Note from the Director

Welcome to the 2015-2016 school year and our quarterly newsletter for the special education division of Intermediate School District 917. This is an important tool to keep all staff informed and up-to-date. Read about our new staff—we now have in excess of 370 staff members in special education—as well as what is happening across the district in this edition.

Our theme this fall is I ❤ My Job. You saw evidence of this at our licensed staff meeting on Monday, August 31st.

As I sat down to write this article, I was reflecting on what makes me do what I love and love what I do. I went back to an article written by Keith Erickson, who retired as the Director of Special Education from the Albert Lea Public School District in 2014. He cited several things that guided his daily practice and ensured he had a job he loved. I think they hold true for me as well. They are worth remembering as we embark on a new school year.

- Establish and maintain genuine relationships
- Make sure you engage in personal communication with others...don’t always rely on efficient communication like email
- Celebrate success and give praise
- Collaborate with others...it’s the only way to solve the most complex issues
- Have integrity above all else
- Expect the best
- Function in the best interest of students all the time

I’m looking forward to another great year at Intermediate School District 917. I truly love my job!

Happy New Year!

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Mosely the Moose

Special thanks to contributors:
- Don Budach
- Jennifer Hetland
- Kitri Larson Kyllo
- Sara Pratt
- Dave Stoll
Due Process Dialogue

By Kitri Larson Kyllo, Assistant Director/Principal

**ISD 917 Due Process Manual Documents**

Several other due process references and forms have been updated, and are available to staff on request from their lead staff. These were included in the ISD 917 Due Process Manual provided newly-hired and second-year ISD 917 licensed staff at due process training held 8/28/15. The contents of the manual are listed below. Please contact lead staff in your program if you wish to receive any of the documents.

**2015-2016 ISD 917 DUE PROCESS MANUAL CONTENTS**

**EVALUATION REFERENCES**
- Conducting and Writing Evaluations Presentation PowerPoint Handout
- ISD 917 Site-Specific Evaluation Procedures
- ISD 917 Evaluation Summary Report (ESR) Training Guide
- ISD 917 District Expectations for Technical Aspects of Evaluation Report Writing
- Titles for ISD 917 Staff on ESRs, IEPs
- ISD 917 Test Procedure Descriptions
- ISD 917 Observation Guidance
- ISD 917 Evaluation Summary Report Quality Indicators Checklist

**EVALUATION FORMS**
- ISD 917 Evaluation Summary Report (ESR) Template
- ISD 917 Developmental History Family and Home Questionnaire-Initial Evaluation

**IEPS**
- Conducting and Writing IEPs Presentation PowerPoint Handout
- ISD 917 i-Plan IEP Documentation Guides (Notice of Team Meeting, IEP, Transition Services, Course of Study, Transfer of Rights)
- MDE Developing Standards-Based IEP Goals and Objectives: A Discussion Guide
- ISD 917 Sample Needs Statements
- ISD 917 Goals and Objectives Tutorial
- Adaptations Sample Statements for AT, Crisis Intervention, Discipline, Bullying, Nursing, PCA, Transportation
- ISD 917 ESY Guidance Sheet
- ISD 917 IEP Quality Indicators Checklist
- ISD 917 IEP Meeting Excusal Form

**PRIOR WRITTEN NOTICE**
- ISD 917 Prior Written Notice of Educational Evaluation/Re-Evaluation Guide
- ISD 917 IEP/Parent Consent Prior Written Notice Guide
- ISD 917 i-Plan IEP Prior Written Notice Guide

**GENERAL GUIDANCE**
- ISD 917 Guidelines for Due Process Timelines for Procedures Related to Evaluations, IEPs and Progress Reports
- ISD 917 Student Due Process Tracking Form
- Procedures Requiring Written Parental Consent
- ISD 917 Consent-to-Release Private Data Form
- MDE Holding IEP Meetings with ELL Families and Interpreters
- ISD 917 Oral Interpretation Documentation Form
- Summary of Performance Guidance Sheet
- Main File (Green/Blue) Forms

**BEHAVIOR**
- ISD 917 Functional Behavior Assessment (FBA) Form
- ISD 917 Behavior Intervention Plan (BIP) Form
New Hires

By Don Budach, Jennifer Hetland, Kitri Larson Kyllo, Sara Pratt, and Dave Stoll, Assistant Directors/Principals

A warm welcome (and welcome back!) is extended to the following newly hired staff:

A warm welcome is extended to following newly hired staff:

- Rebecca Allen, Classroom Assistant, DASH, Hastings Middle School
- Peter Badeski, Classroom Assistant, SUN, AEC
- Carrie Bartel, Community Expert, SUN, AEC
- Carmen Bertsch, Classroom Assistant, PACES, Boeckman Middle School
- Jennifer Bonneville, Mental Health Practitioner, TEA, LEC
- Natalie Borman, Health Associate, LEC
- Amy Boyd, Student Assistant, SUN, Cedar
- Brian Buechner, Program Assistant, IDEA, LEC
- Emily Clark, Teacher of Deaf/Hard of Hearing, D/HH Preschool Program, Diamondhead Education Center
- Sarah Clausen, Student Assistant, D/HH Resource Program, Gideon Pond Elementary
- Lori Crandall, Custodian, AEC
- Kaila Dayton, Classroom Assistant, D/HH Resource Program, Gideon Pond Elementary
- Jennifer Dibble, Classroom Assistant, TEA, LEC
- Kassie Doelp, Speech/Language Pathologist
- Carmen Eaton, Teacher, Anthony Louis and Options
- Carla Ekwall, Classroom Assistant, SUN, Cedar
- Valerie Enfiejian, School Psychologist
- Patrick Engrav, Classroom Assistant, TEA, LEC
- Karri Fisher, Occupational Therapist
- Kristin Fink, Classroom Assistant, PACES, Cherry View Elementary
- Ellana Garthune, Classroom Assistant, PACES, Meadowview Elementary
- Richelle Gernes, Administrative Assistant, LEC
- Taylor Gjesdahl, Sign Language Interpreter, Lakeville North High School
- Amy Grainger, (hired December last year), Teacher of Deaf/Hard of Hearing, D/HH Preschool Program, Diamondhead Education Center
- Jenna Greenslit, Classroom Assistant, TEA, LEC
- Alexi Hansen, Teacher, PACES, Farmington High School
- Rebecca Hauge, Classroom Assistant, SUN, Cedar
- Heidi Helm, Teacher, Juvenile Services Center
- Adrienne (AJ) Heer, Sign Language Interpreter, Gideon Pond Elementary
- Cindy Jacobs, Occupational Therapist
- Lindsey Johnson, Student Assistant to serve as Deaf/Blind Intervener, Oak Hills Elementary
- Theresa Kane, Classroom Assistant, SUN, AEC
- Amy Kaufman, Teacher of Deaf/Hard of Hearing, D/HH Resource Program, Lakeville North High School
- Aga Kettlewell, Board Certified Behavior Analyst, AEC
- Gabriela (Gubby) Kubik, Teacher of Deaf/Hard of Hearing, Itinerant (Farmington, Lakeville, Randolph)
- Alex Lacy, Behavior Analyst, LEC
- Danielle LaFrance, DAPE/PE Teacher
- Shannon Lamppa, Classroom Assistant, PACES, Boeckman Middle School
- Manzaler Lohrey, Classroom Assistant, TEA, LEC
- Sarah Ludewig, Sign Language Interpreter, Heritage Middle School, West St. Paul
- Kathy MacNally, Teacher, IDEA, LEC
- Shane McNeely, Classroom Assistant, DASH, Lakeville North High School
- Kelsey Mlodzyniec, (hired February last year), Teacher of Deaf/Hard of Hearing, Itinerant (Burnsville, Inver Grove Heights, West St. Paul)
- Brian Moga, Teacher, TEA, LEC
- Lindsey Moon, Classroom Assistant, DASH, Lakeville North High School
- Jay Nelson, Student Assistant, SUN, AEC
- Abby Olson, Program Assistant, PACES, Farmington High School
- Natalie Olson, Mental Health Practitioner, TEA, LEC
- Ralph Pratola, Teacher, SUN, AEC
- Sara Pratt, Assistant Director/Principal, AEC
- Christine Quinn, Classroom Assistant, PACES, Farmington
New Hires, Continued

