



The Special Edition

October 2024



Greetings from the Director...

Happy Fall, Y'all! As the air turns crisp and cool, we embrace the beautiful changes of the season here at the Coop. I hope you're all finding joy in this time of year!

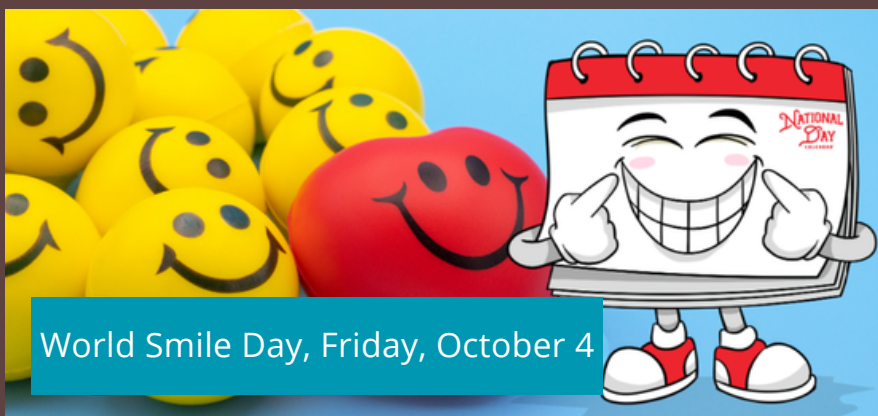
We completed a compliance self-audit, during which we reviewed 16 IEPs for cohort 1 (USD 323 Rock Creek) based on the IDEA/Gifted file review audit questions. Thank you to our assistant director of special education, Teri Bailey-Johnson, on her work completing the file review. Please ensure your teams are regularly discussing these questions during your meetings. It's also important to continue collaborating on IEPs to guarantee accuracy and effectiveness. We are also currently in the midst of the categorical aid audit. I want to give a shout out to Diana Phillips for all her work to ensure that we receive every dollar that we are entitled to in categorical aid.

I'd like to share a few friendly reminders: progress notes must be sent home to families at every grading period for every IEP goal. Additionally, remember that "as needed" is not specific, measurable, or defensible in court, so let's strive to make all goals measurable. Progress reports must be tightly aligned to IEP goals and give specific data that shows progress or lack of progress. Thank you for your hard work and diligence in writing and implementing high-quality IEPs. Our work in special education can be challenging and demanding, but your dedication truly makes a difference in the lives of our students every day.

I am consistently proud to witness the high-quality instruction and services being delivered across our buildings. Kudos to each of you for building a strong foundation that helps all our students have a bright and engaging future.

As we approach Parent/Teacher conferences, let's take this opportunity to connect with families and share the celebrations and growth we see in their children. Also, please check in with families who might be interested in a para position, whether part-time, a few days a week, or even half days.

Remember, you are not alone in this journey. Please continue to reach out to me and our Coop team for support with any challenges you face. We are a strong, united team, and together our collective impact is making a real difference.



World Smile Day, Friday, October 4

Thank you for all you do!

~ Erica



Kudos to...

Megan Clark, Speech Pathologist, and Eden Anderson, SLP Para for USD 323/329, for taking on additional roles and managing the big caseload throughout multiple districts while starting from scratch with part of the position. They are helping the districts out tremendously by taking on the challenge.

Shannon Leitch, teacher at Wabaunsee Elementary School for going above and beyond helping to provide coverage and assistance in the preschool classroom while two staff members have had extended absents due to family circumstances.

Carole Hay, School Psychologist for supporting pre-qualified staff and covering special education staff shortages at WMS.

Suzette McGuire, Transition Coordinator.
for being very helpful at WHS, ensuring that all teachers on the SPED team have everything needed to be successful. She has covered in SPED classrooms through para and teacher shortages. She works very hard to get students placed on job sites and training our paras who support them! Overall a great positive support to our building.

Penny Graber and Sara McCarter, teachers at West Elementary School for serving as the Teacher of Record for two of our Transition to Teach Paras. They are doing a phenomenal job mentoring these two preservice teachers while managing their own challenging caseloads. They are fully committed to the children we serve and lead with love and compassion.

