

# PINCONNING AREA SCHOOLS DISTRICT

## ELECTION CONSOLIDATION

January 22, 2009

Cynthia A. Luczak, Bay County Clerk  
515 Center Avenue, Suite 101  
Bay City, MI 48708  
(989) 895-4280

The following reflects the changes made to the Pinconning Area School District Election Consolidation report:

Cover Page- Changed Plan Date to January 22, 2009

Table of Contents Page-Updated Pinconning Area Schools Resolution.

School Board Member Page- Update of members, offices and terms.

Registered Voters Page-Updated totals as per Qualified Voter File.

Removed "Reimbursement Outline" (Kent County Example)

Updated Committee information to reflect new clerks and school board members.

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**SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE  
PINCONNING AREA SCHOOLS**

Pinconning Area School District is a K-12 public school district encompassing portions of Bay and Gladwin counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Tom Hornacek, Secretary to the Pinconning Area Schools and the clerks of all jurisdictions that wholly or partially fall within the Pinconning Area School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

Beaver Township (part)	Richard Charbeneau, Clerk 349 S. Garfield Road Linwood, MI 48634	989-662-7802
Fraser Township	Sally Sherman, Clerk 1474 N. Mackinaw Road Linwood, MI 48634	989-697-3820
Garfield Township	Kimberly Day, Clerk 1138 W. Erickson Road Linwood MI 48634	989-879-2552
Gibson Township (part)	Darlene Faunce, Clerk 6151 N. Carter Road Bentley, MI 48613	989-846-4030
Kawkawlin Township (part)	Greg Petrimoulx, Clerk 1836 E. Parish Road Kawkawlin, MI 48631	989-686-8710
Mt. Forest Township	Penny Schwerin, Clerk 1705 W. Cody Estey Road Pinconning, MI 48650	989-879-7575
Pinconning Township (part)	PO Box 58 Pinconning, MI 48650	989-879-4018
City of Pinconning	Terri Hribek, Clerk 208 Manitou, PO Box 628 Pinconning, MI 48650	989-879-2360
Bentley Township Gladwin County	Jennifer Buczek 4400 Estey Road Rhodes, MI 48652	989-879-2119
Grim Township (part) Gladwin County	Darlene Showalter, Clerk Grim Township Clerk 6541 Bay-Gladwin Line	989-846-6058

# Pinconning Area Schools

605 W. Fifth Street • Pinconning, Michigan 48650

Phone: 989.879.4556 – Fax: 989.879.4705

[www.pasd.org](http://www.pasd.org)

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Darren S. Kroczaleski  
Superintendent of Schools  
Brad W. Mason  
Asst. Superintendent  
Director of Business Affairs

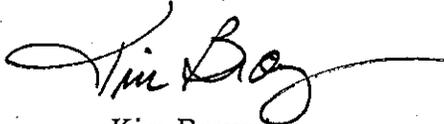
December 12, 2008

Mrs. Cindy Luczak  
Bay County Clerk  
515 Center Avenue  
Bay City, MI 48708

Dear Mrs. Luczak:

The Pinconning Area School Board of Education, at its regular meeting on December 8, 2008, approved the change of election date to November even years starting with November 2010, and the extension of terms to 6 years. A copy of the resolution and draft of the minutes are enclosed for your records. A copy of this letter and original resolutions have been forwarded to our election attorney to file with the Secretary of State. Please let me know if there is anything else you need from us in order to proceed with this change.

Sincerely,



Kim Browning  
Executive Secretary

Cc: B. Bonning, Thrun Law Firm

Enclosures

DEC 15 9 56 AM '08

DEC 10 3 32 PM '08

**Resolution No. 1**  
**(To be adopted prior to public hearing)**

Pinconning Area Schools, Bay and Gladwin Counties, Michigan (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Pinconning City Hall, 208 Manitou, Pinconning in the District, on the 10<sup>th</sup> day of November, 2008, at 7 o'clock in the p.m.

The meeting was called to order by Ken Cunningham, President.

Present: Members Keith Bock, Thomas Boetefuer, Ken Cunningham, Michael Duranczyk, and Thomas Hornacek.

