

# *The* SPECIAL EDITION

## NOVEMBER 2024

### From the Director...

Hello Coop Team,

As we step into November, I want to take a moment to recognize the incredible work you continue to do for our students and their families. I know this part of the semester can bring both triumphs and challenges, and I am so grateful for the dedication, heart, and skill each of you brings to our schools. Your resilience and commitment to meeting students' needs, often in ways that go beyond what's seen, make an undeniable impact.

This month, we're focusing on creating even stronger connections across our team and with our families. As you know, collaboration is the cornerstone of effective special education. Our students benefit most when we work closely, listen deeply, and coordinate our efforts with a shared understanding of their strengths and goals. With parent-teacher conferences for the fall behind us, let's continue building relationships and having meaningful conversations with families. These partnerships are essential in helping parents feel empowered and supported as they advocate for their children.

Finally, please take time for yourselves. With the busy days ahead, remember that taking care of your own well-being is essential to sustaining the important work you do. I am continually inspired by this team and am here to support you in every way possible. Thank you for your hard work, your compassion, and the difference you make each day.

Best wishes,

*Erica Bammes*

Director of Special Education



### Reminder

Our Coop newsletter is full of important information that is necessary to read to be sure we are complying with KSDE procedures. The following pages include nuggets of information that are important for us to review and implement as required by law. If you have questions, please reach out to us at the Coop.

# October Kudos Winner



**Congrats to Kattie Phillips, Rock  
Creek Middle School Para!**

**Nominated by Dani Evans, Rock Creek Middle School Special  
Education Teacher & Seth Holliday, Rock Creek Middle School  
Transitional Teacher**



# Kudos to...

## Kattie Phillips

Kattie is a paraprofessional at Rock Creek Middle School. She is dedicated, determined, and has a heart for students. Kattie works tirelessly to help students and teachers. She is the first to work every day with a positive mindset. She goes above and beyond to meet students where they are. Kattie wears many hats and is always willing to step up and help out anyone that needs it.

## Nichole Feldhausen

Nichole is the preschool Sped teacher at St. George Elementary. She has done a great job of meeting students where they are at to make them feel comfortable. She spends time developing relationships and understands that a positive and trusting relationship with students is very important. She currently is working with a new student to ensure all the student's needs are met. She has gone out of her way to think outside of the box, to gather needed resources, and to work with the team to best meet the student's needs. Nichole is a great asset to the team.



Super  
Star

## Penny Graber & Sara McCarter

Penny Graber and Sara McCarter are Sped teachers at West Elementary School. They go above and beyond every day and every week for their students and their paras. This year they are currently doubling the amount of IEPs they were doing previously to accommodate for two transitional teachers at West. They are doing this whilst being incredible mentors to said transitional staff, giving fantastic advice and helping create curriculum and schedules.

Penny and Sara are both incredibly dedicated to their students and staff and will often work for hours on evenings and weekends to ensure they are providing the best care and education for their students. They will spend hours on creating para schedules that work the best for every student involved. They continuously advocate for their students whether it be for accommodations or for inclusion, all while showing grace, kindness and dignity to everyone involved.



## Office Closures

Due to the Thanksgiving holiday, all buildings/offices will be closed November 25-29. We are so thankful you are a special part of the Coop family! Enjoy your time with your family and friends!  
Have a HAPPY THANKSGIVING!



## IMPORTANT INFORMATION

### Medicaid Logs

Quarterly due dates for 2024/25 School year are as follows:  
November 1 (August, September, October)  
January 8 (November & December)  
March 18 (January, February, March 8)  
May 24 (March 18-May 21)

### DLM Testing

- 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 is September 9 through December 20, 2024.
- Spring window is February 3 through April 25, 2025.

## Random Moment Time Study Surveys

The Random Moment Time Study surveys will begin October 1. 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. If you are selected for a RMTS, you will receive an email from [kssdac@pcgus.com](mailto:kssdac@pcgus.com) approximately 5 days prior to your selected date and time of moment. Do not delete this email as it has the link you will need in order 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. Click the links to the documents below to find helpful information regarding what a random moment is, how to complete a random moment properly, and how this impacts reimbursement for your district. If your answers are too vague, you may get a follow-up email asking more questions. If you cannot locate the email with the link, please contact Diane Miles so she can resend it to you. If you have any questions or problems, also contact Diane at the Coop.

