

INDEPENDENT SCHOOL DISTRICT 659  
ORGANIZATIONAL SCHOOL BOARD MEETING  
Monday, January 14, 2019 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Seat New Board Members
- III. Agenda Changes / Table File
- IV. Items for Individual Action
  - A. Election of Officers
  - B. Set Dates, Times, and Location for Regular Board Meetings
  - C. School Board Member Stipends
  - D. Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School District
  - E. Appoint Board Committee Members
- V. 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
- VI. Adjournment

# **NORTHFIELD PUBLIC SCHOOLS**

## **MEMORANDUM**

Monday, January 14, 2018, 7:00 PM  
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 14, 2019, 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 2019 calendar year.

II. Seat New Board Members

Welcome new Board members and administer Oath of Office.

III. Agenda Changes / Table File

IV. 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 2019, 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 is 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 2019 - January 2020. Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month and will be held in the Northfield High School Media Center.

C. School Board Member Stipends

The present monthly stipend for Board members is \$190 for Directors and \$250 for the Chair. A motion will be needed to either maintain the stipends at the current level or to modify for 2019. A salary comparison to school districts in the Big 9 Conference and neighboring school districts was reviewed at the December 10, 2018 Board meeting.

D. Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School District

The Board is asked to approve, in compliance with Minnesota Statutes 123B.14, Subd. 1, the Resolution to Empower the School Board to Combine the Duties of the Offices of Clerk and Treasurer of the School Board in One Person in the Finance Office of the School

District. The Board is asked to designate Director of Finance Valori Mertesdorf as Deputy Clerk Treasurer. This resolution is a one-time requirement, not an annual one.

E. 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.

V. 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 58.0 cents per mile effective January 1, 2019. This is the new mileage rate established by the Internal Revenue Service.

VI. 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.

**Schedule for School Board Meetings**  
**January 2019 – January 2020**

**School Board meetings begin at 7:00 PM**  
**Location: Northfield High School, Media Center**

Monday, January 14  
Monday, January 28  
Monday, February 11  
Monday, February 25  
Monday, March 11  
Monday, April 8  
Monday, April 22  
Monday, May 13  
Tuesday, May 28  
Monday, June 10  
Monday, July 8  
Monday, August 12  
Monday, August 26  
Monday, September 9  
Monday, September 23  
Monday, October 14  
Monday, October 28  
Tuesday, November 12  
Monday, November 25  
Monday, December 9  
Monday, January 13, 2020  
Monday, January 27, 2020

December 6, 2018

To: School Board Members  
From: Julie Pritchard-Board Chair

Re: Board Member's Stipend

Dear Board Members,

At our annual School Board Organizational Meeting set for January 14, 2019, as a board we set our stipend for the 2019 school year. In anticipation of that meeting, I have prepared the attached recap for your review. As you will note, we have kept the stipend modest in comparison to other districts. The last time the board adjusted the stipend was in 2008, when the director's and the chair's stipends were raised \$10 per month to \$190 and \$250 respectively.

One rationale behind the stipend is to allow anyone who wishes to pursue their interest in serving on the board would not be hindered by costs that could be a factor to their service such as child-care for meetings.

At our December 10<sup>th</sup> Regular School Board meeting, we will discuss the board stipend as part of the Discussion/ Reports part of the agenda. This will give the board the opportunity to discuss our current stipend and whether we want to consider any adjustments for the coming year. This will be a discussion only, as any formal action regarding stipends will be done at the organizational meeting in January.

If you would like any further information, please let me know in advance of Monday's meeting and I will have it available for our discussion.

Thank you.

