

## Special Meeting

Thursday, July 30, 2020 6:30 PM

Virtual, 501 Minnesota Ave, Big Lake, Minnesota 55309

I. Call to Order	<b>Presenter:</b> Chair, Tonya Reasoner
II. Roll Call	<b>Presenter:</b> Chair, Tonya Reasoner
III. Approve Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
IV. Consent Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
A. Previous Minutes	
B. Claims and Accounts	
C. Credit Card Report	
D. Personnel	
E. Fundraisers	
F. Petty Cash Signer	
V. Donations	<b>Presenter:</b> Chair, Tonya Reasoner
VI. Approve 10 year LTFM plan ( <i>E. Facilities and Infrastructure Design</i> )	<b>Presenter:</b> Buildings and Grounds Manager TJ Zerwas and Director of Business Services Angie Manuel
VII. General Election Resolution ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Chair, Tonya Reasoner
VIII. Superintendent's Report ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
IX. Adjournment	<b>Presenter:</b> Chair, Tonya Reasoner



**ISD 727 SCHOOL BOARD  
FUNDRAISERS ACTION  
07/30/2020**

Big Lake Cheerleading, sell Worlds Finest Chocolate, 09/13/2020-10/02/2020 (contingent on COVID situation), help offset costs for each individual

07/23/2020

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Wells Fargo-Melissa Calgaro	\$140.00	\$70.00 Independence, \$70.00 Liberty
Tom Wenner, Horace Mann	\$300.00	Help with purchase of adaptive tricycle
Knights of Columbus	\$3,300.00	Graduation send off

The vote on adoption of the Resolution was as follows:

Aye:


Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on July 30, 2020.

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Clerk

 <b>Division of School Finance</b> 1500 Highway 36 West Roseville, MN 55113-4266		<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</b>								ED - 02478-06		
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 1238.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
District Info.		Enter Information		District Info.		Enter Information						
District Name:		Big Lake Schools		Date:		7/22/20						
District Number:		727		Email:		a.manuel@biglakeschools.org						
District Contact Name:		Angie Manuel										
Contact Phone #:		763-262-5185										
Fiscal Year (FY) Ending June 30												
Expenditure Categories		2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>or more for which additional revenue is requested for Finance Codes 358, 363</b>												
Finance Code	Category (1)											
347	Physical Hazards	\$10,905	\$31,525	\$14,185	\$26,105	\$14,750	\$28,870	\$14,315	\$29,435	\$29,580	\$30,900	\$16,045
349	Other Hazardous Materials	\$3,042	\$17,600	\$9,900	\$4,500	\$10,550	\$14,400	\$12,200	\$10,750	\$3,750	\$13,250	\$12,850
352	Environmental Health and Safety Management	\$75,907	\$76,226	\$76,640	\$79,350	\$77,450	\$78,400	\$81,100	\$79,200	\$79,550	\$82,450	\$80,350
358	Asbestos Removal and Encapsulation	\$43,035	\$27,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400
363	Fire Safety	\$72,235	\$45,570	\$45,450	\$60,900	\$31,450	\$38,100	\$27,750	\$30,200	\$46,950	\$30,800	\$31,250
366	Indoor Air Quality	\$390	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		\$205,514	\$213,271	\$148,525	\$172,030	\$136,550	\$162,120	\$136,540	\$151,935	\$162,180	\$158,600	\$142,895
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$2,344,529	\$3,344,123	\$5,431,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		\$2,344,529	\$3,344,123	\$5,431,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
124D.151												
Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$54,620	\$0	\$0	\$20,000	\$40,000	\$65,000	\$0	\$0	\$0
369	Building Hardware and Equipment	\$189,690	\$67,505	\$10,800	\$45,800	\$43,300	\$21,300	\$2,500	\$0	\$0	\$75,000	\$105,000
370	Electrical	\$13,597	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$12,600	\$12,600
379	Interior Surfaces	\$396,160	\$428,294	\$736,288	\$35,000	\$20,000	\$65,000	\$50,000	\$50,000	\$65,000	\$20,000	\$40,000
380	Mechanical Systems	\$109,246	\$545,643	\$887,620	\$32,500	\$105,000	\$42,500	\$82,500	\$45,000	\$37,500	\$37,500	\$45,000
381	Plumbing	\$11,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$1,833,586	\$9,500	\$10,000	\$6,500	\$6,500	\$6,500	\$7,500	\$3,500	\$5,000	\$7,000	\$5,000
384	Site Projects	\$31,972	\$30,600	\$37,000	\$46,500	\$28,500	\$21,500	\$32,000	\$23,500	\$34,000	\$65,000	\$32,500
<b>Total Deferred Capital Expense and Maintenance</b>		\$2,585,802	\$1,096,542	\$1,751,328	\$181,300	\$217,800	\$191,800	\$229,500	\$202,000	\$156,500	\$217,100	\$240,100
<b>Total Annual 10-Year Plan Expenditures</b>		\$5,135,845	\$4,653,936	\$7,330,973	\$353,330	\$354,350	\$353,920	\$366,040	\$353,935	\$318,680	\$375,700	\$382,995



