

**ADMINISTRATIVE REPORT**

**DATE:** January 16, 2025  
**TOPIC:** 6.7–January 2, 2025 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 2, 2025*

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 2, 2025. The meeting was called to order by Chair 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, Simi Patnaik, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Melinda Dols and Pat Driscoll were absent. Superintendent Julie Nielsen was present.

2.0 **Pledge of Allegiance**

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



4.0 **Election of Officers:** It was moved by Sharon Van Leer, seconded by Simi Patnaik to approve the following slate of officers:

- Katie Schwartz, Chair
- Simi Patnaik, Vice Chair
- Melinda Dols, Clerk
- Sharon Van leer, Treasurer

All in favor, none opposed, motion carried.

5.0 **Organizational Items for 2025:** It was moved by Sharon Van Leer, seconded by Simi Patnaik to approve the organizational items. All in favor, none opposed, motion carried.

- 5.1 Readopt School Board Policies and Regulations
- 5.2 Designate District Service Center as Meeting Site for the School Board
- 5.3 Appoint Director of Finance as Assistant Treasurer
- 5.4 Resolution to Designate Bank Depositories
- 5.5 Resolution for Investment Authorization
- 5.6 Authorize Director of Finance and Account Specialist to initiate Electronic Fund Transfers
- 6.7 Authorize Signatures for Petty Cash Checks
- 5.8 Authorize Early Claim Payments
- 5.9 Authorize use of Chair, Clerk and Treasurer Facsimile Signatures
- 5.10 Designate Pioneer Press as Official Newspaper
- 5.11 Authorize the Superintendent or Director of Finance to execute contracts and Purchase Orders
- 5.12 Approval of Board’s legal counsel and individuals authorized to contact
- 5.13 Approval of Board Compensation
- 5.14 Authorize Board Designees to enter into contracts for student activities

6.0 **Future Meeting Dates:**

January 2, 2025 – School Board Workshop Meeting Immediately following this business meeting

January 16, 2025 – School Board Business Meeting (DSC/6:00 p.m.)

February 6, 2025 – School Board Workshop Meeting (DSC/6:00 p.m.)



7.0 **Adjournment:** The meeting adjourned at 6:03pm.

