

INDEPENDENT SCHOOL DISTRICT 659
ORGANIZATIONAL SCHOOL BOARD MEETING

Monday, January 9, 2023 ~ 6:00 p.m.

Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/81804938895?pwd=U291MGZlZ3U4T29iTWNjSUg3RU1LQT09>

Passcode: 006485

AGENDA

1. Call to Order
2. Land Acknowledgement Statement
3. Seat New Board Members
4. Agenda Approval/Table File
5. Items for Individual Action
 - a. Election of Officers
 - b. Set Dates, Times and Location for Regular Board Meetings
 - c. School Board Member Stipends
 - d. Designate the Official District Newspaper
 - e. Designate Legal Counsel
 - f. Authorization of Use of Facsimile Signatures
 - g. Mileage Reimbursement Rate
6. Items for Information
 - a. Policy 209 Code of Ethics
 - b. Board Committee Memberships
7. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, January 9, 2023 ~ 6:00 p.m. ~ Organizational Board Meeting
Northfield District Office Boardroom

Zoom Link: <https://northfieldschools-org.zoom.us/j/81804938895?pwd=U291MGZLNZ3U4T29iTWNjSUg3RU1LQT09>
Passcode: 006485

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for the January 9, 2023, Organizational School Board Meeting

1. Call to Order

The Organizational Meeting of the Northfield School Board will be called to order by Acting Chair Claudia Gonzalez-George for the purpose of organizing the board for the 2023 calendar year.

2. Land Acknowledgement Statement

“The Northfield School District recognizes that we reside on the homeland of the Wahpekute Tribe of the Dakota Nation. We acknowledge the wrongdoings, previous and ongoing, and strive to repair and strengthen our relations with Indigenous peoples.”

3. Seat New Board Members

Welcome new board members. Acting Chair Gonzalez-George will administer the ceremonial oath of office.

4. Agenda Approval/Table File

5. Items for Individual Action

- a. Election of Officers. Acting Chair Gonzalez-George will conduct the meeting during the election process of the board chair. Once a chair is elected for 2023, that person will preside over the remainder of the Organizational meeting. Present officers of the board include Claudia Gonzalez-George, Chair; Amy Goerwitz, Vice-Chair; Valori Mertesdorf, Deputy Clerk-Treasurer; and Jeff Quinnell, Treasurer. A list of duties of the chair, vice-chair, clerk and treasurer are attached.
 - i. Election of board chair.
 - ii. Election of vice-chair.
 - iii. Election of clerk.
 - iv. 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 2023 - January 2024. Regular meetings of the Northfield school board will begin at 6:00 p.m. on the second and fourth Mondays in January, February, April, May, August, September, October and November, and will be held in the District Office Boardroom. 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 2023. A salary comparison to school districts in the Big 9 Conference and neighboring school districts was last reviewed at the December 10, 2018 board meeting and stipends were increased to the current amounts effective July 1, 2019.
- d. Designate the Official District Newspaper. The official newspaper of the Northfield School Board will be the *Northfield News*.

- e. Designate Legal Counsel. The school board designates Rupp, Anderson, Squires & Waldspurger, P.A. as the official legal counsel for Northfield Public Schools and Dorsey & Whitney, LLP as the official bond attorneys for Northfield Public Schools. Persons authorized to contact legal counsel are the Superintendent, the Director of Human Resources, the Director of Finance, the Director of Special Services, and other district level administration only after receiving Superintendent approval.
- f. 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.
- g. Mileage Reimbursement Rate. The mileage reimbursement rate for use of private automobiles on school district business will be 65.5 cents per mile effective January 1, 2023. This is the new mileage rate established by the Internal Revenue Service.

6. Items for Information

- a. Policy 209 Code of Ethics. Board members are expected to familiarize themselves with Policy 209 Code of Ethics. The purpose of this policy is to assist board members in understanding the role of individual board members and the contribution that each must make to develop an effective and responsible school board.
- b. Board Committee Memberships. Board member committee appointments, representatives to various organizations and school liaisons, as well as a brief description of each committee or organization for calendar year 2023 is attached. This will be an action item at the Jan. 23 regular board meeting.

7. Adjournment

Oath of Office for Newly Elected School Board Members

This oath is administered at the January organizational meeting.

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 for every student in the Northfield School District.