# **LTFM (Long-Term Facilities Maintenance) Budget**

**Fiscal Year 2021**



## What is LTFM or Long-Term Facilities Maintenance?

LTFM or Long-term Facilities Maintenance was established under Minnesota State Statute 123B.595 and went into effect in 2017. This revenue source replaced the aging Health and Safety/Deferred Maintenance revenue that school districts received.

- LTFM revenue provides up to \$380.00 per adjusted pupil unit.
- Eligible projects are deferred capital expenditures and maintenance projects that prevent the further erosion of existing facilities.
- The function of spaces must remain the same after maintenance projects funded with this revenue source.
- Construction of new facilities or additions/alterations, violence prevention, facility security, finance lease purchase, installment purchases and energy efficiency projects do not qualify for funding under this revenue source.

To qualify districts must submit an annual 10 year plan that is approved by the school board. The plan must include provisions for implementation of Health and Safety programs that comply with Health and Safety Environmental Management regulations, best practices and Indoor Air Quality standards.



# 10 Year LTFM Plan



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

## Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-06

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Big Lake Schools	Date:	7/22/20
District Number:	727	Email:	a.manuel@biglakeschools.org
District Contact Name:	Angie Manuel		
Contact Phone #	763-262-5185		

Expenditure Categories		Fiscal Year (FY) Ending June 30												
		2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>														
<b>Finance Code</b>	<b>Category (1)</b>													
347	Physical Hazards	\$10,905	\$31,525	\$14,185	\$26,105	\$14,750	\$28,870	\$14,315	\$29,435	\$29,580	\$30,900	\$16,045		
349	Other Hazardous Materials	\$3,042	\$17,600	\$9,900	\$4,500	\$10,550	\$14,400	\$12,200	\$10,750	\$3,750	\$13,250	\$12,850		
352	Environmental Health and Safety Management	\$75,907	\$76,226	\$76,640	\$79,350	\$77,450	\$78,400	\$81,100	\$79,200	\$79,550	\$82,450	\$80,350		
358	Asbestos Removal and Encapsulation	\$43,035	\$27,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400		
363	Fire Safety	\$72,235	\$45,570	\$45,450	\$60,900	\$31,450	\$38,100	\$27,750	\$30,200	\$46,950	\$30,800	\$31,250		
366	Indoor Air Quality	\$390	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Health and Safety Capital Projects</b>	<b>\$205,514</b>	<b>\$213,271</b>	<b>\$148,525</b>	<b>\$172,030</b>	<b>\$136,550</b>	<b>\$162,120</b>	<b>\$136,540</b>	<b>\$151,935</b>	<b>\$162,180</b>	<b>\$158,600</b>	<b>\$142,895</b>		
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>														
<b>Finance Code</b>	<b>Category (2)</b>													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$2,344,529	\$3,344,123	\$5,431,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$2,344,529</b>	<b>\$3,344,123</b>	<b>\$5,431,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>														
<b>Finance Code</b>	<b>Category (3)</b>													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Accessibility</b>														
<b>Finance Code</b>	<b>Category (4)</b>													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total Accessibility Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Deferred Capital Expenditures and Maintenance Projects</b>														
<b>Finance Code</b>	<b>Category (5)</b>													
368	Building Envelope	\$0	\$0	\$54,620	\$0	\$0	\$20,000	\$40,000	\$65,000	\$0	\$0	\$0		
369	Building Hardware and Equipment	\$189,690	\$67,505	\$10,800	\$45,800	\$43,300	\$21,300	\$2,500	\$0	\$0	\$75,000	\$105,000		
370	Electrical	\$13,597	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$12,600	\$12,600		
379	Interior Surfaces	\$396,160	\$428,294	\$736,288	\$35,000	\$20,000	\$65,000	\$50,000	\$50,000	\$65,000	\$20,000	\$40,000		
380	Mechanical Systems	\$109,246	\$545,643	\$887,620	\$32,500	\$105,000	\$42,500	\$82,500	\$45,000	\$37,500	\$37,500	\$45,000		
381	Plumbing	\$11,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
383	Roof Systems	\$1,833,586	\$9,500	\$10,000	\$6,500	\$6,000	\$6,500	\$7,500	\$3,500	\$5,000	\$7,000	\$5,000		
384	Site Projects	\$31,972	\$30,600	\$37,000	\$46,500	\$28,500	\$21,500	\$32,000	\$34,000	\$34,000	\$65,000	\$32,500		
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$2,585,802</b>	<b>\$1,096,542</b>	<b>\$1,751,328</b>	<b>\$181,300</b>	<b>\$217,800</b>	<b>\$191,800</b>	<b>\$229,500</b>	<b>\$202,000</b>	<b>\$156,500</b>	<b>\$217,100</b>	<b>\$240,100</b>		
	<b>Total Annual 10-Year Plan Expenditures</b>	<b>\$5,135,845</b>	<b>\$4,653,936</b>	<b>\$7,330,973</b>	<b>\$353,330</b>	<b>\$354,350</b>	<b>\$353,920</b>	<b>\$366,040</b>	<b>\$353,935</b>	<b>\$318,680</b>	<b>\$375,700</b>	<b>\$382,995</b>		



