

TO: All Special Education Staff
FROM: Gary Lewis
DATE: August 5, 2011
RE: Fall Trainings

Several staff moves have occurred since last spring:

- Heather Ims will be the School Social Worker at the Middle School
- Roanne Johnson moves from the Resource Room at Sibley to Greenvale Park
- Kasha Kluczny will be full time in the Resource Room at Sibley
- Melissa Larson will be the School Social Worker at Bridgewater
- Stephanie Mahal will be the OT at Sibley and the Middle School
- Mary Momberg will be a DCD instructor at the Middle School
- Ashley Northrup will be the School Psychologist at Greenvale Park and the Middle School
- Patsy Ophaug moves from the Resource Room at the Middle School to the High School
- Melissa Reed will be the School Psychologist at Bridgewater and Sibley
- Greg Sumner will be the OT at Bridgewater and the High School

We also welcome several new staff:

- Catherine Auge – Early Childhood Special Ed at Longfellow
- Cheryl Barnes – EBD at the Middle School
- Anna Braun – Special Ed Coordinator
- Virginia Kennedy – Resource Room at the High School and the Area Learning Center
- Lisa Muir – long-term substitute Low Incidence at the High School
- Stephanie Parlin – Level 2-3 EBD at Bridgewater
- Karleen Sherman – Resource Room at Bridgewater and Sibley
- Sara Webster – ECSE Speech/Language Pathologist at Longfellow
- Jamie Wiebe – long-term substitute School Social Worker at Greenvale Park

The 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, you will be compensated for your time by completing a payroll claim form and sending it to the Student Services office at Longfellow.

Non-violent Crisis Intervention (CPI)

Yearly certification* is required for all special education staff (teachers, related services and educational assistants), who work in our level 2-3 EBD, NB, and Low Incidence classrooms (registration required – see below).

Recertification: Thursday, August 25, 7:45 – 10:45 Longfellow 102

Thursday, August 25, 12:30 – 2:30 Longfellow 102

Initial Training: Friday, August 26, 7:45 – 2:45 Longfellow 102

CPR Training

This training is mandatory for all Educational Assistants who are classified as PCAs, and special education teachers and related services staff who work in Early Childhood Special Education, Low Incidence classrooms or with medically fragile children. Recertification* is required every two years. Others may choose to attend on a space available basis (registration required – see below).

Monday, August 29, 7:45 – 10:45 Longfellow Gym (preference given to Educational Assistants who must also attend the PCA training below)

Monday, August 29, 12:15 – 3:45 Longfellow Gym.

PCA Training (newly hired or transferred)

This training is mandatory for all newly or hired Educational Assistants who are classified PCAs or veteran staff who are transferring into such a position, and is recommended every 2 years for those previously trained. (registration required – see below)

Monday, August 29, 12:30 – 1:30 HS S102

* Laura Greenlund maintains a list of certification due dates.

– Registration –

To register for any of the above trainings, contact Laura Greenlund at (507) 645-3410 or laura.greenlund@nfld.k12.mn.us by no later than Monday, August 23.

Bloodborne Pathogen Training

This is mandatory annual training for PCA's; Special Ed. teachers in Early Childhood and Low Incidence programs and those who work with medically fragile students. (This training is also required for all playground supervisors, nurses, custodians, coaches and industrial arts instructors.)

This training is provided online and can be accessed at a time that is convenient for you. The training module is located under the Building and Grounds heading on the District website, then select the ClarityNet online training. Use your employee ID number for both username and password to access the program. If you have questions regarding this program, contact Laurie Prior at the District Office (663-0610).

On the District website, go to the *Support Services* pull down menu at the top of the page and select *Buildings and Grounds*.

1. Select *Link to ClarityNet online training* located in the lower left hand corner of the screen.
2. Use your employee ID number for both the username and password to access the program.
3. If you have questions, contact Laurie Prior at the District Office (663-0610). If you prefer to do this on another computer, you may do so. EAs/PCAs may claim 1 hour on a payroll claim form.

– Special Education Activities During Workshop Week –

Monday, August 29 (new licensed staff workshop 8:00 – 4:00)

12:30 – 1:30 SpEd Forms training for new staff

Wednesday, August 31

7:45 – 10:45 **3 hours work time**

Educational Assistants work with Teachers in classrooms

12:45 – 3:45 **Special Ed Staff Development** – all licensed staff

Longfellow Gym