



**LAKE OF THE WOODS**

**Lake of the Woods School ISD #390**  
**January 8, 2024**  
**8:00 AM in the ITV Room**  
**Board of Education Organizational Meeting Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Election of Officers
  - a. Nomination for Chair
  - b. Nomination for Vice Chair
  - c. Nomination for Clerk
  - d. Nomination for Treasurer
5. Set Meeting Dates and Times for 2024
  - a. Regular Board Meetings
  - b. Committee of the Whole (working sessions)
  - c. Finance/Audit Committee
6. Designation, Authorization, Appointments
  - a. Designate financial institutions and depositories
  - b. Designate Superintendent as Chief Financial Officer of the District with authorization to pay bills in advance
  - c. Authorize Superintendent and Business Manager to make Official District Electronic Transfers
  - d. Designate legal counsel and authorize the Superintendent and Board Chair to contact legal counsel
  - e. Set School Board Compensation per District Policy
  - f. Designate the official newspaper
  - g. Set Mileage Allowance per District Policy
  - h. Set Meal Allowance per District Policy
  - i. Adopt resolution **2023/2024-22** to Establish Combined Polling Places for 2025.
7. Designate Committee Assignments
8. Adjourn

If the meeting is canceled due to inclement weather, the meeting will be held on the next business day at the same time and location.



## 2024 - School Board Meeting Dates and Times

Location: ITV Room (*unless otherwise noted*)

### January 22

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### February 26

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### March 25

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### April 22

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### May 20

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### June 24

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### July 22

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### August 26

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### September 23

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### October 28

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### November 25

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

### December 16

- Finance Committee @ 5:00 PM
- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM



## Dates with Meeting Restrictions 2024-2025

January 1, 2024	New Year's Day Holiday	No school, no meetings
January 15, 2024	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 19, 2024	Presidents' Day *	No meetings
February 27, 2024	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 5, 2024	Presidential Nomination Primary	No meetings or activities 6:00 p.m. – 8:00 p.m.
March 12, 2024	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 27, 2024	Memorial Day	No school, no meetings
June 19, 2024	<b>Juneteenth</b> ^	No school, no meetings
July 4, 2024	Independence Day	No school, no meetings
August 13, 2024	Primary Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 2, 2024	Labor Day	No school, no meetings
October 14, 2024	<b>Indigenous Peoples Day</b> (Optional Holiday) ^^	No meetings if this is a school district holiday
November 5, 2024	Election Day	No meetings or activities 6:00 p.m. – 8:00 p.m.
November 11, 2024	Veterans Day	No meetings
November 28, 2024	Thanksgiving Day	No school, no meetings
November 29, 2024	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2024	Christmas Day	No school, no meetings
January 1, 2025	New Year's Day Holiday	No school, no meetings
January 20, 2025	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 17, 2025	Presidents' Day *	No meetings



March 11, 2025	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 26, 2025	Memorial Day	No school, no meetings
June 19, 2025	<b>Juneteenth</b> ^	No school, no meetings

\* [Minnesota Statutes Section 645.44](#) list dates that are “holidays” under state law. Minnesota’s political subdivisions have the option of determining whether Indigenous Peoples Day or the Friday after Thanksgiving shall be holidays. Where it is determined that either day is not a holiday, public business may be conducted.

If the date is determined to be a school day, it must be reflected in the teacher’s contract. If Martin Luther King’s birthday, Presidents Day, Veterans Day is determined to be a school day, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, see [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*).

When the following holidays fall on a **Saturday**, the holiday is observed on the preceding **Friday**; when the following holidays fall on a **Sunday**, the holiday is observed on the following **Monday**:

New Year’s Day (January 1)  
**Juneteenth** (June 19) [new]  
Independence Day (July 4)

Veterans Day (November 11)  
Christmas Day (December 25)

**Juneteenth** ^

On Juneteenth (June 19), “public schools may offer instruction and programs on the occasion.” For more information, see [Minnesota Statutes 10.55](#) (*Juneteenth*). The Minnesota Department of Education takes the position that school may not be offered on this holiday. MSBA continues to work with MDE to determine the “instruction and programs on the occasion” that may be offered.

