SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE: September 18, 2025
TOPIC: 5.7-September 4, 2025 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

September 4, 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, September 4, 2025. The meeting was called to order by Vice Chair Simi Patnaik, at 6:00pm at the District Service Center, 7362 East Point Douglas Road South, Cottage Grove, MN 55016. School Board Members present: Ryan Clarke, Melinda Dols, Louise Hinz, Simi Patnaik and Eric Tessmer. Katie Schwartz and Sharon Van Leer were absent. Superintendent Julie Nielsen was present.

2.0 **Pledge of Allegiance**

3.0 **Approval of Agenda:** It was moved by Melinda Dols, seconded by Ryan Clarke, to approve the agenda. All in favor, none opposed, motion carried.

4.0 **Workshop Items:**

4.1 Elementary Bond Update, presented by Tyrone Brookins, Assistant Superintendent. Architects from KOMA and Wold shared updates and planning on the construction at Bailey, Pine Hill and Grey Cloud Elementary Schools.

4.2 Review of Procedure 203, introduced by Julie Nielsen, Superintendent. Board members agreed the procedure is appropriate. They discussed live streaming comments to the board. It was determined to return to live streaming comments to the board.

5.0 **Information Items:**

5.1 Financial Update, presented by Kris Blackburn, Director of Business Services. She shared information on property tax levies and taxes payable in the following calendar year, as well as next steps and the approval process.

5.2 First Reading of Proposed Policy Changes, presented by Julie Nielsen, Superintendent. There was no request for public comment. These policies will return at the September 18th meeting for approval.

6.0 **Reports and Comments:** Superintendent Nielsen reported on the first days of school, asking for patience in these first few weeks with Transportation and road construction. She highlighted the construction work necessary to be completed for school to start and noted the increased safety measures with construction workers on site.

Melinda Dols wrote:
-School Board members were recognized since September is School Board Appreciation Month.
-There was a presentation by Cara McGlynn and Dustin Vincent on safeguarding student well-being and safety.
-916 Safety Coordinator, Dustin Vincent, has organized a reunification exercise and is available to support member districts with crisis management plans at no cost. Dvincent@916schools.org
-The 2024/2025 Impact Report shows progress across the four quadrants of the Strategic Action Plan.

7.0 **Future Meeting Dates**:
September 18, 2025 – School Board Business Meeting (DSC/6:00 p.m.)
October 2, 2025 - School Board Workshop Meeting (DSC/6:00 p.m.)

8.0 **Adjournment:** The meeting adjourned at 7:37pm