



LAKE OF THE WOODS
School

Lake of the Woods School ISD #390
June 24, 2024 @ 6:00 PM
Working Session - ITV Room

Working Session:

1. Citizen's Forum

2. Reports:

- a. Board Committees
 - i. Superintendent Evaluation and Contract Committee (Boyd Johnson, Karla Robida, Robyn Sonstegard)
 - ii. School Forest (Corryn Trask, Karla Robida, Tim Lyon)
 - iii. Building & Grounds (Boyd Johnson, Lynn Ellis)
- b. Superintendent (Jeff Nelson)
- c. PreK-12 Principal (Mary Merchant)
- d. Business Office (Shena Brandt)
- e. Activities Director/Community Ed. (Sam Lyon)
 - i. Link: [MSHSL More than Membership. Partnership Video](#)

3. Adjourn

**Lake of the Woods School
Board Report
Jeff Nelson, Superintendent & Building/Grounds
June 24, 2024**

Enrollment Update for End of 2023-2024 School Year

- 425 total enrollment for K-12 (down 4 students compared to end of 2022-2023).
- Summer Enrollment Changes
 - Elementary > 4 new enrollments and 1 transfer out
 - High School > 2 new enrollments

Daycare Lease Agreements

I have communicated with our daycare providers regarding increasing our lease agreement from \$110/ month to \$175/month. This is almost a 60% increase, so we are offering a 2-year lease at the same rate.

We currently charge LW County 4-H \$500/month and Paul Bunyan Transit \$335/month for rental space. I did reach out to Sheri Stebbaken at Social Services to see if she had any insight. She did say that we are unique with our current agreement between private providers and the school, so we don't really have anything to directly compare to. I reached out to the only daycare provider who is renting space for their business. Stephani Head indicated that her monthly rental cost is about \$390/month. She did indicate that she had access to several rooms (approximately twice the sq. footage of a regular classroom) and a fenced in play area at the 1st Lutheran Church. Our daycares do have access to the playground and gym areas, but they are limited on times when classes or activities are not using those spaces. We also need to take into consideration the community need for these services and the community support for these services. A good example would be the fire alarm upgrade that was completely paid for by outside local resources.

Auditor Dispute

We have reconciled our dispute with BerganKDV with an agreement to split the inconvenience fee and pay \$2,500. We have terminated our contract with them and will be working with Brady Marts in 2024-2025.

Staffing Update

- Summer Custodial/Maintenance Hire > We have hired Jonathan Mesenbrink (JD) at a salary of \$19.83 (step3, B6) This position will be filling Dawn Olson's summer time hours, so there will still be some cost savings. Currently, this is just a summer position.
- “Add backs” for staff reductions > We have completed salary negotiations with staff who are taking on additional duties to meet our ongoing needs after staffing cuts. Reassigning these duties is necessary to ensure that the district continues to meet all regulatory requirements and provide essential services. Our adjusted cost reductions in staffing is approximately \$425,000 (salary only) for FY25. We are also anticipating an additional reduction in a paraprofessional position by absorbing a retirement and the elimination of a bus route.
- Business Manager Position > At the last Finance Committee it was the consensus of the committee that we advertise for the business manager position. This may provide options that we can consider or will confirm the need to continue with our contracted services with SMS. This is not intended to detract from the current services that SMS is providing. Shena has done a tremendous job in a very difficult situation. Todd has also stepped up and has provided a very fair contract renewal.

There are pros and cons to both contracting services and having your own employee. Contracting services can be more cost effective when you don't have to pay benefits. The provider has additional staff and can provide continued services in the event that someone falls ill, quits or is terminated. Most importantly, contracted services is the best option if you do not have any qualified people to fill the position. On the other hand, while it may cost more when considering benefits, there are advantages to having your own employee who is competent and whose time is dedicated solely to your district. I am recommending that we advertise the position and see what options are available.

School Board Election

Jill Olson sent out information to those board members whose term is ending after this year. Boyd Johnson, District 2; Tim Lyon, District 5 ; and Corryn Trask, District 3 terms will be up on 12/30/24. Below are some important dates to keep in mind:

June 30 - August 13, 2024 > Candidates may file for General Election

October 16, 2024 > Campaign finance reports due if spent or received more than \$750

November 5, 2024 > General Election Day

November 8 - 15, 2024 > Time frame to canvas results

November 12, 2024 > Last day to file Campaign Financial Report of Filing form

November 15 - 22, 2024 > Time frame to issue a certificate of election

November 15 - December 29, 2024 > Time frame to file acceptance of office and oath forms

January 1, 2025 > Term begins

We have been blessed with a strong board of directors that have served together through some very difficult and challenging times. As we work through our current financial struggles, it will require that we continue to be served by board members who are dedicated to serving the greater good of our students, staff and community. I hope everyone will strongly consider running again.

