

## Submitted by: Principal Monica Poland

### ADMINISTRATION:

### Staff Evaluations (September)

Tenured Certified Staff	1
Non-Tenured Certified Staff	-
Non-Certified Staff	-

- Committee Meetings:
  - ✓ Administrative Council September 20<sup>th</sup>
  - ✓ Grade Level Meetings September 10<sup>th</sup>, 24<sup>th</sup> (Pre-K) October 23<sup>rd</sup> (K)
  - ✓ Faculty Meeting September 17<sup>th</sup>, 26<sup>th</sup> (meeting with Supt.)
- PTO Meetings:
  - ✓ PTO Meeting w/ Principal on September 27<sup>th</sup> @ 8:30am
  - ✓ Scheduled for October 9<sup>th</sup> @ 6:15pm
- Professional Development:
  - ✓ September 3<sup>rd</sup>, 4<sup>th</sup> (opening day)
  - ✓ MOA Training for Administrators on September 9<sup>th</sup>

**INSTRUCTION / STUDENT NOTES:**

- Full-day Pre-K4 began on September 5<sup>th</sup> (1 new class)
- Bulldog Buddy assembly on September 13<sup>th</sup>

### OPERATIONS:

- Phones in need of repair (room A-8 and principal's office)
- See attached fire drill report

**FACILITIES:**

- Fencing still to be installed for new playground

**NURSES:**

- See attached nurse's report

## COMMUNITY:

- New student orientation for Pre-K4 on September 30<sup>th</sup> (for students and families starting school on October 1<sup>st</sup>)

## UPCOMING EVENTS:

- Back to School Night on October 3<sup>rd</sup>
- Family Fun Night on October 24<sup>th</sup>
- JHR Fall Parades on October 31<sup>st</sup>

Principal  
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Glassboro Public Schools\*\*\*Nurse's Monthly Report

SCHOOL: J Harvey Rodgers Submitted by: Nancy Fiebig, RN Date: 9/30/19

TOTAL NUMBER OF STUDENTS ATTENDED TO: (1a,2c) 222 School Days in Month 18

Illness (1a,3a) 42 First Aid(1a,3a) 78 Health Information Counseling (1b,2a) 10 Other 48

Gym Excuses 1 Medication Doses (Daily and PRN) (2e, 3b) 6 Exclusions (Infectious) 0

Sent Home 14 Sent to Hospital (3d) 0 other 48 Accident Reports 1

SCREENINGS (2e)

Hgts/Wgts 4 Referrals (4c) \_\_\_\_\_ Blood Pressures \_\_\_\_\_ Referrals (4c) \_\_\_\_\_  
Vision 5 Referrals (4c) \_\_\_\_\_ Hearing 5 Referrals (4c) \_\_\_\_\_ Scoliosis \_\_\_\_\_ Referrals (4c) \_\_\_\_\_

EVALUATIONS AND PLANS

I&RS eval(1b) \_\_\_\_\_ I&RS mtg(1b, 1e,3f) \_\_\_\_\_ I&RS plan(1e,3f) \_\_\_\_\_ 504 plan(1e) \_\_\_\_\_  
CST eval (1b, 1c) \_\_\_\_\_ CST meeting (3f) \_\_\_\_\_ Home Instruction Applications \_\_\_\_\_ Returns \_\_\_\_\_

Individual Health Care Plan (1c, 1e, 2a,3b,2c,3a,3d,3e,3f) 7

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NEW STUDENT HEALTH RECORD APPRAISALS (1b) 233 STUDENTS EXCLUDED 0 TRANSFERRED 2

IMMUNIZATIONS REQUESTED (4b) 22 TB TESTS REQUESTED 1 AND EVALUATED 0

AGENCY REF. (DYFS, Substance Abuse, Mobile Response) (1d) 0 ATTENDANCE CALLS (1c,1e, 3a) 52

COMMUNICATIONS(2a,3e,4f)

Parent/Guardian (Phone/Note) (1b,3a) 68 77 145 Professional (Drs., Agencies) (1d,3f) 2

Conferences/Collaboration (1b,c,e,2a,b,3a,f)(Teacher, Parent, Counselor, Administrator, Nurses) \_\_\_\_\_

STAFF

Visits to Health Office (4d) 3 Referrals 0 Workman's Comp. Reports Initiated 2

REPORTS SUBMITTED(1a,1c,1f,2a,4b,4c,)

Nurse's Monthly Report (1c,1f,4d)

MEETINGS/WORKSHOPS/ACTIVITIES(1a,1b,1d,1f,4d,4e)

Beg. of yr. staff meetings (2)  
Staff mtg

STAFF TRAINING/TEACHING(1a,1c,2b,2d,3c,3d,3f,)

Epi-pen training  
MERT Review/CPR Review  
BBP review PKT - aides/cofeteria

MISCELLANEOUS  
Emergency binder review  
Emergency cards/staff  
Sub plans reviewed  
Bleed Kit above AED  
Bulletin Board  
medication book

AED check  
Care plan updates  
Nurse beg. of yr. better  
Distribute Student Health  
(staff, cafe, ofc, bus) Issues  
Review all student files + d  
Imm + PE Requests