## 10 Year Plan Information

Current Direction from the Minnesota Department of Education (MDE) has been requesting that school districts only budget for what they can finance with LTFM. This is one change from past practice as districts have always submitted the actual needs which generally exceed the funding projections.

For the 2021 Fiscal Year we have reviewed our current and upcoming bonding expenses and balanced our annual pay as you go budgets to allow for annual expenses to average around \$350,000. This will provide funding for all required Health and Safety programs along with maintaining a positive fund balance.



## FY 2021 Summer Projects (Pay as you go)

- Playground Impact Attenuation Maintenance and Repairs (District Wide) = \$19,985
- Fire Door Replacement/Repairs (Independence) = \$16,900
- Safety Pad Replacements - NFPA 701 (High School, Independence) = \$6,270
- Exterior Steel Structure Coating Maintenance (Independence 1997 Addition) = \$8,870
- Gymnasium Divider Curtain Replacement (High School) = \$12,100
- Locker Room Locker Replacements (High School PE Locker Room) = \$37,950
- Restroom Partition/Stall Replacements (High School Main Restrooms) = \$13,370
- Installation of Replacement Building Automation System Graphic User Interface = \$19,500
- Replacement of (2) Domestic Water Heaters (Independence 1997 Addition) = \$16,920
- Rebuild Infields and Lip removal on (3) Ballfields (Main Campus Grounds) = \$16,258
- Sidewalk Repairs and Maintenance (High School Door M) = \$3,400
- Parking Lot Maintenance (Co Rd 43 - 4 Plex Lot, Independence Lots and Drives) = \$10,650



## FY 2021 Finance Code Budget Allowances

### Fin 347 - Physical Hazards

#### Budget Allowances:

- Inspection Services - Minnesota Department of Health, Boiler Inspection/Permit Fees, Elevator Inspection Services, Gymnasium Hoist Inspections, Personnel Lift Inspection Services
- Personal Protective Equipment
- Safety Supplies

### Fin 349 - Hazardous Materials

#### Budget Allowances:

- Hazardous Waste Disposal and Tier II Reporting Fees
- Underground Storage Container Fees
- Radon Testing, Lead in Water Testing and Backflow Prevention Testing



## FY 2021 Finance Code Budget Allowances

### Fin 352 - Health and Safety Environmental Management

#### Budget Allowances:

- District Staff Salary Chargebacks, Health and Safety Consulting Fees, Safety Committee Expenses
- CPR and AED Training and Supplies including replacement AED Units
- AHERA 3 - Year Inspections

### Fin 358 - Asbestos Removal and Encapsulation

#### Budget Allowances:

- Periodic Inspections
- Removal of Asbestos Containing Materials (Middle School Boiler Summer 2021)



## FY 2021 Finance Code Budget Allowances

### Fin 363 - Fire Safety

#### Budget Allowances:

- Fire Systems Monitoring, Maintenance, Repairs and Inspections (Alarm Systems, Fire Sprinkler Systems and Fire Extinguishers)
- Emergency Power System and Egress Lighting System Maintenance and Repairs
- Code Required Repairs and Maintenance (Fire Doors, Wall Pads, Curtains)