Regarding filling a vacancy; recent legislation changes state that any vacancy on a school board must be filled by board appointment. If the vacancy occurs less than two years before the end of the term, no special election is required, and the appointed board member shall serve for the remainder of the term. In other words, any vacancy that occurs prior to January 1, 2025 would require an election. After January 1, would be an appointment by the board for the remainder of the term. This provision is effective July 1, 2024, and applies to vacancies occurring on or after that date.

Referendum Survey

At this time (Friday, June 21 at 9:00 AM) we have 145 submitted surveys. The responses are supportive, but are predominantly coming from people with direct ties to the school. It is vital that we get a good sample from those in our community who do not have a direct tie to the school.

Press releases and information have been sent out to:

- Local radio stations
- Northern Light Region
- Trading Post
- Cable TV
- SchoolMessenger - (all school group - staff, parents, students)
- Synergy - mass email to parents
- Facebook
- School website
- Baudette Rotary (I presented at this week's meeting and will be sending out an email follow up to the group)

I am open to any additional suggestions on how to get the word out about the survey.

We will be holding a special board meeting on **Monday, July 15th** at a time to be determined (either 5:00 or 6:00 PM?). At this meeting we will review and discuss the survey responses. We will also need to make decisions about what referendum questions we want to take to our.

School Building Summer Hours

There has been some confusion regarding our summer hours. In general, the public will have access to the building from 8:00 AM to 4:00 PM Monday through Saturday. The building is completely closed after 9:00 PM and on Sundays (unless special arrangements have been made). The Main Office will be open Monday through Friday from 8:00 AM to 4:00 PM. The main entrance will be locked at 4:00 PM. Anyone wishing to use the commons area, auditorium or a classroom space will need to complete a facility use form and special arrangements will be made for use outside the normal 8:00 AM to 4:00 PM time. Community members who have a paid subscription to the weightroom will be able to use their fob card to access the main pool/multipurpose gym entrance. Any teams or organizations that are using the facilities must submit a facility use form and special arrangements will be made to ensure they can access the facilities after 4:00 PM when most doors will be locked. Daycare doors will be locked after their normal hours. Our goal is to reduce staffing costs while also providing appropriate public access to the facilities.

The school building will be closed over the extended 4th of July Weekend (July 4th through 7th)

Superintendent's Schedule

- Tuesday, June 25th > Out-of-the-Office - Personal day
- Wednesday, June 26th > Out-of-the-Office - Entry Level Drivers Training (bus licensure)
- Thursday, June 27th > Out-of-the-Office - Personal day
- Monday, July 1st > Family Medical Appointment in St. Cloud
- Tuesday, July 2nd - 3rd > Vacation Days

Board Committee Meetings, Events & Reminders

Monday, July 1 > **Finance Committee** at 4:00 PM in the District Office (Ellis, Johnson, Sonstegard).

Monday, July 15 > **Special Board meeting** @ 5:00 or 6:00 PM in the ITV Room.

Monday, July 22 > **School Board Working Session** @ 6:00 PM in ITV Room
> **Regular School Board Meeting** @ 7:00 PM in the ITV Room

DRAFT

ADD BACKS and ADJUSTMENTS

Recommended Budget Reductions for FY25

Original Estimated Total Savings: \$750,000

Updated 06/07/24 \$740,123

Administration Reductions and Realignment Estimated Savings: \$210,000 (28%)

Superintendent 0.80 FTE & Health Insurance Estimated Savings \$30,000

Salary reduction (based on a 3% increase for FY25) \$24,504

Health Insurance reduction \$19,643

Updated estimated Savings \$43,847

K-12 Principal - Negotiations Settlement \$ 6,684

Estimated actual savings \$37,163

Buildings & Grounds Supervisor Estimated Savings: \$60,000

Interim Lead Custodian \$ 7,696

Interim Lead Maintenance \$ 2,080

Transportation Supervisor add custodial payroll \$ 3,089

Part-time Interim Buildings & Grounds Supervisor \$ 6,755

Estimated actual savings \$43,372

Dean/AD & Com. Ed Director Estimated Savings: \$50,000

Negotiations Settlement \$ 4,500

Assistant AD position \$ 4,000

Estimated actual savings \$41,500

Food Service/HR Coordinator Estimated Savings: \$50,000

Administrative Assistant \$10,067

DAC/MARSS Coordinator \$ 6,845

Estimated actual savings \$33,088

IT/Help Desk Assistant Estimated Savings: \$20,000

Updated Estimated Savings with add-backs \$175,123

(Difference from original estimate = - \$34,877)

