

ADMINISTRATIVE REPORT

DATE: February 6, 2025
TOPIC: #4.3 - School Board Vacancy
PRESENTER: Katie Schwartz, School Board Chair
REFERENCE TO POLICY/STATUTE: Minnesota Statute 123B.09 subd. 5

A. PURPOSE OF REPORT

- a. Pat Driscoll resigned effective February 1, 2025.
- b. The board must appoint a person to fulfill her duties until the November 4, 2025 election.
- c. As part of district procedure, board members have the opportunity to discuss and consider the most recent members who served on the school board.

B. RECOMMENDATION

- a. To determine next steps in fulfilling the board vacancy.

C. CONNECTION TO STRATEGIC PRIORITY

- a. Operations, Staffing, and Finance



APPLICATION & BALLOTING PROCEDURES FOR SCHOOL BOARD VACANCY

South Washington County Schools
7362 East Point Douglas Rd. S.
Cottage Grove, MN 55016



PROCEDURE NAME	APPLICATION AND BALLOTING PROCEDURES FOR SCHOOL BOARD VACANCY		
PURPOSE	To provide an outline for application and balloting procedures for a School Board member vacancy in South Washington County Schools.		
EFFECTIVE DATE			
DEPARTMENT / ADMINISTRATOR RESPONSIBLE	Superintendent	CONTACT INFORMATION	651-425-6201

PROCEDURE

1. When a vacancy is created the school board will appoint a new member.
 - a. If the resigning member has one year or less in their term, the school board will appoint a person to serve until the vacant seat will be filled during the regular November election that calendar year.
 - b. If the resigning member has more than one year left in their term, the school board will appoint a person to serve until there is a required special election.
 - i. A special election must be held no later than the next November election following the vacancy.
 - ii. If there are less than 90 days between the effective date of the resignation and the November election, the school board must fill the vacancy no later than the November election the following year.
2. The school board will appoint a new member starting with former board members, who are interested in returning and have served in the past four (4) years.
3. If no former board members are available to fill the vacancy, school board members will have the opportunity to nominate people that are interested in serving.
 - a. Ballots will be prepared that list all of the candidates.
 - b. On each of the ballots, School Board members will receive one less vote than the total number of candidates.

- c. The board members' name as well as who they voted for will be read aloud after each round of balloting. Candidates receiving no votes will automatically be eliminated as well as the applicant who receives the lowest vote count providing it is less than 50% of the votes cast. If the applicant receives a majority vote, that applicant will move on to the next round of voting.
 - d. Balloting will continue in this same manner until all but two candidates have been eliminated. At that point, a final vote will be taken. Each Board member will be limited to one vote. If after three rounds of the final vote, the vote ends in a tie, the Chair or acting Chair will opt out of the next voting round to force a decision.
 - e. The person with the highest vote will be appointed at the following board meeting.
4. The final candidate will be formally appointed at the next regular School Board meeting. Upon formal appointment, the candidate will begin service as a School Board member