

**INDEPENDENT SCHOOL DISTRICT 659**  
**ORGANIZATIONAL SCHOOL BOARD MEETING**

Monday, January 11, 2021 ~ 7:00 p.m.

Zoom Meeting Link: <https://northfieldschools-org.zoom.us/j/88900773671?pwd=eUJ5T2Q4ZnRxcWFLMERTWkNOZGZPUT09>

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Items for Individual Action
  - A. Election of Officers
  - B. Set Dates, Times, and Location for Regular Board Meetings
  - C. School Board Member Stipends
- IV. Consent Agenda
  - A. Designate the Official District Newspaper
  - B. Authorization of Use of Facsimile Signatures
  - C. Mileage Reimbursement Rate
- V. Superintendent's Report
  - A. Resolution for Education Identity & Access Management
- VI. Items for Information
  - A. Board Committee Memberships
- VII. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, January 11, 2021, 7:00 p.m.  
Zoom

**TO:** Members of the Board of Education  
**FROM:** Matthew Hillmann, Ed.D., Superintendent  
**RE:** Explanation of Agenda Items for the January 11, 2021, Organizational School Board Meeting

I. Call to Order

The Organizational Meeting of the Northfield School Board will be called to order by acting chair Julie Pritchard for the purpose of organizing the Board for the 2021 calendar year. Due to the health pandemic and the extension of Governor Walz's Executive Order 20-01 COVID-19 Peacetime Emergency, and in accordance with Minnesota Statute 13D.021, which permits boards to hold a meeting by telephone conference call or other electronic means, the January 11, 2021 organizational school board meeting will be held by telephone conference call or other electronic means.

II. Agenda Changes / Table File

III. Items for Individual Action

A. Election of Officers

Acting Chair Julie Pritchard will conduct the meeting during the election process of the Board Chair. Once a Chair is elected for 2021, that person will preside over the remainder of the Organizational meeting. Present officers of the Board include Julie Pritchard, Chair; Amy Goerwitz, Vice-Chair; Jeff Quinnell, Treasurer; and Noel Stratmoen, Clerk. A list of duties of the Chairperson, Vice-Chairperson, Clerk and Treasurer are attached.

- A. Election of Board Chair.
- B. Election of Vice-Chair.
- C. Election of Clerk.
- D. Election of Treasurer.

B. Set Dates, Times, and Location for Regular Board Meetings

The Board is asked to approve the enclosed Schedule for School Board Meetings January 2021 - January 2022. Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays in January, February, April, May, August, September, October and November, and will be held in the Boardroom at the District Office (the former Longfellow building at 201 Orchard Street S; Northfield, MN 55057.) One meeting will be held the first Monday of the month in March, June, July and December.

C. School Board Member Stipends

The present monthly stipend for Board members is \$275 for Directors and \$325 for the Board Chair. A motion will be needed to either maintain the stipends at the current level or to modify for 2021. A salary comparison to school districts in the Big 9 Conference and neighboring school districts was reviewed at the December 10, 2018 Board meeting, and stipends were increased to the current amounts effective July 1, 2019.

IV. Consent Agenda

**Recommendation:** Motion to approve the following items listed under the Consent Grouping.

A. Designate the Official District Newspaper

The official newspaper of the Northfield School Board will be the *Northfield News*.

B. Authorization of Use of Facsimile Signatures

The School Board authorizes that facsimile signatures of officers of the Board be utilized in signing School District checks and documents.

C. Mileage Reimbursement Rate

The mileage reimbursement rate for use of private automobiles on School District business will be 56.0 cents per mile effective January 1, 2021. This is the new mileage rate established by the Internal Revenue Service.

V. Superintendent's Report

A. Items for Individual Action

1. Resolution for Education Identity & Access Management. The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. The Board recommends to authorize Christine Neset, Student Information Systems Specialist, to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659.

**Superintendent's Recommendation:** Motion to approve the Resolution to authorize Christine Neset to act as the Identified Official with Authority (IOwA) for Northfield Public School District #659.

VI. Items for Information

- A. Board Committee Memberships. An enclosure is provided identifying last year's committee appointments, representatives to various organizations and school liaisons, as well as a brief description of each committee or organization. Changes can be discussed.

VII. Adjournment

## **Ceremonial Oath of Office for School Board members**

It is an honor to be elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility, along with other members of the School Board, for an equitable and quality education of every student in the Northfield School District.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, accountability, and advocacy. In providing vision, the board formulates the educational goals and sets the course for Northfield Public Schools.

As a board, we are accountable to the community and must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we also serve as key advocates on behalf of our students and our community.

We must strive together, with the superintendent and staff, to lead the district toward fulfilling our vision to prepare every student for lifelong success within a world-class learning environment.

