

Tulsa Public Schools
Special Education and Student Services Office

To: Principals, Department Chairs/Lead Teachers, Special Education Teachers
Paraprofessionals

From: Taylor L. Young, Ph.D.
Assistant Superintendent for Special Education and Student Services

Date: February 10, 2008

Re: CPR/First-Aid Training for Paraprofessionals

All paraprofessionals in special education are required to be current in CPR and First Aid in accordance with State regulations and District job description requirements. Beginning in February, and continuing for the remainder of this school year, the Special Education and Student Services Office is scheduling mandatory trainings for personnel whose CPR and/or First Aid Cards have expired or are about to expire.

Stephanie Turley, from our office, will notify each principal of the personnel from their school who are required to complete the mandatory training and the date they are assigned to be at the training. We will not pull everyone from a building at once. We will spread out around the District those personnel who are required to be out for this mandatory training to try to minimize the impact. The Office of Special Education and Student Services will pay for substitutes for paraprofessionals when the principal determines it is necessary for a substitute to be utilized.

It is critical that all personnel who require the training in order to be in their current position of employment be directed to attend the required trainings. Our office will notify the employee and the principal two weeks in advance of the training date to which the employee is assigned.

Principals will be notified in writing of staff that were scheduled to attend the training but did not show up.

Seven trainings have been scheduled. The training information is as follows.

Date	Number of Participants	Location	Date of Notification
February 19, 2008	50	Fulton Cafetorium	February 5, 2008
February 26, 2008	40	Fulton Auditorium	February 13, 2008
March 11, 2008	50	Fulton Auditorium	February 27, 2008
March 25, 2008	50	Fulton Auditorium	March 12, 2008
April 1, 2008	35	Room 400 ESC	March 18, 2008
April 15, 2008	50	Fulton Auditorium	April 1, 2008
April 29, 2008	40	Fulton Auditorium	April 15, 2008

Each one-day training session begins at 8:00 a.m. and concludes at 4:00 p.m. A 30-minute lunch break will be provided. Participants will need to bring a lunch as class will resume

promptly after the break. Personnel are required to attend the entire training and sign out will be conducted at the conclusion of the training session.

Personnel who do not attend when scheduled will be placed on a "to-be-trained list" for mandatory summer training (without a salary stipend). Personnel who do not attend the mandatory training session will not be permitted to return to work in the fall of 2008 until they have completed the required trainings at their own expense.

Personnel whose CPR/First Aid will expire either prior to or during the 2008-09 school year, will be scheduled to attend a training session in the Month of August prior to the opening of school, so that mandatory trainings during the year which occur during the school day will only be held for staff new to the District after the opening day of school. It is our current intent to provide an hourly rate of pay stipend for personnel attending this training in August, pending Board approval.