

2024
**HAPPY
NEW
YEAR**

THE SPECIAL EDITION

January/February 2024

HAPPY NEW YEAR TO YOU! I hope you had a wonderful holiday break with your family and friends. Also, I hope you enjoyed some extra time to be cozy and comfy with these snow days. I don't know about you but I say bring on some balmy 30s....This polar vortex is brutally cold! I don't remember this many consecutive days out of school since the ice storm of 2007. How about you...

Anyone remember that?

Happy half way through 2023/24! You have come through the first half of the year with grit, perseverance, teamwork and a resolve to make a difference. As we kick off our second half, it is with much gratitude that we have for you and your dedication for providing love and grace along with specially designed instruction for our students day in and day out so their future is stronger, brighter and better. THANK YOU!

As always, please reach out and lean on us at the Coop for support for any questions you might have or situations we can help you navigate. We are always here for you!

Cheers to the New Year!

~Deb

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.

**Kindness is
doing what you
can, where you
are, with what
you have.**

**Saturday,
February 17 is
Random Acts
of Kindness
Day!**

**When you are
kind to others, it
not only changes
you, it changes
the world.**

Human Resources Corner

Just a friendly reminder...From the Para Handbook, Page 29 - Attendance Standards - #2: *“For absences of three (3) or more consecutive scheduled workdays, you will be required to provide a written doctor’s statement to your supervisor. However, your supervisor may request written documentation for any absence of any length. If a paraeducator is absent from work for three (3) or more consecutive scheduled workdays without properly contacting the supervisor, it will be assumed that he/she has voluntarily resigned his/her employment.”*

(Please state a reason; sick, maternity, appt. etc. Please notify HR if taking an extended leave of absence.)

Reminder teachers - If you have a para with attendance concerns, please reach out to Jennifer Nider at the Coop and Courtney Carpenter in HR to notify them.

Early Resignation Incentive in the Negotiated Agreement.

While we never want our amazing teachers to leave USD 320, we understand that it may happen. In the event you know you will not return to your teaching position for the 24-25 school year, you can receive an incentive payment for notifying us with a formal resignation letter by specific deadlines, per the negotiated agreement. The information below can be found in the Negotiated Agreement on Page 18. This payment will be made on the next regularly scheduled paycheck, following the board of education meeting when the resignation is accepted.

- E. Teachers who submit an early resignation from USD 320, effective the end of June, shall receive the following incentive:
- Resignation submitted between September 1 and January 31 shall receive \$500.
 - Resignation submitted between February 1 and March 31 shall receive \$100. This incentive program will be reviewed annually by the negotiation team.

To continue in effect, this provision must be agreed to by both parties, or the provision will be automatically eliminated from the Agreement.

Coop Self-Audit File Review

Kudos to our Coop Compliance Team that came together on Friday, January 12 to review IEPs.

Our compliance team included:

Dani Evans	Wayne Gros
Carole Hay	Trevor Keller
Diana Phillips	Stephanie Hegarty
Jennifer Nider	Julie Meinhardt
Andrew Mosby	

THANK YOU for sharing a part of your very busy schedule to complete this important task!
When you see them, please be sure to thank them!

Are you wondering the why behind a self-audit file review? Great question! This is an effort to be proactive in our preparation for the required state compliance file review that is coming our way once again in 2024/25 and 2025/26. Of the 24 files we reviewed we found **16 to be 100% COMPLIANT!** That's exciting and something to celebrate! KUDOS...THANK YOU for all your hard work! We did identify 8 files that were not compliant. The areas of non-compliance centered around **measurable goals** and **progress reports**. Just a friendly reminder that all goals must include the essential components of:

Behavior: The behavior component of the goal is what you expect the student to do and will reflect a skill to be learned by the student and is usually an action verb. Examples could include: read, solve, compose, etc.

Condition: Under what conditions do we expect the student to perform the behavior we are specifying in the goal? Examples could include: When presented with 2nd grade reading passage, on a double digit addition math problem.