Chris Blanton, para at RCMS for always being willing to go above and beyond to help out the team. He is knowledgeable and quick to lend a helping hand.



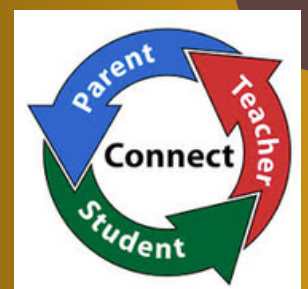
Important Information



- **SCHEDULES** - Please submit your schedules ASAP (Paras included)! Be sure to have student initials on all schedules.
- **RELATED SERVICE PROVIDERS** - Your August, September, and October Daily Service Logs will be due November 1. Please submit them back to back and initial each day, sign with credentials, and date each page.
- **ALL ANNUAL IEPs due by April 11.** IEPs held after April 11 should ONLY be new evals or new move-ins. Be prompt on evals...**DO NOT WAIT** until near deadline.
- **PROGRESS REPORTS** - Progress reporting time is here! Here are some reminders with our progress report requirements:
 - Progress Reports **MUST** be written and sent home **EVERY** grading period.
 - 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 as stated in the IEP **EVERY** grading period.
- Be sure to send Robin any Emergency Safety Intervention paperwork as soon as possible after the incident.

Coop Parent/Teacher Conference Expectations:

- ALL sped teachers and service providers are expected to attend as many conferences as possible.
- Let parents/guardians know when you are available during conferences the week before conferences.
- Check your students' P/T conference schedules w/gen ed teachers to create your own schedule.
- Be sure the office has a copy of your P/T conference schedule. If you are itinerant, be sure each building has a copy of your schedule.
- Attend as many conferences as possible. Yes this a repeat :-)
- Progress Reports **MUST** be done at **EVERY** grading period. Send home a printed IEP Progress Report to the family through email, student delivery (if appropriate), gen ed folder, regular mail, etc. Keep a copy of the progress report on hand with you to refer to during the P/T conf.



All sped teachers and service providers **MUST** put in **ALL** the district required time for P/T conferences. If you are sick, you must submit leave in Skyward. Happy conferencing! This is time well spent in strengthening relationships with students and their families.



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 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.

License Renewal

Is your license expiring? Uncertain?

Please be sure to check your license expiration date!

Begin renewal process as needed ASAP as the process could take longer than anticipated.



Waiver/Alternate License

Are you on a Waiver/Alternate license?

Be sure to provide the Coop the following immediately:

- An **updated signed Plan of Study**.
- Proof of enrollment in class for the 2024-25 school year.
- Unofficial transcript for 2023-24.

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 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 Information



FAQ Regarding Para Pay Codes

Q: How was my 4.2% raise calculated if I am a returning para?

A: Your 4.2% raise is calculated off of your base para rate. (Every para has a base para pay rate that they use to clock in for inservice hours and times when they are not providing Para L & Para B coverage.) This aligns with how certified staff raises are calculated. The raise is based off of their base pay which does not include any stipends or differentials for additional duties.

Q: How do I know when I should be clocking in using the Para L code?

A: You should **only** be clocking in under the Para L code when you are working with a student **for at least half of the day** who you assist with **toileting, diapering, feeding, physical care** or who has **medical needs that require you to provide medical support when you are working with them**. For instance: if the student has seizures and you will be the first line of support should the student have a seizure. Just because a student has a low incidence label, does not mean that you should automatically be clocking in using the Para L code.

Q: How do I know when I should be clocking in using the Para B code?

A: You should **only** be clocking in under the Para B code when you, as an **NCI trained para**, are working with a student **for at least half of the day** who **regularly** exhibits high behavioral needs such as explosive meltdowns, behaviors that injurious to self or others, destroys property, elopement, threatens to harm others, etc, **who is on a behavior intervention plan**.

Q: How do paras get access to the different pay codes?

A: HR/Payroll will only add codes at the direction of the cooperative admin team. Supervising teachers must submit a request to the coop being sure to include the name of the para, the code they are requesting access to and the student with whom the para will be working with. The coop team will review the request, including reviewing the needs of the student, and determine whether the request will be approved or not.

Q: How often are para pay codes reviewed?

