

Independent School District #891
Canby, Minnesota
Regular Board Meeting
August 11, 2015
6:00 PM
Canby High School – Room 156

The regular meeting of the Board of Education was called to order by Chair Pederson.

Members present: Brenda Full, Greg Pederson, Alan Saltee, Kari Harding, Laurie Driessen, Nathan Thorpe, and Superintendent Laura K. Schuster.

Members absent: None

Others present: Laurie Yackley (Recording Secretary), Ryan Feiock, Dr. Robert Slaba, Laurie Kallhoff, Ryan Arndt, and John Sather.

Motion by Harding, seconded by Thorpe and carried unanimously to adopt the amended agenda. Add: 4a Adopt Resolution Appointing Election Judges for Special Election Add: 8g Clarification of Bond Refunding with Northland Securities.

Motion by Thorpe, seconded by Saltee and carried unanimously to approve the minute of the July 28, 2015, regular meeting.

Motion by Harding, seconded by Driessen and carried unanimously to pay all elementary and secondary bills as follows: (Itemized list of bills filed in District Office in Supplement R Book)

<u>Bills dated 8/10/15</u>		<u>Bills dated 8/11/15 (FY16)</u>	
General	47,594.00	General	148,292.49
		Food Service	906.20
		Transportation	579.34
		Community Services	222.24
		Capital Outlay	<u>3,912.79</u>
		Total	153,913.06
<u>Bills dated 8/11/15 (FY15)</u>			
General	5,740.19		
Food Service	<u>5,250.57</u>		
Total	10,990.76		

Member Harding introduced the following resolution and moved its adoption:

**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.891, 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 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 directed to be held on Tuesday, the 3rd day of November, 2015, between the hours of 2 o'clock p.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. 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 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. 891
(CANBY)

NOVEMBER 3, 2015

INSTRUCTIONS TO VOTERS

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

SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE

- GREG PEDERSON
 - NATHAN J THORPE
 - BRENDA K FULL
 - _____
write-in, if any
 - _____
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, 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 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 deputy county auditor or deputy city clerks who have received training in the processing and counting of absentee ballots. 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. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

COMBINED POLLING PLACE:

Canby High School
Gymnasium

ELECTION JUDGES

Head Election Judge: Linda Blackwelder
Judges: Arlene Lueders
Madelene Vanderostyne-Sik
Kathy Ferguson
Cindy Claeys

Health Care Facilities:
Mary Anne O'Reilly
Sandie Hopper

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.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by Member Saltee and upon vote being taken thereon the following voted in favor thereof: Driessen, Thorpe, Full, Saltee, Harding and Pederson

Absent: None

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Member Harding introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO RESCINDING A PRIOR RESOLUTION ESTABLISHING A BOARD APPROVED REFERENDUM AUTHORITY, REVOKING THE EXISTING REFERENDUM REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT, APPROVING A NEW AUTHORIZATION AND CALLING AN ELECTION THEREON

BE IT RESOLVED by the School Board of Independent School District No. 891, State of Minnesota, as follows:

1. (a) On September 24, 2014, the Board adopted a resolution entitled "RESOLUTION CONVERTING VOTER APPROVED REFERENDUM AUTHORITY TO A BOARD APPROVED REFERENDUM AUTHORITY. In order to create more transparency, the Board hereby rescinds that resolution effective for taxes payable in 2016 and thereafter. The clerk is authorized and directed to submit a copy of this resolutions to the Minnesota Department of Education as soon as practicable after its adoption.

(b) The Board hereby determines and declares that it is necessary and expedient for the school district to revoke its existing referendum revenue authorization of \$317.56 per adjusted pupil unit and to replace that authorization with a new authorization of \$976 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.19721% of the referendum market value of the school district for taxes payable in 2016, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

If the new referendum revenue authorization is approved by the voters of the school district, the existing \$317.56 per adjusted pupil unit shall be revoked effective for taxes payable in 2016.

