



NOVEMBER 2023

The Special Edition

A Message from the Director

Hello Coop Family!

It's November and Thanksgiving is just around the corner! As I take time to reflect on all that I am grateful for, the progress our students are making in all areas of their lives while learning with you is top on my gratitude list. The growth and positive changes we witness daily in our students are the direct result of your tireless efforts as you navigate and persevere through challenges we face today. I am grateful for you, your exceptional work and your passion for being the difference for our students. Each one of you is key to our success as a Coop team!

As I am in and out of classrooms, I am reminded of the countless hours you spend crafting meaningful lessons and writing IEPs that target goals to meet the specific learning needs of our students. The environment you have created in your classroom allows our students to feel valued and supported in their learning. As we move forward, we continue to build on the successes we have collectively achieved. My heartfelt gratitude is with you, not only in November but throughout the entire year.

I am wishing you a restful Thanksgiving break filled with joy, time with your family and friends, and lots of delicious food!

With gratitude....Deb

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 all to review and implement as required by the law. If you have any questions, please reach out to us at the Coop. Have a great weekend!

We are excited to welcome Head Start back to the Wamego area!

Their new center will be located inside the First Baptist Church of Wamego at 1911 Grandview Drive. This center will serve students throughout Pottawatomie County. Lauren Wolfe, center director and classroom teacher, states that they plan to open sometime in December. They currently are working through their application list for licensure and are hoping to have a full classroom of 17 students upon their opening date.

Lauren says many updates have been made to the facility and playground to provide a great environment to serve preschool aged students. She is excited about the additional opportunities that Head Start will be able to offer families in the Pottawatomie County area, and looks forward to meeting all of her students and their families. The Coop provides special education services to students that attend a split day program with head start and our preschools.

You can contact Lauren at 785-742-2222 Ext. 116 with any questions you may have about the program and their enrollment process.

USD 320 Preschool Transportation

We are excited to announce transportation is now being provided to all of our preschool students in USD 320! Transportation should only be added to an IEP to provide specialized accommodations such as wheelchair and/or para support for a student on the bus.



Wamego Unified Bowling Team

Wamego's Unified Bowling Team has been putting in practice at the Lincoln Street Lanes for the past 4 weeks. Several of our students have been making strides in their bowling game. In this little time we have grown as a team. Raylynn has really stepped up and been the big sister on the team. She's been there emotionally and physically for the team. All students have continued to improved every week. I can't express how much the energy increases when they're in the room. The teams motto is "one better than none." ~ Coach Ryan



Welcome back Stephanie Hegarty, Transition Coordinator

I am happy to be back with the Coop in a supporting role. I'd been retired for two years, but when an opportunity came along to work with Wamego Special Services Coop students and their teachers, that could accommodate my part-time work request, I was excited to jump back into the education world. I will assist with the transition section of the IEP, but I am also available to help with self-determination, life skill and job skill activities that can occur in the classroom, school, or community. Also, I can assist students and families with resources.

Another role I have taken on is to be part of the Job Olympic Planning Team, and I am happy to announce that we have chosen March 6, 2024, as the date for our Job Olympic event in Manhattan at the K-State Recreation Center. Even in the short time that I have been in my position, it is very clear that replacing Mrs. Weigers is a daunting task. I wish her the best as she moves on to another adventure in her teaching career, and I will do my best to follow the example that she set. Feel free to contact me at hegartys@usd320.com.

Need ideas for possible goals and/or interventions? Check out these links to help brainstorm ideas for how to meet the specific needs of your students!

(Disclaimer: These resources can be used as idea generators, but please make sure you are writing the goals individualized to meet your student's specific needs)

[School Psych Toolbox](#)

[Jill Kuzma's SLP Social & Emotional Skill Sharing](#)

[PBIS World.com](#)

[Magic School AI](#)

Due to the Thanksgiving holiday, all buildings/offices will be closed November 20-24. We are so thankful you are a special part of the Coop family! Enjoy your time with your family & friends! Have a HAPPY THANKSGIVING!



Special Education 101-Understanding How it Works for Kids and Families - Virtual

November 16, 2023 ~ 3:00-4:00 pm ~ FREE (must register)

An explanation of how Special Education Services are accessed and utilized by public school students. The difference between General Education, Special Education, and General Education with accommodations will be addressed, as will post-secondary services and the purpose of related services. Alphabet soup will be defined.

