

School District Reorganization Checklist

This checklist is designed to assist county officials and school districts in navigating the statutory process for submitting a school district reorganization plan in North Dakota. The process is governed by the North Dakota Century Code 15.1-12-09 and 15.1-12-10, which outline the legal requirements and procedural steps for initiating and completing a reorganization.

INITIATION

To begin the process, each school board of two or more contiguous school districts must:

- Vote to pursue reorganization
- Collaboratively develop a reorganization plan
- Approve the reorganization plan
- Submit the approved plan to the County Superintendent having jurisdiction over the major portion of property in each participating school district

CHECKLIST

The reorganization plan must include the following information:

- Name of new district
 - “school district” or “public school district” and no more than two additional words
- Map showing the boundaries of each participating districts
- Map showing boundaries of the proposed new district
- Demographic characteristics
- Number of students enrolled in each district – current and past 10 years
- Projected enrollment – next 10 years
- Location, condition and intended use for all district buildings and facilities
- Planned construction, modification or improvements of school buildings and facilities
- Planned course offerings
- Planned administrative structure
- Planned number of FTE personnel to be employed by the new district
- Planned number of board members and the manner they will be elected
- Student Transportation system and operations
- Other governmental entities providing service to new district (special education, REA, CTE, etc.)
- Taxable valuation and per student valuation for each district and for the new district
- Amount of all bonded and other indebtedness incurred by each participating district
- Planned disposition of property, assets, debts, and liabilities of each participating district
- Proposed budget for new district
- Proposed general fund levy and any other tax levies.
- Plan must specify whether the balance in the interim fund of each district is to be allocated wholly or partially to the general fund of the newly reorganized district
- Any other information the school districts wish to have considered

***Disclaimer:**

This checklist is an interim reference tool. Please consult N.D.C.C. 15.1-12 and the official State Board Reorganization Guide (when available) for complete requirements and instructions.

ACTION STEPS

County Steps:

- Reorganization Plan submitted to the County Superintendent
- County Superintendent provides public notice of the hearing at least 14 days prior to the schedule date of the county committee meeting
- Prior to Hearing: County committee shall review the plan to ensure statutory compliance
- County committee holds a public hearing, must allow public testimony
- County committee votes to approve or deny the plan
 - At least one county committee must approve the plan to move forward
- County Superintendent submits approved plan to State Board of Public School Education (Department of Public Instruction)

State Board Steps:

- State Board reviews and votes to approve or deny the reorganization plan

If approved by State Board of Public School Education:

County Follow up Steps:

- County superintendent calls a special election within 14 days.
- Electors must approve for reorganization to take effect

* Effective date – July 1 following the approval of electors

LEGAL & SUPPORT CONTACT INFORMATION

County Attorney:

The county state's attorney serves as legal counsel to the county committee overseeing the reorganization process. (NDCC 15.1-10-04)

ND State Attorney:

For legal questions at the state level contact the designated legal advisor to the State Board of Public School Education.

Mark Openshaw, Assistant Attorney General: mopenshaw@nd.gov

Administrative Support:

For questions regarding the process or required documentation contact the Administrative Assistant to the State Board at the North Dakota Department of Public Instruction (NDDPI)

Jill Schwab, NDDPI Administrative Assistant: dpisbpe@nd.gov