

**DRAFT MINUTES**  
**Columbia Heights Public Schools**

**REGULAR SCHOOL BOARD MEETING**  
**August 13, 2014**

Chair Bardell called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

Clerk Lee called roll.

Members present: Mr. Bardell, Ms. Lee, Mr. Landwehr, Ms. Palmer, Ms. Meyer, Mr. Larkin and Superintendent Kelly

Members absent: None

**AGENDA APPROVAL/ADJUSTMENTS, ANNOUNCEMENTS, CORRESPONDENCE**

**A. Approval of Agenda** – Motion by Palmer, seconded by Larkin, to approve the agenda. Motion carried.

**B. Announcements**

- Aug. 19, Tue. 6:00 p.m. School Board Work Session, Community Room
- Aug. 26, Tue. 7:00 p.m. Regular School Board Meeting, Community Room
- Sept. 1, Mon. District Office Closed
- Sept. 2, Tues. Frist Day of School for Students
- Sept. 9, Wed. 7:00 p.m. Regular School Board Meeting, Community Room

**C. Correspondence** – None

**COMMUNICATION TO THE BOARD** – none

**CONSENT AGENDA**

Motion by Lee, seconded by Larkin, to approve the action required for implementation of the items on the consent agenda. Approve minutes of the June 10 and 24 Regular School Board meetings and the May 2014 Treasurers Report. Approve the employment of the following: **Licensed:** Beth Mattsson: Change to Gr 4 Teacher, NP; Morgan Love: Change to Gr 4 Teacher, NP; Caitlin Lehner: Change to Gr 2 Teacher, VV; Nicole Herje: Change to Social Worker, HL; Carly Schomaker: Change to Gr 1 Teacher, HL; Bob Beyerl: Change to Intervention Specialist, VV; Steve Rosas: Change to Intervention Specialist, VV; Rhonda Lajko: Change to Intervention Specialist, NP; Troy Sagdalen: Change to Peer Reviewer (6-12), CHHS/CA; Kathy Brandt: Change to Speech Clinician, District Wide; Megan Bellos: Change to Special Education Teacher (ASD/LD), HL; Gail Harris: Change to Media Specialist, CA/CHHS; Julie Fowler: Change to Art Teacher, CA; Debra Henry: Change to Special Education Teacher (LD/Setting III), CA; Ryan Palmer: Change to Band/Music Teacher, CA/CHHS; Angela Jacobson: Change to School Psychologist, CHHS/HL; Karen Hamann: Change to School Psychologist, VV/NP/ECSE; Nicole Rubis Aakre: Change to Band Teacher, CA/NP; Melanie Kennedy: Change to Science/AVID Teacher, CHHS; Dianne Westberg: Change to Speech Clinician, District Wide; Michelle Douglas: Change to English Teacher/AVID Teacher/AVID Coordinator, CHHS; Regina Skoy: Change to Gr 5 Teacher, HL; Jean Richards: Change to Speech Clinician, District Wide; Wilbur Hill: Change to Gr 2 Teacher, VV; Erin Bowman: Change to Spanish Teacher, VV; Maria Roth: Change to Gr 4 Teacher, NP; Leah Price: Change to Gr 5 Teacher, NP; Coleman Nemerov: Change to Gr 5 Teacher, NP; Alyssa Isaacs: Change to Gr 5 Teacher, NP; Michelle Ellering: Change to Intervention Specialist, HL; Teresa Small: Change to Special Education (LD) Teacher, HL; Erin Lanza: Change to EL Teacher, CHHS; Jackie Mosqueda-Jones: Change to Pre-K Teacher, Comm Ed; Kathleen Anderson: Change to Pre-K Teacher, Comm Ed; Denise Oster Herbert: Change to Pre-K Teacher, Comm Ed; Chris Buzzetta: Change to Parent Educator, Comm Ed; Darlene Holland: Change to Science Teacher, CA; Anca Oprea: EL Teacher, CHHS; Rachael Schlee: 1<sup>st</sup> Grade Teacher LTS, NP; Chris Buzzetta: Change to Developmental Screener-licensed, Comm Ed; Kathy Anderson: Change to Developmental Screener Sub-licensed, Comm Ed. **Licensed – Conditional Offer:** Thomas Houle: Business Teacher LTS, CHHS; Danielle Gartner: 5<sup>th</sup> Grade Teacher LTS, HL; Danielle Berg: Summer School Elementary Teacher, HL; Whitney Nasca: 1<sup>st</sup> Grade Teacher, VV; Karen Cowley: Math Teacher,

