

August 1, 2016

Dear New Staff,


Greetings and Welcome! We are happy to have you join our teaching staff at Northfield Public Schools for the 2016-17 school year.

There will be a New Teacher Workshop on Wednesday, August 24, and Thursday, August 25, at the Northfield Middle School and High School. The attached agenda will provide details about times and locations. During this workshop, you will have the opportunity to meet other new licensed staff members and the administration team. In addition, you will receive important information pertinent to your position in the district. You will be paid for these two days as per the contract: \$150/day.

The attached documents provide more information about these two days. Note that you will be asked to introduce yourself at the New Teacher and Administration Breakfast on Wednesday morning, August 24. This is a brief introduction: You will state your name and position and share one item such as your family or what you did this summer. Please complete the information sheet for *Northfield News* and bring it with you on Wednesday.

Please contact me if you have any questions about the New Teacher Workshop or any other items as you prepare for the school year. Again, welcome; we look forward to meeting you on August 24!

Sincerely,



Mary Grace Hanson
Director of Teaching and Learning
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**New Teacher Workshop
Wednesday and Thursday, August 24-25, 2016**

Welcome to Northfield Public Schools!
We have planned two days of information and activities to help you as you begin
your Northfield career.
Attire: Business casual

Wednesday, August 24, 2016

Time	Location	Activity	Responsible
7:45 .75 hours	MS Cafeteria	Breakfast with Administration	Mary Hanson Nancy Kløver
8:30 .50 hours	MS Computer Lab	Welcome and District Overview	Dr. Hillmann
9:00 .25 hours	MS Computer Lab	Folder items; Information on Professional Learning Activities; and T/L website	Mary Hanson
9:15 .75 hours	MS Computer Lab	Skyward	Christine Neset
10:00	Break	Break	Break
10:15 1.5 hours	MS Computer Lab MS Media Center	Technology Schoology: MS & HS iPads; Elementary	Kim Briske Others
10:15 1.5 hours	MS Computer Lab	Computer set up and log ins: CVSEC Teachers	Cheryl Hall Lynn Krominga
11:45 .75 hours	MS Cafeteria	Lunch and <i>Northfield News</i> pictures	Mary Hanson Nancy Kløver

12:30	Various	Early Childhood	Erin Bailey Lynn Krominga
1.25 hours		Elementary: Literacy and Math instruction; RSG Day; RtI/ADSIS Overview	Inger Hanson, Heather Ryden, Tania Will
1.25 hours		MS and HS: PBIS and MTSS	Carrie Duba Rachael Hudson
1.25 hours		Special Ed: CVSEC staff only (Information on the remainder of the day for CVSEC will be finalized during this session.)	Tom White Elizabeth Deen
1:45 .75 hours	Northfield Bus Tour	Tour	Benjamin Bus Matt Hillmann Mary Hanson
2:30 1.25 hours	Elementary Schools, MS, and HS	Time in classrooms	
3:45	Done for the day!	Done for the day!	Done for the day!

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Thursday, August 25, 2016

Time	Location	Activity	Responsible
7:45 .5 hours	HS Cafeteria	Breakfast	Mary Hanson Nancy Kløver
8:15 1.5 hours	M120 HS	PLC Process and SMART Goals	Leah Sand
9:45	Break	Break	Break
10:00 1.5 hours	M115 HS	So Now You Are a Teacher!	Kim Slegers
11:30 1.5 hours	Upper Café HS	NEA Lunch and Information	Amy Sieve
1:00	Break and Travel to schools	Break and Travel to schools	Break and Travel to schools
1:15-3:45 2.5 hours	Various	Time with principals/schools	Nancy Antoine David Craft Scott Sannes Greg Gelineau Joel Leer
2:30 15 minutes	Travel	Northfield Special Ed Staff travel	
2:45-3:45 1 hour	HS Computer Lab	Special Ed forms and Updates for Northfield Sp Ed Staff	Lynn Krominga Cheryl Hall
1:15 2.5 hours	HS Computer Lab	Special Ed Updates for CVSEC Staff	Lynn Krominga Cheryl Hall
3:45	Done for the day!	Done for the day!	Done for the day!

Monday, September 12; 3:30-4:30: Teacher Development and Evaluation; Matt Hillmann; Location TBD

Monday, September 19; 3:30-4:30: Data and Assessment; Hope Langston; Location TBD

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