

The Special Edition

March 2024

Hi Coop Family,

P/T conferences are here for many and spring break is just around the corner for all! Conferences are such a meaningful time to connect with our families to celebrate all the successes you've experienced with our students throughout the year. Your commitment to support every student, every day is the difference! Thank you so much for your hard work and dedication to our students in making such great progress and strides for a bright future.

As you know, I will be retiring at the end of this school year. I want to extend my deepest gratitude as serving beside such a talented and passionate team has been an incredible joy! Thank you for your support, friendship, professionalism, and inspiration. The celebrations we have shared through the years with our students have been life changing. Your calls, texts, emails, and in-person conversations reminiscing and sharing gratitude for our time together have been very touching. Together we will ensure a seamless transition.

That much deserved spring break will be here soon! I hope you can enjoy time to relax and create more precious memories with your family and friends, doing exactly what you want to do!

Cheers to You! Deb

Wamego Knights of Columbus Tootsie Roll Fundraiser

Dr. Jon Pachta, Treasurer of the Wamego Knights of Columbus, presents a check for \$2,236.00 to Dr. Deb Nauerth, Wamego Special Education Director. This represents 80% of the funds raised last fall from the Tootsie Roll fund drive. The other 20% goes directly to the Kansas Special Olympics. This money is used to purchase equipment and materials for our students. Thank you so much to all those who donated!



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. **Lost lunch time must be turned in separately from lost plan time, and the form has been reflected to address that change. As per the negotiated agreement, plan time cannot be paid in excess of 210 minutes per week.**
5. **Missed lunch time can only be paid up to 25 minutes per day.**
6. Have your principal sign the form.
7. Email 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. 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.

HELPFUL HINTS

- **Adobe Sign-** If you are not set up, reach out to Jared Brazzle. 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**.
- **IEP meeting without parents when IEP is not due yet:** There are times when an IEP meeting is scheduled several weeks before it is due and the parent agrees to attend, but then doesn't come. We recommend scheduling meetings a few weeks before they're due so that if this happens there is time to reschedule the meeting with the parent before the due date. However, a few times this year this situation has happened and the team went ahead and met without the parent. Meeting without the parent should only happen as a last resort because the IEP is due immediately.

Google Form for EOY Submissions - Please use this form to let Paige Padgham know of events that should be shared at our end of year All Staff Breakfast gathering. This way, everything is kept in one location that she will be able to access easily.

EOY PowerPoint Info Submission (Fill Out Form)

Questions about Progress Reports

When do progress reports need to be updated?

- At the end of every grading period (quarter & semester) and at the end of the IEP year.
- When a student exits services (objectives met, parent withdrawal of services, student moves, graduates, drops out of school, student is deceased, etc.)

Do I have to update progress at the end of the IEP year if progress was just updated within two weeks for the most recent grading period?

- No. If the grading period progress report was just written within two weeks of holding the annual IEP, a new progress report is not needed.
- If the grading period progress report was written after two weeks of the IEP, a progress report must be completed.
- For any progress report, we cannot say “New IEP, no progress made.” If no progress has been made since the goal was written, you should restate the data from the baseline. Data must always be included, even to show no progress.

Can I ever skip a progress update at the end of a grading period?

- No, progress needs to be updated at the end of EVERY grading period.

Can I ever skip a progress update at the end of the IEP year?

- Yes, if progress was just updated at the end of a grading period that was within two weeks of the annual IEP.

What needs to be included in a progress update?

- Data that correlates directly to the data in the goal
- The provider’s name and title
- The status date of the progress update = the last day of the grading period
- The delivery date = the date the progress report was delivered to parents/guardians (be sure this date is aligned with all providers entering the same date the case manager is delivering)
- The delivery method = how the progress report was delivered to parents/guardians

When does a progress report need to be delivered to parents/guardians?

- At the end of every grading period and at the end of the IEP year.

Who delivers the progress report to parents/guardians?

- The case manager

What if there are several providers? Who does what?

- Each provider updates their goals. If there is a shared goal, both providers update the goal.
- All providers need to communicate about when the progress report will be delivered to parents/guardians and each provider will enter the same delivery date on all updates.

Do progress updates need to be written by the last day of the grading period?

- Progress updates need to be written not more than one week after the end of the grading period or by the district designated reporting date, whichever comes first. At the end of the school year they need to be written and delivered by the last work day of the year.

PROGRESS MONITORING

Kudos to all of our service providers for the efforts you continue to make towards error free progress reports! Your hard work is paying off, as we had less errors on the 2nd quarter progress reports than we had on the 1st quarter progress notes!

The recurring errors that we continue to see that need to be corrected are:

1. Progress is not being reported using the same criterion as the goals.
2. Progress is not being reported on the same skills that were listed in the goals.

