

Agenda

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

The school board meeting is a meeting in the public, not a public meeting. Nicollet School Board Policy provides that persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized, violations of data privacy, or inappropriate comments.

4. APPROVAL OF AGENDA

5. REPORTS AND PRESENTATION

a. Superintendent's Report

The fall staff development schedule has been completed and distributed to staff members. Teachers will unpack boxes and prepare their rooms on August 24th and 25th. Staff development activities are planned for August 30th through September 2nd. Classes for students begin on September 7th for grades 7-12 and on September 9th for grades K-6.

The construction project is on time and under budget. Classrooms can be occupied on August 23rd. The district office will move back on August 16th. We will conduct a public tour of the upgrades in conjunction with the September 8th school board meeting.

b. Principal's Report

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c. Student Representative's Report

d. Board Committees' Reports

6. CONSENT AGENDA

- a. Approval of Minutes 5
- b. Approval of Bills in the amount of \$ \$1,283,256.33 8
- c. Approval of Personnel Items 12
- 7. HEALTH AND SAFETY MEASURES TO BEGIN THE 2021-22 SCHOOL YEAR 13

The Minnesota Department of Health released Best Practices for COVID-19 Prevention in Schools this week. The recommendations are [Best Practice Recommendations page](#). There is also an [executive summary](#).

A resolution specifying the health and safety measures to begin the school year at NPS are attached. Given the evolving state of the pandemic, it may be necessary to adjust the protocols to ensure the health and wellbeing of students and staff, and to maximize educational outcomes. **The superintendent recommends approving the health and safety measures to begin the school year.**

- 8. RESOLUTION CALLING A SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY 16

The superintendent recommends approving the resolution to call the special election to fill the vacancy on the school board.

- 9. RESOLUTION DETERMINING THE NECESSITY OF RENEWING AND INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON 23

The superintendent recommends approving the resolution determining the necessity of renewing and increasing the general education revenue of the school district and calling a special election thereon.

- 10. DISCUSS ELECTION TIMELINE AND COMMUNITY PRESENTATIONS 31

6. The election planning timeline is attached. The superintendent will contact the following community groups to schedule informational meetings: Conservation Club, Lions, Fire Department, Legion, Chamber. **The**

school board should discuss the informational campaign and determine if additional activities should be implemented.

11. ADJOURNMENT



NICOLLET PUBLIC SCHOOLS • ISD 507

One Pine Street • Nicollet, MN 56074
District & Elementary Office 507-232-3411
High School Office 507-232-3448
Fax 507-232-3536 • isd507.k12.mn.us

Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse



Principal's Report 8-11-2021

Back to School/Fall Workshop:

The start of the school year will be much different than in years past. The district will be using Public School Works, a compliance online safety and regulatory compliance program for PreK-12 school districts. What does this mean? Typically we would have in-person safety training. This will allow staff to watch the webinars on their own time and creates more flexibility.

Fall Open House/Conferences/Orientation:

Plan on conducting these activities as we have had in the past.

K-5 STEM Program:

This is exciting! We will use Title IV funds to get this program started. We are trying to find a passionate person who wants to grow this program (write curriculum, purchase materials, etc.). The person in this position also will have other assignments (5th/6th Grade Language Arts for half of the school day).

Raider Pride:

Positive Behavior Interventions and Supports (PBIS) is going to be a focus heading into the new school year. Expectations for students in each environment will be the focus at the beginning of the school year and will need to be retaught as the school year progresses. The team is in the process of updating many aspects and components of the program. The team will be presenting to staff at the Fall Workshop.

Independent School District 507 Regular
School Board Meeting
Wednesday, July 14, 2021 6:00 PM Central

Community Room
1 Pine St
Nicollet, MN 56074

Ashley Black: Present, Adam Erickson: Present, Scot Osborne: Present, Mike Slater: Present,
Nick Thom: Present, Phillip Wills: Present. Present: 6.

