

# The Special Edition



October 2023



Greetings Coop Family!

Happy Fall Y'all! The air is crisp and cool as we enjoy the beautiful change in season. At the Coop we are busy gearing up for a compliance self-audit. We will pull 25 IEPs to review based on the IDEA/Gifted file review audit questions. Be sure your teams are reviewing these questions together regularly during your team meetings. Also, be sure to continue to review IEPs together as a team to ensure accuracy. **Some friendly reminders: progress notes MUST go home to families at EVERY grading period for every IEP goal; "as needed" is not specific, measurable or defensible in court, and please be sure all goals are measurable.** THANK YOU for your hard work and diligence in writing and implementing high quality IEPs. Our special education work is challenging, demanding and ongoing. You all continue to rise to the challenge and our students are better because you are in their life on the daily.

I am proud to see all of the high quality instruction and services on the regular in special education throughout our buildings. KUDOS to you for building a strong foundation for all of our students to have a bright and engaging future. Parent/Teacher conferences are just around the corner and this is a great opportunity for us to connect with our families to share celebrations and growth we see in their child(ren). As you are visiting with families, please be sure to check in with those that might possibly be interested in a para position even if that's part time, a few days, or some half days.

Continue to reach out to me and our Coop team to support you through any challenges you are facing. You are not alone, we are here as a strong and united team to lean on one another. Our collective impact is making a difference. THANK YOU for all you do!

~Deb

## PROGRESS REPORTS

Progress reporting time is here! Here are some reminders with our progress report requirements:

- 1st Quarter Progress Reports must be completed and entered by:
  - USD 320 - October 16 by 8:00 am
  - USD 323 - October 17 by 8:00 am
  - USD 329 - October 16 by 8:00 am

(We will be checking progress reports on these days as part of our corrective action plan we are under due to IDEA file review.)

- Progress reports must be completed for **EVERY goal for EVERY quarter**.
- Progress reporting measures must use the same measure of criteria that the goal is based on.
- Progress reports must be provided to parents **EVERY quarter**.

## Items Needed

We are in need of some “gently used” items for our Life Skills Class: microwaves, toaster ovens, manual carpet sweepers (no noise, no plugs). If you have items to donate, please bring them to the Coop.

## Medicaid Logs

Quarterly due dates for 2023/24 School year are as follows:

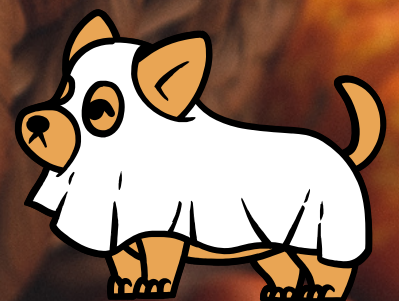
**November 1** (August, September, October)

**January 8** (November & December)

**March 18** (January, February, March 8)

**May 24** (March 18-May 21)

## Accessing shapes with assistive technology.





- 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.

THANK  
YOU

Thank you to  
all staff for the extra effort in  
getting new placements  
added for building Sept. 20  
counts!

## TASN WEBINAR TRAINING

### Dynamic Learning Maps

#### Training Webinars:

3:00 - 4:00 pm

October 12, 2023

December 7, 2023

February 8, 2023

April 11, 2023

### Early Literacy Instruction

#### for Students Taking the

DLM Webinars:

3:00 - 4:00 pm

October 5, 2023

October 19, 2023

The PLC building has been reserved if you want to get a group together to attend the training sessions.

*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>

## Prior Written Notice (PWN)

### Box #2 Explanations

This is a reminder about what is required to be entered on the Prior Written Notice (PWN) in box #2 explanation of why the action is proposed or refused:

#### ***Required when applicable:***

information stating that the team is recommending Extended School Year (ESY) services; additions, deletions or changes to accommodations/modifications; additions, deletions or changes to the positive behavior support plan; and information about supports for school personnel.

***\*\*No longer required:*** explanation of changes to services during home-based/remote learning.

## 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 Mary Bates so she can resend it to you. If you have any questions or problems, also contact Mary at the Coop.

[RMTS Memo](#)

[RMTS Avoiding  
Follow-up Questions](#)

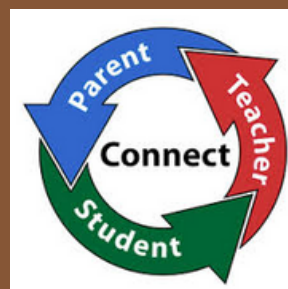
## KSDE IDEA/Gifted File Review Compliance Conference



Lunch time with Mr. Doug!

