

August 6, 2015

Dear New Staff,

Greetings and Welcome! We are happy to have you join our teaching staff at Northfield Public Schools for the 2015-16 school year.

There will be a New Licensed Staff Workshop on Wednesday, August 26 and Thursday, August 27. The attached agenda will detail 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.

The attached documents provide more information about these two days. Note that you will be asked to introduce yourself at the New Staff and Administration Breakfast on Wednesday morning, August 26. Please complete the staff information form and bring it with you to the workshop on Wednesday.

Contact me if you have any questions or concerns about the New Licensed Staff Workshop or any other areas as you prepare for the school year. Again, welcome; we look forward to meeting you on August 26!

Sincerely,

Mary Grace Hanson
Director of Teaching and Learning
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New Teacher Workshop
Wednesday and Thursday, August 26-27, 2015

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 26, 2015

Time	Location	Activity	Responsible
7:45 .75 hours	MS Cafeteria	Breakfast with Administration	Mary Hanson Nancy Kluver
8:30 .5 hours	MS Computer Lab	Welcome and District Overview	Dr. Richardson
9:00 .5 hours	MS Computer Lab	District Information	Mary Hanson
9:30 .5 hours	MS Computer Lab	Skyward	Christine Neset
10:00		Break	
10:15 1.5 hours	MS Computer Lab MS Media Center	Technology: Schoology: MS & HS iPad Pods: Elementary	Kim Briske and Others
11:45 .75 hours	MS Cafeteria	Lunch and <i>Northfield News</i> pictures	Mary Hanson Nancy Kluver

12:30	Various	Early Childhood	Sara Line
1.25 hours		Elementary: Literacy and Math instruction; RSG	RtI Coaches
1.25 hours		Special Ed	Cheryl Hall and Lynn Krominga
1.25 hours		MS and HS: PBIS and MTSS	Carrie Duba and Rachael Hudson
1:45 .75 hours	Northfield Bus Tour	Tour the schools and town	Benjamin Bus Matt Hillmann Mary Hanson
2:30 2.25 hours	Elementary MS and HS	New teachers meet with principals/departments; Work in classrooms if time	Nancy Antoine David Craft Scott Sannes Joel Leer Greg Gelineau
3:45		Done for the day!	

Thursday, August 27, 2015

Time	Location	Activity	Responsible
7:45 .5 hours	HS Cafeteria	Breakfast	Mary Hanson Nancy Kluver
8:15 1 hour	TBD	PLC Process and SMART Goals	Leah Sand
9:15 2.25 hours	Kim's Room	So You Want to Be a Teacher	Kim Slegers
11:30 1 hour	TBD	NEA Lunch	Amy Sieve
12:45 3 hours	Various	Time in school/classrooms	Principals Teachers
3:45		Done for the day!	

Infinitec: Bullying Prevention

Northfield Public Schools
New Licensed Staff Information Form
(for release to local press)

At the beginning of each school year, the local news outlets typically request photos and information about new licensed staff members of Northfield Public Schools. At the New Licensed Staff Workshop we will provide a time for your photos to be taken by local news outlets. Some additional information about you will accompany your photo. Please complete as much of this form as you feel comfortable doing. Any information you provide may be published with your photo by the local news outlets.

Name _____

School _____

Position/Grade Level/Department _____

Last job/position _____

Education _____

Hometown _____

Hobbies/Interests:

Why I chose education and want to be a teacher: