



PSIdelines

September 2012

Welcome to the 2012-2013 School Year

This marks the 36th year PSI has served schools throughout Ohio. While our company record is strong, our real strength is PSI staff that works so diligently with students, teachers, principals and families. Your efforts and dedication are the true foundations of PSI. On behalf of our schools and students, thank you for your unending work with all whom you serve. You have truly touched the lives of many students and this has had an amazing ripple effect on their families and friends!

If you have any questions, suggestions or concerns, please contact your supervisor at PSI. We pride ourselves on open communication with staff. Additionally, if you would like to contribute to our staff newsletter (PSIdelines) or our client school newsletter (Paradigm) please contact your supervisor or Karen McKelvey at PSI. We are always delighted to spotlight staff and programs that go beyond traditional service. This helps everyone at PSI, but especially the children.

We hope you have a great year! If there is anything we can do, please let us know. Thank you.

Steve Rosenberg, *President*



Team PSI explains the intricacies of educational services to Pediatric Residents at UH Rainbow Babies & Children’s Grand Rounds. From L to R are Layla Nelson, Colleen Lorber, Julie Goldyn, Karen McKelvey, and Meredith Sitko.

Team PSI Delivers Presentations For University Hospitals Rainbow Babies & Children Pediatric Residents Grand Rounds

University Hospitals Rainbow Babies & Children Pediatric Residents attended a presentation on educational services in public, charter, and private schools. Because their future patients may indeed require educational services, this information could allow physicians to be more effective advocates for their patients in the areas of Special

Education, School Health or School Counseling services. During the first session, PSI’s Director of Educational Support Services, Dr. Colleen Lorber, along with PSI’s Coordinator of Educational Specialists, Dr. Layla Nelson, provided the audience an overview of Special Education definitions, School Referral Flow Charts for a Parent Suspecting a Disability in their child, a description of 504 Plans vs. IEP Plans and general information from the Ohio Department of Education on disability qualifications and procedures. Colleen and Layla used a mock case study of a child to walk the audience through the steps of a school referral.

During the second session, Colleen and Layla were joined by Julie Goldyn, Karen McKelvey, and Meredith Sitko to answer questions on special education, school health services, and school counseling services. At this session, the interns submitted questions that

– continued on page 7

{In This Issue} News From...

Prevention/Intervention.....	2
Educational Specialists	4
Health Services	5
Educational Support Services	7

A Periodic Newsletter for PSI’s Professional Staff



PSIdelines | September 2012

Vol. 23, No. 3

A newsletter for the professional staff of PSI
published periodically throughout the year.

Mission Statement

PSI is dedicated to providing high-quality services in a cost efficient manner to help students improve their grades, attitudes, behavior, and health. Our professional staff provides innovative resources within the fields of school health, speech/language, prevention, educational specialists and tutoring. We are committed to developing and implementing a customized service and support system to fit the educational and health service needs of students. Services are provided by PSI or a local representative.

EDUCATIONAL SPECIALISTS

Layla Nelson, Ph.D., Coordinator
Nancy Brewer, M.Ed., Educational
Consultant

EDUCATIONAL SUPPORT SERVICES

Colleen Lorber, Ph.D., Director
Linda Grimm, Ed.S., Regional Support
Supervisor
Robert Murray, Ed.S., Psychology
Coordinator

Karen Heichel, M.A., Psychology Supervisor
Julie Goldyn, M.Ed., Psychology Supervisor
Christine Worthington, M.S., C.C.C., Speech
Pathology Supervisor
Robin Caston, M.S., C.C.C., Speech
Pathology/Therapy Supervisor

HEALTH SERVICES

Meredith Sitko, B.Ed., CHES, RN, Manager
Lynn Chrostowski, NCSN, RN, MSN,
Manager
Debbie Osysko, RN, Manager
Laura Sheeks, RN, Manager

NO CHILD LEFT BEHIND

Ruth Harvey, M.Ed., Coordinator

PREVENTION/INTERVENTION INITIATIVES, SPECIAL PROJECTS

Karen McKelvey, M.Ed., Ed.S., Coordinator

ADMINISTRATION

Steven L. Rosenberg, Ph.D., President
Nancy Musci, Administrative Director/New
Client Services

From the Desk of:

