SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE:	July 17, 2025
TOPIC:	7.4 – Resolution Relating to General Election of School Board Members & Calling the School District Election
PRESENTER:	Kris Blackburn, Director of Business Services
REFERENCE TO POLICY/STATUTE:	Policy 201.1

A. **PURPOSE OF REPORT**
   a. The attached resolution calls for the school district to hold a general election for the purpose of electing four (4) School Board members to serve four (4) year terms.
   b. The general election will be held on Tuesday, November 4, 2025, between the hours of 7:00 am and 8:00 pm.
   c. The ballot will include the names of those individuals who filed affidavits of candidacy during the legal filing period.

B. **RECOMMENDATION**
   a. Administration recommends approval of the attached resolution.

C. **CONNECTION TO STRATEGIC PRIORITY**
   a. Operations, Staffing, and Finance
   b. Engagement and Partnerships

CERTIFICATION OF MINUTES RELATING TO GENERAL ELECTION

Issuer: Independent School District No. 833 (South Washington County Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 17, 2025, at 6:00 p.m. at the District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 17th day of July, 2025.

_____

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 833 (South Washington County Schools), Minnesota (the District) as follows:

It is hereby found, determined and declared as follows:

1. (a) It is necessary for the District to hold its general election for the purpose of electing four (4) Board members for terms of four (4) years each.

(b) The clerk shall include on the general 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.

2. The general election is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant Pursuant to Minnesota Statutes, Section 205A.11, the District polling places and combined polling places and the precincts served by those polling places, as previously established and designated by Board resolution for District elections not held on the day of a statewide election, are hereby designated for this general election as follows, which includes a change to the polling location for voters in Precinct XXXX due to the previous polling place becoming unavailable:

ISD 833 Precinct	**Polling Location**		**ISD 833 Precinct**	**Polling Location**
Precinct 1	Park High School 8040 80th St. S. Cottage Grove, MN 55016		Precinct 12	Woodbury High School 2665 Woodlane Dr. Woodbury, MN 55125
Precinct 2	Cottage Grove Middle School 9775 Indian Blvd. S. Cottage Grove, MN 55106		Precinct 12	Woodbury Lutheran 7380 Afton Rd. Woodbury, MN 55125
Precinct 3	Crestview Elementary School 7830 80th St. S. Cottage Grove, MN 55016		Precinct 14	New Life Church 6758 Bailey Rd. Woodbury, MN 55129
Precinct 4	District 833 Service Center 7362 East Point Douglas Rd. S. Cottage Grove, MN 55016		Precinct 15	Bailey Elementary School 4125 Woodlane Dr. Woodbury, MN 55129

Precinct 5	Washington County Service Center 13000 Ravine Pkwy. S. Cottage Grove, MN 55016		Precinct 16	King of Kings Lutheran Church 1583 Radio Dr. Woodbury, MN 55125
Precinct 6	National Guard Armory 8180 Belden Blvd. S. Cottage Grove, MN 55016		Precinct 17	Red Rock Elementary School 3311 Commonwealth Ave. Woodbury, MN 55125
Precinct 7	Pine Hill Elementary School 9015 Hadley Ave. S. Cottage Grove, MN 55016		Precinct 18	Lake Middle School 3133 Pioneer Dr. Woodbury MN 55125
Precinct 8	Cottage Grove Elementary School 7447 65th St. S. Cottage Grove, MN 55016		Precinct 19	Valley Crossing Elementary School 9900 Park Crossing Woodbury, MN 55125
Precinct 9	Newport Elementary School 851 6th Ave. Newport, MN 55055		Precinct 20	Liberty Ridge Elementary 11395 Eagle View Blvd. Woodbury, MN 55129
Precinct 11	Woodbury Elementary School 1251 School Dr. Woodbury, MN 55125		Precinct 21	Five Oaks Community Church 4416 Radio Dr. Woodbury, MN 55129

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the Washington County Auditor at least eighty-four (84) days before the date of said election. The notice shall specify the date of said election and the offices to be voted on at said 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 general election to be posted at the administrative offices of the District at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the District at least four (4) days before the date of said general election and to cause two sample ballots to be posted at each polling place and 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 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 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 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 each polling place and combined polling place on election day.

5. 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 general 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 said general 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.

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 general 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. 833
(SOUTH WASHINGTON COUNTY SCHOOLS)

NOVEMBER 4, 2025

INSTRUCTIONS TO VOTERS

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

SCHOOL BOARD MEMBER
VOTE FOR UP TO FOUR

- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ _____ write-in, if any
- ◯ _____ write-in, if any
- ◯ _____ 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.

7. The name of each candidate for office at the general election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the District will be contracting to print the ballots for said general 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.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general 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 and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the District and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the places where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding said election, or once the week preceding said election if the newspaper is a weekly.

11. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places and combined polling places during the November 4, 2025 general election. The election judges shall act as clerks of election and submit the results to the Board for canvass in the manner provided for other District elections. The general election must be canvassed between the third and the tenth day following said election.

12. The District clerk shall make all Campaign Financial Reports required to be filed with the District under Minnesota Statutes, Section 211A.02, available on the District's website. The clerk must post the report on the District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The District must make a report available on the 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.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.