

# UXBRIDGE PUBLIC SCHOOLS

Department of Pupil Personnel Services  
“Minimizing Obstacles, Maximizing Opportunities...  
For Every Student!”

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## Monthly Report – December 2008

### Overview of Activities

- The Department of Pupil Personnel Services is responsible for the following activities throughout the month of December: Submit OSEP Indicator 7 State Reporting data to the Department of Elementary and Secondary Education (DESE), Update all staffing caseloads, Prepare budget, Examine in detail program reviews of our Early Learning Center and Transition Services, Contact early intervention on students/Outreach to other state agencies, Professional Development/Implementation, Meet with Key Constituents regarding implementation of school improvement and system wide goals, Walkthrough of Buildings, and Advertise and promote outreach to the community of Uxbridge, Massachusetts.

### Subject Activities

Throughout the month of December, the Director of Pupil Personnel Services met with Uxbridge Public School service providers in the areas of special education, English language education, 504 compliance, and guidance/wellness. Additionally, the Director of Pupil Personnel Services met with representative of MSB-Services, Inc. and CaseE, Inc, its IEP software provider, in an effort to effectively improve the software platform for the Uxbridge Public Schools administration, faculty, staff and service providers.

The Director of Pupil Personnel Services attended out-of-district IEP meetings in the following communities: Ashland, Milford, Medway, Douglas, Norton, and Worcester, Massachusetts.

The Director of Pupil Personnel Services continues to examine the special education budget on a monthly basis - in cooperation with the School Business Manager, and Superintendent of Schools.

The Director of Pupil Personnel Services continues to be an active member of the Administrative Team meeting process twice per month. As well, the Director participates on the Uxbridge Interagency Roundtable, Gifted and Talented Education Team, Response to Intervention (Rti) Implementation Team, and the Uxbridge Public Schools Technology Team.

The Director of Pupil Personnel Services continues to work in partnership with the Commonwealth of Massachusetts' Department of Elementary and Secondary Education in the area of grant writing as a means of improving programs and services for students with disabilities.

On December 4, 2008, the Director of Pupil Personnel Services was a guest reader for Mrs. Davis' 2<sup>nd</sup> grade class.

During the months of December and January, the Director of Pupil Personnel Service is conducting a series of program reviews in the areas of Speech and Language Pathology as well as in the area of autism. Progress reports, preliminary reports and follow up materials/findings will be submitted to the Superintendent of Schools throughout this process.

### **Professional Development Activities**

The Director of Pupil Personnel Services continues to offer department support in the areas of relicensure guidance/technical support – so that Uxbridge Public Schools special education faculty/staff remain current in the ever-changing laws of the Commonwealth. This technical support and guidance is offered throughout the academic year in partnership with the Department of Education and Framingham State College.

The Director of Pupil Personnel Services continues to be an active member of the English Language Learners Low Incidence Group and the Blackstone Valley Educational Collaborative Regional monthly meeting – as a means of remaining current with local, state and federal legal mandates.

### **PAC Reports**

The USEPAC held a Holiday Gift Wrap Event at the Independence Project on Thursday, December 11, 2008 from 4p.m to 8p.m.

On December 12<sup>th</sup>, 2008, the Uxbridge Special Education Parent Advisory Council (USEPAC) held its fourth meeting of the 2008-2009 academic year at 6:30p.m. in the library of the Whitin Middle School.

The website for the Parent Advisory Council has been updated and contains numerous items of interest, and support materials for families of children with disabilities. To access this website, go to: [http://www.uxbridgeschools.com/pupilservices\\_pac.shtml](http://www.uxbridgeschools.com/pupilservices_pac.shtml)

The Uxbridge Public Schools Parent Advisory Council continues to expand its “Lending Library” for Parents/Families with exceptional children. Anyone interested in adding/borrowing an item from the lending library can come to the Central Office location, Suite 207, of Town Hall.

The next meeting of the Uxbridge Special Education Parent Advisory Council will be held on Tuesday, January 13, 2009 at 7p.m. in the library of the Whitin Middle School.

### **General Department Information**

The Department of Pupil Personnel Services is responsible for the following activities throughout the month of December: Submit OSEP Indicator 7 State Reporting data to the Department of Elementary and secondary Education (DESE), Update all staffing caseloads, Prepare budget, Examine in detail program reviews of our Early Learning Center and Transition Services, Contact early intervention on students/Outreach to other state agencies, Professional Development/Implementation, Meet with Key Constituents regarding implementation of school

improvement and system wide goals, Walkthrough of Buildings, and Advertise and promote outreach to the community of Uxbridge, Massachusetts.


### **Upcoming Events**

The next meeting of the Uxbridge Special Education Parent Advisory Council will be held on Tuesday, January 13, 2009 at 7p.m. in the library of the Whitin Middle School.

On January 16, 2009, MSB-Services will send CaseE 2.0 trainers out to provide professional development to our entire special education administration, faculty and staff in how to operate the latest version of the IEP software platform. The latest 2.0 version will be online January 24, 2009 – after this vital professional development training has been provided.

In the new year, the LSDO plans to sponsor another FREE professional development opportunity to local school districts in Central Massachusetts on “Co-Teaching with Purposes: Strategies for Student Success!” The course will be taught by the Director of Pupil Personnel Services and attended by more than 30 educators from around the region – including three or more from the Uxbridge Public Schools. The event will be hosted in the Uxbridge High School library from 4p.m. to 7p.m. on January 29, 2009 and February 5, 2009.

**Administrator,**



**Paul S. Haughey, Ed.D.**