

Northfield Public Schools Board of Education  
December 4, 2017 Work Session  
Agenda

1. Welcome and overview
2. New legislation --requirement to identify combined polling places for special elections on an annual basis (whether a special election takes place or not)
3. Review of bond referendum election results
4. Master Facilities Plan discussion
  - a. Projects discussion
  - b. Timelines for potential implementation
5. Comprehensive community survey discussion
6. Next steps

Summary of Totals  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 7, 2017 School District General Election

Number of persons registered as of 7 a.m.	17181
Number of persons registered on Election Day	512
Number of accepted regular, military, and overseas absentee ballots and mail ballots	800
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	7929

Summary of Totals  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 7, 2017 School District General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

SCHOOL DISTRICT QUESTION 1 (ISD #659)

NP	NP
YES	NO
4085	3831

SCHOOL DISTRICT QUESTION 2 (ISD #659)

NP	NP
YES	NO
3467	4436

Detail of Election Results  
 Independent School District No. 659 (NORTHFIELD)  
 Tuesday, November 7, 2017 School District General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
19 3810 : NORTHFIELD W-3 P-2	812	18	525
19 9288 : ISD 659 GREENVALE TOWN HALL	1148	22	494
66 0080 : NORTHFIELD W-1 P-1	1152	109	285
66 0085 : NORTHFIELD W-1 P-2	2266	38	1409
66 0090 : NORTHFIELD W-2 P-1	1538	43	846
66 0095 : NORTHFIELD W-2 P-2	1670	59	812
66 0105 : NORTHFIELD W-3 P-1	1768	40	865
66 0113 : NORTHFIELD W-4 P-1	1472	45	664
66 0114 : NORTHFIELD W-4 P-2	1082	58	79
66 9669 : ISD 659 WEBSTER TOWN HALL	1476	41	583
66 9670 : ISD 659 BRIDGEWATER TOWN HALL	2797	39	1367
Independent School District No. 659 (NORTHFIELD) Total:	17181	512	7929

Detail of Election Results  
 Independent School District No. 659 (NORTHFIELD)  
 Tuesday, November 7, 2017 School District General Election

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #659)

Precinct	NP	NP
	YES	NO
19 3810 : NORTHFIELD W-3 P-2	359	165
19 9288 : ISD 659 GREENVALE TOWN HALL	140	353
66 0080 : NORTHFIELD W-1 P-1	235	48
66 0085 : NORTHFIELD W-1 P-2	806	603
66 0090 : NORTHFIELD W-2 P-1	419	425
66 0095 : NORTHFIELD W-2 P-2	404	405
66 0105 : NORTHFIELD W-3 P-1	545	318
66 0113 : NORTHFIELD W-4 P-1	393	270
66 0114 : NORTHFIELD W-4 P-2	73	6
66 9669 : ISD 659 WEBSTER TOWN HALL	174	409
66 9670 : ISD 659 BRIDGEWATER TOWN HALL	537	829
<b>Total:</b>	<b>4085</b>	<b>3831</b>

Office Title: SCHOOL DISTRICT QUESTION 2 (ISD #659)

Precinct	NP	NP
	YES	NO
19 3810 : NORTHFIELD W-3 P-2	315	209
19 9288 : ISD 659 GREENVALE TOWN HALL	107	387
66 0080 : NORTHFIELD W-1 P-1	219	63
66 0085 : NORTHFIELD W-1 P-2	684	718
66 0090 : NORTHFIELD W-2 P-1	349	494
66 0095 : NORTHFIELD W-2 P-2	338	470
66 0105 : NORTHFIELD W-3 P-1	478	382
66 0113 : NORTHFIELD W-4 P-1	333	330

Detail of Election Results  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 7, 2017 School District General Election

Office Title: SCHOOL DISTRICT QUESTION 2 (ISD #659)

<b>Precinct</b>	<b>NP YES</b>	<b>NP NO</b>
66 0114 : NORTHFIELD W-4 P-2	68	11
66 9669 : ISD 659 WEBSTER TOWN HALL	140	442
66 9670 : ISD 659 BRIDGEWATER TOWN HALL	436	930
<b>Total:</b>	<b>3467</b>	<b>4436</b>

