Who Is Who in the Student Services Office

District-Wide Staff		
Joshua Dickson Director of Student Services jdickson@hwrsd.org	**Lynn Pollard** Supervisor of Specialized Programs and Early Childhood Coordinator lpollard@hwrsd.org	**Colleen Goodreau** District Outreach Social Worker cgoodreau@hwrsd.org
• Sets the Department's shared vision and develops the Department's multi-year strategic plan. • Responsible for the development, implementation, coordination, and evaluation of systems which ensure the effective application of all federal, state, and local mandates related to special education. • Reviews each Individualized Education Plan (IEP) to ensure procedural safeguards are followed prior to the IEP being submitted to the family for approval and serves as the LEA signatory. • Ongoing supervision and evaluations of Education Team Leaders, School Psychologists, and district-wide staff. • Responsible for completion of state and federal reports: Circuit Breaker, Special Education Increment (School Choice), Physical Restraint, Integrated Monitoring Review, and Proportionate Share. • Serves as the primary point of contact to the Special Education Parent Advisory Council (SEPAC) regarding programs and services and participates in PAC activities. • Serves as the fiscal lead for the Student Services department and is responsible for the acquisition and monitoring of federal IDEA entitlement grants. • Provides regular consultation and support to principals, faculty, and staff regarding academic, social, emotional, and behavioral support for students. Provides emergency response and problem-solving for students who	• Supports the Director in setting the Department's shared vision and develops the Department's multi-year strategic plan. • Supports the Director in the development, implementation, coordination, and evaluation of systems that ensure the effective application of all federal, state, and local mandates related to special education. • Serves as the district's Early Childhood Coordinator and liaison to the Department of Early Education and Care (EEC) • Supports students transitioning from Early Intervention (EI) to HWRSD. • Provides ongoing supervision and evaluations of preschool and substantially separate programs. • Provides regular consultation and support to principals, faculty, and staff regarding academic, social, emotional, and behavioral support for students. • Provides emergency response and problem-solving for students who are in crisis. • Serves as a liaison to the Special Education Parent Advisory Council (SEPAC) regarding programs and services and participates in PAC activities. • Responsible for completion of state and federal reports: Indicator 7. • Serves as the ETL for EI Initial and substantially separate programs. • Primary Point of Contact for HAT Systems.	• Serves as the district's point of contact for coordination of outreach services and wrap-around services for families. • Coordinates the district's in-school therapy program with building principals, including completion of referrals and coordination of appointments. • Community connections for students, families, and staff. • Serves as the district's primary Crisis Prevention Institute (CPI) Trainer (Physical Restraint) and Mental Health First Aid Instructor. • Assists the Director of Curriculum, Instruction, and Professional Development with the coordination of support for McKinney-Vento students. • Serves as a liaison to the Department of Children and Families (DCF) with regard to our students who are enrolled in foster care. • Serves as the primary point of contact for staff concerning 51A and DCF questions. • Manages the Community Pantry. • Works with the Hampden-Wilbraham Partners 4 Youth Coalition to assist with mental health and substance use. • Collaborates with counselors and school staff for "at-risk" students/families. • Conducts home or community visits with families, including doctor's appointments. • Conduct Home Assessments at the request of the Director of Student Services.

are in crisis. ● Serves as the ETL for out-of-district students and conducts out-of-district site visits to ensure compliance with state and federal regulations.		

Administrative Assistants		
Sharon Williamson Administrative Assistant to the Director of Student Services swilliamson@hwrsd.org	**Corinne Roberts** Administrative Assistant croberts@hwrsd.org	**Patti Wilmot** Administrative Assistant pwilmot@hwrsd.org
● Specialized Transportation ● Payroll (Green Sheets) ● Purchase Orders/Requisitions ● Medicaid (Random Moments of Time) ● Supporting the Director in Completing State and Federal Reports ● Serves as the primary point of contact for the Director and manages his calendar	Assists building Principals and Education Team Leaders (ETLs) with IEP and 504 paperwork. Serves as the primary point of contact for the following schools*: ● Preschool (MT and GM) ● Wilbraham Middle School ● Minnechaug Regional HS This may include, but is not limited to, processing IEP paperwork, completing records requests, completing Social Security/Disability requests, etc.	Assists building Principals and Education Team Leaders (ETLs) with IEP and 504 paperwork.Serves as the primary point of contact for the following schools*: ● Mile Tree (K/1) ● Green Meadows (K-5) ● Stony Hill ● Soule Road ● Out of District Students This may include, but is not limited to, processing IEP paperwork, completing records requests, completing Social Security/Disability requests, etc.
*** NOTE: Our Administrative Assistants are able to support families for any student who receives special education services.**		

Education Team Leaders (ETLs)			
Kerry Cox Mile Tree and Green Meadows kcox@hwrsd.org	**Kelly Morrissey** Stony Hill and Soule Road kmorrissey@hwrsd.org	**Adam Garand** Wilbraham Middle School agarand@hwrsd.org	**Christine Trumbull** Minnechaug Regional ctrumbull@hwrsd.org
● Serve as a building-based point person for special education teachers, related service providers, and caregivers concerning the provision of special education programming. ● Coordinate and monitor consistent application of school district special education procedures at their assigned buildings to ensure compliance with state and federal regulations and mandated timelines (e.g., evaluation and progress reporting). ● Facilitate and chair initial, re-evaluation, and annual review meetings at their assigned buildings, as well as for any students on a 45-day assessment in another location, and other cases as assigned by the Director of Student Services or their designee. ● Participate in various school-based teams (e.g., school-based data teams, Tier 2, Whole Child Team, etc.) to improve our Multi-Tiered Systems of Support and special education programming at the building level. ● Facilitate professional development to district staff related to special education procedures and other topics as assigned by the Director of Student Services.			

- Serve as the primary point of contact for homeschooled and/or privately placed students within their schools.