Karen McKelvey
Prevention/Intervention Services &
Special Projects Coordinator

Professional Development News

Despite the fact that it is early September, PSI has already conducted several events for PSI staff and for our partner schools. Some of the highlights are:

- **Safety and Violence Prevention Training** (under HB 276 mandates) took place for PSI employees on August 9, 2012. Of note, we are approaching the 5-year point when many PSI employees first took the training. This training must be repeated every 5 years. We will be providing further information on workshops starting in 2013, as many of you will need to re-certify.
- **New Employee Orientation** for Educational Support Services staff took place on August 10, 2012. If you have joined PSI this year and were unable to attend, please contact your Service Director/Coordinator for any information you might have missed.
- **Kay Almy, Nancy Brewer, Julie Goldyn, Layla Nelson, and Karen McKelvey** have been busy in several schools conducting staff trainings in such areas as ESL for the Classroom Teacher; Differentiated Instruction & Information on the Common Core; Response to Intervention: Teacher Coaching; 504 Plans; and Anti-Bullying Information. **Remind your building principal that PSI can assist them in professional development** and parent education with the many topics that have been developed. Contact karenmckelvey@psi-solutions.org for further information.

Looking forward:

- **PSI's Fall Meeting for Educational Support Services** will be Thursday, September 20, 2012. Information has been distributed. It is not too late to register by contacting Brenda Anderson at 800-841-4774, ext. 237 or brendaanderson@psi-solutions.org. Please provide complete details with your full name, phone number, department, etc. if you leave a voice message.
- **OAPCS-PSI's** Colleen Lorber, Layla Nelson, Karen McKelvey, and Meredith Sitko were chosen to present on October 9, 2012 at the Ohio Alliance of Public Charter Schools annual state conference on the subjects of *Supporting the Special Needs of Students in Poverty-Health and Parent Issues and Universal Supports for Diverse Populations*.
- **PSI in the AM** series will begin on November 13, 2012 with a workshop conducted by Perry White on *Building Partnerships Focused on Academic Success with Parents in Urban Schools*. More information will be sent to your building principals, but PSI staff is also welcome to attend these events.
- **PTU/PTO Presidents Appreciation Breakfast** will be held October 4, 2012 at St. Columbkille Parish Community Room. PSI is honoring the work of the PTU/PTO presidents of the schools in the Diocese of Cleveland for their many efforts in supporting our partner schools. Attendees will be provided ideas on marketing, fund-raising, community liaison development and networking along with breakfast and door prizes.

From the Desk of:

Karen McKelvey
Prevention/Intervention Services &
Special Projects Coordinator



Prevention/Intervention News

PSI's Crisis Intervention Team is seeking new members. This is a volunteer position for which training will be provided. When tragedy strikes our schools, PSI offers support and intervention via this dedicated team. Please consider joining this meaningful group of professionals. For additional information, contact Karen McKelvey at karenmckelvey@psi-solutions.org

After Tragedy, Rally Students for Change

By Ashley Lauren Samsa

Source URL:

<http://www.tolerance.org/blog/after-tragedy-rally-students-change>

The day after Valentine's Day 2008, I watched my 1st period students file into the room. They were uncharacteristically quiet. When the bell rang, they all looked at me, waiting to hear how I might make sense of the previous night's tragedy when Steven Philip Kazmierczak opened fire in Cole Hall on Northern Illinois University's campus, shooting 21 people and killing five.

It was my second year of teaching, and already this sort of thing was becoming routine. The year before, we watched the deadliest school shooting in U.S. history unfold at Virginia Tech. In 1999, when I was a high school freshman, I'm sure my own teachers were similarly daunted by classrooms full of wide-eyed students after the Columbine High School shooting, more than 900 miles away.

The NIU shooting was different, though; it was practically in our backyard. This was no longer the sort of thing that happened somewhere else. My students had siblings on campus. I had several close friends there. We were all exhausted from a long night of phone calls, text messages and watching the news for updates.

I looked at my students. I wanted to help them understand why someone would do something so heinous, but I didn't understand it myself. I took a deep breath and said the first thing that came to mind: "It's not fair. You go about your lives and you never know what might happen or if you're going to be in the wrong place at the wrong time. School is a place where you are supposed to feel safe, and now that has been taken away from you."

