



# 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: September 19, 2019

TOPIC/PURPOSE OF REPORT: Approval of the August 29, 2019 School Board Minutes

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: September 26, 2019

### REPORT

District 833  
School Board Regular Meeting  
Unofficial Clerk's Summary

August 29, 2019

- 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, August 29, 2019. The meeting was called to order by Chair Tracy Brunnette, at 6:30pm at the District Service Center, located at 7362 East Point Douglas Road South, Cottage Grove, Minnesota. School Board Members present were: Tracy Brunnette, Pat Driscoll, Heather Hirsch, Ron Kath Katie Schwartz, Sharon Van Leer and Michelle Witte. Superintendent Keith Jacobus was present.
- 2.0 Pledge of Allegiance
- 3.0 Approval of Agenda: It was moved by Sharon Van Leer, seconded by Pat Driscoll to approve the agenda. All in favor, none opposed, motion carried.
- 4.0 District Highlights:  
Introduction of Woodbury Elementary School Principal, Tony Mosser  
Julie Nielsen, Assistant Superintendent
- 5.0 Public Comment: None.
- 6.0 Consent Items: It was moved by Sharon Van Leer to approve the consent agenda, seconded by Katie Schwartz. 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 Extended Field Trips
  - 6.5 Approval of Electronic Fund Transfers
  - 6.6 Approval of Resolution to Accept Gifts
  - 6.7 Approval of July 18, 2019 School Board Meeting Minutes
  - 6.8 Approval of August 15, 2019 School Board Meeting Minutes

6.9 Approval of Cash Disbursements for June  
6.10 Approval of 2019-20 Petty Cash Authorizations

7.0 Workshop Items: Agenda item scheduled for the September 12, 2019 meeting

8.0 Information Items:

8.1 Professional Development Update, presented by Kelly Jansen, Director of Teaching and Learning Services. She shared all of the learning that occurred this summer in preparation for the 2019-20 school year.

8.2 School Improvement Plans, presented by Brian Boothe, Director of Continuous Improvement and Assessment. He shared the purpose of the plans, how they create the priorities and what they did differently this year.

8.3 Financial Update, presented by Dan Pyan, Finance Director. He shared the most current budget and projections.

8.4 Summary of Superintendent's Evaluation, presented by Tracy Brunnette, School Board Chair. She shared comments from his evaluation and goals for the upcoming year, as well as developing a more formal process for his evaluation.

8.5 Negotiations Update, presented by Katie Schwartz, School Board Treasurer. She provided the most recent updates on the negotiations.

9.0 Discussion Items: None.

10.0 Action Items:

10.1 Approval of 410, 413, 414, 415, 514, 522, 524, 616, 806 Policies, presented by Mike Johnson, Assistant Superintendent. It was moved by Pat Driscoll, seconded by Sharon Van Leer to approve the changes to these policies. All in favor, none opposed, motion carried.

10.2 Approval of Washington County Easement, presented by Dan Pyan, Director of Finance. It was moved by Michelle Witte, seconded by Sharon Van Leer to approve the easement. All in favor, none opposed, motion carried.

10.3 Approval of Request for Proposal of Scope and Needs study for Central Park, Woodbury, presented by Bob Lawrence, Director of Community Education. It was moved by Sharon Van Leer, seconded by Katie Schwartz to approve the study. All in favor, none opposed. Motion carried.

11.0 Reports and Comments:

11.1 Superintendent's Report: Dr. Jacobus reported on the use of technology in our schools, seatbelts on some busses and ATPPS.

12.0 Future Meeting Dates:

12.1 September 12, 2019 – School Board Meeting (DSC/6:30 p.m.)

12.2 September 26, 2019 – School Board Meeting (DSC/6:30 p.m.)

13.0 Adjournment: The meeting adjourned at 7:38pm.