

December 2019 Monthly Report

Gilberta Belgarde-GEAR UP

Very Short month.

ACT Tessera-Work on getting that going for Gear Up-Set up an account.

I attended all Monday Staffings.

Contact with GEAR UP staff regarding follow-ups on Robotics, Science club and recommended I get the sign in sheets as well as for tutoring. I asked Mrs. Botter for them and she referred me to Ty Watson as she turns the sign in sheets into him.

Recommended to track outcomes for students, pass/fail classes and check on dual credit students.

This information will be forwarded to the GEAR UP office in Helena.

I got set up for the new time clock system after we had training on it.

Attended the Christmas concert.

Scholarships-reviewing them as they are passed on to me from the Counselor. Examples, Joh Hopkins, Montana System Honor scholarships (MUSHS) and Montana STEM scholarships.

Assisted in reviewing student data with School counselor and documented that information.

Assisted a students' inquiry of CNA training.

Participated in all staff Christmas events and activities.

I also assist in making sure students get to class on time on a daily between each class. I'm able to make contact with students and hopefully continue to build their trust in my presence in the school.

I assisted in creating a bulletin board for student information on testing, school menu for breakfast and lunch and other events. I plan on creating a new bulletin board for January. School counselor suggested an area for scholarships as the time is drawing near for deadlines.

I look forward to the Month of January, and a chance to make improvements in my job duties. Thank you.