

Sayville Public Schools



SAYVILLE HIGH SCHOOL

Ronald Hoffer
Principal

Michael Baio
Assistant Principal
Brian Decker
Assistant Principal

Dr. Walter F. Schartner
Superintendent of Schools

Recommendation for Jillian Gallagher

I am writing this letter on behalf of **Jillian Gallagher**. Jillian completed a 300-hour internship at Sayville High School during the Fall of 2011. Ms. Gallagher worked above and beyond the three hundred hours, and quickly became an essential part of our guidance department. Ms. Gallagher is a true professional. She was punctual, organized, energetic and motivated. I am certain that she will be an asset to any school district.

Ms. Gallagher learned the internet based computer system, Infinite Campus, which our school district uses. Ms. Gallagher has answered student's questions about elective choices, course changes and graduation requirements. Ms. Gallagher is knowledgeable about NYS graduation requirements as she has reviewed 200 transcripts to determine credits and regent examinations needed for local, regents, or advanced distinction diplomas.

At the start of the school year Ms. Gallagher held individual meetings with all sophomores in our caseload to introduce them to the family connection website. In addition, she had them take a career assessment and completed a college search with them. Ms. Gallagher participated in Senior Reviews where the student and parents are invited to discuss post high school plans. She helped with college and career research and attended various college information sessions. Ms. Gallagher has processed applications, written letters of recommendation and followed through with students needing help on the applications. Ms. Gallagher is competent in understanding and interpreting individual education plans/504 plans. She met with all 9th grade classified students and reviewed their IEP/504 Plans. Ms. Gallagher has participated in parent teacher conferences, IST's, PPS and CSE meetings. In addition, Ms. Gallagher counseled students, as needed, on study habits, personal issues, academic and career decision making.

Jillian Gallagher worked with me in every aspect of high school guidance counseling from September to December of 2011. Her internship was a great success. Ms. Gallagher displays a high degree of professional competence, outstanding personal traits, and is a team player. Most importantly, Jillian is a caring and sincere person. Our students were clearly at ease with Ms. Gallagher, as she has an inviting personality. Ms. Gallagher will make a great addition to any guidance department. Please feel free to contact me directly with you have any additional questions.

Respectfully,

Stephanie Adamson
School Counselor