

**FERTILE-BELTRAMI PUBLIC SCHOOL**  
 Independent School District #599  
**REGULAR BOARD OF EDUCATION MEETING**  
**8:00 p.m., June 14, 2022**  
 Fertile-Beltrami School Board Conference Rm

The Board of Education of Independent School District #599 met in regular session at 8:00 p.m., Tuesday, June 14, 2022. The following were present: Matt Erickson, Nathan Stuhaug, Paul Stromstad, Kylie Strem, Nathan Rasch, Ryan Opdahl, Jessica Vanderplaats, and Superintendent Clarke.

Visitors: Tim Sykes, Heidi Benson.

Chairman Erickson called the meeting to order at 8:00 p.m.

Stuhaug moved, Strem seconded to approve the minutes of the Regular Meeting, May 10, 2022, and Facilities Committee Meeting, May 20, 2022. UC

Rasch moved, Opdahl seconded to approve the agenda as presented/amended. UC

The following made public comments: none.

Cash balances for May were reviewed.

Rasch moved, Opdahl seconded to approve payment of the June bills in the amount of \$353,876.11 for checks 66184-66300 (\$176,245.27) and wires (\$177,630.84). UC

Teacher Reports: QComp

Dean of students/AD reported on the following: handout provided.

Principal Messick reported on the following: handout provided.

Superintendent Clarke reported on the following: referendum renewal, June preliminary budget highlights, ESSER III funding status, TRA employer increase, MN Math Standards comment period, Cyber training.

Opdahl moved, Stromstad seconded to adopt the following budget for the 2022-2023 school year. UC

General Fund	Revenue	Expenditure	Fund Balance
unappropriated	\$6,088,332.00	\$6,101,923.00	\$2,736,175
safe schools		\$0.00	\$0
Operating Capital	\$125,811.00	\$232,157.00	\$14,219
LTFM	\$0.00	\$2964.00	\$(5,928.00)
Assigned for Construction		\$0.00	\$149,660
Bond Proceeds			\$93,895.00
Food Service	\$246,550.00	\$316,362.00	\$(49,789)
Community Ed	\$82,667.00	\$78,531.00	\$42,184.00
Debt Redemption	\$572,839.00	\$573,000.00	\$86,193

	160	\$0.00	\$0.00	\$0.00
	161	\$0.00	\$0.00	\$0.00
Total		\$7,116,199.00	\$7,304,937.00	\$3,066,609.00

Stuhaug moved, Rasch seconded to approve the non-certified staff pay schedule. UC

Rasch moved, Stromstad seconded to authorize at-will contracts of employment for Tina Holtman, Robin Kargel, Josh Gudvangen, Jennifer Stene, Luan Larsen, Alley Engelstad, Rochelle Choate, and Jessica Vanderplaats. UC  
(11/12 month employees)

Opdahl moved, Stromstad seconded to approve a notice of assignment for Chad Hitchen- Dean of Students/AD. UC

Stromstad moved, Stuhaug seconded to approve notice of assignment for Nelson-FB, Larson-FB, Steffes-FB, Zimmel-FB, Stene-FB, Sollie-VB, Coauette-VB, Gronner-VB, Sorenson-VB, Orre-VB, Heidi Mitzel-Yearbook, Chad Hitchen-AD. UC

Stuhaug moved, Rasch seconded to approve contract Title I Services for Jessica Moland- Title I. UC

Strem moved, Opdahl seconded to adopt policy 701a Admissions, Fees, Charges, Misc. Pay. UC  
(member Rasch abstained).

Stromstad moved, Stuhaug seconded to approve insurance renewal thru Vaaler Insurance in the amount of \$84,984.81 (EMC, Inc.). UC

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 599 (Fertile-Beltrami), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on June 14, 2022, at 8:00 p.m., held in the Fertile-Beltrami School Library.

Members present: Erickson, Strem, Stromstad, Opdahl, Rasch, Stuhaug

Members absent: Swenby

Documents Attached: Minutes of said meeting (including):

RESOLUTION DETERMINING THE NECESSITY OF RENEWING THE EXPIRING REFERENDUM REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation 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; 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 \_14\_<sup>th</sup> day of June 2022.

KylieStrem \_\_\_\_\_  
School District Clerk

Member Stuhaug introduced the following resolution and moved its adoption, which motion was seconded by Member Rasch:

RESOLUTION DETERMINING THE NECESSITY OF RENEWING  
THE EXPIRING REFERENDUM REVENUE AUTHORIZATION OF  
THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION  
THEREON

BE IT RESOLVED by the School Board (“Board”) of Independent School District No. 599 (Fertile-Beltrami), Minnesota (the “District”) as follows:

1. The Board has investigated the facts and does hereby find and determine that it is necessary and expedient that the School District increase its general education revenue authorized by Minnesota Statutes, Section 126C.10.

2. Minnesota Statutes, Section 126C.17 authorizes the School District to increase its general education revenue in an amount approved by the voters of the district at a referendum called for such purpose.

3. The Board previously approved a property tax referendum of \$491.74 per pupil, which referendum revenue authorization is scheduled to expire after taxes payable in 2023.

4. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient for the School District to renew the School District’s existing property tax referendum of \$491.74 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The proposed referendum revenue authorization would be applicable for ten (10) years, beginning with taxes payable in 2024, 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 a special election to be held to approve said authorization.

