
OFFICE OF THE SUPERINTENDENT

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August 12, 2019

Dear Staff,

The purpose of this letter is to officially kick off the 2019-20 school year! I hope you have enjoyed the summer break. I am looking forward to seeing all of you as we begin the new school year.

I look forward to welcoming all staff at our Back-to-School kickoff breakfast on Monday, August 26, 2019 at Northfield Middle School. Breakfast will be available at 7:00 am with our opening program commencing at 8:15 am. All staff members who are scheduled to work on August 26 are expected to attend the opening program and are invited to breakfast. All staff members not scheduled to work on August 26 are invited to the breakfast and opening program. Staff members not scheduled to work on August 26 who attend will be paid and should clock in and out to record their hours.

We realize that not everyone will eat breakfast and want to plan appropriately. Please complete this brief form by August 20 to share if you plan to eat breakfast: <https://forms.gle/BQb9BbdUZ9HT9bNv8>

This will be a fast-paced, momentous year for our school and community. We will see construction of the projects associated with our successful 2018 bond referendum. You can view construction updates on our website (<https://northfieldschools.org/construction-updates>). We will take the next steps in institutionalizing our elementary reading curriculum and social/emotional learning. The high school flex period will continue to mature and we will discuss the potential of a later start time for our secondary school students. Our students will utilize new iPads with the addition of the Logitech Crayon — a powerful stylus that will continue to expand this technology's ability to fully support student learning.

We strive to be a community that is welcoming and looks out for those from traditionally marginalized demographic groups. I believe we can and must do more to ensure **every** student, parent, and staff member learn and work in a supportive, inclusive environment. We are committed to professional development, learning, and conversations about how racism has an impact on our students and their families. This work is not simple and will require intentionality. We must meet this challenge courageously. I am personally inviting every staff member to engage in this work. It is essential for our organization to succeed.

One of my goals as Superintendent is to be a regular and effective communicator. Effective communicators use a variety of tools. I expect that every staff member reviews the semi-monthly *District Staff Newsletter* for

important information about the District. We are streamlining the format beginning later this month so it is more efficient for you to read and/or watch. You can also check out my #nfdlead blog at:

<https://northfieldschools.org/nfdlead/>

There are also a number of 'housekeeping' issues that need to be addressed at the beginning of each school year. One of these 'housekeeping' duties is to provide notification of policies that we have a responsibility to review. These policies are listed on the page following this letter. All policies can also be found at:

<https://northfieldschools.org/about/school-board/policies>

Our school year will be filled with successes, opportunities, and challenges. I hope you will embrace all three of these conditions as they present themselves and I look forward to supporting you on the path.

Sincerely,

A handwritten signature in blue ink that reads "Matthew J. Hillmann". The signature is written in a cursive style with a horizontal line at the end.

Matt Hillmann, Ed.D.
Superintendent of Schools

It is the responsibility of each employee to read and be familiar with the following policies that can be found on the School District's website. They are linked below for your convenience.

[Policy 102](#) – Educational and Employment Opportunity

[Procedures](#) for Policy 102

[Policy 409](#) – Employee Publications, Instructional Materials, Inventions and Creations

[Policy 410](#) – Family and Medical Leave Policy

[Policy 413](#) – Harassment and Violence

[Procedures](#) for Policy 413

[Report Form](#) for Policy 413 (Religious, Racial or Sexual Harassment or Violence)

[Policy 414](#) – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

[Procedures](#) for Policy 414

[Reporting Form](#) for Policy 414

[Policy 415](#) – Mandated Reporting of Maltreatment of Vulnerable Adults

[Procedures](#) for Policy 415

[Policy 418](#) – Drug-Free Workplace/Drug-Free School

[Policy 419](#) – Tobacco-Free Environment

[Policy 441](#) – Use of Technology and Telecommunications Systems by Employees

[Policy 514](#) – Bullying Prohibition Policy

[Reporting Form](#) for Policy 514

[Policy 522](#) – Student Sex Nondiscrimination

[Reporting Form](#) for Policy 522

[Policy 526](#) – Hazing Prohibition

You can also view all policies at <https://northfieldschools.org/about/school-board/policies/>