-up (4/22)
NJSLA Training make-up (4/23)
Health emergencies and seizures (4/26)

Additional Activities:

- Character education word of the month: respect
- updated 504 plan (5)
- created 504 plan (2)
- 504 reminder (4)
- 504 written consent (6)
- sent out Teams meeting link for 504 meeting
- amendment without meeting (2)
- threat assessment (4)
- developed April counseling schedule and sent out to staff
- prepped materials and handouts for NJSLA training
- managed security agreement consent for NJSLA training
- sent out NJSLA training reminder emails to staff
- reviewed and created accommodation quick reference guides for NJSLA (504, IEP, and ELL)
- sent out Day of Respect banner contest information
- created banner templates
- sent out Infrastructure trial information
- managed Infrastructure tech trial in preparation for NJSLA-recorded tech issues to determine tech issues that need to be resolved before testing begins (4/16)
- school messenger notification to families about Infrastructure trial and upcoming NJSLA testing
- email to grades 3-5 staff members regarding testing reminders
- organized testing folders and materials
- celebrated ASL day-printed flyers and announcement guide sheet
- NJSLA powerpoint training presentation-reviewed and updated
- led NJSLA training for staff
- attended district science fair (4/18)

- helped create and manage NJSLA school building testing schedule (4/19)
- revised data collection sheet and SIB protocols
- managed Pearson account issues
- sent out scribe accommodation information for NJSLA
- sorted pencils for NJSLA testing
- copied scripts for NJSLA testing
- arranged number of desks for each room for NJSLA testing purposes
- Pearson access and tech issues reminder email to grades 3-5
- sent out scripts to all staff grades 3-5 for NJSLA
- addressed Pearson NJSLA issues
- created student consideration google form
- physician form (1)
- one week till testing building reminders for NJSLA