

INDEPENDENT SCHOOL DISTRICT 659
SPECIAL SCHOOL BOARD MEETING
Monday, July 24, 2017, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Establishing Combined Polling Places for Certain Multiple Precincts and Designating Hours During Which Each Polling Place Will Remain Open for Voting For School District Elections Not Held On The Day Of A Statewide Election.
 2. Resolution Relating to Revoking the Existing Referendum Revenue Authorization of the School District and Approving a New Authorization, Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon.
- IV. Future Meetings

Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- V. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, July 24, 2017, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the July 24, 2017, Special School Board Meeting

I. Call to Order

II. Agenda Changes / Table File

III. Superintendent's Report.

A. Items for Individual Action

1. Resolution Establishing Combined Polling Places For Certain Multiple Precincts And Designating Hours During Which Each Polling Place Will Remain Open For Voting For School District Elections Not Held On The Day Of A Statewide Election.

The Board is asked to adopt the attached Resolution establishing new combined polling places for School District elections not held on the date of a statewide election for residents of the school district who live in the townships.

Since the City of Northfield will also be holding a Special Election on November 7, 2017, to elect a new at-large council member, the residents of the City of Northfield will vote at their regular city polling places for the School District's Special Election.

Superintendent's Recommendation: Motion to adopt the Resolution Establishing Combined Polling Places For Certain Multiple Precincts And Designating Hours During Which Each Polling Place Will Remain Open For Voting For School District Elections Not Held On The Day Of A Statewide Election.

2. Resolution Relating To Revoking The Existing Referendum Revenue Authorization Of The School District And Approving A New Authorization, Authorizing the Issuance of School Building Bonds, And Calling An Election Thereon.

The Board is asked to adopt the attached Resolution regarding the Special Election to be held on November 7, 2017. The adoption of this resolution is necessary to formally establish this year's referendum levy election process. Adoption of this resolution will meet the requirements necessary to comply with the election process for a special election.

Superintendent's Recommendation: Motion to adopt the Resolution Relating To Revoking The Existing Referendum Revenue Authorization Of The School District And Approving A New Authorization, Authorizing the Issuance of School Building Bonds, And Calling An Election Thereon.

IV. Future Meetings

Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

V. Adjournment

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JULY 24, 2017

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was duly held in said district on the 24th day of July, 2017, at 7:00 o'clock p.m., for the purpose in part, of establishing combined polling places for school district elections not held on the day of a statewide election.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR CERTAIN
MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE
POLLING PLACE WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT
ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 659, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election during calendar year 2017:

COMBINED POLLING PLACE: Greenvale Town Hall
31800 Guam Avenue
Northfield, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Castle Rock Township; Eureka Township; Greenvale Township; Sciota Township; and Waterford Township; Dakota County, Minnesota.

COMBINED POLLING PLACE: Bridgewater Town Hall
500 Railway St S
Dundas, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Bridgewater Township; Cannon City Township, the City of Dundas, Northfield Township; the City of Dennison; all in Rice County; and Warsaw Township and the City of Dennison; Goodhue County, Minnesota.

COMBINED POLLING PLACE: Webster Town Hall
4175 Delano Avenue
Webster, Minnesota

This combined polling place serves all territory in Independent School District No. 659 located in Webster Township P-1; Webster Township P-2; Erin Township; and Forest Township; Rice County, Minnesota.

CITY OF NORTHFIELD VOTERS: For those school district voters residing in the City of Northfield, the school district's November 7, 2017 special election will be held in conjunction with the special election to fill a vacancy in the office of at-large council member in that city and those voters will vote at their regular city polling places for that election. If the district wishes to adopt combined polling places for the City of Northfield precincts for elections held in 2018, that will have to be included in its resolution establishing combined polling places for calendar year 2018.

3. Pursuant to Minnesota Statutes, Section 205A.09, the combined polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditor of Rice, Dakota and Goodhue Counties within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as

undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF RICE)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 659 (Northfield Public Schools), Rice, Dakota and Goodhue Counties, 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 district duly called and held on the date therein indicated, so far as such minutes relate to the establishment of combined polling places 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 ____ day of July, 2017.

Clerk

CERTIFICATION OF MINUTES RELATING
TO
SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
NORTHFIELD, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A special meeting held July 24, 2017, at 7:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND APPROVING A
NEW AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL
BUILDING BONDS, AND CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of July, 2017.

School District Clerk

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 659
(NORTHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was held in said school district on July 24, 2017, at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution
and moved its adoption:

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND APPROVING A
NEW AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL
BUILDING BONDS, AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 659, 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 \$1,497.17 per adjusted pupil unit and to replace that authorization with a new authorization of \$1,967.32 per adjust 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 0.35892% of the referendum market value of the school district for taxes payable in 2018, the first year it is to be levied. The school district's actual referendum revenue authorization for any year shall not exceed the statutory maximum for that year. The proposed referendum revenue authorization would increase each year by the state-determined rate of inflation and be applicable for ten (10) years, beginning with taxes payable in 2018, unless otherwise revoked or reduced as provided by law. For this purpose, the state determined rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subdivision 2, paragraph (b). 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.

If the new referendum revenue authorization is approved by the voters of the school district, the existing \$1,497.17 per adjusted pupil unit shall be revoked effective for taxes payable in 2018.

(b) The board also finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$109,000,000 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 the acquisition and betterment of school sites and facilities, including the construction and equipping of a new high school facility and the demolition of the current facility; the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary school sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center. The question on the borrowing of funds for these purposes shall be School District Question 2 on the school district ballot at the special election held to authorize said borrowing. The passage of said School District Question 2 shall be contingent on the passage of School District Question 1 as described above and herein.

The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the Board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 2 above shall be contingent on the receipt of a positive Review and Comment from the Commissioner on the projects included in that question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in Paragraph 2 of this resolution.

The school board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

2. The ballot questions of the school district 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 7, 2017, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This election shall be conducted in conjunction with the City of Northfield's special election held to fill a vacancy in the office of an at-large council member.

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 designated for this special election. However, because of the City of Northfield special election to be held on November 7, 2017, school district voters who reside in that city will vote at their regular city polling places.

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 each 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 each 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. 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 municipal officials regarding preparation and distribution of ballots, election administration and cost sharing.

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 is on the following page]

Special Election Ballot

Independent School District No. 659 (Northfield Public Schools)

November 7, 2017

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 Revoking Existing Referendum Revenue Authorization; Approving New Authorization

The board of Independent School District No. 659 (Northfield Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$1,497.17 per pupil and to replace that authorization with a new authorization of \$1,967.32 per pupil. The school district's actual referendum revenue authorization for any year shall not exceed the statutory maximum for that year. The proposed new referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years, beginning with taxes payable in 2018, 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

No

Independent School District No. 659 be approved?

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

School District Question 2
Approval of School District Bond Issue

Yes

No

If School District Question 1 is approved, shall the board of Independent School District No. 659 (Northfield Public Schools) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$109,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new high school facility and the demolition of the current facility; the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary school sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center?

**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 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 places during the November 7, 2017 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 _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.