**Indigenous Peoples Day** ^^

In 2023, the Minnesota legislature replaced Christopher Columbus Day (the second Monday in October) with Indigenous Peoples Day. All references to “Christopher Columbus Day” or “Columbus Day” are to be changed to “Indigenous Peoples Day” in Minnesota Statutes and Minnesota Rules. Thus, the conditions set forth in [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*) continue to apply on this date.





**Lake of the Woods School  
School Board Meeting  
Agenda Information**

**School Board Agenda**

**Date:**

01/08/2024

\*\*\*\*\*

**Agenda Item Number & Item:**

6.e. - Set School Board Compensation per District Policy

\*\*\*\*\*

**Requested Action:**

Approval to set Board Member compensation and Board Chair compensation per meeting for 2024.

\*\*\*\*\*

**Background Information:**

2023 Rates:

- \$75.00 per meeting - Board Member
- \$100.00 per meeting - Board Chair

\*\*\*\*\*

**Attachments:**

N/A

\*\*\*\*\*

**Fiscal Impact:**

As budgeted

\*\*\*\*\*

**Recommendation(s):**

Please approve the Board Member compensation rate and Board Chair compensation rate per meeting for 2024.

\*\*\*\*\*

**School Board Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Lake of the Woods School  
School Board Meeting  
Agenda Information**

**School Board Agenda**

**Date:**

01/08/2024

\*\*\*\*\*

**Agenda Item Number & Item:**

6.g. - Set Mileage Allowance per District Policy

\*\*\*\*\*

**Requested Action:**

Approval to set the mileage reimbursement rate for 2024.

\*\*\*\*\*

**Background Information:**

2023 Rates:

- Current IRS rate per mile (\$0.655 per mile as of 12/20/23)
- \$0.18 per mile if personal vehicle is used by choice

\*\*\*\*\*

**Attachments:**

N/A

\*\*\*\*\*

**Fiscal Impact:**

As budgeted

\*\*\*\*\*

**Recommendation(s):**

Please approve the mileage reimbursement rate for 2023.

\*\*\*\*\*

**School Board Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Lake of the Woods School  
School Board Meeting  
Agenda Information**

**School Board Agenda**

**Date:**

01/08/2024

\*\*\*\*\*

**Agenda Item Number & Item:**

6.h. - Set Meal Allowance per District Policy

\*\*\*\*\*

**Requested Action:**

Approval to set the meal reimbursement rate for 2024.

\*\*\*\*\*

**Background Information:**

2023 Rates:

- \$50.00 per day

\*\*\*\*\*

**Attachments:**

N/A

\*\*\*\*\*

**Fiscal Impact:**

As budgeted

\*\*\*\*\*

**Recommendation(s):**

Please approve the meal reimbursement rate for 2024.

\*\*\*\*\*

**School Board Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



Lake of the Woods School
School Board Meeting
Agenda Information

School Board Agenda

Date:

01/08/2024

Agenda Item Number & Item:

6.i. - Approval of Resolution 2023/2024-22 to Establish Combined Polling Places for 2025

Requested Action:

Please approve the Resolution Establishing Combined Polling Places For School District Elections Not Held on the Day of a Statewide Election

Background Information:

Amendments to Minnesota Statutes Section 205A.II require school boards to annually designate, by resolution, combined polling places for stand-alone school district elections held in the following calendar year. The locations of combined polling places have also been limited to those locations designated for use as a polling place by a county or municipality. School districts that have designated a school facility for their combined polling place, which have not also been designated as a polling place by a county or municipality, may no longer be able to use that school facility as a combined polling place. In addition, when determining the location(s) of one or more combined polling places throughout the district, both geographical distribution and population distribution must be considered. For school districts that have school board member election districts (such as Lake of the Woods), a combined polling place for a general election must not include voters from more than one board member election district.