Potential Combined Polling Places for School District Special Elections • Numbers are registered voters as of 5/1/2017					
Option 1			Option 2		
Castle Rock	88		Castle Rock	88	
Eureka	106		Eureka	106	
Greenvale*	547		Greenvale*	547	
Sciota	74		Sciota	74	
Waterford	322		Waterford	322	
<b>Combined 1 Total</b>	<b>1137</b>		<b>Combined 1 Total</b>	<b>1137</b>	
Bridgewater*	1212		Bridgewater*	1212	
Cannon City	46		Dundas	872	
Dundas	872		<b>Combined 2 Total</b>	<b>2084</b>	
Northfield Township	510		Northfield Township*	510	
Dennison (Rice & Goodhue)	124		Dennison (Rice & Goodhue)	124	
Warsaw	33		Warsaw	33	
<b>Combined 2 Total</b>	<b>2797</b>		Cannon City	46	
Webster	975		<b>Combined 3 Total</b>	<b>713</b>	
Erin	2		Webster	975	
Forest*	476		Erin	2	
<b>Combined 3 Total</b>	<b>1453</b>		Forest*	476	
City of Northfield 1	3485	St. Peter's	<b>Combined 4 Total</b>	<b>1453</b>	
City of Northfield 2	3222	UMC	City of Northfield 1	3485	St. Peter's
City of Northfield 3 (Dakota & Rice)	2559	Bethel	City of Northfield 2	3222	UMC
City of Northfield 4	2693	St. John's	City of Northfield 3 (Dakota & Rice)	2559	Bethel
			City of Northfield 4	2693	St. John's
Option 3					
Castle Rock	88				
Eureka	106				
Greenvale	547				
Sciota	74				
Waterford	322				
City of Northfield 3 (Dakota & Rice)*	2559				
<b>Combined 1 Total</b>	<b>3696</b>	Bethel			
Bridgewater	1212				
Cannon City	46				
Dundas*	872				
Northfield Township	510	Dundas			
Dennison (Rice & Goodhue)	124				
Warsaw	33				
Webster	975				
Erin	2				
Forest	476				
<b>Combined 2 Total</b>	<b>4250</b>				
City of Northfield 1	3485	St. Peter's			
City of Northfield 2	3222	UMC			
City of Northfield 4	2693	St. John's			

**TIMELINE FOR 2018 SPECIAL ELECTIONS**

	Second Tuesday In February February 13, 2018	Second Tuesday In April April 10, 2018	Second Tuesday In May May 8, 2018	Second Tuesday In August August 14, 2018	First Tuesday After First Monday in November November 6, 2018
	not later than:	not later than	not later than	not later than	not later than
Adopt Resolution Calling Election (74 days prior)	12/01/2017	01/26/2018	02/23/2018	06/01/2018	08/24/2018
Notify County Auditor & Commissioner of Date & Questions (74 days prior)	12/01/2017	01/26/2018	02/23/2018	06/01/2018	08/24/2018
Have Absentee Ballots Available (46 days prior)	12/29/2017	02/23/2018	03/23/2018	06/29/2018	09/21/2018
Adopt Resolution Appointing Election Judges (25 days prior)	01/19/2018	03/16/2018	04/13/2018	07/20/2018	10/12/2018
Mail Referendum Notice [Levy] (15 to 30 days prior)	01/14/2018 to 01/29/2018	03/11/2018 to 03/26/2018	04/08/2018 to 04/23/2018	07/15/2018 to 07/30/2018	10/07/2018 to 10/22/2018
Publish Review and Comment [Bond] (20 to 60 days prior)	12/15/2017 to 01/24/2018	02/09/2018 to 03/21/2018	03/09/2018 to 04/18/2018	06/15/2018 to 07/25/2018	09/07/2018 to 10/17/2018
Publish Notice of Testing of Optical Scan System (2 days prior to election)	02/11/2018	04/08/2018	05/06/2018	08/12/2018	11/04/2018
Publish Notice of Location Where Ballots will be Counted (one week before)	02/06/2018	04/03/2018	05/01/2018	08/07/2018	10/30/2018
Publish Notice of Special Election (2 weeks' notice)	01/30/2018 and 02/06/2018	03/27/2018 and 04/03/2018	04/24/2018 and 05/01/2018	07/31/2018 and 08/07/2018	10/23/2018 and 10/30/2018
Post Notice of Special Election (10 days prior)	02/03/2018	03/31/2018	04/28/2018	08/04/2018	10/27/2018
Post Sample Ballot (4 days prior and on day of election)	02/09/2018	04/06/2018	05/04/2018	08/10/2018	11/02/2018
Conduct Election	02/13/2018	04/10/2018	05/08/2018	08/14/2018	11/06/2018
Adopt Resolution Canvassing Results (3 to 10 days after election)	02/16/2018 to 02/23/2018	04/13/2018 to 04/20/2018	05/11/2018 to 05/18/2018	08/17/2018 to 08/24/2018	11/09/2018 to 11/16/2018
Notify the Commissioner of the Results (15 days after canvass)					



