

## ADMINISTRATIVE REPORT

**DATE:** October 23, 2025  
**TOPIC:** 5.7-October 2, 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

*October 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, October 2, 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: Ryan Clarke, Melinda Dols, Louise Hinz, Simi Patnaik, Katie Schwartz, Eric Tessmer and Sharon Van Leer. Student School Board Representatives Andrew Chasteen and Matilda Samuel were present. Téa Alvarenga 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 Melinda Dols to approve the agenda. All in favor, none opposed, motion carried.



4.0 **Student Board Representative Reports:** Melinda Samuel from Woodbury High School, Andrew Chasteen from East Ridge High School, Téa Alvarenga (via video) from Park High School shared why they wanted to be a representative on the school board.

5.0 **Workshop Items:**

5.1 Literacy, introduced by Kelly Jansen, Assistant Superintendent. Mark McIlmoyle, Director of Secondary Teaching & Learning, Jolaine Mast, Elementary Director of Teaching & Learning and Leah Boulos, K-12 Literacy Teaching & Learning Supervisor, District Literacy Lead shared information on the READ Act, why and how it's been implemented in the district and how they measure proficiency, testing resources and future changes based on testing results.

5.2 Board Governance Plan Yearly Review, presented by Katie Schwartz, Board Chair. After discussion, they added a board self-evaluation for 2025-26.

5.3 Open Enrollment Parameters, presented by Kelly Jansen, Assistant Superintendent. She shared the parameters of when we will accept students who do not reside in our district boundaries.

6.0 **Information Items:**

6.1 Financial Update presented by Kris Blackburn, Director of Business Services. She shared the projected assumptions for future years based on enrollment.

6.2 First Reading of Proposed Policy Changes, presented by Julie Nielsen, Superintendent. These policies will return for approval at the October 23, 2025 meeting. There was no request for comment from the public.

7.0 **Reports and Comments:** Superintendent Nielsen shared information on High school fall award programs next week and the October 11<sup>th</sup> marching band showcase at ERHS.

8.0 **Future Meeting Dates:**

October 23, 2025 – School Board Business Meeting (DSC/6:00 p.m.)

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





- 9.0 **Closed session** pursuant to MN 13D.05, Subdivision 3a, for the Superintendent's Evaluation.  
At 7:56pm, Simi Patnaik motioned to move to closed session, seconded by Sharon Van Leer. All in favor, none opposed, motion carried. At 8:34, Sharon Van Leer motioned to return to the public meeting, seconded by Ryan Clarke, all in favor, none opposed, motion carried.
- 10.0 **Adjournment:** The meeting adjourned at 8:35pm.