In carrying out this responsibility you are 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 students. As board members we also serve as key advocates on behalf of **every** student 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 by developing critical thinkers who are curious and ready to engage in society.**

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

(Raise your right hand and repeat after me)

**I swear that I will support
the Constitution of the United States of America and the State of Minnesota
and that I will discharge faithfully
the duties of the office of school board member of Independent School District No. 659
to the best of my judgment and ability.**

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.

- 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. Lead evaluation of the superintendent.
 - i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.

 2. The vice-chairperson will:
 - a. Perform the duties of the chairperson in the event that they are 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.
 - b. 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 No. 659 ~ School Board Meetings

January 2023 ~ January 2024

Meetings are held in the Northfield School District Office Boardroom and begin at 6:00 p.m.

Monday, January 9, 2023

Monday, January 23

Monday, February 13

Monday, February 27

Monday, March 13

Monday, April 10

Monday, April 24

Monday, May 8

Monday, May 22

Monday, June 12

Monday, July 10

Monday, August 14

Monday, August 28

Monday, September 11

Monday, September 25

Monday, October 9

Monday, October 23

Monday, November 13

Monday, November 27

Monday, December 11

Monday, January 8, 2024

Monday, January 22, 2024

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.

Big9 Conference	Directors		Chair	
	Monthly	Annually	Monthly	Annually
Albert Lea	\$300.00	\$3,600.00	\$350.00	\$4,200.00
Austin		\$4,000.00		\$5,200.00
Faribault	\$275.00	\$3,300.00	\$300.00	\$3,600.00
Mankato		\$3,400.00		\$4,000.00
Northfield	\$275.00	\$3,300.00	\$325.00	\$3,900.00
Owatonna		\$3,500.00		\$4,100.00
Red Wing		\$3,200.00		\$3,900.00
Rochester		\$16,000.00		\$17,600.00
Winona	\$125.00	\$1,500.00	\$150.00	\$1,800.00
December 2022				

**2022-2023 SCHOOL YEAR
MEMBER DISTRICT SCHOOL BOARD
SALARY INFORMATION**
(Information Revised December 2022)

DISTRICT	SALARY	POSITION	ADDITIONAL BENEFITS
#191 Burnsville <i>(Burnsville meets the 2nd and 4th Thursday at 6:30 P.M.)</i>	\$5400 \$6000	Board Members Chair	PERA defined contribution plan
#200 Hastings <i>(Hastings meets on the 2nd and 4th Wednesdays at 6:00 P.M.)</i>	\$4250 \$4750	Board Members Chair	\$50,000 Life Insurance Free, Group Medical/Hospital, Dental Insurance can be purchased at own expense. Receive Board's contribution toward PERA defined contribution plan.
#6 So. St. Paul <i>(So. St. Paul meets on the 2nd and 4th Monday at 7:15 P.M.)</i>	\$4900 \$5400	All Board Members Chair	
#199 IGH <i>(IGH meets on the 2nd and 4th Monday at 5:30 P.M.)</i>	\$4800 \$5400	Board Members Chair	PERA defined cont. plan.
ISD #197 <i>(West St. Paul meets on the 1st at 6:00 PM (regular meeting) and 3rd Monday (Board/work session) at 5:00 P.M.)</i>	\$5100 \$5800	Board Members Chair	
#194 Lakeville <i>(Lakeville meets the 4th Tuesday at 7:00 P.M. Work sessions are on the 2nd and 3rd Tuesdays at 7 P.M.)</i>	\$6750	All Board Members	\$50/month Chair stipend
#192 Farmington <i>(Farmington meets the 2nd and 4th Monday, at 6:00 P.M.)</i>	\$4670 \$5810 \$5240	Board Members Chair Vice-Chair	No stipends.
#195 Randolph <i>(Randolph meets on the 3rd Monday, at 7:00 P.M.)</i>	\$100 per meeting \$180 per year	Board Members Officers	Only paid for meetings attended & Comt. Mtgs.
#271 Bloomington <i>(Bloomington meets the 2nd and 4th Mondays for regular Board meetings and holds the 3rd Monday for meeting or study sessions. Meetings start at 7:00 PM. Expense allocations lowered to \$750 down from \$1,000.</i>	\$9600 \$10,800	Board Members Chair	
#917 Intermediate <i>(ISD 917 meets on the 1st Tuesday, at 4:30 P.M.)</i>	\$5000 \$5500	Board Members Chair	A stipend of \$30 for the Personnel and Insurance Committee members only and an additional \$30 if the meeting goes over two hours. May choose to receive Board's contribution toward PERA defined contribution plan.

