



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

Members Present: Corryn Trask, Robyn Sonstegard, Tim Lyon, Lynnette Ellis, Karla Robida (arrived at 8:26 AM), & Boyd Johnson (arrived at 8:29 AM)

Members Absent:

Others Present: Jeff Nelson, Shawna Wendler, Jill Olson

1. **Call to Order by Chair Trask at 8:08 AM. Recess at 8:08 AM. Reopened at 8:29 AM when all board members were present.**

2. **Pledge of Allegiance**

3. **Agenda**

Motion by Tim Lyon second by Lynnette Ellis to approve the agenda.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea

Motion passes (6-0).

4. **Election of Officers**

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

a. SEE APPENDIX 4.A. Nominates the following:

_____ for **Board Chair**

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

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

b. Corryn Trask Nominates the following:

Karla Robida 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 yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
The Vice Chair passes (6-0).

I'll open the floor for nominations for Clerk.

c. SEE APPENDIX 4.C. Nominates the following:
_____ for **Clerk**

I'll open the floor for nominations for Treasurer.

d. Tim Lyon Nominates the following:
Robyn Sonstegard 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 yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
The Treasurer passes (6-0).

5. Meeting Dates/Times for 2024

Motion by Karla Robida second by Robyn Sonstegard 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 yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

6. Designation, Authorization, Appointments

a. Financial Institutes & Depositories

Motion by Tim Lyon second by Robyn Sonstegard to name Border Bank, US Bank, Wells Fargo Bank, Minnesota Trust and MSDLAF as designated depositories.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

b. Chief Financial Officer with Authorization

Motion by Corryn Trask second by Tim Lyon to designate the Superintendent as Chief Financial Officer of the District with authorization to pay bills in advance.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

c. Authorization of Electronic Transfers

Motion by Lynnette Ellis second by Robyn Sonstegard to authorize Superintendent and Business Manager to make Official District Electronic Transfers.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

d. Legal Counsel

Motion by Tim Lyon second by Karla Robida to appoint Pemberton Law Firm as legal counsel for the School District for 2024.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

e. School Board Compensation

Motion by Corryn Trask second by Tim Lyon to set Board Compensation for 2024 at \$ 75.00 per meeting, Board Chair at \$ 100.00 per Board Meeting.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

f. Official Newspaper

Motion by Karla Robida second by Robyn Sonstegard to name The Northern Light Region as the official newspaper for the school district.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

g. Mileage Allowance

Motion by Corryn Trask second by Tim Lyon to set the mileage reimbursement rate for 2024 at the IRS rate, or \$ 0.18 per mile if personal vehicle is used.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

h. Meal Allowance

Motion by Corryn Task second by Robyn Sonstegard to set meal allowance for 2023 at \$ 50.00 per day.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

i. Combined Polling Places

Motion by Karla Robida second by Tim Lyon to approval of Resolution 2023/2024-22 to Establish Combined Polling Places for 2025.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

7. Committee Assignments

Motion by Lynnette Ellis second by Tim Lyon to make Committee Assignments for 2024 per attached roster (Appendix 7.A.), to include the movement of Boyd Johnson off of the School Forest Committee onto the Budget and Finance Committee, and Karla Robida off of the Budget and Finance Committee onto the School Forest Committee.

Ellis yea Lyon yea Johnson yea Robida yea Sonstegard yea Trask yea
Motion passes (6-0).

8. Adjourn by Chair Boyd Johnson at 9:08 AM.

APPENDIX 4.A

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

1. Boyd Johnson Nominates the following:

Karla Robida for **Board Chair**

2. Tim Lyon Nominates the following:

Boyd Johnson 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 Boyd Johnson
“**Board Member Lyon.**” Lyon votes Boyd Johnson
“**Board Member Johnson.**” Johnson votes Karla Robida
“**Board Member Robida.**” Robida votes Boyd Johnson
“**Board Member Sonstegard.**” Sonstegard votes Boyd Johnson
“**Board Member Trask.**” Trask votes Boyd Johnson

ACTING CHAIR: “**Boyd Johnson received a majority of the votes cast and
is elected Chair.**” (5-1)

APPENDIX 4.C.

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

1. Tim Lyon Nominates the following:

Lynnette Ellis for **Clerk**

2. Boyd Johnson Nominates the following:

Tim Lyon 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 Tim Lyon
“**Board Member Lyon.**” Lyon votes Lynnette Ellis
“**Board Member Johnson.**” Johnson votes Tim Lyon
“**Board Member Robida.**” Robida votes Tim Lyon
“**Board Member Sonstegard.**” Sonstegard votes Tim Lyon
“**Board Member Trask.**” Trask votes Tim Lyon

ACTING CHAIR: “Tim Lyon received a majority of the votes cast and is elected Clerk.” (5-1)

APPENDIX 7.A.

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

Chairperson: Boyd Johnson

Vice Chair: Karla Robida

Clerk: Tim Lyon

Treasurer: Robyn Sonstegard

Directors: Corryn Trask & Lynnette Ellis

Arena (3): Ellis, Johnson, Lyon

Athletics (2): Johnson and Sonstegard

BRIC Lay Board Representative (1): Robida

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