



---

**INDEPENDENT SCHOOL DISTRICT 719**  
4540 Tower Street SE  
Prior Lake, Minnesota 55372

---

**Regular School Board Meeting Minutes  
of the Board of Education**

---

The regular meeting of the Board of Education of Independent School District 719 was called to order by Board Chair Crosby, in the board room at the District Services Center on December 11, 2023 at 6:00 p.m.

Chair Crosby led the Pledge of Allegiance.

Board Members Present: Lisa Atkinson, Julie Bernick, Amy Bullyan, Amy Crosby, Mary Frantz, Jessica Olstad, Enrique Velázquez, Student Representative Riana McCrave

Board Members Absent: None

Administration Present: Executive Director of Business Services Fredrickson, Executive Director of Administrative Services Herman, Executive Director of Academic Services Edwards, District Administrators

Per board policy 203, Board Chair Crosby called for anyone wishing to address the board during the open forum segment on the board agenda and four people spoke during this forum.

The Truth in Taxation portion of the meeting took place at this time.

Executive Director of Business Services Fredrickson reviewed the proposed 2023 payable 2024 levy certification. Fredrickson reported that the proposed increase is 3.92%.

The board opened the meeting up to questions and comments regarding the district's budget and no one spoke. The levy was set later in this meeting.

A motion was made by Enrique Velázquez, seconded by Jessica Olstad, to approve the agenda.  
Motion carried: 7 - 0

Director Atkinson requested item 8C (Monthly Financial Report) and item F2 (Resignations) be removed from the consent agenda and moved to new business.

A motion was made by Jessica Olstad, seconded by Amy Bullyan, to approve the consent agenda, as amended:

A. Financial Items:

- Check/Wire Transfer Disbursement Summary from November 2023
- Wire Transfer, EFT & ACH Banking Activity from November 2023
- Bank reconciliation statements from October 2023
- PMA Financial from November 2023
- Monthly Wire Detail from November 2023
- Monthly Health/Dental Wire Detail from November 2023
- Monthly Check Detail from November 2023
- Monthly ACH Detail from November 2023

- B. Purchase Orders above \$25,000:
- None

C. Monthly Financial Report (*moved to new business*)

D. Enrollment Report

E. Approval of school board minutes as follows:

- Regular board meeting – November 13, 2023
- Board study session – November 27, 2023

F. Personnel Items:

1. Candidates for employment as follows:

Certified:

- Cherise Crofoot – Special Education Teacher (MTS) – FH (leave of absence)

Coaches:

- Kailey Dobransky – Spotter – Assistant Gymnastics Coach (.5) – HS (resignation)
- Andrea Dowzak - Spotter – Assistant Gymnastics Coach (.5) – HS (resignation)
- Eric Foerster – Middle School Wrestling Coach (.5) – TOMS/HOMS (new position)
- Jason Hammarlund – Middle School Wrestling Coach (.5) – TOMS/HOMS (resignation)
- Samuel Kepner – Head Boys Lacrosse Coach – HS (resignation)
- Alexandra Meyer – Assistant Gymnastics Coach (.33) – HS (resignation)
- Ian O'Connor - Middle School Wrestling Coach (.5) – TOMS/HOMS (new position)
- Douglas Swenson – Assistant Nordic Ski Coach – HS (resignation)
- Jonathan Tolbert – Assistant Wrestling Coach – HS (resignation)

Support Staff:

- Daria Dzhalalova – Cultural Liaison – Russian (MTS) – HRE (new position/medical accommodation)
- Sahro Hassan – Child Nutrition Helper – TOMS (resignation)
- Michelle Loftus – Special Education Para – Dist. (resignation)
- Genevieve Schave – ECFE Assistant – EW (resignation)
- Yuliya Shirokova – Admin Assistant – Communication & Human Resources – DSC (new position)
- Emerson Tabatt – ECFE Assistant – Student Support Staff – EW (new position)
- Liudmila Tkachuk – Child Nutrition Helper – HS (resignation)
- Ellen Vellance – Noon Supervisor – HRE (resignation)
- Kristina Zaytsev – Special Education Para – Dist. (resignation)
- Lance Portwood – Child Nutrition Helper – HOMS (resignation)
- Ruby Watkins – Custodian (MTS) – TOMS (leave of absence)

