

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

Monday, January 13, 2020 7:00 p.m.
Northfield High School, Media Center

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
 - D. Board Committee Memberships
- IV. Consent Agenda
 - A. Designate the Official District Newspaper
 - B. Designation of Identified Official with Authority for Minnesota Department of Education
Secure Website Access
 - C. Authorization of Use of Facsimile Signatures
 - D. Mileage Reimbursement Rate
- V. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, January 13, 2020, 7:00 p.m.
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for the January 13, 2020, 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 2020 calendar year.

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 2020, that person will preside over the remainder of the Organizational meeting. Present officers of the Board include Julie Pritchard, Chair; Ellen Iverson, Vice-Chair; Rob Hardy, 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 2020 - January 2021. 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 Northfield High School Media Center. One meeting will be held the second 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 2020. 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.

D. Appoint Board Committee Members

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.

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. Designation of Identified Official with Authority for Minnesota Department of Education Secure Website Access

Christine Neset, Student Information Systems Coordinator, is the Identified Official with Authority for Minnesota Department of Education (MDE) Secure Website Access.

C. 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.

D. Mileage Reimbursement Rate

The mileage reimbursement rate for use of private automobiles on School District business will be 57.5 cents per mile effective January 1, 2020. This is the new mileage rate established by the Internal Revenue Service.

V. Adjournment

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 2020 ~ January 2021

Meetings are held in the Northfield High School Media Center and begin at 7:00 p.m.

Monday, January 13
Monday, January 27
Monday, February 10
Monday, February 24
Monday, March 9
Monday, April 13
Monday, April 27
Monday, May 11
Tuesday, May 26
Monday, June 8
Monday, July 13
Monday, August 10
Monday, August 24
Monday, September 14
Monday, September 28
Monday, October 12
Monday, October 26
Monday, November 9
Monday, November 23
Monday, December 14
Monday, January 11, 2021
Monday, January 25, 2021

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.

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 4th 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.

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	Ellen Iverson, Julie Pritchard
Board Negotiations	Board members assigned by Board Chair
Board Policy Review Committee	Ellen Iverson, Rob Hardy, Noel Stratmoen

District Committees

Meets Monthly:

Community Services Advisory Council	Amy Goerwitz
Wellness Advisory Committee	Jeff Quinnell
District Youth Council	Ellen Iverson

Meets Quarterly:

Northfield Forward	Tom Baraniak, Julie Pritchard
Northfield Enact	Amy Goerwitz
Communications Advisory Committee	Julie Pritchard
Equity Advocacy Advisory Committee	Tom Baraniak
Facilities Advisory Committee	Tom Baraniak, Noel Stratmoen
Finance Advisory Committee	Rob Hardy, Julie Pritchard, Noel Stratmoen
Professional Growth (NEA)	Jeff Quinnell

Meets As Needed:

Review of Instructional Resources	Noel Stratmoen
TORCH Advisory Group	Rob Hardy
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, Rob Hardy
Human Rights Commission	Tom Baraniak
Northfield Area Chamber of Commerce	Superintendent Hillmann

Meets Quarterly:

Schools for Equity in Education (SEE)	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

Updated 12/19