Presented by: Svetlana Hruda

BS in Education from Cornell University; MS in Special Education from Bank Street College of Education; certified special education teacher, Kansas; certified registered therapeutic riding instructor, PATH (Professional Association of Therapeutic Horsemanship) International Level Two certified Centered Riding Instructor; Reiki Master Equine Specialist in Mental Health and Learning, PATH International; Certified Brain Injury Specialist from the Brain Injury Association of America; Transitional Living Specialist, Kansas.

Click [HERE](#) to register. If you do not have a Greenbush account you will need to set one up to register for the event!

PARA TRAINING OPPORTUNITIES!
Mark your calendars for Para Trainings!

February 12 @ Rock Creek ~ 8:30am-12:00pm for USD 323 paras

February 19 @ Wamego ~ 8:30am-12:00pm for USD 320 and USD 329 paras

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.

Kansas Alternate Early Literacy Screener for KDG-3rd graders

This screener is an alternate to your district level assessments such as Fastbridge/Dibels/etc, for those students with complex learning needs.

- All students must take a district level assessment or an alternate assessment in place of the district level assessment.
- If a student can take your district assessment and you can gain information from that to guide your instruction they should be taking the same district level assessment as their peers. If that is not the case, then your team will consider the Kansas Alternate Early Literacy Assessment Screener.
- The Literacy Screener is an observation based tool, in which students will be rated within the rubric continuum based on their ability to do a skill with 80% accuracy. This tool does not require any additional "testing time" or "prep time" to assess students.
- Each grade level of the screener is made up of 4-5 different rubrics. All rubrics should be completed for the grade level. Even if you do not think your student will be able to do the skill, please make the least dangerous assumption and provide them with the opportunity.
- It is recommended that each student is assessed during your district testing windows that are already established. Fall, Winter, & Spring
- Spring is the only data that district test coordinators will report to the State on.
- The Alt Literacy Screener is aligned with the Essential Elements, which are used for the state DLM assessments. This makes for a great transition to students who will be taking the DLM in the future. Here is a link to those Essential Elements and how they can guide instruction.

Essential Elements Data K-2 Essential Elements Data 3-10

- The information gained from the Alt Literacy Screener can be used to guide IEP goals.
- The decision as to whether or not a student should take your district's assessment or an alternative, is an IEP team decision. Here is a link to guidance as to how to make these decisions, which includes a rubric your team can complete. **IEP Team Resource: Making Decisions About Who will Participate in the Alternate Assessments.** This resource guide can be used for both district and state level assessment decisions. (For those students who do not have IQ testing or Adaptive Skills Ratings information you can disregard that specific item when making those decisions, and just focus on the rest of the items to guide your decision.)
- This is a part of the IDEA & Gifted File Reviews. Moving forward, now that the state has provided an alternate screener for literacy (they are working on getting something together for math) they will be focusing more attention to this item during their reviews of our IEP files.

The tool itself is linked here: **Kansas Alternate Early Literacy Screener**

A powerpoint presentation about the assessment is available at this link:

KS Alt Early Lit Screener. There is also a **KS Alt Early Literacy Screener Webinar**

for your viewing pleasure.



If you have any questions, please do not hesitate to reach out to your district test coordinator or us for assistance. We are happy to visit with you more about this if you have additional questions.

Wamego Spirit 2023

The Wamego High School Cheer team sponsored a cheer clinic overseen by WHS Head Cheer Coach Aubrey Brown. Participants have been performing at various sporting events. The next performance will be Tuesday, January 9 @ the Varsity Basketball Halftime. The final clinic showcase will be 4:00-5:00 pm, Sunday, March 3.
A HUGE THANK YOU TO AUBREY BROWN FOR MAKING THIS POSSIBLE!



Dyslexia Handbook

Here is the link to the new KSDE dyslexia handbook.
[Kansas Dyslexia Handbook](#)

You can also add that additional information and resources can be found on the [KSDE Dyslexia Page](#).

NEW MEAL REIMBURSEMENT RATES FOR TRAVEL CONFERENCE DAYS:

- New rates: Breakfast = \$10, Lunch = \$13, Supper = \$25
- Receipts **MUST** be itemized for reimbursement
- Alcohol **CANNOT** be on the receipt submitted for reimbursement - It must be a separate check

Give Thanks

ALL HANDS ON DECK NEEDED FOR ALL IEPs!

