

STUDENT SERVICES

201 Orchard Street South Northfield, MN 55057 рн 507.645.3410 • FAX 507.645.1250 www.nfld.k12.mn.us

**FROM:** Cheryl Hall, Director of Special Services

**TO:** All Special Education Staff

**DATE:** August 10, 2015

**RE:** 2015-16 School Year

Welcome to the beginning of the 2015-16 School Year. I hope you had time to enjoy the spectacular summer weather participating in activities that you enjoy, more time with family and friends and also learning. As we move into this school year we will be reflecting on our practice and the impact on student learning. I am looking forward to a great year working with all of you and supporting the important work that you do.

#### I would like to welcome our new special education licensed Staff:

- Danielle Crase- High School Resource Room
- Anne Campbell- High School setting 2/3 EBD
- Jamie Moyer- Greenvale Park- DCD-MM
- Carley Wirnemont- Greenvale Park Resource Room
- Marcy Korynta- School Psychologist (.6) High School
- DHH Teacher- TBN
- HS Resource Room .8 TBN

#### Staff who are in new positions or buildings:

- Carrie Duba: School Psychologist High School .4 Sped/.6 MTSS
- Tyler Faust: Setting 2/3 EBD Bridgewater
- Taylor Murray- Bridgewater Resource Room
- Patsy Ophaug- Bridgewater Resource Room
- David Piper- Middle School Resource Room
- Liz Pfeiffer- ALC and High School Resource Room

## Information you need for Fall Training

#### **SPECIAL EDUCATION SPECIFIC TRAININGS**

Following are trainings for special education staff. Please note that some of these trainings are mandatory, dependent upon your work assignment or job classification. If you are required to attend one or more of these trainings beyond your normal work calendar, you will be compensated for your time by completing a payroll claim form and sending it to the Special Services office at Longfellow.

**Educational Assistants** must complete the required trainings and maintain the required certifications in order to be considered "Highly Qualified" by the MN Dept. of Education.

## Week of August 24-28th

# Non-violent Crisis Intervention (CPI) – Pre-registration required

## Yearly certification \* is mandatory for:

- Licensed staff who work with students in the areas of EBD, NB, ASD, and Low Incidence classrooms
- ALL Education Assistants who are classified as PCAs.

\*\* If it has been more than 18 months since your last certification, you are required to take the Initial Training

Since the training content has changed this year initial and recertification sessions will be held together.

(If you had it last year, you probably need it this year.) All staff are *encouraged* to have the training.

Please follow the link below to sign up for one of the four course offerings. All course offerings include a lunch break.

## http://goo.gl/forms/bxKgcjlTcw

The course offering details are:

Place: Longfellow Gym

Time: 8:00 - 3:00 (lunch break built in)

Dates: August 24, 25, 26, 27

There is a limit of 40 people per class. Your responses are time/date stamped so registration will be based on first registered. We will contact you if the date you requested is full.

## **CPR** Training – Pre-registration required

To register for CPR, contact Laura Greenlund at (507) 645-3410 or <u>laura.greenlund@nfld.k12.mn.us</u> by no later than Tuesday, August 18.

# Recertification is required every two (2) years \* for:

- Licensed staff who work in Early Childhood Special Education and Low Incidence classrooms, and those who work with medically fragile students
- All Education Assistants who are classified as PCAs.
- Others may elect to attend on a space available basis, but will not be compensated for their time.

Tuesday, August 25 Session 1 - 8:00 - 11:00 Longfellow gymnasium Session 2 - 12:00 - 3:00 Longfellow gymnasium

# Week of August 31st:

#### **SPECIAL ED EDUCATIONAL ASSISTANTS**

All educational assistants will report for an eight-hour training day on **Monday, August 31, 2015** 7:45-4:45 (Includes one hour lunch).

August 31, 2015 Schedule

Time	Sped Licensed Staff	Special Ed PCA	Location	Other information
7:45- 9:45	Building Staff Meetings	Building Staff Meetings	Assigned buildings	
10:00- 11:30	Low Incidence, NB, and medically fragile for Medical Updates, Lifting, MA Billing, Transportation updates and training All other licensed staff follow your building schedule	Sped PCAs, Low Incidence, NB and medically fragile for Medical Updates, Lifting, MA Billing, Transportation updates and training	High School Cafeteria	You will be assigned training stations by building
11:30- 12:30	Lunch on your own	Lunch on your own		
12:30- 3:00	Special Education Training	Special Education Training	HS Auditorium	
3:00- 3:45	Continued Sped Training for Licensed Staff	District Services & Data Privacy Updates	High School cafeteria	

<sup>\*</sup> Educational Assistants must have current CPR and CPI certification in order to qualify as a PCA.

3:45- 4:45	Licensed Staff are done for the day	EA Training continued and Online Training – Blood Borne	Computer Lab	
		Pathogens, Anti- Bullying		

# Bloodborne Pathogen training can be accessed online at:

 $\underline{http://clmi.mnlms.net/mnet/hlms/northfieldpublicschools/tsvr}$ 

Please see the information posted by Matt Hillmann for Educational Assistants for complete directions.