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

Move to accept the Agenda as presented. This motion, made by Mike Slater and seconded
by Phillip Wills, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick
Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

5.b. Principal's Report

5.c. Student Representative's Report

5.d. Board Committees' Reports

6. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Nick Thom and
seconded by Phillip Wills, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick
Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$770,202.89

6.c. Approval of Personnel Items

6.d. Accept Donations

6.e. Approve Annual Major Trip To Deep Portage

7. APPOINT ELECTION CLERK

Move to accept the election clerk. This motion, made by Phillip Wills and seconded by Scot
Osborne, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick
Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

8. ELECTION RESOLUTION

Motion to approve election resolution. This motion, made by Scot Osborne and seconded by Mike Slater, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick

Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

9. APPROVE ANNUAL LONG-TERM FACILITIES MAINTENANCE REVENUE APPLICATION

Move to accept the approve annual LTFM revenue application. This motion, made by Scot Osborne and seconded by Ashley Black, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick

Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

10. STUDENT HANDBOOK

Move to approve the student handbook. This motion, made by Mike Slater and seconded by Ashley Black, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick

Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

The 2021-22 student handbook is completed. New language clarifies the procedure secondary students to add or drop classes. Additional language clarifies the headwear policy. **The superintendent recommends approving the 2021-22 student handbook.**

11. SET OPERATING REFERENDUM AMOUNT FOR NOVEMBER 2 BALLOT

Move to set operating referendum amount. This motion, made by Phillip Wills and seconded by Scot Osborne, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick

Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

The school board should determine the amount of the operating referendum for the November 2nd election. The following items are attached:

- a. NPS Referendum History
- b. General Fund Analysis
- c. Operating Referendum Calculation

The general education funding formula increase, approved last month by the legislature, will provide an additional \$40,000 of revenue to Nicollet. The expiring referendum is \$818.11 per pupil unit. An additional \$400 per pupil unit is needed to avoid further budget reductions. **The superintendent recommends the referendum amount for the ballot be \$1,218.11.**

12. ADJOURNMENT

Move to Adjourn at 6:47. This motion, made by Phillip Wills and seconded by Ashley Black, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick

Thom: Yea, Phillip Wills: Yea

Yea: 6, Nay: 0

BOARD PACKET SUMMARY

Bank Account Balance as of:

	July 31, 2021
Progrowth Bank - Checking	\$ 710,662.67
MSDLAF	3,660,634.44
Petty Cash	750.00
Total	<u>\$ 4,372,047.11</u>

Net July 2021 Payrolls

	<u>S202201-S202112</u>
Fund 1 General	\$ 78,010.56
Fund 2 Food Service	-
Fund 4 Community Service	8,266.38
Fund 24 Fitness Center	-
Fund 34 Daycare	-
Fund 44 Latchkey	-
Total	<u>\$ 86,276.94</u>

Paid Bills July - August 2021

Fund 1 General	\$ 218,702.05
Fund 2 Food Service	454.22
Fund 4 Community Service	522.12
Fund 6 Construction Fund	1,055,300.86
Fund 7 Debt Service	-
Fund 18 Custodial	475.00
Fund 24 Fitness Center	26.72
Fund 25 Student Activities	2,414.23
Fund 34 Daycare	4,679.33
Fund 44 Latchkey	681.80
Total	<u>\$ 1,283,256.33</u>