2. The ballot question or questions shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 3, 2015, between the hours of 2 o'clock p.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

SPECIAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 891 (CANBY PUBLIC SCHOOLS)

NOVEMBER 3, 2015

INSTRUCTIONS TO VOTERS:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

SCHOOL DISTRICT QUESTION 1 REVOKING EXISTING REFERENDUM REVENUE AUTHORIZATION; APPROVING NEW AUTHORIZATION

The board of Independent School District No. 891 (Canby Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$317.56 per pupil and to replace that authorization with a new authorization of \$976 per pupil. The proposed new referendum revenue authorization would be applicable for ten years unless otherwise revoked or reduced as provided by law.

- Yes** Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of Independent School District No. 891 be approved?
- No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special 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 special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special 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 special election and to cause two sample ballots to be posted at the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special 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 the election.

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

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

The clerk is hereby authorized and directed to cause a notice of the election to be mailed by first class mail to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

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

5. The clerk is further authorized and directed 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 and instructions as may be necessary to accommodate the use of an optical scan voting system:

official, 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.

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the 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 by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

8. 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 election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

9. 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.121 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 deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. 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.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 3, 2015 special election. 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 election must be canvassed between the third and the tenth day following the election.

11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by Driessen and upon vote being taken thereon the following voted in favor thereof: Saltee, Harding, Pederson, Full, Thorpe, and Driessen

Absent: None

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Member Full moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 3, 2015
SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 891, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 3, 2015, to act as such at the combined polling place listed on said exhibit.

2. 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 motion for the adoption of the foregoing resolution was duly seconded by Saltee. On a roll call vote, the following voted in favor: Driessen, Thorpe, Full, Pederson, Harding and Saltee

Absent: None

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Motion by Saltee, seconded by Full and carried unanimously to approve the Long-Term Facilities Maintenance Revenue plan as presented by Supt. Schuster.

Motion by Harding, seconded by Driessen and carried unanimously to approve changing the format of the Little Lancers program from three half days to three full days per week as recommended by Ryan Arndt, Elementary Principal/Community Ed. Director.

At this time the board toured the weight room to see the improvements that have been made including equipment which was donated.

The following items were discussed:

1. JH/HS Principal's Report – Dr. Slaba reported that schedules are going out and football started on Monday. He attended a Concurrent conference last Tuesday. Major changes will be coming regarding Master's in Education degrees.
2. Elementary Principal's Report – Mr. Arndt reported that elementary Football will be starting soon, teachers have been getting rooms ready and new student came in today. He and Dr. Slaba attended the assessment conference last week. Pearson has settled with the state after the testing issues last year – one million dollars will be going back to the State and Pearson will pay for the ACT testing this year.

3. Overview of District's MCA Assessment Results. Mr. Arndt reviewed 2015 MCA test results. He was very pleased with the overall results. He distributed test results which compared Canby with State results and results by grade from 2005-06 through 2014-15.
4. Communication:
 - a. Update of summer facilities projects – both buildings are on the way to being ready for school, the weight room has been renovated, work has been done at the FB Field including a new flagpole, extending long-jump approach, sprinkler system is running
 - b. Follow-up discussion of Operating Referendum committee meeting on August 11 – committee focused mainly on communication to the public. Kelly Nemitz presented several ideas for webpage, brochures, etc. Will meet again on Aug. 25th.
 - c. Elementary Building Project Upgrade – Bid Deadline – August 20 at 2:00 p.m. – mandatory pre-bid meeting was today. Bid deadline is Aug. 20th.
 - d. Elementary pitched roof – color scheme – Board reviewed paper samples of colors. Supt. Schuster will request actual samples of colors that the board picked out.
 - e. Follow-up discussion of MSBA 2015 Summer Seminar on August 2-3 – Al Saltee and Nathan Thorpe shared information from the MSBA conference they attended. Both felt there was valuable information.
 - f. Back to School In-Service Schedule – copy of tentative in-service schedule
 - g. Clarification of Bond Refunding with Northland Securities – This could amount to a savings of about \$10,000 in debt redemption levy for the remaining years of the bonds for the cafeteria addition. More information at the Aug. 25th board meeting.

Motion by Harding, seconded by Saltee and carried unanimously to adjourn the meeting.

Brenda Full
Brenda Full, Clerk

Approved: Aug. 25, 2015