2. Resignations, terminations and non-renewals (*moved to new business*)

3. Leaves of Absence as follows:

- Kelly Hellier - Gr. 4 Teacher - WW (maternity leave - May 2, 2024 to August 2024)
- Sarah Hough - Gr. 4 Teacher - RR (maternity leave - March 27, 2024 to end of SY 2024)
- Duane Johnson - Lead Custodian - TOMS (medical leave - December 11, 2023 to February 18, 2024)
- Kimberly King - Special Ed Para (Resource) - FH (medical leave - January 12 to February 21, 2024)
- Erin Metoxen - Early Learning Coordinator - EW (medical leave - December 12, 2023 to January 22, 2024)
- Kailey Schlink - Special Education Teacher - HS (maternity leave - March 15, 2024 to August 2024)
- Lisa Theis - Health Aide - GD (family leave - updated return to work October 23 to November 29, 2023)
- Matthew Timm - Senior Accountant - DSC (family leave - January 2 to January 29, 2024)

Motion carried: 7 – 0

Member Bernick introduced the following resolution and moved its adoption:

**RESOLUTION FOR ACCEPTANCE OF GIFTS**

The motion for adoption of the foregoing resolution was duly seconded by Member Atkinson and upon vote being taken thereon, the following voted in favor thereof: Atkinson, Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez

The following voted against the same: none

The foregoing resolution was approved this 11th day of December 2023.

(*full resolution on file at the district office*)

### **LAKER PRIDE | SPECIAL RECOGNITION | LAKER SHOWCASE**

- We celebrated our fall season state participants during the Prior Lake High School Activities Department presentation.

Executive Director of Administrative Services Herman presented a 2023-24 additional educational support staffing request.

A motion was made by Enrique Velázquez, seconded by Julie Bernick, to approve the 2023-24 additional ESS staffing as follows:

- Center Based Special Education Para - \$2,842.30

Motion carried: 7 – 0

Executive Director of Administrative Services Herman presented Juneteenth Memorandums of Understanding (MOU'S).

A motion was made by Enrique Velázquez, seconded by Julie Bernick, to approve the MOU's, as presented.

Motion carried: 7 – 0

Board Chair Crosby presented the monthly financial report that was removed from the consent agenda earlier in the meeting.

A motion was made by Julie Bernick, seconded by Enrique Velázquez, to approve the monthly financial report, as presented:

Motion carried: 7 – 0

Board Chair Crosby presented the resignations/terminations & non-renewals that was removed from the consent agenda earlier in the meeting.

Resignations, terminations and non-renewals as follows:

- Michelle Callahan - Special Ed Para (Resource) - HOMS (effective December 21, 2023)
- Amy Jopp - Special Ed Para (Resource) - JP (effective December 14, 2023)
- Ashley McCann - Special Ed Para (Resource) - GD (effective November 21, 2023)
- Melissa Meyer - Special Ed Para (Resource) - GD (effective November 14, 2023)
- Dannelle Paulson - Lunchroom Supervisor - HOMS (effective December 15, 2023)
- Angela Stier - Child Nutrition (part-time) - FH (effective November 21, 2023)
- Caitlin Stone - .50 9th Gr. Softball Coach - HS (effective immediately)

A motion was made by Mary Frantz, seconded by Amy Bullyan, to approve resignations as listed.

Motion carried: 7 – 0

Executive Director of Academic Services Edwards presented new course proposals at Prior Lake High School.

A motion was made by Lisa Atkinson, seconded by Amy Bullyan.

Point of Order by Director Olstad to if the board is approving the course proposals separately. After Dr. Edwards addressed the math sequence, Chair Crosby asked for a motion to approve both proposals as a group as presented.

A motion was made by Amy Bullyan, seconded by Enrique Velázquez, to approve the following new course proposals and math sequence, as presented:

- Secondary New Course Proposals 2024-25 SY
- Secondary Math Sequence 2024-25 & 2025-26

Motion carried: 7 – 0

Executive Director of Business Services Fredrickson presented a request to the board to begin accepting open enrollments for SY 2024-25.

A motion was made by Jessica Olstad, seconded by Enrique Velazquez, to accept open enrollment applications for 2024-25 until January 30, 2024, as requested.

Motion carried: 7 – 0

Executive Director of Business Services Fredrickson presented the levy presentation during the truth in taxation portion of this meeting.

A motion was made by Lisa Atkinson, seconded by Amy Bullyan, to approve the certification at a 3.92% increase, as presented.

Motion carried: 7 – 0

Executive Director of Business Services Fredrickson presented the 2023-24 final budget for approval. The budget presentation was part of the truth in taxation portion of this meeting. A roll call vote was requested. A motion was made by Enrique Velázquez, seconded by Jessica Olstad, to approve the 2023-24 final budget, as presented.

Point of Order requested by Director Atkinson regarding enrollment numbers and Policy 701 which was followed by a Point of Order from Director Frantz on discussion on Board Policy 701, followed by a Point of Order from Director Atkinson on discussion on Board Policy 701, followed by Point of Order from Director Bernick about discussion on Board Policy 701. Board Chair Crosby noted the investment of 1.4 million out of the general fund were one time funds and not sustainable as discussed in previous study sessions.

