

ADMINISTRATIVE REPORT

DATE: January 18, 2024
TOPIC: #5.7–January 4, 2024 School Board Business Meeting Minutes
PRESENTER: Dayna Pottratz, Executive Assistant to the Superintendent & School Board
REFERENCE TO POLICY/STATUTE: Policy 204

A. PURPOSE OF REPORT

- a. Review School Board Meeting Minutes.

B. RECOMMENDATION

- a. Approval

C. CONNECTION TO STRATEGIC PRIORITY

- a. Operations, Staffing, and Finance

January 4, 2024

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, January 4, 2024. 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: Ryan Clark, Melinda Dols, Pat Driscoll, Simi Patnaik, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Superintendent Julie Nielsen was present.

2.0 Pledge of Allegiance



3.0 **Approval of Agenda:** *It was moved by Melinda Dols to approve an amended agenda, adding Action Item 7.2 Board Committees, seconded by Simi Patnaik. All in favor, none opposed, motion carried.*

4.0 **Oath of Office:** *Superintendent Nielsen swore in Ryan Clarke, Melinda Dols and Simi Patnaik as Board Members.*

5.0 **Election of Officers** *It was moved by Sharon Van Leer, seconded by Pat Driscoll to approve the following slate of officers:*

- *Katie Schwartz, Chair*
- *Simi Patnaik, Vice Chair*
- *Pat Driscoll, Clerk*
- *Melinda Dols, Treasurer*

All in favor, none opposed, motion carried.

6.0 **Organizational Items for 2024:** *It was moved by Sharon Van Leer, seconded by Simi Patnaik to approve the organizational items. All in favor, none opposed, motion carried.*

6.1 Readopt School Board Policies and Regulations

6.2 Designate District Service Center as Meeting Site for the School Board

6.3 Appoint Director of Finance as Assistant Treasurer

6.4 Resolution to Designate Bank Depositories

6.5 Resolution for Investment Authorization

6.6 Authorize Director of Finance and Account Specialist to initiate Electronic Fund Transfers

6.7 Authorize Signatures for Petty Cash Checks

6.8 Authorize Early Claim Payments

6.9 Authorize use of Chair, Clerk and Treasurer Facsimile Signatures

6.10 Designate Pioneer Press as Official Newspaper

6.11 Authorize the Superintendent or Director of Finance to execute contracts and Purchase Orders

6.12 Approval of Board's legal counsel and individuals authorized to contact.



6.13 Approval of Board Compensation

6.14 Authorize Board Designees to enter into contracts for student activities.

7.0 **Action Items:**

7.1 Resolution for Bond Refunding, introduced by Dan Pyan, Executive Director of Finance and Operations and presented by Jodie Zespaugh of Ehlers. She shared the process and next steps of the refunding. It was moved by Sharon Van Leer, seconded by Simi Patnaik to approve the resolution. A roll call vote was taken. All in favor, none opposed, motion carried.

7.2 Board Committees, presented by Sharon Van Leer, School Board Director. It was moved by Simi Patnaik, seconded by Eric Tessmer to approve the 2024 committee assignments as presented with adding Melinda Dols to the Audit and Finance group. All in favor, none opposed, motion carried.

8.0 **Future Meeting Dates:**

January 4, 2024 – School Board Workshop Meeting immediately following.

January 18, 2024 – School Board Business Meeting (DSC/6:00 p.m.)

February 1, 2024 – School Board Workshop Meeting (DSC/6:00 p.m.)

9.0 **Adjournment:** The meeting adjourned at 6:35pm.