Historically, we have always made this resolution in December. MSBA has suggested doing this at the Organisational meet in January

Attachments:

6.i. - School-RESOLUTION ESTABLISHING COMBINED POLLING PLACES -

Fiscal Impact:

None

Recommendation(s):

Please approve the Resolution Establishing Combined Polling Places For School District Elections Not Held on the Day of a Statewide Election

School Board Action:

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Resolution 2023/2024-22**

**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**

BE IT RESOLVED by the School Board of Independent School District No. 390, Lake of the Woods, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place:       Lake of the Woods Government Center  
  206 8<sup>th</sup> Avenue Southeast  
  Baudette, MN 56623

This combined polling place serves all territories in Independent School District No. 390 including Baudette Unorganized Territory, Precinct 1-A; City of Baudette, Precinct 2-B; Forest Unorganized Territory, Precinct 3-D; Zippel Unorganized Territory, Precinct 5-B; City of Williams, Precinct 3-B; City of Baudette, Precinct 1-B; Unorganized Territory, Precinct 3-A; Wheeler Unorganized Territory, Precinct 4-A; North McDougald Unorganized Territory, Precinct 4-C; Unorganized Territory, Precinct 2-C; Gudrid Unorganized Territory, Precinct 2-A; South McDougald Unorganized Territory, Precinct 3-C; Wabanica Unorganized Territory, Precinct 4-B; Unorganized Territory, Precinct 5-A; and City of Baudette, Precinct 3-E in Lake of the Woods County, Minnesota.

This combined polling place also serves all territory and Independent School District No. 390 located in the following election districts: District 1 (City of Baudette, Precinct 1-B); District 2 (Gudrid Unorganized Territory, Precinct 2-A; and City of Baudette, Precinct 2-B); District 3 (Unorganized Territory, Precinct 3-A; Unorganized Territory, Precinct 2-C; and City of Baudette, Precinct 3-E); District 4 (Baudette Unorganized Territory, Precinct 1-A; and Wabanica Unorganized Territory, Precinct 4-B); District 5 (Wheeler Unorganized Territory, Precinct 4-A;

Zippel Unorganized Territory, Precinct 5-B; South McDougald Unorganized Territory, Precinct 3-C; and North McDougald Unorganized Territory, Precinct 4-C); and District 6 (Forest Unorganized Territory, Precinct 3-D; Unorganized Territory, Precinct 5-A; and City of Williams, Precinct 3-B).

- 3. Pursuant to Minnesota Statutes Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 p.m.
- 4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.
- 5. As required by Minnesota Statutes Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a non-forwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant’s status to “challenged” in the statewide registration system.

The motion was made by Member \_\_\_\_\_ for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_;  
 \_\_\_\_\_;  
 and the following voted against the same: \_\_\_\_\_;  
 \_\_\_\_\_ abstained; whereupon said resolution was declared duly passed and adopted.

Adopted this 18th of December, 2023 by Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
 \_\_\_\_\_, Chair

ATTEST: \_\_\_\_\_  
 \_\_\_\_\_, Clerk

DATE: Janaur 8, 2024



LAKE OF THE WOODS

LAKE OF THE WOODS SCHOOL  
BOARD OF EDUCATION POSITIONS AND COMMITTEE ASSIGNMENTS FOR 2024

Chairperson: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

Clerk: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Directors: \_\_\_\_\_

Arena (3): \_\_\_\_\_

Athletics (2): \_\_\_\_\_

BRIC Lay Board Representative (1): \_\_\_\_\_

Budget and Finance (2): \_\_\_\_\_

Building and Grounds (3): \_\_\_\_\_

Cabinet Committee (2): \_\_\_\_\_

Calendar Committee (1): \_\_\_\_\_

Community Education and Wellness (2): \_\_\_\_\_

Health and Safety (2): \_\_\_\_\_

Human Rights Officer (1): \_\_\_\_\_

Labor Negotiations:

    Certified/Classified Personnel (3): \_\_\_\_\_

    Non-Certified Personnel (3): \_\_\_\_\_

Legislative/MREA/MSBA Representative (1): \_\_\_\_\_

Meet and Confer Quarterly (2): \_\_\_\_\_

MSHSL Representative (1): \_\_\_\_\_

Policy Manual (2): \_\_\_\_\_

School Forest (3): \_\_\_\_\_

Teacher Continuing Education (1): \_\_\_\_\_

Technology (1): \_\_\_\_\_

Transportation (2): \_\_\_\_\_

World's Best Workforce/Curriculum and Instruction (2): \_\_\_\_\_



LAKE OF THE WOODS

**LAKE OF THE WOODS SCHOOL  
BOARD OF EDUCATION POSITIONS AND COMMITTEE ASSIGNMENTS FOR 2023**

**Chairperson:** Corryn Trask

**Vice Chair:** Boyd Johnson

**Clerk:** Lynn Ellis

**Treasurer:** Karla Robida

**Directors:** Robyn Sonstegard & Tim Lyon

Arena (3): Ellis, Johnson, Lyon

Athletics (2): Johnson and Sonstegard

BRIC Lay Board Representative (1): Robida

Budget and Finance (2): Ellis, Robida, Sonstegard

Building and Grounds (3): Ellis, Johnson, Lyon

Cabinet committee (2): Sonstegard, Johnson

Calendar Committee (1): Ellis

Community Education and Wellness (2): Robida and Sonstegard

Health and Safety (2): Robida and Sonstegard

Human Rights Officer (1): Lyon

Labor Negotiations:

Certified/Classified Personnel (3): Robida, Lyon, Sonstegard

Non-Certified Personnel (3): Ellis, Johnson, Trask

Legislative/MREA/MSBA Representative (1): Trask

Meet and Confer Quarterly (2): Robida and Lyon

MSHSL Representative (1): Lyon

Policy Manual (2): Johnson and Trask

School Forest (3): Johnson, Lyon, Trask

Teacher Continuing Education (1): Trask

Technology (1): Johnson

Transportation (2): Ellis and Johnson

World's Best Workforce/Curriculum and Instruction (3): Ellis, Lyon, Sonstegard



**School Board Organizational Meeting**  
**Monday January 8, 2024**  
**8:00 AM - ITV Room**

**Members Present:**

**Members Absent:**

**Others Present:**

**1. Call to Order by Chair Trask at \_\_\_\_\_ AM.**

**2. Pledge of Allegiance**

**3. Agenda**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approve the agenda.

Ellis \_\_\_\_\_ Lyon \_\_\_\_\_ Johnson \_\_\_\_\_ Robida \_\_\_\_\_ Sonstegard \_\_\_\_\_ Trask \_\_\_\_\_

**Motion passes/fails.**

**4. Election of Officers**

I'll open the floor for nominations for Board Chair.

a. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Board Chair**

Once the nominees have been identified for the Board Chair, repeat twice, “**Are there any other nominations for Board Chair?**” If none then state,

**“There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Board Chair as presented. All those in favor signify by saying aye, all those opposed the same sign.”** *(if more than one member is nominated, see Appendix 4.A. for a script)*

(If the vote of the majority is in favor of the Board Chair, the election of Board Chair is complete.)

Ellis \_\_\_\_\_ Lyon \_\_\_\_\_ Johnson \_\_\_\_\_ Robida \_\_\_\_\_ Sonstegard \_\_\_\_\_ Trask \_\_\_\_\_

**The slate of candidates passes/ fails.**

***(The new Chair takes over the meeting following the vote on Board Chair.)***

I'll open the floor for nominations for Vice Chair.

b. \_\_\_\_\_ Nominates the following:  
\_\_\_\_\_ for **Vice Chair**

Once the nominees have been identified for the Vice Chair, repeat twice, “**Are there any other nominations for Vice Chair?**” If none then state,

**“There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Vice Chair as presented. All those in favor signify by saying aye, all those opposed the same sign.”** *(if more than one member is nominated, see Appendix 4.B. for a script)*

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_  
**The Vice Chair passes/ fails.**

I'll open the floor for nominations for Clerk.

c. \_\_\_\_\_ Nominates the following:  
\_\_\_\_\_ for **Clerk**

Once the nominees have been identified for the Board Chair, repeat twice, “**Are there any other nominations for Clerk?**” If none then state,

**“There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Clerk as presented. All those in favor signify by saying aye, all those opposed the same sign.”** *(if more than one member is nominated, see Appendix 4.C. for a script)*

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_  
**The Clerk passes/ fails.**

I'll open the floor for nominations for Treasurer.

d. \_\_\_\_\_ Nominates the following:  
\_\_\_\_\_ for **Treasurer**

Once the nominees have been identified for the Board Chair, repeat twice, “**Are there any other nominations for Treasurer?**” If none then state,

**“There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Treasurer as presented. All those in favor signify by saying aye, all those opposed the same sign.”** *(if more than one member is nominated, see Appendix 4.D. for a script)*

