

INDEPENDENT SCHOOL DISTRICT 659
ORGANIZATIONAL SCHOOL BOARD MEETING

Monday, January 13, 2025 ~ 6:00 p.m.

Northfield District Office Boardroom

[Zoom Link](#)

AGENDA

1. Call to Order
2. Land Acknowledgement Statement
3. Oath of Office
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
6. Consent Agenda
 - a. Designate the Official District Newspaper
 - b. Designate Legal Counsel
 - c. Authorization of Use of Facsimile Signatures
 - d. Mileage Reimbursement Rate
7. Items for Information
 - a. Policy 203 Operation of the School Board of Education - Bylaws
 - b. Policy 209 Code of Ethics
 - c. Policy 206 Public Participation in School Board Meetings
 - 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. Board Committee Memberships
 - f. Remote Board Meeting Participation
 - g. Board Workshops
8. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, January 13, 2025 ~ 6:00 p.m. ~ Organizational Board Meeting
Northfield District Office Boardroom
[Zoom Link](#)

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for the January 13, 2025, 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 2025 calendar year. Roll call attendance will be taken.

2. Land Acknowledgement Statement

DYC member Mae Bowers will read the 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. Oath of Office

Minnesota Supreme Court Associate Justice Gordon Moore will administer the ceremonial oath of office to all elected school board members.

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 2025, that person will preside over the remainder of the Organizational meeting. Present officers of the board include Claudia Gonzalez-George, Chair; Corey Butler, Vice-Chair; Amy Goerwitz, Clerk; and Ben Miller, 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 2025 - January 2026. 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, except where indicated, and will be held in the District Office Boardroom. One meeting will be held the second Monday of the month in March, June, July and December. In the event that a board meeting needs to be postponed due to inclement weather, the meeting will be rescheduled for the following day at the same time in the same location.
- c. School Board Member Stipends. The present monthly stipend for board members is \$4,000 annually, \$330 per month, and for the board chair \$5,000 annually, \$416 per month. A motion will be needed to either maintain the stipends at the current level or to modify for 2025. School board member stipends were increased to the current amount effective Jan. 9, 2023.

6. 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. Designate Legal Counsel. The school board designates Squires, Waldspurger & Mace 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 administrators only after receiving superintendent approval.
- c. Authorization of Use of Facsimile Signatures. The school board authorizes that facsimile signatures of board officers be utilized in signing school district checks and documents.
- d. Mileage Reimbursement Rate. The mileage reimbursement rate for the use of private automobiles on school district business will be 70 cents per mile effective January 1, 2025. This is the new mileage rate established by the Internal Revenue Service.

7. Items for Information

- a. Policy 203 Operation of the School Board of Education - Bylaws. Board members are expected to familiarize themselves with Policy 203 Operation of the School Board of Education - Bylaws.
- b. 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.
- c. Policy 206 Public Participation in School Board Meetings. A copy of Policy 206 Public Participation in School Board Meetings is attached for board members to review. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.
- 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 unanimously approved this resolution by roll call on Jan. 14, 2019 which empowers Director of Finance Val Mertesdorf to conduct the duties of clerk and treasurer for the purposes of expediting the business of the district. This resolution is a one time requirement and remains in effect until the board acts to appoint someone else in the finance office to fulfill this role.
- e. Board Committee Memberships. A brief description of each board committee or organization for calendar year 2025 is attached. Board member committee appointments and representation on various organizations and school liaisons will be an action item at the Jan. 27 regular board meeting.
- f. Remote Board Meeting Participation. Minnesota Statute 13D.02 provides guidance on remote board meeting participation. It states that a board member must give notice if they will be participating in a board meeting remotely and what their location will be. That notice must be given three days in advance, and the board member's location must be posted. The remote board member's location must be open and accessible to the public. Remote board meeting participation is referenced in Policy 203.
- g. Board Workshops. The school board will hold workshops on Saturday, February 1 at 9:00 a.m., Monday June 9 following the regular board meeting and Monday, November 10 following the regular board meeting.