5. The ballot question 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 in conjunction with the state general election on Tuesday, November 8, 2022.

6. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election 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 voting hours at those polling places shall be the same as those for the state general election.

7. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) 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 the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) 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 at the polling places on

election day (note - the sample ballot shall not be printed on the same color paper as the official ballot); (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election. The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 599  
(FERTILE-BELTRAMI), MINNESOTA**

**NOTICE IS HEREBY GIVEN** that a special election has been called and will be held in and for Independent School District No. 599 (Fertile-Beltrami), Minnesota (the “School District”), on Tuesday, November 8, 2022, for the purpose of voting on the following question:

**SCHOOL DISTRICT BALLOT QUESTION 1  
RENEWAL OF EXPIRING REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 599 (Fertile-Beltrami), Minnesota, has proposed to renew the school district’s existing property tax referendum revenue authorization of \$491.74 per pupil which is scheduled to expire after taxes payable in 2023. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and would be applicable for ten (10) years, beginning with taxes payable in 2024, unless otherwise revoked or reduced as provided by law.

Shall the renewal of the expiring property tax referendum proposed by the Board of Independent School District No. 599 (Fertile-Beltrami) be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING TO  
EXTEND AN EXISTING PROPERTY TAX REFERENDUM THAT IS  
SCHEDULED TO EXPIRE.**

**PASSAGE OF THIS REFERENDUM EXTENDS AN EXISTING OPERATING  
REFERENDUM AT THE SAME AMOUNT PER PUPIL AS IN THE PREVIOUS  
YEAR.**

Approval of Ballot Question 1 will result in the levy of a property tax at an estimated referendum revenue rate of \_\_\_\_\_% on the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and postsecondary student housing.

The projected annual dollar increases for typical residential homesteads, agricultural homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the tables below are based on taxes for the proposed referendum revenue levy only, and do not include taxes for other purposes.

	Estimated Market Value	Expiring Authority	Renew Authority	Annual Change	Monthly Change
<b>Homestead Residential Property</b>	100,000	(99.83)	99.83	0.00	0.00
	120,000	(119.80)	119.80	0.00	0.00
	200,000	(199.66)	199.66	0.00	0.00
<b>Commercial / Industrial</b>	100,000	(99.83)	99.83	0.00	0.00
	120,000	(119.80)	119.80	0.00	0.00
	200,000	(199.66)	199.66	0.00	0.00
<b>Apartments</b>	100,000	(99.83)	99.83	0.00	0.00
	120,000	(119.80)	119.80	0.00	0.00
	200,000	(199.66)	199.66	0.00	0.00
<b>Ag Dwelling Value of HSTD (house, garage and 1 acre)</b>	100,000	(99.83)	99.83	0.00	0.00
	120,000	(119.80)	119.80	0.00	0.00
	200,000	(199.66)	199.66	0.00	0.00

*\* - Seasonal rec and land beyond dwelling value (home, garage and one acre) are exempt from RMV tax (voter approved operating referendum)*

The precincts and polling places and voting hours at those polling places for this special election shall be the same as those for the state general election.

Any eligible voter residing in the School District may vote at said election at the polling place designated for the precinct in which they reside.

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: 6/14/2022

BY ORDER OF THE SCHOOL BOARD

/s/ Kylie Strem, Clerk

8. 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 forty-five (45) 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.

9. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted in conspicuous locations at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election.

10. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. 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 any election 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration and costs sharing.

11. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be 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 and with such other changes as may be approved by the Superintendent of the School District:


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**SPECIAL ELECTION BALLOT**

**SCHOOL DISTRICT BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 599  
(FERTILE-BELTRAMI), MINNESOTA**

**November 8, 2022**

**Instructions to Voters**

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

**SCHOOL DISTRICT BALLOT QUESTION 1  
RENEWAL OF EXPIRING REFERENDUM REVENUE AUTHORIZATION**

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- YES      Shall the renewal of the expiring property tax referendum proposed by the Board of Independent School District No. 599 (Fertile-Beltrami) 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.**

(Reverse side of ballot)

OFFICIAL BALLOT

November 8, 2022

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Judge

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Judge

(The ballot is to be initialed by two judges)

12. 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 in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, 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.

13. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

14. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District’s official newspaper at least two (2) days before the test, and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

15. If applicable, the Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

16. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District’s official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election, or once the week preceding the election if the newspaper is a weekly.

17. 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 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.

18. If applicable, the clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places during the 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.

19. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

20. Pursuant to Minnesota Statutes, Section 126C.17 Subdivision 9(e) and Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide in writing of the certified vote totals for the ballot questions within fifteen (15) days after the results have been certified by the Board.

21. Pursuant to Minnesota Statutes, Section 211A.02, subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof: Erickson, Stuhaug, Rasch, Strem, Stromstad, Opdahl

and the following voted against the same: none

whereupon the resolution was declared duly passed and adopted.

Strem moved, Rasch seconded to approve listing mod house and greenhouse for bids. UC

Discussion was held: Ag teacher position and Bus purchase surcharge.

The next regular meeting is scheduled for 8:00 p.m., July 12, 2022; an Informational Meeting is scheduled for 8:00 p.m., June 28, 2022.

Chairman Erickson adjourned the meeting at 8:58 p.m. UC

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