

The Keystone Special Edition



September, 2020

Director's note: Although it is only September, the Keystone staff have expended the energy typically required to make it to Spring Break! Certainly, the extra effort required to get started this year is paying dividends for the students and families we serve. We know that the diligent commitment to student safety while *providing quality services that produce independent learners* takes a great deal of effort. I hope that seeing the student's faces and watching their engagement energizes you as we move forward.

Worth Noting! Congratulations to those individuals who have completed the difficult journey in pursuit of an advanced degree and/or accumulated points to advance on the salary schedule.

We are so proud of you!

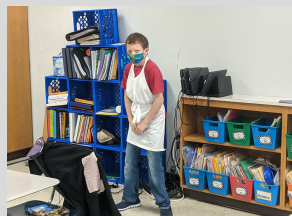
- Sarah Diehl
- Kelsey Bonnel
- Terra Bumgardner
- Amanda Clark
- Leah Magill
- Janet McAfee
- Beth Meyers
- Heather O'Neal
- Caleb Pokorny
- Raenise Sampson



IEP Updates: As the **September headcount** approaches please submit all IEP's that are over 10-days old electronically! And, check your caseload for any amendments still hanging out there in space.

Please note new guidance for accurately recording **special transportation** and **block scheduling** in the services chart (*see attached*).
Have a fantastic weekend!

Celebrations! Below Heather O'Neal and Jaclyn Scherer's students from Oskaloosa Jr/Senior High Schools are learning important job readiness skills by designing and creating masks, an important commodity during the pandemic. We know that students like adults are much happier when they are engaged in meaningful tasks that contribute to the greater good of the community. This is a good example of that!



Business Office Update: A big shout out to the business office staff for getting the first payroll of the school year completed! In a very short time, they completed over 375 contracts along with updating salary and benefits for all employees!

The last couple weeks of September will be spent compiling and entering data into the Categorical Aid Personnel System (CAPS) which is a complicated process required to receive our portion of federal funds.

We hope everyone enjoyed their Keystone goodie bag containing your Keystone mask & hand sanitizer! It was a small gesture to show our support during a very crazy time!

And please remember that if you need to add Intensive Duty Hours, Transportation, or modify your work hours an *Hours-Adjustment* form must be completed and approved prior to submitting the timesheet for payment.

What have Keystone Administrators been up to?

- Organizing and participating in Zoom meetings with Keystone employees and professional organizations.
- Conducting the Keep 2 Evaluation Process for staff in our designated schools.
- Attending problem-solving meetings with teachers
- Interviewing and onboarding new staff
- Meeting with Special Education teams in assigned Districts.
- Creating IEP Cheat Sheets for changes associated with Navigating Change and new procedures.
- Coordinating the EasyIEP pilot to assess the advantages (if any) of a new IEP system.
- Scheduling and conducting CPI Nonviolent Crisis Intervention Training for staff members who require that training.
- Attending superintendent advisory and Keystone board meetings.

Remember! Physical activity is critical in keeping you healthy for your students. Follow the lead of the Turning Point students and take a walk!