[RMTS Memo](#)

[RMTS Avoiding Follow-up Questions](#)



## Important Dates/Events

### NCI Training Dates

- Monday, November 11, Refresher, 8:30am-Noon - Rock Creek
- Monday, November 11, Refresher, 12:30-4:00pm - Rock Creek
- Friday, November 15, Initial, 8:00am-3:00pm - Wamego PLC Bldg (1 hr. lunch break on your own)
- Friday, January 3 ~ Initial, 8:00am-3:00pm ~ Rock Creek (1 hr. lunch break on your own)
- Friday, January 17 ~ Initial, 8:00am-3:00pm ~ Wabaunsee (1 hr. lunch break on your own)
- Friday, March 28 ~ Initial or Refresher as needed ~ Wamego PLC Bldg

**Call Robin at the Coop, 785-456-9195, to sign up for a session.**

### Child Find Screenings

December 6 - Alma  
January 24 - St. George  
March 28 - Wamego

### SPIRITABILITIES 2024-2025 PERFORMANCE SCHEDULE:

- Friday, January 17 – Clinic  
Performance at Varsity Bball Halftime



### Fun November Facts:

- November comes from the Latin word novem, which means "nine". In the Roman calendar, November was the ninth month until January and February were added, causing it to move to the 11th month.
- Flower: Chrysanthemum, a colorful flower that symbolizes joy and beauty.
- Birthstone: Citrine and Topaz - Topaz is usually yellow or amber, while citrine is known for its orange and yellow hues
- Zodiac signs: Sagittarius and Scorpio
- Historical events include: The opening of the first Boston Female Medical School in 1848; the discovery of King Tut's tomb in 1922 by British archaeologist Howard Carter; and John Adams became the first president to live in the White House in 1800.
- November 3rd is the end of Daylight Savings Time.
- November 5th is Election Day.



### WebKIDSS Report Data Updates

Over the past couple of weeks, WebKIDSS has been working to improve the Progress Report entry and data possibilities.

Here's a quick video about the newer Edit function, and overall entry.

[Progress Report - Entry](#)

## Progress Note - Helpful Hint

### Progress reporting season is in sight!

As you may remember, Question #15 in the File Review is all about progress reports. (We've included the wording of the question and the components that are required in order for us to mark YES if an IEP is pulled for file review by the state, for your reference.)

In an effort to make your lives easier and ensure we are meeting file review compliance requirements, we wanted to reshare this helpful hint to you all...

When you are doing your progress notes you can copy the goal statement in the IEP, change the beginning wording and make it present tense in order to make sure you meet the file review requirements of ensuring you are measuring all components of the goal using the same criterion.

For example, **if the IEP goal is:** *By the end of the IEP year, Teri will independently solve two step word problems (mixed addition and subtraction) with 80% accuracy on 4 out of 5 trials.*

The **baseline was:** Currently, Teri can independently solve two step word problems (mixed addition and subtraction) with 14% accuracy on 4 out of 5 trials.

**Progress monitoring statement could be:** *Currently, Teri is able to independently solve two step word problems (mixed addition and subtraction) with 42% accuracy on 4 out of 5 trials.*

**If we want to add more detailed progress monitoring it could be:** Currently, Teri is able to independently solve two step word problems (mixed addition and subtraction) with 42% accuracy on 4 out of 5 trials. She often mixes up the operation and adds when she should be subtracting and vice-versa. She is more successful when she takes the time to circle important information in the word problem such as the numerals or number words and underlines what she needs to do (operation) prior to working through the math problem.

The new Webkidss set up makes this much easier to do than it was in the past. Thank you to our teachers who had this idea and Diana who worked with Webkidss designers to make this happen!!

Please remember that **EVERY** goal for every student must have an update at the end of each quarter.

## Classified Staff Timesheets & Payroll

First and foremost, thank you all for your patience as we have continued to work through payroll issues regarding our staff these past couple of months. We know it has not been pleasant or easy and we are committed to addressing and correcting the issues. As we have worked through the processes with the district office to correct issues, we have learned that there are some things we can do on our end to ensure our classified staff are paid correctly.

We would greatly appreciate your assistance in helping us to catch possible errors on the front end prior to timesheets making it to the payroll department, as it is harder to correct the issues once the timesheets have been approved and sent to payroll for processing in the Skyward system.

