

August, 2011

Dear New Licensed Staff,

Greetings and welcome to Northfield Public Schools! We are very excited that you will be joining our district this fall.

There will be a New Licensed Staff Workshop on August 29, from 8:00am to 4:00pm at Northfield Middle School. During this workshop you will have the opportunity to meet other new licensed staff members and all of the district's administrators. In addition, you will receive important information pertinent to your positions in the district.

Please see the attached documents for more information about the New Licensed Staff Workshop:

- New Licensed Staff Workshop Agenda
- New Licensed Staff Workshop: Large Group Introductions

A few important notes about your District Curriculum Guide:

- Most of you have already received your District Curriculum Guide, a black binder that includes the curriculum frameworks for your grade level and content areas.
- If you are not a classroom teacher (i.e., School Psychologist, Occupational Therapist, Speech/Language, Social Worker, etc.), you *do not* need to have a District Curriculum Guide.
- If you are a long-term sub, please use the District Curriculum Guide that belongs to the teacher for whom you will be subbing.
- If you have not yet received your District Curriculum Guide, but should have one of your own, please contact Nancy Kluver in the Curriculum and Staff Development Office (nancy.kluver@nfld.k12.mn.us; 507-663-0622).
- **Please be sure to bring your District Curriculum Guide with you to the New Licensed Staff Workshop**, as a portion of the day is dedicated to information about this guide. Feel free to peruse its contents before then as well.

Please do not hesitate to contact us if you have any questions or need any assistance as you prepare for the new school year. Again, we warmly welcome you and look forward to seeing you on August 29th at 8:00am!

Sincerely,

Heather Ryden
Curriculum & Staff Development Coordinator

Amy Moeller
Curriculum & Staff Development Coordinator



Northfield Public Schools
New Licensed Staff Workshop Agenda
Northfield Middle School
August 29, 2011



- 8:00-8:15 **Check-In, Mingling & Treats:** Cafeteria
- 8:15-9:00 **District Welcome & Introductions:** Cafeteria
Amy Moeller & Heather Ryden, Curriculum & Staff Development Coordinators
- 9:00-9:10 **Break**
- 9:10-9:40 **Northfield School District Mission and Goals:** Computer Lab
Dr. Chris Richardson, Superintendent
- 9:40-10:00 **Icebreaker Activity:** Media Center
Amy & Heather
- 10:00-10:35 **Northfield Education Association Information:** Media Center
Ray Coudret, NEA President & High School Math Teacher
- 10:35-11:05 **District Curriculum & Staff Development Overview:** Media Center
Amy & Heather
- 11:05-11:15 **New Licensed Staff Pictures for the *Northfield News*:** Media Center
*Jerry Smith, Managing Editor for the *Northfield News**
- 11:15-11:45 **Lunch (provided):** Cafeteria
- 11:45-12:30 **Technology Overview-Part One:** Computer Lab
Matt Hillman, Director of Human Resources and Technology
- 12:30-1:30 **Technology Overview-Part Two:** Computer Lab
Matt Hillman, Director of Human Resources and Technology
Gary Lewis, Director of Student Services
- 1:30-2:30 **“Being a Teacher” Presentation:** Media Center
Kim Slegers, High School Health Teacher
- 2:30-4:00 **Meet with building principals at your assigned schools.**

New Licensed Staff Workshop: *Large Group Introductions*

During the New Licensed Staff Workshop, all new licensed staff and district administrators will have the opportunity to introduce themselves to each other in a large group setting. This experience always proves to be a great way to become familiar with each other in a casual, light-hearted manner.

Please be prepared to take a couple of minutes to introduce yourself using the format below:

◆ Please state:

- *Your name*
- *The building and/ or department to which you are assigned*
- *Your position in the district*

◆ Choose one or two items from the list below to share if you wish:

- *An interesting tidbit about yourself and/ or your family*
- *Previous work experience*
- *A hobby or favorite pastime*
- *An exciting or unusual experience*
- *Something on your "bucket list"*
- *Anything else you'd like to share*