

INDEPENDENT SCHOOL DISTRICT 659  
ORGANIZATIONAL SCHOOL BOARD MEETING  
Monday, January 11, 2016, 7:00 PM,  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
  
- II. Organization of the Board
  - A. Items for Individual Action
    - 1. Election of Officers.
    - 2. Set Stipends of Directors and Officers.
    - 3. Committee Appointments.
  
  - B. Items for Consent Grouping
    - 1. Designation of Director of Administrative Services and Director of Finance as Deputy Clerk Treasurer.
    - 2. Designation of Identified Official with Authority for MN Department of Education Secure Website Access.
    - 3. Designation of Day and Time of Regular Meetings.
    - 4. Designation of Official Newspaper.
    - 5. Authorization of Use of Facsimile Signatures.
    - 6. Mileage Reimbursement Rate.
  
- III. Adjournment.

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

January 11, 2016, 7:00 p.m.  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: L. Chris Richardson, Ph.D., Superintendent of Schools**  
**RE: Explanation of Agenda Items for the January 11, 2016, 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 2016 calendar year.

II. Organization of the Board

A. Individual Action Items.

1. 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 2016, that person will preside over the remainder of the Organizational meeting. Present officers of the Board include Julie Pritchard, Chair; Ellen Iverson, Vice-Chair; Anne Maple, 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.

3. Set Stipends of Directors and Officers.

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 2016. A salary comparison to school districts in the Big 9 Conference and neighboring school districts is enclosed.

4. 2016 Committee Appointments.

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. The Board Chair may gather committee preferences from individual Board members and bring a list of appointments back to a subsequent meeting.

B. Items for Consent Grouping.

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

1. Designation of Director of Administrative Services (Matt Hillmann) and Director of Finance (Valori Mertesdorf) as Deputy Clerk Treasurer.

2. Designation of Christine Neset, Student Information Systems Manager, as the Identified Official with Authority for MN Department of Education (MDE) Secure Website Access.

3. Designation of Day and Time of Regular Meetings.

Regular meetings of the Northfield School Board will begin at 7:00 p.m. on the second and fourth Mondays of each month.

4. Designation of Official Newspaper.  
The official newspaper of the Northfield School Board will be the *Northfield News*.
5. 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.
6. Mileage Reimbursement Rate.  
The mileage reimbursement rate for use of private automobiles on School District business will be \$.54 cents per mile effective January 1, 2016. This is the new mileage rate established by the Internal Revenue Service.

### III. Adjournment.

## **Duties of the Officers of the Northfield Board of Education**

### School Board Policy 203 – Operation of the School Board - Bylaws

#### **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.

#### **The Vice Chairperson will:**

- a. 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.
- b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

#### **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.

#### **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.

# School Board Salary Information

## 2015-2016 School Year

### Big Nine Conference

Per month

	<u>Directors</u>	<u>Chair</u>
Rochester	\$600	\$600
Albert Lea	\$300	\$350
Austin	\$300	\$400
Faribault (2016)	\$250	\$275
Mankato (2016)	\$250	\$300
Owatonna	\$2800/yr (approx \$233/mo)	\$3400/yr (approx \$283/mo)

### Northfield

	<u>\$190</u>	<u>\$250</u>
Red Wing	\$2000/yr (approx \$167/mo)	\$2700/yr (\$225/mo)
Winona	\$100	\$125

### Other

Per month

	<u>Directors</u>	<u>Chair</u>
Lakeville	\$562.50	\$612.50
Rosemount/AV/Eagan	\$6221/yr (approx \$518/mo)	\$6460/yr (approx \$538/mo)
Burnsville	\$500	\$550
Prior Lake	\$5000/yr (approx \$417/mo)	\$5300/yr (approx \$442/mo)
Farmington	\$4000/yr (approx \$333/mo)	\$4800/yr (\$400/mo)
Cannon Falls	\$1000/yr (approx \$84/mo)	\$1000/yr (approx \$84/mo)
Randolph	\$40	\$50

## **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 from time to time 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 and Julie Pritchard
Board Negotiations	Committee of the Whole
Board Policy Review Committee	Julie Pritchard and Noel Stratmoen

#### **District Committees**

Community Services Advisory Council
District Educational Program Advisory Committee
Finance Advisory
Professional Growth
Review of Instructional Resources
District Curriculum and Staff Development Committee
Wellness Committee
District Youth Council (6/14)

#### **Current Board Representative**

Ellen Iverson
Ellen Iverson, Anne Maple and Margaret Colangelo
Anne Maple, Julie Pritchard, Noel Stratmoen
Jeff Quinnell
Noel Stratmoen
Julie Pritchard
Jeff Quinnell
Rob Hardy

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

Human Rights Commission	Rob Hardy
Legislative Liaison (MSBA)	Julie Pritchard
Minnesota High School League/Activities Advisory Committee	Jeff Quinnell
Schools for Equity in Education	Anne Maple
TORCH Advisory Group Liaison	Rob Hardy
Council of Champions – Northfield Promise	Julie Pritchard
Fine Arts Booster Club	Anne Maple
Southeast MN Special Education Cooperative	Margaret Colangelo (dissolved 10/2015)
Cannon Valley Special Education Cooperative	Superintendent and Board Member
Northfield Area Chamber of Commerce	Superintendent Chris Richardson

# Northfield Public Schools

## **SCHOOL BOARD COMMITTEES**

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

The School Board and the Northfield Education Association 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.

In order to comply with the spirit and intent of the PELRA, a Meet and Confer Committee will be established to which all matters subject to the meet and confer process shall be referred. The Meet and Confer Committee will meet at the request of either party.

Ellen Iverson and Julie Pritchard serve on this committee.