TOTAL FINANCE \$ 1,586,480.33

Nicollet Public Schools
Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0507		NSBG	45940	73103	Check	1	3204		BODDY, SUSAN	Yes	No	No	USD	07/15/2021	230.58
			45946	73104	Check	1	4851		FISCHER, KALA	Yes	No	No	USD	07/15/2021	60.00
			45937	73105	Check	1	06987		LLOYD LUMBER	Yes	No	No	USD	07/15/2021	136.31
			45944	73106	Check	1	4451		LOFFLER COMPANIES	Yes	No	No	USD	07/15/2021	525.24
			45938	73107	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	No	No	USD	07/15/2021	2,583.55
			45942	73108	Check	1	4072		MISSISSIPPI WELDERS SUPPLY COM	Yes	No	No	USD	07/15/2021	73.80
			45941	73109	Check	1	3719		MN PEIP	Yes	No	No	USD	07/15/2021	45,676.64
			45939	73110	Check	1	2804		PLANK ROAD PUBLISHING INC.	Yes	No	No	USD	07/15/2021	152.45
			45945	73111	Check	1	4745		SPS COMPANIES	Yes	No	No	USD	07/15/2021	15.39
			45943	73112	Check	1	4286		SYSCO WESTERN MINNESOTA, INC.	Yes	No	No	USD	07/15/2021	41.24
			45947	73113	Check	1	01674		NICOLLET EDUCATION ASSOCIATION	Yes	No	No	USD	07/15/2021	2,844.64
			45961	73114	Check	1	3654		AMERICAN LEGION POST 510	Yes	No	No	USD	07/21/2021	1,000.00
			45959	73115	Check	1	3279		AVIBEN	Yes	No	No	USD	07/21/2021	58.50
			45956	73116	Check	1	2963		BUSINESS CARD	Yes	No	No	USD	07/21/2021	1,238.02
			45957	73117	Check	1	2963		BUSINESS CARD	Yes	No	No	USD	07/21/2021	16.09
			45965	73118	Check	1	4622		CANON FINANCIAL SERVICES INC	Yes	No	No	USD	07/21/2021	532.09
			45955	73119	Check	1	2162		CDW GOVERNMENT, INC	Yes	No	No	USD	07/21/2021	17,774.85
			45948	73120	Check	1	00059		CITY OF NICOLLET	Yes	No	No	USD	07/21/2021	1,784.72
			45954	73121	Check	1	02652		CRYSTAL VALLEY COOP	Yes	No	No	USD	07/21/2021	513.74
			45953	73122	Check	1	02289		FREE PRESS	Yes	No	No	USD	07/21/2021	202.30
			45958	73123	Check	1	3010		FURTHER	Yes	No	No	USD	07/21/2021	56.25
			45952	73124	Check	1	01629		HILLYARD/HUTCHINSON	Yes	No	No	USD	07/21/2021	148.18
			45962	73125	Check	1	3708		INFINITE CAMPUS INC.	Yes	No	No	USD	07/21/2021	450.00
			45964	73126	Check	1	4323		JOHNSON, JESSIE	Yes	No	No	USD	07/21/2021	180.86
			45966	73127	Check	1	4739		KWIK TRIP SHOPPING RECEIPT	Yes	No	No	USD	07/21/2021	1,662.50
			45960	73128	Check	1	3410		LJP ENTERPRISES WASTE & RECYC	Yes	No	No	USD	07/21/2021	531.91
			45951	73129	Check	1	01131		MINNESOTA VALLEY EDUCATION DIS	Yes	No	No	USD	07/21/2021	14,567.00
			45963	73130	Check	1	3901		NICKEL TRANSPORTATION, INC.	Yes	No	No	USD	07/21/2021	1,668.24
			45967	73131	Check	1	4963		REED, JULES	Yes	No	No	USD	07/21/2021	25.97
			45949	73132	Check	1	00187		REGION V COMPUTER SERVICES	Yes	No	No	USD	07/21/2021	2,472.75
			45950	73133	Check	1	00271		RUDENICK, SCOTT	Yes	No	No	USD	07/21/2021	135.74
			45968	73134	Check	1	1690		BOND TRUST SERVICES CORPORAT	Yes	No	No	USD	07/21/2021	475.00
			45969	73135	Check	1	4970		MUNCE, KELLY (JERSEY'S SWEET SF	Yes	No	No	USD	07/28/2021	213.00
			45970	73136	Check	1	3012		HUHN, DEBRA	Yes	No	No	USD	07/28/2021	1,035.00
			45971	73137	Check	1	4457		TOULOUSE, TODD	Yes	No	No	USD	07/28/2021	1,200.00
			45979	73138	Check	1	3558		ADVANCED HEALTH, SAFETY AND SE	Yes	No	No	USD	07/28/2021	3,937.00
			45978	73139	Check	1	3204		BODDY, SUSAN	Yes	No	No	USD	07/28/2021	193.54
			45975	73140	Check	1	2162		CDW GOVERNMENT, INC	Yes	No	No	USD	07/28/2021	2,310.00
			45973	73141	Check	1	07230		CENTERPOINT	Yes	No	No	USD	07/28/2021	134.56
			45974	73142	Check	1	1467		CLIFTONLARSONALLEN LLP	Yes	No	No	USD	07/28/2021	4,585.00
			45987	73143	Check	1	4973		CONDON, HEATHER	Yes	No	No	USD	07/28/2021	26.72