Absent: Members Gary Yaros and Ken Foco

The following preamble and resolution were offered by Member Bock and supported by Member Boetefuer:

**WHEREAS:**

1. The Consolidated Election Laws enacted in December of 2003 and amended in July 2005, authorize the Board to redetermine a regular election date from the dates authorized within the statute; and
2. The Board desires to consider a new regular election date for the District; and
3. The Board is required to give notice of a hearing in connection with the establishment of the date and to adopt a resolution establishing the date before December 31, 2008.

**THEREFORE, BE IT RESOLVED THAT:**

1. The Board does hereby determine to consider November in even years, commencing November 2010, as the regular election date.
2. The Board does hereby authorize the publication of a Notice of Public Hearing to establish a regular election date, said hearing to be held on December 8, 2008.
3. The Board does hereby determine that the Notice attached hereto as Exhibit A shall be published as a display ad at least two (2) columns wide in a newspaper of general circulation in the District at least six (6) days prior to the hearing, and does further determine that publication is the form of notice calculated to reach the largest number of the District's qualified electors in a timely fashion.

TF. JN  
LAW FIRM, P.C.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Bock, Boetefuer, Cunningham, Duranczyk, Hornacek

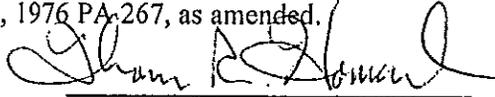
Nays: Members

Motion declared adopted.



Secretary, Board of Education  
Thomas R. Hornacek

The undersigned duly qualified and acting Secretary of the Board of Education of Pinconning Area Schools, Bay and Gladwin Counties, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 10, 2008, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA-267, as amended.



Secretary, Board of Education  
Thomas R. Hornacek

EXHIBIT "A"

NOTICE OF PUBLIC HEARING  
TO ESTABLISH A REGULAR ELECTION DATE

Please take notice that pursuant to the provisions of the Consolidated Election Law, as amended, the Board of Education of Pinconning Area Schools, Bay and Gladwin Counties, Michigan, will conduct a public hearing on the establishment of a new regular election date pursuant to law.

The dates authorized by law for school regular elections are:

- (a) The November general election date (even years)
- (b) The November general election date (odd years)
- (c) The November general election date in both even and odd years.
- (d) The May regular election date in both even and odd years.
- (e) The odd year May regular election date.

The Board is considering the general election date of November, as the regular election date on an even year basis, commencing November of 2010.

*Establishment of an annual election in November as the regular election date commencing in November of 2010 will result in the term of office of current school board members being extended to fit the new election cycle.*

The hearing will be held in the Linwood Elementary School, at 6:30 o'clock in the p.m., 517 Center Street, Linwood, MI, on December 8, 2008.

If the Board of Education fails to approve the tentative election date or any other date authorized by law, the regular election will continue to be held at the May general election annually, continuing with May 2009.

The Board of Education is authorized by law to adopt a resolution setting the regular election date immediately subsequent to the public hearing.



Secretary, Board of Education  
Thomas R. Hornacek

draft - minutes approved  
Jan 12, 2009

PINCONNING AREA SCHOOLS  
Regular Meeting  
December 8, 2008

The regular meeting of the Board of Education of the Pinconning Area Schools was held on Monday, December 8, 2008 at Linwood Elementary, 517 Center Street, Linwood.

President Cunningham called the meeting to order at 7:00 p.m.

President Cunningham led the Pledge of Allegiance.

Members present: Keith Bock, Ken Cunningham, Thomas Boetefuer, Mike Duranczyk, Thomas Hornacek and Gary Yaros, (Ken Foco absent).

Mike Duranczyk requested to add item "2. Site Committee" under Board Committees.

Moved by Duranczyk, supported by Boetefuer, to approve the agenda as amended. Voice vote: Motion carried (6-0).

Mike Hammis, Construction Manager Report, updated the Board on the construction progress.

Mark Abenth, Linwood Elementary Principal, welcomed everyone to the Linwood Elementary building.

