

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

**ADMINISTRATION:**

**Staff Evaluations:** N/A

**Professional Development:**

- Webinar: Pearson – SSIS Social-Emotional Learning

**STAFF NOTES:**

- Worked with business office regarding secretary responsibilities
- Participated in interviews for Rodgers' ABA teacher.

**STUDENT NOTES:**

- Prepared supply bags for ESY students
- Discussion regarding tuition student placement

**CHILD STUDY TEAM:**

- Created summer testing procedures, including staff screening, student screening, parent letter, team procedures, and attestation form
- Collaborated with Rich Booth, Marian Dunn, the County Office, and Glassboro Police Department regarding summer testing plan
- Ordered supplies for summer testing

**INSTRUCTION:**

- ESY registration
- Provided consultation to Supervisor of ESY program
- Administrative Council meetings on 7/6, 7/13, 7/20, and 7/27
- Participated on Rodgers' Pandemic Response Team – 7/23 and 7/31

## **COMMUNITY:**

- GCASE meetings on 7/1, 7/8, 7/15, 7/22, and 7/29.
- Participated in BOE meetings on 7/15, 7/22, and 7/29.

## **SCHOOL CLOSURE – COVID-19**

- Summer testing procedures
- Communication/collaboration/consultation with other Special Education Supervisors and the County Supervisor of Special Education
- Keep up to date with Parker-McKay newsletters
- Collaborated with principals regarding special education programming