



# Robbinsdale Area Schools School Board Meeting Agenda

Monday, April 12, 2010 at 5:30 PM

Work Session

Education Service Center Boardroom, 4148 Winnetka Avenue North,  
New Hope, Minnesota

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1. Welcome and Review Agenda  
Presenter: Chair Walsh
2. Monitoring Calendar 2  
Presenter: Superintendent Sicoli
3. Internal Strategic Plan Update 3  
Presenter: Jeff Dehler
4. Procedures for Changing Election Process 12  
Presenter: Lonnie Smith
5. Adjourn to Closed Session for Negotiations Strategy  
Presenter: Chair Walsh

**Monitoring Calendar – 2010-2011**

	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>
<b>Teaching &amp; Learning</b>	Test Results Annual Report Card  Summer Program Report	School Improvement Plans	Annual Report on Strategic Plan		District Improvement Plan Update	
<b>Operations</b>	August Financial Report	Fall Enrollment and Demographic Profile Report  September Financial Report	October Financial Report	Audit Report  November Financial Report	Budget Assumptions Projections  Class Size Report  Mid-Year Enrollment and Projections Report  Set Student to Teacher Ratios  December Financial Report	January Financial Report

	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
<b>Teaching &amp; Learning</b>	Student Behavior Report		Participation in the arts and rigorous courses by demographics	MAP Growth Data  MS students in after-school activities by demographics		State Test Results
<b>Operations</b>	February Financial Report	March Financial Report	April Financial Report	10-Yr Facilities Plan  Preliminary 2011-2012 Budget  End of Year Enrollment Report  May Financial Report	June Financial Report	July Financial Report

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
<b>Strategic Plan Priority 1: Enrich and accelerate academic achievement.</b>					
Primary Responsible Division: Teaching and Learning					
Priority 1 Objective 1	2010	By 2010 district-level and school-level equity teams will effectively identify and remedy inequitable district and school practices, policies and procedures.	An annual list/log from each school. Improvement on District Student Survey.	List/log from each school noting progress to-date. Historical data from building Student Survey results from 2002, 2005, 2007 and 2010.	Equity Teams re-forming in elem. and MS after reboundary. PEG training continues as planned. District Student Survey data to be added in 2010.
Priority 1 Objective 2	2011	By 2011 the Integration/Equity Logic Model will be aligned with the Strategic Plan.	A revised Logic Model	Current Logic Model	Alignment activities to begin in 2010
Priority 1 Objective 3	2013	By 2013 grade 9 students will have a plan for post-secondary educational opportunities that will be monitored through grade 12.	An electronic portfolio for career planning is currently available but only to students enrolled in high school courses that include a career focus.	A post-secondary plan is currently required by students enrolled in specific courses that focus on career exploration.	MDE/MnSCU Programs of Study is currently underway. CHS is reviewing a software program, Naviance.
Priority 1 Objective 4	2013	By 2013 the scope of Pre-AP at PMS and MYP at RMS and CHS will have expanded to full-school.	The course taking structure for CHS students in grades 9 and 10 is aligned to IBNA requirements.	In progress.	Teacher training in progress. The IB Continuum Committee has formed and regular meetings have been occurring.
Priority 1 Objective 5	2014	By June of 2014 the number of high school students of color taking AP and MYP courses, AP tests, IB exams and the ACT will reflect the diverse race, culture and income of the schools' students.	Descriptive statistics for each demographic subgroup.	See report to MDE as result of 2008-09 grant for this purpose. See also data collected for the Federal Smaller Learning Communities grant.	Grant has expired but work continues. AHS preparing for whole-school AVID and a national demonstration site.
Priority 1 Objective 6	2014	By 2014 Response to Intervention (RtI) will be implemented with fidelity in every school and will include appropriate progress monitoring and best practice intervention strategies that are aligned to student needs.	Implementation evaluation report from each school after years 2, 4 and 5.	RtI training began for elementary schools in 2008-09. RtI implementation plan for secondary schools underway.	Elementary instructional coaches hired; extensive training underway including the coaching process; search for progress monitoring tool continues; planning and implementation for Tier I instruction well underway.