Moved by Yaros, supported by Bock, to approve the consent agenda:

- A. Minutes: November 24, 2008 Regular Meeting;
- B. Treasurer's and Other Financial Reports in the amount of \$716,642.69; including purchase orders over \$3,000;

Voice vote: Motion carried (6-0).

Darren Kroczaleski, Superintendent of Schools, reported on the audited membership report for September 2008.

Brad Mason, Director of Business & Operations, requested to have a year-end accounts payable run that the Board Treasurer sign before the next Board meeting. The Board was in agreement that the Treasurer could approve checks going out before the next Board meeting.

Mike Vieau, Director of Instructional Services, reported on NCA, school improvement, and strategic goals.

The administrators were provided an opportunity to report to the Board.

Keith Bock reported on the Athletic Committee meeting.

Mike Duranczyk reported on the Site Committee meeting.

Moved by Duranczyk, supported by Bock, to approve the resolution to conduct the district's regular school election on the November election date on an even year basis as noted and establish Board member term rotation with option A.

Voice vote: Duranczyk -- yes, Bock -- yes, Boetefuer -- yes, Hornacek -- no, Yaros -- no, Cunningham -- yes. Motion carried (4-2)

**PINCONNING AREA SCHOOLS**  
**Regular Meeting**  
**December 8, 2008**

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Public Comment was made by Mike Haranda.

Board Discussion: Tom Boetefuer asked that a Christmas card and a thank you be sent to the Pinconning City Council for the use of their facilities. Keith Bock inquired about the new fire alarm fixtures at Linwood Elementary. Tom Hornacek asked about preparing for parking for the Christmas program at Central Elementary.

Meeting adjourned at 8:02 p.m.

Thomas Hornacek  
Board Secretary

Resolution No. 2

Pinconning Area Schools, Bay and Gladwin Counties, Michigan (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the Linwood Elementary, 517 Center, Linwood MI, in the District, on the 8th day of December, 2008 at 7 o'clock in the PM.

The meeting was called to order by Cunningham, President.

Present: Members Keith Bock, Thomas Boetefuer, Ken Cunningham, Mike Duranczyk, Thomas Hornacek, Gary Yaros

Absent: Members Ken Foco

The following preamble and resolution were offered by Member Duranczyk and supported by Member Bock:

**WHEREAS:**

1. The Board of Education has previously determined to conduct its regular school elections on the May regular election date, annually; and
2. The Board of Education has considered the advantages and disadvantages of a November election; and
3. Public notice of the meeting at which the change in regular election date was to be considered has been given by publication in a newspaper of general circulation in the District.

**NOW, THEREFORE, BE IT RESOLVED:**

1. Pursuant to the provisions of MCL 168.642a(4), the Board of Education does hereby determine to conduct its regular school election on the November election date on an even year basis commencing with the year 2010; and
2. The Board of Education hereby determines that the terms of each office shall be extended to December 31 of each year beginning in 2009 for the purpose of establishing a board member term rotation; and

3. The by-laws of the Board of Education are hereby amended to permit board members terms of six (6) years which shall be effective as the board member rotation schedule is implemented as set forth in Exhibit B attached hereto.

4. A copy of this resolution shall be filed with the Bay County Clerk, and the Michigan Secretary of State; and

5. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes: Members Duranczyk, Bock, Boetefuer, Cunningham

Nays: Members Hornacek, Yaros

Resolution declared adopted.



Secretary, Board of Education  
Thomas R. Hornacek

The undersigned duly qualified and acting Secretary of the Board of the District certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on December 8, 2008, the original of which resolution is a part of the Board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.