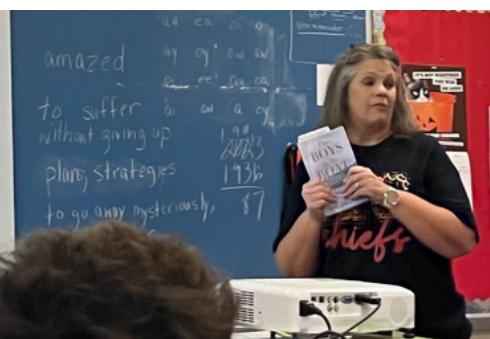
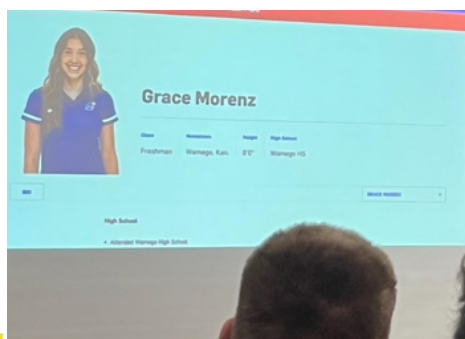
## Coop Parent/Teacher Conference Expectations:

- Parent-Teacher conferences are upcoming. 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 QUARTER**. 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.

Connecting to literature through our local legends with Ms. Garetson.





# IMPORTANT INFORMATION

## 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, October 10, 2:30-4:30pm - PLC Bldg.

Tuesday, November 7, 2:30-4:30pm - PLC Bldg.

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.**

## REGIONAL IEP TRAININGS

Here are some upcoming high quality IEP training sessions if anyone is looking for a refresher.

Wichita – October 18 – [Registration](#)

Topeka – October 31 – [Registration](#)

Salina – November 9 – [Registration](#)

This focus for this IEP workshop is on legal compliance of IEPs and building confidence in writing and answering questions about IEPs. This workshop will touch on the basics of writing an IEP and deepen the understanding of the legal requirements to enable the development of legally compliant and meaningful IEPs.

### Learning Objectives

- Will be able to describe where to find answers related to IEP questions in the Kansas Special Education Process Handbook
- Will be able to evaluate IEPs for legal compliance and meaningfulness based on guidance of the Kansas Special Education Process Handbook
- Will be able to create meaningful and legally compliant IEPs.

## 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 2023-24 school year.
- Unofficial transcript for 2022-23.

## ALL Annual IEPs Due by April 14!

- IEPs held after April 14 should ONLY be new evals or new move ins.
- Be prompt on evals...**DO NOT WAIT** until near deadline.



## IMPORTANT REMINDERS

- **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 to Mary. Please do not print/copy them back to back and initial each day, sign with credentials, and date each page.
- On all Sped paperwork, **DO NOT** precheck consent items for parents! Only parents can give consent. Be sure to have parents check the box **AND** initial beside their check mark.

**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. Deb Lind 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.

## Para Information

### Para Service Time:

- Paras work bell to bell **UNLESS** Attendant Care is written into the IEP for before/after school and/or during lunch support.
- Para time can only be added if a student has need documented by data, the team agrees and the IEP is amended with parent/guardian/ed advocate signature.
- All added para service time must be approved by Deb before it is added! A new para schedule must be submitted to Jennifer Nider.

### Reminders:

- If a para's schedule changes for any reason with increased/decreased time, you must submit a new para schedule to Jennifer Nider.
- If you have paras that have Para L and/or Para B time, be sure you are carefully checking that they are clocking in/out correctly with each job code as intended prior to finalizing each week's approval.
- **PARA EVALS** - Evaluations for new paras and "new to the position" paras are due to Jennifer at the Coop by Tuesday, October 31. Paras have the option of completing a self-evaluation using the same rubric if they would like to.

### Para Applications:

- Para referrals for hiring must be submitted by the building principal to Courtney Carpenter [carpenterc@usd320.com](mailto:carpenterc@usd320.com), Kathryn Mayfield [mayfieldk@usd320.com](mailto:mayfieldk@usd320.com), Jennifer Nider [niderj@usd320.com](mailto:niderj@usd320.com).
- Para applications that are sent to building teams by Jennifer are not vetted nor have references been checked. References must be checked by building team that is recommending the candidate for hire.



# October marks National Disability Employment Awareness Month (#NDEAM)

A time to celebrate the contributions of workers with disabilities and promote the importance of a diverse and inclusive workforce.



## Putting ABLE to Work

ABLE accounts can play a crucial role in promoting financial security and independence for individuals with disabilities in the workplace. Here are some key benefits:

- **ABLE to Work:** If the individual with a disability is working, the person can contribute up to an extra \$13,590 more every year to an ABLE account (a maximum of \$30,590 per calendar year).
- **Tax Advantages:** Contributions to ABLE accounts are made with after-tax dollars, and earnings grow tax-free. Withdrawals for qualified disability-related expenses are also tax-free.
- **Asset Protection:** ABLE accounts are financial tools built specifically for people with disabilities, which allow them to save and spend money while protecting their public benefits such as Medicaid and SSI.
- **Financial Spending & Flexibility:** Money spent from an ABLE Account should relate to the disability, and help maintain or improve health, independence, or quality of life.