Ellis\_\_\_\_\_ Lyon\_\_\_\_\_ Johnson\_\_\_\_\_ Robida\_\_\_\_\_ Sonstegard\_\_\_\_\_ Trask\_\_\_\_\_

**The Treasurer passes/ fails.**

**5. Meeting Dates/Times for 2024**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to set meeting dates for 2024 as follows:

January 22 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

February 26 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

March 25 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

April 22 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

May 20 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

June 24 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

July 22 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

August 26 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

September 23 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

October 28 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

November 25 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

December 16 (Working Session @ 6:00 PM & Regular Meeting @ 7:00 PM in ITV Room)

Ellis\_\_\_\_\_ Lyon\_\_\_\_\_ Johnson\_\_\_\_\_ Robida\_\_\_\_\_ Sonstegard\_\_\_\_\_ Trask\_\_\_\_\_

**Motion passes/fails.**

**6. Designation, Authorization, Appointments**

**a. Financial Institutes & Depositories**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to name Border Bank, US Bank, Wells Fargo Bank, Minnesota Trust and MSDLAF as designated depositories.

Ellis\_\_\_\_\_ Lyon\_\_\_\_\_ Johnson\_\_\_\_\_ Robida\_\_\_\_\_ Sonstegard\_\_\_\_\_ Trask\_\_\_\_\_

**Motion passes/fails.**

**b. Chief Financial Officer with Authorization**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to designate the Superintendent as Chief Financial Officer of the District with authorization to pay bills in advance.

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_

**Motion passes/fails.**

**c. Authorization of Electronic Transfers**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to authorize Superintendent and Business Manager to make Official District Electronic Transfers.

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_

**Motion passes/fails.**

**d. Legal Counsel**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint Pemberton Law Firm as legal counsel for the School District for 2024.

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_

**Motion passes/fails.**

**e. School Board Compensation**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to set Board Compensation for 2024 at \$ \_\_\_\_\_ per meeting, Board Chair at \$ \_\_\_\_\_ per Board Meeting.

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_

**Motion passes/fails.**

**f. Official Newspaper**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to name The Northern Light Region as the official newspaper for the school district.

Ellis\_\_\_\_ Lyon\_\_\_\_ Johnson\_\_\_\_ Robida\_\_\_\_ Sonstegard\_\_\_\_ Trask\_\_\_\_

**Motion passes/fails.**

**g. Mileage Allowance**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to set the mileage reimbursement rate for 2023 at the IRS rate of \$.625 per mile, or \$ \_\_\_\_\_ cents per mile if personal vehicle is used.

Ellis\_\_\_\_ Lyon\_\_\_\_ Robida\_\_\_\_ Johnson\_\_\_\_ Trask\_\_\_\_ Sonstegard\_\_\_\_

**Motion passes/fails.**

**h. Meal Allowance**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to set meal allowance for 2023 at \$ \_\_\_\_\_ per day.

Ellis\_\_\_\_ Lyon\_\_\_\_ Robida\_\_\_\_ Johnson\_\_\_\_ Trask\_\_\_\_ Sonstegard\_\_\_\_

**Motion passes/fails.**



**i. Combined Polling Places**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approval of Resolution 2023/2024-22 to Establish Combined Polling Places for 2025.

Ellis \_\_\_\_\_ Lyon \_\_\_\_\_ Robida \_\_\_\_\_ Johnson \_\_\_\_\_ Trask \_\_\_\_\_ Sonstegard \_\_\_\_\_

**Motion passes/fails.**

**7. Committee Assignments**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to make Committee Assignments for 2024 per attached roster.

Ellis \_\_\_\_\_ Lyon \_\_\_\_\_ Johnson \_\_\_\_\_ Robida \_\_\_\_\_ Sonstegard \_\_\_\_\_ Trask \_\_\_\_\_

**Motion passes/fails.**

**8. Adjourn by Chair \_\_\_\_\_ at \_\_\_\_\_ AM.**

**APPENDIX 4.A**

**ACTING CHAIR:** I'll open the floor for nominations for Board Chair.

1. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Board Chair**

2. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Board Chair**

3. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Board Chair**

**ACTING CHAIR:** Once the nominees have been identified for the Board Chair, repeat twice, **“Are there any other nominations for Board Chair?”** If none then state,