Secretary, Board of Education  
Thomas R. Hornacek

BJB/djp

**OPTION A**

Pinconning Area Schools  
Even year/November

**ROTATION OF BOARD MEMBERS' TERMS TO EVEN-YEAR NOVEMBER ELECTION**  
**6-YEAR TERMS/2-3-2 ROTATION**

Existing Board Member Rotation	Current Term	Extension of Term	Regular School Election Dates (Biennial)	New Term Begins	Term Expires	Next Regular School Election Date	New Board Member Rotation
A (Foco)	July 1, 2005 to June 30, 2009	December 31, 2010	November 2, 2010	January 1, 2011 (2) 4-yr. terms (including Doefers unexpired term)	December 31, 2014	November 4, 2014	(2) 6-yr. terms
B, C (Homacek/ Duranczyk)	July 1, 2006 to June 30, 2010	December 31, 2010*	November 2, 2010	(2) 6-yr. terms	December 31, 2016	November 8, 2016	(2) 6-yr. terms
D, E (Boetefuer*/ Bock)	July 1, 2007 to June 30, 2011	December 31, 2012	November 2, 2010* November 6, 2012	January 1, 2013			
F, G (Cunningham/ Yaros)	July 1, 2008 to June 30, 2012	December 31, 2012	November 6, 2012	(3) 6-yr. terms	December 31, 2018	November 6, 2018	(3) 6-yr. terms

This chart assumes a 7-member board of education.

\*In order to establish a 3-2-2 rotation, a majority of the board will come up for election on November 2, 2010 (Foco, Homacek, Duranczyk and Boetefuer), and candidates will choose either a 4-year term or 6-year term. Board Member Boetefuer's (Doefers) 2-year unexpired term will essentially become a 6-year term to establish the 3-2-2 rotation.

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Courthouse Erected A.D. 1932

*Cynthia A. Luczak*  
*Bay County Clerk*

515 Center Ave., Suite 101  
Bay City, MI 48708-5941  
Phone (989) 895-4280  
Fax (989) 895-4284  
TDD (989) 895-4049

December 15, 2008

Michigan Dept. of State  
Bureau of Elections  
Treasury Building  
430 W. Allegan  
P.O. Box 20126  
Lansing, Michigan 48901

Dear Bureau Official:

You may or may not have received this information in a prior communication but I thought I would still forward the copies provided to me from the Pinconning Area Schools in regard to a change in school election date.

This district has approved the change to a November even year schedule.

I wished to make you aware of this prior to the December 31, 2008 deadline and before Election Consolidation Plans are executed in mid January 2009. If you should have any questions, feel free to contact me.

Sincerely,

Cynthia A. Luczak  
Bay County Clerk

**Pinconning Area Schools Board Members and Terms of Office**

**President**

Ken Cunningham  
350 Center Drive  
Pinconning MI 48650  
Term Expires: June 30, 2012

**Vice President**

Ken Foco  
1036 W. Pinconning Road  
Pinconning MI 48650  
Term Expires: June 30, 2009

**Secretary**

Tom Hornacek  
99 Fenton  
Pinconning MI 48650  
Term Expires: June 30, 2010

**Treasurer**

Gary Yaros  
4740 N 8 Mile Road  
Pinconning MI 48650  
Term Expires: June 30, 2012

**Trustees**

Mike Duranczyk  
710 Bermuda  
Pinconning MI 48650  
Term Expires: June 30, 2010

Keith Bock  
825 3<sup>rd</sup> Street  
Pinconning, MI 48650  
Term Expires: June 30, 2011

Thomas Boetefuer  
1626 N. Garfield Rd  
Linwood, MI 48634  
Term Expires: June 30, 2011

**POLLING LOCATIONS PINCONNING AREA SCHOOLS**

<b><u>Beaver Township</u></b>	Beaver Township Hall, 1850 Garfield Rd., Auburn, MI
<b><u>Fraser Township Pct. 1</u></b>	Fraser Township Hall, 1474 N. Mackinaw Rd, Linwood, MI
<b><u>Fraser Township Pct. 2</u></b>	Fraser Township Hall, 1474 N. Mackinaw Rd, Linwood, MI
<b><u>Garfield Township</u></b>	Garfield Township Hall, 1138 W. Erickson, Linwood, MI
<b><u>Gibson Township</u></b>	Gibson Township Hall, 7214 N. Main St., Bentley MI
<b><u>Kawkawlin Township Pct2</u></b>	Kawkawlin Township Hall, 1800 Parish Rd, Kawkawlin MI
<b><u>Mt. Forest Township</u></b>	Mt. Forest Twp Hall, 1705 W Cody-Estey Rd, Pinconning, MI
<b><u>Pinconning Township</u></b>	Pinconning Twp Hall, 1751 E. Cody-Estey Rd, Pinconning, MI
<b><u>City of Pinconning</u></b>	Pinconning City Hall, 208 S. Manitou, Pinconning, MI
<b><u>Gladwin County</u></b>	
<b><u>Bentley Township</u></b>	Bentley Township Hall, 4013 Estey Rd., Rhodes, MI
<b><u>Grim Township</u></b>	Gibson Township Hall, 7214 N. Main St., Bentley MI

