



## Superintendent's Bulletin

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**Please note:** Items submitted to the Bulletin should be categorized using one of the following criterion:

- **Administrative Directive/s:** an item that requires a response or action due to law, policy, procedure, board or administrative action, or administrative delegation;
- **Action Requested:** an item that requests or suggests action rather than requiring action. Such items might include grant opportunities, nominations, and the completion of voluntary surveys;
- **Information:** an item that provides information of a systemic nature that can be tied to the district's strategic plan.

Please be sure to acknowledge each criterion accordingly.

This week's Superintendent's Bulletin items are listed **below**. The Bulletin is also attached in PDF format.

To review **past Bulletin items**, follow the *Bulletin Items* link on the left side of this page, or enter a key word into the *Search* box above this message.

-  [October 30, 2009](#)
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#### Where is...?

Use the Search function (above) to find articles you need to revisit. Enter a keyword in the textbox, click on the **search** button, and links to past bulletin items containing that keyword will appear.

#### Submissions

Submit items for inclusion in the Bulletin by e-mail to Superintendent's Bulletin at [bulletin@spps.org](mailto:bulletin@spps.org) no later than Wednesday (4:30pm) preceding the week you wish to have your information displayed.

**Administrative Directive: Background Check for School Volunteers**

11/6/2009 2:35 PM

TO: School Principals

FR: Nancy Stachel, Chief of Schools  
Luz Maria Serrano, Interim Chief of Staff

**Action Requested: Special Education: Educational Assistant Professional Development**

11/6/2009 2:30 PM

TO: Special Education Educational Assistants  
Special Education Teachers  
Principals

FR: Valeria Silva, Chief Academic Officer  
Cecelia Dodge, Director, Special Education  
Gail Ghere, Assistant Administrator, Special Education

**Action Requested: Monthly K-12 Reporting on Content-based Coaching**

11/6/2009 2:25 PM

TO: Principals and Building Content Coaches

FR: Valeria Silva, Chief Academic Officer  
Kate Wilcox-Harris, Executive Director,  
Professional Development

**Information: Architect/Engineer Visits**

11/6/2009 2:20 PM

TO: Building Administrators

FR: Hitesh Haria, Chief Operations Officer  
Kevin S. Umidon, General Manager, Facility Planning

**Information: Annual School Patrol Parade and Picnic**

11/6/2009 2:15 PM

TO: Elementary Principals and Assistant Principals  
School Patrol Supervisors  
Secondary Band Directors

FR: Hitesh Haria, Chief Operations Officer  
Harold Turnquist, Director of Transportation

**Information: Positive School-wide Model (PSB) Update**

*11/6/2009 2:10 PM*

TO: Principals  
Assistant Principals  
All Staff

FR: Valeria Silva, Chief Academic Officer  
Cecelia Dodge, Director, Special Education  
Tom Delaney, Assistant Administrator, Special  
Education

**Information: Using Mondo Bookshop Materials in Reader's Workshop**

*11/6/2009 2:05 PM*

TO: All Elementary Staff

FR: Valeria Silva, Chief Academic Officer  
Nancy Stachel, Chief of Schools

**SOTW: Encouraging Girls in Math and Science**

*11/6/2009 2:00 PM*

TO: All Staff

FR: Michelle J. Walker, Chief Accountability Officer  
Stephen Schellenberg, Assistant Director, REA

**Saint Paul Public Schools . 360 Colborne Street . Saint Paul, MN 55102 Tel: 651.767.8100**

last updated on 11/6/2009 2:29:43 PM

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### Administrative Directive: Background Check for School Volunteers