Voting in favor: Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez

Voting against: Atkinson

Motion carried: 6 – 1

Superintendent Thomas presented the annual combined polling location resolution as follows:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

The motion for the adoption of the foregoing resolution was duly seconded by Board Member Bullyan, and upon vote being taken thereon, the following voted in favor thereof: Atkinson, Bernick, Bullyan, Crosby, Frantz, Olstad, Velazquez

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

*(full resolution on file at the district office)*

Board Chair Crosby mentioned that an email will be sent to the board later in the week requesting what committees they would be interested in serving on. Committee assignments will be handed out by the board chair at the organizational meeting in January.

Board Chair Crosby mentioned that the MSBA Leadership Conference will be held on Thursday, January 11 and Friday, January 12, 2024 at the Minneapolis Convention Center. All board members are registered.

## POLICY

After multiple readings, the following policy was presented for a second and final reading with a request for board approval:

- Policy 208: Development, Adoption and Implementation of Policies

A motion was made by Jessica Olstad, seconded by Amy Bullyan, to approve the policy, as presented.

Motion carried: 7 – 0

After review and two readings, the following policies were presented for board approval:

- Policy 401: Equal Employment Opportunity
- Policy 404: Employment of All Staff
- Policy 405: Veteran's Preference
- Policy 412: Travel Reimbursement
- Policy 509: Enrollment of Non Resident Students
- Policy 511: Student Fundraising
- Policy 533: Student Wellness
- Policy 534: School Meals Policy

A motion was made by Lisa Atkinson, seconded by Mary Frantz, to approve the policies as a group, as presented.

Motion carried: 7 – 0

## REPORTS

### Superintendent's Report

- Strategic Planning Core Team applications are available through December 31<sup>st</sup>.
- MLK Jr. Breakfast will be held on Monday, January 15<sup>th</sup> at Prior Lake High School at 7:30 a.m. The Teachers of the Year Recognition Celebration will be held at the high school directly following.
- Kindergarten Information Night will be held at Redtail Ridge on Tuesday at 6:30 p.m. The Spanish Immersion Panel will be on Wednesday at 6:30 pm at La ola del lago and Thursday online registration opens.
- Thank you for all of the Tree of Warmth donations. More winter clothing was collected than ever before.

### Administrative Reports

None

### Board Reports

- Student Council Vice President Riana McCrave reported on committee work from the following:
  - Development Committee (college pennants)
  - Communications Board (Laker Lens)
  - Special Events (No Shave November)
  - Sunshine Committee (free pancake breakfast)
  - Community Service (wrapping gifts)
  - Cocoa and Cram (Time to study for finals)
  - Fundraising (basketball concessions)
  - Student Council is also starting to work on details for the semi-formal winter dance.
- Board Directors Olstad and Velázquez attended the MSBA Delegate Assembly last weekend which included 150 delegates with 23 resolutions forwarded to the assembly and 15 resolutions passed.
- Board Director Velazquez also reported on the assembly and upcoming Policy Advisory and Special Ed Advisory Committees to be held on December 14<sup>th</sup>. SouthWest Metro working through teacher contracts and the Committee made the decision to dissolve the SouthWest Metro Foundation.
- Director Atkinson reported on the Teaching & Learning Advisory Committee and the robust discussion on the 600 series of policies with Policy 606 discussion extended to be reviewed at the next meeting. Brooke Zahn, 4<sup>th</sup> grade teacher at Jeffers Pond, was selected as PL VFW 2<sup>nd</sup> District Teacher of the Year. She will be entered into a selection of 7 other district winners for the title of the VFW State Teacher of the Year.
- Chair Crosby reported on the recent AMSD meeting with discussion surrounding their legislative platform. Informative information was shared to the group from the state demographer.

A motion was made by Lisa Atkinson, seconded by Enrique Velázquez, to adjourn the regular meeting and transition to a closed session.

Motion carried: 6 – 0

Meeting adjourned at 8:10 p.m.

The meeting was closed in accordance with the Open Meeting Law (Minn. Stat. 13D.03) for the purpose of discussing negotiation strategy.

A motion was made by Lisa Atkinson, seconded by Mary Frantz, to open the closed session.  
Motion carried: 7 – 0

The meeting re-opened at 8:16 p.m.

A motion was made by Enrique Velázquez, seconded by Lisa Atkinson, to adjourn.  
Motion carried: 7 – 0

Meeting adjourned at 8:51 p.m.

Mary Frantz, Board Vice-Chair/Clerk  
Independent School District 719  
4540 Tower Street SE  
Prior Lake, MN 55372

MF/mw