

## THE SPECIAL EDITION

## Important Dates

LETRS

18

# Getting Closer!

As the end of the year approaches (quicker than you think), there are going to be lots of deadlines coming up. Please make sure you are watching out for **ALL** released deadlines and as they are posted, you are placing them on your calendars.

Timely submission of things is going to get more and more important as the year comes to a close and staying as on top of things as much as possible will help make sure check outs go smoothly and quickly for everyone at the end of the year. The best way to accomplish this goal is to:

- make sure you are getting everything in on time
- reading all information put out (even if it doesn't seem applicable at first, there's a good chance that if you're getting the email, it applies to you)
- if you have any questions, let us know so that any issues can be resolved early on

We should be letting everyone know what the last day for IEPs will be within the next few weeks. This date (sometime in April) will be the date for all IEPs to be completed and turned into the Coop for review, including any scheduled to take place in August of the 19-20 school year.

## Inservice Logs

Para inservice logs are due to the Cooperative office on Friday, 3/29/19. Logs should be complete, signed by the para and supervising teacher, and include certificates/ documentation of hours.

## ESY SERVICES

Please make sure, that when writing the ESY section in IEPs, that all services and service lines match up to what is being recommended by each provider. ESY is a team decision and everyone needs to be involved when making decisions as to what service(s) and how much time is needed during this time. Please let us know if you have any questions. Thank you!

# Happy Birthday!

## February

**Maureen Sawtelle**

**1**

**Morgan Milham**

**4**

**Diane Owens**

**6**

**Kelsey Finke**

**8**

**Kim Nelsen**

**14**



## Related Service Providers

The Medicaid Replacement Aid Window opens Friday February 22, 2019 and goes through Friday, March 8, 2019.

We never want to see any of our amazing staff leave us, but sometimes we have to remember the age old saying....sharing is caring. Below is some info regarding resignations for certified staff that fall under the negotiated agreement. **If you should have any questions, please contact Kati Wolfgang at [wolfgangk@usd320.com](mailto:wolfgangk@usd320.com).**

### **THIS ONLY APPLIES TO THE CERTIFIED STAFF FALLING UNDER THE NEGOTIATED AGREEMENT!**

As a reminder, the negotiated agreement allows for an incentive payment to be paid out for staff under the negotiated agreement who turn in a formal resignation letter (effective the end of the school year). *This verbiage below can be found on **page 17, letter E.** of the negotiated agreement (located at [www.usd320.com](http://www.usd320.com)).* Payments referenced below will be made ONLY after a formal letter of resignation is received in the district office and after the BOE has formally approved the resignation at a BOE meeting.

**E. Teachers who submit an early resignation from USD 320, effective the end of June, shall receive the following incentive:**

**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.**

# Meetings

<u>Who</u>	<u>Time</u>	<u>Date</u>
Speech	8:30 - 10:00	2/13
OT/PT	2:30 - 3:30	2/13
Psych/Social	11:30 - 3:30	2/15
Early Childhood	8:30 - 10:00	2/22
Superintendent's	8:30 - 10:00	2/27
Transition	8:30 - 9:30	2/28

\*\*\*\*Meeting dates and times are subject to changes and cancelations. Please watch for emails with any changes. If you have questions about a meeting, please contact the Coop. Thank you.\*\*\*\*

**Happy  
Valentine's  
Day!!**