



---

**South Washington County Schools**

---

Keith Jacobus, Ph.D., Superintendent

**District Service Center**

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

**ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Dan Pyan, Director of Finance & Operations

DATE: April 30, 2020

TOPIC/PURPOSE OF REPORT: Designate Official Newspaper

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 203, Operation of the School Board

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: May 7, 2020

**REPORT**

The Bulletin was designated as the District's official newspaper in January 2020. The Bulletin is ceasing publication and circulation in the school district.

According to Minnesota Statute 331A.04, the District must designate a newspaper for publication of its public notices.

Administration recommends that the School Board designate the St. Paul Pioneer Press as the District's official newspaper as the newspaper has widespread circulation in the School District.

Daniel Pyan  
South Washington County Schools  
Daniel –

Thank you for the opportunity to bid on the public notice publications for South Washington County Schools.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2020 are as follows:

\$6.00 per column inch per publication \*(this = \$0.43 per line, there are 14 lines per column inch)

Our circulation number below is for Sunday Full Run, however you can publish a notice any day of the week.

Full Run – 170,663

\*All notices will be published full run.

Deadline to submit a standard text notice is 12pm the day prior to the day you'd like your notice to run. Friday at 12pm is the deadline to submit a notice running on Saturday, Sunday, or Monday. If your notice includes a chart, graph, map, or any special formatting, the deadline is 12pm **two** days prior to the publication day, and Thursday at 12pm for a Saturday, Sunday, or Monday publish date. All legal notices should be emailed to [legals@pioneerpress.com](mailto:legals@pioneerpress.com) after doing so, you'll be sent an email confirming receipt of your information and you'll be contacted shortly. You will be emailed a proof (which includes the cost). An affidavit will be emailed after the notice publishes.

Thank you for considering the Saint Paul Pioneer Press as the official legal newspaper for South Washington County Schools. Please let me know if you have any questions, we look forward to partnering with you.

Thank you,

Taylor Hafner – Advertising  
[thafner@pioneerpress.com](mailto:thafner@pioneerpress.com)