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 1 Objective 7	2014	By 2014 the average score for all NCLB ethnic groups will be at or above the national norm for academic growth, there will be no significant difference between the test scores of NCLB ethnic groups, and all subgroups will meet the NCLB target for attendance and graduation rates.	MAP growth scores. AYP targets are accomplished including academic proficiency, attendance and graduation. All HS students pass GRAD before graduation day.	Continuously enrolled students have met growth goal; several AYP groups do not meet academic goal; attendance and graduation goals are met. GRAD results are problematic for reading and math. Writing is more positive.	MAP contract negotiated in 2008-09. District-wide Assessment Council completed recommendations in 2008-09 with implementation underway. School Improvement Goals include measures of growth, AYP & GRAD results. High schools implemented Interactive Math and are reviewing options that will strengthen their reading program.
Priority 1 Objective 8	2014	By 2014 participation in arts and activities will reflect the diverse race, culture and income of district students.	Descriptive statistics for each demographic subgroup.	Goal is met for Visual Arts at all levels and for select music courses. Goal is not met for after-school activities.	Music Café (daytime course elective) introduced in 2005; participation meets goals. General fund for MS theater arts increased for purpose of integration.
<b>Strategic Plan Priority 2: Provide high quality, engaging teaching that challenges every student.</b>					
Responsible Division: Human Resources and Teaching and Learning					
Priority 2 Objective 1	2010	By 2010 the district will expand its system for recognizing and promoting outstanding achievement of teachers and staff.	Description of revised system	Description of current system	Study of current plan is underway.
Priority 2 Objective 2	2010	By 2010 the Professional Development Academy will provide sessions on cultural proficiency, differentiation, compacting, higher order questioning skills, essential standards and other best practices; other professional development opportunities regarding these topics will also be available.	Description of revised offerings	Description of current offerings	Study of current offerings is underway as is plan for introducing new offerings
Priority 2 Objective 3	2011	By 2011 the district will conduct an evaluation of the current structure for teacher professional development to improve alignment with the National Staff Development Council standards, expand methods to meet individual learner's needs, and increase the number of professional development opportunities.	All components of the evaluation report have been implemented.	Evaluation report reflecting current practice.	An evaluation plan will be developed in Winter 2011

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 2 Objective 4	2012	By 2012 the district will develop a plan to provide high quality, relevant professional development for non-licensed staff.	Plan is adopted.	Evaluation of current system.	Will assign responsibility for this task once district reorganization is in place.
Priority 2 Objective 5	2012	By 2012 the district will develop relationships with local colleges, universities, and businesses to develop and support innovative, research-based methods, materials, programs and technology.	Annual description of relationships compared to each previous year.	Description/list of current relationships.	A new relationship with MnSCU has developed through the CTE Programs of Study. The Teaching and Learning Division has a relationship with the University of Minnesota Department of Education for RtI implementation.
Priority 2 Objective 6	2012	By 2012 all staff will be evaluated according to appropriate evaluation schedules.	Annual descriptive statistics reflecting number of staff evaluated according to schedule.	Descriptive statistics reflecting current practice.	All school administrators have received the schedule for staff that need to be evaluated by school year 2010-11 and 2011-2012
Priority 2 Objective 7	2012	By 2012 all school principals, assistant principals and teacher instructional leaders will receive training in a process where purposeful observations of classrooms are frequent, random, conducted according to clearly identified criteria, and concluded with timely feedback for the purpose of continuously improving practice and gathering information about professional development needs.	Annual descriptive statistics reflecting extent of training. Evaluation of perceived value.	Number of administrators from each school who have attended prescribed training.	All school administrators have received initial overview on Walk-Through. PMS has participated in school-level training. Other school-level trainings occur as the site is ready. Three elementary schools and one high school have implemented.
Priority 2 Objective 8	2014	By 2014 the tenure teacher evaluation protocol will include observation of practices associated with cultural proficiency, differentiation, compacting, higher order questioning skills and essential standards.	Description of revised protocol	Description of current evaluation protocol.	A revised tenure teacher evaluation protocol will be developed in 2012
Priority 2 Objective 9	2014	By 2014 the district will examine its current system of tenure and non-tenure teacher evaluation with emphasis on the effectiveness of the evaluation instrument, the adequacy in the number of evaluation events for an individual teacher, and the administrative capacity (time and training) to perform an effective teacher evaluation.	Description of revised system according to the components of evaluation report.	Evaluation report reflecting current system.	A revised tenure and non-tenure teacher evaluation system will be developed according to the components of the evaluation report.

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<b>Strategic Plan Priority 3: Cultivate learning environments characterized by mutual respect and personal responsibility.</b>					
Primary responsible division varies					
Priority 3	2010	By 2010 a cycle of Crisis Prevention Intervention (CPI) initial and refresher training will be established for identified employees, including non-licensed staff, (i.e., bus drivers, playground supervisors, security monitors). Primary responsible division: Teaching and Learning	Training plan is implemented and all identified employees demonstrate CPI strategies when encountering problem situations with children/students.	List of district employees who have completed recent training. Reports from supervisors regarding use of the CPI strategies.	Planning to occur during Summer 2010; funding sources uncertain.
Priority 3 Objective 1	2011	By 2011 safety and security training and practice drills for building administrators and for all other staff will occur annually. Primary responsible division: Buildings and Grounds	Drills and training will be provided to administrators who will have the competency to deliver additional drills at the building level.	Drills will be planned with the assistance of police departments in the district to improve disaster preparedness and response. Principals/Building Managers will be responsible for the execution of the drills with staff.	Police Chiefs have unanimously endorsed the training concept and have agreed to take a role in the planning and execution of the drills with Buildings and Grounds.
Priority 3 Objective 2	2011	By 2011 every district school will be equipped with a front-door intercom security system. Primary responsible division: Buildings and Grounds	Ratio of school buildings to front door security systems	Lakeview, Cavanagh and Plymouth MS have been previously completed. Armstrong HS, Cooper HS and Robbinsdale MS will not be part of the plan since they have staffed front entrances.	Buildings and Grounds is reviewing parameters of the work at the remaining buildings as well as cost estimates with vendors to be submitted as part of the overall 5 year security plan for budgeting.
Priority 3 Objective 3	2011	By 2011 building access standards will be determined for every employee. Primary responsible division: Business Office and Buildings and Grounds	All employees will have personal ID card access to pertinent sites; all brass keys will be accounted for.	Standards for building access cards have been set. Staff transition to new identification badges is nearing completion.	The last remaining group to receive the new access cards are substitute teachers who have been coming in to receive the new badges as requested by Human Resources. All new hires are receiving the new access cards.
Priority 3 Objective 4	2012	By 2012 70% of middle school students will participate in at least one after-school activities opportunity. Primary responsible division: Teaching and Learning	Descriptive statistics reflecting student participation.	Participation statistics by subgroup will be compiled for the 2009-10 school year.	Equity Team to review participation by subgroup and work toward reducing barriers to participation.

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 3 Objective 5	2012	By 2012 all modes of transportation drop-off and pick-up, as well as student and staff parking procedures, will be evaluated and upgraded as necessary to ensure efficient, safe and effective practices. Primary responsible division: Transportation	All sites will have safe and effective busing procedures and staff parking.	Planning is underway to upgrade parking lot accommodations at Northport and Meadow Lake	Upgrades to Northport and Meadow Lake parking lots to begin summer of 2010
Priority 3 Objective 6	2012	From 2009 to 2012 the number of out-of-school suspensions will decrease by at least 10%. Primary responsible division: Teaching and Learning	Descriptive statistics from each site.	The district has historical in-school and out-of-school suspension rates for each site.	Behavior intervention coaches regularly track suspension data and intervene as indicated to reduce overall suspensions for the site.
Priority 3 Objective 7	2013	By 2013 the district's Student Survey will show no discrepancy among subgroups of students.	District Student Survey	Some discrepancy currently exists between various race and ethnic minority groups.	Equity Teams at elementary and middle schools are re-forming since boundary changes. Training with Pacific Education Group (PEG) through WMEP continues.
Priority 3 Objective 8	2014	By 2014 security accommodations, including regular drills, will be established for before and after-school and evening activities. Primary responsible division: Buildings and Grounds	Training will be provided to program directors who will have the competency to deliver drills at the building level.	Drills will be planned with the assistance of police departments in the district to improve disaster preparedness and response. Program directors will be responsible for the execution of the drills with staff.	Police Chiefs have unanimously endorsed the training concept and have agreed to take a role in the planning and execution of the drills with Buildings and Grounds.
Priority 3 Objective 9	2014	By 2014 a sustainable system for School-Wide Positive Behavioral Interventions and Supports (PBIS) will be fully implemented with fidelity at every school, as measured by an external evaluator's assessment. Primary responsible division: Teaching and Learning	Implementation evaluation report from outside evaluator after years 3 and 5 and periodically after year 5.	PBIS training began for all schools in August 2009. Focus is on Tier I. Coaches trained in Tier II strategies in December 2009.	Behavior specialists hired; extensive training underway including the coaching process. Staff approval, school conditions and teaching strategies underway.
Priority 3 Objective 10	2014	By 2014 best practices in family involvement (i.e., Epstein's Framework of Six types of Involvement) will be implemented in all district schools. Primary responsible division: Teaching and Learning	Revised annual description of the family involvement plan from each site with evidence that plan has been executed with fidelity.	Current family involvement plan from each site.	Staff from Title I school attending upcoming Parent Involvement conference in Minneapolis.

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
<b>Strategic Plan Priority 4: Strengthen relationships among students, staff, families and community members.</b>					
Primary Responsible Division: Community Relations					
Priority 4 Objective 1	2009	By December 2009, establish a reporting schedule for the district's strategic plan priorities and annual report so that staff and community members report greater awareness of progress on the strategic plan.	Report to superintendent of Action Plans grouped by year, including a summary of reporting guidelines and practices.	NA	Guidelines and practices cabinet discussion - 12/09.
Priority 4 Objective 2	2010	By February 2010, inventory current community relations and communications practices and research best practices.	Report to superintendent.	NA	Process begun - 12/09.
Priority 4 Objective 3	2010	By January 2010, create a timeline to implement a publicity campaign to recruit and retain resident students by improving the high school, middle school and elementary school information nights, providing materials and web resources for Realtors, and developing an advertising plan based on key messages.	Increase in resident students retained. Families report knowledge of and satisfaction with school district program as a result of communications efforts.	Survey in April 2010.	Plan created, all materials updated. Recap meetings with principals to be scheduled to adjust for 2010-11
Priority 4 Objective 4	2010 and 2012	By April 2010 and April 2012, conduct quantitative and qualitative research to determine current staff and community impressions of Robbinsdale Area Schools and community relations needs.	Report to superintendent in April 2010 and April 2012.	NA	Quotes for research are being solicited - 12/09.
Priority 4 Objective 5	2011	By June 2011, provide training for all staff on customer service and communications responsibilities and include these objectives in district job descriptions so that a secret shopper reports increased levels of customer service.	In a report to the superintendent, a secret shopper reports increased levels of customer service in an evaluation of facilities in April/May 2011.	Secret shopper report at the beginning of the process, November 2010.	Inactive - solicit bids summer 2010.

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 4 Objective 6	2011	By June 2011, refine existing communication vehicles (website, newsletters, voice messages, etc.) and develop new communication tools so that staff and community members surveyed report greater awareness of district issues between 2010 and 2012.	Community members surveyed report greater awareness of district issues through communications efforts between 2010 and 2012.	Survey in April 2010.	Inactive - complete inventory and best practices first.
Priority 4 Objective 7	2011	By September 2011, develop support systems for current staff and community ambassadors and recruit additional ambassadors who can build relationships with underserved communities so that staff and community members surveyed report greater awareness of district issues between 2010 and 2012.	Community members surveyed report greater awareness of district issues through word-of-mouth generated by ambassadors between 2010 and 2012.	Survey in April 2010.	Bids being solicited for research.
Priority 4 Objective 8	2012	By June 2012, hold focus groups with stakeholders to test branding options; develop brand platform and supporting communications plan so that staff and community members report greater awareness of the district brand.	Report to superintendent that outlines brand platform deliverables, including standards, guidelines, training modules, etc.	Report includes inventory of past practice.	Inactive - solicit bids summer 2011.
Priority 4 Objective 9	2012	By June 2012, increase the presence of district administrators and school board members at district facilities, district events and community meetings so that district staff, families and community members surveyed report increased visibility of leadership between 2010 and 2012.	District staff, families and community members surveyed report increased visibility of leadership between 2010 and 2012.	Survey in April 2010.	Plan should be developed to increase presence.
<b>Strategic Plan Priority 5: Maximize resources and demonstrate financial accountability.</b>					
Primary responsible division is listed with each objective					
Priority 5 Objective 1	2009	By August 2008-09 a financial advisory council will be created; by-laws will be developed and members will be selected. Primary responsible division: Business Office	Finance Advisory Council established		<b>Complete</b>

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 5 Objective 2	2009	By the first quarter of 2008-09 regular meetings will begin with the council evaluating the district's economic conditions, developing future budget assumptions, reviewing revenue and expenditure projections, making recommendations to the school board and developing consumer-oriented presentations. Primary responsible division: Business Office	Minutes of meetings. Annual report to School Board.		Complete
Priority 5 Objective 3	2009	By 2009 a facilities plan will be created that recognizes 10-year demographic trends, financial and facility limitations, stakeholder values, and current and future educational programming needs. Primary responsible division: Superintendent and School Board	Completed facilities report is submitted to the school board		Complete
Priority 5 Objective 4	2010	By 2010 the district will have a plan to aggressively seek sufficient and predictable funding for comprehensive educational programming. Primary responsible division: Community Education	Legislative Platform developed. Contacts with Legislators. Impact on legislation	Contacts with policy makers. LAC membership and activity.	Complete
Priority 5 Objective 5	2010	By 2010 the district will develop a federal legislative platform including implementation strategies. Primary responsible division: Community Education	Federal Platform developed	Federal legislators committees and interests identified.	2010 platform developed and adopted
Priority 5 Objective 6	2011	By 2011 the district will implement a plan to systematically analyze tasks for duplication of work, streamline these efforts, and recognize staff that develop improved, streamlined methods to accomplish routine tasks. Primary responsible division: Business Office, Human Resources, Teaching and Learning, Technology	Plan is established, staff is trained, streamlined tasks are logged, plan for staff recognition is in place		Administration is exploring best model for task analysis

Priority Objective	Date Completed	Action	Measures of Accomplishment	Baseline Data Collected to Date	Status of Action Plan
Priority 5 Objective 7	2011	By 2011 self-service manuals describing district procedures (i.e., business office procedures, human resources procedures) will be available online. Primary responsible division: Business Office, Human Resources, Teaching and Learning, Communications	Essential information is identified; manuals are created and available on district Intranet.		Business offices procedures updated and posted on employee intranet web site.
Priority 5 Objective 8	2011	By 2011 the district will have a plan to engage volunteers with specialized expertise to meet specific district initiatives as well as a plan to incorporate a curriculum based training program for volunteers to better prepare them to work with students on improved academic achievement. Primary responsible division: Community Education and Teaching and Learning	Action Plan to engage volunteers with expertise developed. Specific curriculum areas for training identified and training developed.		
Priority 5 Objective 9	2013	By 2013 residents will report a strong and positive relationship with the district including a positive opinion about district accountability for fiscal management, educational programming, student academic performance and facilities. Primary responsible division: Superintendent	Survey results 2010 and 2012	Survey in March 2008.	
Priority 5 Objective 10	2014	By 2014 residents will report strong, positive recognition of the need for stable and predictable local support. Primary responsible division: Business Office	Passage of the next referendum.		

## Hennepin County School District Election

<u>District#</u>	<u>District Name</u>	<u>Voter Count</u>	<u>Odd/Even</u>
11	Anoka-Hennepin	28,167	Even
1	Minneapolis	225,646	Even-Originally Odd, transitioned in 1999 and 2001 with 3 year terms, 2002 4 year term
110	Waconia	2,236	Even-Always
728	Elk River	6,460	Even-Always
879	Delano	1,983	Even-Always
883	Rockford	3,027	Even-Originally Odd, Extended terms by one year- last election 2005
111	Watertown-Mayer	446	Even-Always
279	Osseo	76,582	Even-Originally Odd, Extended terms by one year-last election 2007
278	Orono	8,179	Odd
284	Wayzata	36,994	Odd
877	Buffalo	2,445	Odd
272	Eden Prairie	35,515	Odd
276	Minnetonka	22,460	Odd
277	Westonka	11,843	Odd
286	Brooklyn Center	4,079	Odd
271	Bloomington	53,220	Odd-City Run
270	Hopkins	40,787	Odd-City Run
273	Edina	26,980	Odd-City Run
280	Richfield	23,348	Odd-City Run
282	St. Anthony-New Brighton	3,840	Odd-City Run
283	St. Louis Park	29,109	Odd-City Run

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_  
(\_\_\_\_\_  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a \_\_\_\_\_ meeting of the School Board of Independent School District No. \_\_ was held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_.m.