8. Adjournment

VI. OFFICERS

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.
- B. Duties:
 1. The chairperson will:
 - a. Preside at all meetings of the board when present.
 - b. Countersign all orders for claims approved by the board.
 - c. Sign contracts or agreements approved by the 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 board directives and policies.
 - e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second 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.
 - j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
 2. The vice-chairperson will:
 - a. Perform the duties of the chairperson if 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 until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their terms as vice-chairperson.
 - 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 board.
 - b. In a timely manner, file with the 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 Schools as required by state law.
 - d. Sign all orders from the treasurer for claims approved by the board.
 - e. With the chairperson, sign contracts or agreements approved by the 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 district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - h. The clerk is encouraged to complete MSBA Phase III training during their terms as clerk.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the 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 board.
 - c. Sign all orders for claims approved by the board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with Minnesota statutes section 123B.12.
 - f. The treasurer is encouraged to complete MSBA Phase III training during their terms as treasurer.

Northfield Public Schools No. 659 School Board Meetings

January 2025-January 2026

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

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.

Monday, January 13, 2025

Monday, January 27

Monday, February 10

Monday, February 24

Monday, March 10

Monday, April 14

Monday, April 28

Monday, May 12

Tuesday, May 27 (Monday, May 26 is Memorial Day)

Monday, June 9 (regular meeting followed by workshop)

Monday, July 14

Monday, August 11

Monday, August 25

Monday, September 8

Monday, September 22

Tuesday, October 14 (Monday, October 13 is Indigenous Peoples' Day)

Monday, October 27

Monday, November 10 (regular meeting followed by workshop)

Monday, November 24

Monday, December 8

Monday, January 12, 2026

Monday, January 26, 2026

Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS

I. NAME

The name of this body is the Independent School District 659 Board of Education. "School board" or "board" means the governing body of Northfield Public Schools.

II. LEGAL BASIS

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

III. RESPONSIBILITIES OF THE SCHOOL BOARD

The board will create policy, delegate responsibility for, and/or take action to:

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in Policy 302.
- B. Review the district vision statement and strategic plan at least every five years.
- C. Review progress as presented in the superintendent's annual "state of the district" presentation and the state-required World's Best Workforce report presentation.
- D. Provide for the evaluation and improvement of instructional programs and the services that support them.
- E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
- F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- G. Designate district staff to enroll students for instruction. Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
- J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- K. Establish graduation requirements and provide reports to students and parents on educational progress.
- L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.

- M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.
- N. Approve the budget for all funds of the district before July 1 of each year.
- O. Authorize an annual financial audit.
- P. Approve a school calendar for each academic year.
- Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
- R. Designate depositories for school funds.
- S. Maintain a financial accounting and reporting system.
- T. Approve payment of all bills and disbursements.
- U. Coordinate services of the district with those of other governmental agencies and districts.
- V. Provide for the use of school facilities by the general public.
- W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
- X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
- Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

IV. MEMBERSHIP

- A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the organizational meeting in January following the election.
- C. The term of office for members will be four years and until a successor qualifies.
- D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
- E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

V. COMPENSATION

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

VI. OFFICERS

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.

B. Duties:

1. The chairperson will:
 - a. Preside at all meetings of the board when present.
 - b. Countersign all orders for claims approved by the board.
 - c. Sign contracts or agreements approved by the 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 board directives and policies.
 - e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second 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.
 - j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
2. The vice-chairperson will:
 - a. Perform the duties of the chairperson if 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 until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their terms as vice-chairperson.
 - 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 board.
 - b. In a timely manner, file with the 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 Schools as required by state law.
 - d. Sign all orders from the treasurer for claims approved by the board.
 - e. With the chairperson, sign contracts or agreements approved by the 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 district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - h. The clerk is encouraged to complete MSBA Phase III training during their terms as clerk.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the 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 board.
 - c. Sign all orders for claims approved by the board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 - e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with Minnesota statutes section 123B.12.
 - f. The treasurer is encouraged to complete MSBA Phase III training during their terms as treasurer.

