

The Special Edition

December 2023

Hello Coop Family!

Happy December to you as everything is looking much more festive and bright around us. THANK YOU so much for all of the birthday fun! I appreciate your well wishes and a great celebration!

At the Coop we are busy gearing up for our self-audit process for the IDEA/Gifted file review. We will be back on the KSDE Cohort 1 rotation next year for compliance. We are taking this year to do our own audit in preparation for next year with our leadership team with our psychs, SWs, and some teachers/providers. This process allows us to be proactive in our approach to catch any areas that we need to brush up before our official compliance begins once again next year.

The foundation of compliance is our strong relationships with our students and teams to provide high quality learning experiences. THANK YOU for all of your hard work and diligence on the daily in special education to make a difference.

Our 320 website had a little glitch with our Coop link. and our IEP goal bank went down for a short time. We immediately heard from special education teachers in Florida, Massachusetts, Connecticut, Georgia, and Texas inquiring about our goal bank, that they use regularly as a valued resource. Who knew?! Exciting times that our IEP goal bank is support for our out of state sped colleagues. As a reminder, here is our [IEP goal bank link](#) which can be found on the 320 website under Special Services Coop, Sped Info, and then IEP Goal Bank.

As our winter break draws near, I hope you are able to find some quiet time just for you in the hustle and bustle of the season to be reminded how much you are appreciated by all those around you. You make our world in special education a brighter and more joyful place to be! Enjoy your break to the fullest and just maybe naps, yummy food, family and all day in pjs is on your wish list too! Enjoy!

Merry Christmas and Happy New Year! Deb

Shout out to these Wamego paras who subbed at Rock Creek Middle School on their days off... From West - Gloria Lewis, Anne Warner and Kelly Sigg and from WMS - Cindy Johnston and Susan Copeland. Thank you so much. Your help was much appreciated!

Due to the Christmas holiday, all buildings/offices will be closed December 25 through January 3, 2024. Enjoy your time with your family & friends and have a very MERRY CHRISTMAS and a HAPPY NEW YEAR!

DLM INFORMATION

- **DLM testing must take place in both fall and spring.**
- DLM blueprint requirements must be met during the fall testing window.
- The fall DLM testing window closes 12/22/23.
- KSDE's Cary Rogers was out to observe DLM administration in Rock Creek last year. It is possible she will be reaching out again to do site observations. We will contact you if this will be scheduled. This is an opportunity the state takes to ensure the DLM is administered to students who qualify.

For those administering the DLM, please remember that the KSDE DLM webpage is an excellent resource! You can access the webpage at this link: **[KSDE DLM](#)**

A great resource on this page includes the **[DLM Test Coordinator Checklist](#)**, which helps those administering the DLM to establish timelines and procedures to make the task of executing the DLM less cumbersome.



RANDOM MOMENT TIME STUDY SURVEY – They began October 1, and for those of you who are new to this, the RMTS is a quick survey that is used to determine the amount of time spent on activities that are Medicaid related. You may or may not be selected for the RMTS. It is completely random. You must complete this survey. A list of those providers that have not completed the survey is sent out monthly to all directors in the state.

If you are selected for a RMTS you will receive an email from kssdac@pcgus.com approximately 5 days prior to your selected date and time of moment. Do not delete this email because it has the link you will need to complete your RMTS. You will receive additional reminder emails as the date approaches. You have 5 days after to complete the moment. If you do not complete the moment the day of, then you will also receive emails reminding you to complete it. If you cannot locate the email with the link, please send Mary Bates an email at batesm@usd320.com and she can resend it to you.

Medicaid Logs

Quarterly due dates for 2023/24

School year are as follows:

January 8 (November & December)

March 18 (January, February, March 8)

May 24 (March 18-May 21)

Please submit these to Mary Bates.

Just a friendly reminder to Case Managers:

When you have a student that is absent, please be sure to let the related service providers know. Most are traveling from building to building or district to district and letting them know is much appreciated to save unnecessary travel.

Related Service Providers:

Your November and December Daily Logs are due by January 4th. Please submit these to Mary Bates.