Each member of the IEP team **MUST** thoroughly review the IEP **BEFORE** we sit down to the table with the family. We need to have high quality polished documents. Each team member should review the IEP to determine: Is all info accurate and up-to-date with current evaluation data and present levels? Do we have accurate pronouns? Are all the goals SMART and measurable? Are the service lines accurate? Are all dates accurate? Do we have high quality descriptions of skills based on data? Do you see **"As needed"**? **"As needed" should NEVER appear in the IEP as it is not specific and measurable.** Are all progress reports completed and sent home with updates that align tightly to the IEP goal for EVERY GOAL for EVERY reporting requirement? Each and every IEP **MUST** meet ALL criteria for compliance at the STATE and FEDERAL levels. This can be accomplished when teams work together to carefully create and review the IEP with ample time to allow for document completion and revision with best effort that will meet compliance with 100%.

Education Advocates

- *If you have a student in foster care, you **MUST** determine who the education advocate is. This is the person with legal rights to make decisions about education for the student.
- *Many times an education advocate is appointed and is **NOT** the foster parent(s).
- *The ed advocate **MUST** be invited to the IEP meeting, receive NOM, and progress notes.
- *Call the foster case manager OR Darla Nelson-Metzger at 785-233-4777 to see if there is an ed advocate appointed to your student(s) in foster care.

TASN WEBINAR TRAINING

Dynamic Learning Maps

Training Webinars:

3:00 - 4:00 pm

December 7, 2023

February 8, 2023

April 11, 2023

PLC is not available on 12/7, 2/8, 4/11. Depending on group size, the Coop Conference room is available.

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>

NCI TRAINING DATES

Friday, January 5 - Initial, 8:00am-3:00pm - PLC Bldg.
(1 hour lunch break on your own)

Friday, March 22 - Initial or Refresher as needed - PLC Bldg.

NEW TEACHER TRAINING DATES

Tuesday, December 12, 2:30-4:30pm - PLC Bldg.

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, December 1 - Wabaunsee Elementary School

Friday, January 19 - St. George Elementary School

Friday, March 22 - Wamego, Trinity Baptist Church

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

DLM INFORMATION

- **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 9/11/23 through 12/22/23.

Medicaid Logs

Quarterly due dates for 2023/24 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)

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). If you have items to donate, please bring them to the Coop.

Notice of Meeting:

*Parents/guardians/ed advocate

MUST have a 10 day notice of an IEP meeting!

*Notice of Meeting (NOM) MUST go out to the parent/guardian/ed advocate BEFORE the meeting by email, snail mail or home with student. **NOT BY PHONE! This is the LAW, not a suggestion.**

*Waiving the 10 day notice is to be done only in emergency situations.

*Creating documents and back dating forms is falsification of data!

*Related service providers MUST be included in the scheduling process and listed on the NOM by position, not by person. DO NOT send NOM to providers without them being part of the planning.

Leave Reminder for Paras

Paras must take any available leave they have before taking Leave Without Pay (LWOP). When paras have used all other eligible leave and they need to be gone, they must submit LWOP. Please be monitoring to be sure this leave is submitted as needed. Attendance issues should be addressed immediately before it becomes a chronic issue. Please reach out to Jennifer to share any concerns as soon as they arise.

Special Education Transportation:

- Transportation is a related service just like speech or OT/PT.
- Sped Transportation is based on need and not convenience to a family.
- Transportation services and a bus aide CANNOT begin until it is written into the IEP first.
- Must write in rationale for transportation based upon exceptionality and why and how that drives a need for sped transportation.
- You **MUST contact Mary immediately** when adding transportation and/or a bus aide.

2nd Parent Information

***Both** parents must be invited to the IEP IF parental rights are intact.

*Document all efforts to reach both parents in staffing summary each year.

*Efforts can include: Check PowerSchool, Check Cumulative File, Ask Custodial Parent.

*If parental rights are severed, there should be legal documentation in the cumulative file and note this in the staffing summary.

*Even if a custodial parent says the other parent is not involved or does not have parental rights, we still have the obligation to confirm this with legal documentation and document our efforts.



The December 1 Count is Coming!

Thursday, December 1 is quickly approaching! This date has a **BIG** financial impact for us in special education. The special education December 1 Count student data is required to fulfill state and federal reporting requirements.