Nicollet Public Schools
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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0507		NSBG	45982	73144	Check	1	4951		HOFFMAN, KENDRA	Yes	No	No	USD	07/28/2021	145.97
			45988	73145	Check	1	4974		LAHR, JACKI	Yes	No	No	USD	07/28/2021	23.00
			45976	73146	Check	1	2677		METZGER, MICHELE	Yes	No	No	USD	07/28/2021	11.58
			45980	73147	Check	1	3957		POPE, ASHLEY	Yes	No	No	USD	07/28/2021	8.95
			45983	73148	Check	1	4963		REED, JULES	Yes	No	No	USD	07/28/2021	51.00
			45986	73149	Check	1	4972		ROBERT W. BARID & CO	Yes	No	No	USD	07/28/2021	1,850.00
			45984	73150	Check	1	4965		SIRTOLA, NICOLE	Yes	No	No	USD	07/28/2021	217.29
			45985	73151	Check	1	4971		SOOST, MIRANDA	Yes	No	No	USD	07/28/2021	15.00
			45977	73152	Check	1	3163		USABLE LIFE	Yes	No	No	USD	07/28/2021	332.50
			45972	73153	Check	1	07124		WALMART COMMUNITY/SYNCB	Yes	No	No	USD	07/28/2021	344.11
			45981	73154	Check	1	4884		WEBER, ANGELA	Yes	No	No	USD	07/28/2021	46.93
			46003	73155	Check	1	3145		AMAZON CAPITAL SERVICES	Yes	No	No	USD	08/04/2021	3,791.98
			46006	73156	Check	1	3279		AVIBEN	Yes	No	No	USD	08/04/2021	58.50
			46005	73157	Check	1	3256		BLASHACK, BILL	Yes	No	No	USD	08/04/2021	15.96
			46013	73158	Check	1	4506		BYTESPEED	Yes	No	No	USD	08/04/2021	8,656.00
			46000	73159	Check	1	1756		C & S SUPPLY CO., INC.	Yes	No	No	USD	08/04/2021	59.47
			46002	73160	Check	1	2162		CDW GOVERNMENT, INC	Yes	No	No	USD	08/04/2021	38,014.00
			46010	73161	Check	1	4078		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	08/04/2021	1,611.60
			46007	73162	Check	1	3847		DH ATHLETICS LLC	Yes	No	No	USD	08/04/2021	1,556.00
			46019	73163	Check	1	4949		EBERT CONSTRUCTION	Yes	No	No	USD	08/04/2021	123,302.11
			46009	73164	Check	1	3966		ECO WATER SYSTEMS OF NEW ULM	Yes	No	No	USD	08/04/2021	149.31
			46022	73165	Check	1	4967		GAG SHEET METAL, INC.	Yes	No	No	USD	08/04/2021	293,196.45
			46021	73166	Check	1	4960		GUARANTEED ELECTRIC SERVICE	Yes	No	No	USD	08/04/2021	303,050.00
			45994	73167	Check	1	01629		HILLYARD/HUTCHINSON	Yes	No	No	USD	08/04/2021	5,517.15
			45991	73168	Check	1	00403		JOURNAL	Yes	No	No	USD	08/04/2021	183.30
			46016	73169	Check	1	4825		KAJEET, INC.	Yes	No	No	USD	08/04/2021	4,006.12
			45995	73170	Check	1	06987		LLOYD LUMBER	Yes	No	No	USD	08/04/2021	470.00
			46004	73171	Check	1	3162		MCDOWELL AGENCY, INC.	Yes	No	No	USD	08/04/2021	40.00
			45996	73172	Check	1	07547		MCGRAW-HILL EDUCATION, INC.	Yes	No	No	USD	08/04/2021	29,169.96
			45998	73173	Check	1	1319		MENARDS	Yes	No	No	USD	08/04/2021	39.90
			45993	73174	Check	1	01131		MINNESOTA VALLEY EDUCATION DIS	Yes	No	No	USD	08/04/2021	14,567.00
			46015	73175	Check	1	4797		MINNTEX CITRUS INC	Yes	No	No	USD	08/04/2021	740.15
			46018	73176	Check	1	4914		Nexus Solutions - Mpls	Yes	No	No	USD	08/04/2021	78,657.60
			45999	73177	Check	1	1750		NICOLLET COUNTY FAMILY SERVICE	Yes	No	No	USD	08/04/2021	3,333.00
			46011	73178	Check	1	4293		NINE SOUTH FOOTBALL DISTRICT	Yes	No	No	USD	08/04/2021	100.00
			46012	73179	Check	1	4333		SCHENDEL, KRISTEN	Yes	No	No	USD	08/04/2021	101.10
			45992	73180	Check	1	00742		SCHMIDTS MEAT MARKET	Yes	No	No	USD	08/04/2021	185.33
			45990	73181	Check	1	00132		SCHOLASTIC, INC.	Yes	No	No	USD	08/04/2021	183.26
			45997	73182	Check	1	08107		SCHOOL SPECIALTY, INC.	Yes	No	No	USD	08/04/2021	142.34
			46014	73183	Check	1	4631		SCHWAB VOLLHABER LUBRATT SER	Yes	No	No	USD	08/04/2021	228,000.00
			46008	73184	Check	1	3947		SHRED RIGHT	Yes	No	No	USD	08/04/2021	33.02

