



Trumbull County Educational Service Center
6000 Youngstown Warren Road
Niles, Ohio 44446


“Leading for Educational Excellence”

Special Education

**ED, MD, Pre-School, HH,
VI, Medically Fragile, Speech**



- Continuation of IEP and ETR timelines for all students
- Evaluations and re-evaluations are continuing
- Parent invitations and documentation continue through the IEP team
- Re-Evaluations and record reviews continue
- Students in our programs are being provided continuing instruction via google zoom, Go-To-Meetings, and teacher telephone calls twice a week to keep in touch with parents and students and to ensure educational needs are being met
- Over 800 educational instructional packets are prepared each week, copied and mailed to all students NOTE: Many of our students do not have internet access or the technology to receive instructional packets through technology
- Teachers are to record phone calls with parents/students by way of Parent Contact Tracker form
- Related services providers also are to contact parents/students at least twice per week
- All communication adheres to IEP Goals/Objectives
- Weekly Departmental meetings are being conducted to communicate to all departmental staff members through google zoom
- Our teachers, related service providers and classroom assistants are continuing professional developments opportunities

	<p>through the internet and those provided by our Curriculum and instruction department</p> <ul style="list-style-type: none"> -Special Education supervisors employed in districts are participating in our weekly special education updates via google zoom and conducted by our Director of Special Education -There is much more we are undertaking in Special Education as it comes across our desk, each day presents a new set of circumstances that we handle daily
<p><u>Technology Department</u></p> 	<p><u>TCESC</u></p> <p>The TCESC Tech Department has continued to provide technical support to TCESC staff and Trumbull Co. school districts. Due to the COVID-19 pandemic and Governor Mike DeWine’s state orders, staff are operating from home; however, access to central office resources and remote support is still available. Prior to the COVID-19 pandemic, the TCESC has operated with devices and services to allow secure, remote access and support. From our past-planning and approach, the TCESC staff have been able to continue providing support to Trumbull County schools during these challenging times. During these times, the technology department has continued to operate with the same online tools and process to remotely resolve technical issues quickly and efficiently. In previous years, all staff laptops have been configured with VPN software to remotely access central office resources, provide appropriate content-filtering and manage security settings. For a few staff members using desktop devices at the central office, those staff members were outfitted with secured laptops from the central office laptop cart. The primary purpose of the laptop cart was to supply guests with devices while attending meetings at the TCESC central office. The secondary purpose of the laptop cart has been to provide staff a loaner device during remote access needs such as the COVID-19 pandemic. In addition to central office network resources, staff continue to have access to all necessary cloud-based resources. During this challenging period, the technology department continues to be available providing remote support, training, and guidance for staff.</p>

Curriculum and Instruction

Resources for Parents, teachers and Administrators



PARENT RESOURCES:

A Parent Resource link went live on our TCESC website. The C&I team will regularly update this information.

DISTRICT-WIDE PROFESSIONAL LEARNING:

We were previously scheduled to provide an in-person district-wide PL Day with the Hubbard Staff. When we were ordered closed by Governor DeWine, the C&I Dept. and Hubbard's team worked hard to come up with solutions to ensure teachers were provided with real-time PL opportunities, while also utilizing effective virtual technologies.


The training went exceptionally well today.

We will replicate for other districts - if requested.

TEACHER RESOURCES:

We will be sharing a Google Site with superintendents and principals. This Google Site will include resources organized by grade band (K-5, 6-8, 9-12, SEL).

The C&I Supervisors and TSAC Coordinator are organizing these resources to assist teachers as they continue to design instructional activities for

	<p>students. This Google Site will be updated at least once per week.</p> <p><i>VIRTUAL PROFESSIONAL LEARNING: TEACHER TOWNHALLS</i></p> <p>Recognizing there are great things going on in our districts, we will be holding Virtual Professional Learning: Teacher Townhalls organized by Grade band (Admin., K-5, 6-8, 9-12) The purpose of these sessions is to allow teachers to collaborate, share instructional successes and concerns as we continue designing professional learning opportunities and lessons to meet the needs of our students.</p> <p>The Townhalls will be facilitated by C&I Supervisors.</p>
<p><u>Human Resources</u></p>  <p>TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER</p>	<p>TCESC's Human Resource Department functions are continuing remotely.</p> <ul style="list-style-type: none"> • Spring is traditionally a busy time for the HR department as we begin preparing for the upcoming hiring season. We are continuing our preparation from our homes. We are posting jobs for districts as well as for the TCESC. Job postings are being sent through our usual distribution channels and additional emphasis is being placed on communicating with our local colleges/universities. • The HR department has continued to provide candidate screening interviews. This has been reassuring for both the candidates as well as



TCESC. New college graduates are anxious about job opportunities. We are encouraging them to complete applications, apply for positions, communicate with us via email and conduct phone screenings. The candidates have been most appreciative of this interaction.

- TCESC's HR department is preparing to participate in a virtual job fair conducted at Kent State University. Kent's annual teacher employment day was scheduled to take place on April 7, 2020. Instead, Kent will be conducting a virtual job fair in late April using Handshake. TCESC will participate in the virtual job fair. We are beginning to place job postings in the Handshake system.
- We are working with our TCESC special education supervisors to plan for upcoming interviews. This includes identifying potential candidates, communicating with candidates about our needs, preparing for phone screenings and, eventually, face-to-face interviews.
- The HR department is working with all TCESC licensed employees to facilitate the renewal of their pupil services licenses, teaching licenses and educational aide permits. This includes sending reminders and working with individuals who are having difficulty with the renewal process.
- TCESC's Local Professional Development Committee is working with our TCESC employees to ensure they have met their professional development licensure requirements. We held our LPDC meeting remotely, which we have routinely done for several years, and notified TCESC employees regarding approval of their professional development hours.



- The HR department is communicating with LPDCs and administrators in our school districts regarding licensure requirements and renewals. At the beginning of the shutdown, we communicated recommendations for holding electronic LPDC meetings and completing professional development. We will continue communicating with district administrators and LPDCs regarding licensure changes, adaptations and extensions as a result of HB 197.
- We are communicating with substitutes during this uncertain time. Substitutes rely on TCESC for information regarding their day-to-day work. They have many questions regarding unemployment and their future. Substitutes are also asking for various pieces of information. We are responding to their needs and assisting them in every way we can.
- The HR department is working with the treasurer's office in any way we can regarding unemployment filings.
- While we are unable to conduct BCII/FBI background checks during this time, we are maintaining a log of individuals who have contacted us and expressed a need for background checks when we are able to complete them again.
- We are staying up-to-date about current events, which includes reviewing all correspondence and watching webinars.
- We are taking advantage of this time to update some of our materials and processes. This includes becoming more fluent in using recently implemented technology (Frontline) and utilizing that technology to assist us with our remote communication with employees. It also includes



researching HR practices used by other districts

- reviewing ODE resources regarding Human Capital Management. We are also reviewing and updating the routine correspondence that we traditionally do in the spring/summer months so that we are prepared to move quickly upon return to work.

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