

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

ADMINISTRATION:

Staff Evaluations: Completed summatives for 4 related service providers

Professional Development:

- Webinar: Guidance for ESY Programs for Students with Disabilities
- NJPSA Special Education Webinar
- Re-entry webinar – Managing Anxiety and Social Emotional Wellness

STAFF NOTES:

- Participated in second round interviews for Director of Special Education
- Provided training to new CST secretary

STUDENT NOTES:

- Attended annual review meeting for a student at Bullock
- Attended annual review meeting for a student at Bowe
- Attended annual review meeting for a student at GHS
- Attended IEP review meeting for student at Rodgers
- Assisted with parent phone calls and registration for ESY program

CHILD STUDY TEAM:

- Elementary and Secondary Team meetings on 6/1 and 6/9/2020
- Ongoing training regarding procedures during the COVID-19 school closure
- Review all annual review IEPs as they are completed
- Completed State Homeless Billing
- Board approval for summer virtual social skills
- Attended Early Intervention planning meetings
- Reviewed Early Intervention testing procedures with elementary team

- Summer Testing Committee meeting – 6/25

INSTRUCTION:

- ESY registration
- Sent ESY registration flyer to parents
- ESY technology meeting
- ESY Planning meeting – 6/23
- Created contact log for ESY
- Administrative Council meetings on 6/1, 6/8, 6/15, 6/22, and 6/29
- Budget meeting
- GID projections

COMMUNITY:

- GCASE meetings on 6/5, 6/12, 6/17, and 6/25

SCHOOL CLOSURE – COVID-19

- Team meetings for CST
- Communication/collaboration/consultation with other Special Education Supervisors and the County Supervisor of Special Education
- 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
- Special Education Restart Committee meeting on 6/10
- CARES meeting