- Please be sure to check each staff member's timesheets thoroughly. Their hours should align closely with the workday schedule you submitted to the cooperative & district offices for each para. This is the schedule that our auditors use for personnel reports to compare to payroll, to ensure staff are being paid for the correct amount of hours.
- Please double check codes that staff are clocked in under. These errors tend to happen more with our classified staff who are providing bus para support or working additional duties here at the Wamego schools. Please make sure that when paras are providing bus para support they are clocked in under the bus para code as they are paid out of a separate fund due to para reimbursement guidelines set by the state.
- If a classified staff member is gone, they need to enter sick or personal leave (if they have any) or Leave Without Pay (only if they have no leave to take). This helps us to ensure that all hours are accounted for and lessens the possibility of missed clock-ins/outs.
  - Here is a link to a helpful Google Doc Jennifer created to help calculate hours/minutes to the percentages that Skyward requires for leave entry: [Convert Hrs and Days for Para Leave.xlsx](#). When you click on this link it will ask you if you want to make a copy. You will hit the blue button, which will then create a copy of the document that no one else can edit but you. You can put in the number of hours you work each day in the green box and that will change the percentages in the table to match the minutes/hours of leave you are taking. Please reach out to Jennifer or Teri if you need help with this document.
- If your para is working outside of their normal hours you can make a note in the timesheet as to why this occurred, which would reduce the likelihood that you would receive an email asking if there was an error in clock-in/out time. We just want to make sure anything out of the ordinary is accounted for, so we do not risk having someone over paid and them having to reimburse the district for that overpayment.
- If you find that there is an error after you have submitted the timesheet, please reach out to Jonikka ASAP (and cc' Teri & Jennifer on your email), so we can get the error corrected in a timely manner.
- Teachers please encourage your paras to look over their timesheets carefully and closely before submitting them to you for approval. Before you submit them to payroll, please also take a look at them so you can catch any possible concerns. The more people we have looking at the timesheets with purpose and thoroughness, the better chance we have of staff being paid accordingly and appropriately.

Thank you to all for your assistance! If you have any questions, please reach out to Teri.



## Important Information

We still have an overabundance of 3-ring binders. If you need any, or know of anyone who does, please reach out and let us know. We have a variety of sizes and colors. Share this with other staff members. We would love to be able to free up some space by rehoming as many as we can.



**REMINDER...** Before bringing items from your classroom to the Coop, please confirm the items are labeled "Special Services Cooperative". All items belonging to the Coop has been added to the inventory and should be marked with a special call number. Our space is very limited.

## Functional Behavior Assessments (FBA's) & Behavior Intervention Plans (BIP's)

A Functional Behavioral Assessment (FBA) is needed when a student exhibits persistent behaviors that interfere with learning or social interactions, and you need to understand the function or reasons behind the behavior. It's a problem-solving process to identify the root causes and contributing factors of challenging behaviors, often leading to the creation of a Behavior Intervention Plan (BIP).

### When an FBA is required:

- Persistent Behavior Issues: When a student's behavior is significantly disrupting their own or others' learning, and it's unclear why the behavior is happening.
- Disciplinary Removals: If a student with an IEP is facing disciplinary actions like suspension or expulsion, and their behavior is suspected to be related to their disability, an FBA must be conducted if one hasn't been done already.
- New or Escalating Behaviors: When new problematic behaviors emerge, or existing behaviors become more severe or complex, requiring a deeper understanding.
- IEP Team Decision: If the IEP team determines the need for an FBA to help in designing appropriate supports.

### When you can write a BIP without an FBA:

- Existing Knowledge of Behavior: If the team already understands the function of the behavior (e.g., avoidance, seeking attention) through existing data or prior assessments, they may create a BIP based on that understanding.
- Simple, Well-Understood Behaviors: If a behavior is straightforward and there's clear evidence of what triggers it, an FBA might not be necessary to address it effectively in the BIP.
- Updating an Existing BIP: When a BIP is already in place but needs modifications or updates based on progress monitoring or slight behavior changes, an FBA might not be needed, as long as the team has enough data to make informed adjustments.

In summary, an FBA is needed when more information is required to understand why the behavior is happening, while a BIP can be written without an FBA if the behavior and its triggers are already well understood.

# Happy Birthday



## November

Khyla Nelson - 5	Jan Heersink - 5
April Winegar - 9	Deanna May - 12
Megan Clark - 12	Karla Thomas - 13
Julie Meinhardt - 14	Olivia Absher - 16
Angela Frikken - 19	Taylin Petersen - 19
Letitia Jones - 20	Diane Miles - 26
Doug Davidson - 29	



Happy National School  
Psychologist Week  
(November 11-15) to our  
**SUPER STARS:**

**Wayne Gros  
Carole Hay  
Trevor Keller**

When you see them, please  
extend your gratitude for all  
they do!



# GIVE THANKS



*There is always  
something for which to be*



“Gratitude,  
help us to see what  
is there instead  
of what isn’t.”

— ANNETTE BRIDGES



FOREVER  
**Thankful**  
ALWAYS  
**Grateful**  
ABUNDANTLY  
**Blessed**