Some of the students began to nod emphatically. Finally, someone had said what they were thinking. It's just not fair. Even as we wait for the next news story, however, we must go

on. Classes must be taught, grades assigned, the dead mourned, the injured treated. The next tragedy inevitably comes, and we are all caught off-guard, even though we have come to expect it. My husband and I were at Fenway Park in Boston when we heard about the shooting at the Century Aurora 16 movie theater in Aurora, Colorado. Before the National Anthem, the announcer called for a moment of silence in honor of those killed and injured. The entire park fell quiet.

Even in the wake of one tragedy, another occurs. I was sitting with my mother and husband when I learned of the shooting at the Sikh temple in Oak Creek, Wisconsin. Some of my family lives in nearby Milwaukee, so we received text messages as we watched news updates on TV.

It is still summer break here in Chicago, so I do not have to go back to school and face wide-eyed and confused students. Even without seeing my students, I know, that like me, they are trying to make sense of this tragedy on their own. There are thinking "It's not fair" and "Why?" Some will refuse to see the new *Batman* movie either out of fear or a notion that doing so somehow honors the Colorado victims who were killed while attending the movie's midnight preview. Some will think twice before going to a movie theater ever again.

What will I say to them and to my colleagues about how to respond to these violent incidents?

We may never know all of the reasons some people choose violence, but we do know some. Many school shooters cite bullying as a reason for their actions. Educators must discuss bullying with students and ways that it can be prevented. Each of us should be sensitive to the needs of others, to offer a kind word to someone who is having a bad day, and to practice tolerance and acceptance. Very often it's the simple things that can turn someone's day around and create positive change.

In the case of the Sikh Temple tragedy, knowledge is key. I would urge fellow educators to teach students about the Sikh religion, to be a role model for religious tolerance, and to ask students to do the same.

I will tell my students not to associate tragedies with the places in which they occur. They should go see movies, go to their places of worship, and apply to schools such as NIU or Virginia Tech. And, when they go to school, they should take these lessons with them. We can all work together to create lasting, positive changes in our classrooms and communities.

Samsa is a freelance writer and teaches high school English in the south suburbs of Chicago.



From the Desk of:

Layla Nelson
Educational Specialists

Organization for a Successful School Year

The school year is in full swing and paperwork is beginning to pile up. It might be time to re-think your organizational system to make sure it is meeting your needs. Following are some tips that could keep your desk cleaner and your tote bag neater.

“Clean Sweep” your desk. Perhaps you are far enough into the school year for your desk to have already developed a clutter problem. A quick way to improve this situation is to divide your desk contents into “Keep on/in my desk,” “File,” “Give away,” and “Throw away.” If this system helps you, mark this organizing task as a recurring event on your calendar every month.

Use electronic files as much as possible. Rather than saving paper copies of your creative teaching materials, try to save as much electronically as possible. Scan and save documents that weren’t created on the computer. To keep track of everything, you might have to re-organize your computer’s filing system. Be sure to periodically back up your folders onto a thumb drive or other external device.

Use an “Extra Copies” bin. Now that you are storing so much on your computer, you don’t need to save all of those extra copies. Designate a shelf or bin in the classroom for extra copies of handouts and assignments. Put your extra copies in this location, and your desk and files will stay cleaner. Allow students to take the extra copies that they want for scrap paper or for extra credit work.

Organize your students. Your students have had time to learn their teachers’ expectations, yet they still have trouble staying organized. If you work with small groups of students, you can take the time to talk with them about their organizational systems. What problems are they having? How can their organization be improved? Consider teaching them systems that can be used throughout their school careers, such as using a daily planner or reorganizing their binders during the last 15 minutes of every day.



Prioritize your tasks. Some teachers can manage to-do lists in their heads, but for the rest of us, a written to-do list is necessary for survival. To increase your own efficiency, try re-writing your to-do list every morning or afternoon and prioritizing tasks according to urgency. Another method for organizing a to-do list is to draw a 4-pane window on your paper and labeling each pane with a category. Favorite categories include “Phone call to make,” “Computer tasks,” “Interpersonal Tasks,” and “Personal Tasks.” Any method of triage that you use for sorting your tasks will increase your efficiency.

