

Intradistrict Communication

DATE: July 22, 2025

TO: Principals of Secondary Schools with Social Emotional Behavior Classrooms

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Melanie Dawson, Program Administrator of Behavior

SUBJECT: Mandt Training For SEB Teachers and ESPs

Mandt training continues to be available this year to secondary schools with Social Emotional Behavior (SEB) self-contained special classrooms.

All teachers, 35-hour ESPs, and 25-hour ESPs in these settings are encouraged to become Mandt certified. We are offering a 2-day training on Friday, August 22nd and Friday, August 29th. **Please note, full-day participation is required on BOTH dates.** Registration is on Canvas Catalog, and the class will be capped based on room capacity requirements.

Dates	Times	Location	Registration
8/22/25 & 8/29/25	8 a.m. - 4 p.m.	Juniper Tech Atrium	Mandt 8/22 & 8/29

The Special Education Department will cover the costs of substitutes for contract employees. Please use **budget code 1292**. Additionally, special education will pay ESPs for time that goes beyond their typically scheduled day. For example:

- 25 hours/week ESPs will claim their daily 5 hours on True Time and will be paid for up to 3 additional hours on a timesheet.
- 35 hours/week ESPs will be paid for their contracted daily 7 hours and will be paid for up to 1 additional hour on a timesheet.

Please note: Employees who are not able to attend both dates need to attend ASPEN training this year, and consider participating in Mandt at a later date.