To help alleviate the first two recurring errors we suggest that when writing your progress notes you can copy and paste your goal statement into your progress report and change the date/data to ensure you are providing data that aligns to the goal.

For example:

Your IEP Goal may be: By the end of the IEP, the student will use reading comprehension skills and context clues to determine the meaning of unknown vocabulary to answer questions about key details in a grade level text with 80% accuracy on 3 out of 4 trials.

Your progress report can be: As of 2/29/24, the student uses reading comprehension skills and context clues to determine the meaning of unknown vocabulary to answer questions about key details in a grade level text with 40% accuracy on 3 out of 4 trials.

If you have additional comments to make that you want to share with parents, such as a prerequisite skill you are working on (which is why there is little to no change from the baseline) you can add those to the progress report as well, but we need to be sure we address the skills/criteria we have listed in the goal in our progress reports.

Required IEP meeting participants include: Parent, Guardian or Ed Advocate; Admin; Gen Ed Teacher; Sped Teacher; Related Services Providers

End of Quarter Dates:
Wamego - February 29
Rock Creek - March 6
Wabaunsee - March 8



Ms. Garetson's students making cookies after measuring proportions for the recipe. They also price shopped and compared ingredient prices to decide where best to purchase the items needed.

Coffee Cart at Wamego High School!



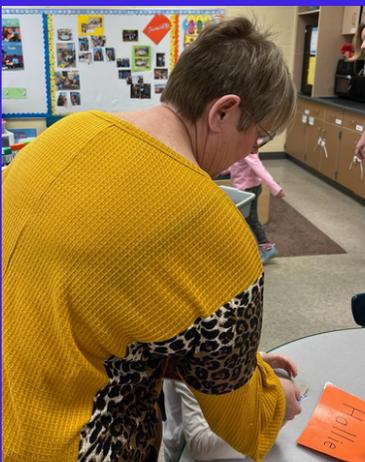
DLM INFORMATION

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. Out Coop deadline is April 5.

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.



Snack time in preschool at Central with Mrs. Cragg.



State capitols with Mr. King at St. George.





JOB OLYMPICS 2024

Mark your calendars! The 6th annual Job Olympics competition will take place on Wednesday, March 6 at the KSU Chester E. Peters Recreation Complex. Job Olympics is an exciting event that provides an opportunity for our high school students to compete and demonstrate their transition and employability skills. Students across the COOP have been practicing job skills and will be competing. Students can choose up to 4 events which could include Pre-basic, Basic, and Advanced levels in events like: shredding, vacuuming, filing, job interviewing, making change, rolling silverware, sorting and folding laundry to name just a few.

Many individuals have donated in support of this event. A BIG THANK YOU to the following businesses for their support: Gene's Grocery, HyVee and Freddy's.

Thank you to all who continue to support a great cause.

~ Stephanie Hegarty, Wamego Special Services Transition Coordinator

A special thank you to our Coop Job Olympics Judges: Dr. Deb Nauerth, Mrs. Teri Bailey-Johnson, Mrs. Diana Phillips, Mrs. Jennifer Nider, Mrs. Carole Hay, Ms. Erin Hudson, Ms. Alyssa Smith; and to our UDS 320 Judges, Mr. Scott Meitler, Mrs. Cristi Wieggers, Mrs. Kelly Estes, and Mrs. Suzette McGuire.

GOOD LUCK TO OUR STUDENTS!

STAFFING NEEDS FOR 2024-25:

Wamego

- *SLP @ Central
- *Low Incidence WMS
- *High Incidence WMS
- *High Incidence WMS
- *High Incidence Central

Rock Creek:

- *High Incidence RCHS

Board Certified Behavior Analyst (BCBA)

Do you know anybody looking for a Sped job? Help us in our efforts to recruit for our open positions.

Paraeducator evaluations are due Friday, March 31, 2023.

Para inservice hour logs are also due Friday, March 31.

****Para inservice is tied to funding. Paras MUST complete ALL inservice time.****

FYI - Did you know...there are 282 IEPs in draft?

Para Appreciation Day is Wednesday, April 5, 2024.

KSDE Document Translation

KSDE will translate legally required Special Education documents for Procedural Safeguards (Parents Rights), Notice of Meeting and Prior Written Notice. Additional translated documents will be located at the following KSDE site: [https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special Education/Special-Education-Notices-Forms](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Special-Education-Notices-Forms). The SETS team identified the most frequently reported languages in KIDS for translation, and added a couple of languages in response to district input. The languages are as follows (Spanish translation currently exists on the site): Vietnamese, Swahili, Arabic, Burmese, Chinese, Pushto, Lao, Portuguese, Nepali, Somali, Hmong, Amharic, Polish, Ukraine, Mandarin, Pohnpeian, Russian.

Thank you for everything you do for our families and students!

Medicaid Logs

The Medicaid Reimbursement window is from 2/23/24 to 3/8/2024.