Reminders for Para Supervisors:

*If a para has attendance concerns, please be sure to reach out to Jennifer Nider to get support from her and Dr. Nauerth.

*If a para has a schedule change, be sure you turn in a new work schedule to Jennifer Nider immediately.

*When a para has a change in schedule from Para L or Para B service times, please be sure to submit a new work schedule to Jennifer Nider immediately.

*Please be sure you have reviewed each para's inservice hours to date, they should be more than half way through their required training time by the end of December. **Para Inservice Logs and Evaluations are due on March 31st!**

ADOBE SIGN

Jared Brazzle, Wamego Technology Director, has all special education certified staff emails set up to use Adobe Sign. You will need to log-in using your district email. If you receive the prompt asking if you are setting up a personal or business account, please select business. With the help of Suzette McGuire at Wamego High School, we have created a step-by-step guide regarding how to use Adobe Sign. Please access that guide here:

[USD 320 Special Education Adobe Sign Step by Step Directions.](#)

Please begin using Adobe Sign as our DocuSign account has expired. If you have any questions about Adobe Sign, please reach out to us!

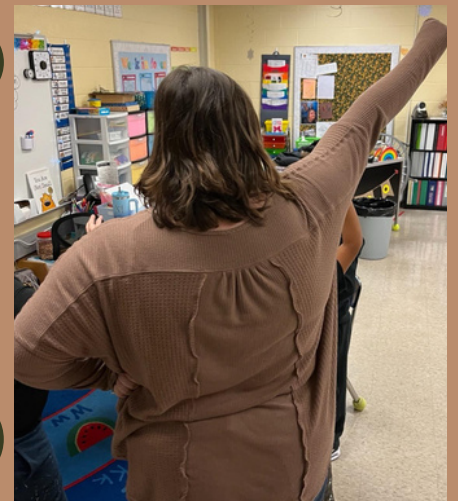
A huge Thank You to Suzette for her assistance in creating this guide to support the use of Adobe Sign!



**Team collaboration
in Rock Creek!**



**Dance break with
Mrs. Brown!**



NEW Para B & Para L Pay Rate

The Coop, with the support of the three school district superintendents, proposed an additional \$1.00 per hour for challenging duty pay (Para B & Para L). The proposal was approved at the 11/13/23 BOE meeting. With the pay period beginning on 11/5/23 the new challenging duty pay rate is now an additional \$2.00 per hour instead of \$1.00 per hour.

The maximum additional per hour increase with Para B and Para L pay is \$2.00 per hour. Though a para may have both Para B and Para L responsibilities in a given day, the time paid must be designated by Para B OR Para L. Accuracy of the Para B and Para L pay will be reviewed in August, November, January and March each year. It is the teacher's responsibility to monitor timesheets closely to affirm the correct pay code is being used in Skyward.

A para no longer qualifies for Para B or Para L challenging duty pay if the para moves from this position to one that is no longer serving high behavior or low incidence students. If the student moves, the student's needs change, or if the para's schedule changes, challenging duty pay discontinues. The case manager will notify the Director of Special Education and the Para Facilitator immediately so pay can be adjusted.

HELP MAKE A DIFFERENCE
ATLAS EVENT
RECRUITMENT

**BOTH SPECIAL
 EDUCATORS AND
 GENERAL EDUCATORS
 ARE NEEDED!**



**SIGN
 UP**



Create a profile to be considered for events.



Includes events for the Dynamic Learning Maps® (DLM®) alternate assessment and more!

WHY SIGN UP?

- Help improve programs
- Be at the forefront of new research and programs
- Add to your professional experience

Stipends or district reimbursements for substitutes may be provided.

TYPES OF EVENTS

- Test Item Writing
- Reviews for Content, Accessibility, Bias, and Sensitivity
- Focus Groups
- Program Development

Events may be in-person, virtual, or hybrid—one time or a span.

PARA TRAINING OPPORTUNITIES!

Mark your calendars for Para Trainings!