CA; Stefani Zappa: Special Ed EBD Teacher, HL; Jennifer Debol: 3<sup>rd</sup> Grade Teacher, NP; Hannah Student: Social Studies Teacher, CA; Whitney Frick: Summer School Elementary Teacher, HL; Katherine Kamphoff: Special Ed LD Teacher, CHHS; Mitchell Siefert: Art Teacher LTS, NP; Jennifer Bradley: EL Teacher LTS, NP; Ashley Queener: Math Teacher, CHHS; Nicole Hoppmann: Spanish Teacher, CHHS; Katie Banaszynski: 3<sup>rd</sup> Grade Teacher, HL; Timothy Hayden: Special Education LD Teacher, CHHS; Carrie Newman: Peer Reviewer, ECFE/HL/NP/VV; Michelle Jacobs: EL Teacher, HL; Sarah Northrup: EL Teacher, CA. **Support-Conditional Offer:** Aimee Barrett: Pre-K Assistant, Comm Ed; Matthew Birr: Summer Strength Camp Facilitator, Comm Ed; Brett Repasky: Exercise Room Supervisor, Comm Ed; Kelsey Asjes: Accountant, District; Julia Wallner: Summer School Reading Tutor, HL; Julie Ktytor: Pre-K Assistant, Comm Ed; Christina Casanova: ECFE Assistant, Comm Ed; Jacqueline Hed: Pre-K Assistant, Comm Ed; Julie Meyer: Dean of Students, HL. **Coach/Advisor/Additional Assignment:** Jami Bridgeman: Summer School Engineering Camp Health Aide, T&L; Cindy Soderstrom: Summer School Spec Ed Teacher, CHHS; Kim Mickelson: Summer School ECSE EA, FC; Kim Mickelson: Summer School Bridges to Kindergarten EA, Comm Ed; Namgyal Dorjee: Summer School Ed. Asst., HL; Michael Tenhoff: Summer School Ed. Asst., HL; Denise Olson: Summer School Ed. Asst., HL; Eugene Young: Summer School Ed. Asst., CHHS; James Elioff: Summer School Ed. Asst., CHHS; Susan Klisch: Summer School Ed. Asst., HL; Megan Bellos: Summer School Spec Ed Teacher, HL; Andrea Anderson: Summer School Sped Ed Teacher, HL; Karissa Ouren: Summer School ECSE Teacher, ECSE; Sara Delozier: Summer School ECSE Teacher, ECSE; Brandy Horstman: Summer School Occupational Therapist, ECSE; Brooke Freitag: Summer School Spec Ed Grad Math Teacher, CHHS; Laura Heimkes: Summer School High School Secretary, CHHS; Lindsey Kamp: Summer School Math Teacher, CHHS; Nicholas Rohne: Summer School Math Teacher, CHHS; Michael Howe: Summer School Civics and Geography Teacher, CHHS; Amber Wroblewski: Summer School Phy Ed Teacher, CHHS; Keira Gatta: Summer School English 9 Teacher, CHHS; Tara Lorence: Summer School English Language Arts Teacher, CHHS; Jessica Booker: Summer School English Language Arts Teacher, CHHS; Alison Humpal: Summer School Reading Teacher, CHHS; Dan Shuck: Summer School Algebra 1 Teacher, CHHS; Anca Oprea: Summer School EL Teacher, CHHS; Jennifer Debol: Summer School Elementary Teacher, HL; Stephanie Karker: Summer School Elementary Teacher, HL; Annette Biederman: Summer School Elementary Teacher, HL; Margaret Nelson: Summer School Elementary Teacher, HL; Angela Cahlander: Summer School Elementary Teacher, HL; Michelle Radermacher: Summer School Elementary Teacher, HL; Alicia Bjork: Summer School Elementary Teacher, HL; Meredith Shafer: Summer School Elementary Teacher, HL; Marie Roth: Summer School Elementary Teacher, HL; Sarah Hanf: Summer School Elementary Teacher, HL; Carly Schomaker: Summer School Elementary Teacher, HL; Emily Letourneau: Summer School Elementary Teacher, HL; Kayla Johnson: Summer School Elementary Teacher, HL; Ariane Strom: Summer School Elementary EL Teacher, HL; Jeanette Marr: Summer School Elementary EL Teacher, HL; Kim Theil: Summer School Elementary EL Teacher, HL; Rhonda Lingen: Summer School Elementary EL Teacher, HL; Marie Nelson: Summer School Elementary EL Teacher, HL; Steve Rosas: Summer School Elementary Music Teacher, HL; Alison Thompson: Summer School Elementary Art Teacher, HL; Vicki Denzer: Summer School Elementary Phy Ed Teacher, HL; Carol Peterka: Summer School Elementary Phy Ed Teacher, HL; Linda Linder: Summer School Elementary Secretary, HL; Michelle Radermacher: Summer School Reading Program Teacher, DW; Anne Marie Boyd: Summer School Elementary Teacher, HL; Karrie Galetka: Summer Additional Hours, Technology; Jody Larsen-Kenney: Summer Additional Hours, Technology; Rachele Kreuser: Summer School Reading Program Teacher, DW; Carolyn Teichner: Summer School Reading Program Teacher, DW; Sarah Wigant: Summer School Reading Program Teacher, DW; Stephanie Lindholm: Summer School Reading Program Teacher, DW; Emily Hynes: Summer School Reading Program Teacher, DW; Stephanie Anderson: Summer School Bridges to Kindergarten Teacher, Comm Ed; Stephanie Fortner: Summer School Bridges to Kindergarten Teacher, Comm Ed; Stephanie Lindholm: Summer School Bridges to Kindergarten Teacher, Community Ed; Caitlin Lehner: Summer School Bridges to Kindergarten Teacher, Community Ed; Emily Hynes: Summer School Bridges to Kindergarten Teacher, Community Ed; Michelle Lunders: Summer School Bridges to Kindergarten Teacher, Community Ed; Kathy Anderson: Summer School Bridges to Kindergarten Teacher, Community Ed; Verdell Sheets: Summer Hylander Strength Camp Facilitator, HC; Matt Townsend: Summer Hylander Strength Camp Facilitator, HC; Deb Vera: Summer School Child Nutrition Manager, CHHS; Dawn Crain: Summer School Medium Hour Cook, CHHS; Pamela Small: Summer School Medium Hour Cook, CHHS; Deborah Johnson: Summer School Food Service Sub, CHHS; Teresa Hernandez: Summer School Food Service Sub, CHHS. **Leave Requests:** Mitchell Mudick: Lead Custodian, District, requests FMLA from 6/15/14-6/27/14. John Kulick: Asst Principal, CA, requests FMLA from 6/12/14-6/27/14. Matthew Sylva: Technology Integration Specialist, NP/VV/HL, requests FMLA from 8/25/14 for up to 12 weeks. Hannah Wiggins: Gr 3 Teacher, NP, requests parental leave of absence for the 2014-2015 school year. Rose Kantor: Lunch Duty Monitor, VV, requests Medical Leave of Absence for the 2014-2015 school year. **Resignations/Terminations:** Lori Seastrand: EL Teacher, HL, effective 6/12/14. Reason: Resignation. Matthew Arnold: Dean of Students, HL, effective 6/19/14. Reason: Resignation. William Streff: Interim Principal, VV, effective 6/30/14. Reason: Resignation. Michelle Young: Lunch Duty Monitor, HL, effective 6/11/14. Reason: Resignation. Brenda Sanchez: iLander Reporter, Comm Ed, effective 6/30/14. Reason: Resignation. Carolyn Hepokoski: ECFE Asst, Comm Ed, effective 5/27/14. Reason: Resignation. Carolyn Hepokoski: ECFE Asst Sub, Comm Ed, effective 5/27/14. Reason: Resignation. Carolyn Hepokoski: Hearing Vision Screener, Comm Ed, effective 5/27/14. Reason: Resignation. Abigail Foss: 3<sup>rd</sup> Grade Teacher, HL, effective 6/12/14. Reason: Resignation. Juan Carlos Cervantes: Head Boys Soccer Coach, CHHS, effective 6/30/14. Reason: Resignation. Ann Dillard: CIY Parent Involvement Specialist, DW, effective 8/9/14. Reason: Resignation. Chris Perry: Exercise

