

# OFFICIAL MINUTES

Chatfield Public Schools

Special School Board Meeting

Pursuant to due call and notice thereof, the special meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Wednesday, August 21, 2019 at 6:00 a.m. Roll call was taken with these members present: Jeffers, Isensee, Backer, McMahon, Tuohy, Priebe. Others Present: Ed Harris, Randy Paulson, Shane McBroom, Following the Pledge of Allegiance, the meeting was called to order at 6:00 a.m.

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## Discussion

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The Board met to consider the agreement/offer from HBC to purchase and lease back the fiber connection between the high school and the elementary school. This item was tabled at the August 7 regular meeting.

*Mr. Harris reviewed the offer by HBC to purchase and lease back to the District the fiber optic connection between the high school and elementary school for the price of \$55,000. The Board discussed the financial liabilities of maintaining ownership of the connection as there was not a locate wire included in the installation which has presented problems in the past with the connection being disturbed or cut. Additionally, rough terrain and shallow installation create heightened risk that expensive maintenance/repair issues are likely in the future. The proposal insures inexpensive, long-term service of District connectivity needs without the liability of ownership.*

The Board met to consider a resolution relating to increasing the general education revenue of the school district and calling an election thereon.

*Mr. Harris updated the Board on the present and projected budget situation which included a review of the \$400,000 budget reduction this past spring as well as \$95,000 in additional cost savings this summer due to strategic staffing decisions (cost effective replacements/non-replacements). He then reviewed the general outcomes of the recent community survey and offered a variety of scenarios relating to potential increases in the operating levy and future budget reductions for the Board's consideration. Board discussion followed including input from Principals Paulson and McBroom.*

*The Board concluded that based upon the results of the community survey and the projected budget deficit, an election this November to increase operating revenue should be pursued at a cost of less than \$375 per student with the possibility of further budget reductions (this will be discussed at a later date).*

*Board Member McMahon introduced a resolution (attached) calling for the revocation of the existing referendum revenue authorization of the School District and approving new authorizations can calling an election thereon. Board Member Tuohy seconded the motion. After discussion, a roll call vote was taken. All voted in favor (Jeffers, Isensee, Backer, McMahon, Tuohy, Priebe).*

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Adjournment

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Motion to adjourn by McMahon, seconded by Tuohy. Motion carried. Meeting adjourned at 7:35 am.

/s/

A handwritten signature in cursive script, appearing to read "Scott Backer", written over a horizontal line.

Scott Backer, Clerk

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 227  
(CHATFIELD PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 227 (Chatfield Public Schools), State of Minnesota, was held in said school district on August 21, 2019, at 6:00 o'clock a.m.

The following members were present: Jeffers, Isensee, Priebe, Backer, McMahon, Tuohy and the following were absent: None

Member McMahon introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM  
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT,  
APPROVING NEW AUTHORIZATIONS  
AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 227, State of Minnesota, as follows:

1. (a) The Board hereby determines and declares that it is necessary and expedient for the school district to revoke its existing referendum revenue authorization of \$476.00 per adjusted pupil unit and to replace that authorization with a new authorization of \$751.00 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 0.14993% 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 five (5) 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 necessary and expedient for the school district to increase its general education revenue by \$75 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

0.01823% 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 five (5) 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 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 not held on the day of a statewide election, is 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 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:

[Form of Ballot on Next Page]


# Special Election Ballot

## Independent School District No. 227 (Chatfield Public Schools)

November 5, 2019

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### Instructions to Voters:

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

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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.

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### School District Question 1 Revoking Existing Referendum Revenue Authorization; Approving New Authorization

The board of Independent School District No. 227 (Chatfield Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$476.00 per pupil and to replace that authorization with a new authorization of \$751.00 per pupil. The proposed referendum revenue authorization would be applicable for five years commencing with taxes payable in 2020, unless otherwise revoked or reduced as provided by law.

☐

**Yes**

Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of Independent School District No. 227 be approved?

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**No**

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

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

The board of Independent School District No. 227 (Chatfield Public Schools) has also proposed to increase its general education revenue by \$75 per pupil. The proposed referendum revenue authorization would be applicable for five years commencing with taxes payable in 2020, 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. 227 also be approved?

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**No**

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

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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 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.

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 Member Tuohy and upon vote being taken thereon the following voted in favor thereof:

Jeffers, Isensee, Priebe, Backer, McMahon, Tuohy

and the following voted against the same:

None

whereupon said resolution was declared duly passed and adopted.

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

COMBINED POLLING PLACE: Chatfield High School  
205 Union Street NE  
Chatfield, MN 55923

This combined polling place serves all territory in Independent School District No.227 located in the City of Chatfield, Carrolton Township, Chatfield Township, Fillmore Township, Fountain Township, Jordan Township, Pilot Mound Township, Sumner Township in Fillmore County, Minnesota; City of Chatfield, Eyota Township, Elmira Township, Marion Township, Orion Township, Pleasant Grove Township in Olmsted County, Minnesota and Saratoga Township in Winona County, Minnesota.

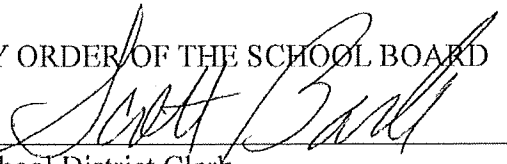
Any eligible voter residing in the school district may vote at said election at the combined polling place designated above for the precinct in which he or she resides. The polls for said election will be opened at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m., on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: August 21, 2019.

BY ORDER OF THE SCHOOL BOARD

/s/

  
School District Clerk

Independent School District No. 227  
(Chatfield Public Schools)  
State of Minnesota

STATE OF MINNESOTA     )  
  )SS  
COUNTY OF OLMSTED     )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 227 (Chatfield Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 21<sup>ST</sup> day of Aug., 2019.

  
Clerk