Quarterly due dates are as follows:

March 18 (January, February, March 8)

May 24 (March 18-May 21)

Please submit these to Mary Bates by the due dates.

Items Needed

We are in need of some “gently used” items for our Life Skills Classes: microwaves, toaster ovens, and paper shredders. If you have items to donate, please bring them to the Coop.

“

Special education is services and supports.

Special education is not a space, place, classroom, curriculum, teacher, or student.

”

Teaching Intellectual



**The Coop will be closed
for spring break
March 8 - 15.**

**Ms. Sisco's class explored
jobs at the 5H Greenhouse.**



**Ms. Sisco's class goes to
Vintage Park each Monday
to do various job skills
training.**



**Ms. Sisco's class
visited Alma
Creamery. They
learned about the
jobs for making
cheese and how
important it is to
follow directions.**

END OF YEAR CHECK-OUT 2023-2024

It's hard to believe our Coop check-out process will be here before we know it. An email from Robin will be coming soon about sign-ups and the checklist. Every sped teacher and provider **MUST** complete the check-out process at the Coop. REMINDER: You will meet with Coop office staff and do a final reflection meeting with Deb.

***All paperwork and files must be complete by your check-out appointment.**

****The IEP Due Date is Friday, April 12!****

Check-Out dates and times are as follows:

USD 329

Wednesday, May 15 - 8:00am-noon
Thursday, May 16 - 8:00am-noon and 1:00-4:00pm

USD 323

Friday, May 17 - 8:00am-noon and 1:00-4:00pm
Monday, May 20 - 8:00am-noon and 1:00-4:00pm

USD 320

Tuesday, May 21 - 8:00am-noon
Wednesday, May 22 - 1:00-4:00pm
Thursday, May 23 - 8:00am-noon and 1:00-4:00pm

TASN WEBINAR TRAINING

Dynamic Learning Maps

Training Webinars:

3:00 - 4:00 pm

April 11, 2023

The PLC room is not available on 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>



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.



Do you need additional support when working with a student(s) with extreme behaviors? You are not alone! Reminder, we have a partnership with Jennifer Paxton, an Autism/Behavior expert from TASN. She can provide knowledge and expertise by observing students, creating a program for intervention, modeling interventions, providing data collection methods, reviewing impact of interventions, etc. Parent/guardian/ed advocate signed consent is needed to provide this collaboration with Jennifer. Please reach out to Dr. Nauerth if you feel this would benefit your student(s).

A HUGE SHOUT OUT AND THANK YOU to our paras that attended PD on Monday, February 12th at Rock Creek and the 19th at Wamego High School.



ESY dates are:

USD 323

May 28-31, June 3-6, and June 10-13
7:45-11:45 am

USD 320/329

June 3-6, June 10-13, and June 17-20
7:45-11:45 am
(Monday-Thursday for 3 weeks)

If you haven't already done so,
PLEASE turn in your paperwork for
your students who qualify
IMMEDIATELY!

IMPORTANT REMINDER: If you are referring any students for ESY, **you MUST provide daily lesson plans and all materials for student learning for the whole duration of ESY.** These lesson plans and materials must be turned in no later than your check-out time with the Coop, and can be left in the Coop for pickup.

**IT IS VITAL THAT WHEN
EDUCATING OUR CHILDRENS'
BRAINS THAT WE DO NOT
NEGLECT TO EDUCATE THEIR**

hearts. Dalai Lama



NCI TRAINING DATES

Friday, March 22 - Initial or Refresher as needed - PLC Bldg. Please call the Coop if you need training.

NEW TEACHER TRAINING DATES

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

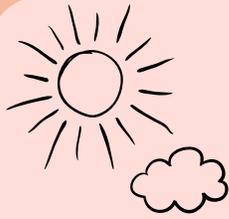
**** REMINDER: These meetings are required. Please secure a sub as needed through your district.**

CHILD FIND SCREENING DATES

Friday, March 22 - Wamego, Trinity Baptist Church

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





Project Peace



Wamego Special Services Cooperative

invites you to join us in learning how to

Better Understand A Child's Undesirable Behaviors and How to Support them Using Peaceful Approaches



Tuesday, March 19th, 2024

6:30-7:30pm

Wamego Professional Learning Center

1010 8th St Wamego, KS 66547



This training is open to all parents, care providers, paraprofessionals, and educators!

Light snacks will be provided.

No childcare will be provided.



This training will be provided by Jill Garetson & Teri Johnson, Nonviolent Crisis Intervention Certified Trainers.

To RSVP for the training please call 785-456-9195 or respond to the QR Code listed below.



