

FROM: Cheryl Hall, Director of Special Services
TO: All Special Education Staff
DATE: August 11, 2017
RE: Welcome to the 2017-18 School Year!

Welcome to all of our new staff, and welcome back to all of our returning teachers and educational assistants. I hope you are enjoying time doing your favorite summer activities with family and friends. I also hope you are rejuvenated and ready to begin our work with a focus on the learning and progress of every student.

One of our focus points this year will be addressing special education programming as part of the continuum of services under the Northfield District Strategic Plan- Vision, Mission, Beliefs, Strategies and Priorities. We will be seeking your thoughts and input as we address continuous improvement to meet the near term priorities and long term goals.

This year the district is implementing a Social Emotional Curriculum. It will be important for all staff to learn about the terms and language that will be used and embedded into our daily routines. Using a common language across environments is important to help support our students in mastering the social emotional skills and competencies to be successful in the school environment and community. You will hear more about this at your building meetings and staff development trainings.

We are looking forward to a great year working and learning with all of you!

Welcome to our new Special Education Staff

New Licensed Staff:

Joy Serie-Amundrud	Greenvale Park	School Social Worker
Caitlin Bushey	Bridgewater/Greenvale Park	Resource Room Teacher
Leah Driscoll	Bridgewater	ASD Resource Room Teacher
Kristen Geissler	Middle School	Resource Room Teacher
Dylan Golla	High School	Resource Room Teacher
Christine Howard	Sibley	Speech Pathologist
Megan Kremin	Longfellow	ECSE Teacher
Jennifer Lehmann	Middle School	ASD/NB Teacher
Shawna Malloy	High School	ASD/NB Teacher
Pamela Moening	Longfellow	Occupational Therapist
Sara Pratt	District Wide	Assistant Director of Special Education
Susie Puppe	Sibley	Resource Room Teacher
Lindsi Sherry	Greenvale Park	School Psychologist
Jamin Sawyer	Districtwide	Physical Therapist
Caroline Sjoberg	Sibley	EBD Resource Room Teacher
Laura Vind	High School	Resource Room Teacher
Katherine Waters	Longfellow	ECSE Teacher

New Non -Licensed Staff:

Susan Eidenschink	High School	Job Coach
Derek Docken	Sibley	Special Education Assistant- Resource
Anna Ochs	High School	Special Education Assistant - Resource
Jordan Streiff	Special Services Office	Administrative Assistant

SPECIAL EDUCATION SPECIFIC TRAININGS

August 23-25 New Teacher Training:

- Wed. August 23, Thurs. August 24th 7:30-3:30 For all New Licensed Staff **and**
- **(NEW Addition!!!)** Friday, August 25th 7:30-11:30 AM for Special Education Licensed Staff only.
 - Meet at the HS Media Center Computer Lab.
 - Due Process Requirements and SpedForms Training, Question and Answer Session.

***** If you are a new teacher/related service provider and signed up for Initial CPI training for August 25th, please reschedule for another time. We will add a training if needed to accommodate new teachers. I apologize for the scheduling conflict!

Monday August 28th: All Licensed staff report to Buildings: Work Day

Tuesday August 29th Educational Assistants and Licensed Staff

- 7:30 AM All report to the MS for Welcome Back program with Dr. Hillmann
- 10:00 (immediately after program) report to your building for staff meeting.
- 11:30-12:30 Lunch on your own
- 12:30 -3:30
 - Complete any mandatory online training: Blood Borne Pathogens, Bullying
 - **Meet with your Special Ed Teacher** to review IEP information, classroom procedures, etc.
 - District Nurse, Elizabeth Bade; Review health Plans/procedures/Meds.
 - Physical Therapist, Jamin Sawyer: Body Mechanics Review and specific student transfer procedures
 - MA Billing Specialist, Teresa Rome: MA billing Documentation Procedures.
 - Sped Transportation Specialist, JoAnn Gilbert, Roles and responsibilities during drop off/pick up and lift operation.
 - Occupational Therapists: Lori Warner and Stephanie Mahal- *Elementary only*, New Motor Room Curriculum review and procedures

Thursday August 31 12:30-3:30: All Licensed Special Education Training/Meeting

- **High School Auditorium and Lower Cafe**

Other Required Training to schedule for Licensed and Non-Licensed staff:

- **Crisis Prevention Intervention (CPI) Training:**
 - Follow the link to sign up via Google Forms.
 - ALL STAFF working in ECSE, EBD, ASD, LI, DCDMM programs are **REQUIRED** to be certified but is recommended for all sped staff.
 - Any building staff on the **CRISIS TEAM** needs to be certified
 - **Refresher is required annually after initial training has been completed.**

Please direct questions to Kelley Foehrkolb, Behavior Specialist: kfoehrkolb@northfieldschools.org

Link to CPI training registration: [CPI Training](#)

Training Options:

8/15 - Refresher - 12:15 - 4:15 - During summer institute - High School room 102

8/16 - Refresher - 7:30 - 11:30 - During summer institute - High School room 102

8/21 - INITIAL TRAINING - 8:00 - 4:00 - NCRC room 225

8/23 - Refresher - 12:15 - 4:15 - High School room 102

8/24 - Refresher - 7:30 - 11:30 OR 12:15 - 4:15 - NCRC room 225

8/25 - INITIAL TRAINING - 8:00 - 4:00 - NCRC room 225

8/31 - Refresher (for EAs only - during teacher workshops) - 7:30 - 11:30 OR 12:15 - 4:15 - NCRC room 225

**Be sure to wear comfortable clothing and it is preferred to wear tennis shoes or shoes that have grip. You will be taking a break for lunch (approx. 30 minutes) for the full day sessions. Please bring a bag lunch/snack with you and something to drink.

CPR/ First Aide Training and Body Mechanics Link. For those needing to renew (Every 2 years), you received a message from Elizabeth Bade at the end of the school year.

- August 22nd at Longfellow School see registration for schedule options
- This is required training for **new EA's** and Special Education Licensed Staff working in Setting III Programs or with students who have medical issues or behaviors.
- **Link to Training registration:**
https://docs.google.com/forms/d/e/1FAIpQLScWZtK0QAD5dXumr6XSrDhV56xeKKjsQkka7gS2IJos6gP_eA/viewform?usp=sf_link
- If you have any questions please contact Sara Pratt, Assistant Director of Special Services. spratt@northfieldschools.org

Enjoy the last weeks of summer! See you all soon.