

**FERTILE-BELTRAMI PUBLIC SCHOOL**  
Independent School District #599  
**REGULAR BOARD OF EDUCATION MEETING**  
**8:00 p.m., August 13, 2019**  
Fertile-Beltrami School Conference Room

The Board of Education of Independent School District #599 met in regular session at 8:00 p.m., Tuesday August 13, 2019. The following were present: Matt Erickson, Nathan Stuhaug, Paul Stromstad, Ryan Opdahl, April Swenby, Kylie Strem, Nathan Rasch, Bookkeeper Donna Genereux, Principal Messick Dean Hitchen, and Superintendent Clarke.

Visitors: Jason Allrich, Merilee Forgit, Richard Schrom, Mary Olson, Karin Sorenson

Chairman Stuhaug called the meeting to order at 8:00 p.m.

Stromstad moved, Strem seconded to approve the minutes of Regular Meeting, July 9, 2019. UC

Rasch moved, \_\_\_Erickson\_ seconded to approve the agenda as presented/amended. UC

The following made public comments: none

Cash balances for July were reviewed.

Rasch moved, Strem seconded to approve payment of the August bills in the amount of \$\_684,901.07\_ for checks \_3000-3016\_and \_62598-62704\_. UC

Dean/AD Hitchen reported on the following:

Principal Messick reported on the following:

Superintendent Clarke reported on the following:

Rasch moved, Stromstad seconded to approve Notices of Assignment for the following people: Paras: Lucy Fuglseth, Jean Kollin, Dione Rasmussen, Denise Ingberg, Tammy Lenz, Bonnie Meine, Colleen Berhow, Liz Ystenes, Amy Roed, Jill Peltier, Jamie Wishard, Jodie Erickson, Lisa Orre, Joni Page, Tracy Fuglseth; Kitchen: Jodi Petry, Donna Mosher, Missy Mosher, Sherry Jensrud, Transportation: Todd Ranz, Dawn Resendiz, Steve Benbo, Carsten Hovland, Philip Swenson, Danny Larson, Shane Fuglseth; Nurse: Kari Bolstad, Josh Gudvangen-Transportation Manager. UC

Opdahl moved, Swenby seconded to approve Notices of Assignment for the following people: Chad Hitchen – Assistant Football, AD, Kelly Stene-Jr. High Football, Lisa Orre – Jr. High Volleyball, Heidi Larson-Prom, Tammy Hemmah—Fall (Sr. High) Play One Act, Denise Ingberg – TAP.

The following bread and milk bids were received:

**We use NWSC State approved bid from Bimbo Bakeries**

Strem moved, Erickson seconded to accept the bid of Bimbo Bakeries for bread products for the 2019-20 school year. UC

Opdahl moved, \_Stromstad\_ seconded to accept the bid of \_Westside Dairy\_ for milk products for the 2019-20 school year. UC

**CERTIFICATION OF MINUTES RELATING**

**TO**

**SCHOOL BUILDING BONDS**

**ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 599 (FERTILE-BELTRAMI)  
FERTILE, MINNESOTA**

**GOVERNING BODY: SCHOOL BOARD**

**KIND, DATE, TIME AND PLACE OF MEETING:**

A regular meeting, held August 13, 2019, at 8:00 o'clock p.m., in the School District.

**MEMBERS PRESENT:** Stuhaug, Strem, Stromstad, Erickson, Rasch, Swenby, Opdahl

**MEMBERS ABSENT:**

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO CHANGING THE AUTHORIZED USE  
OF CERTAIN REMAINING BOND PROCEEDS AND CALLING AN  
ELECTION TO APPROVE THE SAME**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that

said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this 13<sup>th</sup> day of August, 2019.

Kylie Strem  
School District Clerk

EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 599  
(FERTILE-BELTRAMI)  
STATE OF MINNESOTA

HELD: AUGUST 13, 2019

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 599 (Fertile-Beltrami), State of Minnesota, was duly held in said school district on August 13, 2019, at 8:00 o'clock p.m., for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member Erickson moved the adoption of the following Resolution:

**RESOLUTION RELATING TO CHANGING THE AUTHORIZED USE  
OF CERTAIN REMAINING BOND PROCEEDS AND CALLING AN  
ELECTION TO APPROVE THE SAME**

BE IT RESOLVED by the School Board of Independent School District No. 599, State of Minnesota, as follows:

1. The school district has previously issued its General Obligation Facilities Maintenance Bonds, Series 2017A, bearing a date of original issue of October 2, 2017, to provide funds for certain improvements included in the School District's ten-year facility plan approved by the School Board and the Commissioner of Education. The School District has completed those projects and has approximately \$770,000 in bond proceeds remaining as a result of bids for those projects coming in lower than originally projected. As authorized by Minnesota Statutes, Section 475.65, the Board hereby finds and determines that it is necessary and expedient to submit a ballot question to the voters of the school district to approve changes in the authorized use of those remaining bond proceeds and to use those proceeds to fund other improvements to school district sites and facilities, including the completion of various deferred maintenance projects at school sites and facilities. This question shall be School District Ballot Question 1 on the school district ballot at the special election held to approve said changes in use.

2. The ballot question 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 5, 2019, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. **This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.**

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 adopted on December 11, 2018 for school district elections during calendar year 2019 not held on the day of a statewide election, is hereby designated for this special election.

The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be given 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 prior to 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.

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 in the combined polling place on election day. The sample ballots 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 said election.

The notice of election so posted and published shall state each 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 in the combined 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 special election.

6. The clerk is further authorized and directed 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 the use of an optical scan voting system:

[Form of Ballot on the following page]


# Special Election Ballot

## Independent School District No. 599 (Fertile-Beltrami)

November 5, 2019

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### Instructions to Voters:

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

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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.

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### School District Question 1

#### Changing the Authorized Use of Certain Remaining Bond Proceeds



**Yes**



**No**

Shall the school board of Independent School District No. 599 (Fertile-Beltrami) be authorized to use approximately \$770,000 of any remaining proceeds of its General Obligation Facilities Maintenance Bonds, Series 2017A, originally issued to fund the costs of certain improvements included in the School District's ten-year facility plan approved by the Board and the Commissioner of Education which have since been completed, to fund other improvements to school district sites and facilities, including the completion of various deferred maintenance projects at school sites and facilities?

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

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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. 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 in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election 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.

8. 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 office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

9. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the places 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.

10. 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 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.

11. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the 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.

12. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 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 Rasch.

On a roll call vote, the following voted in favor: Opdahl, Swenby, Strem, Stromstad, Rasch, Erickson, Stuhaug

and the following voted against: none.

whereupon said resolution was declared duly passed and adopted.

Rasch moved, Strem seconded to approve the teacher handbook. UC

Rasch moved, Erickson seconded to approve the elementary handbook. UC

Swenby moved, Rasch seconded to approve the high school handbook. UC

Opdahl moved, Rasch seconded to adopt the 19-20 Emergency Crisis Management Plan, addendum to policy 806 Crisis Management Policy. UC

Stromstad moved, Opdahl seconded to transfer funds from the General Fund to resolve negative balances in Food Service (\$-33,817.86). UC

Rasch moved, Strem seconded to provide activity tickets to District employees. UC

Discussion:

The next regular meeting is scheduled for 8:00 p.m., September 10, 2019.

Chairman Stuhaug adjourned the meeting at 8:58 p.m.

\_\_\_\_\_ Chairman \_\_\_\_\_ Clerk