

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 252  
(CANNON FALLS AREA SCHOOLS)  
STATE OF MINNESOTA

HELD: July 29, 2019  
Amended: August 26, 2019

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 252 (Cannon Falls Area Schools), State of Minnesota, was held in said school district on July 29, 2019, at 6 o'clock p.m.

The following members were present:

Mike Dalton, Anna Olson, Bill Thompson, Bob Brintnall, Brenda Owens, Katie Lochner

and the following were absent: None

Member Bill Thompson introduced the following resolution and moved its adoption:

**RESOLUTION CALLING A SPECIAL ELECTION  
TO FILL A SCHOOL BOARD VACANCY**

WHEREAS, a vacancy has occurred in the office of school board member with a term expiring January 4, 2021.

BE IT RESOLVED by the School Board of Independent School District No. 252, State of Minnesota, as follows:

1. The clerk shall accept Affidavits of Candidacy for this office between 84 and 98 days before the date of the special election.
2. (a) It is necessary for the school district to hold a special election to elect one (1) individual to fill the vacancy in the term of school board member expiring January 4, 2021.  
  
(b) The clerk shall include on the special election 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.
3. The special election is hereby called and directed to be held on Tuesday, the 5th day of November, 2019 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.
4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections during calendar year 2019, is hereby designated for this special election.
5. 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, at least seventy-four (74) days before the date of said special election. The notice shall specify the date of said election and the office to be voted on at said special election. Any notice given prior to 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 the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot must reflect the office, candidates and rotation sequence on the ballots used in that combined polling place.

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 special election.

The notice of special election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

6. 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 any 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 officials regarding preparation and distribution of ballots, election administration and cost sharing.

7. 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:

[Form of Ballot on Next Page]

Special Election Ballot

Independent School District No. 252  
(Cannon Falls Area Schools)

November 5, 2019

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**Instructions To Voters:**

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



**Special Election  
For School Board Member  
to fill vacancy in term expiring January 4, 2021**

**Vote for one**



Mike Dalton



Larry Robinson



\_\_\_\_\_  
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.

8. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill that vacancy in the manner specified in Minnesota law.

9. 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, 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.

10. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the special 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.

11. 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 special election and in the newspaper of widest circulation once on the day preceding the special election, or once the week preceding the special election if the newspaper is a weekly.

12. 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.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.

13. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 5, 2019 special election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.

14. 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 Anna Olson and upon vote being taken thereon the following voted in favor thereof:

Mike Dalton, Anna Olson, Bill Thompson, Bob Brintnall, Brenda Owens, Katie Lochner and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA    )  
                                  )SS  
COUNTY OF GOODHUE    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 252 (Cannon Falls Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the special election to fill a school board vacancy and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 29th day of July, 2019.

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

**NOTIFICATION OF ELECTION**

TO: Goodhue and Dakota County Auditors

FROM: Independent School District No. 252 (Cannon Falls Area Schools)  
Cannon Falls, Minnesota

SUBJECT: November 5, 2019 Special Election.

Independent School District No. 252 (Cannon Falls Area Schools) will be holding a special election on November 5, 2019. The form of the ballot shall be as specified on the attached Notice of Special Election. Please consider this official notification as required by Minnesota Statutes, Section 205A.07. Please prepare the necessary polling place rosters for use at this election.

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Superintendent

(attach Notice of Special Election)

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 252  
(CANNON FALLS AREA SCHOOLS)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 252 (Cannon Falls Area Schools), State of Minnesota, on Tuesday, the 5th day of November, 2019, for the purpose of electing (1) individual to fill a vacancy in term of school board member expiring January 4, 2021. The ballot shall provide as follows:

**Special Election Ballot  
November 5, 2019**

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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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**SPECIAL ELECTION  
FOR SCHOOL BOARD MEMBER  
to fill vacancy in term expiring January 4, 2021**

**Vote for one**

Mike Dalton

Larry Robinson

\_\_\_\_\_

write-in, if any

\_\_\_\_\_

write-in, if any

ISD #252, Cannon Falls Area Schools' combined polling place serves all territories in Independent School District No. 252 located in the townships of Belle Creek, Cannon Falls, Leon, Stanton, Vasa, Warsaw, Welch\*, Precinct 1 and 2 in the City of Cannon Falls; Goodhue County; and in Douglas and Randolph townships of Dakota County and is located at:

**Cannon Falls City Hall  
918 River Road  
Cannon Falls, MN 55009**

*\*NOTE: November 5, 2019 only: **Welch Township** residents vote at their regular polling place, Burnside School 5001 Learning Lane, Red Wing 55066 due to the special election to fill a vacancy for Goodhue County Commissioner District 1.*

Any eligible voter residing in the school district may vote at said special election at the combined polling place designated above. *\*NOTE: November 5, 2019 only: **Welch Township** residents vote at their regular polling place, Burnside School 5001 Learning Lane, Red Wing 55066 due to the special election to fill a vacancy for Goodhue County Commissioner District 1.* The polls for said special election shall be opened at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m. on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the combined polling place on election day.

Dated: July 29, 2019.

Amended with \* Note re: Welch  
August 26, 2019

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
School District Clerk  
Independent School District No. 252  
(Cannon Falls Area Schools)  
State of Minnesota



