



CKCIE NEWSLETTER

CKCIE MISSION STATEMENT AND ORGANIZATION

The mission of the Central Kansas Cooperative in Education (CKCIE) is to provide specialized instruction to identified special education students with diverse learning needs and abilities. This mission is accomplished through partnership and collaboration with families and general education staff members by providing a continuum of services in the least restrictive environment (LRE).

USD 305 is the sponsoring district for the 12-member special education cooperative. CKCIE's constitution and bylaws direct the Board of Control (BOC) activities. The BOC is made up of each of the 12 district superintendents and an additional board member from USD 305, the sponsoring district.

Note from Executive Director

Hi everyone!

I sincerely hope that your year is off to a great start. I certainly understand the unusual nature of this school year and the uncertainties we have all faced. Thanks so much for keeping your eyes on what is important....student learning! If we can make the year as normal as possible for the kids, they will take great comfort in that and, in turn, learn in the process.

It is hard to believe that we have already finished a quarter of the school year and heading full steam ahead toward Thanksgiving and Christmas time. This is a great time to reflect on how we help kids learn, on what is important in life and to think about the many things we can be thankful for every day. Reflection is an important part of growing as individuals. Please know, that from my perspective, what you do to teach and help kids learn/grow is the most important job in the world! With that being said, please take time for your families as well. Family does come first and it is important to treasure your time with them.

Happy Holidays!

Mike Lowers

SPECIAL NOTE:

The CKCIE Hageman Office will be closed to the public from December 21, 2020 to January 1, 2021. We have added a drop box at the front of the building for dropping off paperwork during this time.

Student Confidentiality

Maintaining the confidentiality of student information and records continues to be a major focus for the staff members of CKCIE. Again this year, a confidentiality presentation and quiz were included in our annual presentation of blood borne pathogens, anti-bullying and harassment. Thanks so much for your focus and effort to maintain confidentiality for our students and parents!

Part B IDEA Indicators: State Performance Plan/Annual Performance Report

Each year, CKCIE is rated and our performance is driven by a number of performance and compliance indicators as established by KSDE. Here are the indicators that we strive to meet:

1. Graduation: Percentage of youths with an IEP graduating with a general education diploma.
2. Drop Out: Percent of youths with an IEP dropping out.
3. Statewide Assessments: Participation and Performance.
4. Suspension/Expulsion: Rates.
5. Placement of Students in Least Restrictive Environment (ages 6-21): Percentage of students removed from the general education classroom.
6. Placement of Preschool Children in Least Restrictive Environment (ages 3-5): Percentage of preschool children with IEPs in settings with typically developing peers.
7. Preschool Outcomes: Percentage of preschool children with improved positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors.
8. Parent Involvement: Percent of parents with child receiving special education services who report schools facilitated parent involvement.
9. Disproportionate Representation: Percent of districts with disproportionality due to inappropriate ID and student placement in any special education service.
10. Disability Category: Disproportionate Representation—Percent of districts with racial and ethnic disproportionality in specific disability categories as a result of inappropriate ID and placement.
11. Evaluation Timelines: Percent of children who were evaluated within 60 days of parental consent.
12. Preschool Transition: Percent of children referred by Part C (birth to age 3), found eligible, and have an IEP developed by the third birthday.
13. Secondary Transition: Percent of youth age 16+ with an IEP and measurable, annual IEP goals and transition services.
14. Post School Outcomes: Percent of youth who had IEPs, are no longer in secondary school, and who have been employed, enrolled in post-secondary school, or both, within one year of leaving high school.
15. Resolution Sessions: Percent of hearing requests resolved through resolution agreements.
16. Mediation Sessions: Percent of mediations resulting in mediation agreements.
17. State Systemic Improvement Plan (SSIP): The SSIP is a comprehensive, multi-year plan that focuses on improving results for infants, toddlers, children, and youth with disabilities.

