

## SPECIAL BOARD MEETING

AUGUST 22, 2022

MEMBERS PRESENT: Steve Boser, Eric Hanneken, Matt Hoheisel, Rick Sczublewski, Marvin Thomas, Ashley Toops, and Superintendent Weber.

The special meeting of the Board of Education of Independent School District No. 484 was held on Monday, August 22, 2022, in the District Office conference room. The meeting was called to order at 7:01 AM by Chair Matt Hoheisel.

Motion by Sczublewski; seconded by Thomas and was carried unanimously to approve the following agenda as presented without changes.

Motion by Boser; seconded by Sczublewski and was carried unanimously to approve the consent agenda as presented:

### Personnel

- Approve the employment of Colleen Pittman, Elementary Paraprofessional beginning the 2022-23 school year, pending a criminal background check.
- Approve the special leave of absence request of Linda Geisenhoff beginning September 9<sup>th</sup> through October 1, 2022.
- Accept the resignation of Brenda Gotvald, Elementary Paraprofessional effective August 17, 2022.
- Accept the resignation of Mary Jansen, High School Paraprofessional effective August 18, 2022.
- Approve the re-assignment of duties for Brandi Saehr from Elementary Paraprofessional to High School Kitchen Assistant beginning the 2022-23 school year.

Member Hoheisel moved the adoption of the following Resolution:

### **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. 484, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

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. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8<sup>th</sup> day of November, 2022.

3. 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. 484  
Pierz Public Schools

November 8, 2022

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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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**School Board Member  
Vote for Up to Three**

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☐ Matthew J. Hoheisel

☐ Marvin E. Thomas

☐ Wes Young

☐ \_\_\_\_\_  
write-in, if any

☐ \_\_\_\_\_  
write-in, if any

☐ \_\_\_\_\_  
write-in, if any

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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.

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. 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.

9. 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 Hanneken and upon vote being taken thereon, the following voted in favor thereof: Toops, Sczublewski, Boser, Hanneken, Thomas, Hoheisel;

and the following voted against the same: none; and the following abstained none.

Whereupon the Resolution was declared passed and adopted.

Adopted this 22<sup>nd</sup> day of August, 2022.

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Steve Boser, School Board Clerk

Covid-19 protocols were reviewed and discussed.

Motion by Sczublewski; seconded by Thomas and was carried unanimously to adjourn the meeting at 8:56 AM.

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Matthew J. Hoheisel, Board Chair

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Steve Boser, Board Clerk