February 12 @ Rock Creek ~ 8:30am-12:00pm for USD 323 paras

February 19 @ Wamego ~ 8:30am-12:00pm for USD 320 and USD 329 paras

Paras who will be assisting with State Assessments will need to complete annual training for State Assessments through your local districts. Please check with your district test coordinator to see when these trainings will be held. Paras will need to clock in for this training. ***Please remember to fill out the survey you received, as we want your input on topics you want to learn more about!***



TASN WEBINAR TRAINING

Dynamic Learning
Maps

Training Webinars:

3:00 - 4:00 pm

February 8, 2023

April 11, 2023

PLC is not available on 2/8, 4/11. Depending on group size, the Coop Conference room is available.

Previous webinars are available to view on the KSDE website.

<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments/Dynamic-Learning-Maps-DLM-Essential-Elements>

Mark Your Calendars

Job Olympics 2024
is on Wednesday,
March 6 at the KSU Rec Center.

NCI TRAINING DATES

Friday, January 5 - Initial, 8:00am-3:00pm - PLC Bldg.
(1 hour lunch break on your own)

Friday, March 22 - Initial or Refresher as needed - PLC Bldg.

NEW TEACHER TRAINING DATES

Tuesday, February 6, 2:30-4:30pm - PLC Bldg.

Tuesday, April 9, 2:30-4:30 pm - PLC Bldg.

**** REMINDER: These meetings are required. Please secure**

a sub as needed through your district.

CHILD FIND SCREENING DATES

Friday, January 19 - St. George Elementary School

Friday, March 22 - Wamego, Trinity Baptist Church

****Refer interested families to Robin Laughlin at the Coop.**



Our Fall 2024 application period is open and the early application deadline is January 1, 2024.

The event is free and open to anyone who wants to learn more about KU TPE.

Registration is required. Visit our website for more details and to register.

The University of Kansas Transition to Postsecondary Education (KU TPE) is a two-year undergraduate certificate program for KU students with intellectual and developmental disabilities.

Students in TPE are fully included and:

- Take KU courses for credit.
- Participate in student clubs and organizations.
- Live in KU student housing (optional).
- Participate in paid and unpaid career internships.
- Earn a KU undergraduate certificate.
- Participate in KU graduation.
- ... and much more!

If you have any questions, please contact us at kutpe@ku.edu.

ATTENTION PARAs:

Just a reminder...all paraeducators should have at least half of their required inservice hours completed by the beginning of the second semester. Completed logs & documentation of hours are due to the Coop on Friday, 3/29/24, but you can turn in your logs/documents as soon as your hours are completed before the end of March. You can access your inservice log in your Google Drive in your "shared with me folder."



ESY (Extended School Year) is projected to be 3 weeks in June (shorter days, Monday-Thursday) 7:45 – 11:45 am, June 3-6, June 10-13, & June 17-20.

This is an opportunity for our high needs students to continue their learning for two to three weeks over the summer. Robin will send out, before break, the ESY paperwork to qualify students based on their severity or regression. Please be sure to gather regression data on your students following our winter break, who may qualify for ESY, if you haven't already. **The deadline for submitting this paperwork to Robin is February 2, 2024.** Please email Robin by Friday, December 15th to let us know if you are interested in teaching ESY. Contact the Coop if you have any questions about ESY.

We know "as needed" is not specific or measurable and should not be written in any IEP. In addition, "as necessary," "at teacher discretion," and "at student's request"

are also not specific or measurable and can't be used in IEP goals or accommodations/modifications.

Items Needed

We are in need of some "gently used" items for our Life Skills Classes: microwaves, toaster ovens, manual carpet sweepers (no noise, no plugs) and regular vacuum cleaners. If you have items to donate, please bring them to the Coop.

Indicator 8 Parent Surveys

As you know, each year KSDE does a survey of our parents/guardians who have a child(ren) with a disability on an IEP, to help us celebrate our strengths and make improvements as needed. All families with a student(s) on an IEP (excluding gifted) will be given the survey by the Coop. If the family has more than one child on an IEP, they fill it out only for the OLDEST child. The survey consists of one question: "Did the school district invite you to take part in discussion for improving services and results for your child?" The response is a yes/no response, followed by an open-ended opportunity for additional information to be shared. The survey will be open until May 31, 2024. Here is the link to the survey.

https://ksde.sjc1.qualtrics.com/jfe/form/SV_eo2cqYDQaPjpXZc

Case managers, are you ready for some good news? The Coop has already sent out the survey to all families via email the end of August! The only thing we ask is that you mention this to families when you see them and/or have communication with them to remind them about the email with the **survey** and ask that they take a moment to complete it. Weekly

communications, IEP meetings, P/T conferences, etc. would all be great opportunities to mention this survey to our families.