Restructure of Services

We are embarking on Phase 2 of restructuring several of our special education services models through which we provide services to students in our 12 school districts. Phase 1 is complete where we returned students from the ALC classrooms at Stewart, back to their neighborhood schools.

Phase 2 of the restructure will occur during the 2021-22 school year and will include:

- Empower all students to find success in school and give students the opportunity to live a fulfilling life.
- Have students attend school in the Least Restrictive Environment possible.
- To meet the growing demand for student mental health services in our 56 school buildings in an environment where outside services are shrinking.
- Expand our Opportunity Now day school to include grades 6-12 in a budget neutral manner. (currently, they serve grades 9-12) This will start in August 2021.
- In addition to the day school, expand the continuum of special education services available in all our buildings.
- Return students who are currently attending the Heusner Autism classrooms to their neighborhood schools. All students in the classrooms currently reside within Salina so they will return to neighborhood schools in Salina.
- Reduce the number of students transported to non-neighborhood schools and to educate students with siblings and peers where and when appropriate to meet the individual needs of students.
- Provide staff development opportunities related to this expansion of services in the neighborhood schools.
- Continue to examine and redefine our definition of “functional” level programming.
- Phase these changes in over a period of time and communicate with all stakeholders in an effective manner.
- To utilize existing staff and resources in the most efficient manner possible. We seek to be good stewards of the funding we receive at the federal, state and local levels while also meeting the needs of all students.

More information will be forthcoming but we are excited about the new opportunities that will be given to our students in the future as a part of these changes! Please also watch for staff development opportunities related to the restructure of services available this winter and next spring!!

Cheesecakes, cookies, frozen meals, baked goods, and several items to choose from. Are available from Exceptional Caterers. Catering services are also available. For more information, contact Cynthia Lanterman.

cynthia.lanterman@usd305.com

[CLICK HERE](#) for Menu

Send orders to:

Opportunity Now, 501 W. Cloud.

Phone: 309-5206 Fax: 826-4746

Exceptional Caterers

KSDE File Review

This fall, CKCIE conducted an IDEA and Gifted IEP File Review as required by the Kansas Department of Education. This year, we were asked to pull files from the KSDE Cohort 3 group of districts that included: Salina, North Ottawa County, Twin Valley, Central Plains and Solomon School Districts. KSDE provided our staff with a specific list of student files to be examined, the CKCIE file review team used a rubric to determine if the files met compliance requirements and documentation of the review was provided to KSDE. Through these experiences, we seek to create better student plans that best meet the individual needs of the students we serve. Thanks to everyone who participated in this effort! These districts also completed a Federal fiscal file review process with the assistance of CKCIE staff members. The outcome of all reviews was quite positive and has been a learning experience that will benefit our kids!

ESI: Emergency Safety Interventions

Emergency Safety Intervention training has been mandated for each school district. Please see the following CKCIE website link to access resources:

<http://www.usd305.com/> - **For Parents**

<https://305ckcie.com/> - **For Staff**

You will find a listing of the most up-to-date materials available for staff and for parents to use.

Mandt Training

November 2020- **Online/Test Out Recertification 11/19/2020**

December 2020- **In Person Recertification 12/10/2020**

Online/Test Out 12/15/2020

February 2020- **New Relational Certification 2/2/2021**

New Technical Certification 2/4/2021 or 2/9/2021

In Person Recertification 2/16/2021 or 2/18/2021

Online/Test Out 2/23/2021

Contact Shelly Heroneme– For New Certifications and In Person Recertification's

Shelly.Heroneme@usd305.com

Contact Jennifer Hastings– For Online/Test Out Recertification Information

Jennifer.Hastings@usd305.com

Staff Development Opportunities now Available on the CKCIE Website:
www.305ckcie.com

With the unusual start to the year, CKCIE has arranged the presentation and recording of many staff development sessions which have been posted on the front page of our website. We have grouped the topics into two folders: Paraeducator Training Modules and Certified Staff Training Resources.

