

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

**TO:** All Special Education Staff

**DATE:** August 5, 2014

**RE:** 2014-15 School Year

Welcome to the beginning of the 2014-15 School Year. I hope you had the opportunity to participate in activities that you are passionate about, more time with family and friends and also to engage in learning something new. As we move into this school year we will be continuing our focus on student learning and providing the appropriate services to help students build the essential skills for them to progress in and towards the common core standards.

I am looking forward to a great year of collaboration, learning and skill building!

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

Amy Dorey: ECSE teacher- Longfellow

Lynn Krominga: Assistant Director of Special Education

Robert McCarthy: Resource Room Teacher – High School

Kelli Otting: Resource Room Teacher -Sibley

Michelle Crow Flannery- .2 School Psychologist- High School

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

Katie Auge: NB ECSE Longfellow

Ann Dybvik- Speech Language Pathologist- Longfellow and Sibley

Sara Webster- Speech Language Pathologist- Sibley

Jacie Myers: DCD MM at Greenvale Park

Carrie Duba: .8 School Psychologist/.2 MTSS ( RTI) Specialist at High School

# 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.

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

### Yearly certification \* is mandatory for:

- Licensed staff who work with Level 2-3 EBD, NB, 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

<b>Recertification:</b>	Wednesday, August 20	7:30 – 11:30 a.m.	Longfellow 102
	Wednesday, August 20	12:00-4:00 p.m.	Longfellow 102
	Thursday, August 21	7:30 – 11:30 a.m.	Longfellow 102
	Thursday, August 21	12:00 – 4:00 p.m.	Longfellow 102

**Initial Training:** Friday, August 22, 8:00-4:00 (1/2 hour lunch, Bring own lunch)

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

### 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 19,    Session 1 – 8:00– 11:30    Longfellow gymnasium  
   Session 2 – 12:30 – 3:30    Longfellow gymnasium

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

## **– Registration –**

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or [laura.greenlund@nfld.k12.mn.us](mailto:laura.greenlund@nfld.k12.mn.us) by no later than Monday, August 18.

## COMBINED SPECIAL EDUCATION DEPT. MEETING FOR NORTHFIELD AND FARIBAULT LICENSED STAFF

There will be a special education department meeting for all licensed instructional and related services staff on Wednesday, Aug. 27 from 1:15 to 3:30p.m. at the Faribault High School in the Performing Arts Center. (PAC) See attached Map. You may submit for Mileage reimbursement. Please carpool if at all possible. Please allow 30 minutes of travel time to arrive at the PAC in Faribault.

**Preparation for the Meeting:** Please bring your IPAD and look for more information by e-mail the week of August 18<sup>th</sup>.

**Note:** This training occurs during a scheduled work time for licensed staff. You will be allowed to have work time in the morning on Wednesday in place of your building PLC meetings if you are not in a grade level PLC. The second option is during the District Technology training time at the buildings on Thursday morning.

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### SPECIAL ED EDUCATIONAL ASSISTANTS

All educational assistants will report for an eight-hour training day on **Monday, August 25 2014** Below is the schedule for August 25:

#### Special Ed. Training Schedule Monday August 25, 2014

**Staff involved: SE teachers, PCA's, building nurses, District Nurse, PT, MA billing coordinator.**

<u>Time</u>	<u>Content</u>	<u>Location</u>
7:45 am – 9:45	Staff meetings	Each building
9:45 am – 10:45	Medical review, bus safety Body mechanic review, MA billing	Sibley
11:00 – 12:00	Medical review, bus safety Body mechanic review, MA billing	HS
12:00 – 1:00	Lunch	
1:00pm – 1:30 pm	Medical review, body mechanic review MA billing	GVP
1:45 – 2:15	Medical review, body mechanic review MA billing	BW
2:30 – 3:00	Medical review, bus safety Body mechanic review, MA billing	MS

3:00 – 3:30

Review of stander/hoyer

MS

- PCA 's who cannot fit completing the annual Bloodborne Pathogen on- line training into their time frames can complete it at another time not scheduled to work and submit a payroll claim form for up to one hour as compensation for the training.
- Individual building schedules are approximates. This will allow Elizabeth, Laurie and Teresa Rome (MA billing) to move from building to building to complete their training.

**Bloodborne Pathogen training can be accessed online at:**

<http://clmi.mnlms.net/mnet/hlms/northfieldpublicschools/tsvr>

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

Directions From Nfld HS to Fblt HS  
1400 Division St S, Northfield, MN 55057!

1. Head north go 446 ft  
total 446 ft
2. Turn left toward Dennison Blvd/Division St S/Gates Ave go 397 ft  
total 0.2 mi
3. Turn right onto Dennison Blvd/Division St S/Gates Ave  
About 55 secs  
go 0.2 mi  
total 0.4 mi
4. Turn right onto Jefferson Pkwy  
About 2 mins  
go 0.8 mi  
total 1.2 mi
5. Turn left onto MN-3 S  
About 13 mins  
go 11.0 mi  
total 12.2 mi
6. Continue onto 2nd Ave NW  
About 3 mins  
go 1.2 mi  
total 13.4 mi
7. Turn right onto 4th St NW  
About 1 min  
go 0.5 mi  
total 13.9 mi
8. Turn left onto 8th Ave NW go 0.1 mi  
total 14.0 mi
9. Slight right onto 18/9th Ave SW  
About 1 min  
go 0.5 mi  
total 14.5 mi

330 9th Ave SW, Faribault, MN 55021!

