

SCHOOL BOARD MEETING

INDEPENDENT SCHOOL
DISTRICT No. 15

REGULAR MEETING

August 22, 2011

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 August 22, 2011
 Dialogue with School Board – 6:30 p.m.
 Regular Meeting – 7:00 p.m.
 Central Services Center – Community Room
 4115 Ambassador Blvd.
 A G E N D A

I. Call to Order – Pledge of Allegiance

II. **Board Calendar Dates**

September 12, 2011	September 26, 2011
Dialogue with School Board – 6:30 p.m.	Dialogue with School Board – 6:30 p.m.
Regular Meeting – 7:00 p.m.	Regular Meeting – 7:00 p.m.
Central Services Center – Community Room	Central Services Center – Community Room
October 10, 2011	October 24, 2011
Dialogue with School Board – 6:30 p.m.	Dialogue with School Board – 6:30 p.m.
Regular Meeting – 7:00 p.m.	Regular Meeting – 7:00 p.m.
Central Services Center – Community Room	Central Services Center – Community Room

Site Report - Oak Land Vocational

Consideration of Visitors (To address the School Board complete the card at the table and submit to the Chair)

III. Approval of Agenda

IV. Consent Agenda

A.	Approval of Minutes of August 8	5
Rev.	B.	Approval of Personnel Items..... 10
	C.	Approval of Disbursements (emailed to Board 08/19)
	D.	Approval of Designation of Three Physicians for Physicals 11
	E.	Approval of Contract – Police Liaison 12
Rev.	F.	Approval of Gift Acknowledgements 13

V. Reports

- A. Student Report
- B. Superintendent Communications and Report
- C. Dialogue Session
- D. School Board Member Reports
- E. Administrative Report

VI. New Business

- A. Annual Report – Curriculum and Instruction 2010-11 16
- B.

VII. Other Matters

- A. Approval of Contract – School Media’s, Inc. 17
- B.

VIII. Other Business

- Add** A. Resolution Relating to the Election of School Board Members and Calling the General Election
- B.

IX. Adjournment

SCHOOL BOARD
 INDEPENDENT SCHOOL DISTRICT No. 15
 St. Francis, Minnesota
 August 8, 2011
 Regular Meeting – 7:00 p.m.
 Central Services Center – Community Room
 4115 Ambassador Blvd.
 A G E N D A

The regular meeting was called to order by Chair Kelly at 7:00 p.m. with the following members present: Directors Anderson, H. Grams, S. Grams, Haag, Van Denburgh, Vogel, and Superintendent Saxton.

Others present were Director of Business Services Mae Hawkins, Director of Human Resources David Lindberg, Director of Special Services Jacque Stein, Director of Community Services Tom Larson and community members.

Board Calendar Dates: Regular meetings held at 7:00 p.m. at the Central Services Center, August 22, September 12, September 26 and October 10. Dialogue with the School Board will be at 6:30 p.m. prior to the regular meetings.

Consideration of Visitors

Mr. Gardner spoke regarding the agenda and a School Board policy. The agenda was not posted to the website as of 5:00 p.m. tonight. Mr. Gardner also questioned School Board Policy 510 Public and Private Personnel Data, regarding names of job applicants and finalists being public data. He would like to know the names of the finalists for the human resources director position. He would like an explanation.

Ms. Norberg, Cedar Creek Community School (CCCS) Parent Teacher Organization, thanked the Superintendent and School Board for their support at the April school carnival, which raised \$11,700. More than \$1,500 was used to buy books for the library and to take virtual tours via the Tandberg camera in classrooms. \$1,000 was contributed to the playground and a bullying prevention program. Ms. Norberg invited the School Board to attend the CCCS Open House and barbeque August 31.

Agenda

Motion was made by Mr. Vogel and seconded by Mr. Grams.
 Motion carried.

Consent Agenda

Motion was made to approve the revised Consent Agenda by Mr. Anderson and seconded by Mr. Haag. Ms. Van Denburgh requested item B be considered separately.

- A. THAT the minutes of July 11, 2011 be approved as presented.
- C. THAT Disbursements be approved as presented.

Fund No.	Description	Amount
01	General	\$ 2,047,497.68
02	Food Service	\$ 68,970.32
04	Community Services	\$ 70,248.40
06	Construction	\$ 318,019.15

SCHOOL BOARD DATE: 8/8/2011

BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, including payroll liabilities and excluding net payroll, be allowed and charged to funds as follows:

07	Debt Redemption		
09	Trust and Agency	\$	2,850.00
47	OPEB Debt Service		
	TOTAL DISTRICT	\$	2,507,585.55

The amounts above include P-card transactions for June 2011, checks processed between 7/12/11 and 8/04/11, including payroll withholdings, and all accounts payable items processed between 7/12/11 and 8/08/11.

- D. THAT the PBR Consulting Contract be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No.15 that the contracts with PBR Consulting for student management services for the 2011-12 school year in an amount not to exceed \$50,450.00 be approved.
- E. THAT the St. Cloud State University Senior to Sophomore Program Contract be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the Agreement between St. Cloud University and Independent School District No. 15 for the Senior to Sophomore Program for \$3150 per course for college courses offered at St. Francis High School during the 2011-12 school year be approved.
- F. THAT the Truth in Taxation resolution be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No.15 that the public hearing to review the proposed property tax levy payable for the upcoming tax year be will scheduled during the first School Board meeting in December unless changed by School Board resolution.
- G. THAT Gift Acknowledgements be approved as presented.
BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted as set forth in the attached donor form(s):
\$1,922.21, SFHS Track Student Activity, for state track meet expenses and end of season banquet food \$292.66, Wells Fargo Foundation, to SFHS at principal's discretion

Motion carried.

- B. THAT Personnel Items be approved as presented.
Motion was made by Mr. Haag and seconded by Mr. Anderson. Ms. Van Denburgh reported that she will abstain from voting.
BE IT RESOLVED by the School Board of Independent School District No.15 that the Personnel actions as listed below be approved:

EMPLOYMENT:

CLASSIFIED

- BEAL, MELISSA, Teacher, ELL, SFHS, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.
- BECK, AMY, Teacher, SFE, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.
- BRUHJELL, JOSEPH, Teacher, SFHS, BA1, 2.16 hrs./day 186.0 days effective 9.6.11.
- FISHERO, JENNICA, Teacher, SFE, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.
- NIEMELA, PHIL, Teacher, Crossroads, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.
- REED, SARAH, Social Worker, SFE, MA, 8.0 hrs./day, 186.0 days effective 8.30.11.
- SCHMIDT, MARY, Teacher, SFHS, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.

NON-CLASSIFIED

- JONES, JOSHUA, Assistant Soccer Coach, SFHS, Contract, effective 8.15.11.
- MOORE, JUNE, Office Professional, Technology, B21, 6.5 hrs./day, 261 days effective 8.22.11.
- ROHR, MARY, Administrative Assistant, Transportation, 8.0 hrs./day, 261.0 days effective 7.18.11.

LEAVES OF ABSENCE:

CLASSIFIED

- THUL, MARK, Teacher, SFHS, Return from .27 LOA effective 6.30.2011.

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

CLASSIFIED

PETERSON, SUSAN, Teacher, CCCS, Retirement effective 9.30.11.

NON-CLASSIFIED

MARTINEZ, ANDREW, Assistant Boys Soccer Coach, SFHS, Resignation effective 7.1.11.

REHBERG, CHRIS, Bus Driver, Transportation, Resignation effective 7.21.11.

STOKKE, MEGAN, Assistant Dance Coach, SFHS, Resignation effective 7.1.11.

WANAMAKER, ZEKE, Bus Driver, Transportation, Resignation effective 7.20.11.

Motion carried with one abstention, Ms. Van Denburgh.

Reports

Curriculum Update

Mr. Becker reported on curriculum items. The recent State of Minnesota shutdown pushed back the release of assessment results for math, reading and Adequate Yearly Progress. However, the Annual Report is still due October 1. American Indian books have been taken off the shelves of the media centers and a committee will review and recommend titles that are culturally responsible. K-5 reading curriculum has undergone a makeover. New books have arrived and reading mentors have been trained.

Superintendent Report and Communications

- Mr. Saxton introduced David Lindberg, Human Resources.
- The City of Bethel offices have moved into the Sandhill Center.
- Attended the Minnesota School Boards Association (MSBA) negotiations seminar and back to school meeting.
- Will attend the Minnesota Association of School Administrators back to school meeting.
- Will meet with middle school administration regarding staff and scheduling
- The District Leadership Team back to school meeting will address department updates and the use of SchoolReach and online newsletters.

Dialogue Session

Mr. Haag reported that Ms. Norberg shared information about the CCCS Olweus Bullying Prevention Program.

School Board Member Reports

Mr. Anderson attended the Oak Land meeting and the Center of Academic Excellence Gathering of Champions at Mall of America where ISD 15 students were recognized for academic achievement.

Ms. Van Denburgh commended the football coaches for making her student feel welcomed. She also received a call regarding the School Board agenda not being posted online.

Mr. Vogel would like to see the borrowing costs.

Mr. Grams offered condolences to the family of Dennie Emmans. Dennie was a School Board member for 12 years.

Ms. Kelly attended the Oak Land meeting and Schools for Equity in Education legislative meeting. Ms. Kelly referred to School Board Policy 111 - Development, Adoption, and Implementation of Policies, regarding policy changes/revisions and agenda placement. Discussion included: having any revisions of legal modifications to policy made at the discretion of the School Board, be listed as a separate item under Other Matters on one School Board meeting agenda, and that proposed changes or new policies be placed on two School Board agendas. The School Board provided consensus.

Administrative Report

School Media's, Inc.

Mr. Larson introduced Mr. Meyer and Mr. Miller of School Media's, Inc., the locker advertisement company. There was some vandalism reported with damages of approximately \$500, otherwise the venture has generated \$60,000 of revenue for the District. If the District continues to run the advertising program, the company will review keeping advertisements on the lockers at busier buildings during the summer months. There is no internal cost to the District for the locker advertisements. A three-year contract with School Media's, Inc. will be on the agenda August 22. Mr. Larson and company representatives will look into whether advertisements can be installed for open houses.

Legislative Update

Ms. Hawkins provided the legislative summary from the 2011 legislative session. Several laws have changed

related to school districts. The General Education Formula will increase by \$50 per pupil for 2011-12. State aid payments have been shifted from 70%-30% to 60%-40% and the property tax shift calculation has changed from net levy to gross levy. These shifts total \$14 million, which results in the District needing to borrow \$11 million and use a line of credit until state payments are made. Full summaries of financial and policy changes can be found on the Minnesota Department of Education and the MSBA websites.

Other Matters

Resolution Relating to \$9,500,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2011A

Motion was made by Ms. Grams and seconded by Mr. Haag.

(See attached)

Motion carried.

The meeting was adjourned at 8:16 p.m.

Joseph D. Haag, School Board Clerk

Member Sandy Grams introduced the following resolution and moved its adoption, which motion was seconded by Member Joseph Haag :

RESOLUTION AMENDING RESOLUTION RELATING TO GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2011A

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 15 (St. Francis), Minnesota (the District), as follows:

Section 1. By resolution duly adopted on July 11, 2011 entitled "RESOLUTION RELATING TO \$9,500,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2011A; AUTHORIZING THE ISSUANCE, ESTABLISHING THE TERMS THEREOF, AND AUTHORIZING THE CHAIRPERSON OR SUPERINTENDENT OR DIRECTOR OF BUSINESS SERVICES TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE" (the Resolution) this Board authorized the sale of its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2011A.

Section 2. The following modifications to the Resolution are necessary:

It is hereby found, determined and declared as follows that all references to the amount of "\$9,500,000" throughout the Resolution shall be replaced with the amount of "\$11,000,000."

Section 3. The following modifications to the Resolution are necessary:

11.04. Not Qualified Tax-Exempt Obligations. The District has not designated the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions.

Section 4. Such modifications to the Resolution are hereby approved. Except as expressly modified hereby, the Resolution shall remain in full force and effect.

Upon vote being taken thereon, the following voted in favor thereof: David Anderson, Harry Grams, Sandy Grams, Joseph Haag, Amy Kelly, Marsha Van Denburgh, Mark Vogel and the following voted against the same: none

whereupon the resolution was declared duly passed and adopted.

Revised

IV. B. ROUTINE PERSONNEL ITEMS

BE IT RESOLVED by the School Board of Independent School District No.15 that the Personnel actions as listed below be approved:

EMPLOYMENT:

CLASSIFIED

DAHL, KARA, Long Term Substitute, Teacher, SFE, Sub Rate, 8.0 hrs./day, 15.0 days effective 8.30.11.

KELLEY, DYLAN, Teacher, SFMS, BA1, 8.0 hrs./day, 186.0 days effective 8.30.11.

TREBESCH, DANIELLE, Teacher, SFMS, Temporary, BA 1, 8.0 hrs./day, 93.0 days effective 8.30.11.

NON-CLASSIFIED

MIDLO, DAVID, Technician, SFE, Step 3, 7.5 hrs./day, 184.0 days effective 8.29.11.

MITZUK, SARA, Educational Assistant, Health, SFE, From layoff to position, Step 3, 7.5 hrs./day, 32.0 days effective 8.31.11.

LEAVES OF ABSENCE:

CLASSIFIED

NON-CLASSIFIED

RESIGNATIONS/TERMINATIONS/DISCONTINUANCE OF POSITION:

CLASSIFIED

NON-CLASSIFIED

GOBATS, JEFFERY, Custodian, EBCS, Resignation effective 10.2.11.

GOETTSCHE, JOSHUA, Custodian, SFHS, Resignation effective 8.11.11.

MOTION:

SECOND:

08/22/11

PREPARED 8/18/2011

SCHOOL BOARD DATE: 8/22/2011		
BE IT RESOLVED by the School Board of Independent School District No. 15 that these disbursements as presented, including payroll liabilities and excluding net payroll, be allowed and charged to funds as follows:		
Fund No.	Description	Amount
01	General	\$ 1,347,094.97
02	Food Service	\$ 24,056.77
04	Community Services	\$ 75,764.96
06	Construction	\$
07	Debt Redemption	798,868.13
09	Trust and Agency	901.40
47	OPEB Debt Service	
	TOTAL DISTRICT	\$ 2,246,686.23

The amounts above include P-card transactions for July, 2011; checks processed for 8/05/11 payroll withholdings; all checks processed between 8/09/11 and 8/19/11 including payroll withholdings for 8/19/11, and all Accounts payable items processed between 8/9/11 and 8/19/11.

MOTION:

SECOND:

August 18, 2011

Check Register	567,372.15
P-Card	177,514.87
VISA	34,107.40
Debt redemption-bond interest	798,868.13
Vendor Disbursement list for 8/22/2011	668,823.68
Total Disbursements	2,246,686.23

IV. D. DESIGNATION OF THREE PHYSICIANS

BE IT RESOLVED by the School Board of Independent School District No. 15 that the requirements of Minnesota Statute 122A.40, Subd. 12, regarding the selection of three physicians, are delegated to the Superintendent.

“...The physician must be competent in the field involved and must be selected by the teacher from a list of three provided by the school board...”

Background: Several of the work agreements contain language indicating that the District may place an employee on a leave of absence if they are physically or mentally unable to perform the duties as assigned. The District has not selected three physicians in the event administration exercises the right to evaluate the health and well-being of an employee. Delegating the selection of the physicians to the Superintendent provides for quick response to health concerns and recognizes that physicians move, clinics close, and new physicians are hired routinely.

MOTION:

SECOND:

08/22/11

IV. E. APPROVAL OF CITY OF ST. FRANCIS POLICE SERVICES: POLICE
LIAISON CONTRACTS FY 2011-12

BE IT RESOLVED that the School Board of Independent School District No. 15 approve the Police Liaison contracts with the City of St. Francis Police Department for services as specified and not to exceed \$132,631.00 for the 2011-12 school year.

Background: Funding for the Police Liaison services is provided by Safe Schools Levy and resources dedicated within respective site budget allocations.

MOTION:

SECOND:

08/22/11

IV. F. GIFT ACKNOWLEDGMENT(S)

Revised

BE IT RESOLVED by the School Board of Independent School District No. 15 that the following gifts be hereby accepted as set forth in the attached donor form(s):

\$138.48, Wells Fargo & Jennifer Larson, to SFMS to be used at principal's discretion

\$70.00, Wells Fargo Foundation Educational Match, to EBCS to be used at principal's discretion

\$152.36, Wells Fargo, to EBCS to be used at principal's discretion

MOTION:

SECOND:

08/22/11



GIFT CONTRIBUTION FORM

Date 8/10/11

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo + Jennifer Larson
would like to contribute \$ 1,388.48 to Independent School District 15. We request that the contribution be used for the following purposes: at principal's discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 880987
Name: Wells Fargo Community Support Campaign + Jennifer Larson
Street address: P.O. Box 2157 22345 Xenia St. NW
City/State/Zip: Princeton NJ 08543-2157 Anoka MN 55303
Officer of contributing organization: _____

Office Use Only

Requester: _____

Revenue code: 01-300-211-000-096-000

Expenditure code: 01-300-211-000-430-000

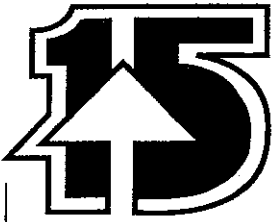
Thank you letter sent by building. Date: 8/10/11

Building principal signature: _____

School Board approval date: 8-22-11

deposited 6/28/11

INDEPENDENT SCHOOL DISTRICT



GIFT CONTRIBUTION FORM

Date 8.08.2011

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo foundation Educational Plath.
would like to contribute \$ 70.00 to Independent School District 15. We request that the
contribution be used for the following purposes: Principals discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 974296

Name: Jesse Kohler / Wells Fargo.

Street address: 24231 pierce Park NE. E.B. MN 55005.

City/State/Zip: _____

Officer of contributing organization: _____

Office Use Only

Requester: 01-403-203 000 096 000

Revenue code: _____

Expenditure code: 01-403-203-000-401-000

Thank you letter sent by building. Date: 8.8.2011

Building principal signature: Gh. Aljhi

School Board approval date: 8-22-11

White - Board Minutes Canary - Business Office Pink - Contributor Gold - Originating Building



GIFT CONTRIBUTION FORM

Date 8.11.2011

To: Independent School District 15 School Board
4115 Ambassador Boulevard
St. Francis, MN 55070

The Wells Fargo - Ed. Making

would like to contribute \$ 152.36 to Independent School District 15. We request that the contribution be used for the following purposes: principals discretion

It is our desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

Sincerely, _____

Check number: 970915

Name: Wells Fargo - Krall, Olson, Berg - addresses in

Street address: P.O. Box 2157 file..

City/State/Zip: Princeton, NJ 08543

Officer of contributing organization: _____

Office Use Only

Requester: _____

Revenue code: 01-403-203-000-096-000

Expenditure code: 01-403-203-000-401-000

Thank you letter sent by building. Date: _____

Building principal signature: Gh Sijh

School Board approval date: 8.22.11

VI. A. ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT ACHIEVEMENT FOR ISD No.15 2010-11

BE IT RESOLVED by the School Board of Independent School District No. 15 that the Annual Report on Curriculum, Instruction and Student Achievement for 2010 -11, upon review, is accepted and shall be distributed to the residents of ISD No. 15.

Background:

The Annual Report on Curriculum, Instruction and Student Achievement must include information as described in the applicable Legislation (120B.11 Reporting). Much of the information has been discussed with the Board prior to this time, but publication in at least a summary form is required. The Board presentation will highlight several areas and provide the timeline involved in having School Board approval prior to the publishing date.

FIRST READING:

08/22/11

VII. A. APPROVAL OF CONTRACT - SCHOOL MEDIA'S, INC. 2011-2013

BE IT RESOLVED by the School Board of Independent School District No. 15 that the contract with School Media's, Inc. for advertising in school buildings be approved.

Background: School Media's, Inc. and ISD No. 15 went under contract last year, for a pilot year of 2010-11, to observe how in-school advertising would be received and what kind of revenue could be generated. While the revenue did not reach the level that originally was anticipated, the year's gain of \$80,000 was dollars the district did not have in the past and will be put to work to benefit students and school programs. After discussion at the Board and the Cabinet level, changes were made in the contract to reflect a two year duration instead of three and for School Media's, Inc. to seek advertisers for the high school complex, during the summer months. Therefore, the Superintendent's Cabinet recommends that the two year contract be approved.

MOTION:

SECOND:

08/22/11

VIII. A. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 15, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 8th day of November, 2011, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections,

including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 15
(St. Francis)
GENERAL ELECTION
NOVEMBER 8, 2011

INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(s) next to your choice(s) like this:

SCHOOL BOARD MEMBER
VOTE FOR UP TO FOUR

- CJ Mulder
- Matthew Rustad
- Janet Glover
- Sandy Grams
- Suzanne Erkel
- Amy Kelly
- _____
write-in, if any
- _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota

Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. The school district has elected to contract with Anoka County for its absentee ballot processing.

12. Election judges for each polling location shall be approved by a separate school board resolution. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

MOTION:

SECOND:

08/22/11