

**To:** Educational Assistants  
**From:** Matt Hillmann, Director of Administrative Services  
**Date:** August 11, 2015  
**Re:** August 31, 2015 Schedule and other EA trainings

This year all educational assistants will report for an eight-hour training day on Monday, August 31, 2015. Below is the schedule for August 31.

- 7:45 am – 9:45 am:** All Educational Assistants will attend school meetings.
- 10:00 am – 11:30 am:** SpEd PCAs, Low Incidence, NB, & medically fragile program EAs attend update meetings in High School Cafeteria.  
All other EAs attend technology training in the Northfield High School computer lab.
- 11:30 am – 12:30 pm:** Lunch (on your own)
- 12:30 pm – 3:00 pm:** All Special Education EAs attend Special Education training in High School Auditorium  
General Education *only* EAs report to their assigned areas in their home buildings.
- 3:00 pm – 3:45 pm:** All EAs attend District Services updates in the Northfield High School Upper Cafeteria.
- 3:45 pm – 4:45 pm:** All EAs complete necessary online trainings (anti-bullying, bloodborne pathogens, etc.) as needed in the Northfield High School computer lab.

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

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

Your user name for the training web site is the first initial of your first name followed by your last name. For example, if your name is Joe Smith, your user name will be jsmith. Bloodborne Pathogen training is required for Educational Assistants who supervise playgrounds, work in low incidence, NB, EBD, or Early Childhood Special Education programs. Please direct any questions about the Bloodborne Pathogen training to Laurie Prior in the District Office at (507) 663-0610.

If you have questions about the August 31st training, contact your building principal or Matt Hillmann. You will use TimeClock Plus to clock in and out that day.

You will be required to complete the anti-bullying training if you had not done so last year. Instructions for the anti-bullying training will be available in the computer lab during the 3:45 pm – 4:45 pm session.

### **Other Training**

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