## School Board Stipend Recap (Dec. 2017 Data)

<u>District</u>	<u>Monthly</u> <u>Directors</u>	<u>Annual</u> <u>Directors</u>	<u>Monthly</u> <u>Chair</u>	<u>Annual</u> <u>Chair</u>	<u>Additional Benefits</u>
<b><u>Big 9</u></b>					
Rochester	\$ 600	\$ 7,200	\$ 600	\$ 7,200	
Austin	\$ 300	\$ 3,600	\$ 400	\$ 4,800	
Albert Lea	\$ 300	\$ 3,600	\$ 350	\$ 4,200	
Mankato	\$ 283	\$ 3,400	\$ 333	\$ 4,000	Negotiation Team \$400
Faribault	\$ 250	\$ 3,000	\$ 275	\$ 3,300	
Owatonna	\$ 233	\$ 2,800	\$ 283	\$ 3,400	
<b>Northfield</b>	<b>\$ 190</b>	<b>\$ 2,280</b>	<b>\$ 250</b>	<b>\$ 3,000</b>	
Red Wing	\$ 183	\$ 2,200	\$ 242	\$ 2,900	
Winona	\$ 100	\$ 1,200	\$ 125	\$ 1,500	
<b>Big 9 Average with Rochester (excludes Northfield)</b>	<b>\$ 281</b>	<b>\$ 3,372</b>	<b>\$ 326</b>	<b>\$ 3,912</b>	
<b>Big 9 Average W/out Rochester (excludes Northfield)</b>	<b>\$ 235</b>	<b>\$ 2,820</b>	<b>\$ 286</b>	<b>\$ 3,432</b>	
<b><u>Other Districts</u></b>					
Burnsville	\$ 500	\$ 6,000	\$ 550	\$ 6,600	
Edina	\$ 375	\$ 4,500	\$ 375	\$ 4,500	
Farmington	\$ 358	\$ 4,300	\$ 445	\$ 5,350	
Hastings	\$ 354	\$ 4,250	\$ 395	\$ 4,750	
Cannon Falls	\$ 104	\$ 1,250	\$ 104	\$ 1,250	

**RESOLUTION TO EMPOWER THE SCHOOL BOARD  
TO COMBINE THE DUTIES OF THE OFFICES  
OF CLERK AND TREASURER OF THE SCHOOL BOARD IN ONE PERSON  
IN THE FINANCE OFFICE OF THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes 123B.14, Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the Director of Finance of the School District is designated by the School Board of Independent School District No. 659 to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.



January 10, 2019

To: School Board Members  
From: Julie Pritchard, Board Chair  
Re: 2019 School Board Committee Assignments

Board members,

As part of the Board's Organizational meeting on Monday, January 14<sup>th</sup>, the appointment of board members to the various district committees is reviewed. I have updated the attached committee information including their meeting times. If I am re-elected to the Chair position, I am recommending board members review the various committee assignments and get back to me on which committees they are interested in serving on this year. I will then make the final appointments and include that information in the January 28<sup>th</sup> board meeting packet. Please note that due to the timing of the next Cannon Valley Special Education Cooperative meeting (CVSEC), Rob Hardy has agreed in advance to serve as the board member for 2019.

In addition, in light of some new and re-activated board committees and the resulting increased ask of board members time, Dr. Hillmann and I reviewed the current number of board members assigned to the various committees. I am recommending Northfield Forward go down to just two board members and the Facilities Advisory Committee have just one board member.

Please let me know as you consider your committee assignments if you have any questions. Thank you in advance for your time and effort to serve on these important board and district committees.

# **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.**

#### **Wellness Advisory Committee**

Function: This group 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.**

#### **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.**

#### **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.

**Meet times TBD by AD Joel Olson, about quarterly.**

#### **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.**

### **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)** – Bylaws stipulate 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 1/19

## **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  
Wellness Advisory Committee  
District Youth Council

#### **Current Board Representative**

Amy Goerwitz  
Jeff Quinnell  
Ellen Iverson

##### Meets Quarterly:

Northfield Forward  
Northfield Enact  
Facilities Advisory Committee  
Finance Advisory Committee  
Activities Advisory Committee  
Professional Growth (NEA)  
Wellness Advisory Committee

Ellen Iverson, Julie Pritchard (2 members in 2019)  
Amy Goerwitz  
Amy Goerwitz, Noel Stratmoen (1 member in 2019)  
Rob Hardy, Julie Pritchard, Noel Stratmoen  
Jeff Quinnell  
Jeff Quinnell  
Jeff Quinnell

##### Meets As Needed:

Review of Instructional Resources  
TORCH Advisory Group

Noel Stratmoen  
Rob Hardy



## **Representatives to Organizations and Governing Bodies**

### Meets Monthly:

Cannon Valley Special Education Cooperative (CVSEC)	Superintendent Hillmann, Rob Hardy-2019
Human Rights Commission	Open
Northfield Area Chamber of Commerce	Superintendent Hillmann

### Meets Quarterly:

Schools for Equity in Education	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