Having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by acknowledging:

*(Raise your right hand)*

I SWEAR THAT I WILL SUPPPORT  
THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF MINNESOTA  
AND THAT I WILL DISCHARGE FAITHFULLY  
THE DUTIES OF THE OFFICE OF SCHOOL BOARD MEMBER OF INDEPENDENT  
SCHOOL DISTRICT 659  
TO THE BEST OF MY JUDGEMENT AND ABILITY

Due to the current peacetime State of Emergency and in accordance to MN State Statue 13D.021, on January 11, 2020 the Northfield Public Schools Organizational Meeting will be held via teleconference. The ceremonial oath of office will be administered by the board chair to newly elected board members Corey Butler, Claudia Gonzalez George, Amy Goerwitz and Noel Stratmoen.

Procedure for administering the oath via teleconference:

The board chair will recite the oath of office. The chair, will then call on each new board member individually to affirm their acceptance of the responsibilities of the office.

**Board chair:** *Please raise your right hand.*

Do you (name) affirm your acceptance of the oath of office as presented?

**Board member:** Yes

## VI. OFFICERS

- A. At the first meeting in January, the School Board will select a Chairperson, Vice-Chairperson, Clerk and Treasurer, who will hold their offices for one year and until their successors are selected. The terms of these offices will be for one year.
- B. Duties:
1. The Chairperson will:
    - a. Preside at all meetings of the School Board when present.
    - b. Countersign all orders for claims approved by the School Board.
    - c. Sign contracts or agreements approved by the School Board when the signature of the chairperson is required. If a deadline must be met and the Chairperson is unavailable, the Vice-Chairperson is authorized to sign the document as Acting Chairperson.
    - d. Represent the District in all appropriate actions consistent with School Board directives and policies.
    - e. Appoint all special committees and standing committees and serve as an ex-officio member on all such committees. Such appointments will be made at the organizational meeting in January.
    - f. Appoint a parliamentarian.
    - g. Confer with the Superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
    - h. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
  2. The Vice Chairperson will perform the duties of the Chairperson in the event that he/she is unable to preside. Should both the Chairperson and Vice Chairperson be unable to preside, the remaining members will select a member to serve in that capacity. The Vice Chairperson will perform such other duties as required by law and perform all duties usually incumbent on such an officer.
  3. The Clerk, either directly or through the administrative staff of the District, will:
    - a. Keep a record of all meetings of the School Board.
    - b. In a timely manner, file with the School Board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
    - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota School as required by state law.
    - d. Sign all orders from the Treasurer for claims approved by the School Board.
    - e. With the Chairperson, sign contracts or agreements approved by the School Board, when the signature of the Clerk is required. If a deadline must be met and the Clerk is unavailable, the Treasurer is authorized to sign the document as Acting Clerk.
    - f. Perform such duties as required by State election laws relative to school district elections.
    - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
  4. The Treasurer, either directly or through the administrative staff of the District, will:
    - a. Keep detailed records of all orders processed by the School Board, according to law.
    - b. Have custody of all monies belonging to the District. Upon receipt of District funds, the Treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the School Board.
    - c. Sign all orders for claims approved by the School Board.
    - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

**Northfield Public Schools ISD 659 ~ School Board Meetings**

January 2021 ~ January 2022

Meetings are held in the Board Room at the new location of the Northfield Public Schools District Offices in the Longfellow School building and begin at 7:00 p.m.

Monday, January 11

Monday, January 25

Monday, February 8

Monday, February 22

Monday, March 8

Monday, April 12

Monday, April 26

Monday, May 10

Monday, May 24

Monday, June 14

Monday, July 12

Monday, August 9

Monday, August 23

Monday, September 13

Monday, September 27

Monday, October 11

Monday, October 25

Monday, November 8

Monday, November 22

Monday, December 13

Monday, January 10, 2022

Monday, January 24, 2022

In the event a regular school board meeting is canceled, the meeting will be rescheduled to the Tuesday immediately following the regularly scheduled meeting date.

### **Education Identity & Access Management Board Resolution**

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role.

#### **Designation of the Identified Official with Authority for Education Identity Access Management**

Organization Name: Northfield Public Schools

6-Digit or 9-Digit Organization Number: 0659-01

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Christine Neset

Title: Student Information Systems Specialist

Board Member Signature:

Name: \_\_\_\_\_  
Julie Pritchard, Chair  
Northfield Public Schools Board of Education

Date: \_\_\_\_\_



# Northfield Public Schools

## **SCHOOL BOARD COMMITTEES**

### **Board Meet and Confer Committee**

The School Board and the Northfield Education Association (NEA) mutually recognize that the Public Employees Labor Relations Act (PELRA) provides for the establishment of procedures whereby the parties may meet and confer on educational policies of the district and on matters relating to the terms and conditions of employment in addition to the terms and conditions specifically set forth in the Teachers Agreement.