## How ABLE today Can Collaborate with Employers

Employee Resource Groups (ERGs) and Business Resource Groups (BRGs) play a vital role in fostering accessibility, inclusivity, and diversity within organizations. ABLE today is excited to offer our expertise and support to your ERG/BRG meetings during NDEAM and beyond.

Our ABLE today team is available to provide free education and outreach to employers, ERGs and stakeholder organizations:

- **Virtual or In-Person Educational Sessions:** Our ABLE today team and ABLE programs can deliver engaging (virtual or in-person) workshops on the benefits of ABLE accounts, providing valuable information to employees with disabilities, caregivers and their allies.
- **Q&A Sessions:** Our ABLE today team and ABLE programs are available to answer question and provide guidance on how ABLE accounts can be incorporated into your company-wide DEIA strategy and act as a workplace benefit.
- **Customized Resources:** ABLE today can provide tailored resources and materials for your ERG/BRG, testimonials helping employees make informed decisions about their financial futures.

## Join Us for our Next National ABLE Employer Webinar with SHRM

*Throughout the country, businesses are prioritizing diversity, equity, inclusion, and accessibility (DEIA) in the workplace. And that means attracting, retaining, and supporting employees with disabilities and their caregivers.*

**Wednesday, October 25th @ 2pm EST**

Educating employees about ABLE accounts and offering ABLE account benefits is an excellent way to promote disability inclusion and recruit new talent.

As part of our ongoing commitment to promote ABLE Accounts as a DEIA tool for employers, ABLE today and Society for Human Resources Management (SHRM) are teaming up to co-host a national webinar, “ABLE Accounts: A DEIA Tool for Employers and Their Employees”.

**Please join us** on Wednesday, October 25th @ 2 pm EST. This event is exclusively for DEIA and Human Resource (HR) professionals as well as ERGs/BRGs.

[Register for the Webinar](#)

The webinar will cover the following:

- The benefits of ABLE accounts and how these accounts can support people with disabilities, their families and their caregivers;
- How ABLE accounts can be incorporated into your company-wide DEIA strategy and act as a workplace benefit; and
- Ways employers can offer ABLE account benefits in a workplace to promote disability inclusion and recruit new talent.

[Register for the Webinar](#)

## U.S. Department of Labor's ODEP #NDEAM Resources

ABLE today is proud to support the work of U.S. Department of Labor's Office of Disability Employment Policy (ODEP) during NDEAM and throughout the year. Earlier this year, ABLE today teamed up with SHRM and ODEP to launch the 2023 **Disability Inclusion Pledge** to give HR professionals and business executives the tools they need to build better workplaces for disabled workers. Taking our #PledgeInclusion is one way to advance DEIA in your place of employment as well as educate your workplace about the National ABLE program.

For additional NDEAM resources, you can visit **ODEP's webpage** for a comprehensive list of disability employment resources.

## Schedule an ABLE Presentation for your group today!

To schedule a presentation about the benefits of ABLE accounts, please contact us at [sara@abletoday.org](mailto:sara@abletoday.org) or [visit our website](#). Thank you for joining us in celebrating NDEAM and for your commitment to creating an inclusive and diverse workplace. Together, we can make a difference.



# Happy Birthday



## OCTOBER BIRTHDAYS

Theresa Pettay - 3  
Julie Roggenkamp - 5  
Erin Hudson - 5  
Courtney Minton - 8  
Linda Rezac - 9  
Nicole Thomas - 10  
Desiree Hulett - 11  
Kathy Chicora - 15  
Lindy Swart - 16  
Reade Wohler - 16  
Melissa Nelson - 17  
Pam Hendricks - 22  
Gracie Huff - 23  
Annie Frank - 27  
Cristi Wiegers - 27  
Ryan Willbanks - 29  
Tiffany Anderson - 31

**October is Physical  
Therapy month!**

**We ♥ our PT! A BIG  
SHOUT OUT and  
THANK YOU to Tara  
Roberts!**



**PHYSICAL THERAPY**  
*Improvement  
Takes Movement*

# FAMOUS QUOTES



"I alone cannot change the world, but I can cast a stone across the water to create many ripples."

-Mother Teresa

"Well done is better than well said."

-Benjamin Franklin

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

-Anne Frank



"Be yourself; everyone else is already taken."

-Oscar Wilde

"The best and most beautiful things in the world cannot be seen or even touched - they must be felt with the heart."

-Helen Keller

"It is still best to be honest and truthful; to make the most of what we have; to be happy with simple pleasures; and have courage when things go wrong."

-Laura Ingalls Wilder

"Leave nothing for tomorrow which can be done today."

-Abraham Lincoln



"You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose."

-Dr. Seuss

"Spread love everywhere you go. Let no one ever come to you without leaving happier."

-Mother Teresa

"You must be the change you wish to see in the world."

-Mahatma Gandhi