**2022-2023 SCHOOL YEAR
NON-MEMBER DISTRICT SCHOOL BOARD
SALARY INFORMATION**

DISTRICT	SALARY	POSITION	ADDITIONAL BENEFITS
#252 Cannon Falls Area Schools	\$1250	All board Positions	Travel and conferences paid according to school district policy.
#659 <i>No change</i> Northfield <i>(Northfield meets the 2nd and 4th Mondays at 6:00 P.M.)</i>	\$3300 \$3900	All Board Members Chair	Travel and other expenses paid in accordance with school district policy.
#196 Rosemount/Apple Valley/Eagan <i>(196 usually meets on the 2nd and 4th Mondays at 6:00 PM)</i>	\$9000 \$9900	All Board Members Chair	Board members may, at their discretion, receive \$125 per diem to be paid in 4 & 8 hour increments for time-consuming committees
#719 Prior Lake	\$6000 \$6500 \$6300 \$6300	plus \$20 for special meetings – Board Members Chair Treasurer/Clerk Vice-Chair	Certified Negotiator receives \$50 per meeting

Policy 209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the Northfield School District Board of Education members in understanding the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen to the opinions and views of others (including but not limited to, other school board members, administration, staff, students, and district residents).
2. Recognize the integrity of my predecessors and associates and appreciate the merit of their work.
3. Attend school board meetings and come prepared for discussion of the agenda items.
4. Be motivated by a desire to provide the best possible education for the students of my school district.
5. Inform myself about the proper duties and functions of a school board member.
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the school board even if my position concerning the issue was different.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy, not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run, not to run them myself.
5. Work through the superintendent, not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session, not with the individual members of the school board except as authorized by law.

3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibility.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of responsibility.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Policy 209 Code of Ethics

Adopted: 2004; Revised: 07.01.2019; Substantive Update: 10.24.2022

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (-Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Northfield Public Schools ISD No. 659 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 Legislative Action Committee	Claudia Gonzalez-George, Ben Miller
Board Meet and Confer	Corey Butler, Claudia Gonzalez-George
Board Negotiations	Board members assigned by Board Chair
Board Policy Review Committee	Ben Miller, Claudia Gonzalez-George, Noel Stratmoen

District Committees

Meets Monthly:

Community Education Advisory Council	Corey Butler
Wellness Advisory Committee	Jenny Nelson
District Youth Council	Ben Miller

Meets Quarterly:

Northfield Forward	Jenny Nelson, Ben Miller
Communications Advisory Committee	Amy Goerwitz, Jenny Nelson
Equity Advocacy Advisory Committee	Amy Goerwitz
Facilities Advisory Committee	Jeff Quinnell
Finance Advisory Committee	Claudia Gonzalez-George, Jeff Quinnell, Corey Butler
Professional Growth (NEA)	Corey Butler

Meets As Needed:

Review of Instructional Resources	Amy Goerwitz
TORCH Advisory Group	Noel Stratmoen
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, Noel Stratmoen

Human Rights Commission

Noel Stratmoen

Northfield Area Chamber of Commerce

Superintendent Hillmann

Meets Quarterly:

Schools for Equity in Education (SEE)

Jeff Quinnell

Council of Champions – Northfield Promise

Claudia Gonzalez-George

Communication as Needed:

Legislative Liaison (MSBA)

Claudia Gonzalez-George

Minnesota State High School League (MSHSL)

Claudia Gonzalez-George

Updated 12.2022 for 2023 assignments

Northfield Public Schools ISD No. 659

SCHOOL BOARD COMMITTEES

Board Legislative Action Committee

Committee's work is focused on engaging in advocacy with state lawmakers for legislation that supports quality P-12 public education. **Meets on an as-needed basis during the legislative session.**

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 pm - 4:00 pm.**

DISTRICT COMMITTEES

District 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 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 at 7:45 a.m. – 8:45 a.m. (2nd Wednesday of the month except in September) and at 11:10 a.m. – 12:10 p.m. (4th Thursday of the month)**

District 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.**

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 October, January and April from 3:30 - 4:45 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 October, January, and April 4:00 - 5:15 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 October, 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 Activities Director.**

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 3:30 - 4:30 pm in 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 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: The mission of TORCH is to improve the graduation and post-secondary participation rates of Northfield's minority students, low-income students, and youth who would be first-generation college attendees.

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 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 7:30-9:00 am. Meeting dates determined based on members' schedules.**

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 12.2022