

# Special Services Department Report

August 2025

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## SPED Staff Update for 25-26 SY

The Special Education Department Staff has continued to work alongside the Human Resources Department to fill all Special Education positions across the district. Below is an update on SPED staff at this time in August. Those in **Blue** are filled for the 25-26 SY. Open positions are advertised, interviews are an ongoing activity, and recommendations for hire are part of the process.

Special Education Staff (PK-12)	Filled:	Need to Fill:
Special Education Teachers	14 (6 virtual)	0
Special Education TAs	11	3
Personal Care Attendants (PCAs)	24	3
Speech Pathologist	2	2
Speech Therapy Assistants	3	1
Occupation Therapist	1	0
Physical Therapist	1	0
PT/OT Therapy Assistant	1	0
Adaptive PE Teacher	0	.5
Behavior Specialist	1	0
School Psychologist(s)	3	0
Confidential Secretary	1	0
Department Administrative Assistant	1	0

## **Department Events**

Special Services Student/Family BBQ Open House	August 19, 2025
Special Services Department Meeting	August 18, 2025

## **Future Department Events**

Special Services Department Meeting (2nd Wed.)	September 10, 2025
Group Meeting within the SPED Department (School Psychs, OT/PT, & SLPs)	
Organize a scheduled meeting with SLPs	

## **Department Work Report:**

### **-Official meetings**

- \*To increase my understanding of my roles, responsibilities, and required logistics
- \*To be support and be a presence in meetings where difficulties could arise
- \*Bi-weekly with school Psychologist and every other month with the OT/PT to address concerns and work to reduce obstacles
- \*Meetings/Calls with staff/parents for unique student logistics and/or with staff who are conscientious of internal dynamics

### **-Unofficial meetings**

- \*Support and assist district administrators as well as communicating SPED needs
- \*Continue to use the coordinated and shared schedule with administrators so that the SPED director can be a presence in all Browning Public Schools and shared my desire to become increasingly acquainted with the district's SPED students
- \*Organize and navigate external logistics to create a hiring committee, interview school psychologist and speech & language pathologist candidates, and perform character reference checks, as well as analyzing legal contract paperwork
- \*Starting the conversation about possibly leaving money on the table with Medicaid and steps to remedy that problem

### **-Preparing teacher caseloads by analyzing the service minutes and needs of each student**

- Analyze factors, coordinate according to district elements, and communication with administration to overcome obstacles that arise at the last minute

-A presence in the SpEd building in an effort to increase adaptive behaviors

-Organizing/Scheduling MANDT Training for PCAs