

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for January 11, 2021, Organizational School Board Meeting

- II. Seat New Board Members
Board of Education Acting Chair Julie Pritchard will administer a ceremonial oath of office to new board members Claudia Gonzalez-George and Corey Butler.
- VI. Items for Information
- A. Board Committee Memberships. Attached is the January 2021 list of Northfield Public Schools' board and district committees, and the board member assignments to those committees.
 - B. Photograph. Please provide Anita Aase with a headshot photograph. These will be published on the school board page of the district website.

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 fourth Thursday of the month from 2:45-4:00 pm.

2021 Meeting Dates: Jan. 28th, Feb 25th, March 25th, April 22nd, May 27th.

DISTRICT COMMITTEES

Committees that meet Monthly:

Community Education 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 4th Tuesday of each month from 4:30-6:00 pm, except in July and December when there is no meeting.

2021 Meeting Dates: Jan 26th, Feb. 23rd, March 23rd, April 27, May 25th, June 22nd, August 24th, Sept.28th, Oct. 26th, Nov. 30th.

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. The council meets twice monthly. The first meeting of the month is for DYC subcommittee work and is not attended by a board member.

School Board member meets once monthly during the school year on the fourth Wednesday of the month at 6:00 pm.

2021 Meeting Dates: Jan 27th, Feb 24rd, March 31st, April 28th, May 26th.

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 April.

2021 Meeting Dates: Feb 15th, April 19th

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. This committee is being suspended for 2020-21. Funding for this work has been redirected to COVID-19 needs.

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 4:00-5:15 pm

2021 Meeting Dates: January 26th, April 13th.

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

2021 Meeting Dates: January 19th, April 20th.

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.

2021 Meeting Dates: June 7th

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.

2021 Meeting Dates: January 21st, May 20th

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.

2021 Meeting Dates: Feb. 9th, April 13th

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. Meeting times to be determined.

DISTRICT COMMITTEES

Committees that meet on an as-needed basis:

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.

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.

Updated 1/21

Northfield Public Schools School Board and District Committees

Individual School Board members serve on several Board and District standing committees. In addition, board members represent the school district in interaction with various organizations and governing bodies. The School Board will also be represented by individual members who will serve on Task Forces and Ad Hoc Committees.

Membership on Board and District Standing Committees

Board Committees

Board Meet and Confer	Amy Goerwitz, Julie Pritchard
Board Negotiations	Board members assigned by Board Chair
Board Policy Review Committee	Corey Butler, Amy Goerwitz, Noel Stratmoen,

District Committees

Meets Monthly:

Community Services Advisory Council	Julie Pritchard
Wellness Advisory Committee	Amy Goerwitz
District Youth Council	Julie Pritchard

Meets Quarterly:

Northfield Forward	Tom Baraniak, Jeff Quinnell, Claudia Gonzalez-George
Northfield Enact	Jeff Quinnell
Communications Advisory Committee	Claudia Gonzalez-George
Equity Advocacy Advisory Committee	Tom Baraniak
Facilities Advisory Committee	Tom Baraniak, Noel Stratmoen
Finance Advisory Committee	Julie Pritchard, Jeff Quinnell, Noel Stratmoen
Professional Growth (NEA)	Jeff Quinnell

Meets As Needed:

Review of Instructional Resources	Noel Stratmoen
TORCH Advisory Group	Claudia Gonzalez-George
Activities Advisory Committee (yearly)	Jeff Quinnell

Current Board Representative

Representatives to Organizations and Governing Bodies

Meets Monthly:

Cannon Valley Special Education Cooperative (CVSEC)	Superintendent Hillmann, Amy Goerwitz
Human Rights Commission	Tom Baraniak
Northfield Area Chamber of Commerce	Superintendent Hillmann

Meets Quarterly:

Schools for Equity in Education (SEE)	Corey Butler, Julie Pritchard
Council of Champions – Northfield Promise	Julie Pritchard

Communication as Needed:

Legislative Liaison (MSBA)	Julie Pritchard
Minnesota State High School League (MSHSL)	Julie Pritchard

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