Milford Elementary School

Counseling Calendar 2022-2023

July

* Pre-Planning Activities/Meetings
* Attend Meet and Greet
* Districtwide Professional Learning Day
* Attend Weekly Administration Meetings

August

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Create food pantry calendar for the year
* Meet with teachers regarding RTI caseload and updates
* 504 Training
* Transport fifth grade records to middle school
* Facilitate RTI meetings
* Organize Local Care Team
* Attend School Council Meeting
* Attend School Staff Meetings
* Attend PKES Pre-Evaluation Conference
* Facilitate RTI training for teachers
* Develop calendar for the school year

September

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Plan for Holiday Assistance
* Facilitate RTI meetings
* Attend School Staff Meetings
* Annual Administrative Conference
* Plan for Red Ribbon Week
* Facilitate Local Care Team Meeting
* Attend PTA Meeting

October

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Plan for Holiday Assistance
* Facilitate RTI meetings
* Attend School Staff Meetings
* Attend PKES Pre-Evaluation Conference
* Implement Red Ribbon Week Activities
* Attend Parent/Teacher Conferences

November

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Plan for Holiday Assistance
* Facilitate RTI meetings
* Attend School Staff Meetings
* Distribute Holiday Assistance

December

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Plan for Holiday Assistance
* Facilitate RTI meetings
* Attend School Staff Meetings
* Distribute Holiday Assistance

January

* Counseling Instruction Lessons
* Attend Professional Learning Day
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Facilitate RTI meetings
* Attend School Staff Meetings
* Organize and plan Career Day

February

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Facilitate RTI meetings
* Attend School Staff Meetings
* Organize and plan Career Day

March

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Facilitate RTI meetings
* Attend School Staff Meeting
* Facilitate and host Career Day

April

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Attend the School Counselor Professional Recognition Ceremony
* Facilitate RTI meetings
* Attend School Staff Meetings

May

* Counseling Instruction Lessons
* Attend District School Counseling Meetings
* Attend Vertical Team Meeting
* Attend Weekly Administration Meetings
* Meet with school social worker weekly to address concerns
* Distribute food for monthly pantry
* Meet with teachers regarding RTI caseload and updates
* Facilitate 504 Meetings
* Facilitate RTI meetings
* Attend School Staff Meetings
* End of the year building leadership planning meeting
* Attend retention meetings
* Compose and share data results report
* Prepare 5th grade records for middle school