



**SAINT PETER SCHOOL BOARD
Special Board Meeting
Thursday, November 13, 2025
District Office, 100 Lincoln Dr. , SAINT PETER, MN 56082
5:15 PM**

I. Call Meeting to Order

II. Consideration and Adoption of the Agenda

III. Action Items

- | | |
|--|---|
| 1. Consider a Resolution Canvassing General Election Results | 2 |
| 2. Consider a Resolution Authorizing the Issuance of Certificates of Election and Directing School District Clerk to Perform other Election-Related Duties | 5 |

IV. Adjournment



ADDENDUM

SPECIAL BOARD MEETING Thursday, November 13, 2025 District Office 5:15 PM

III. ACTION ITEMS

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| 1. AGENDA ITEM #1 |
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Subject: Consider Resolution Canvassing 2025 General Election Results

Action: Requires a Resolution

Background: Between three (3) and ten (10) days after a school district election, the school board is required to canvass the returns and declare the results of the election.

School Board Candidates Charlie Potts, Kate Martens, and Drew Dixon are being re-elected to the office of school board member of Independent School District No. 508 for a full four-year term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030. A resolution canvassing the returns is included in the board packet.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend you pass the resolution.

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 508 as follows:

1. It is hereby found, determined, and declared that the general election of the voters of the School District held on November 4, 2025 was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 1,739 voters of the School District voted at said election on the election of three (3) School Board Members for four-year term vacancies on the School Board caused by expiration of term on the first Monday in January following the general election as follows:

| | |
|-------------------------|------|
| Candidate Charlie Potts | 1224 |
| Candidate Kate Martens | 1186 |
| Candidate Drew Dixon | 1115 |
| Candidate Marcia Ranft | 796 |

3. Candidates Charlie Potts, Kate Martens, and Drew Dixon having received the highest number of votes, are re-elected to four-year terms beginning January 5, 2026.
4. The School District Clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the School District is located in whole or in part.

School Board Member _____ introduced the resolution and moved its adoption. The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

Whereupon the resolution was declared duly passed and adopted on the 13th day of November 2025.

Kate Martens, School Board Clerk

NOVEMBER 4, 2025 GENERAL ELECTION ABSTRACT

| SCHOOL BOARD MEMBER | W1 | W2 | JOHNSON HALL | KASOTA | TOTALS |
|---------------------|-----|-----|--------------|--------|--------|
| CHARLIE POTTS | 566 | 563 | 52 | 43 | 1224 |
| KATE MARTENS | 545 | 548 | 50 | 43 | 1186 |
| DREW DIXON | 546 | 479 | 46 | 44 | 1115 |
| MARCIA RANFT | 365 | 391 | 24 | 16 | 796 |

| TOTAL VOTES CAST | Registered Voters | Voter Turnout |
|------------------|-------------------|---------------|
| SP 1-1 | 817 | 22.78% |
| SP 2-1 | 805 | 25.58% |
| Johnson Hall | 61 | 6.82% |
| Kasota | 56 | 3.86% |

Total: 1739 9,077



ADDENDUM

SPECIAL BOARD MEETING Thursday, November 13, 2025 District Office 5:15 PM

III. ACTION ITEMS

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|--------------------------|
| 2. AGENDA ITEM #2 |
|--------------------------|

Subject: Consider Resolution Authorizing the Issuance of Certificates of Election and Directing School District Clerk to Perform other Election-Related Duties

Action: Requires a Resolution

Background: Once the election results are canvassed, there is a requirement to have the School Board issue a Certificate of Election to the winning candidates. The certificate cannot be issued until seven (7) days after the election results have been canvassed. During this seven (7) day period, the results of the election can be contested. Once the Certificate of Election is issued and signed by the candidates, they will receive the Acceptance of Office and Oath of Office forms for which they will have thirty (30) days to sign, have notarized and return to the District Office. A resolution authorizing the Issuance of Certificates of Election is included in the board packet.

Presentation: Superintendent of Schools, Jon Graff

Options/Recommendation: I recommend you approve the resolution.

**RESOLUTION AUTHORIZING ISSUANCE
OF CERTIFICATES OF ELECTION AND
DIRECTING SCHOOL DISTRICT CLERK TO
PERFORM OTHER ELECTION RELATED
DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 4, 2025.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 508, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute Certificates of Election on behalf of the School Board of Independent School District No. 508 to the following candidates:
 - a. Charlie Potts
 - b. Kate Martens
 - c. Drew Dixonwho have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January following the election, based on the results of the canvass.
2. The Certificate of Election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the School Board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of Acceptance of Office and Oath of Office in substantially the form attached hereto.

School Board Member _____ introduced the resolution and moved its adoption. The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

Whereupon the resolution was declared duly passed and adopted on the 13th day of November 2025.

Kate Martens, School Board Clerk

**CERTIFICATE OF ELECTION
(Full Four-Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 508, on November 13, 2025, canvassed the general election of school board members held on November 4, 2025.
2. Charlie Potts received the largest number of votes cast for the office of school board member of Independent School District No. 508 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.
4. Therefore, Potts is elected to the office of school board member of Independent School District No. 508 for a full four-year term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

By authority of the School Board of Independent School District No. 508, pursuant to resolution dated November 13, 2025.

Dated: November 20, 2025

Charlie Potts, Chair

Dated: November 20, 2025

Kate Martens, Clerk

**CERTIFICATE OF ELECTION
(Full Four-Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 508, on November 13, 2025, canvassed the general election of school board members held on November 4, 2025.
2. Kate Martens received the second largest number of votes cast for the office of school board member of Independent School District No. 508 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.
4. Therefore, Martens is elected to the office of school board member of Independent School District No. 508 for a full four-year term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

By authority of the School Board of Independent School District No. 508, pursuant to resolution dated November 13, 2025.

Dated: November 20, 2025

Charlie Potts, Chair

Dated: November 20, 2025

Kate Martens, Clerk

**CERTIFICATE OF ELECTION
(Full Four-Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 508, on November 13, 2025, canvassed the general election of school board members held on November 4, 2025.
2. Drew Dixon received the third largest number of votes cast for the office of school board member of Independent School District No. 508 for a full four-year term.
3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.
4. Therefore, Dixon is elected to the office of school board member of Independent School District No. 508 for a full four-year term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

By authority of the School Board of Independent School District No. 508,
pursuant to resolution dated November 13, 2025.

Dated: November 20, 2025

Charlie Potts, Chair

Dated: November 20, 2025

Kate Martens, Clerk

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: Charlie Potts

The following acceptance and oath of office must be filed with the School District Clerk within 30 days of the mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 508 for a term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Charlie Potts.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board member of Independent School District No. 508 to the best of my judgment and ability.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Charlie Potts.

Notary Public

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: Kate Martens

The following Acceptance and Oath of Office must be filed with the School District Clerk within 30 days of the mailing or personal service of the Certificate of Election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 508 for a term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Kate Martens.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board member of Independent School District No. 508 to the best of my judgment and ability.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Kate Martens.

Notary Public

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: Drew Dixon

The following Acceptance and Oath of Office must be filed with the School District Clerk within 30 days of the mailing or personal service of the Certificate of Election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 508 for a term beginning the first Monday in January, 2026, and expiring the first Monday in January, 2030.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Drew Dixon.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board member of Independent School District No. 508 to the best of my judgment and ability.

Date: _____
Signature _____

STATE OF MINNESOTA)
)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by
Drew Dixon (name of candidate).

Notary Public