Paras: Please utilize these training modules to earn your staff develop time that you record on your para training log as needed. There are several training topics included that will also help you work in the classroom. Paraeducator training topics include:

Visual Supports Training

Trauma Training

Trauma and the Effects on the Brain

Structured Teacher Training for Paraeducators

Positive Supports for Challenging Behaviors

Observing students and collecting data

Mindshift: Changing our Perception of Challenging Behav...

Mandatory Reporter Training and PPT

ESI Training

COVID 19 & Cyber Bullying

Core Vocabulary Paraeducator Training 2020-21

Confidentiality Training

Collaborative Problem Solving Training

Bus / Transportation Training Materials

Autism Training Modules

Abilene Para How to use Canvas

Staff Development Opportunities now Available on the CKCIE Website:
www.305ckcie.com

TRAINING TOPICS for CERTIFIED STAFF include:

Visual Supports Training

Abilene: How to use Canvas

Trauma and the Effects on the Brain

Moving Forward - COVID teacher training August '20... 

Positive Supports for Challenging Behaviors

Collaborative Problem Solving Introduction (1).mp4 

Mindshift: Changing our Perception of Challenging Behav.

9 Signs You Have Unhealed Trauma.docx 

Mandatory Reporter Training

COVID 19 & Cyberbullying

Contingency Plan Training Video / PPT Training

Contingency Plan Training Aug. 18 2020

Recently, CKCIE has provided several staff development opportunities as well. (From Spring 2020 to the present). These have included Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP) training, MANDT de-escalation training and structured teaching training to name a few. We intend to offer more training sessions this winter and spring so please watch for our next training opportunities so you can sign up to attend!

WebKIDSS

Check out our website at: www.305ckcie.com

Under “Announcements” you will find a link to changes in WebKIDSS for the 2020-21 school year.

Significant Disproportionality

In essence, significant disproportionality is a federal oversight to make sure that we do not disproportionately over identify a specific group of students for special education services and/or suspend, expel a group of students more than another.

Like many other sources of data in the world of education, there is an average number of students for whom suspensions occur and who are placed in special education services. The amount for each district becomes “disproportionate” when the number of kids placed in a particular special education service or the number of kids, in a group are suspended, is two standard deviations or above the average number.

The number of students in the “N” size is calculated only if the district has 10 or more students in a particular group.

Recently, data, for each of the 12 districts served by CKCIE, was released and we are examining the data for any areas that may have disproportionate placements or a higher than average number of suspensions for groups of students.

Preliminary data shows that our main concern is that we have a disproportionate number of students receiving speech services according to this calculation so we will be addressing this with

Paraeducator Corner

A few reminders:

Please send a copy of the para training record/log to Karen Nowlin no later than December 2, 2020 and the original completed training record/log no later than April 1, 2021. If hours are completed by December, please send in the original log then.

Paraeducator training log requirements – The Para Expectations sheet needs to be attached to the training log, signed by supervising teacher and para. Confidentiality must be reviewed as a part of this process.

To access the Infinitec website to earn points for your para log this year, please go to:

www.myinfinitec.org

1. Click “Sign in.”
2. Click “Create Account” and complete info.
3. Click “Online Classroom.”
4. Next to “Resources:”, pick a category.
5. Watch the video.
6. Take the Quiz.
7. Print out a “Certificate of Participation.”
8. Attach certificate to para log.

Assistive Technology

Samantha Moran is our CKCIE Assistive Technology provider. Samantha can be reached at: samantha.moran@usd305.com or 785-309-5143.

Preschool Screenings

Dates and services available.

Check out our website at: www.305ckcie.com

Reminders from the CKCIE Business Office Staff

- ◆ **For Outlying Districts:** Please mail in time sheets on the last day of the month. If you do not believe the mail will deliver in 1 or 2 days, please fax a copy to 785-309-5101 or scan to Marian.Kindlesparger@usd305.com. If you do fax or scan a copy, Marian still needs the original for the payroll office.
- ◆ Please continue to send absence forms to Marian weekly. This saves a lot of time when processing payroll.
- ◆ **For all districts:**
- ◆ Mileage and expense reports are due on the 15th of the month. In December, there is an earlier deadline because of the holiday break. Please refer to your expense form. If you have any questions, please ask Marian.

