




TRI-COUNTY SPECIAL EDUCATION INTERLOCAL #607

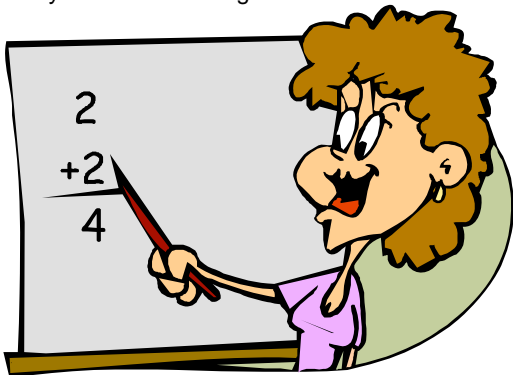
JUST A FEW REMINDERS

<p>February 1, 2012</p> <p style="text-align: center;"><u>11-12 BUDGET PURCHASES AND MILEAGE FORMS</u></p> <p><u>April 15</u> is the cut-off date for ordering materials from the <u>11-12 budget</u>. Please keep this in mind on when submitting your requisitions. Also, mileage reimbursement forms for the current year must be submitted by to the central office by <u>May 29</u>.</p>	<p style="text-align: center;"><u>RETIREMENT</u></p> <p>Anyone who qualifies for and intends to take retirement at the end of this school term needs to notify the Board Clerk in writing by <u>March 1st</u>.</p>														
	<p style="text-align: center;"><u>MOVING ACROSS ON THE SALARY SCHEDULE</u></p> <p>If you plan to move across on the salary schedule through graduate college hours and/or a combination of hours and professional development points (i.e., B.S. to B.S.+10; B.S.+10 to B.S.+20, etc., per Article 4, Professional Advancement on page 3 of the 2011-12 Teacher Employment Agreement) you will need to notify the Board Clerk, Joyce Gillman. no later than <u>May 10th</u> in writing.</p>														
<p>CERTIFICATE RENEWAL</p> <p>For professional staff who need to <u>renew their licensure</u> and/or reapply for a provisional license for the next school year, you should have received notification from our office. If you are not sure about your license renewal date or unsure about the application process, please contact us. We will be happy to assist you. However, it is ultimately your responsibility to keep your licensure current. If you need an application form, or if you have questions concerning your renewal requirements, please <u>contact the state department at 785-291-3678</u>. You will need your social security number or teacher ID number from your license.</p>	<p style="text-align: center;"><u>SUMMER CHECKS</u></p> <p>If you desire to receive summer checks in a lump sum, you must <u>notify the Board Clerk, Joyce Gillman</u>, in writing, <u>no later than April 1st</u>. We anticipate that we will remit your lump sum payments to you in June. IF YOU HAVE BEEN RECEIVING YOUR SUMMER PAYMENTS IN A LUMP SUM, YOU DO NOT NEED TO NOTIFY THE CLERK. It will be handled automatically. If you do not wish to receive your checks in a lump sum and have previously done so, you will need to notify the board clerk prior to April 1.</p> <div style="display: flex; align-items: center;">   </div> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>10/20</td> <td style="text-align: right;">\$ 738.97</td> </tr> <tr> <td>10/21</td> <td style="text-align: right;">526.82</td> </tr> <tr> <td>10/22</td> <td style="text-align: right;">590.53</td> </tr> <tr> <td>10/23</td> <td style="text-align: right;">524.21</td> </tr> <tr> <td>10/24</td> <td style="text-align: right;">362.24</td> </tr> <tr> <td>10/27</td> <td style="text-align: right;">308.42</td> </tr> </tbody> </table>	Date	Amount	10/20	\$ 738.97	10/21	526.82	10/22	590.53	10/23	524.21	10/24	362.24	10/27	308.42
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<p><u>Teachers Currently Operating Under A Provisional License or Waiver:</u> in order to maintain your eligibility for to be employed in special education, you must be following an approved course of study through a university/college and <u>must</u> demonstrate that you are engaging in a continued course of instruction which will lead toward full licensure. We must have documentation (official transcripts and proof of enrollment) annually to file with KSDE in order to maintain your current provisional license or waiver. Until such time that you are fully certified, you will not be eligible for “Highly Qualified” status. Please contact us regarding any questions you may have.</p>															

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Highly Qualified Status: If your license does not have you listed as "Highly Qualified" in the content areas you're currently teaching in, then you will need to complete a KSDE checklist or pursue additional coursework to achieve this status. KSDE will forward this information to us and we will then forward it to you. For many of our secondary staff teaching multiple content areas, the checklist will be your best opportunity to attain "Highly Qualified" status. Some of our newer staff will probably need a combination of coursework and staff development to attain this criteria. We will do everything we can to assist everyone in addressing this issue.



Reminder: Many notices have been sent out with reminders that paraeducators are required to have **20 inservice hours each year, unless they have been employed as a para with 3 or more years of experience. Then, 10 hours of experience is required annually.** We need to have all inservice forms, completed with required inservice hours, in our office **prior to May 1st.** College hours require grade sheet and/or transcript for documentation. Remember each college hour is worth 20 inservice points. Some paras may be required to take the para assessment in order to achieve "highly qualified" status. Passing this assessment will automatically satisfy their inservice requirement for the school year in which they passed the assessment. If you need ideas for para inservice activities, please contact your Coordinator or the Para Facilitator: Emily McCambridge at 331-0101.

Also, **sub paras must have inservice hours** sufficient for the time worked. Contact the central office if you have questions about how many hours a sub para may need. A good rule of thumb is that para subs should complete at least 2 hours per month worked.

This is a state requirement and one which is reported and audited annually. We need your assistance to document these hours.

Reminder: All paraprofessionals **should be evaluated annually.** Forms are available on the TC website. Please submit these to the central office ASAP.

Inventories will be forthcoming, please check, amend and return **before the end of the school year.**

We need copies of your **para logs** for the year and/or a copy of your daily schedule with paras. Not all teachers are required to maintain logs on paras. If you have a questions, check with your coordinator.

Kansas University recognizes educators with 25 years of service. If you are completing your 25th year in education, please contact Nancy.



Things to do BEFORE



It is very important that you send Wendy and Jennifer **tentative rosters** for the 2012-13 school year **prior to April 10th** and updates as often as necessary thereafter. Please account for each student. We need to know if the student is graduating, moving into another program area, moving out the district, moving from elementary to middle school, etc. This is important in preparing for the coming school year.

All IEP Progress reports should be submitted to Wendy or Jennifer for the 2011-12 school term ASAP after the end of the school year. These will be placed in the student's comprehensive file.