

ADMINISTRATIVE REPORT

DATE: June 15, 2023
TOPIC: 6.6 – May 18, 2023 Board Meeting Minutes
PRESENTER: Dayna Pottratz, Executive Assistant to the Superintendent & School Board
REFERENCE TO POLICY/STATUTE: Policy 204, School Board Meeting Minutes

A. PURPOSE OF REPORT

- a. Approval of the following School Board Meeting minutes

May 18, 2023

- 1.0 **Call to Order: Roll Call:** Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District 833, South Washington County, was held on Thursday, May 18, 2023. The meeting was called to order by Chair Sharon Van Leer, at 6:00pm at the District Service Center, 7362 East Point Douglas Road South, Cottage Grove, MN 55016. School Board Members present: Melinda Dols, Pat Driscoll, Louise Hinz, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Simi Patnaik was absent. Superintendent Julie Nielsen was present.
- 2.0 **Pledge of Allegiance**
- 3.0 **Approval of Agenda:** It was moved by Melinda Dols, seconded by Pat Driscoll to approve the amended agenda, removing 8.6 and adding 8.7 approval of an Unrequested Leave of Absence. All in favor, none opposed, motion carried.



- 4.0 **Student District Ambassador Report:** Superintendent Nielsen introduced Greatness Aderemi-Ata. He shared what he enjoys at Armstrong Elementary and what he’s been doing with his school ambassador team as well as the district ambassador group.

- 5.0 **Comments to the Board:** None.

- 6.0 **Consent Items:** It was moved by Pat Driscoll and seconded by Louise Hinz to approve the consent agenda items. All in favor, none opposed, motion carried.
 - 6.1 Approval of Retirements, Resignations and Terminations
 - 6.2 Approval of Leaves of Absence
 - 6.3 Approval of New Employees/Change of Status
 - 6.4 Approval of Electronic Fund Transfers
 - 6.5 Approval of Resolution to Accept Gifts
 - 6.6 Approval of April 20, 2023 School Board Meeting Minutes
 - 6.7 Approval of May 4, 2023 School Board Meeting Minutes
 - 6.8 Approval of Agreement with NE Metro 916 for Special Education Services
 - 6.9 Approval of February Cash Disbursements
 - 6.10 Approval of March Cash Disbursements
 - 6.11 Approval of Reclassification of Position
 - 6.12 Approval of Student Teaching Agreement with University of Wisconsin, Stout
 - 6.13 Approval of Student Teaching Agreement with Luther College
 - 6.14 Approval of Student Teaching Agreement with Capella University
 - 6.15 Approval of Extended Field Trips

- 7.0 **Information Items:**
 - 7.1 Long-Range Facility Planning Update, presented by Dan Pyan, Executive Director of Finance and Operations. He shared reminders from the Guiding Change document, feedback received and next steps.

- 8.0 **Action Items:**
 - 8.1 Strategic Planning Roadmap, presented by Julie Nielsen, Superintendent. It was moved by Pat Driscoll, seconded by Katie Schwartz to approve the document. Louise Hinz, Pat Driscoll, Melinda Dols, Katie Schwartz and Sharon Van Leer voted in favor. Eric Tessmer voted against. Motion carried.



8.2 Release of Long-Term Substitute Teaching Contracts, presented by Abby Baker, Director of Human Resources. It was moved by Eric Tessmer, seconded by Melinda Dols to approve the resolution. A roll call vote was taken. Eric Tessmer, Louise Hinz, Pat Driscoll, Melinda Dols, Katie Schwartz and Sharon Van Leer voted in favor, Simi Patnaik was absent, none opposed. Motion carried.

8.3 Proposed Policy Changes presented by Julie Nielsen, Superintendent. It was moved by Louise Hinz, seconded by Katie Schwartz to approve the changes. All in favor, none opposed, motion carried.

8.4 Resolution Authorizing NE Metro 916 LTFM Budget for 2025, presented by Dan Pyan, Executive Director of Finance and Operations. It was moved by Melinda Dols, seconded by Eric Tessmer to approve the resolution. A roll call vote was taken. Eric Tessmer, Louise Hinz, Pat Driscoll, Melinda Dols, Katie Schwartz and Sharon Van Leer voted in favor, Simi Patnaik was absent, none opposed. Motion carried.

8.5 Letter of Agreement with Kraus Anderson, presented by Dan Pyan, Executive Director of Finance and Operations. It was moved by Pat Driscoll, seconded by Katie Schwartz to approve the agreement. All in favor, none opposed, motion carried.

8.6 Boundary Changes for New Housing Development was removed from the agenda at the beginning of the meeting. This item will be discussed at the June 1st school board meeting.

8.7 Unrequested leave of absence, presented by Abby Baker, Director of Human Resources. This item was added at the beginning of the meeting. It was moved by Louise Hinz, seconded by Katie Schwartz to approve the resolution. A roll call vote was taken. Eric Tessmer, Louise Hinz, Pat Driscoll, Melinda Dols, Katie Schwartz and Sharon Van Leer voted in favor, Simi Patnaik was absent, none opposed. Motion carried.

9.0 **Superintendent Report:** Superintendent Nielsen highlighted the 40th annual employee banquet. She noted the upcoming senior awards ceremonies and shared a reminder for all of the upcoming graduation ceremonies. She shared information about the community meetings and meetings held with city and elected officials. She thanked the communication team for the recent connection newsletter that went out to all community



members. This will be a quarterly publication.

10.0 **Future Meeting Dates:**

June 1 2023 - School Board Workshop Meeting (DSC/6:00p.m.)

June 8, 2023 - Strategic Planning Meeting (DSC/5:30p.m.)

June 15, 2023 - School Board Business Meeting (DSC/6:00p.m.)

11.0 **Adjournment:** The meeting adjourned at 6:45 p.m.