From Human Resources Office...

Licensure Information for Certified Staff –

Did you know that state special education funding may be affected by the expiration of your license? Not only does it delay funding for your position, but also your para's position. KSDE confirms all licenses and expiration dates of certified staff when processing each our payments.

For KSDE licensure, it is recommended that you start early when renewing your license. In fact, you may start the application process 6 months in advance. For most people, it takes 6-8 weeks for the entire renewal process. If your application is referred for questions, it may take more.

During COVID, KSDE has made a few adjustments. There are less people in their office processing licenses so it takes longer. Online applications are being processed faster than paper application as the mail service has been slower. If you are running late in applying, all information has to be at KSDE and stamped by them before the expiration date. You need to make sure all requirements are met. If not, there will be a gap and you could possibly have to complete another fingerprint background check before receiving your new license.

From Human Resources Office... continued

On your application, **you are a USD 305 employee**. If you enter CKCIE or one of the outlying districts as your employer, your application may sit in limbo or not be processed.

For other KS licenses, most of the offices allow you to apply for your new licenses 45-60 days in advance. Please send me a copy of your new license, when you receive it.

Para Evaluations – All new paras should be evaluated in their first 60 days and then followed up with a 2nd evaluation by April 1st. During the following years, evaluations may be conducted as needed.

To forward an email account from Webmail :

- Login to webmail.
- Click on the cog wheel in the upper right hand corner of the webmail window and select options.
- Now click on mail, inbox and sweep rules
- We will be creating a new inbox rule. Click on the plus sign, type a name for your rule – like, forwarding, or mail fwd. Under the first box labeled when the message arrives.... Click in there and choose [apply to all messages]
- In the next box labeled do all the following, click in the box and select forward, redirect, or send, then make sure forward message to... is check marked.
- It brings up your contacts list. Type in the contact to forward to, or type in the email address if it is not in your contacts. Then click on the save button and the ok button.
- That should be set up now to forward all mail messages.

To forward messages from Outlook :

- Open Outlook
- Click on file, then the manage rules and alerts button.
- Now click on the new rule button and select the option part way down that says sent to people or public group. Now click on the people or public group in the step 2 box.
- It will bring up the district email address book. Search your name – you may need to search by your last name. Double click your name then click ok.
- Now select the next button
- It will ask what you want to do with the message. Place a checkmark in the box halfway down that says forward to a person or group. It will again bring up your address book. IF you do not have the forwarding address in your email contacts list you will need to pause, go add it to your contacts list, then come back and continue.
- Choose the contact to forward to and click ok.

CKCIE Annual Private School Meeting

On September 2nd, 2020, the CKCIE Annual Private School Meeting was held. Under federal and state law, we provide special education services for students within our service area who attend public or private schools. While we seek to have a very productive and on-going relationship with all private schools, we are asked by the federal government to have an annual meeting with administrators and parents of students from the private schools we serve to enhance the communication with those educators and parents. At our meeting on September 2nd, we reviewed the services provided by CKCIE, we reviewed the parental rights document and resources available to parents, and we reviewed resources available on the CKCIE website and resources available from KSDE. We also engaged in a productive question and answer session about services and general questions related to special education services. We greatly appreciate the working relationship we have with our private school partners!

PROGRAM GOALS...

1. To provide special education services to those exceptional students whose unique needs in specific areas cannot be met within the general education program.
2. To develop and implement individual education plans (IEPs) designed to enable the individual learner to function independently to his/her potential.
3. To provide access to the general education program for any exceptional student who is able to participate and progress in the general education program with the appropriate supplementary aids and related services.
4. To participate with other community agencies in developing and maintaining a continuum of services for exceptional students.

