

Glassboro Public Schools
Supervisor of Special Services
Christine Williams
April 2020

ADMINISTRATION:

Staff Evaluations: 1 nontenured teacher, 1 tenured team member

Professional Development:

- Legal Issues in Special Education Seminar on 3/5/2020

STAFF NOTES:

- New 1:1 paraprofessional began at Bowe School on 3/2/2020.

STUDENT NOTES:

- Meeting at Bullock regarding two students
- Meeting at Bowe regarding a student with a 504 Plan
- Meeting at Rodgers regarding a student
- Attended IEP Meeting for a student at Rodgers
- Participated in Facilitated IEP Meeting at Bowe School
- Called the families of all students placed in ABA and Multiple Disabilities classes to ensure that they have everything they need
- Worked to obtain a laptop for a student

CHILD STUDY TEAM:

- Elementary and Secondary Team Meetings on 3/10/2020
- Full Emergency Team Meeting on 3/16/2020 due to the school closure
- Elementary and Secondary Team Meetings on 3/25/2020
- Secretary Meeting on 3/26/2020
- Ongoing training regarding procedures during the COVID-19 school closure
- Review all annual review IEPs as they are completed

INSTRUCTION:

- Participated in 3rd grade inclusion meeting at Bullock
- Participated in Administrative Council on 3/16/2020
- Participated in Administrative Council on 3/23/2020
- Participated in Administrative Council on 3/30/2020
- Watched numerous webinars regarding legal procedures during the school closure
- Read all Parker-McKay legal updates newsletters
- Provided paraprofessionals with two online trainings
- Significant time spent on arranging telepractice for related service providers

COMMUNITY:

- Scheduled and prepared (with intern) for Rowan University School Psychologist students to visit Bullock School
- Attended M. Behl's motivational speech at GHS

SCHOOL CLOSURE – COVID-19

- Called all parents of students in our ABA and Multiple Disabilities programs as well as a few other parents – 52 students.
- Wrote special education letter to parents
- Teletherapy
 - Research regarding guidelines
 - Wrote letters for speech and language services/counseling services, OT services, and Virtua OT/PT services
 - Secured teletherapy platform
 - Assisted related service providers in beginning teletherapy
- Team meetings on 3/16, 3/18, 3/25, and 3/30
- 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