

August 3, 2012

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 Orientation on August 22, 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:

- **Agenda**
- **Directions for Large Group Icebreaker**
- **New Licensed Staff Information Form for Local Press:** Please fill out this form and submit it when you check in at 8:00 on August 22.

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. These binders are in your buildings.
- 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 me 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 22nd at 8:00am!

Sincerely,
Mary G. M. Hanson

Mary G. M. Hanson
Director of Teaching and Learning



**Northfield Public Schools
New Licensed Staff Workshop Agenda
Northfield Middle School
August 22, 2012**



- 8:00-8:15 **Check-In: Mingling & Treats:** Cafeteria
- 8:15-9:00 **Welcome, Goals for the Day & Introductions:** Cafeteria
Mary Hanson, Director of Teaching and Learning
- 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
Mary Hanson
- 10:00-10:35 **Northfield Education Association Information:** Media Center
Mark Thornton, NEA President & High School Social Studies Teacher
- 10:35-11:05 **District Curriculum & Staff Development Overview:** Media Center
Mary Hanson
- 11:05-11:15 **Photo Shoot for the *Northfield News & Northfield Patch*:** Media Center
- 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 Labs
Special Ed. Staff only: *Gary Lewis, Director of Student Services*
All Other Staff: *Matt Hillman, Director of Human Resources and Technology*
- 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*

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

At the beginning of each school year, local news outlets typically request photos and information about new licensed staff members of Northfield Public Schools. At the New Licensed Staff Orientation, we will provide a time for your photos to be taken by local news outlets. We also ask that you provide some information about yourself to accompany your photo. To do so, please complete as much of this form as you are comfortable. Any information you provide may be published, along with your photo, by these local news outlets.

Name: _____

School: _____

Position/Grade Level/Department: _____

Last job/position: _____

Education: _____

Hometown: _____

Hobbies/Interests: _____

Why I chose education: _____
