

# Minutes of Learning Session

## School Board Shakopee Public Schools

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A Learning Session of the School Board of Shakopee Public Schools was held Monday, August 19, 2013, beginning at 5:00 PM in the District Office, Central Family Center at 505 S. Holmes St. South, Shakopee.

1. CALL TO ORDER AND ROLL CALL - CHAIR ROMANSKY.  
PRESENT: Bowerman, McKeand, Schneider, Shutrop, Swanson, Tucker and Romansky  
ABSENT:
2. Consideration of Agenda as presented and additions.  
Tucker/McKeand moved to approve the agenda as presented.
3. 5:00PM - All-Day Every-Day Kindergarten Discussion was held.
4. 6:00PM - Emergency Regular Board Meeting  
Bowerman/McKeand moved BE IT RESOLVED by the School Board of Independent School District No.720, State of Minnesota as follows: (a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each. (b) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period 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 5<sup>th</sup> day of November, 2013 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. GENERAL ELECTION BALLOT, INDEPENDENT SCHOOL DISTRICT NO. 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, if requested by the election official, 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 the Scott County Elections Office 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. 12. Individuals, each of whom is qualified to serve as an election judge, will hereby be appointed as judges of election, to act as such at the respective polling places listed below: Combined Polling Place: Jackson Township 1091 130th Street West, Shakopee, MN 55379 Head Judge: To be determined, Shakopee P-9 – Cross of Peace Lutheran Church 1506 Wood Duck Trail E, Shakopee, MN 55379 Head Judge: Appointed by the City of Shakopee. 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. The general election must be canvassed between the third and the tenth day following the general election as presented; motion passed unanimously.

5. 6:00PM - Joint Meeting was held with the 2010 Facilities Task Force  
Discussion: All- Day, Every-Day Kindergarten and Long Range Facility Planning

#### 6. ADJOURNMENT

At 7:25PM, McKeand/Swanson moved to adjourn; motion passed unanimously.