Easy Peasy! THANK YOU for your help with this important discussion!

Now is a great time to review your caseload and remaining IEP due dates. Be sure to move up IEPs as needed to help ease the spring marathon. Reminder, the due date for all regular IEPs is April 12th. Only new placements, EC transitions, or move-in IEPs should take place after April 12. Looking ahead to fall 2024 IEPs, any annual IEP that is due on or before September 15 should be held in the Spring by April 12. Every team member in the Coop appreciates this so they are not scrambling with a beginning of the year IEP when students transition to them. Thank you for planning ahead.



Kansas Youth Empowerment Academy

KYEA is pleased to announce the 23rd Annual Youth Leadership Forum for Students with Disabilities to be hosted at Washburn University on July 15-20, 2024. They are seeking your assistance in recruiting high school juniors and seniors with disabilities who have demonstrated an interest or potential for becoming leaders. There is no cost for the student to attend this five-day leadership and empowerment forum.

They are looking for high school juniors and seniors who have a disability, as well as students in an 18-21 transition program. They do not require that a student have an IEP, only that they have a self-identified disability and have demonstrated a capacity for developing leadership skills.

Application submission **deadline is December 15, 2023**. Applications and information can be found at <https://www.kyea.org/show.php?contentid=51>



**Cookies with
Mrs. Sisco's
crew!**



Progress Report Writing Reminders:

*Using "no data," "not enough data," "new IEP," or "new goal" is not an acceptable update for an IEP Progress Report. We are required to include the data we have at the time of the progress report. That could be 0/5 attempts if no progress has been made YET. If the benchmark is for 50%, include where the student is at currently, which might be only 25%. KSDE requires us to report current actual data for the progress report, regardless if it's a new IEP/goal or limited data.

*The "**Status Date**" on the Progress Report **should be dated for the last day of the grading period NOT the date the report was written**. The progress report will be written shortly before/after that date and not more than one week after.

- Progress Reports **MUST** be written and put in Webkidss prior to leaving for break, for every student for every goal.
- Progress Reporting Dates must be no later than the end of the 2nd quarter dates for the districts which are as follows:
 - USD 323: Dec 20th
 - USD 320: Dec 21st
 - USD 329: Dec 21st
- Criterion in the goal updates must match the criterion in the baseline.
- Be sure that all of the dates and methods for when/how progress notes were provided to parents match. Related Service Providers please be sure to align your dates/times regarding dates/methods progress notes were given to parents with the dates/times entered by the case manager.

- Progress reports **MUST** be written and sent home EVERY quarter and for the annual IEP if it's been more than 2 weeks since progress was updated.
- Progress report comments **MUST** be tightly aligned to IEP goals **AND** give specific data that shows progress or lack of progress.
- Progress reports **MUST** go home to families **EVERY** quarter and for the annual IEP if it's been more than 2 weeks since progress was updated.

NEW KSDE FORMS

The Special Education Notices/Forms Page, located within the KSDE website, has been updated to include 17 new language translations for the Parent Rights (Procedural Safeguards), Notice of Meeting and Prior Written Notice Model Forms, Revocation of Consent-Particular Service Sample Forms, and Revocation of Consent-All Services Sample Forms.

The languages include Amharic, Arabic, Burmese, Chinese, Chinese Traditional, Hmong, Lao, Nepali, Pashto, Pohnpeian, Polish, Portuguese-Brazilian, Russian, Somali, Swahili, Ukrainian, and Vietnamese. Previously, these forms were only available in Spanish and English.

Please use this link to view the new additions: https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Notices-Forms.