VII. MEETINGS OF THE BOARD

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

A. Open Meetings

1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall be open to the public.
2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

B. Types of Meetings

1. Organizational meeting
 - a. The board will meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.

- b. The agenda will include the following topics:
 - 1. Administration of the oath of office to all members.
 - 2. Election of officers.
 - 3. Compensation for board members.
 - 4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
 - 5. Designation of an official newspaper.
 - 6. Designation of official depositories for district funds.
 - 7. Designation of official depositories for district investments.
 - 8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
 - 9. Authorization of payments for goods and services in advance of board approval.
 - 10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
 - 11. Approval of board membership in local, state, and national organizations.
 - 12. Appointment of board representatives to other groups and committees.
 - 13. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

- c. Adjournment:

The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

2. Regular meeting

- a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.
- b. Order of business: Business topics at regular meetings will normally be treated in the following order:
 - 1. Call to order
 - 2. Approval of the agenda
 - 3. Public comment
 - 4. Announcements and recognitions
 - 5. Items for discussion and reports
 - 6. Committee reports
 - 7. Consent agenda
 - 8. Items for individual action

9. Items for information
10. Future meetings
11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed meeting

Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Meeting during Pandemics or Chapter 12 Emergency
In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statute 13D.021.
8. Meeting by Interactive Technology
A meeting may be conducted by interactive technology, internet conference calling or other similar electronic means in compliance with [Minnesota Statute 13D.02](#).

C. Quorum

A majority of the voting members of the board constitute a quorum. Generally, any action taken in the absence of a quorum is null and void, The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members via the table file.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

E. Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

F. Minutes

The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. The district will maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with Minnesota Statutes.

G. Rule of Order and Parliamentary Authority. Rules of order for board meetings shall be as follows:

1. Minnesota statutes where specified.
2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rule of Order require larger numbers of affirmative votes.
5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES

- A. School board standing or special committees may be created by the board when it is determined that a committee process facilitates the mission of the board.
- B. The board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the board and the district.
- C. A board committee or subcommittee will be formed by board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the board.
- E. The board will receive reports or recommendations from a committee or subcommittee for consideration. The board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the board shall not appoint a subcommittee of that committee without the approval of the board.

IX. APPOINTMENT OF COMMITTEES

- A. The board hereby appoints the following standing committees:
 1. Meet and confer
 2. Negotiations
 3. Policy

- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.
- C. The superintendent or their designee will be an ex-officio member of all advisory committees.
- D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

XI. AMENDMENTS TO BYLAWS

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

XII. APPLICATION OF LAWS

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Policy 203 Operation of the School Board - Bylaws

Adopted: 12.13.2004; Updated: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022; Updated: 08.22.2022, 04.10.2023, 01.08.2024, 09.12.2024

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. § 13D (Open Meeting Law)
Minn. Stat. § 13D.01, Subs. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
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The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
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Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
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M.S., Sec. 127.26, et. seq.	M.S. 123.33, Subd. 1	M.S. 123.34, Subd. 3,4,5,7
M.S. 123.76, et seq.	M.S. 123.33, Subd. 2,3,4	M.S. 471.705
M.S. 13.01, et. seq.	M.S. 123.33, Subd. 8	M.S. 118.005, 118.01, 124.05
M.S. 123.35, Subd. 4; M.S. 275.07	M.S. 123.34, Subd. 1	M.S. 123.335 and 471.38
M.S. 121.908, Subd. 3a.	M.S. 123.34, Subd. 2	M.S. 47.41, M.S. 47.42
M.S. 124.05	M.S. 123.34, Subd. 8	M.S. 123.33, Subd. 5
M.S. 125.12	M.S. 121.908	M.S. 123.38, Subd 11
M.S. 127.26, et. seq.	M.S. 124.19	M.S. 123.33, Sub. 6

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 213 (School Board Committees)
MSBA/MASA Model Policy 214 (School Board Member Out-of-State Travel)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

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 other board members, residents, business and property owners, parents/guardians/caregivers, students and employees of the Northfield School District.
2. Recognize the integrity of my predecessors and associates and the merit of their work.
3. Attend board and assigned committee 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 the district.
5. Inform myself about the proper duties and functions of a board member as outlined in [Policy 203](#).
6. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
7. Support the decision of the board even if my position concerning the issue was different.
8. Inform myself about the proper duties and functions of a board member through Minnesota School Boards Association state-required training and other state recommended organizations.