Room Supervisor, Comm Ed, effective 6/30/14. Reason: Resignation. Samantha Wolf: Lifeguard, Comm Ed, effective 8/31/14. Reason: Resignation. Samantha Wolf: Water Aerobics/Lap Swim Instructor, Comm Ed, effective 8/31/14. Reason: Resignation. Faizan Mailk: Water Aerobics/Lap Swim Instructor Sub, Comm Ed, effective 7/30/14. Reason: Termination. Faizan Mailk: Lifeguard Sub, Comm Ed, effective 7/30/14. Reason: Termination. Faizan Mailk: Lifeguard, Comm Ed, effective 7/30/14. Reason: Termination. John Vasecka: Special Education SLD Teacher, CA, effective 6/12/14. Reason: Resignation. Kathryn Maldeis: Peer Reviewer, HL/VV/NP, effective 6/12/14. Reason: Resignation. Kathryn Beherns: English Teacher, Achieve, effective 6/12/14. Reason: Resignation. Mary Bussman: Principal, Columbia Academy, effective 8/22/14. Reason: Resignation. **Revision To Board Report 6/24/14:** Jennifer Debol: 3<sup>rd</sup> Grade Teacher, NP, new hire, 1.0 FTE, Step 1, Lane 6 (MA); Nathaniel Kirkpatrick: Social Studies Teacher, CHHS, new hire, 1.0 FTE, Step1, Lane 6 (M); Kimberly Sobon: Social Worker, NP, new hire, 1.0 FTE, Step 1, Lane 6 (MA); Jennifer Birkhofer: School Psychologist, CA & In and Out of District, new hire, 1.05 FTE, Step 1, Lane 9 (MA+45).