Criteria: The level of skill proficiency the student must achieve to meet the goal. It should be a stretch and challenge for the student, but also realistic. Example: 4 out of 5 trials with 80% accuracy.

Timeframe: Specify the amount of time that will be required for the student to attain the criterion. Example: By March 15, 20XX..., which is just before the annual IEP is due. Reminder, goals should not exceed 1 year. If the level you want the student to achieve is beyond what can be accomplished in one year, break the goal down and complete part of the goal this year and address the remainder of the goal the following year. One goal must be a work in progress at all times during the academic year. If a goal is missing any of these parts, it is considered non-compliant by the state.

A friendly reminder on progress reports, we must have tight alignment of progress statements with the goal, identifying the specific data to show progress and growth.

Be looking for more information to come on measurable goals and progress reports.

THANK YOU for all of your hard work! Compliance is a team effort and we are making some very nice strides! Most importantly, together we continue to make such a positive difference in the lives of our students!

Teamwork makes the dream work!

SAVE THE DATE!



Kansas National Education Association



Friday - Saturday

**April 12-13,
2024**

KNEA Headquarters

KNEA Conference for Education Support Professionals

DLM INFORMATION

DLM testing must take place in both fall and spring.

- 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.
- Spring window is 2/5/24 through 4/26/24.
- Plan early so you aren't rushed at the end of the window.
- February 8 - DLM Spring Window Webinar

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.

NCI TRAINING DATES

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.**

Medicaid Logs

Quarterly due dates for 2023/24

School year are as follows:

March 18 (January, February, March 8)

May 24 (March 18-May 21)

Please submit these to Mary Bates.

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.

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.

Mark Your Calendars

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



Fun with rhyming and stories in preschool.



Brain break with Mary Poe, para at WMS.



Words of wisdom with Dani Evans, Jill Garetson, and Wendy Willi.

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.

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!

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.

Mark your Calendars!

Kansas State Department of Education (KSDE) Transition Tuesday Webinars for 2024

February 13- Family to Family Health

March 12- Beneficial Role of Assistive Technology in the Transition Process

April 19- Incentivizing Employment- Working Healthy WORK and STEPS training

May 14- VR Pre-Employment Transition Services 101 Referral to Closure

All webinars are recorded and posted at www.ksdetasn.org from 3:30-4:30 p.m.

Registration: Register for all events at the following link:

https://ksdetasn.org/event_groups/wdCrOg

Please share!

Please contact Stacie Martin, smartin@ksde.org for any questions.

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.

TASN WEBINAR TRAINING

Dynamic Learning
Maps

Training Webinars:
3:00 - 4:00 pm

February 8, 2023
April 11, 2023

The PLC room is not available on 2/8, 4/11. Depending on group size, the Coop Conference room is available. Please contact Robin Laughlin to notify the Coop if you plan to be there.

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>

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. Nauwerth.

*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!**

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.

MARK YOUR CALENDARS FOR PARA TRAINING OPPORTUNITIES! Come join us to learn more about successfully working through challenging behaviors and effective communication strategies.

**February 12 @ Rock Creek ~ 8:30am-12:00pm for USD 323
February 19 @ Wamego ~ 8:30am-12:00pm for USD 320 and
USD 329 in the PLC Building**

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!***

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."



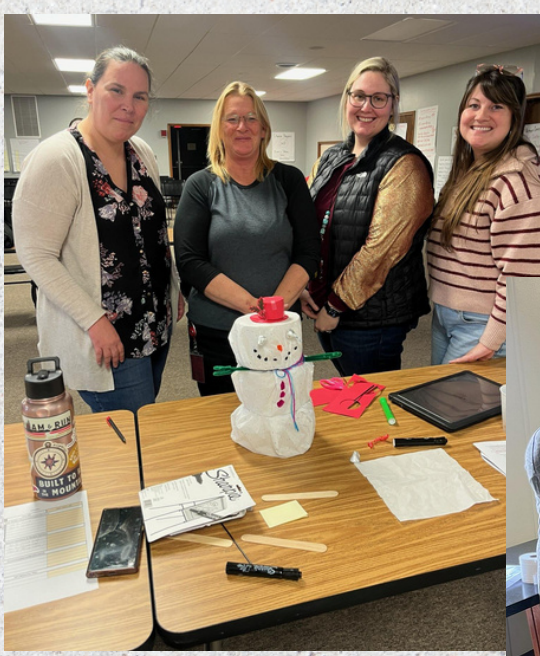
Holiday fun with the Coop Leadership Team.



