



# INDEPENDENT SCHOOL DISTRICT 719

4540 Tower Street SE

Prior Lake, Minnesota 55372

## Organizational School Board Meeting Minutes of the Board of Education

The organizational meeting of the Board of Education of Independent School District 719 was called to order by Temporary Acting Chair Crosby in the board room at the District Services Center on January 9, 2023 at 5:30 p.m.

Acting Chair Crosby led the board and those present in the Pledge of Allegiance.

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

Board Members Absent: None

Administration Present: Superintendent Thomas, Executive Director of Administrative Services Herman, Executive Director of Business Services Fredrickson

Acting Chair Crosby appointed Mary Frantz to serve as temporary clerk for this portion of the meeting.

Acting Chair Crosby administered the Ceremonial Oath of Office to the following:

- Re-elected board member: Enrique Velázquez
  - Newly elected board members: Lisa Atkinson, Amy Bullyan, Jessica Olstad
- (The board members recited the oath as a group and individually signed the forms)*

A motion was made by Enrique Velázquez, seconded by Mary Frantz, to approve the agenda.  
Motion carried: 7 – 0

Acting Chair Crosby called for nominations for the office of School Board Chair for 2023 the standard three times.

Member Enrique Velázquez nominated Amy Crosby. A second was not required. There were no further nominations. As Amy Crosby was the only candidate nominated for the office of chair, she was declared elected by acclamation and the acting clerk was directed to record in the minutes.

Newly Elected Chair Crosby called for nominations for the office of School Board Vice-Chair/Clerk for 2023 the standard three times.

Member Julie Bernick nominated Mary Frantz. A second was not required.

Member Amy Bullyan nominated Lisa Atkinson. A second was not required.

There were no further nominations. At this point nominations were closed.

Voting in favor of Mary Frantz: Bernick, Crosby, Frantz, Olstad, Velázquez Voting against: Atkinson, Bullyan

Voting in favor of Lisa Atkinson: Atkinson, Bullyan Voting against: Bernick, Crosby, Frantz, Olstad, Velázquez

Mary Frantz received the most votes and was declared the Board Vice-Chair/Clerk for 2023 and the acting clerk was directed to record in the minutes.

Chair Crosby called for nominations for the office of School Board Treasurer for 2023 the standard three times.

Member Mary Frantz nominated Julie Bernick. A second was not required. There were no further nominations.

As Julie Bernick was the only candidate nominated for the office of treasurer, she was declared elected by acclamation and the clerk was directed to record in the minutes.

A motion was made by Mary Frantz, seconded by Lisa Atkinson, to take a short recess so that officers could take their respective seats at the dais.

Motion carried: 7 - 0

Meeting resumed at 5:41 pm.

A motion was made by Enrique Velázquez, seconded by Julie Bernick, to approve the following consent agenda items, as presented:

- a. Named Old National Bank and PMA Financial Network as depositories for school district funds.
- b. Designated the "Prior Lake American" of Prior Lake, Minnesota and the "Savage Pacer" of Savage, Minnesota as the official school district legal newspapers.
- c. Named the firm of Ehlers & Associates as the school district fiscal consultant.
- d. Named the law firms of Knutson, Flynn, & Deans, Ratwik, Roszak & Maloney P.A., Rupp, Anderson, Squires & Waldspurger, P.A., and Dorsey & Whitney LLP, as the school district legal counsel.
- e. Named the auditing firm of MMKR Certified Public Accountants as the school district auditing firm.
- f. Named Tammy Fredrickson, Executive Director of Business Services, to perform the clerical duties of the Board Clerk pursuant to Minnesota Statute 123B.14 and shall be named Assistant Board Clerk.
- g. Authorized Dr. Michael Thomas, Superintendent of Schools, and Tammy Fredrickson, Executive Director of Business Services, to lease, purchase and contract for goods and services within the budget as approved by the board, provided that any transaction in an amount exceeding the minimum amount for which bids are required, must first be authorized by the board and must fulfill other applicable requirements pursuant to Minnesota Statutes governing municipal contracting and that informal quotation be required, when possible, for all purchases exceeding \$25,000.
- h. Designated Michelle Cuka as the school district's Special Education Director, Jennie Zumbusch as the school district's Federal Programs Coordinator, Dan Edwards as District LEA (ESEA Programs), and Emily Herman as Data Practices Compliance Officer.
- i. Delegated Tammy Fredrickson, Executive Director of Business Services, the authority to make electronic transfers and in addition, the appropriate documentation, including written confirmation from the financial institution and proper request and approval form for the transfer, shall be retained by the Executive Director of Business Services.
- j. Directed the administration to publish the "Annual Notification of Rights, Protection and Privacy of Student Records" in the official newspapers of the district.
- k. Designated Dr. Michael Thomas to act as at the Identified Official with Authority (IOwA) for Prior Lake-Savage Area Schools 0719-01. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for our local education agency (LEA).

Motion carried: 7 - 0

Board members discussed board compensation for 2023.

A motion was made by Amy Crosby, seconded by Mary Frantz, to approve the annual school board member compensation at no increase. Compensation will stand at \$6,000 per year, plus \$20 per meeting for official standing committee assignments, district wide committee assignments, and external committees and agency representatives (unless compensated by agency), as appointed by the chair with the exception of certified negotiator, which will be compensated at \$50 per meeting. The board chair will receive an additional \$500, the board vice-chair/clerk will receive an additional \$300 and the board treasurer will receive an additional \$300 for service during the year. School board member compensation shall be paid semi-annually at the request of the individual member. Committee meeting reimbursement shall be paid once at the completion of the year of service.