### **REPORTS FROM MEMBERS OF THE BOARD**

Ms. Lee reported that she attended the MSBA board meeting and summer seminar and had a meeting with the Supt. Ms. Palmer attended the sub-committee on Board listening sessions, the 916 Board meeting, toured the new Karner Blue Center, attended the 916 Literacy Training Camp and had a meeting with Supt. Kelly. Ms. Meyer attended the sub-committee on listening sessions. Mr. Landwehr attended the MSBA Summer Seminar, WMEP Board meeting, a Senior All Night Party meeting, a Chamber of Commerce meeting and the St. Matthew church national night out. Mr. Larkin attended the sub-committee on listening sessions, spoke at the candidate orientation, a meeting with the auditors and the MSBA summer seminar. Mr. Bardell attended the candidate orientation, the AMSD meeting, and meetings with Supt. Kelly.

### **SUPERINTENDENT REPORT**

Working on the last of the staffing modifications, mailing out the welcome back letter to staff, had a MDE and WMEP Superintendents meeting, attended the MDE Superintendent Conference and the School Law Conference. The Administrative team will meet for two days this week, Placement Center is opened, candidate orientation took place in July, attended the AMSD strategic planning, had meetings with board members and chair meetings.

### **CURRICULUM CYCLE AND UPDATE**

Dir. Berkas presented information on the curriculum cycle. Curriculum maps, curriculum development, curriculum review cycle, are some of the tools used. Tara Thukral will be the new curriculum coordinator.