Nicollet Public Schools

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0507		NSBG	45989	73185	Check	1	00053		SOUTH CENTRAL SERVICES COOP.	Yes	No	No	USD	08/04/2021	492.80
			46020	73186	Check	1	4950		UHL COMPANY, INC.	Yes	No	No	USD	08/04/2021	29,094.70
			46017	73187	Check	1	4884		WEBER, ANGELA	Yes	No	No	USD	08/04/2021	27.58
			46001	73188	Check	1	2075		WERNER ELECTRIC SUPPLY	Yes	No	No	USD	08/04/2021	194.94
Bank Total: NSBG														\$1,283,256.33	
Report Total:														\$1,283,256.33	

Nicollet School District ISD #507
Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 507 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended Health and Safety Measures to the School Board that the following measures be implemented at the commencement of the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 507 as follows.

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year:

1. Masking is recommended by the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH) regardless of vaccination status.
2. Students and staff are not required to wear masks.
3. If a student or staff member test positive for COVID, they must stay home in isolation for 10 days.
4. If a student (or staff member) is a close contact at school, parents will be informed and asked to monitor their student for up to ten days. The student or staff member will not be required to miss school.
5. If a student or staff member is a close contact of a household member who is positive for COVID 19, they must quarantine for 10 days. Household contacts are likely to develop COVID 19.
6. Masking is still required on all school buses. This is a federal requirement as school busses are considered public transportation.
7. Anyone can wear a mask at school for their own protection.
8. Vaccination for all those age 12 and over is recommended by the CDC and MDH. Vaccinations are available at area healthcare providers, local pharmacies, Nicollet Public Health and other locations.
9. Vaccinations are not a requirement to attend school. This is a decision for families based on what they believe is best for their children/students.
10. The school will maximize spaces in classrooms and common areas to allow for more spacing between students.
11. The school will continue the daily disinfection of surfaces and spaces as we did last year.
12. Hand sanitizer will remain available at the main entrances.
13. School schedules will return to normal. Classes will be five days a week.
14. In the event of a COVID-19 outbreak, distance learning may be utilized for a period of time.
15. Distance learning will not be an option for students. The best educational outcomes occur when students are in school and working with their teachers.
16. These health and safety measures are subject to state and federal jurisdiction.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary,

and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The health and safety measures selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 507 (Nicollet), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on August 11, 2021, at 6:00 p.m., in the School District.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION CALLING A SPECIAL ELECTION TO FILL SCHOOL BOARD
VACANCY