**Board Negotiations** – Committee of the Whole

**Board Policy Review Committee** – Julie Pritchard and Noel Stratmoen serve on this committee.

## **DISTRICT COMMITTEES**

### **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.

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

Currently, Ellen Iverson serves on this advisory council. The term for Council members is 3 years.

### **District Educational Program Advisory Council**

**Function:** To provide for the combined planning of community and professional staff in curriculum planning and evaluation of the educational program, including state graduation standards.

Ellen Iverson, Anne Maple and Margaret Colangelo serve on this committee.

### **Finance Advisory Committee**

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

Currently, Anne Maple, Julie Pritchard and Noel Stratmoen serve on this committee.

### **Professional Growth**

Attached is the section in the Agreement with the Northfield Education Association that pertains to the Professional Growth Committee.

One Board member serves on this committee. Currently, this position is held by Jeff Quinnell.

### **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. Currently, Noel Stratmoen serves on this committee.

### **District Curriculum and Staff Development Committee**

Julie Pritchard serves on this committee.

### **Wellness Committee**

Jeff Quinnell serves on this committee, which was formed as a result of Board approval of Policy 533 - Wellness.

### **District Youth Council**

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. Rob Hardy currently represents the School Board on the District Youth Council.

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

**Legislative Liaison** – Julie Pritchard is currently the liaison to the Minnesota School Board Association

### **Minnesota High School League**

The School Board representative for the MSHSL serves on the Activity Advisory Committee where updates regarding the League are shared.

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. The purpose is to provide a channel for parent and student input, as well as to hear parent ideas and concerns.

Currently, Jeff Quinnell serves on this committee.

**Schools for Equity in Education** – Anne Maple is the liaison.

**Human Rights Commission (City of Northfield)** – Rob Hardy is the liaison.

**Liaison to TORCH Advisory Group** – Rob Hardy is the liaison.

**Council of Champions – Northfield Promise** – Julie Pritchard is the liaison.

**Fine Arts Booster Club** – Anne Maple is the liaison.

**Northfield Area Chamber of Commerce** – Superintendent Richardson serves on the Board of Directors.



**ARTICLE XX**  
**PROFESSIONAL GROWTH PROGRAM**

**Section 1. Premises for Professional Growth Program.**

In a society that is rapidly expanding in its social, technological, and educational needs, it becomes imperative that the Northfield School District should recognize and provide leadership in areas which will lead to a quality education for all our students.

- A. Though excellent facilities and materials are very important, the parties believe that the primary factor for a quality education, is a progressive, well-trained, experienced, and dedicated faculty.
- B. To attract and retain quality teachers, the District must provide a variety of ways in which they may maintain and enhance their high standards. This continuous growth process should include avenues for growth in skills, for gaining new insights into the needs of our students, for providing a broad base of experience and information, and for exploring new methods and patterns most conducive to efficient learning.
- C. The District recognizes the worth of these highly trained teachers by providing a salary schedule that includes several lanes.
- D. The District provides the "machinery" that will most efficiently and fairly evaluate each individual's professional growth before accepting his/her credits for lane change.
- E. The District attempts to recognize past credits earned by teachers and encourages the teaching staff to prepare for the present and future needs of our students.

**Section 2. Establishment and Operation of the Professional Growth Committee.**

- A. All matters pertaining to Professional Growth will be submitted to the Professional Growth Committee in the following manner:
  - (1) Each teacher should review his/her plan for professional growth with the building committee representative(s).
    - a. This Building Committee will include the building Principal (or his/her appointee), and two fulltime certified teaching staff members (one of which will represent the Building Professional Growth Committee on the District Professional Growth Committee).
    - b. The Building Committee will review the candidate's "Intent Form" and suggest improvements or deletions if necessary. These Intent Forms are due prior to the Professional Growth Committee meeting date. To be certain that the credits will be acceptable, the applicant should submit the "Intent Form" BEFORE beginning the course.
    - c. When Intent Forms are completed and approved by the Building Committee, they will be forwarded to the Professional Growth Committee. The Professional Growth Committee will either approve the Intent Forms and recommend action to the Superintendent or send them back to the candidate for revision.
    - d. Minutes and lane change recommendations of the Professional Growth Committee will be submitted to the Director of Human Resources for appropriate action. Each staff member will receive a copy of the minutes of the Professional Growth meeting and it is the staff member's obligation to review these minutes to determine his or her lane change status. When necessary, teachers should consult with their building committee in regard to their professional growth records.
    - e. All approved credits shall remain a part of each staff member's professional growth file and shall not be subject to revocation as long as the staff member is employed by the Northfield School District.

**B. Professional Growth and the Professional Growth Committee shall relate NEW TEACHERS as follows:**

- (1) When new teachers are hired, the academic credentials of these staff members will be submitted to a designated member (usually the chair) of the Professional Growth Committee for recommended lane placement before action by the School Board in all cases where it is possible or applicable.
- (2) New teachers are bound by the step and lane agreement upon which they were hired as indicated on the form, PGC-7 "Declared Credits by New Teachers". Review of a teacher's step or lane placement would be made only when there is a claim that credentials are misrepresented by a teacher or claim that the Board or its representative has misrepresented its offer.
- (3) The Professional Growth Committee shall provide information about professional growth procedures in the "New Teacher Packets" distributed by the Human Resources Office. New teachers should contact their Building Professional Growth Committee if procedure clarification is required.

**C. The Professional Growth Committee:**

- (1) The Professional Growth Committee will include two (2) teachers and one (1) alternate from each building of the District, one (1) elementary administrator, one (1) secondary administrator, and the Director of Human Resources.
- (2) Professional Growth Representatives in each school building shall determine the members of their Building Professional Growth Committee. It is recommended that there should be at least one experienced member on the building committee.
- (3) The Chairperson of the School Board shall appoint one (1) School Board member.