A: As per the para handbook, para pay code access will be reviewed in August, November, January, & March of each year. We will be sending out a form later this month (Oct) to gather information regarding the paras who have access to L & B codes and will again review whether the current needs of the students they are working with qualify them for Para L or Para B pay.





Important Information



Para Self-Evaluations

Para Self-Evaluations are due Nov 1st. Here is the link for that document: [para self-evaluation form](#)

Be sure to go through the form and rate yourself on all of the domains, then write at least 1 goal for yourself to work on as a paraprofessional this school year. I know some of you completed this informally already, but we do need to have you fill out this form for our records as well.

We ask that you make sure your goals have a timeline for completion, an observable description of the action/behavior you are wanting to improve, note the setting in which you will be working on the skill, and how you will measure your goal. An example of this would be:

"By the end of the '24-25 school year, I will implement 10 new strategies to positively reinforce student behaviors in the school setting."

Timeline: by the end of the '24-25 school year

Action: implement strategies to positively reinforce student behaviors

Setting: in the school setting

Goal Measurement: 10

Be sure to meet with your supervising teacher after completing your self-evaluation and setting your goal, so they are aware of what you are working on as a personal goal this year in your role as a paraprofessional.

Once completed this can be submitted for 1 hour of para in-service.

Para In-service Stipend

The deadline to submit your request for the Completion of Para In-service Hours stipend for the upcoming pay period is Friday, October 5.

In order to receive your stipend you must have completed all of the required in-service hours assigned to you (10 or 20 hours), submit your completed and signed in-service log, and submit any documentation/certificates that are evidence of your completed hours. We will not be able to accept late submissions (past the Oct 5th deadline) as we have to verify hours and have them submitted to payroll by the district's due date.



Important Information

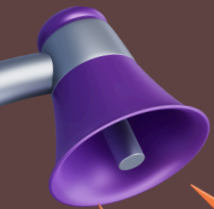


Para Evaluations

Supervising Teachers must evaluate their paras no later than Oct 31st. Here is the link for the Para Evaluation Google Doc: ['24-25 Para Evaluation Form](#)

You will be prompted to "make a copy" when you click on this link. You will hit the blue Make a Copy button. Be sure to save the document with your para's first initial and last name. Be sure to rate your para on each of the domains and include specific notes for each section. You and your para should review your evaluation of them together, and the para should be given the opportunity to make any written statements they would like. **When you have completed your evaluation please make sure you also share it with Jennifer Nider & Teri Bailey-Johnson, so they can print them off for the personnel files here in our office.**

A signature page with the para's signature, supervising teacher's signature, and the building administrator's signature noting they have reviewed the evaluation, needs to be submitted to the cooperative office no later than Friday, November 1st. The signature page can be found here: [Para Evaluation Acknowledgement & Signature Sheet](#)



Do you need a 3-ring binder? If so, please reach out and let us know. We are overrun with them and would be happy to rehome as many as we can.

**IT IS IMPORTANT TO
Check Your Email Daily**



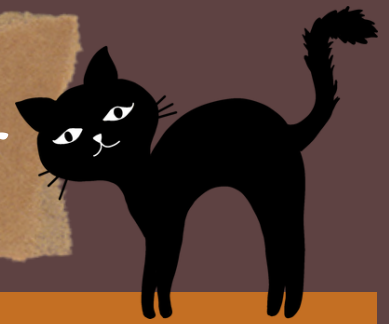
STAY CONNECTED

From Human Resources...
Contracts will be ready mid-October. There will be a tutorial on how to find staff assignments to make sure they haven't missed anything.





Trainings/Conferences



WebKIDSS
Past Inspired. Future Driven

785.221.4653
brian@webkidss.org
www.webkidss.org

Upcoming: Webinars

We have several provider focused webinars coming up in the next few weeks. Make sure to get your providers registered to attend.

