

August 12, 2016

Dear Staff,

The purpose of this letter is to officially kick off the 2016-17 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.

As we enter the school year, I encourage you to reflect on why you chose education as your career path. Many of us selected this profession because we wanted to make a difference in the world by positively impacting youth. It is that altruism that is more important for us to leverage now than at any time in the past several decades. We have a job that makes all other jobs possible. I am looking forward to an excellent school year that focuses on helping each child grow toward their ultimate potential by developing strong relationships and using high impact instructional strategies to meet student needs.

The School District has started work on a strategic planning process. Information about this process was previously sent by email. You are invited to participate in the session on September 1st, 2016. There will be multiple opportunities that day for you to choose to engage in the process. In addition, community members have been invited to participate that evening from 5:30 pm - 7:30 pm at Northfield Middle School.

One of my goals as Superintendent is to be a regular and effective communicator. Effective communicators use a variety of strategies and modalities. I have started a Superintendent's Blog, dubbed "#nfldlead", as a way to share information and my thoughts with our staff and community. You can read it at: <http://northfieldschools.org/nfldlead>. Please let me know if you have questions about the blog, its contents, or have ideas for information I could share. In addition, I will have the opportunity to formally welcome all of you back at our all-district meeting to start the day on August 30th at Northfield Middle School. The most important part of communication is listening. I plan on being visible in our schools on a consistent basis and invite you to share your successes, concerns, or thoughts at any time.

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: <http://northfieldschools.org/about/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.

Sincerely,



Matthew J. Hillmann, Ed.D.
Superintendent of Schools

To: All Staff

From: Matthew J. Hillmann, Ed.D.
Superintendent of Schools

Re: Notification of policies

Date: August 12, 2016



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 – [Equal Educational and Employment Opportunity](#)
 - [Procedures for Policy 102](#)
- Policy 409 – [Employee Publications, Instructional Materials, Inventions and Creations](#)
- Policy 410 – [Family and Medical Leave](#)
- Policy 413 – [Harassment and Violence](#)
 - [Procedures for Policy 413](#)
 - [Report Form for Policy 413](#)
- Policy 414 – [Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#)
 - [Procedures for Policy 414](#)
 - [Report 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](#)
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- Policy 419 – [Tobacco-free Environment](#)
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- Policy 441 – [Use of Technology and Telecommunications Systems by Employees](#)
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- Policy 514 – [Bullying Prohibition](#)
 - [Reporting Form for 514](#)
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- Policy 522 – [Student Sex Nondiscrimination](#)
 - [Reporting Form for 522](#)
- Policy 526 – [Hazing Prohibition](#)

You can also view all policies at <http://northfieldschools.org/about/policies>.