

ADMINISTRATIVE REPORT

DATE: August 22, 2024
TOPIC: #5.6 – July 18, 2024 School Board 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

July 18, 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, July 18, 2024. The meeting was called to order by Chair Katie Schwartz, at 6:00pm at the District Service Center, 7362 East Point Douglas Road South, Cottage Grove, MN 55016. School Board Members present: Ryan Clarke, Pat Driscoll, Simi Patnaik, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Melinda Dols was absent. Superintendent Julie Nielsen was present.

2.0 Pledge of Allegiance

3.0 **Approval of Agenda:** It was moved by Sharon Van Leer, seconded by Pat Driscoll, to approve the agenda. All in favor, none opposed, motion carried.



4.0 **Comments to the Board:** Steve Mitzuk addressed the board about their experience at Woodbury High School.

5.0 **Consent Items:** It was moved by Simi Patnaik seconded by Sharon Van Leer to approve the consent agenda items. All in favor, none opposed, motion carried.

5.1 Retirements, Resignations and Terminations

5.2 Leaves of Absence

5.3 New Employees/Change of Status

5.4 Electronic Fund Transfers

5.5 Resolution to Accept Gifts

5.6 June 20, 2024, School Board Meeting Minutes

5.7 MDE's Iowa for 2024-25 school year

5.8 Appoint the Director of Business Services as Assistant Treasurer

5.9 Authorize Director of Business Services and the Account Specialist II to initiate electronic fund transfers.

5.10 Authorize Director of Business Services to sign petty cash checks for the Community Education and Athletics accounts in the absence of designated signers.

5.11 Authorize Director of Business Services and the Account Specialist II to sign petty cash Checks for the Finance office account.

5.12 Authorize Director of Business Services or designee to pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to utilize discount privileges; such claims will be reported to the School Board at Board meetings.

5.13 Authorize the Superintendent or Director of Business Services to execute contracts and purchase orders for goods and services contained in the Board approved budget.

5.14 Authorize the Superintendent or Director of Business Services to execute contracts pertaining to Student Activities.

5.15 Cash Disbursements for June

5.16 Petty Cash Limits for 2024-25

5.17 Lease Agreement for Apple iPads

5.18 Lease Agreement for Apple Laptops

5.19 Health Care Savings Plan - Executive Cabinet

6.0 **Information Items:**



6.1 Construction Update, presented by Dan Pyan, Executive Director of Finance and Operations. Wold Architects & Engineers and KOMA Architects provided updates on the projects.

6.2 Yearly Review of Mission Statement, presented by Julie Nielsen, Superintendent. Policy 104 requires the board to review the statement every two years. This mission statement was approved in August 2023, however with new school board members appointed, the statement will be reviewed in even years.

7.0 **Action Items:**

7.1 Proposed Policy Changes, presented by Julie Nielsen, Superintendent. It was moved by Pat Driscoll, seconded by Simi Patnaik to approve the changes. All in favor, none opposed, motion carried.

7.2 District Office Support Specialists contract, presented by Abby Baker, Executive Director of Human Resources & Operations. It was moved by Simi Patnaik, seconded by Eric Tessmer to approve the agreement. All in favor, none opposed, motion carried.

7.3 City of Woodbury Property Purchase, presented by Dan Pyan, Executive Director of Finance and Operations. It was moved by Simi Patnaik, seconded by Sharon Van Leer, to approve the agreement. All in favor, none opposed, motion carried.

8.0 **Superintendent Report:** Ms. Nielsen highlighted the hire of the new Community Education Director, Jake Winchell and System Leaders returning in two weeks. She highlighted the Executive Director of Finance and Operations, Dan Pyan's retirement from South Washington County Schools.

9.0 **Future Meeting Dates:**

August 8, 2024 – School Board Workshop Meeting (DSC/6:00p.m.)

August 22, 2024 – School Board Business Meeting (DSC/6:00p.m.)

10.0 **Adjournment:** The meeting adjourned at 7:56pm.

