

**FERTILE-BELTRAMI PUBLIC SCHOOL**  
Independent School District #599  
**REGULAR BOARD OF EDUCATION MEETING**  
**8:01 p.m., August 13, 2024**  
Fertile-Beltrami School Board Conference Rm

The Board of Education of Independent School District #599 met in regular session at 8:01 p.m., Tuesday, August 13, 2024. The following were present: Matt Erickson, Nathan Stuhaug, Paul Stromstad, Ryan Opdahl, Mark Sorenson, Kylie Strem, Nathan Rasch, Bookkeeper Jessica Vanderplaats, Dean Bruggeman, Principal Messick, and Superintendent Clarke.

Visitors: Chris Zimmel

Chairman Erickson called the meeting to order at 8:01 p.m..

Rasch moved, Stromstad seconded to approve the minutes of Regular Meeting, July 9, 2024, Facility Committee Meeting, July 26, 2024, and Policy Committee Meeting, July 31, 2024.

Stuhaug moved, Strem seconded to approve the agenda as presented/amended. UC

The following made public comments: None

Cash balances for July were reviewed.

Rasch moved, Stromstad seconded to approve payment of the August bills in the amount of \$393,169.63 for checks 68802-68870 \$222,192.71 and wires \$170,976.92. UC

Dean Bruggeman reported on the following: Fall PAC mtg, fall sports practices- Aug 12.

Principal Messick reported on the following: upcoming staff development events, handbooks, staffing needs- Special Education, Choir position.

Superintendent Clarke reported on the following: construction schedule, audit, school board filings.

Opdahl moved, Stromstad seconded to approve Notices of Assignment for the following people: Paras: Terry Baumgartner, Jodee Jensrud, Tanya Rasch, Eric Robb, Rochelle Robb, Laura Pierson, Karlie Norberg, Allison Maygra, Mandy Halstad, Jean Kollin, Tammy Lenz, Claire Berhow, Colleen Berhow, Liz Ystenes, Jamie Wishard, Lisa Orre, Dorene Dufault, Lindi Christianson, Hannah Chisholm, Shelby Dunbar, Shelley Sannes; Kitchen: Jodi Petry, Donna Mosher, Missy Mosher, Deb Schindler, Transportation: Todd Ranz, Dawn Resendiz, Lisa Enget, Philip Swenson, Danny Larson, Shane Fuglseth, Lisa Aanenson, Carsten Hovland; Nurse: Kari Bolstad. UC Rasch abstained.

Rasch moved, Strem seconded to approve Notices of Assignment for the following people: Lori Messick-Knowledge Bowl, Shelley Sannes- Football Cheer, Elizabeth Guenther-FFA, Amanda Bosman-Honor Society, Bonnie Meine-ECFE. UC

Stuhaug moved, Sorenson seconded to accept the bid of Bimbo for bread products for the 2024-25 school year. UC

Strem moved, Opdahl seconded to accept the bid of US Foods for milk products for the 2024-25 school year. UC

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

Opdahl moved, Strem seconded to approve the elementary handbook. UC

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

Strem moved, Opdahl seconded to adopt the 24-25 Emergency Crisis Management Plan, addendum to policy 806 Crisis Management Policy. UC

Member Stuhaug introduced the following resolution:

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.599, Fertile-Beltrami, 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. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5<sup>th</sup> day of November, 2024.

3. Odd Year: 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.

Even Year: 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 eighty-four (84) 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. 599  
Fertile-Beltrami

November 5, 2024

**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\***

Candidate U

Candidate V

Candidate W

Candidate X

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\* If four members are up, this would state **Vote for Up to Four** and there would be four lines for write-ins.

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. Odd Year: 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 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.

10. Odd Year: 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. Odd Year: 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 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. Odd Year: 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:

Polling Place	Election Judges
	Head Election Judge - _____
	_____
	_____

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.

Even Year: The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them 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, 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 Stromstad and upon vote being taken thereon the following voted in favor thereof: Opdahl, Sorenson, Stromstad, Strem, Rasch, Stuhaug, Erickson

And the following voted against the same: none


Whereupon said resolution was declared duly passed and adopted.

**NOTICE OF GENERAL ELECTION**  
**INDEPENDENT SCHOOL DISTRICT NO. 599**  
**Fertile-Beltrami**  
**STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN, that the general election has been called and will be held in and for Independent School District No. 599, Fertile-Beltrami, State of Minnesota, on Tuesday, the 5<sup>th</sup> day of November, 2024, for the purpose of electing (three)\* school board members for four year terms. The ballot shall provide as follows:

---

**Instructions to Voters:**

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

---

**School Board Member**  
**Vote for Up to Three**

---

- Candidate S
- Candidate T
- Candidate U
- Candidate V
- Candidate W
- Candidate X
- \_\_\_\_\_
- write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any

---

The combined polling places for this election and the precincts served by those polling places will be as follows: City of Fertile, Garfield, Woodside. Mail Ballot- City of Beltrami, Garden Township, Godfrey Township, Grove-Park Township, Liberty Township, Onstad Township, Reis Township, Russia Township, Scandia Township.

Any eligible voter residing in the school district may vote at said election at the polling place designated above for the precinct in which he or she resides. The polls for said election will open at 7 o'clock a.m. and will close at 8:00 o'clock p.m. on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on Election Day.

Dated: 8/13/2024 BY ORDER OF THE SCHOOL BOARD

/s/ Kylie Strem School District Clerk

Strem moved, Opdahl seconded to approve the Notice of General Election. UC

Sorenson moved, Stromstad seconded to approve Shelby Dunbar- Volunteer VB Coach, Football Cheer - Tosha Stene, Football - Mike Wang and Jared Brainard. UC Strem abstained

Stromstad moved, Opdahl seconded to adopt the following policies; 102, 104, 204, 207, 413, 416, 418, 419, 425, 503, 506, 507, 509, 512, 513, 515, 516, 521, 524, 532, 535, 601, 602, 603, 607, 608, 609, 614, 615, 616, 619, 620, 624, 707, 708, 709, 802, 806. UC

Discussion: none

The next regular meeting is scheduled for 8:00 p.m., September 10, 2024.

Chairman Erickson adjourned the meeting at 9:03 p.m..

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