**ACTING CHAIR:** **“There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Board Chair as presented.”**

**ACTING CHAIR:** **“The acting Clerk will now call the roll for voting on the office of Chair.”**

**CLERK:** **“Board Member Ellis.”** Ellis votes \_\_\_\_\_  
**“Board Member Lyon.”** Lyon votes \_\_\_\_\_  
**“Board Member Johnson.”** Johnson votes \_\_\_\_\_  
**“Board Member Robida.”** Robida votes \_\_\_\_\_  
**“Board Member Sonstegard.”** Sonstegard votes \_\_\_\_\_  
**“Board Member Trask.”** Trask votes \_\_\_\_\_

**ACTING CHAIR:** **“\_\_\_\_\_ received a majority of the votes cast and is elected Chair.”**

**APPENDIX 4.B.**

**NEWLY APPOINTED CHAIR:** I'll open the floor for nominations for Vice Chair.

1. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Vice Chair**

2. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Vice Chair**

3. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Vice Chair**

**ACTING CHAIR:** Once the nominees have been identified for the Vice Chair, repeat twice,  
“**Are there any other nominations for Vice Chair?**” If none then state,

**ACTING CHAIR:** “**There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Vice Chair as presented.**”

**ACTING CHAIR:** “**The acting Clerk will now call the roll for voting on the office of Vice Chair.**”

**CLERK:** “**Board Member Ellis.**” Ellis votes \_\_\_\_\_

“**Board Member Lyon.**” Lyon votes \_\_\_\_\_

“**Board Member Johnson.**” Johnson votes \_\_\_\_\_

“**Board Member Robida.**” Robida votes \_\_\_\_\_

“**Board Member Sonstegard.**” Sonstegard votes \_\_\_\_\_

“**Board Member Trask.**” Trask votes \_\_\_\_\_

**ACTING CHAIR:** “ \_\_\_\_\_ received a majority of the votes cast and is elected Vice Chair.”

**APPENDIX 4.C.**

**NEWLY APPOINTED CHAIR:** I'll open the floor for nominations for Clerk.

1. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Clerk**

2. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Clerk**

3. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Clerk**

**ACTING CHAIR:** Once the nominees have been identified for the Vice Chair, repeat twice,  
“**Are there any other nominations for Clerk?**” If none then state,

**ACTING CHAIR:** “**There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Clerk as presented.**”

**ACTING CHAIR:** “**The acting Clerk will now call the roll for voting on the office of Clerk.**”

**CLERK:** “**Board Member Ellis.**” Ellis votes \_\_\_\_\_

“**Board Member Lyon.**” Lyon votes \_\_\_\_\_

“**Board Member Johnson.**” Johnson votes \_\_\_\_\_

“**Board Member Robida.**” Robida votes \_\_\_\_\_

“**Board Member Sonstegard.**” Sonstegard votes \_\_\_\_\_

“**Board Member Trask.**” Trask votes \_\_\_\_\_

**ACTING CHAIR:** “ \_\_\_\_\_ received a majority of the votes cast and is elected Clerk.”

**APPENDIX 4.D.**

**NEWLY APPOINTED CHAIR:** I'll open the floor for nominations for Treasurer.

1. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Treasurer**

2. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Treasurer**

3. \_\_\_\_\_ Nominates the following:

\_\_\_\_\_ for **Treasurer**

**ACTING CHAIR:** Once the nominees have been identified for Treasurer, repeat twice, “**Are there any other nominations for Treasurer?**” If none then state,

**ACTING CHAIR:** “**There being no other nominations, the Chair will close the floor for further nominations and call for a vote on Treasure as presented.**”

**ACTING CHAIR:** “**The acting Clerk will now call the roll for voting on the office of CTreasurer.**”

**CLERK:** “**Board Member Ellis.**” Ellis votes \_\_\_\_\_

“**Board Member Lyon.**” Lyon votes \_\_\_\_\_

“**Board Member Johnson.**” Johnson votes \_\_\_\_\_

“**Board Member Robida.**” Robida votes \_\_\_\_\_

“**Board Member Sonstegard.**” Sonstegard votes \_\_\_\_\_

“**Board Member Trask.**” Trask votes \_\_\_\_\_

**ACTING CHAIR:** “ \_\_\_\_\_ received a majority of the votes cast and is elected Treasurer.”