

FROM: Cheryl Hall, Director of Special Services
Gary Lewis, Director of Student Services

TO: All Special Education Staff

DATE: August 9, 2013

RE: 2013-14 School Year

This is a year of transition. Cheryl is officially the District's Director of Special Education, but Gary is still around until the winter break. During the transition period, we will be sharing an office and working collaboratively to continue improving our services to children and youth with disabilities, supporting your good work and addressing concerns as they arise.

The following individuals are changing buildings or job assignments this fall:

- Stephanie Carlson moves from HS to GVP
- Carrie Duba returns to the HS to serve as the School Psychologist
- Jacque Ims will be serving as the School Psychologist at GVP
- Melissa Larson moves from BW to GVP
- Patsy Ophaug moves from BW to the Resource Room at the MS
- Ashley Patterson comes to Longfellow as the School Psychologist and ECSE Team Leader
- Lori Peterson moves from GVP to Sibley as the EBD instructor
- Jamie Wiebe moves from GVP to BW

As you can see from above, we've had some name changes occur over the summer. Congratulations to all our newlyweds:

- Ann (Burkhardt) Ackerman
- Stephanie (Parlin) Carlson
- Rachael (Heisterkamp) Hudson
- Annie (Oftedahl) Kruse
- Jacie (Haroldson) Myers
- Ashley (Northrup) Patterson

Please join me in welcoming Jamie Dop as our new Birth – 5 ECSE instructor.

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 in Level 2-3 EBD, NB, and Low Incidence classrooms
- ALL Education Assistants who are classified as PCAs.

Initial Training: Tuesday, August 20, 7:30 – 4:00 Longfellow 102 (30 minute lunch)

Recertification: Session 1 - Wednesday, August 21, 7:30 – 11:30 Longfellow 102
Session 2 - Wednesday, August 21, 12:00 – 4:00 Longfellow 102

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.

Wednesday August 21, Session 1 – 7:45– 10:45 Longfellow gymnasium
 Session 2 – 12:45 – 3:45 Longfellow gymnasium

– Registration –

To register for the above two trainings, contact Laura Greenlund at (507) 645-3410 or laura.greenlund@nfld.k12.mn.us by no later than Monday, August 20.

SPECIAL EDUCATION DEPT. MEETING

There will be a special education department meeting for all licensed instructional and related services staff on Wednesday, Aug. 28 from 7:45 to 9:45a.m. in the Longfellow gymnasium.

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

SPECIAL ED EDUCATIONAL ASSISTANTS

All educational assistants will report for an eight-hour training day on **Monday, August 26 2013**. Below is the schedule for August 26:

7:30 am - 11:45: All Educational Assistants report to their respective building for building meetings and working in their respective classrooms

9:30 – 10:30: Sibley PCAs and special ed staff to review child-specific medical information

10:45 – 11:15: Middle School PCAs and special ed staff to review child-specific medical information

11:30 – 11:45: High School PCAs and special ed staff to review child-specific medical information

11:45 – 12:15: Lunch

12:15 – 1:45: All educational assistants who are classified as PCAs report to the HS Auditorium

12:15 – 12:30: General review of PCA duties

12:30 – 1:30: MA Billing

1:30 – 1:45: Bus loading and unloading with JoAnn Pulju

1:45 – 3:15: All EAs report to the HS auditorium for District Office training

3:15 – 4:00: All EAs remain at the HS auditorium for Technology Training

Educational Assistants are encouraged to complete the annual Bloodborne Pathogen computerized training during the morning on August 26. If you are unable to fit it in at that time, you may turn in a payroll claim form for up to 1 hour as compensation for the training. You can access the online training at:

<http://northfield.claritynet.com/ASP/LAUNCHPAD/login.asp>