11/6/2009 2:35 PM

TO: School Principals

FR: Nancy Stachel, Chief of Schools  
Luz Maria Serrano, Interim Chief of Staff

RE: Background Check for School Volunteers

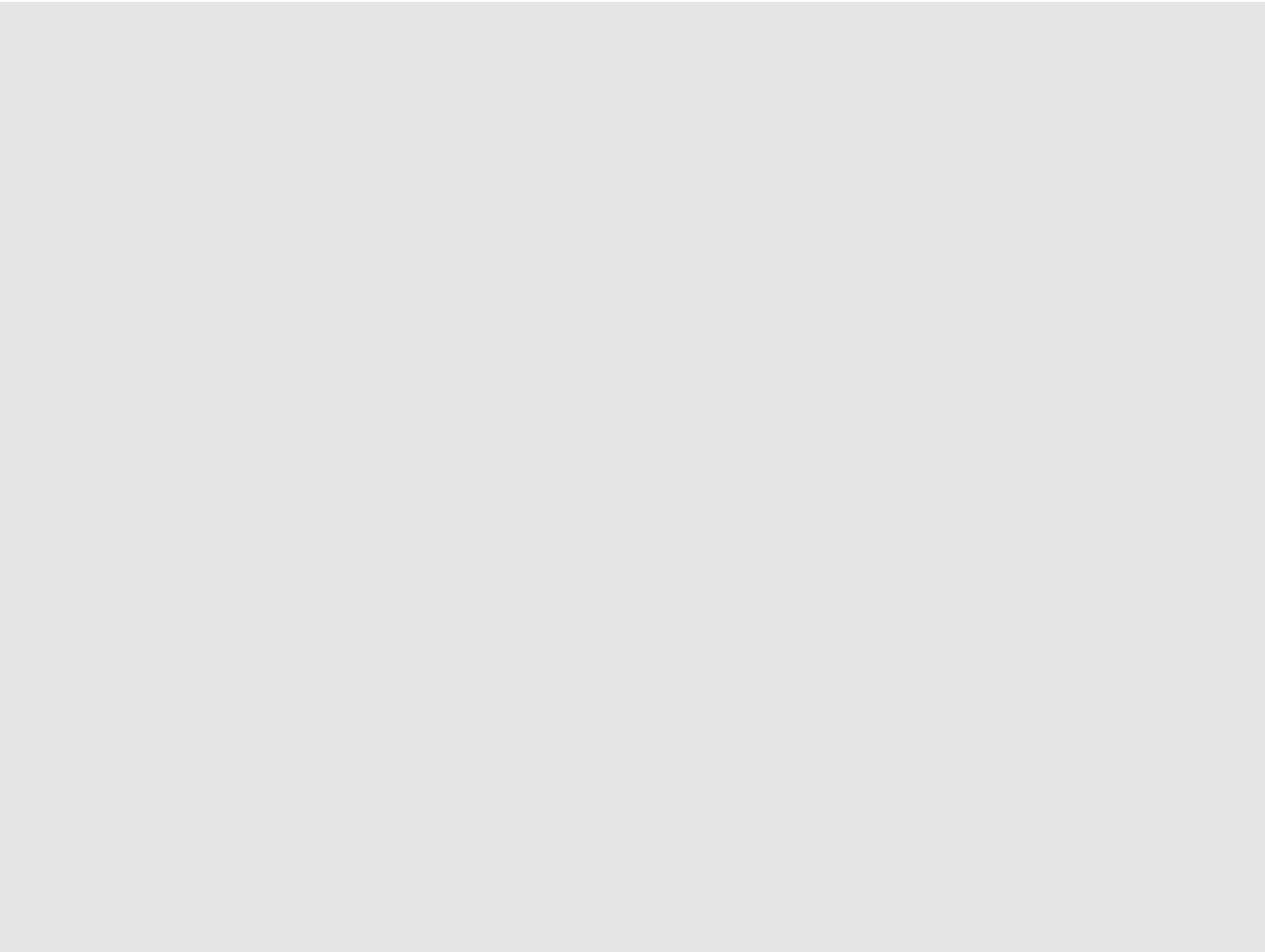
The attached document clarifies and provides guidance to school administrators as they work with volunteers in their buildings. The Human Resources Department will continue to provide the background checks, as has been the practice.

Any questions regarding the actual background check activity should be directed to Julie Coffey in Human Resources.

Any questions regarding the background check procedures should be directed to your supervisor.

Thank you.

 [Background Check for School Volunteers](#)





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### Action Requested: Special Education: Educational Assistant Professional Development

11/6/2009 2:30 PM

**TO:** Special Education Educational Assistants  
Special Education Teachers  
Principals

**FR:** Valeria Silva, Chief Academic Officer  
Cecelia Dodge, Director, Special Education  
Gail Ghere, Assistant Administrator, Special Education

**RE:** Special Education: Educational Assistant Professional Development

**Information:** On Friday, November 13, the district's next professional development day, Special Education will be offering professional development for secondary and elementary educational assistants (EAs). There are both morning and afternoon sessions offered, with each covering the same material. These sessions will be held at Humboldt Senior High School cafeteria.

**Details:** This is a secondary professional development day while elementary schools have a parent-teacher conference day. Principals and directing teachers should determine if the EAs who are working this day are available to attend the morning or afternoon session. EAs would report to their school the other half of the day for other assigned duties.

The tentative agenda includes topics covered in the Minnesota Paraprofessional Competency 1; special education law, teacher and paraprofessional roles and responsibilities, mandated reporting, and data privacy/confidentiality. A presentation on a disability specific topic will also be covered. Final details on that topic are still being confirmed.

**Action:** EAs may register for either a morning or afternoon session by logging on to PD

Express, and they can monitor the Special Education Newsletter on Monday, November 9<sup>th</sup>, for more details. Similar professional development opportunities for EAs are also being arranged for January 29<sup>th</sup> and April 9<sup>th</sup>.

Contact: DJ Johnston with any questions.  
(651) 767-8256  
dj.johnston@spps.org

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