Motion carried: 7 - 0

Board Member Lisa Atkinson made a motion to move discussion of committee assignments to the January 23, 2023 study session. There was no second and the motion was later rescinded.

A motion was made by Mary Frantz, seconded by Lisa Atkinson, to take a short recess so that committee assignments can be reviewed by the board, prior to approval.

Motion carried: 7 - 0

Meeting resumed at 5:49 pm.

Board members were assigned committee membership by the board chair per board policy using a process based on preferences, talent, time, skill set and tenure on the board.

A motion was made by Jessica Olstad, seconded by Julie Bernick, to approve the following board committee assignments for 2023:

## 2023 School Board Committees

Board Committees: Duties of Board Member		
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>▪ Previews all human resources issues, including contracts.</li> <li>▪ Previews all legal issues.</li> <li>▪ Builds and monitors the working relationship of the board and superintendent, addressing relationship issues as they occur, including routine matters related to the superintendent's contract and employment; and issues or concerns regarding the superintendent's conditions of employment, and communication with the board regarding same.</li> <li>▪ Develops procedures and an evaluation instrument for the superintendent's evaluation.</li> <li>▪ Coordinates board self-evaluation procedures, instruments and training.</li> <li>▪ Orients new board members, and identifies training and educational opportunities for board members to become better informed about school board governance issues.</li> <li>▪ Develops guidelines for effective communication of board committee work to the board, district administration, and public.</li> <li>▪ Assists with strategic and long-term plans and goals that are consistent with the district mission.</li> <li>▪ Performs other duties assigned to the committee by the board.</li> <li>▪ Proposes annual comprehensive legislative platform, per input from committees, to the board.</li> </ul>	<p>Board Chair: (Committee Chair) Amy Crosby</p> <p>Board Vice-Chair/Clerk: Mary Frantz</p> <p>Board Treasurer: Julie Bernick</p>
<b>Finance Advisory Committee</b> (combined with Finance, Facilities & Long-Range Planning-FFLRP)	<ul style="list-style-type: none"> <li>▪ Collaborate with the district's business services director and superintendent in reviewing and providing feedback to the district on financial issues.</li> <li>▪ This committee deals with matters pertaining to the school system's budget development and related recommendations to the board.</li> </ul>	<p>1. Board Treasurer: Julie Bernick</p> <p>2. Amy Bullyan</p>
<b>Teaching and Learning Advisory Committee</b> (formerly known as the District Curriculum Advisory)	<ul style="list-style-type: none"> <li>▪ Collaborate with the district's teaching and learning director and superintendent to coordinate and advance district instructional programs.</li> <li>▪ Makes recommendations to the board on matters relating to teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts.</li> </ul>	<p>1. Jessica Olstad</p> <p>2. Lisa Atkinson</p>

<b>Policy Advisory Committee</b>	<ul style="list-style-type: none"> <li>Reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law and legal decisions, as well as district social and educational issues. Board policies act as guidelines for the internal procedures of the district.</li> <li>Stays abreast of local, state and federal laws and regulations to determine and apply implications for district policy development and revisions.</li> <li>Works closely with the appropriate staff to draft new or refine current policies, processes and protocols that are then brought to the board for formal action. All district policies should be reviewed over a three year period (Policy 208).</li> </ul>	1. Mary Frantz 2. Enrique Velázquez
<b>District-Wide Advisory Council Representatives</b>		
Minnesota Center for Advanced Professional Studies (MNCAPS)		1. Lisa Atkinson
Community Education Services Advisory Council (CES)		1. Mary Frantz
Early Childhood Family Education Advisory Council (ECFE)		1. Amy Bullyan
Special Education Advisory Council (SEAC)		1. Enrique Velázquez
Educational Equity & Excellence Advisory Council		1. Jessica Olstad
<b>External Agency and Association Representatives</b>		
SW Metro Intermediate District		1. Enrique Velázquez
Schools for Equity in Education (SEE)		1. Amy Bullyan
Metro ECSU (Educational Cooperative Service Unit)		1. Jessica Olstad
MSHSL (Minnesota State High School League) and 3AA Rep.		1. Lisa Atkinson
SCALE (Scott County Area Leaders for Efficiency)		1. Julie Bernick
Association of Metropolitan School Districts (AMSD)		1. Amy Crosby

Director Atkinson made a subsidiary motion to add discussion about district wide committees to the January 23 study session to review the district wide committees and have a conversation on the committees and how they are being used to support our district work. Several committees were suggested:

- Mental Health Advisory Committee
- Communications/Marketing Committee
- Safety Committee
- Board Members assigned to district schools

The motion did not receive a second.

The board will further discuss committees at a study session or board retreat.

Original motion carried: 7 – 0

The board discussed the meeting and procedures format in terms of board/administrative reports, new business, meeting location, meeting start times, handouts, agendas, time designations, presentations, treasurer's report, consent agenda, Laker Pride/Special Recognition/Showcase, comments and requests from visitors in the open forum, voting on issues presented for the first time, building reports, etc. The board will hold one regular meeting and one study session per month with both meetings being open to the public. Additional board study sessions and in-services will be scheduled as needed.

Board retreat dates are as follows:

- Board Professional Development: January 23, 2023
- Board Retreat: June 19, 2023

Additional in-service dates will be added to the board calendar as needed.

A motion was made by Julie Bernick, seconded by Enrique Velázquez, to adjourn.

Motion carried: 6 – 0

The meeting adjourned at 5:56 p.m.

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

MF/mw