Loss of Plan Time

Plan time is critical and crucial in preparing for high quality lessons and IEPs. You all have done an outstanding job of creatively covering for each other to ensure colleagues get much needed plan time. Your efforts are very much appreciated! There are times when plan time is sacrificed due to a shortage in staff and/or student needs. Our top priority is to be sure to restore your plan time immediately, if it is missed. If plan time is being submitted for payment due to para shortage, you must be sure you have documented that you have reached out to Jennifer Nider to work towards finding a para sub. Visit with your principal ahead of time to problem solve together to determine how coverage for your plan time might be possible. If a teacher is submitting missed plan time regularly, the principal, teacher and Dr. Nauerth will work together to look at options for possible solutions to support the teacher getting their plan restored. If plan time is lost here is the procedure that will need to be followed for payment:

1. Contact Jennifer Nider to request a para sub.
2. Visit with your principal to discuss possible options for plan time coverage.
3. Thoroughly complete the new **Coop Loss of Plan Time Tracking Form**.
4. Have your principal sign the form.
5. Submit the form for each pay period due date to Deb, Teri and Robin.

After the form is submitted to the Coop, it will be reviewed by Dr. Nauerth and the Coop Board of Superintendents at their next meeting for approval. Upon approval, it will be sent to payroll to be included in the pay period appropriate based upon final submission timing.

Please reach out to the Coop if you should have any questions.

We are oh so grateful at the Coop!





December Birthdays

Deb Nauerth - 1

Lacy Schreck - 4

Tara Whisler - 4

Sabine Ginavan - 7

Tori Sieben - 11

Kim Marquardt - 12

Julia Briscoe - 12

Caitline' Christenson - 14

Tara Roberts - 14

Mary Poe - 15

Sheila Burns - 16

Nick Watson - 21

Robin Laughlin - 23

Christal Howard - 24

Barb Tebbutt - 24

Kim Cutting - 29

Rebecca Underwood - 29

Kennedy Bustamonte - 30



International
Day of
Persons with
Disabilities

3 DECEMBER

The annual observance of the International Day of Disabled Persons was proclaimed in 1992, by the United Nations General Assembly resolution 47/3. The observance of the Day aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities. It also seeks to increase awareness of gains to be derived from the

integration of persons with disabilities in every aspect of political, social, economic and cultural life. We salute our champion students who overcome challenges as we collectively support them in finding their strengths and abilities to thrive today, tomorrow, and for many years to come.

SPECIAL EDUCATION DAY DECEMBER 2, 2023

This day is observed annually and commemorates the anniversary of the Individuals With Disabilities Education Act that was signed into law by U.S President Ford on December 2, 1975. This act made public education available to all eligible children all over the U.S and made sure that special education was made available to the children that needed it. It has since been observed every year as an important way to open up communication about how to advance special education to make it more available and better suited to more children. Special Education Day can be observed by taking a few moments to think about the contribution the Individuals With Disabilities Education Act (IDEA) made to the area of education in the United States.

INSPIRATION

Live your truth.
Express your love.
Share your enthusiasm.
Take action towards your dreams.
Walk your talk.
Dance and sing to your music.
Embrace your blessings.
Make today worth remembering.



**“THE BEST
CHRISTMAS GIFT
IS TO REALIZE
HOW MUCH YOU
ALREADY HAVE.”**

THIS YEAR:

HAVE hope
TRY new things
BE active
SEE the good
SAY “I Love You,” more
CHALLENGE yourself
CHOOSE to be happy
EAT better
ENJOY today
FORGIVE more readily
READ more often
BECOME your best you

*More smiling, less
worrying. More
compassion, less
judgment. More
blessed, less
stressed. More
love, less hate.*

**You get the best
out of others
when you give
the best of
yourself.**

Take pride in how far
you've come. Have faith
in how far you can go.
But don't forget to
enjoy the journey.

**“NEW YEAR =
A NEW LIFE!
DECIDE
TODAY
WHO YOU WILL
BECOME,
WHAT YOU WILL
GIVE HOW
YOU WILL LIVE.”**

At the end
of the day,
I am thankful
that my blessings
are bigger than
my problems.

Be thankful for your
blessings and never
doubt your struggles.
Don't ask why it
happened, just be
thankful for the
strength it gave you.