**Meet at the request of either party on an as-needed basis.**

**Board Negotiations** – Three Board members and alternates are assigned by Board Chair  
**Meet during Northfield Education Association (NEA) contract negotiation years.**

### **Board Policy Review Committee**

**Function:** Review district policies in order to recommend revisions/additions to the School Board for approval.

**Meets monthly during the school year on the second Thursday of the month from 3:30-5:00 pm.**

## **DISTRICT COMMITTEES**

### **Committees that meet Monthly:**

#### **Community Services Advisory Council**

**Function:** To recommend and advise the Community Education directors on issues including, but not limited to, departmental philosophy, budget decisions, programming and fees/charges associated with the operation of the programs.

**Meets the 4<sup>th</sup> Tuesday of each month, except in July and December when there is no meeting.**

#### **District Youth Council**

**Function:** The District Youth Council was formed to assist the District with numerous projects and initiatives by providing student input or a youth voice in the affairs of ISD 659. The DYC serves as a liaison between the leaders of the School District and the students of the Northfield Public Schools.

**Meets monthly during the school year on the third Wednesday of the month at 7:45 am.**

## **DISTRICT COMMITTEES**

### **Committees that meet about Quarterly:**

#### **Northfield Forward**

**Function:** Includes a wide variety of district stakeholders to provide feedback on the district's strategic plan, building goals and PLC goals and results.

**Meets four times during the school year on the third Monday of the month at 6:00 pm in October, November, February and March.**

#### **Northfield Enact**

**Function:** To support the advancement of staff and students in innovative educational practices.

**Meets three times during the school year in September, November and February from 3:45-5:00 pm.**

#### **Communications Advisory Committee**

**Function:** To prioritize the district's message, engaging stakeholder groups in support of the district's work.

**Meets four times during the year in August, November, January and April from 4:00-5:30 pm.**

#### **Equity Advocacy Advisory Committee**

**Function:** To continuously promote equitable, inclusive, and welcoming experiences for everyone who accesses a Northfield Public Schools program.

**Meets three times a year in January, April and November 4:00-5:25 pm**

#### **Finance Advisory Committee**

**Function:** To advise the Board of Education and administration on matters related to budget development and fiscal accountability. Board Chair and Treasurer serve on this committee

**Meets three times during the school year on the first Monday of the month in October, December and June from 4:00-5:30 pm.**

#### **Facilities Advisory Committee**

**Function:** To advise the Board of Education and administration on matters relating to the district's facilities.

**Meets three times during the school year in September, December and May in the evening. Meeting times determined in advance based on members' schedules.**

#### **Activities Advisory Committee**

**Function:** The Activities Advisory Committee works together to identify the needs for improving the activities program and recommends policies, programs and procedures to meet those needs.

**Meets yearly TBD by AD Joel Olson.**

#### **Wellness Advisory Committee**

**Function:** This group which was formed as a result of Board approval of Policy 533 - Wellness to create, promote and protect the health, well-being and ability to learn by supporting healthy eating choices, physical activity and mental health for district families, teachers and staff

**Meets during the school year on the second Tuesday of the month at 3:45 pm in October, November, February and April.**

### Professional Growth (NEA committee)

Function: Handles the various aspects of NEA member's professional growth as outlined in their contract.

Meets quarterly on a school day at 3:45 pm.

## **DISTRICT COMMITTEES**

### **Committees that meet on an as-needed basis:**

#### Review of Instructional Resources

Function: To review materials questioned by a resident or employee of the school district. Meets as needed. One member of the Board of Education serves as an ex officio member.

Meets on an as-needed basis

#### TORCH Advisory Group

Function:

Meets on an as-needed basis.

## **REPRESENTATIVES TO ORGANIZATIONS AND GOVERNING BODIES**

Cannon Valley Special Education Cooperative – Superintendent Hillmann and designated board member.

Meets the fourth Tuesday of the month at 4:30 pm in Faribault.

Human Rights Commission (City of Northfield) By/laws stipulates a school board member be a member of the commission.

Meets the second Thursday of every month at 6:00 pm.

Schools for Equity in Education (SEE)– An association of 57 school districts throughout the state.

General membership meetings are in September, November, January, February, April and May on Fridays from 9:00-11:30 am in St. Paul.

Council of Champions – Northfield Promise Board Chair is the liaison to this committee.

Meets quarterly. Meeting dates determined based on members' schedules. Meetings are from 7:30-9:00 am.

MSBA Legislative Liaison – Board Chair the liaison to the Minnesota School Board Association Communication on an as needed basis.

Minnesota State High School League-Board Chair is the liaison for the MSHSL Communication on an as needed basis.

Northfield Area Chamber of Commerce – Superintendent Hillmann serves on the Board of Directors as an ex-officio member.