

**Board Meeting Minutes**  
**August 22, 2011**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a special school board meeting in the Middle/High School Media Center. The meeting was called to order by Chair Michelle Werner at 7:00 p.m. The school board members present were John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. Also present were Superintendent Bruce Thomas, Karen Schiltz, Dale Crozier, Steve and Darla Zahn, Brian Bauer, Cathy Klug, Joel Hesse, Brad Harguth, Janelle Field Rohrer, and Lindsey Meyer. Absent were Paul DeMorett, Connie Hesse and Nancy Runningen.

**APPROVAL OF AGENDA**

Moved by Spencer Yohe, seconded by Kelley McGraw to approve the agenda as amended to include a summary of the superintendent's evaluation. Motion carried by a unanimous vote.

**TOPICS TO BE ADDRESSED**

*Reciprocal Agreement between the State of Minnesota and State of Iowa School Districts*

Moved by Scott Longhorn, seconded by Kelley McGraw for the non-approval of the Reciprocal Agreement between the State of Minnesota and State of Iowa School Districts. Those voting in favor: John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, and Michelle Werner. Director Spencer Yohe abstained. Motion carried.

*Resignation*

Moved by Spencer Yohe, seconded by Jean Meyer to accept the resignation of Mary Serres as middle/high school cook effective immediately with thanks for her services. Motion carried by a unanimous vote.

*Change September Board Meeting Date*

Moved by Scott Longhorn, seconded by Jean Meyer to change the regular September school board meeting to Thursday, September 29, 2011, at 7:00 p.m. in the middle/high school media center. Motion carried by a unanimous vote.

*Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District, Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon*

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO RENEWING THE EXPIRING REFERENDUM REVENUE  
AUTHORIZATION OF THE SCHOOL DISTRICT,  
AUTHORIZING THE ISSUANCE OF SCHOOL BUILDING BONDS,  
AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 299, 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 the school district's existing referendum revenue authorization of \$725.96 per resident marginal cost pupil unit which will expire after taxes payable in 2012. As provided by law, the ballot question must abbreviate the term "per resident marginal cost 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 .15347% of the referendum market value of the school district for taxes payable in 2013, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for five (5) years, beginning with taxes payable in 2013, unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Ballot Question 1 on the school district ballot at the special election held to approve said authorization.

(b) The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$495,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for a phased program of acquisition and betterment of school sites and facilities, including acquisition and installation of instructional equipment, textbooks, transportation vehicles, supplies and improved technology systems. It is the intention of the school board that the principal and interest on any bonds issued pursuant to this authorization be repaid only from funds then on hand and available in the school district's debt redemption fund and that the bonds may be issued in one or more issues over a period not to exceed 10 years from the date of authorization by the voters. The question on the borrowing of funds for this purpose shall be School District Ballot Question 2 on the school district ballot at the special election held to authorize said borrowing.

2. The ballot questions specified above and herein 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 8, 2011, between the hours of 1:30 o'clock p.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 fifty-three (53) 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.

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 the 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 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.

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. 299 (CALEDONIA AREA PUBLIC SCHOOLS)

NOVEMBER 8, 2011

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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 BALLOT QUESTION 1 RENEWAL OF EXPIRING REFERENDUM REVENUE AUTHORIZATION

The board of Independent School District No. 299 (Caledonia Area Public Schools) has proposed to renew the school district's existing referendum revenue authorization of \$725.96 per pupil which is scheduled to expire after taxes payable in 2012. The proposed referendum revenue authorization

would be applicable for five years, beginning with taxes payable in 2013, 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. 299 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.**

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**SCHOOL DISTRICT BALLOT QUESTION 2  
APPROVAL OF SCHOOL DISTRICT BOND ISSUE**

YES

Shall the board of Independent School District No. 299 (Caledonia Area Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$495,000 to provide funds for a phased program of acquisition and betterment of school sites and facilities, including acquisition and installation of instructional equipment, textbooks, transportation vehicles, supplies and improved technology systems, with said bonds to be repaid from funds on hand and available in the debt redemption fund of the school district?

NO

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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.

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 of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

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.127 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 school district staff trained as election judges. 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 8, 2011 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.

The motion for the adoption of the foregoing resolution was duly seconded by Melissa Marschall and upon vote being taken thereon the following voted in favor thereof: John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

#### Summary of the Superintendent's Evaluation

The Caledonia School Board met in a closed session on Monday, August 15, 2011, to discuss the evaluation of Superintendent Bruce Thomas. A summary of that evaluation follows. The Board felt that Mr. Thomas has performed his job as superintendent very well. We believe he is listening to concerns from members of the district and is dealing with issues in the school district in a positive manner. Mr. Thomas has strong leadership skills and initiative which have served the district well this past year. The overall perception is that Mr. Thomas has done a fine job managing our district in 2010-2011.

#### ADJOURNMENT

Moved by Jean Meyer, seconded by Spencer Yohe to adjourn the meeting at 8:04 p.m.  
Motion carried by a unanimous vote.

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Jean Meyer, Clerk