### **SCHOOL BOARD BUDGET**

Dir. Holmgren presented information on the School Board Budget for 2014-2015.

### **OPERATING LEVY RENEWAL CHANGE**

Dir. Holmgren presented information on the Operating Levy Renew Change. The State rescinded the Board approved revenue, and enacted optional location revenue.

### **COMMUNITY EDUCATION ADVENTURE CLUB/ MINI ADVENTURE CLUB FEES**

Motion by Palmer, seconded by Lee, to approve the Adventure Club and Mini Adventures fee for 2014-2015 as presented.

Motion carried unanimously

### **MORGAN STANLEY AUTHORIZED PERSONS RESOLUTION**

Motion by Lee, seconded by Landwehr, to authorized MSSB to accept investment instructions and other instructions from the officers of the Corporation and /or other individuals listed below (“Authorized Person”). These privileges included, but are not limited to, the authority to make distributions (e.g., of cash or securities) and transfer by check or otherwise to anyone, including the undersigned officers and/or other individuals

Roll call vote: Meyer.....Aye  
Landwehr.....Aye

Larkin.....Aye  
Bardell.....Aye  
Palmer.....Aye  
Lee..... Aye

Motion carried and resolution adopted.

**METRO ECSU MEMBERSHIP**

Motion by Larkin, seconded by Palmer, to continue membership in ECSU in the 2013-2014 school year through payment of \$3551.20.

Motion carried unanimously

**ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD) MEMBERSHIP**

Motion by Larkin, seconded by Bardell, to approve membership for Columbia Heights Public Schools in the Association of Metropolitan school Districts for the 2014-2015 school year and to authorize payment of dues in the amount of \$8217.00.

Motion carried unanimously

**MINNESOTA SCHOOL BOARD ASSOCIATION (MSBA) MEMBERSHIP**

Motion by Lee, seconded by Meyer, to renew the District's membership in the Minnesota School Boards Association for the 2014-2015 school year and to authorize payment of dues in the amount of \$7244.00 and to authorize payment of \$595.00 to renew policy service for the period 7/1/2014 to 6/30/2014.

Motion carried unanimously

**OPERATING LEVY RENEWAL BALLOT QUESTION APPROVAL**

Motion by Lee, seconded by Palmer, to approve the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 13, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to renew the school district's existing referendum revenue authorization of \$608.93 per adjusted pupil unit which is scheduled to expire after taxes payable in 2015. 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 0.086995% of the referendum market value of the school district for taxes payable in 2016, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. 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.

2. 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 4, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and the polling places for this special election are those polling places and 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.

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 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 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.

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 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 state, city, township and county election authorities conducting the state general and 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 and county 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:

# SPECIAL ELECTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 13 (COLUMBIA HEIGHTS PUBLIC SCHOOLS)

NOVEMBER 4, 2014

### 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 RENEWAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION

The board of Independent School District No. 13 (Columbia Heights Public Schools) has proposed to renew the school district's existing referendum revenue authorization of \$608.93 per pupil which is scheduled to expire after taxes payable in 2015. The proposed referendum revenue authorization would be applicable for ten years, beginning with taxes payable in 2016, unless otherwise revoked or reduced as provided by law.

**YES** Shall the increase in the revenue proposed by the board of  
Independent School District No. 13 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.**

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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. The individuals designated as judges for the state general election shall act as election judges for this special 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 the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed by the school board between the third and the tenth day following the election.

Roll call vote: Meyer.....Aye  
Landwehr.....Abstain  
Larkin.....Aye  
Bardell.....Aye  
Palmer.....Aye  
Lee..... Aye

Motion carried and resolution adopted.

