

ADMINISTRATIVE REPORT

DATE: October 23, 2025
TOPIC: 5.6-September 18, 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 18, 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 18, 2025. 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: Melinda Dols, Simi Patnaik, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Ryan Clarke and Louise Hinz were 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 Melinda Dols to approve an amended agenda, adding 7.4 Woodbury High School Girls Hockey Co-op. All in favor, none opposed, motion carried.



4.0 **Comments to the Board:** None.

5.0 **Consent Items:** It was moved by Simi Patnaik, seconded by Eric Tessmer to approve the consent agenda. 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 August 21, 2024 School Board Business Meeting Minutes

5.7 September 4, 2025 School Board Workshop Meeting Minutes

5.8 Cash Disbursements

5.9 Student Teaching Agreement with the University of North Dakota

5.10 Worker's Compensation Insurance Renewal

5.11 Extended Field Trips

6.0 **Information Items:**

6.1 Summer Learning Update presented by Mr. Jake Winchell, Director of Community Education.

Mr. Kristofer Carlson, Special Education Coordinator

Mr. Andrew Bowes, Special Education Coordinator

Ms. Mary Watts, Special Education Coordinator

Dr. Tyrone Brookins, Assistant Superintendent

Amy Brengmann, Out-of-School Time Program Manager

They shared information on summer programming, including Credit Recovery, Extended School Year program, Targeted Services and Kids Club.

7.0 **Action Items:**

7.1 Proposed Policy Changes presented by Ms. Julie Nielsen, Superintendent. It was moved by Sharon Van Leer, seconded by Eric Tessmer. All in favor, none opposed, motion carried.

7.2 Preliminary Levy for Pay 2026 presented by Ms. Julie Nielsen Superintendent. It was moved by Simi Patnaik, seconded by Sharon Van Leer to approve the preliminary levy. All in favor, none opposed, motion carried.



7.3 Election Judges, presented by Ms. Julie Nielsen, Superintendent. It was moved by Sharon Van Leer, seconded by Eric Tessmer to approve the resolution. A roll call vote was taken, all in favor, none opposed, motion carried.

7.4 Woodbury High School Hockey Co-op presented by Ms. Kristine Schaefer, Assistant Superintendent. It was moved by Melinda Dols, seconded by Simi Patnaik. All in favor, none opposed, motion carried.

8.0 **Superintendent Report:** Ms. Nielsen provided information on the 2026-27 school calendar, Community Survey and highlighted School Board Appreciation Month.

9.0 **Future Meeting Dates:**
October 2, 2025 - School Board Workshop Meeting (DSC/6:00p.m.)
October 23, 2025 - School Board Business Meeting (DSC/6:00p.m.)

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