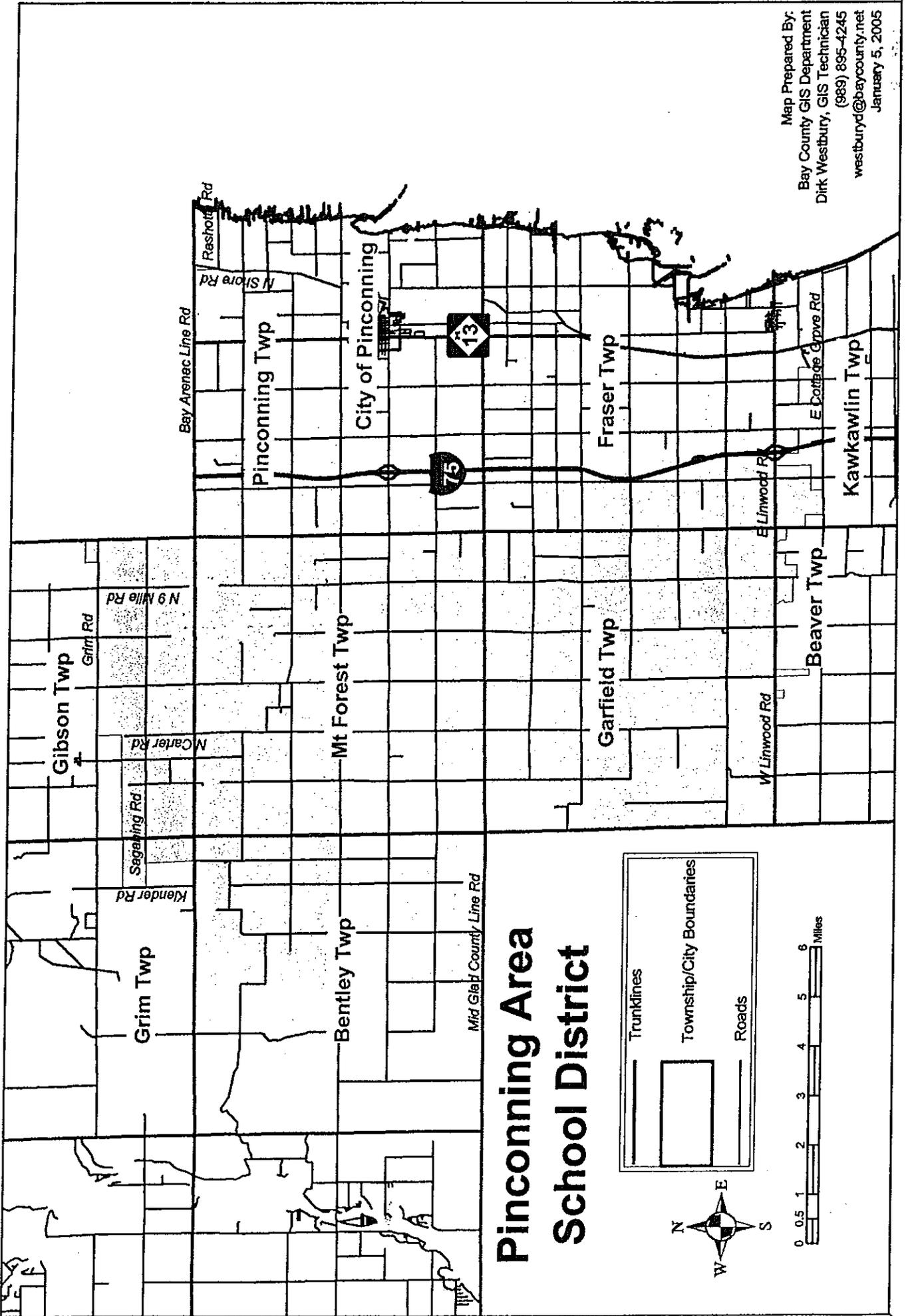
**PRECINCTS**

All Pinconning Area School voters will vote at their regular polling locations used for General Elections with the exception of the following:

1. Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.
2. Voters from Bentley Township shall vote at Bentley Township Hall, 4013 Estey Road, Rhodes, MI, contingent upon jurisdiction of the ballot.
3. Voters from Grim Township shall vote at Gibson Township Hall, 7214 N. Main, Bentley MI, contingent upon jurisdiction of the ballot.

**NUMBER OF REGISTERED VOTERS**  
**PINCONNING AREA SCHOOL DISTRICT**

Ward/Precinct	Count
<b>JURISDICTION:</b>	<b>BEAVER TOWNSHIP</b>
00001	86
<b>TOTAL - BEAVER TOWNSHIP</b>	<b>86</b>
<b>JURISDICTION:</b>	<b>BENTLEY TOWNSHIP</b>
00001	651
<b>TOTAL - BENTLEY TOWNSHIP</b>	<b>651</b>
<b>JURISDICTION:</b>	<b>FRASER TOWNSHIP</b>
00001	1,263
00002	1,186
<b>TOTAL - FRASER TOWNSHIP</b>	<b>2,449</b>
<b>JURISDICTION:</b>	<b>GARFIELD TOWNSHIP</b>
00001	1,370
<b>TOTAL - GARFIELD TOWNSHIP</b>	<b>1,370</b>
<b>JURISDICTION:</b>	<b>GIBSON TOWNSHIP</b>
00001	256
<b>TOTAL - GIBSON TOWNSHIP</b>	<b>256</b>
<b>JURISDICTION:</b>	<b>GRIM TOWNSHIP</b>
00001	19
<b>TOTAL - GRIM TOWNSHIP</b>	<b>19</b>
<b>JURISDICTION:</b>	<b>KAWKAWLIN TOWNSHIP</b>
00002	524
<b>TOTAL - KAWKAWLIN TOWNSHIP</b>	<b>524</b>
<b>JURISDICTION:</b>	<b>MOUNT FOREST TOWNSHIP</b>
00001	1,146
<b>TOTAL - MOUNT FOREST TOWNSHIP</b>	<b>1,146</b>
<b>JURISDICTION:</b>	<b>PINCONNING CITY</b>
00001	889
<b>TOTAL - PINCONNING CITY</b>	<b>889</b>
<b>JURISDICTION:</b>	<b>PINCONNING TOWNSHIP</b>
00001	1,806
<b>TOTAL - PINCONNING TOWNSHIP</b>	<b>1,806</b>
<b>GRAND TOTAL</b>	<b>9,196</b>



Map Prepared By:  
 Bay County GIS Department  
 Dirk Westbury, GIS Technician  
 (989) 895-4245  
 westburyd@baycounty.net  
 January 5, 2005

### Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Public Notice "Close of Registration" and "Notice of Election" in both the Bay City Times and the Pinconning Journal. One publication as per MCL 168.498 (3).
- Arrange for the programming and layout of ballots.
- May enter into mutual agreement for programming services contingent upon jurisdiction of the ballot.
- Arrange for ballot printing and proofing.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- Send proof ballot to school district and candidates.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- Present to the school board a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the regular or special election as per law.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

### **Election Responsibilities Performed by the Local Clerks**

- Receive copies of the petitions for verification and certify candidates for the ballot to the County Clerk.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Clerk or designee shall be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Pinconning Area School Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to County Clerk.
- Store voted ballots after the election.
- Present to the County Clerk a verified account of actual costs of conducting the school district's regular or special election as soon as possible. Upon receipt of a reimbursement request, the School Board must "pay or disapprove all or a portion of the verified account" within 84 days MCL 168.351. Schools would appreciate submission of the expenses prior to June 30, the end of their fiscal year.
- Work with local School Board to resolve any disapproved cost issues
- Local clerks hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All other duties required of a clerk in conducting the school election as prescribed by law.