Making a difference in our community with the Coop Leadership Team.



NCI Training



Snowman shenanigans with new teachers!



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.

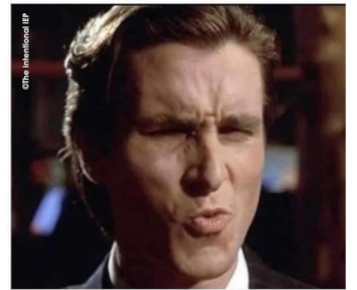
Please use this link to view the new additions: https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Notices-Forms.

REMINDER: Due date for all regular IEPs is April 14! 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. Only new placements or move-in IEPs should take place after April 14. Thank you for planning ahead!

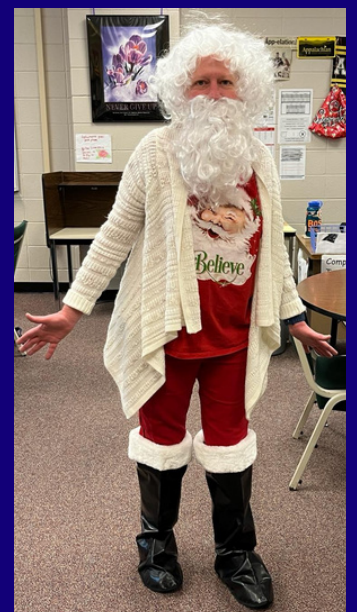
**Our world is better
because of our paras!
Para Appreciation Day is
Friday, April 5, 2024.
Please send pics of your celebrations
to Robin Laughlin.**

2024

Special education teachers
when we see our students
master a new skill



**Santa Estes
came
to town!**





****Reminder****


Friday, February 2, is the deadline for submitting ESY paperwork for your students who qualify.

ESY TEACHERS NEEDED!

We need YOU!! If you are willing to teach ESY, please let us know immediately. 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.



February

- 
- Cora Ballenger - 1
 - Maureen Sawtelle - 1
 - Maria Paz - 4
 - Hanna Holliday - 4
 - Jaden Frazier-Brown - 6
 - Cheryl Taylor - 7
 - Terri Cragg - 21
 - Bobbie Fouts - 28

January

- Kinzye Whitehead - 1
- Sandy Young - 10
- Carrie Ficke - 11
- Penny Graber - 11
- Zach King - 12
- Dayna Gabrielson - 13
- Lindsey Miller - 13
- Amy Donahue - 13
- Mickenzie Blaise - 15
- Jerry Borgendale - 20
- Sherri Dean - 20
- Michele Wilson - 20
- Eileen Burenheide - 21
- Jackie Cope - 24
- Melissa Ginavan - 24
- Diana Phillips - 26

INSPIRATION

Wherever you go, no matter what the weather, always bring your own sunshine.

When you get tired, learn to rest, not quit.



“Be happy.
Be bright.
Be you.”

Sometimes the smallest step in the right direction ends up being the biggest step of your life

“You are enough just as you are.”

The best and most beautiful things in this world cannot be seen or even heard, but must be felt with the heart.

Helen Keller

“Life is a journey to be experienced, not a problem to be solved.”
— Winnie the Pooh

Live [♥] what you love

love the little things ♥

zzz



waking up and getting to sleep more.



hot drinks on a cold day



Snuggling in a blanket

freshly baked cookies



Be kinder than necessary, for everyone is fighting some kind of battle.