I, the undersigned, being the duly qualified and acting recording officer of the public corporation 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; 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 _____ day of August 2021.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION CALLING A SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs; and

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

NOW THEREFORE, BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 507 (Nicollet), Minnesota (the "School District") as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.

2. It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2023.

3. The clerk shall include on the special election 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.

4. The special election shall be held on November 2, 2021, between the hours of 7 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.

5. 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.

6. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the County Auditors 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 the special election; (b) cause written notice of the special election to be provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) cause notice of said special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) 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 (note - the sample ballot shall not be printed on the same color paper as the official ballot) and (e) cause notice of said special election to be published in the official newspaper of the

School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election. The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 507 (Nicollet), Minnesota (the “School District”), on Tuesday, November 2, 2021, for the purpose of electing one school board member to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2023.

**SPECIAL ELECTION BALLOT
SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET), MINNESOTA**

November 2, 2021

Special Election

For School Board Member to fill vacancy

In term expiring January __, 2023

INSTRUCTIONS TO VOTERS

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



VOTE FOR ONE







write-in, if any

The combined polling place for this election and the precincts served by that polling place will be as follows:

Combined Polling Place: Nicollet Public School Community Center
1 Pine Street
Nicollet, Minnesota 56074

This combined polling place serves all territory located in Independent School District No. 507 located in Belgrade Township; Bernadotte Township; Brighton Township; Courtland Township; Granby Township; Lake Prairie Township; New Sweden Township; Nicollet Township; Oshawa Township; Traverse Township; the City of Nicollet; Nicollet County, Minnesota.

Any eligible voter residing in the school district may vote at said election at the combined polling place designated above. The polls for said election will be opened at 7:00 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 combined polling place on election day.

Dated: _____, 2021

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

7. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 1, 2023. Their names must be listed 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.

8. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

9. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 for use at the special election. The Clerk is authorized and directed to cause or 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 and with such other changes as may be approved by the Superintendent of the School District:

SPECIAL ELECTION BALLOT
SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET), MINNESOTA

November 2, 2021

Special Election

For School Board Member to fill vacancy

In term expiring January __, 2023

INSTRUCTIONS TO VOTERS

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



VOTE FOR ONE







write-in, if any

10. 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. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. 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 any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

11. 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 shall, upon request, 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.

12. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least 46 days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

13. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test, 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.

14. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election, or once the week preceding the election if the newspaper is a weekly.

15. 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.

16. 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 individuals designated as judges for the 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 election must be canvassed between the third and the tenth day following the election.

17. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

18. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's website as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where such reports are made available. Such reports shall remain available on the website for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 507 (Nicollet), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on August 11, 2021, at 6:00 p.m., in the School District.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION DETERMINING THE NECESSITY OF RENEWING AND INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation 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; 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 _____ day of August 2021.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION DETERMINING THE NECESSITY OF RENEWING AND INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 507 (Nicollet), Minnesota (the "School District") as follows:

1. The Board has investigated the facts and does hereby find and determine that it is necessary and expedient that the School District increase its general education revenue authorized by Minnesota Statutes, Section 126C.10.

2. Minnesota Statutes, Section 126C.17 authorizes the School District to increase its general education revenue in an amount approved by the voters of the district at a referendum called for such purpose.

3. The Board previously approved a property tax referendum of \$818.11 per pupil, which referendum revenue authorization is scheduled to expire after taxes payable in 2021.

4. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient for the School District to renew the School District's existing property tax referendum of \$818.11 per adjusted pupil unit, and increase its general education revenue by \$400 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for five (5) years, beginning with taxes payable in 2022, unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subd. 2(b).