**Election Responsibilities Performed by the Secretary of the  
Pinconning Area School Board**

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
- Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the County Clerk.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School Board may be subject to a portion of programming fees associated with the Automark Voter Assist Terminal in 2008.
- Work with local city and township clerks to resolve any “disapproved costs” issues.
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

February 17, 2005

**REIMBURSEMENT FOR COSTS RELATED TO THE  
CONDUCT OF SCHOOL ELECTIONS**

**-- General Information --**

**Statutory Authority**

Local school districts, intermediate school districts and community college districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the district. If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the local school district, intermediate school district or community college district is responsible for any added costs attributable to the conduct of the district's regular or special election. If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdictions involved, the district is responsible for 100% of the costs attributable to the conduct of the district's regular or special election. *(MCL 168.315 as amended under PA 302 of 2003)*

**Reimbursement Procedure**

To initiate the reimbursement process, the county and local jurisdictions are required to provide the school board with "a verified account of actual costs" associated with the conduct of the district's regular or special election no later than the 84th day after the date of the election. Upon the receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days. *(MCL 168.315 as amended under PA 302 of 2003)*

**Requesting Review of Disapproved Costs**

Upon the request of a county, city or township, the school board is required to review any disapproved costs with the county, city or township. *(MCL 168.315 as amended under PA 302 of 2003)*

**Reimbursement Standards**

When preparing reimbursement requests for the conduct of school district elections, counties and local jurisdictions must observe the standards established by the Department of State under MCL 168.487 for the reimbursement of costs associated with the conduct of statewide special elections. *(MCL 168.315 as amended under PA 302 of 2003)* MCL 168.487 stipulates that reimbursable costs do not include the "salaries of permanent local officials" or the "cost of reusable supplies and equipment."

### Examples of Reimbursable Costs

- Costs associated with the production of ballots.
- Rental charges for buildings used to establish polling places.
- The cost of supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration and election notices.
- Travel and transportation expenses associated with the election.
- Fees for equipment rentals.
- Wages or per diem payments made to canvassers, precinct inspectors and temporary employees.
- Election overtime or extra compensation paid to regular employees or officials for handling the school district's election if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
- Any other miscellaneous expenses associated with the election.

### Examples of Costs Which Are Not Reimbursable

- Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and "additional compensation").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.



STATE OF MICHIGAN  
 TERRI LYNN LAND, SECRETARY OF STATE  
 DEPARTMENT OF STATE  
 LANSING

**REIMBURSEMENT FOR COSTS RELATED TO  
 THE CONDUCT OF SCHOOL ELECTIONS**  
 -- Claim Form --

**Instructions**

- Use this form or a similar form of your own design to claim reimbursement for the conduct of a school district's election.
- If the school district's election was held in conjunction with a state, federal, county, city or township election, the school district is responsible for any added costs attributable to the conduct of the school district's election. If the school district's election was not held in conjunction with a state, federal, county, city or township election, the school district is responsible for 100% of the costs attributable to the conduct of the school district's election.
- To claim reimbursement, you must submit this form (or any similar form of your own design) to the school board no later than the 84<sup>th</sup> day after the date of the election. The school board must pay or disapprove all or a portion of the claimed expenses within 84 days after the board's receipt of the form.
- Copies of any related receipts must be submitted with your claim for reimbursement.

-- EXPENSE CLAIMS --

I. **BALLOTS:** Itemize as shown below.

	<i>Quantity</i>	<i>Cost</i>
AccuVote optical scan ballots:	_____	_____
Optech optical scan ballots:	_____	_____
M-100 optical scan ballots:	_____	_____
Other _____: (please specify)	_____	_____
<b>Total \$</b>		_____

II. **SUPPLIES:** List supplies used in conducting election (examples: statement sheets, poll books, precinct kits, etc.). The cost of reusable supplies is not reimbursable (examples: ballot containers, ballot bags, etc.).

