

GREENBUSH MIDDLE RIVER SCHOOL
INDEPENDENT SCHOOL DISTRICT 2683
SPECIAL MEETING
August 2, 2021
7:30 PM - 401 Park Avenue West
Greenbush, MN 56726

1. Call to Order at 7:30 pm
2. Roll Call: Shane Kilen, Carrie Jo Howard, Kurt Stenberg, Brandon Kuznia, Brandon Ignaszewski, Allison Harder.
Joe Melby Absent
ADMINISTRATION: Supt. Larry Guggisberg
OTHER ATTENDEES: Matthew Hammer from Ehlers, Laurie Stromsodt
3. Listening Session – Nothing to Report
4. Approval of Agenda
A motion was made by Carrie Jo Howard, seconded by Allison Harder to approve the agenda of the Special School Board Meeting as presented. Motion was unanimously carried.
5. Board Approval to purchase a School Bus with (Round II) Federal Covid Relief Funds
A motion was made by Carrie Jo Howard, seconded by Kurt Stenbert to utilize Elementary & Secondary School Emergency Relief (ESSER II) FUNDS to approve the purchase of a school bus from North Central Bus & Equipment via the MN State School Bus Cooperative Purchasing system in the amount of \$88,833.20.
6. MN Dept. of Education: COVID-19 back-to-school recommendations
7. Accept resignation of Food Service Staff member
A motion was made by Brandon Kuznia, seconded by Allison Harder to accept the resignation of Ms. Patty Wojciechowski effective August 2, 2021 as per smitted letter. Motion was unanimously carried.
8. Adoption of revised 2021-2022 estimated school budget.
A motion was made by Kurt Stenberg, seconded by Carrie Jo Howard to adopt the revised estimated budget for July 1, 2021 through June 30, 2022 (FY22) with the understanding the estimated budget may be amended at a later date. Motion was unanimously carried.
9. Board Discussion & Resolution towards Operating Referendum for a November 2, 2021 Special School Election.

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 2683
(GREENBUSH-MIDDLE RIVER)
STATE OF MINNESOTA

HELD: AUGUST 2, 2021

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 2683 (Greenbush-Middle River), State of Minnesota, was duly held in said school district on August 2, 2021, at 7:30 o'clock p.m.

The following members were present: Shane Kilen, Carrie Jo Howard,

Brandon Kuznia, Allison Harder, Brandon Ingnaszewski

and the following were absent: Joe Melby

Member Shane Kilen moved the adoption of the following Resolution:

**RESOLUTION RELATING TO RENEWING THE EXPIRING REFERENDUM REVENUE AUTHORIZATION OF THE
SCHOOL DISTRICT, APPROVING A NEW AUTHORIZATION, AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 2683, State of Minnesota, as follows:

1. (a) The Board hereby determines and declares that it is necessary and expedient for the school district to renew its existing referendum revenue authorization of \$506.05 per adjusted pupil unit which is scheduled to expire after taxes payable in 2021. 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 0.06119% of the referendum market value of the school district for taxes payable in 2022, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for six (6) 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.

(b) The Board hereby determines and declares that it is also necessary and expedient for the school district to increase its general education revenue by \$700 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 0.14257% of the referendum market value of the school district for taxes payable in 2022, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for six (6) 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 2 on the school district ballot at the special election held to approve said authorization. The passage of said School District Question 2 shall be contingent upon the approval of School District Question 1 as described above and herein.

2. The ballot questions specified above 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 o'clock a.m. and 8:00 o'clock p.m. **This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.**

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by the combined polling places, as previously established and designated by school board resolution adopted November 13, 2020, for elections held in 2021, 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 given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

5. 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 places on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling places 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 forty-five (45) 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.

6. 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.

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

[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 2683 (Greenbush-Middle River)

November 2, 2021

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 Renewal of Expiring Referendum Revenue Authorization

The board of Independent School District No. 2683 (Greenbush-Middle River) has proposed to renew the school district's existing referendum revenue authorization of \$506.05 per pupil which is scheduled to expire after taxes payable in 2021. The proposed referendum revenue authorization would be applicable for six years, beginning with taxes payable in 2022, 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. 2683 be approved?

☐

No

**BY VOTING "YES" ON THIS BALLOT QUESTION,
YOU ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**

School District Question 2
Approval of Additional School District
Referendum Revenue Authorization

The board of Independent School District No. 2683 (Greenbush-Middle River) has proposed to increase its general education revenue by \$700 per pupil. The proposed referendum revenue authorization would be applicable for six years unless otherwise revoked or reduced as provided by law.

☐

Yes

If School District Question 1 is approved, shall the increase in the revenue proposed by the board of Independent School District No. 2683 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 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.

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

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

10. 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 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.

11. 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. 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. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

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

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 Brandon Kuznia. On a roll call vote, the following voted in favor:
Shane Kilen, Carrie Jo Howard, Brandon Kuznia, Allison Harder, Brandon Ingnaszewski
and the following voted against: None
whereupon said resolution was declared duly passed and adopted.

10. Schedule date for School Board meeting which includes approval of Final 2021 Pay 2022 School Tax levy
A motion was made by Carrie Jo Howard, seconded by Allison Harder to approve the regular December 20, 2021 school board meeting to include School Taxes Payable in 2022. Motion was unanimously carried.

11. Adjourn
A motion was made by Carrie Jo Howard, seconded by Kurt Stenberg to ADJOURN the meeting. Motion was unanimously carried.