

**FERTILE-BELTRAMI PUBLIC SCHOOL**  
Independent School District #599  
**REGULAR BOARD OF EDUCATION MEETING**  
**8:01 p.m., August 9, 2016**  
Fertile-Beltrami School Conference Room

The Board of Education of Independent School District #599 met in regular session at 8:01 p.m., Tuesday August 9, 2016. The following were present: Matt Erickson, Nathan Stuhaug, Garth Kaste, Greg Bjerk, Joel Stola, Dennis Hanson, Bookkeeper Donna Genereux, Principal Messick Dean Asmundson, and Superintendent Clarke.

Visitors: Jason Allrich, Wendy Clark, Shawnn Balstad.

Chairman Kaste called the meeting to order at 8:01 p.m.

Hanson moved, Erickson seconded to approve the minutes of the Regular Meeting, July 12, 2016. UC

Stola moved, Stuhaug seconded to approve the agenda as presented/amended. UC

The following made public comments: none

Cash balances for July were reviewed.

Stuhaug moved, Bjerk seconded to approve payment of the August bills in the amount of \$203,032.87 for checks 58384-58464 and 2575-2596. UC

Dean/AD Asmundson reported on the following: Region 8A mtg, CPI Refresher training for staff, Sports Calendar updates, Athlete/Parent Mtg.

Principal Messick reported on the following: Principal's Academy, focus on professional development, September 1 Open House- 6:00-8:00 p.m, FB Student Achievement results.

Superintendent Clarke reported on the following: GVTEL Streaming, Scoreboard at Fairgrounds, completion of Video Camera installation on busses, Food transfer.

Stuhaug moved, Erickson seconded to approve Notices of Assignment for the following people: Paras: Stella Jagol, Lucy Fuglseth, Jean Kollin, Andrea Gunufson, Joni Page, Lori Sannes, Dione Rasmussen, Denise Ingberg, Tammy Lenz, Bonnie Meine, Colleen Berhow, Liz Ystenes, Jill Peltier, Lisa Orre; Kitchen: Jodi Petry, Donna Mosher, Missy Mosher; Custodial: Robin Kargel, Transportation: Darin Narum, Steve Benbo, Carsten Hovland, Jerry Orre, Philip Swenson, Danny Larson, Shane Fuglseth; Nurse: Kari Bolstad. UC

Stola moved, Hanson seconded to approve Notices of Assignment for the following people: Chad Hitchen – Assistant Football, Volleyball, Lisa Orre – Jr. High Volleyball, Heidi Larson – One Act, Prom, Tammy Hemmah—Fall (Sr. High) Play and Spring (Junior High) Play, Denise Ingberg – TAP, Lisa Enget-FB Cheerleading.

The following bread and milk bids were received:

**Bread Bids:**

Bimbo Bakeries USA

Wheat Bread	\$1.44	White Bread	\$1.45
Hamburger Buns	\$4.40(30ct)	Garlic Bread	\$NA
Dinner Rolls	\$1.65/(16 ct)	Hot Dog Buns	\$1.61 (12ct)
Multi-Grain Bread	\$NA	Multi-Grain Buns	\$NA

**Milk Bids:**

Westside Dairy

Skim Milk	.22
1%	.22
Chocolate	.24

Hanson moved, Stuhaug seconded to accept the bid of Earthgrains Bakery for bread products for the 2016-17 school year, and the bid of Westside Dairy for milk products for the 2016-17 school year. UC

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.599, State of Minnesota as follows:

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

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, 2016.

3. Even Year: Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state 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. 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 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 two sample ballots to be posted in each polling place on election day. The sample 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 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 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.

## GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 599  
Fertile-Beltrami

NOVEMBER 8, 2016

### INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(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 visible 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, if requested by the election official, 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. Odd Year: The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general 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.

10. Odd Year: 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 general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. Odd Year: 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.

12. Odd Year: The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

Polling Place	Election Judges
	Head Election Judge - _____
	_____
	_____

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 general election must be canvassed between the third and the tenth day following the general election.

Even Year: The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

The motion for the adoption of the foregoing resolution was moved by Erickson, and duly seconded by Stola and upon vote being taken thereon the following voted in favor thereof: Erickson, Bjerck, Stuhaug, Hanson, Stola, Kaste.

And the following voted against the same: none

Whereupon said resolution was declared duly passed and adopted.

Hanson moved, Bjerck seconded to approve the teacher handbook, elementary handbook, high school handbook, and the Crisis Management Plan, addendum to policy 806 Crisis Management Policy . UC

Stola moved, Stuhaug seconded to transfer funds from the General Fund to resolve negative balances in Food Service (\$-38,852.62). UC

Second Reading for Mandatory Policies; 102, 214, 401, 402, 406, 410, 413, 417, 418, 419, 501, 502, 506, 516, 521, 522, 532, 601, 603, 612, 616, 721. These policies are required to meet state or federal law. Changes/revisions reflect statutory language. Changes are adopted after third reading.

Stuhaug moved, Erickson seconded to approve the quote from SCR, \$9,445 for concession stand stainless steel cabinets. UC

Stuhaug moved, Stola seconded to approve the quote from Alpine Door, \$2,575 for concession stand doors. UC

Erickson moved, Stuhaug seconded to approve up to 2- \$20 stipends for streaming varsity school events. UC

Discussion: need for Informational meeting on student achievement results.

The next regular meeting is scheduled for 8:00 p.m., September 13, 2016.

Chairman Kaste adjourned the meeting at 8:52 p.m.

\_\_\_\_\_ Chairman \_\_\_\_\_ Clerk