### Fin 366 - Indoor Air Quality

#### Budget Allowances:

- Removal of faulty Air Flow Measuring Stations
- Middle School HVAC System Replacement Project (Additional Levy Authority)



## FY 2021 Finance Code Budget Allowances

### Fin 367 - Accessibility

#### Budget Allowances:

- Expenses not Projected for this Fiscal Year
- Typical Expenses Include: ADA Compliance and Automatic Door Operators

### Fin 368 - Building Envelope

#### Budget Allowances:

- Expenses not Projected for this Fiscal Year
- Typical Expenses Include: Windows, Exterior Doors, Expansion Joint Caulking Maintenance, and Tuckpointing



## FY 2021 Finance Code Budget Allowances

### Fin 369 - Building Hardware and Equipment

#### Budget Allowances:

- High School Gymnasium Curtain Replacements
- High School Locker Room Locker Replacements
- High School Restroom Partition Replacements

### Fin 370 - Electrical

#### Budget Allowances:

- Electrical Access and Repair Budget Allowances
- Lighting System Replacements (High School Weight Room)



## FY 2021 Finance Code Budget Allowances

### Fin 379 - Interior Surfaces

#### Budget Allowances:

- Typical Paint Maintenance Projects
- Middle School HVAC System Project “Dress Up Costs” (Typical of Carpet, Paint and Cabinet Replacement)

### Fin 380 - Mechanical Systems

#### Budget Allowances:

- (2) Domestic Hot Water Heaters at Independence Replacement Project
- Independence Elementary Boiler Replacement Project



## FY 2021 Finance Code Budget Allowances

Fin 381 - Plumbing

Budget Allowances:

- Expenses not Projected for this Fiscal Year

Fin 382 - Professional Services and Salary

Budget Allowances:

- Expenses not Projected for this Fiscal Year



## FY 2021 Finance Code Budget Allowances

### Fin 383 - Roof Systems

#### Budget Allowances:

- Repair Allowances for Roof Membrane Repair and Maintenance on aging roof systems.

### Fin 384 - Site Projects

#### Budget Allowances:

- Parking Lot Maintenance and Repairs
- Field Maintenance and Repairs (3 Infields to be rebuilt summer of 2020)
- Sidewalk Maintenance and Replacements



# Middle School HVAC and Independence Boiler Budget

Corval Construction Bid	\$ 11,511,000.00
Construction Contingency (MS HVAC)	\$ 575,550.00
HEI Fee (MS HVAC)	\$ 643,612.00
Wold Architectural Fees	\$ 179,800.00
Project Commissioning Budget	\$ 50,000.00
Carpet Replacement ADD	\$ 100,000.00
Casework Replacement ADD	\$ 150,000.00
Add A/C in Cafeteria	\$ 150,000.00
Boiler Services Indy Boilers Bid	\$ 523,900.00
Construction Contingency (Indy)	\$ 39,500.00
HEI Fee (Indy)	\$ 31,450.00
Subtotal	\$ 13,954,812.00



# Middle School HVAC Project Update

Phase I - Start May 2020 - Completion Scheduled for August 21, 2020

- Phase I consists of the 1966, 1974, 1984 and 1987 portions of the building
- Part of Phase II has been added due to the early start
- COVID 19 has had minimal impact on schedule of materials
- Asbestos containing flooring and some fittings were removed in April and May
- Rooftop Units were delivered and set last week
- DCBU Units have arrived and are being tied into piping and ducting
- Room finishes are currently taking place and final electrical equipment installations will follow in the coming days

Budget Status:

- Within Budget Allowances for Contingency Based on percentage of project
- Additional Flooring Scope allowance is tracking within budget parameters
- Additional Casework Scope allowance is tracking within budget parameters



# Middle School HVAC Project Photographs





# Independence Boiler Replacement Project

- Boiler Removal was completed in June
- Secondary Pumps, Expansion Tanks, Filter Systems and Primary Piping is complete
- Boiler will be delivered and set in place on August 4th
- Domestic Water Heaters are piped and ready for final connection

Project is on schedule for completion and within the budget parameters that have been established.





## Independence Boiler Replacement Project

- Boiler Removal was completed in June
- Secondary Pumps, Expansion Tanks, Filter Systems and Primary Piping is complete
- Boiler will be delivered and set in place on August 4th
- Domestic Water Heaters are piped and ready for final connection

Project is on schedule for completion and within the budget parameters that have been established.

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.727, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or 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 elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state 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. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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 a sample ballot 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.