The question on the approval of this referendum revenue authorization shall be School District Ballot Question 1 on the School District ballot at a special election to be held to approve said authorization.

5. The ballot question of increasing the general education revenue 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 2, 2021 between the hours of 7:00 a.m. and 8:00 p.m.

6. 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.

7. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the County Auditors 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 the special election; (b) cause written notice of the special election to be provided to the Commissioner of Education

at least seventy-four (74) days prior to the date of the special election; (c) cause notice of said special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) 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 (note - the sample ballot shall not be printed on the same color paper as the official ballot) and (e) cause notice of said special election to be published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election. The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 507 (Nicollet), Minnesota (the “School District”), on Tuesday, November 2, 2021 between the hours of 7:00 a.m. and 8:00 p.m. for the purpose of voting on the following questions:

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 507 (Nicollet), Minnesota (the “School District”) has proposed to renew the existing property tax referendum authorization of \$818.11 per pupil that is scheduled to expire after taxes payable in 2021, and to increase the School District’s general education revenue by \$400 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization of \$1,218.11 would be first levied in 2021 for taxes payable in 2022 and be applicable for five (5) years unless otherwise revoked or reduced as provided by law.

Shall the renewal of the expiring property tax referendum and the increase in general education revenue proposed by the Board of Independent School District No. 507 (Nicollet) be approved?

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

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN
YOUR PROPERTY TAXES.**

Approval of Ballot Question 1 will result in the levy of a property tax at an estimated referendum revenue rate of 0.23067% on the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, agricultural homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the tables below are based on taxes for the proposed referendum revenue levy only, and do not include taxes for other purposes.

	Estimated Market Value	Existing Authority	New Authority	Requested Change
Homestead Residential Property	150,000	(230.00)	346.01	116.01
	182,000	(279.06)	419.82	140.76
	200,000	(306.66)	461.34	154.68
Commercial / Industrial	150,000	(230.00)	346.01	116.01
	182,000	(279.06)	419.82	140.76
	200,000	(306.66)	461.34	154.68
Apartments	150,000	(230.00)	346.01	116.01
	182,000	(279.06)	419.82	140.76
	200,000	(306.66)	461.34	154.68
Ag Dwelling Value of HSTD (house, garage and 1 acre)	150,000	(230.00)	346.01	116.01
	182,000	(279.06)	419.82	140.76
	200,000	(306.66)	461.34	154.68
<i>* - Seasonal rec and land beyond dwelling value (home, garage and one acre) are exempt from RMV tax (voter approved operating referendum)</i>				
Ag HSTD (Assessed value of 1 Acre)	6,000	0.00	0.00	0.00
	6,500	0.00	0.00	0.00
	7,000	0.00	0.00	0.00
Ag Non-HSTD (Assessed value of 1 Acre)	6,000	0.00	0.00	0.00
	6,500	0.00	0.00	0.00
	7,000	0.00	0.00	0.00

The combined polling place for this election and the precincts served by that polling place will be as follows:

Combined Polling Place: Nicollet Public School Community Center
1 Pine Street
Nicollet, Minnesota 56074

This combined polling place serves all territory located in Independent School District No. 507 located in Belgrade Township; Bernadotte Township; Brighton Township; Courtland Township; Granby Township; Lake Prairie Township; New Sweden Township; Nicollet Township; Oshawa Township; Traverse Township; the City of Nicollet; Nicollet County, Minnesota.

Any eligible voter residing in the school district may vote at said election at the combined polling place designated above. The polls for said election will be opened at 7:00 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 combined polling place on election day.

Dated: _____, 2021

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

8. 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.

9. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted in conspicuous locations at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election.

