



**SAINT PETER SCHOOL BOARD
Special Board Meeting
Monday, August 9, 2021
Saint Peter Middle School-Media Center, 100 Lincoln
Dr. , SAINT PETER, MN 56082
6:30 PM**

- I. Call Meeting to Order**
- II. Consideration and Adoption of the Agenda**
- III. Pledge of Allegiance**
- IV. Approval of Resolution Calling for a General Election** **2**
- V. Close Meeting to Discuss Superintendent Evaluation for 2020-2021** **6**
- VI. Open Meeting**
- VII. Upcoming Meetings of the School Board** Negotiations Committee
Friday, August 13, 2021
7:00AM
SPMS-Conference Room A/B

- Regular Board Meeting
Monday, August 16, 2021
6:30PM
SPCC-Governor's Room
- VIII. Adjournment**



ADDENDUM

SPECIAL BOARD MEETING **Monday, August 9, 2021** **SPMS-Media Center** **6:30PM**

IV. Consider Approval of Resolution Calling for a General Election

Action: Requires a Resolution

Background: Pursuant to Minnesota law, the school board needs to pass a resolution calling for the election of school board members and setting the conditions for said election. As you will note, the purpose of the election is to elect three (3) school board members for a term of four (4) years each. The election is set for November 2, 2021. The resolution is enclosed.

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approval of the resolution calling for a general election.

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution.

2. The general election is hereby called and directed to be held on Tuesday, the 2rd day of November, 2021, 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 places and the precincts served by those polling places as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designed for said general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

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

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The same ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

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

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorizes conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration, and cost sharing.
6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, and instructions as may be necessary to accommodate an optical scan voting system.

**SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 508
SAINT PETER PUBLIC SCHOOLS
GENERAL ELECTION
NOVEMBER 2, 2021**

INSTRUCTIONS TO VOTERS

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



SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE

CANDIDATE U

- CANDIDATE V
 - CANDIDATE W
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

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 viable when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall 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.

Dated: August 10, 2021

Drew Dixon, Clerk



ADDENDUM

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VI. Superintendent Evaluation for 2020-2021

Action: None Required

Background: The 2020-2021 evaluation of the Superintendent has been completed. The School Board Chair will review the process and will share the evaluation results.

Presentation: Board Chair