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06/29/10	4.0	Administrative Support to Extended School Year Program at Secondary Level - provided support to staff with transportation questions, correcting placement of students, phone conversations with parents with concerns, correcting IEPs to reflect ESY Services. 12ceg 13ace 16 ab												1	1			1	
07/29/10	2.0	Administrative Support to Extended School Year Program - secondary student with disability went missing from school. Search included security and emergency management office, police department, school staff, transportation department. Facilitated communication with parents, resolution with staff report, recommendations for lifetouch tracking device for future use. 7beg 12abd 13ade							1					1	1				
07/14/10	2.0	Meeting with PreKindergarten leadership to address concerns with Early Childhood Special Education implementation of Early Childhood Workshop - curricular framework. 6b,c,e 8a,b,f 9a,b,e						1		1	1								

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07/14/10	1.0	Walk through of new early childhood classroom space in elementary building with teacher who will be teaching in the space. Addressed concerns / needs. 2b,d,f 6b,d,g 15a,b,c		1				1									1		
07/14/10	2.0	Meeting with early childhood mental health private service providers to discuss birth to three services through the schools and improved collaboration. 3b,c,e 5b,c,d 11b,c,d			1		1						1						
07/15/10	2.0	Meeting with PCG - special education forms vendor to continue development of Easy IEP Individualized Family Service Plan (IFSP). 4a,b,c 9c,e,f 15a,b,c				1					1						1		
07/16/10	1.0	Meeting with programmer to continue development on Early Childhood Outcomes - Child Outcome Summary Form website for federal reporting requirement. 2a,b,j 9c,d,f 14a,b		1							1					1			
07/16/10	3.0	Work on content and communication with marketing firm for MN-DEC (Division for Early Childhood) website. MN-DEC is the early childhood professional organization for Early Childhood Special Educators. 5b,c,d 6a,f,l 12d,f,g					1	1						1					

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07/22/10	1.5	Meeting with Prekindergarten and Early Childhood Family Education Leadership to plan for implementation of Positive Behavior Intervention and Supports across early childhood programs. 6a,c,d 8a,c,g 14a,b						1		1						1			
07/23/10	2.0	Planning meeting at Metro ECSU for Saint Paul Early Childhood Positive Behavior Intervention and Supports training on August 20th. 1b,d,l 5b,c,d 11b,c,d	1				1						1						
08/12/10	7.0	Saint Paul Administrator's Academy - Professional Development. Alan Blankstein, Failure Is Not An Option author as keynote. Afternoon was spent in district data analysis reporting for next steps in planning for the school year. 1c,h,j 3a,b,e 11a,b,e	1		1								1						
08/13/10	4.0	Prep for presentation on Collaboration Basics in Early Childhood for Collaboration and Differentiated Instruction Conference, Saint Paul Public Schools, August 17 - 19. 1b,g,h 5a,c,d 8a,b,f	1				1			1									
08/16/10	2.0	Assist in set up for Collaboration and Differentiated Instruction Conference. 2c,d,f 9e,f 16 a,b		1							1							1	

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08/17/10	3.0	Presentation on Collaboration Basics, keynote for Early Childhood track of the conference. Attended by 30 participants - cross sector audience. 3b,c,e 4a,c 6a,b,i			1	1		1											
08/19/10	1.0	Meeting with PCG - special education forms vendor to continue development of Easy IEP Individualized Family Service Plan (IFSP). 4a,b,c 9c,e,f 15a,b,c				1					1						1		
08/20/10	3.0	Early Childhood training for Saint Paul Early Childhood service providers - child care, HeadStart, Early Childhood Special Education, Family Education and others involved in the TACSEI initiative. Oversight of the presentation space and provided introduction of the speakers. 1b,d,j 5b,c,d 7a,e,i	1				1		1										
08/20/10	1.0	Met new teachers at their classrooms in a new early childhood space within an elementary building due to program moves . Discussed unpacking, materials and reimbursement needed, next steps with teachers and principal. 2a,d,f 5a,b,d 16a,b		1			1											1	
08/24/10	6.0	Preparation for Special Education Department Opening Week and Early Childhood Special Education Opening Week presentations / meetings 1a,b,j 6b,f,l 12a,b,e	1					1						1					

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08/25/10	2.5	Work with accountant on Early Childhood Special Education budgets to support program needs. Enter into SERVUS according to District and State procedures. 2a,d,e 11c,d,e 15a,b,c		1									1					1		
08/26/10	3.0	Interviews for special education interpreter - Somali 3c,d,e 10a,d,e 15a,b,c			1							1					1			
08/27/10	6.0	District New Teacher training - agenda on Saint Paul Public Schools background, mission, values. Curriculum, Professional Learning communities, Union presentation, individual grade level discussion groups. 1b,d,l 2c,d,g 8b,c,f	1	1						1										
8/30 10	3.0	Deliver Superintendent's District Message via DVD and discussion to three different program site staff groups - Opening Week 1b,f,g 2a,b,c 6f,g,h	1		1			1												
08/31/10	3.0	Deliver Special Education Department message to Early Childhood Special Education staff of 200 members. 1b,e,g 6a,f,h 12a,c,f	1					1						1						
08/31/10	1.5	Early Childhood Leadership meeting to transfer files to new program sites, kick off school year for program. 1b,f,l 14a,b, 15a,b,c	1													1	1			

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09/01/10	2.0	Early Childhood Special Education Teacher meeting - Special Education discipline specific meeting. Discussed the role and scope of the ECSE teacher license and position, related services determination, provided materials on standards and literacy for Early Childhood age students. 10b,d,e 11a,d,e 14a,b										1	1			1			
09/03/10	2.0	New program location Meet and Greet. Introductions of staff and administration to each other across the three programs re-located to a new building. 1a,f,l 5a,d 7e,g,i	1				1		1										
09/03/10	3.0	Preparation for Early Childhood Special Education training - paraprofessional and professional tracks. 1a,d,f 6b,d,f 8a,f,g	1					1		1									
09/08/10	2.5	Staff training in Easy IEP - Individualized Family Service Plan developed in the past months. 2c,d,g 6c,e,l 9c,e,f		1				1			1								
09/09/10	6.0	Paraprofessional training for half of the ECSE paraprofessional staff: three topics-Collaboration in Early Childhood Special Education, Everyday Math - Mathematical Thinking, Emergent Literacy 1a,b,j 6f,h,l 11a,b,d	1					1					1						

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09/28/10	3.0	Training in the revised and improved federal reporting requirement form and process: Early Childhood Outcomes-Child Outcome Summary Form as designed with Saint Paul computer programmer based on MDE guidelines. 8b,d,e 9c,d,f a,b								1	1					1			
TOTALS	105.5		15	8	5	4	8	13	4	7	7	3	8	6	2	6	8	7	