

SCHOOL BOARD SPECIAL MEETING MINUTES

Crookston Public Schools

Independent School District #593

Monday, November 14, 2022 – 7:00 a.m.

District Office Conference Room

1. **CALL TO ORDER:**

The meeting was called to order by Chairperson Frank Fee at 7:00 a.m.

Members present: Patty Dillabough, Tim Dufault, Frank Fee, Mike Theis, Adrienne Winger

2. **MAIN AGENDA:**

2.1 **Resolution Canvassing Returns of Votes:** Member Mike Theis introduced the following resolution and moved its adoption:

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No.593, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 8, 2022, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 3,435 voters listed at the Polk County and Red Lake County Courthouses in Independent School District No. 593 voted at said election on the election of (three) school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Tim Dufault	1,902
Patty Dillabough	1,521
Marcia Meine	1,182
Marianne Isaacs	1,020
Mary Gosse	1,016
Write In	55

3. Candidate Tim Dufault, Candidate Patty Dillabough, and Candidate Marcia Meine, having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2023.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

The motion for the adoption of the foregoing resolution was duly seconded by Member Patty Dillabough and upon vote being taken thereon, the following voted in favor thereof: Members Dillabough, Dufault, Fee, Theis and Winger; and the following voted against: none, whereupon said resolution was declared duly passed and adopted.

Board Clerk: _____


Adrienne Winger

- 2.2 **Resolution Authorizing Issuance of Certificates of Election:** Member Mike Theis introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2022.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No.593, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No.593 to the following candidates:
 - a. Dave Davidson
 - b. Patty Dillabough
 - c. Marcia Meine

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

The motion for the adoption of the foregoing resolution was duly seconded by Member Tim Dufault and upon vote being taken thereon, the following voted in favor thereof: Members Dillabough, Dufault, Fee, Theis and Winger; and the following voted against: none, whereupon said resolution was declared duly passed and adopted.

2.3. **Resolution Relating to Determining the Necessity of Issuing General Obligation Bonds and Calling a Special Election Thereon:**

Member Adrienne Winger introduced the following resolution and moved its adoption, which motion was seconded by Member Patty Dillabough:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

Board Clerk:



Adrienne Winger

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 593 (Crookston), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation school building bonds of the School District in an aggregate amount not to exceed \$4,965,000 (the Bonds) for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multiuse facility, pursuant to Minnesota Statutes, Chapter 475.


2. The projects described in paragraph 1 has been submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. The actions of the School District's administration in applying to the Minnesota Department 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 directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's favorable Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, February 14, 2023, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, is hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor 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 before the date of the special election; (c) sent by nonforwardable mail to every affected household in the School District with at least one registered voter at least fourteen (14) days before the date of the special election; (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 before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

Board Clerk:


Adrienne Winger

NOTICE OF SPECIAL ELECTION

INDEPENDENT SCHOOL DISTRICT NO. 593
(CROOKSTON), MINNESOTA

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 593 (Crookston), Minnesota, on February 14, 2023, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

School District Question
Approval of School Building Bonds

Shall the board of Independent School District No. 593 (Crookston), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,965,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multiuse facility?

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

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

St. Paul's Lutheran Church
1214 University Avenue
Crookston, Minnesota 56716

Precincts Served:

All District precincts

All qualified electors residing in the School District may cast their ballots at the polling place designated above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on election day.

Dated: November 14, 2022.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

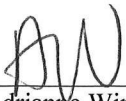
6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical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

7. The Clerk is authorized and directed to cause a printed ballot for the question 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

Board Clerk: _____



Adrienne Winger

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:

Board Clerk: 
Adrienne Winger

**Special Election Ballot
School District Ballot
Independent School District No. 593
(Crookston), Minnesota
February 14, 2023**

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" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question
School Building Bonds**

- YES Shall the board of Independent School District No. 593 (Crookston), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,965,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multiuse facility?
- NO

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

(Reverse side of ballot)

OFFICIAL BALLOT

February 14, 2023

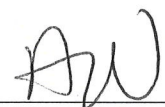
Judge

Judge

(The ballot is to be initialed by two judges)

8. 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.

Board Clerk: _____


Adrienne Winger

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. 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 on the day of a statewide election 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.

11. 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.

12. 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.

13. 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.

14. 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, February 17, 2023, and the tenth day, February 24, 2023, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, 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 the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

16. 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

Board Clerk: 
Adrienne Winger

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: Members Dillabough, Dufault, Fee, Theis and Winger

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

- 2.4 **Accept Resignation Letter from School Board Adrienne Winger:** A motion was made by Member Theis and seconded by Member Fee to accept the resignation letter from School Board Member Adrienne Winger, effective November 15, 2022 due to her teaching with the District full-time for the school year. (letter on file in D.O.)

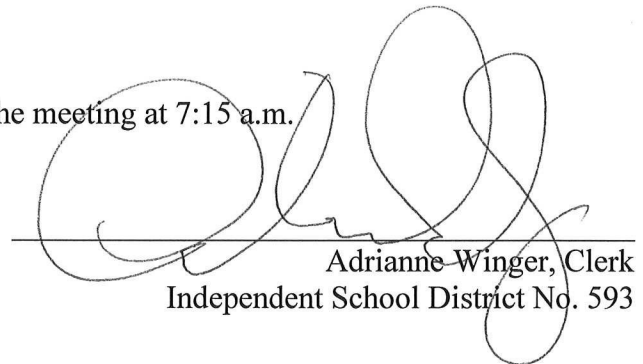
All members voted aye. Motion was approved.

- 2.5 **Appoint School Board Clerk to replace Adrienne Winger for the remainder of the term:** Chair Frank Fee opened the floor for nominations for Interim School Board Clerk to replace the remainder of Adrienne Winger's term. Member Dufault nominated Member Patty Dillabough for the Clerk position; Member Frank Fee nominated Member Mike Theis for the Clerk position. No other nominations were made and a roll call vote was taken. Member Theis received two votes, Member Dillabough received one vote. Members Theis and Dillabough did not vote. A motion was made by member Fee and seconded by Member Winger to appoint Member Mike Theis to fill the remainder of the term of the School Board Clerk position for 2022.

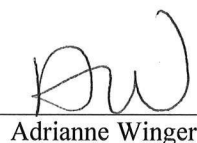
All members voted aye. Motion was approved.

3. **ADJOURNMENT:**

Acting Chairperson Dufault adjourned the meeting at 7:15 a.m.


Adrienne Winger, Clerk
Independent School District No. 593

Board Clerk:


Adrienne Winger