

August 1, 2013

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 Workshop on August 19 August 20 from 8:00am to 4:00pm. During this two day workshop you will have the opportunity to meet other new licensed staff members and the district's administrators. In addition, you will receive important information pertinent to your positions in the district. We will begin on **Monday morning at Northfield Middle School at 8:00 am.**

Please see the attached documents for more information about the New Licensed Staff Workshop:

- New Licensed Staff Workshop Agenda
- New Licensed Staff Workshop: Large Group Introductions
- Information sheet for local media

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.
- If you are not a classroom teacher (i.e., School Psychologist, Occupational Therapist, Speech/Language, Social Worker, etc.), you *do not* 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 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 19th at 8:00am!

Sincerely,

Mary G. M. Hanson

Mary G. M. Hanson
Director of Teaching and Learning
Longfellow School
201 Orchard Street ~ Northfield, Minnesota
*507-663-0622 * 507-645-1250 FAX*

New Teacher Workshop
Monday, August 19 and Tuesday, August 20

Time	Location	Activity	Who is responsible
Monday		August 19, 2013	
8:00	MS Cafe	Register Breakfast with Administrative Staff	Mary Hanson Nancy Kløver
8:20	MS Cafe	Welcome and Introductions: Everyone introduces themselves.	Mary Hanson
9:15		Break	
9:30	MS Computer Lab	Northfield School District Mission and Goals	Dr. Richardson
10:10	MS Computer Lab	Curriculum Overview	Mary Hanson
10:25		Break	
10:35	MS Media Center	RtI; PBIS; Standards Based Grading	Mary Hanson and others
11:10	MS Media Center	Photo Shoot: <i>Northfield News</i> <i>Northfield Patch</i>	Mary Hanson Nancy Kløver
11:30	MS Cafe	Lunch: Sub sandwiches; fresh veggies; fresh fruit; cookies; water	Mary Hanson Nancy Kløver
12:15	MS Computer Lab	Technology Overview Part One	Matt Hillmann and others
1:15		Break	

New Teacher Workshop
Monday, August 19 and Tuesday, August 20

1:30	MS Computer Lab	Technology Overview Part Two	Matt Hillmann and others
2:30		Break	
2:45	MS Computer Lab	PLCs	Mary Hanson; Hope Langston; Connie Nelson
4:00		Done until Tuesday	
Time	Location	Activity	Who is Responsible
Tuesday		August 20, 2013	
8:00	HS Cafe	Breakfast	Mary Hanson Nancy Kliver
8:20	HS Computer Lab	Human Resources and Business Services Update	Molly Viesselman Val Mertesdorf
9:05	HS Computer Lab	Technology Overview Part Three	Matt Hillmann and others
10:30		Break	
10:45	HS Café	Northfield Education Association Information Lunch	Mark Thornton and building reps
12:15	HS Media Center	Being a Teacher	Kim Slegers
1:30	Various Schools	Meet with the Principal	Principals
4:00		Done until Monday, August 26	

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*
- *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: _____