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## PROPOSAL

TO: Dr. Matt Hillmann, Superintendent

FROM: Don Lifo, Consultant  
Kelly D. Smith, Client Representative

DATE: November 30, 2017

SUBJECT: Proposal to Conduct Scientific, Random-Sample Survey and Related Consultation

### Summary of Need

The Northfield Public Schools desires to collect and analyze qualitative and quantitative perceptions of the District in general, and more specifically feedback about an unsuccessful capital project referendum in 2017 to determine feasibility of a 2018 capital project referendum.

### Proposed Services

Springsted Incorporated will plan, design, administer, summarize and interpret a scientific, random-sample survey to measure constituent perceptions about the District. The parameters of the survey will be 400 random-sample phone interviews of registered voters, controlled for key demography, and a 35 item questionnaire, producing an error of measurement of approximately +/- 4.84%. Up to two of the questions may be open-ended probes. Interviews will be conducted in English and Spanish. Data analyses will be with use of VAN and expanded Crosstabs.

Deliverables on the survey project include a Workbook of detailed data, PowerPoint summary of key findings, and a Workbook of open-ended responses (if open-ended questions are used in questionnaire). All summaries will be provided to the District in PDF format for duplication by the District as needed.

### Delivery of Services

The delivery of services will be coordinated by Don Lifo with support from Kelly Smith and other professional staff at Springsted as needed depending on the expertise and resources required by the District. Most survey projects take 8 - 10 weeks to complete depending on the turnaround time during development of the questionnaire. Delivery of the Workbook of open-ended responses generally takes 5 – 10 business days longer than production of the Workbook detail and PowerPoint.

\*Project Cost

The professional fee for consultation services provided to the District shall be \$22,810. This fee is inclusive of professional time for two meetings in Northfield to work on questionnaire development and to review and present results of the survey with administrative staff and/or the Board of Education. Additional trips to the District, if requested, will be billed at an hourly rate of \$260. An initial billing of 40% of the fee will be processed when data is ordered and the project commences. A second billing for the balance will be processed when all data is collected and final reports are provided to the District

\*Springsted provides its financial advisory clients with discounts on scientific, random-sample surveys. If Springsted is selected as the District's municipal advisor or Northfield commits to using Springsted as its advisor on its next bond sale before final billing on the project, the professional fee for the survey will be reduced by \$3,400. In the event Northfield accesses the discount, the hourly charge for meetings more than two will be waived.

Other Services

Springsted provides an array of referendum support services. Additional services, if requested by the District, will be provided on a quotation and approval basis under the terms of this agreement. The district has expressed interest in the following services: Post-Election Analysis at \$2,700; Voter File & Target Structure at \$750.

Approval

The signatures below constitute approval of the agreement as summarized above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(On Behalf of District)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(On Behalf of Springsted Incorporated)

# Survey Predictions vs Actual Results 2015 - 2017