High School
- **Hannah Radant**, Teacher, SUN, AEC
- **Amy Reierson**, Classroom Assistant, PACES, Cherry View Elementary
- **Bijan Riahi**, Community Expert, YTP
- **Charlene Roach**, Classroom Assistant, SUN, Cedar
- **Kami Roark**, Teacher, SUN, Cedar
- **Shannon Rosenberg**, Classroom Assistant to serve as Deaf/Blind Intervener, Normandale Hills Elementary
- **Ashley Schaefer**, Teacher, SUN, AEC
- **Maggie Shaffer**, Classroom Assistant, TEA, LEC
- **Nichole Short**, School Psychologist
- **Michelle Sontag**, Classroom Assistant, SUN, Cedar
- **Joe Stege**, Student Assistant to serve as Deaf/Blind Intervener, Kennedy High School
- **Janel Stiel**, Secretary, AEC
- **Jacob Stone**, Classroom Assistant, PACES, Cherry View Elementary
- **Kelsey Tjomsland**, Classroom Assistant, DASH, McAuliffe Elementary
- **Tamera Troesken**, Classroom Assistant, SUN, Cedar
- **Dawn Tucker**, Classroom Assistant, AEC
- **Greg Walewski**, Sign Language Interpreter, D/HH Resource Program, Century Middle School, Lakeville
- **Angie Weber**, Teacher, SUN, Cedar
- **Hannah White**, Community Expert, TEA, LEC
- **Amy Wilkinson**, Physical and Health Disabilities Teacher, Itinerant (Inver Grove Heights, West St. Paul, Lakeville)
- **Sarah Winkler**, Classroom Assistant, TEA, LEC
- **Michelle Woodward**, Health Associate, DASH, DCTC
- **Renee Youngs**, Classroom Assistant, TEA, LEC
Curriculum and Testing Corner

By Jennifer Hetland, Assistant Director/Principal

The summer seems to have flown by! We are so happy to be back in session at 917! We have many new curriculum and testing updates that we are excited to share with you.

First, the hard working reading curriculum committee took on reviewing and adopting new reading curriculums, including:

- **Mondo** - A program that includes systematic instruction in the five elements of reading (phonemic awareness, phonics/word study, vocabulary, comprehension and fluency), an assessment component, and small group instruction. Mondo will be used in the D/HH program, SUN and TEA.

- **Reading A-Z** - An online program that offers resources for teachers to help fill in the gaps that are left by the other programs the students are using in district. Reading A-Z has been purchased for use in all of the special education programs.

A special thank you to all of the members of the committee for meeting, reviewing and selecting these curriculums: Dawn Epps, Melanie Manninen, Rachel Novy, and Jessica Sinkinson.

Second, yet another fearless adoption committee was hard at work selecting a K-12 health curriculum for Intermediate School District 917. The committee decided upon the McGraw Hill curriculum to be used at the elementary and middle levels and Pearson Health to be used for the high school level at the LEC, AEC, and Cedar sites.

Thank you to all of the health curriculum adoption committee members: Dawn Epps, Sayra Maberry, Patty Mattos, Jackie Pauley, Wendi Renken, and Ricky Saintey.

Finally, what you have all been waiting for...a testing update! It would not be fall in Minnesota if there were not changes to statewide testing. The state has made some big changes this year. The following tests will no longer be administered at the state level:

- The GRAD Retests in Reading, Mathematics and Writing
- The Explore
- The Plan
- The Compass

The ACT needs to be offered to students in their 11th grade year or 12th grade year if they did not take the test during the 11th grade year. Students do not need to take the ACT to graduate.

Clearly things are happening in the area of curriculum and testing! We plan for a fun and productive year. If you have any questions please feel free to call me at 651-438-4981.
If you are new to the district, Mosley is a stuffed moose head that is passed around to deserving groups or individuals as a way of recognizing their work. In a nutshell, we’re so proud of their work, we’d hang it on a wall (if we could.)

Mosley thought he would kick back this summer at the District Office at Dakota County Technical College. I mean, what could be happening during the summer while so many of the students and staff were gone? Mosley realizes now there is a lot going on during the summer to ensure everything is ready to run smoothly in the fall. So much is going on in fact, he needs a summer break from his summer break.

Mosley is excited to recognize the work of the Business Office and Human Resources staff including Vickie Bjerkie, Becky Edson, Nicolle Roush, Barb Schmitz, Teri Welch, Val Whitmer and Diane Jeffries.

Mosley discovered that summer is often busier than the school year, especially in the business office. First of all, it’s the end of the fiscal year. What does this mean? Auditors! There is a lot to do to prepare for them. They have a lot of questions, and they leave you with follow up work.

Then there were preparations for the new site. This meant major number crunching and negotiating and budget monitoring as a site was selected, and the architects customized it and finally the contractors renovated it. But the details didn’t end there...there were phone systems, and data systems and security systems to arrange for; as well as furniture to purchase and coordinate for delivery. Movers had to be arranged. Whew!

You wouldn’t believe how much ordering needs to be done to ensure that everyone has what they need in the fall. Of course, we have to have the best price and we have to make sure we pay the invoices in time.

To make things more exciting, the district added around 40 new positions for the 2015-2016 school year...this meant much was going on in human resources and payroll. Talk about paperwork...paperwork for the school board, paperwork for human resources, paperwork for payroll! Wow!

These people all work behind the scenes but without them, everyone else couldn’t do their jobs—so many thanks!