

Glassboro Public Schools
Director of Special Services
Nanci Moore
September 2020

ADMINISTRATION:

Staff Evaluations: N/A

Professional Development:

- Registered for L2L Program
- Met with L2L Mentor
- Reviewed L2L Website and set-up L2L email account
- Participated in Professional Development 8/31/-9/3/2020
- Presented to district on 9/3 on Supports for Students

STAFF NOTES:

- Worked collaboratively with Christine Williams 8/10 and 8/11 and continued consultation as needed.
- Met with secretaries regarding division of responsibilities
- Met with occupational therapist about teletherapy and testing
- Met with speech/language pathologists about teletherapy platforms
- Sent letter to aides regarding assignments. Sent individual emails to aides and teachers for collaboration for new school year.
- Assisted aides with emails and log-in information
- Worked collaboratively with business office on SEMI and procedures

STUDENT NOTES:

- Called parents regarding a variety of issues related to registration, DCP&P, placements
- Met with a parent about a student reentering the district
- Communicated with aides, case managers, and teachers as needed, in regard to student issues

CHILD STUDY TEAM:

- Child Study Team Meeting 9-1-2020
- Reviewed overall testing list and procedures
- Reviewed and updated testing procedures due to staff return to school
- Met with high school case managers about student placements, classes, IEPs, and teacher of record procedures 9/9/2020
- Met with individual case managers and related service providers as needed

INSTRUCTION:

- Participated in Administrative Council on 8/10/2020
- Participated in Administrative Council on 8/19/2020
- Participated in Administrative Retreat on 8/25/2020
- Read all Parker-McKay legal updates newsletters
- Reviewed telepractice platforms for related service providers
- Met with teachers and case managers as needed for individual concerns
- Collaborated with principals as needed

COMMUNITY:

- Contact with William Paterson University for Speech/Language Intern
- Contact with Dr. Elder regarding Bowe involvement
- GCASE- meetings 8/19, 8/26, 9/2/, 9/11
- Presented Annual Special Education Report at Board of Education Meeting 8/26/2020

SCHOOL CLOSURE – COVID-19

- Keep up to date with Parker-McKay newsletters
- Reviewed and updated testing procedures
- Met with Rich Taibi, Rich Booth, Marian Dunn to make adjustments to testing plans