### **CAPITAL PROJECT REFERENDUM BALLOT QUESTION APPROVAL**

Motion by Lee, seconded b Palmer, to approve the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 13, State of Minnesota, as follows:

1. The Board determines and declares that it is necessary and expedient for the school district to submit a capital project levy authorization to the voters for their approval. The proposed authorization will be in the amount of 5.670% times the net tax capacity of the school district. The proposed capital project levy authorization will raise approximately \$1,000,000 for taxes payable in 2015, the first year it is to be levied, and would be authorized for ten (10) years. The money raised by the capital project levy authorization will be used to cover the following costs:

- deferred maintenance projects at various district facilities, including tuckpointing; repair and replacement of casework, windows and doors; track improvements; roof repair and replacement; plumbing repair and replacement; parking and driveway improvements; repair of water damage and siding repair and replacement; and mechanical and signage improvements; and
- acquisition, installation, replacement, support and maintenance of software, improved technology, technology systems, networks and infrastructure, and related training.

The Board anticipates that approximately 60% of the levy proceeds will be used for deferred maintenance projects and 40% will be used for technology.



The program will be commenced prior to November 1, 2019, which date is not more than five (5) years from the date of the special election authorizing the approval of the capital project levy. The estimated total cost of the projects to be funded by the proposed capital project levy authorization is approximately \$10,000,000. The question on the approval of the capital project levy authorization shall be School District Question 2 on the school district ballot at the special election held to approve said authorization.

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 Ballot 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 before solicitation of bids for a capital project that has received a positive Review and Comment.

2. 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 4, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and the polling places for this special election are those polling places and 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.

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 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 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.


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 state, city, township and county election authorities conducting the state general and 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 and county 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:

# SPECIAL ELECTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 13 (COLUMBIA HEIGHTS PUBLIC SCHOOLS) NOVEMBER 4, 2014

### 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 2 APPROVAL OF SCHOOL DISTRICT CAPITAL PROJECT LEVY AUTHORIZATION

The board of Independent School District No. 13 (Columbia Heights Public Schools) has proposed a capital project levy authorization in the amount of 5.670% times the net tax capacity of the school district.

The proposed capital project levy authorization will raise approximately \$1,000,000 for taxes payable in 2015, the first year it is to be levied. The proposed authorization would be applicable for ten years and the estimated total cost of the projects to be funded over that time period is approximately \$10,000,000.

The money raised by the proposed authorization will be used to cover the following costs:

- deferred maintenance projects at various district facilities, including tuckpointing; repair and replacement of casework, windows and doors; track improvements; roof repair and replacement; plumbing repair and replacement; parking and driveway improvements; repair of water damage and siding repair and replacement; and mechanical and signage improvements; and
- acquisition, installation, replacement, support and maintenance of software, improved technology, technology systems, networks and infrastructure, and related training.

The projects to be funded have received a positive review and comment from the Commissioner of Education.



**YES**

Shall the capital project levy authorization proposed by the board of Independent School District No. 13 be approved?



**NO**

**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. The individuals designated as judges for the state general election shall act as election judges for this special 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 the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed by the school board between the third and the tenth day following the election.

7. If the capital project levy authorization proposed in School District Question 2 is approved, a capital project referendum account shall be created as a separate account in the general fund of the school district. All proceeds from the capital project levy must be deposited in the capital project referendum account. Interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may be used only for the costs of acquisition and betterment of the approved projects. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the school district's debt redemption fund.

Roll call vote: Meyer.....Aye  
Landwehr.....Aye  
Larkin.....Aye  
Bardell.....Aye  
Palmer.....Aye  
Lee.....Aye

Motion carried and resolution adopted.

**BOARD TOPICS** – Mr. Landwehr is looking forward to new teacher orientation and other back to school activities. He stated that the dessert theatre coming up soon at Muryzn Hall.

**CLOSED SESSION**

In accordance with Minn. Stat. §13D.03, the Board met in closed session for the item on the agenda for the purpose of discussing negotiations strategy.

**RETURN TO OPEN SESSION**

**ADJOURNMENT**

Having completed all of the items on the regular agenda, at 9:02 p.m. Chair Bardell adjourned the meeting.

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Date minutes approved

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Missy Lee, Clerk, Board of Education  
Independent School District 13