Date	Topic	Time
2-Oct	Special Education Services	3:00pm
16-Oct	The Prior Written Notice and Consent	3:00pm

Conferences

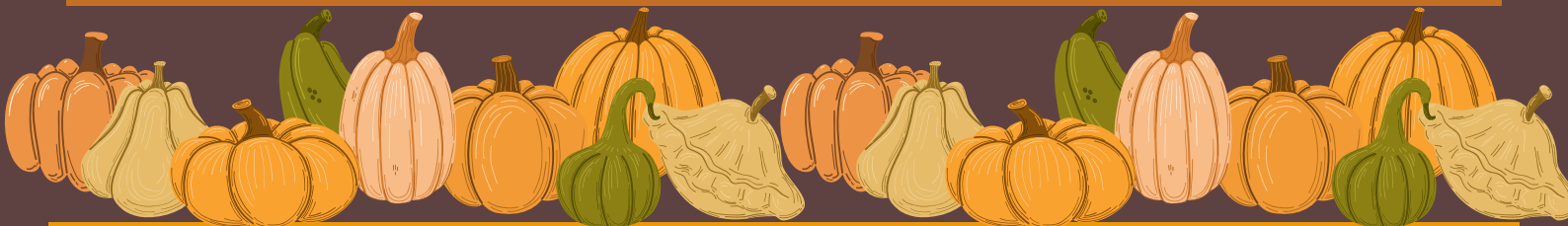
2024 Great Ideas (KSDE Annual) Conference
October 23-25 [Wichita] - [Information & Registration](#)



Vision Symposium

A collaborative event for all professionals, instructional assistances, and braillists who work directly with students with low vision/visual impairments.
November 8 [Wichita] - [Information & Registration](#)

Tri-State Special Education Law Conference
November 7-8 [Omaha] - [Information & Registration](#)



Vision and Hearing Screenings - Reminder for every IEP, the case manager will need to be certain the vision and hearing screenings are current on every IEP. A vision screening is valid for 2 years and a hearing screening is valid for 3 years. Check the vision and hearing screening dates for every student and be sure if a screening is going to be expired by the IEP date you are talking with your team to get those screenings done before the IEP is due. Angie Adams is contracted through the Coop to do hearing screenings for all districts in the Coop. Vision screenings are organized and conducted by each individual district. Please reach out to the Coop if you have any questions about this.



Important Dates/Events

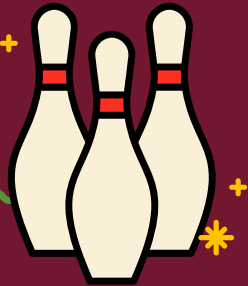


NCI Training Dates

- 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.



Unified bowling is back for year 2! Here is the list of our current meets and times. Please come and support our team!

- Wednesday, October 16 - 2:30 @ Lincoln Street Lanes
- Wednesday, October 23 - 2:30 @ Lincoln Street Lanes
- Thursday, October 31 - 2:30 @ Lincoln Street Lanes

Child Find Screenings

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





SPIRITABILITIES 2024-2025 PERFORMANCE SCHEDULE:

- Monday, October 7 – Clinic Performance at JV Football Game
- Friday, January 17 – Clinic Performance at Varsity Bball Halftime



Fun October Facts

- Birthstones - Opal and Pink Tourmaline
- Birth Flowers - Cosmos and Marigolds
- The owl is the bird of the month of October. 
- Americans spend over 3 billion dollars on candy at Halloween.
- The first Jack-O-Lantern was carved out of a turnip.
- Finding a spider on Halloween night is considered good luck. 





Celebrations



October Birthdays

- | | |
|-----------------------|----------------------|
| Theresa Pettay - 3 | Lacie Young - 4 |
| Erin Hudson - 5 | Julie Roggenkamp - 5 |
| Courtney Minton - 8 | Nicole Thomas - 10 |
| Desiree Hulett - 11 | Elizabeth Scott - 11 |
| Kathy Chicora - 15 | Reade Wohler - 16 |
| Lindy Calahan - 16 | Melissa Nelson - 17 |
| Andrew Morgan - 21 | Gracie Huff - 23 |
| Karie Bauer - 24 | Annie Frank - 27 |
| Tiffany Andersen - 31 | Heather Groneman -31 |

**October is Physical Therapy month!
We ♥ our PT! A BIG SHOUT OUT and THANK YOU to Tara Roberts!**



MAKE A DIFFERENCE DAY
NATIONAL DAY OF DOING GOOD

Saturday, October 26

This annual day of service is a reminder to make a positive impact on communities through acts of kindness, volunteer work, and community service projects. The idea behind Make a Difference Day is to show that anyone can make a positive impact on their community, no matter how big or small the action.



Encouragement