Total \$ \_\_\_\_\_

III. **PRECINCT INSPECTORS:** Itemize as shown below. Include absent voter counting boards, receiving boards and certifying boards if applicable.

Number of inspectors: \_\_\_\_\_

Regular rate of pay: \_\_\_\_\_

Premium rate of pay for chairpersons (if applicable): \_\_\_\_\_

Number of precincts: \_\_\_\_\_

Other: \_\_\_\_\_  
(please specify)

Total \$ \_\_\_\_\_

IV. **TEMPORARY EMPLOYEES:** List number, function, cost, length of employment.

Total \$ \_\_\_\_\_

**V. ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS:** List number, hours worked, rate.

Total \$ \_\_\_\_\_

**VI. POSTAGE:** Itemize as shown below.

	<i>Quantity</i>	<i>Cost</i>
Absent voter ballot applications:	_____	_____
Absent voter ballots:	_____	_____
Inspector credentials:	_____	_____
Other (specify): _____	_____	_____

Total \$ \_\_\_\_\_

**VII. VOTING/TABULATION EQUIPMENT COSTS:** Itemize costs and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Vehicle costs associated with the transportation of voting equipment other than gasoline or mileage are not reimbursable if vehicles are owned by jurisdiction. If vehicles are not owned by jurisdiction, rental charges may be claimed.

Total \$ \_\_\_\_\_

**VIII. POLLING PLACE RENTAL:** Itemize location, number of precincts contained, cost.

Total \$ \_\_\_\_\_

**IX. JANITORIAL SERVICE:** Itemize number of precincts, cost.

Total \$ \_\_\_\_\_

**X. PUBLICATIONS:** Itemize, i.e., registration notice, election notice, notice of public accuracy test.

Total \$ \_\_\_\_\_

**XI. MISCELLANEOUS:** All claimed items must be listed. May be used for costs related to optical scan and AutoMARK Voter Assist Terminal programming.

Total \$ \_\_\_\_\_

**XII. BOARD OF CANVASSERS:** Itemize number of meetings, cost, etc., relating to canvassing the returns

Total \$ \_\_\_\_\_

**REIMBURSABLE COSTS CLAIMED:**

<b>GRAND TOTAL \$</b>
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**CERTIFICATION**

I hereby certify that the costs listed in this claim are proper charges for conducting the

\_\_\_\_\_ on behalf of \_\_\_\_\_  
(Date of Election) (Name of Local School District, Intermediate School District or Community College District)

Name of County, City or Township: \_\_\_\_\_

Signature of County, City or Township Clerk: \_\_\_\_\_

Printed name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN  
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session

Resolution/Motion No. 95325 Sponsored By: \_\_\_\_\_

Moved by Comm. Rivet Supported by Comm. Reder

Disposition: Adopted  Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

Amended \_\_\_\_\_ Corrected \_\_\_\_\_ Referred \_\_\_\_\_

voice

9 Yeas, 0 Nays

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

**Member**

**Date**

Cynthia A Luczak  
Cynthia A. Luczak, Bay County Clerk

January 22, 2009

Tom Hornacek  
Tom Hornacek,  
Pinconning Area School Board Secretary

1-23-09

Richard Charbeneau  
Richard Charbeneau, Beaver Twp Clerk

1-22-09

Sally Sherman  
Sally Sherman, Fraser Township Clerk

1-22-09

Kimberly Day  
Kimberly Day, Garfield Township Clerk

1-22-09

Darlene Faunce  
Darlene Faunce, Gibson Township Clerk

1-27-09

Gregory Petrimoulx  
Gregory Petrimoulx, Kawkawlin Twp Clerk

1-22-09

Penny Schwerin  
Penny Schwerin, Mt. Forest Twp Clerk

01/22/09

Anne Wood  
Pinconning Twp

1/22/09

Terri Hribek  
Terri Hribek, City of Pinconning Clerk

1-22-09

Jennifer Buczek  
Jennifer Buczek, Bentley Township Clerk  
Gladwin County

1/30/2009

Darlene Showalter  
Darlene Showalter, Grim Township Clerk  
Gladwin County

1/23/09