

ANW SPECIAL EDUCATION

September 2010



DIRECTORS CORNER....

Welcome back to what is starting out to be an exciting and challenging year. I sincerely hope you all have all had a chance for some much deserved relaxation and time with your family and friends over the summer break. I know I am eager for the new year to get fully started and running smoothly. I am sure we will have challenges as we do every year. Please know that as your director I know you will work as a professional to do what is necessary to meet our student's needs. At this time all of our licensed positions have been filled and with few exceptions all of our classified positions.

Erie is beginning the year with their new High School Building and with a new functional classroom at the elementary level. Many of our other buildings have taken time this summer to paint, repair, and improve classrooms. It is always great to walk in those first days of school and see the shiny floors, clean rooms, newly painted walls and lockers, and of course the faces of the students. You were grateful for the last day of school, but hope even more grateful to begin again. What you do is so very important to the students you serve.

For those of you that have not heard, Carolyn Twente has decided to retire after the first of the year. We are going to miss her and her wealth of knowledge and experience that she has regarding the Coop and its staff.

Cindy Folk will become our new Office Manager and Board Clerk. Alicia Sterling will become the new Finance Clerk, Bri Wehlage the new Medicaid clerk and Administration Secretary.

Just a few reminders:

- Contracts for this year are being placed in the mail. Please be sure to open them as soon as you receive them, sign them, and get them returned to our office by the due date. If you haven't received by September 8th please call Cindy Folk. If we do not receive it you will remain on last year's contract.
- If your license is due for renewal this year please remember to complete your application for renewal in a timely manner.
- We will be conducting equipment inventories this year to better identify equipment and materials. Please be helpful to the staff member that comes to your room to complete this process.
- You should be hearing from us with 1 month on the implementation of the new payroll system. We will be testing out the pilot, training staff as a part of the design and implementation of the system. Long term it should make for a user friendly and time saving addition to our payroll system.
- If you plan to attend in-service training, conferences, and/or workshops please remember to turn in your PDP requests in a timely manner so that approval and funding can be approved and provided.
- Please remember to invite a nurse to your IEP. Judy and or Deb can help sort out the necessity of their presence, but we are finding that all too often they are left out when medical issues become a critical part of the IEP decision making process.





CONGRATULATIONS!

5 years of Service

Wanda Foster
 Karen Ard
 Deanna Woods
 Adrienne Borjas
 Sabrina Hurst
 Alex Mendoza
 Anita Roloff
 Linda Hill
 Sheri Modlin
 Jennifer Vogel
 Bonnie West
 Pam Oliphant
 Sheila Mann
 Iris Troxel
 Tammy Mentzer

10 years of Service

Wanda Mantooth
 Sam Rice
 Carolyn Powers
 Cathy Wells
 Lavonne Lewis
 Meredith Friederich
 Susan Browne
 Linda Brooks
 Camille Gray

15 years of Service

Amy Madison
 Susie Jackman
 Nicci Harmon
 Deb Cummings

20 years of Service

Debbie Kerr
 Sharon Adams
 Roberta Rutledge

30 years of Service

Doris Kennedy

ADVISORY MEETINGS



The Advisory Committee is made up of representatives from all areas of the Coop, i.e., psych, speech, teachers, elementary, secondary, north and south ends so everyone throughout the Coop is represented. The over all goal is for better communication throughout the Coop.

Each participant can bring any problems or issues their respective area has to the committee so informed decisions can be made or clarified for staff. It also allows administration to inform staff of changes and information that needs to be passed on.

The committee consists of:

Bob Coleman
 Ron Harley
 Ron Childress
 Harry Heppler

Glenda Pargman
 Roxanne Gregg
 David Petersen
 Judy Johnson
 Tami Hennigh

Carolyn Twente
 Jennifer Stoneking
 Shelly Kuhn
 Heather Grady
 Jennifer Richard

Cindy Folk
 Jay Parker
 Lydia Baker
 Adrienne Borjas

KANSAS ASSOCIATION OF SCHOOL BOARDS

PRACTICING GOOD BODY MECHANICS

What are body mechanics?

Body mechanics refers to the way we move during every day activities. Good body mechanics may be able to prevent or correct problems with posture (the way you stand, sit, or lie.) Good body mechanics may also protect your body, especially your back, from pain and injury. Using good body mechanics is important for everyone.

Why do I need to have good body mechanics?

Having your body in the right position helps protect your back and allows you to use your body in a safe way. Your spine goes through the midline of your back, giving your back stability and controlling its movement.

How do I practice good body mechanics?

The following are some steps to help you with good body mechanics:

- When standing: Keep your feet flat on the floor separated by about 12 inches. Keep your back straight.

- When walking: Keep your back straight as you walk.
- When lifting an object: Your feet should be apart, in a standing position. Keep your back straight. Lower your body to get close to the object. Bend from your hips and knees. DO NOT bend at the waist. When turning, rotate your whole body, not just your back. Hold the object by putting your hands around it. Keeping your knees bent and your back straight, lift the object using your arm and leg muscles. Do not use your back muscles. If the object is too heavy, ask another person to help you.
- When carrying an object: Hold the object close to your body. DO NOT carry things that are too heavy for you. Always ask for help to move heavy objects. There are many devices available to help carry heavy

objects. If you need help by using a device, ask your supervisor how to get one.

- Pushing or pulling: Use the weight of your body to help push or pull an object. Your feet should be apart as in the standing position. Keep your back straight. Lower your

body to get close to the object. Bend from your hips and knees. DO NOT bend at the waist. If the object or person you are pulling is too heavy, ask someone to help you.

- Sitting: If you can, sit on a hard chair with a straight back. Put a pillow or rolled towel to support your lower back. When you sit for a long time, raise one leg higher than the other to help keep from getting tired. This can be done by putting a leg on a footstool. If doing something, such as reading or knitting, put a pillow on your lap to raise the items closer to you.



CALENDAR OF EVENTS

9/6/10– Office closed for Labor Day

9/7/10– 9:30 Superintendant Meeting

9/8/10- Advisory Meeting / Education Association
Executive Meeting @ 4:30 / Board Meeting

9/14/10– facilitators meeting @ 8:30

REMINDER:

Current directory information forms need to be turned in as soon as possible for anyone that has not yet handed theirs in.