Organize your calendar. You have had enough time to become acclimated to your new schedule, and now it is time to look at your own time management. What are you having trouble getting done each week? Planning lessons? Grading papers? Housekeeping? Exercising? Spending time with your family? Start by making a list of the tasks that you want to complete each week (including exercising and relaxing), and then block out times in your calendar to get those tasks done. This can help you stick to your schedule so that you have enough time to accomplish your goals.

Use technology to increase your efficiency. Quick--think of one of your weak areas with organization and time management. Now look to your technological resources to see if there is a solution available to you. Do you forget to sign a student’s planner every day? Perhaps you could set an alarm on your cell phone to remind you every day. Do you have a smart phone or iPad? If so, there are thousands of apps designed for educators. Do you spend your planning time developing creative lessons? Stop reinventing the wheel--search online for creative lessons that other teachers have shared. Searching for low-tech and high-tech resources can save you time in the long run.

If you have a well-polished organizational system that works for you year after year, consider developing a way to present your system to other teachers. You can even make a little cash by typing up your system and selling it on www.teacherspayteachers.com. I would sell my own organizational system online, but I seem to have misplaced it at the moment....

Best wishes for a well-organized school year!



From the Desk of:

Lynn Chrostowski

Health Services

Once again we have to say goodbye to summer. Hopefully, yours was long and relaxing! As the 2012-2013 school year begins, we would like to extend an especially warm welcome to all of our new employees. To our returning employees...welcome back! We look forward to a satisfying and successful year for all.

As these busy first weeks of school begin, try to keep in mind that the challenges will be many. With EMA's to be gathered and filed, immunization records to be updated, Medical Concerns Lists, medication orders, care plans, etc., it may seem there aren't enough hours in the day. Please remember that it is important to adhere to your assigned schedule or allocation.

To our Health Aides: Please let your nurse know if you have students with orders for Glucagon or Diastat. *A specialized training by a Registered Nurse will be necessary.*

To our Registered Nurses: Please let us know if you are unavailable to do this training so that we can make other arrangements.

Please also keep in mind that the annual Blood Borne Pathogen renewal is an OSHA requirement in order to assure safety and protection for all working in an environment where there is the likelihood an exposure can occur. When you receive the training record and quiz, please complete and return the forms to our office promptly so they can be placed in your file.

Health Updates:

WELCOME PAULA HARRIS

We all join in welcoming Paula Harris RN to PSI. Paula has worked with us part time for several years but is now joining the Health Services Management team on a full time basis. Paula's primary responsibility is the management, training and coordination of the many Special Needs students PSI oversees. Her extensive work in the areas of pediatrics, chronic disabilities and hospice care has prepared her well for the difficult and challenging task of working with medically fragile and disabled students and their families.

Paula will also be visiting clinics throughout the year and is a terrific resource for us all. If you have any questions about special needs students or any other school nursing concern, please don't hesitate to contact her at the PSI Health Office at ext. 234.

Please read the following changes regarding BMI screening requirements for 2012-2013:

As some of you are aware, there were some recent legislative changes to the BMI screening requirement for schools. The Ohio Department of Education recently sent this message on EdConnect regarding the current requirements. Schools are no longer required to either collect BMI data or submit a waiver to opt out. If you do continue to collect the data, you are encouraged to provide it to ODH as you did in the past. Please see the message from ODE below:

Law addresses changes to Body Mass Index waiver requirements

School districts, community schools, STEM schools and chartered nonpublic schools are no longer required to conduct Body Mass Index (BMI) screenings for students. The passage of the Mid-Biennium Budget Bill (Sub. S.B. 316) changed the language to allow BMI screenings to be optional, not mandatory.

Since law no longer requires the screenings, schools do not

– continued on page 6

More From the Desk of:

Lynn Chrostowski
Health Services



– continued from page 5

need to obtain a waiver from ODE if they do not elect to conduct the screenings. Please do not submit any further waiver requests to ODE, since they are no longer necessary. If your district elects to conduct the screenings, please remember to send your data to the Ohio Department of Health.

We have not yet set a date for our Annual Fall Meeting for Health Services but it will be announced soon. Feel free to call us in the Health Services Office with ANY questions or concerns. We are available by phone M-F 8:30-4:30.



BEST WISHES TO MEREDITH SITKO!!

Our very own Meredith Bookwalter tied the knot on August 25, 2012. Meredith married Tommy Sitko, and we all join in wishing Meredith and Tommy the very best of luck as they begin this exciting new phase in their lives. Best Wishes, Meredith!!