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 board as a whole, is to see that the schools are properly managed, not to manage them myself.
5. Work with and through the superintendent, not over or around the superintendent.
6. Delegate the implementation of 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 board in legal session, not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the 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 board meetings after all sides of debatable questions have been presented.
6. Recognize that committees are appointed to serve only in an advisory capacity to the board.

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

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

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

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with their responsibility.
3. Expect the superintendent to keep the board adequately informed.
4. Assure that the district will be administered by the best professional personnel available.
5. Commit to be prepared and informed for meetings.
6. Consider the recommendation of the superintendent in hiring all employees.
7. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
8. Offer the superintendent counsel and advice.
9. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the board.
10. Respond to complaints by using the chain of responsibility as outlined in [Policy 103](#).
11. Present personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and the 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 board member.
2. Comply with all district policies as adopted by the 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 district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.
8. Use district-issued email for all board business to limit security and data privacy issues.

Policy 209 Code of Ethics

Adopted: 2004; Updated: 07.01.2019; Substantive Update: 10.24.2022; Updated: 04.24.2023, 10.23.2023

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

Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The Northfield School District Board of Education recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the board recognizes and values the importance of conducting orderly and efficient proceedings with the opportunity for the expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion and protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the board is to encourage public comments on subjects related to the management of the district at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to allow comments by all interested parties.
- B. The board shall protect the legal rights to privacy and due process of district employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" is determined by [Policy 406](#).
- C. Personnel data on current and former applicants for employment that is "public" is determined by [Policy 406](#).
- D. "Educational data" means data maintained by the district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the district, or applicant for enrollment, or an individual who receives shared time services.
- F. Data about applicants for appointments to a public body, including a board, collected by the district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and

honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee will use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- G. “District stakeholders” are residents, business and property owners, parents/guardians/caregivers, students and employees of the district. It also includes a student and/or parent/guardian/caregiver who attends Northfield Public Schools through an open enrollment or non-resident agreement.

IV. RIGHTS TO PRIVACY

- A. District employees have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing for teachers, pursuant to Minnesota Statute 122A.40, Subdivision 14 (Teachers Discharge Hearing).
 2. Privacy of personnel data as provided by Minnesota Statute 13.43 (Personnel Data).
 3. Consideration by the board of certain data treated as not public as provided in Minnesota Statute 13D.05 (Not Public Data).
 4. A private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statute 122A.33, Subdivision 3.
- B. District students have a legal right to privacy related to matters that may come before the board, including, but not limited to, the following right to:
1. A private hearing, Minnesota Statute 121A.47, Subdivision 5 (Student Dismissal Hearing).
 2. Privacy of educational data, Minnesota Statute 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA).
 3. Privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statute Ch. 260E (Reporting of Maltreatment of Minors) and Minnesota Statute Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The board will strive to give all district stakeholders an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statute 13.43, Subdivision 2 (Public Data).

The board reserves the right to suspend an individual's opportunity to participate in the public comment section of the board meeting for up to one calendar year if an individual does not follow the procedures, protocols, and requirements set forth in the policy.

VI. PROCEDURES

A. Complaints

All complaints should [follow the procedures](#) outlined in [Policy 103](#).

B. Public Comment

The board shall normally provide up to 30 minutes of time when stakeholders may address the board on any topic, subject to the parameters of this policy. Each stakeholder will have up to three (3) minutes to address the board.

The board chair shall promptly rule out of order any discussion by any person, including board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.

Personal attacks by anyone addressing the board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board.

Depending upon the number of persons in attendance seeking to be heard, the board reserves the right to impose such other limitations and requirements as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

The board will only allow public comment at its regular meetings unless explicitly noted in another meeting agenda.

C. No Board Action at Same Meeting

Except as determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota Statute 13.08, Subdivision 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statute 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statute 13.09)

Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Adopted: 07.01.2019; Statutory Update: 02.08.2022; Updated: 05.22.2023, 10.23.2023

Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

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 3:00 pm - 4:15 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.**

Representative 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.

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 is the liaison to the Minnesota School Boards Association.

Communication on an as needed basis.

Minnesota State High School League

A board member is designated as a representative to 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 01.2024