It is the responsibility of CKCIE and its member districts to provide a free appropriate public education (FAPE) to all properly identified special education students within the 12 school districts of CKCIE. All state, special education and IDEA (Individuals with Disabilities Education Act) 2004 regulations must be followed when providing these services to identified students.

Beyond every day excellent instruction, our staff also fills many more needs presented by students. This includes two specialists who serve kids on the autism spectrum, a vision specialist, an audiologist, physical

Special Education Resources for Teachers to Use During Distance Learning:

By Heather Nelson

<https://www.apu.edu/articles/special-education-resources-to-use-during-distance-learning/>

Websites Suggested by CKCIE Staff Members

United Federation
of
Teachers

<https://www.uft.org/>

Websites/Technology

Please check our website regularly, as well as, your email inbox at least once a day.
Our website can be accessed at: <https://305ckcie.com/> .

Other Helpful Links:

- * Assistive and Instructional Technology (AIT-Infinitec) www.myinfinitec.org
- * Families Together, Inc. www.familiestogetherinc.org/
- * Kansas Educational Employment Board –Recruitment and Retention (KEEB)
<https://jobs.kansasteachingjobs.com/4.8/>
- * Kansas In-service Training System (KITS) www.kskits.org
- * Kansas Instructional Resource Center for the Blind and Visually Impaired (KIRC)
<https://www.ksdetasn.org/kirc>
- * Kansas Instructional Support Network (KISN) www.autismspeaks.org
- * Kansas Parent Information Resource Center (KPIRC) www.kpirc.org/
- * Kansas Teachers of Students who are Blind or Visually impaired (TVI) and Certified Orientation and Mobility Specialist (COMS) Preparation and Mentorship www.kssb.net/
- * Multi-Tier System of Supports (MTSS) www.kansasmtss.org
- * Kansas Technical Assistance System Network www.ksdetasn.org/
- * The SPP/APR General Supervision and Timely/Accurate Data (GSTAD)
www.ksdetasn.org/gstad

Central Kansas Cooperative in Education

Hageman Education Center
409 W Cloud St.
Salina, KS 67401

Phone: 785-309-5100
Fax: 785-309-5101
Records Fax: 785-309-5103
E-mail: mike.lower@usd305.com

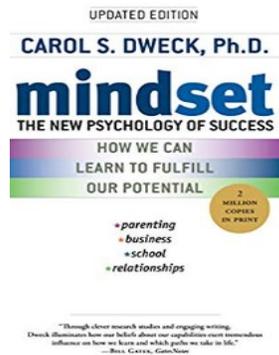
**PROVIDING
SPECIAL EDUCATION
SERVICES FOR CENTRAL
KANSAS**

Notes from the Records Room

The December 1 special education count is just around the corner.....please be sure that your IEP paperwork is all up to date!

Case managers: If a student moves out of the CKCIE service area, please notify the record's room at CKCIE immediately. The records room staff members can be reached at: susan.rice@usd305.com , becky.welch@usd305.com or by phone at: 785-305-5149 or 5135. Thanks so much!

Books to Consider:



Mindset: The New Psychology of Success
By Carol S Dweck

CONFIDENTIALITY NOTICE:

The information contained in this transmission, as well as any accompanying documents, constitutes confidential and/or legally privileged information which is the property of Central Kansas Cooperative in Education. The information is intended solely for the individual entity named on this transmittal sheet. If you are not the designated recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on this information is strictly prohibited. If you have received this transmission in error, please notify us by telephone at 785-309-5100 or the above email address immediately so that we can arrange for the return of the original documents.

NON DISCRIMINATION NOTICE:

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

Abilene USD 435

Ell-Saline USD 307

North Ottawa Co USD 239

Solomon USD 393

Central Plains USD 112

Ellsworth USD 327

Rural Vista USD 481

Southeast of Saline USD 306

Chapman USD 473

Herington USD 487

Salina USD 305

Twin Valley USD 240

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