

SPECIAL SCHOOL BOARD MEETING
August 8, 2019

The Pelican Rapids Board of Education held a special meeting on August 8, 2019 in the board room at the high school at 6:00 p.m. Board members present: Michael Forsgren, Jon Karger, Anne Peterson, Brenda Olson, Greg Larson. Board members absent: Brittany Dokken. Others present: Superintendent Dr. Ed Richardson, Barb Ripley, Lou Hoglund, Rachel Haugrud, Shelly Sjolie.

The meeting was called to order by Jon Karger.

Michael Forsgren moved to approve the agenda. The motion was seconded by Greg Larson and carried.

Greg Larson moved to approve the interim Superintendent contract with Dr. Edwin Richardson. The motion was seconded by Brenda Olson and carried.

Jon Karger moved to approve the Memorandum of Understanding between ISD 548 and the Pelican Rapids Principal Association. The motion was seconded by Greg Larson and carried.

Greg Larson moved to designate Dr. Ed Richardson as the Identified Official with Authority for ISD 548 to access MDE sites and assign users. The motion was seconded by Anne Peterson and carried.

Anne Peterson moved to set a work session for Monday, August 19th at 4:30 pm. The motion was seconded by Greg Larson and carried.

Michael Forsgren moved to adjourn the meeting. The motion was seconded by Anne Peterson and carried. The meeting was adjourned at 6:09 pm.

Board Chair

Board Clerk

REGULAR SCHOOL BOARD MEETING
August 19, 2019

The Pelican Rapids Board of Education held a regular meeting on August 19, 2019 in the board room at the high school at 6:00 p.m. Board members present: Brittany Dokken, Michael Forsgren, Jon Karger, Greg Larson, Brenda Olson, Anne Peterson. Board members absent: None. Others present: Superintendent Dr. Ed Richardson, Brian Korf, Derrick Nelson, Rudy Martinez, Barb Ripley, Lou Hoglund, Shelly Sjolie, Kelly Smith, Cary Haugrud, Charlie Blixt, Rachel Haugrud, Trevor Steeves.

The meeting was called to order by Jon Karger.

Michael Forsgren moved to approve the agenda. The motion was seconded by Brittany Dokken and carried.

Jon Karger moved to approve the consent items consisting of the following items:

Approve board minutes-July 22 & 29 meetings

Approve financial claims and July bills

Approve the Treasurer's report

Personnel:

Hire Whitney Gravalin as JH Volleyball coach

The motion was seconded by Michael Forsgren and carried.

Greg Larson moved to approve the Truth in Taxation public meeting date-December 16, 2019 at 6:00 pm. The motion was seconded by Michael Forsgren and carried.

Anne Peterson moved to accept the bid of Dean Foods/Land O Lakes for mild products for the 2019-20 school year. The motion was seconded by Brittany Dokken and carried.

Michael Forsgren moved to approve the Viking Elementary Student Handbook for the 2019-20 school year with the corrected time change as noted. The motion was seconded by Anne Peterson and carried.

Brenda Olson moved to approve the Pelican Rapids High School Student Handbook for the 2019-20 school year. The motion was seconded by Brittany Dokken and carried.

Greg Larson moved to approve the Pelican Rapids Schools Employee Handbook for 2019-20. The motion was seconded by Anne Peterson and carried.

Member Jon Karger introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO INCREASING
THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT
AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 548, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$315 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately .04629% of the referendum market value of the school district for taxes payable in 2020, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question of the school district 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.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections in 2019 not held on the day of a statewide election, are hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state 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 combined 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.

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

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

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

Special Election Ballot

Independent School District No. 548 (Pelican Rapids Public Schools)

November 5, 2019

Instructions to Voters:

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

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

School District Question 1 Approval of School District Referendum Revenue Authorization

The board of Independent School District No. 548 (Pelican Rapids Public Schools) has proposed to increase its general education revenue by \$315 per pupil. The proposed referendum revenue authorization would be applicable for ten years unless otherwise revoked or reduced as provided by law.

Yes

Shall the increase in the revenue proposed by the board of Independent School District No. 548 be approved?

No

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

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

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

9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for

regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 5, 2019 special election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, 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 Michael Forsgren and upon vote being taken thereon the following voted in favor thereof:

Brittany Dokken, Anne Peterson, Jon Karger, Michael Forsgren, Greg Larson, Brenda Olson

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Jon Karger moved to set meeting dates and times for finance committee meetings as:

November 6, 2019 5:00 pm
December 16, 2019 5:00 pm
February 5, 2019 5:00 pm
April 1, 2019 5:00 pm

The motion was seconded by Brenda Olson and carried.

Greg Larson moved to set meeting dates and times for policy committee meetings as:

November 20, 2019 5:00 pm
December 4, 2019 5:00 pm

The motion was seconded by Anne Peterson and carried.

Board members named to the Personnel Committee are Jon Karger, Anne Peterson, Brenda Olson.

Anne Peterson moved to adjourn the meeting. The motion was seconded by Greg Larson and carried.

Board Chair

Board Clerk

