

Glassboro Public Schools
School Counselor's Monthly Report

School: **Dorothy L. Bullock**

Month and Year: **May 2022**

Total Number of Counselees: **200**

Number of Group Sessions: **0**

Number of Classroom Lessons: **8**

Submitted by: **Katie Evans**

School Days in Month: **20**

Individual Sessions: **200**

Total number of Parent Contacts- By Phone: **56**

By Email: **55**

Parent sessions: **2**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members:
254

Total Number of Conferences with Teachers, Administrators and Child Study Team Members:
0

Total Number of Contacts with outside Services, Agencies, Schools: **25**

Meetings Attended:

504 Initial eligibility meeting (5-4)

Faculty Meeting (5-9)

504 Initial eligibility meeting (5-12)

504 Annual Review meeting (5-13)

NJSLA Prep Meeting (5-18)

Trainings Attended:

Bullying: Recognition and Response (5-16)

Cybersecurity (5-16)

Discrimination Awareness in the workplace (5-16)

Youth Suicide (5-30)

Additional Activities:

-Character education word of the month: trustworthiness (virtual lesson via Seesaw)

- created counseling survey for students to complete to provide feedback on instructional practices and initiatives for next school year-conducted through Seesaw
- collected spring HIB survey data information through bullying student survey via Seesaw with link to google form to interpret the data collected (same survey as fall for comparison purposes to determine data trends and interventions for next school year)
- Infrastructure trial test for NJSLA (5-4-22)
- NJSLA training of support staff
- created tech log issue and headphone issues to record data for Infrastructure trial
- inventoried room assignments for NJSLA
- sent out counseling letter to families regarding May counseling lesson information
- 504 eligibility meeting invitation and paperwork (2x)
- 504 annual review meeting paperwork and invitation
- consent paperwork for 504 plan/draft of 504 plan
- sent out NJSLA important information to NJSLA team which included room assignments, script, and log-in instructions
- counseling update to staff regarding survey sign-ups to push in and help with completion of both counseling surveys
- printed out acts of kindness calendar for May and June to send home to students and families
- attended Glassboro Science Fair (5-12)
- coordination of room set-up with maintenance facilities
- collaborated with Step-Ahead teachers and district teachers to forward student work materials for 2 district students attending program
- finalized 504 initial plan with consent
- finalized 504 annual review plan with consent
- NJSLA walk-through checks of rooms
- gathered materials for NJSLA (non-secured and secured materials)
- created NJSLA letter to families of students taking assessment regarding important testing reminders
- sent out NJSLA frequent breaks rule reminders
- sent out NJSLA scribe accommodation information to appropriate staff
- created NJSLA accommodation/quick reference guide and spreadsheet for IEP, 504, and ELL students
- sent out notification regarding alternate testing locations for NJSLA
- created irregularity report for NJSLA TA's
- NJSLA email to staff about testing reminders and protocols
- ran NJSLA testing sessions daily (5-23 to 5-27)
- NJSLA email to staff regarding make-up timeframes for next week
- self-care reminder email for holiday weekend

- set up homebound hours for 504 student
- sent out log-in instructions to Test Nav due to tech glitch
- chain of custody documentation for NJSLA
- creation of friendly checklist reminder for NJSLA Tas and proctors
- sent email to NJSLA team about protocol for checking in and out secured materials for NJSLA
- shredded documentation for NJSLA
- created lesson plan packets for non-testing students
- coordination of testing schedule and adapting to staff coverage issues to ensure testing could still proceed each day
- created daily make-up NJSLA testing schedules
- conducted make-up testing for NJSLA