The following Board members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT  
SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2009  
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;  
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. \_\_\_\_, State of Minnesota, as follows:

1. School board general elections held after 2009 in Independent School District No. \_\_\_\_ shall be held on the first Tuesday after the first Monday in November of the even-numbered year.
2. The terms of office of school board members that would otherwise expire on the first

Monday of January, 2012 if elections were held in the odd-numbered year (2011) shall be extended to expire on the first Monday in January, 2013. The terms of office of school board members that would otherwise expire on the first Monday of January, 2014 if elections were held in the odd-numbered year (2013) shall be extended to expire on the first Monday in January, 2015.

3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2012 and thereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. \_\_\_\_, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. \_\_\_\_, duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general election and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk  
Independent School District No. \_\_\_\_ (\_\_\_\_\_)  
State of Minnesota

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_  
(\_\_\_\_\_  
STATE OF MINNESOTA

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The following Board members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

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SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2013  
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WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. \_\_\_\_, State of Minnesota, as follows:

1. In order to establish an orderly transition from elections in the odd-numbered year to elections in the even-numbered year, the terms of office of school board members elected in 2011 and 2013 shall be three years.
2. School board elections held after 2013 in Independent School District No. \_\_\_\_ shall be

held on the first Tuesday after the first Monday in November of the even-numbered year. Except as may be necessary to fill a vacancy, school board members elected in 2014 thereafter would be elected for four-year terms.

3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2014 and thereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. \_\_\_\_, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. \_\_\_\_, duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general election and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk  
Independent School District No. \_\_\_\_ (\_\_\_\_\_)  
State of Minnesota

## ELECTION CHALLENGES

- Using judges from across 6 cities that are trained differently by City Clerks
- In kind time-Absentee voting, supply boxes, testing, public testing, judges training, phone calls regarding where to vote, etc.
- Limited storage and access at ESC-Supplies, Supply boxes, M100 Machines and AutoMarks. Current storage area could be used more effectively
- Potential for workers compensation claims due to weight and size of machines
- \$900 labor for 4 Building and Grounds personnel, 2 trucks for 2 days to drop off and pick up equipment and supplies at 15 polling locations
- One full day of clerical to deliver combined polling location maps and signs to regular city polling locations (22)
- Odd numbered year voter turnout is 5%-8% of registered voters (*62,090 registered voters*)
- Frustration for voters to report to the correct combined polling location in odd numbered years

**Election Budget/Expenses History**

	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>
	<i>Referendum/School Board</i>	<i>Referendum/Cities</i>	<i>School Board</i>
<u>Description</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Non-Licensed Part Time-Clerical/Stipends/EA-Security/Custodial	204	1,677	1,438
Stipends (Karylanne and Janette)	5,400	0	5,400
Benefits	780	209	954
Legal Fees	13,236	1,914	935
Consultant/Fees for Services (Springsted)			
Springsted	15,395	10,996	0
Automark Programming (\$25 per ballot style)	500	500	500
Contracted Printing			
Sun Post	8,589	645	4,633
Ballots	7,893	4,415	8,930
Maps	830	0	360
Contracted Personnel Services-Judges	15,462	0	12,766
Printing Chargeback-signs, manuals, etc.	2,986	0	60
Postage /Courier	12,686	10,000	248
Mileage	93	23	73
Conferences-MSBA Webinar	0	50	0
Operating Leases and Rentals (Machine maintenance agreements)	4,804	3,487	4,957
Supplies	1,965	0	860
Meeting Expenses (Judge lunch for training and public testing day)	<u>262</u>	<u>0</u>	<u>325</u>
<b>Total</b>	<b>\$91,085</b>	<b>\$33,916</b>	<b>\$42,439</b>
<b>Karylanne Marchand - Time</b>	<b>288.50 hours</b>	<b>25 hours</b>	<b>181.75 hours</b>
<b>Janette Holter - Time</b>	<b>287.00 hours</b>	<b>0 hours</b>	<b>173.75 hours</b>

<u>Budget Description</u>	<b>City - Even Numbered Year</b>	<b>School District - Odd Numbered Year</b>
Security	\$0	\$200
Non Licensed Part Time-Clerical/Stipends	0	6,000
Benefits	0	85
Legal Fees	500	1,000
Judges	0	13,000
AutoMark Programming (\$25 per ballot style)	1,500	500
Ballots	4,500	10,000
Sun Post	500	3,500
Postage (Absentee)	0	300
Machine Maintenance	0	5,000
<b>Total</b>	<b>\$7,000</b>	<b>\$39,585</b>

*(includes map)*