– continued from page 1

directed the discussions. They were interested in the differences in public, charter and private school services, the Special Education referral process and how they could assist parents, how they could deal with and direct treatment for the special health needs of students (they were particularly surprised by the sometimes inadequate resources that exist for health services in schools), what types of mental health and counseling services that might be available for students, how to help a parent with concerns about a child who is bullied, and questions about summer break and what happens to services for their patients. These sessions provided a wonderful opportunity for “two worlds” to share their respective views on vital services for children.

Thank you From ALL of Us!

Time sheets, databases, allocations, contracts, fingerprinting, phone calls, billing, typing, printing, organizing, running interference and simply providing support are just some of the many details coordinated by PSI’s amazing team of administrative professionals— WHEW!!

Administrative Director, **Nancy Musci**, manages this team. It is never more apparent how much work they all do than at the beginning of the school year. Having worked the entire summer, this group of professionals makes it all happen for hundreds of PSI employees.

To Brenda Anderson, Nancy Berlan, Pat Doolan, Lori Greitzer, Tammy Lyman, Marilyn Quercioli, Laura Seeley, Jackie Weideman, and Patty Wey, THANK YOU, for all you do so well!



From the Desk of:

Colleen Lorber

Educational Support Services Director

WELCOME to the 2012-2013 SCHOOL YEAR!

The Educational Support Services Team would like to welcome you back to a new school year with PSI.

As you begin this school year, please remember...

1. To meet with your principal within the first few days of returning or starting the school year. Be sure you are both on the same page for the goals of your services for this year.
2. You are a guest in the school. If you find that you are having difficulty with any PSI staff, school staff, principal, etc., call your supervisor to problem-solve the most appropriate way to handle the situation. Your supervisors are here to help you.
3. You are the face of PSI. We cannot express enough the appreciation we have for all that you do. Because of you all, PSI has remained a stable and successful organization among the public, private, and charter schools.
4. Do contact the PSI office with any questions or concerns. If you need help with obtaining materials such as time sheets, consent forms, contact information cards, test kits, protocols, etc., contact Pat Doolan, Lori Greitzer, or Brenda Anderson. Pat Doolan is available to assist all psychologists, counselors, and social workers. You can reach her at ext. 232 or patdoolan@psi-solutions.org. Lori Greitzer is available to assist all speech language pathologists, occupational therapists, and physical therapists. You can reach her at ext. 239 or lorigreitzer@psi-solutions.org. Brenda Anderson is available to assist all Educational Specialists. You can reach Brenda at ext. 237 or brendaanderson@psi-solutions.org.

EXCITING PSI UPDATES

1. We are working to place all of our resource binders online (Psychology Manual, Speech in Non-public Schools, Evidence-Based Interventions, etc.). You will be given the website, username, and password where you can access the resources. This will allow us to update the information more frequently and also allow you to access the materials without having to carry around those gigantic binders. The goal is to have this project completed before Thanksgiving break. Watch for an email indicating when the binders are available.
2. We are in the process of moving toward electronic time sheets! Some of you will be introduced to the program this school year and will be using the electronic system regularly by the end of the school year. We will roll this process out with the most effective timeline for both the schools and PSI bookkeeping. Keep alert for emails and/or mailings concerning this new and exciting system.
3. At Fall Meeting, we will provide the opportunity for you to get a complimentary PSI ID tag with your picture and a PSI lanyard. For the Educational Support Services Department, it is not mandatory for you to have a PSI ID tag; however, it does provide clear identification for staff and students when you are in the schools. Please feel free to take advantage of this opportunity at Fall Meeting. If you are unable to attend Fall Meeting but still want a PSI ID tag/lanyard, please call Jackie Weideman, PSI receptionist, to make an appointment to visit the PSI office for your tag/lanyard.

As always, the members of the Educational Support Services Team are dedicated to providing support, consultation, and guidance to each of you. Do not hesitate to contact Colleen Lorber, Linda Grimm, Bob Murray, Karen Heichel, Julie Goldyn, Robin Caston, Christine Worthington, Layla Nelson, Nancy Brewer, or Karen McKelvey as they are available and looking forward to working with you this year.

See you all at Fall Meeting on Thursday, September 20th, 2012!
