



LAKE OF THE WOODS
School

Lake of the Woods School ISD #390

April 22, 2024 @ 6:00 PM

Working Session - ITV Room

Working Session:

1. Reports:

- a. Board Committees
 - i. Meet & Confer (Tim Lyon & Karla Robida)
 - ii. School Forest (Corryn Trask, Karla Robida, Tim Lyon)
 - iii. Building & Grounds (Boyd Johnson, Lynn Ellis, Tim Lyon)
 - iv. Update on Working Sessions
- b. Superintendent (Jeff Nelson)
- c. Administrative Assistant (Jill Olson)
- d. Business Office (Shena Brandt)
- e. Activities Director/Community Ed. (Sam Lyon)
- f. Food Services (Jackie Pearson)

2. Citizen's Forum

3. Adjourn

**Lake of the Woods School
Board Report
Jeff Nelson, Superintendent & Building/Grounds
April 22, 2024**

1. **Enrollment Update for April 2024** > 427 total enrollment for K-12 (down 1 students since the end of March).
Elementary K-5 Total 199 (down 1 from last month) School Readiness & VPK @ 32, K @ 27 (-1), 1st @ 39, 2nd @ 36, 3rd @ 24, 4th @ 36, 5th @ 38
Sr. & Jr. High School 6-12 Total: 228 6th @ 29, 7th @ 34 (+1), 8th @ 24, 9th @ 37, 10th @ 32, 11th @ 36 (-1), 12th @ 36
2. **Staff Update**
 - 2.1. Appointments and MOU's
 - 2.1.1. Interim Lead Custodian
 - 2.1.2. Interim Lead Maintenance Technician
 - 2.2. Proposal for ULA
3. **Auditor Dispute Update**
4. **Joe Donovan Group - public relations and communications**
5. **Kudos to Mrs. Lowes and her students**

Lake of the Woods School
Board Report
Mary Merchant, Elementary & High School Principal
April 22, 2024

1.0 Northern Division MASSP Principals Meeting

1.1 Wednesday, April 24th

2.0 Prom

2.1 April 27th

2.2 Visit to Care Center then Grand March followed by Dance

3.0 Elementary Field Trips

3.1 2nd Grade to LOW Brewery, May 9th

3.2 Big Bog, K-2 on May 16th, 3-5 on May 17th

4.0 Book Fair

4.1 May 15-17

5.0 MHS Induction and Scholarships

5.1 May 15th, 6 p.m. in Auditorium

6.0 Senior Trip to the Cities

6.1 May 17-18

7.0 Baccalaureate

7.1 Wednesday, May 22nd in Auditorium

8.0 Athletic and Academic Awards

8.1 May 20th, 8:30 a.m. in the Auditorium

9.0 Graduation Practice

9.1 May 21st, 8:30 a.m.

10.0 Summer School

10.1 June 4-14 for Elementary and Secondary

Lake of the Woods School District

Finance Committee Meeting

April 22, 2024

Monthly Budget Report

Revenue:

- YTD revenues are as follows:
 - State revenue is at 55% received
 - Federal revenues 103% received
 - Property Taxes are 49% received
 - Local revenues are 94% received
 - Food Service 65% received
 - Community Education 10% received
 - Total all Funds 48% \$4,508,221
- Grants for 2024
 - Title 401
 - Quarter 1 and 2 \$82,206.95 Spent
 - \$20,793.05 Remaining
 - \$1,386.86 Finance 150 Summer Academic and Mental Health Support
 - Joyce Beckel's work in July and August has spent the remaining grant
 - Drawn and Spent \$0 Remaining
 - \$641.76 Finance 160 Reallocated Funds
 - Drawn and Spent \$0 Remaining
 - \$166.44 Finance 161 Reallocated Funds
 - Drawn and Spent \$0 Remaining
 - \$6,000 Farm to School First Bite Grant Food Service Fund 2
 - \$1,000 in Expenses Submitted for Quarter 1
 - \$2,500 in Expenses Submitted for Quarter 2
 - \$0 in Expenses for Quarter 3
 - \$0 in Expenses for Quarter 4
 - \$2,500 Remaining to be Drawn in Quarter 1 2024
 - Drawn and Spent \$0 Remaining

Expenditures

- YTD expenses are as follows:
 - Salaries and Wages are 56% expended.
 - Employee Benefits are 52% expended.
 - Purchased Services are 80% expended.
 - Supplies are 66% expended.
 - Equipment is 89% expended
 - Food Service 72% expended
 - Community Education 55% expended
 - Total all Funds 62% \$5,787,906

Summary all Funds

- Revenue 48% \$4,508,221
- Expenditure 62% \$5,787,906
- Spending Variance
- \$-1,279,686
- In the month of February:
 - \$592,741.40 Expenditures
 - \$740,839.42 Revenues
 - Spending Variance \$148,098.02

Student Activity

- Student Activity Balance Report and Student Activity Transaction Report is attached. The payments out of the basketball accounts were moved to community ed.

Business Office Update

- The retro payroll was completed on 3/15 along with revised health insurance rates for the remainder of the fiscal year. A few clean up items will occur on the next payroll for late enrollments and early termination which need to be calculated individually.
- Due to the spending freeze and more revenues than expenses in February the district did not need to borrow from Border Bank to complete the retro payroll.
- All employees received a copy of their wage scale, wage agreement, and retro calculation for hourly employees. A copy has also been placed in their files. They are asked to return these signed by April 2nd.
- The first of two teacher stipend payments will occur on the 3/29 payroll.
- Vaaler Insurance has advised the district to seek bids for property, vehicle, workman's comp insurance, etc. The district did seek bids last year and saw a 6% rate increase which was expected. To ensure the district is competitive in the midst of budget cuts we want to make sure we are receiving the best and most affordable insurance plan. I am starting to pull the information together that is needed for the request.
- I attended the NWSC MN Consortium Health Insurance meeting via zoom on 3/19. They provided an update and shared that rates would be released soon. They indicated we should expect rates to remain the same or increase up to 20%. I am preparing for insurance enrollment by updating our enrollment portal EASE. I am removing employees that are not eligible for benefits and adding employees that are eligible or have continuing via COBRA.

**Lake of the Woods School
Board Report
Sam Lyon, Activities Director/Community Ed.
April 22, 2024**

1.0 Football - Fall 2024 Update

2.0 Pool Update

3.0 Facilities Update

3.1 Thanks to maintenance staff!

3.2 Future project plan

**Lake of the Woods School
Board Report
Food Services, Jackie Pearson
April 22, 2024**

- 1.0 Item 1 Food service will be sending out milk bids for the 24-25 school year soon.**
- 2.0 Item 2 We have served over 3,300 breakfasts and 5,800 lunches in March. 😊**