Washington County 2018-2019

EI/ECSE Newsletter

DATE: August, 2018

Upcoming Events

8/2/18 **Last class day of summer session** **8/3/18** **Planning Day** **8/6-8/9/18** **Extended Year Services SAIL** **8/23/18** **New Employee Orientation,** ESD 8-4 **8/28/18** **ALL ESD Inservice** **–** Liberty High School, Hillsboro	**8/29/18** **IFSP Process Training,** 8-12 for all Service Coordinators **9/3/18** **Labor Day – HOLIDAY** **9/4/18** **Planning Day** **9/5/18** **First Day of Classes** **10/18/18** **All EI/ECSE Inservice,** 8:30-3:30, -Village Baptist Church

***Please see individual site calendars for site specific events**

Preparing for Break

- **Floors/Carpets**: Will be cleaned over the August break. On the last day of service, please move all furniture to the vinyl/hard surfaces as carpets will be cleaned first
- **Return all working files to file drawer**: even if paperwork is incomplete. (*Exception*: files already completed and in the distribution pile.) Maintain a list at your desk of the files you need to retrieve for continued work upon your return.
- **Timesheets:** Must be submitted electronically via Time & Attendance before you leave for the August break. For most, this will be due on 8/3/18. Those doing extra duty must turn in timesheets by 8/9.
- **Mileage**: Please submit mileage by 8/9.
- **Refrigerators/Microwaves**: Please clean out completely and wipe-down by the end of the day on 8/3/17.
- **Out-of-Office Messages, Email & Voicemail:** Please set your email/voicemail to reflect out-of-office.
- **Front Doors:** Please put up notification of the dates the program is on break and when services will resume.
- **Laptops**: If you did not turn it in during the June break, please turn it in with a laptop drop off form by 8/3/18.

SERVICE COORDINATORS:

- **Census Forms:** Please be sure that census forms are filled-out completely. The details on the form are very important in making sure that documentation on ecWeb is accurate.
- **Billing for Evaluations:** If you have done any evaluations for eligibility within the past few weeks, please be sure that billings have been submitted to Vicky Schroeder before you leave on break.
- **IFSP Process Training 8/29/18:** ECSE licensed and classified/licensed staff serving sites and community will go to respective sites for this training. EI and Eval Team will go to the ESD. Head Start will go to the ESD. Administrative assistants who do distribution should also plan to attend with their respective teams.

Welcome New Staff! (and those new to different assignments)

BECC	HECC	TECC	Eval Team
Lori Kellogg, Principal	Liane Chappell, Principal	Heather Botcheos, Principal	Stacy Rager, Coordinator
Olivia Dawn Esterly-ECES	Micaela Quintana, SLP	Hanna Holton, SLP	Jody Dungay, SLP
Kara Rogers-ECES	Christine Baird, EI OT	Danielle Benjamin, EI PT	
Melissa Fonder-ECES	Kirsten Ripple, PT		
Vanessa Hernandez-EI ECES	Katie Huotari, IA		
Agnes Ng, SLP	Susan Winningham, IA		**Head Start-WSC**
Shelby Zaiger, SLP			Holly Amavisca, SLP
Deyanah Jarrar, SLP			
Marybeth Canny Burke, SLP			
Sarah Buswell-IA			

Observer/Practicum/Student Teaching Requests (Pre-Service)
Please direct any inquiries for preservice opportunities (teachers, OT, PT, SLP, etc.) with EI/ECSE to Lori Kellogg at lorik@nwresd.k12.or.us There are many, many requests for opportunities and it is important to have one gateway to consider each request relative to the entire program. Please do not agree to supporting a student until we have gone through the approval process. NWRESD must have an interagency agreement in place with the college or university and this may take some time.
Email Tip
When accepting a group meeting invitation you can "Accept" and then select, "Do not send a response." This will minimize unnecessary email for the meeting organizer. The organizer can open the appointment at any time and see who has accepted, declined, or not responded.
Service Coordinators
ASD Planning Forms: Whenever a team completes an ASD Planning Form it MUST be given to a Coordinator for initialing and recording on the county-wide Google Doc. This is the only way we can track the number of ASD evaluations happening in a given year. The form will be initialed and returned to the Service Coordinator. **Cross-County**: When you receive information that a child is in a child care or preschool in another county for more than 6 hours per week, cross-county services should be considered. Please create a signature template that includes the following information, enter the requested information and email Stacy Rager to request a representative from the respective county to attend an IFSP meeting to consider cross-county services. **Cross-County Request** Child ID#: Community site attending: Days/Times attending: Community site address: Community site phone: Community site teacher: Resident County service coordinator: Recommended discipline of serving service coordinator: Whenever there is an action surrounding a cross-county served child, **please send a census form to ei_census@nwresd.k12.or.us .** This information is essential to maintain accurate documentation in ecWeb. ALSO-Please submit a Services Information half-sheet so that site administrative assistants log the appropriate information in ecWeb.

The only way to do great work is to love what you do. ~ Steve Jobs