

**Glassboro Public Schools**  
**Supervisor of Special Services**  
**Christine Williams**  
**May 2020**

**ADMINISTRATION:**

**Staff Evaluations:** 1 tenured CST member; Working on Portfolio evaluations for two non-tenured speech and language specialists

**Professional Development:**

- Legal Issues in Special Education Seminar on 3/5/2020
- Webinar: How Teachers Can Support Special Education Students in Online Learning
- NJDOE webinar on Amended Guidance for Evaluating Educators

**STAFF NOTES:**

- Sent Applied Behavior Analysis and Registered Behavior Technician trainings to all paraprofessionals

**STUDENT NOTES:**

- Meeting at Bullock regarding students
- Planning meeting regarding a Bowe student
- Collaboration regarding GHS students
- Discussion regarding psychiatric evaluation
- Organized laptop distribution for 3 students
- Bullock Students of Concern Meeting on 4/14, 4/15, and 4/24

**CHILD STUDY TEAM:**

- Secondary Team Meeting on 4/6/2020
- Elementary Team Meeting on 4/10/2020
- Secretary Meeting on 4/1/2020

- Related Service Meeting on 4/3/2020
- Related Service Meeting on 4/15/2020
- Elementary and Secondary Team Meetings with Secretaries on 4/20/2020
- Ongoing training regarding procedures during the COVID-19 school closure
- Review all annual review IEPs as they are completed
- IEP Direct Collaboration Portal Training

### **INSTRUCTION:**

- Special Education Teacher handout on 4/2/2020
- Participated in Administrative Council on 4/6/2020
- Participated in Administrative Council on 4/15/2020
- Participated in Administrative Council on 4/20/2020
- Participated in Administrative Council on 4/27/2020
- Coordinating homebound instruction for two students
- Elementary and Secondary Special Education PLC Meetings
- Working on projections for 2020-2021
- ESY posting and emails

### **COMMUNITY:**

- GCASE Meeting on 4/24
- NJDOE County Director Meeting on 4/28
- Participated in Board Meeting

### **SCHOOL CLOSURE – COVID-19**

- Coordinated Virtua related services
- Follow-up regarding Teletherapy
- Team meetings on 4/6, 4/10, 4/20
- Communication/collaboration/consultation with other Special Education Supervisors and the County Supervisor of Special Education
- Added secretary and related service meetings to assist with the COVID-19 closure
- Keep up to date with Parker-McKay newsletters

- Participated in numerous webinars regarding legal guidelines for COVID-19 and special education services during the school closure
- Supported the provision of laptops for some special education students
- Provided free training links to paraprofessionals and assisted them in securing the training
- Worked with Business Office to streamline PO process during closure