



# South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

## District Service Center

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### ADMINISTRATIVE REPORT

TO: Members of the School Board  
Keith Jacobus, Ph.D., Superintendent of Schools

FROM: Dayna Pottratz, Executive Assistant to the Superintendent

DATE: January 16, 2020

TOPIC/PURPOSE OF REPORT: Approval of the January 9, 2020 School Board Minutes

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 204, School Board Meeting Minutes

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: January 23, 2020

### REPORT

District 833  
School Board Regular Meeting  
Unofficial Clerk's Summary

January 9, 2020

- 1.0 Call to Order; 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 9, 2020. The meeting was called to order by Chair Tracy Brunnette, at 6:37pm at the District Service Center, located at 7362 East Point Douglas Road South, Cottage Grove, Minnesota. School Board Members present were: Tracy Brunnette, Heather Hirsch (6:37pm-6:42pm), Katie Schwartz, Sharon Van Leer and Board member elects, Melinda Dols, Louise Hinz and Simi Patnaik. Pat Driscoll, Ron Kath and Michelle Witte were absent. Superintendent Keith Jacobus was present.
  - 1.1 Oath of Office: Board Chair, Tracy Brunnette administered the Oath of Office to elected Board Members, Melinda Dols, Louise Hinz and Simi Patnaik.
- 2.0 Pledge of Allegiance
- 3.0 Approval of Agenda: It was moved by Sharon Van Leer and seconded by Katie Schwartz to approve the agenda. All in favor. None opposed. Motion carried.
- 4.0 Election of Officers: Sharon Van Leer proposed the following slate of officers for the 2020 calendar year:
  - Tracy Brunnette – Chair
  - Katie Schwartz – Vice Chair
  - Pat Driscoll-Treasurer
  - Sharon Van Leer – Clerk
 Seconded by Katie Schwartz. All in favor, none opposed, motion carried.

- 5.0 Organizational Items for 2020: It was moved by Katie Schwartz and seconded by Sharon Van Leer to approve the organizational items below. 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
  - 5.7 Authorize Signatures for Petty Cash Checks
  - 5.8 Authorize Signatures for Student Activity Checks
  - 5.9 Authorize Early Claim Payments
  - 5.10 Authorize use of Chair, Clerk and Treasurer Facsimile Signatures
  - 5.11 Designate South Washington County Bulletin as Official Newspaper
  - 5.12 Authorize the Superintendent or Director of Finance to execute contracts and Purchase Orders
  - 5.13 Approval of Board's legal counsel and individuals authorized to contact
  - 5.14 Approval of Board Compensation
  - 5.15 Authorize Board Designees to enter into contracts for student activities
- 6.0 Consent Items: It was moved by Louise Hinz, seconded by Katie Schwartz to approve the consent agenda items. All in favor, none opposed, motion carried.
- 6.1 Approval of Retirements, Resignations and Terminations
  - 6.2 Approval of Leaves of Absence
  - 6.3 Approval of New Employees/Change of Status
  - 6.4 Approval of Bid – Doors & Windows at WMS
  - 6.5 Approval of Bids - Re-Roofing
- 7.0 Workshop Items:
- 7.1 Conversation with Local Legislators Superintendent Jacobus & Cabinet members lead a conversation with Representatives Xiong, Sandell, Jurgens and Claffin as well as Senators Kent and Bigham. Administration highlighted requests for policy and financial assistance in 2020 and beyond.
- 8.0 Information Items:
- 8.1 Audit Results, presented by Dan Pyan, Director of Finance and Operations and Aaron Nielsen, MMKR CPA. They shared the audit results for the 2018-19 fiscal year.
  - 8.2 First Reading of Revised 2020-21 Calendar, presented by Keith Jacobus, Superintendent. He explained the suggested changes. This will return for approval at the January 23, 2020 meeting.
  - 8.3 First Reading of 2021-22 Calendar, presented by Keith Jacobus, Superintendent. This will return for approval at the January 23, 2020 meeting.
  - 8.4 Negotiations Update, presented by Katie Schwartz, School Board, Vice Chair. She provided the most recent update to the teacher negotiations process.
- 9.0 Discussion Items: None.
- 10.0 Action Items
- 10.1 Approval of Board Committees, presented by Tracy Brunnette, School Board Chair. It was moved by Katie Schwartz, seconded by Louise Hinz. All in favor, none opposed, motion carried.
  - 10.2 Approval of Board Member Employment through January 2020, presented by Keith Jacobus, Superintendent. It was moved by Sharon Van Leer, seconded by Katie Schwartz to approve the motion to allow Louise Hinz to finish her role as a Math Advisor through the end of January 2020. Tracy Brunnette, Sharon Van Leer, Katie Schwartz, Simi Patnaik, Melinda Dols voted in favor. Pat Driscoll was absent, and Louise Hinz abstained. Motion carried.
- 11.0 Reports and Comments:
- 11.1 Superintendent's Report: Dr. Jacobus reported on winter weather and provided a long-range facility planning update.

11.2 School Board Member Reports:

Tracy Brunnette attended a board training on management and governance and a finance committee meeting. Louise Hinz attended a 916 tour and is attending training next week through MSBA with Simi Patnaik and Melinda Dols. Sharon Van Leer is presenting at the MSBA Convention next week.

12.0 Future Meeting Dates:

12.1 January 23, 2020 – Regular School Board Meeting (DSC/6:30 p.m.)

12.2 February 6, 2020 – Regular School Board Meeting (DSC/6:30 p.m.)

13.0 Adjournment: The meeting adjourned at 8:41pm.