10. 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. 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. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. 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 any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

11. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 for use at the special election. The Clerk is authorized and directed to cause or 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 and with such other changes as may be approved by the Superintendent of the School District:

SPECIAL ELECTION BALLOT
SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 507

(NICOLLET), MINNESOTA

November 2, 2021

Instructions to Voters:

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

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 507 (Nicollet), Minnesota (the “School District”) has proposed to renew the existing property tax referendum authorization of \$818.11 per pupil that is scheduled to expire after taxes payable in 2021, and to increase the School District’s general education revenue by \$400 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization of \$1,218.11 would be first levied in 2021 for taxes payable in 2022 and be applicable for five (5) years unless otherwise revoked or reduced as provided by law.

- YES Shall the renewal of the expiring property tax referendum and the increase in general education revenue proposed by the Board of Independent School District No. 507 (Nicollet) be approved?
- NO

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

(Reverse side of ballot)

OFFICIAL BALLOT

November 2, 2021

Judge

Judge

(The ballot is to be initialed by two judges)

12. 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 shall, upon request, 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.

13. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least 46 days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

14. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test, 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.

15. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election, or once the week preceding the election if the newspaper is a weekly.

16. 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.

17. 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 individuals designated as judges for the 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 election must be canvassed between the third and the tenth day following the election.

18. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

19. Pursuant to Minnesota Statutes, Section 126C.17 Subdivision 9(e) and Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide in writing of the certified vote totals for the ballot questions within fifteen (15) days after the results have been certified by the Board.

20. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's website as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where such reports are made available. Such reports shall remain available on the website for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Election Task Chart & Schedule

Week	Completed	<u>School District</u>	<u>Person Responsible</u>
Week 17	7/14/21	Resolution establishing dates for filing affidavits of candidaey	Steve, Becky
	7/12/21		
Week 16			
	7/19/21		
Week 15		Obtain taxpayer list	Becky
	7/26/21		
Week 14			
	8/2/21		
Week 13	8/11/21	School Board Resolution Calling Election	Steve, Becky
	8/9/21	8/14/15 Notify county auditor and MDE Commissioner of election.	Steve, Becky
Week 12			
	8/16/21		
Week 11			
	8/23/21	Complete permissable staff activity brochure	Steve, Becky
Week 10			Steve
	8/30/21	Staff presentation and staff role	

		Print ballots	Becky	
Week 9				
9/6/21	9/8/21	School Board adopt resolution appointing election judges	Becky	
Week 8		Complete general information brochure	Steve, Becky	
9/13/21		Contact local organizations to schedule presentations	School Board Members	
		Print ballots and have absentee voting materials available	Becky	
Week 7		Print general informational brochure	Becky	
9/20/21		Complete Supt letter to accompany special election notices	Steve	
			Steve	
Week 6		Print required notices of special election	Becky	
9/27/21		Referendum Information On School Website and linked fom FB	Steve	
		Complete parent brochure	Steve	
Week 5		Begin presentations to local organizations	Steve, Board Members	
10/4/21		Print parent brochure	Becky	
		Mail notices of special election and letter to taxpayers	Becky	
		Mail general information brochure to all households	Becky	
		Complete brochure to preschool parents	Steve	
	10/6/2021	Referendum Informational Meeting, Theater, 6:30 PM	Steve	
Week 4	10/12/2021	Referendum Informational Meeting, Theater, 6:30 PM	Steve	
10/11/21				
Week 3		Print preschool parent letter	Becky	

10/18/21	10/19/21	Publish First Notice of Special Election in newspaper	Steve	
		Publish notice of optical scan accuracy test	Becky	
		Conduct public accuracy test of optical scan voting system	Becky	
		Information/Presentation to High School Students	Student Board Rep	
		Mail Parent Brochure	Becky	
		Post notice of Special Election and sample ballots in admin office	Becky	
Week 2		Mail info brochure to preschool parents	Becky	
10/25/21		Publish second election notice in newspaper	Steve	
		Mock Election at High School	Todd	
		Publish Notice of Location Where Ballots Will Be Counted	Becky/Steve	
Week 1	11/2/21	Election	Becky	
11/1/21	11/2/21	Post two sample ballots at polling place before polls open	Becky	
	11/8/21	School Board Canvasses Election	Steve, Becky	
		Notify County Auditor, MDE, MSBA of Election Results	Steve, Becky	