- Students with incomplete IEPs, expired IEPs/Evaluations or those that are not receiving special education services on or before December 1st **WILL NOT** be counted! This results in lost funding. It is critical **ALL** meetings are held on time and paperwork is completed in a timely manner and to meet the December 1 deadline.

What does that mean for case managers? Case managers must:

- Finalize all new and move-in IEPs including completing all pending HATS packets that are out as this data is needed for our report.
- Be sure any new sped services are in place by December 1.
- This is most pertinent to new placements and move-in IEPs.
- If IEPs are in place by this date and services are going, you do not do anything different with annual IEPs that are due after the December 1 count.

Waiver/Alternate License

Are you on a Waiver/Alternate License? **If you have not provided the following to the Coop, please do so IMMEDIATELY!**

- An ***updated university signed Plan of Study***.
- Proof of enrollment in class for the 2023-24 school year.
- Unofficial transcript for 2022-23.

Parental Rights in Native Language

All parents, guardians and ed advocates must be given a copy of their parental rights in their native language. Be sure to provide that to the family either electronically or a paper copy. This is not a suggestion, this is the LAW. You will need to check the box on the bottom of the Staffing Summary to indicate parental rights were given in their native language. Also, be sure to have parents, guardians, ed advocate sign on the signature section of the IEP that they were provided parental rights in their native language. In the Staffing Summary use the verbiage "Parents, guardians and/or ed advocate was given a copy of the Parental Rights in their native language." DO NOT use the word "offered" as we need to show that the rights were given. If the family chooses to leave the parental rights packet on the table, that's ok. They were still given a copy of their rights and they can choose to decline the copy.



The University of Kansas Transition to Postsecondary Education (**KU TPE**) is a two-year undergraduate certificate program for KU students with intellectual and developmental disabilities.

Our Fall 2024 application period is open and the early application *deadline is January 1, 2024.*

We are hosting a KU TPE Jayhawk Info Night at Manhattan High School in Manhattan on Wednesday, November 15 at 6:30 p.m. to share information about KU TPE and answer questions. The event is free and open to anyone who wants to learn more about KU TPE.

Registration is required. [Visit our website](#) for more details and to register.

Students in TPE are fully included and:

- Take KU courses for credit.
- Participate in student clubs and organizations.
- Live in KU student housing (optional).
- Participate in paid and unpaid career internships.
- Earn a KU undergraduate certificate.
- Participate in KU graduation.
- ... and much more!

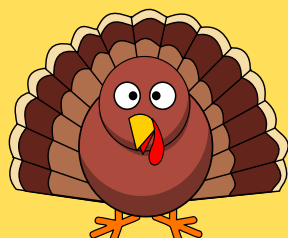
We want to meet you! Attend a KU TPE Jayhawk Info Night or Zoom to:

- Meet KU TPE staff
- Learn more about KU TPE
- Hear from KU TPE graduates and families
- Get your questions answered

If you have any questions, please contact us at kutpe@ku.edu.



Building skills for a lifetime with Mrs. Stuhlsatz and Ms. Laurie.






Happy Birthday

November

Kaylie Kordyak - 3	Jan Heersink - 5
Kathleen Shepard - 9	Deanna May - 12
Megan Clark - 12	Karla Thomas - 13
Julie Meinhardt - 14	Olivia Garrett - 16
Justin Smith - 18	Kelsey Reynolds - 24
Saige Halseth - 26	Tyler Hepner - 27
Aggie Hansen - 28	Doug Davidson - 29



**Happy National School
Psychologist Week
November 6-10, to our
AMAZING school psychs:**


**Wayne Gros
Carole Hay
Trevor Keller**

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



Even in the chaos of everyday life, moments of gratitude remind us to hold on to the good things.



"When we focus on our gratitude, the tide of disappointment goes out and the tide of love rushes in."

Kristin Armstrong

Gratitude turns what we have into enough, and more."

— Melody Beattie



Express gratitude for the greatness of small things.



“Be present in all things and thankful for all things.”

Maya Angelou

grateful
thankful
blessed



At times, our own light goes out and is rekindled by a spark from another person. Each of us has cause to think with deep gratitude of those who have lighted the flame within us.



“Never let the things you want make you forget the things you have.”

THERE IS
always, always,
ALWAYS
something
to be thankful for

HAPPY
THANKS
GIVING