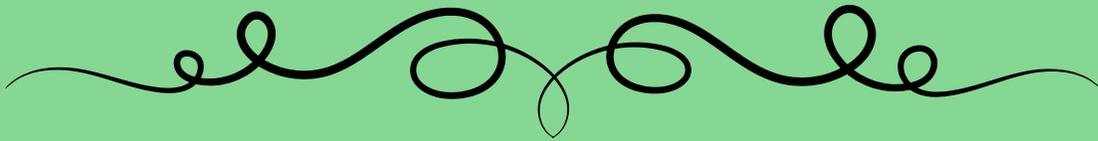
Are you interested in an opportunity to become LETRS trained?

LETRS stands for Language Essentials for Teachers of Reading and Spelling (LETRS®). LETRS® is intensive professional learning to empower teachers to understand the science behind why students struggle to read through learning evidence-based instructional practices. LETRS® provides details for educators to understand the what, why, and how of scientifically based reading instruction including:

- What must be taught during reading and spelling lessons to obtain the best results
- Why reading instruction has several key components and how they are related to one another
- How to explain spoken and written English language structures
- How to interpret individual differences in student achievement
- How to implement instructional routines, activities, and approaches and differentiate instruction

[Registration Link for August 2024 LETRS Training Cohorts](#)
(go to the bottom of the page)

***Registration Deadline is May 31, 2024**



Baby Snuggles!
CONGRATULATIONS to Shantell Arthington, Para at Central Elementary, on the birth of her sweet baby boy. His name is Hayes Elliot, born January 25, 2024, at 6:18 pm, weighing 8 lbs 4 oz and 20 inches long.



SAVE THE DATE!



Kansas National Education Association



Thank You
For All
You Do!

Friday - Saturday

**April 12-13,
2024**

KNEA Headquarters

**KNEA Conference
for
Education Support
Professionals**

Human Resources Corner

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.

REMINDER: Due date for all regular IEPs is April 12!

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 12.

Thank you for planning ahead!

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

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.

SAVE THE DATES

2024-2025 Back to School Meetings

Welcome Back - New Certified Staff/Providers

Wednesday, July 31
PLC Building
8:30am-Noon & 1:00-4:00pm
(lunch on your own)

ALL Certified Staff/Providers

Thursday, August 1
PLC Building
8:30am-Noon & 1:00-4:00pm
(lunch on your own)

Para Training

Wednesday, August 7 in PLC Building
9:00am-Noon: ALL Paras
1:00-4:00pm: NEW Paras

2024-2025

Child Find Screenings

August 7 - Wamego
September 27 - Westmoreland
December 6 - Alma
January 24 - St. George
March 28 - Wamego



2024-2025 NCI Training Dates

- Monday, July 29 ~ Initial, 8:00am-3:00pm ~ PLC Bldg
(1 hr. lunch break on your own)
- Tuesday, July 30 ~ Refresher, 8:30am-Noon ~ PLC Bldg
- Tuesday, July 30 ~ Refresher, 12:30-4:00pm ~ PLC Bldg
- Friday, August 30 ~ Initial, 8:00am-3:00pm ~ PLC Bldg
(1 hr. lunch break on your own)
- Friday, September 27 ~ Refresher, 8:30am-Noon ~ PLC Bldg
- Friday, September 27 ~ Refresher, 12:30-4:00pm ~ PLC Bldg
- Friday, January 10 ~ Initial, 8:00am-3:00pm ~ PLC Bldg
(1 hr. lunch break on your own)
- Friday, March 28 ~ Initial or Refresher as needed ~ PLC Bldg

MARCH CELEBRATIONS

HAPPY BIRTHDAY

Kaitlynn Allen - 8
Trevor Keller - 12
Cristina Hargitt - 14
Carole Hay - 27
Olivia Swift - 31

Joni Webster - 9
Becky Thomlinson - 13
Seth Holliday - 24
Kayla Smith - 29
Chris Young - 31

**Never underestimate your ability to
make someone else's life
better—even if you never know it.**

~ Greg Louganis

**A BIG shout out to our
dedicated and fantastic
Social Workers:
Annie Frank
Erin Hudson
Alyssa Smith**

March is
**Developmental
Disabilities**
Awareness Month

Make Yourself A Priority

“

Take the time today to love yourself. You deserve it.

AVINA CELESTE

Southern Living

“Love yourself enough to set boundaries. Your time and energy are precious. You get to choose how you use it. You teach people how to treat you by deciding what you will and won't accept.”

it's not selfish to

Love Yourself,

TAKE CARE
of yourself

& to make your

HAPPINESS

a priority.

it's necessary

Mandy Hale

Life is not about waiting for the storms to pass. It's about learning how to dance in the rain.



Once you learn how to be happy you won't tolerate being around anybody who makes you feel anything less.

Good Vibes Only!

If you're here...
You're
Awesome!
.....

**International Day
of AWESOMENESS
March 10**

If you have good thoughts, they will shine out of your face like sunbeams and you will always look lovely!

you are
WHAT
you choose
to BE.