Other Recommended Staff Reductions Total Estimated Savings \$250,000 (33%)

High School Science Position Estimated Savings: \$60,000

Special Ed Teacher Estimated Savings: \$45,000

School Social Worker

Estimated Savings: \$70,000

Paraprofessional (3 positions)

Estimated Savings: \$75,000

Potential for absorbing an additional paraprofessional (retirement) **\$25,000**

Estimated actual savings \$100,000

Updated Estimated Savings with add-backs

\$275,000

(Difference from original estimate = +\$25,000)

Total estimated savings from staff cuts

\$450,123

(Difference from updated to original estimate \$450,123 - \$460,000 = -\$9,877)

Additional Reductions

Total Estimated Savings: \$290,000 (39%)

Subscription Services

Estimated Savings: \$35,900

Frontline Budgeting Tool	\$10,000.00
TPT Subscription	\$2,500.00
Schoology (elementary)	\$3,795.00
AR & STAR	\$3,960.00
CIPA obsolete Filter	\$3,100.00
IXL (reading, math, science)	\$5,000.00
Go Guardian	\$2,500.00
Scholastic News	\$900.00
Swank	\$500.00
Kami	\$2,700.00
SmartNotebook	\$700.00
Zoom	\$200.00

Copier and paper usage

Estimated Savings: \$25,000

Staff Development 2% set-aside

Estimated Savings \$60,000

*requires a majority vote of the teachers group, unless the district is in SOD.

Reductions by Department

Estimated Savings: \$169,100

Reduced or deferred expenditures (supplies, technology, equipment, programs, activities, ect.),

*** This will need to be adjusted according to additional stipends and final salary negotiations (lead maintenance/custodial, Assistant AD, and principal)**

Active List of Additional Reductions

02/15/24

Ed Plus - eliminate separate editions and pay to send out in NLR (\$1,200). Each edition we publish print and mail out costs --\$1454

Paperless Accounts Payable - cost savings TBD

Attendance Letters/Immunization Letters - move to electronic/email --estimated cost for this spring \$1,000; \$3,000 to \$5,000 for FY25

Reduce Cell phone lines (x4) - \$2,229

SMS Proposed contract - TBD

**Lake of the Woods School
Board Report
Mary Merchant, PreK-12 Principal
June 24, 2024**

1.0 MASSP Conference June 24-27

- 1.1 Keynote speakers Dr. Mark Wilson, Principals Matter and Dr. Anton Treuer, Being an Equity-Minded Leader in Minnesota
- 1.2 Break out sessions throughout the day Tuesday and Wednesday

2.0 Summer School June 3-14

- 2.1 Elementary Summer Camp
 - 2.1.1 Over 100 students attended
 - 2.1.2 Funded through Freshwater Education District
- 2.2 High School Credit Recovery
 - 2.2.1 25 students attended
 - 2.2.2 Funded through Achievement and Integration Program

3.0 Elementary and High School Handbooks

- 3.1 Updating to present for approval in June
- 3.2 No cell phones/electronic devices state mandate 2025

Lake of the Woods School District

Finance Committee Meeting

June 24, 2024

Monthly Budget Report

Revenue:

- YTD revenues are as follows:
 - State revenue is at 93% received
 - Federal revenues 105% received
 - Property Taxes are 49% received
 - Local revenues are 88% received
 - Food Service 103% received
 - Community Education 18% received
 - Total all Funds 77% \$7,208,014
- Grants for 2024
 - Title 401 \$120,726
 - Quarter 1 and 2 \$82,206.95 Spent
 - \$38,519.05 Remaining.
 - Quarter 3 expenses \$49,166.97
 - Last Draw will be in July
 - \$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 94% expended.
 - Employee Benefits are 91% expended.
 - Purchased Services are 94% expended.
 - Supplies are 119% expended.
 - Equipment is 91% expended
 - Food Service 109% expended
 - Community Education 80% expended
 - Total all Funds 85% \$7,901,853.55

Summary all Funds

- Revenue 77% \$7,208,014
- Expenditure 85% \$7,901,853.55
- FYT Spending Variance \$693,839.61
- In the month of May Spending Variance +\$804,657.29

Student Activity

- Student Activity Balance Report and Student Activity Transaction Report is attached.

Business Office Update

- 2025 Budget
- Audit: Received portal access with Brady Martz. Paperwork has been filled out granting access to financials at all institutions.
- Running payoffs this week
- For the July 15th payroll 2025 contracts will be in effect for compensation, benefits, and deductions
- Fiscal Year End Finance Meeting is 6/27

Lake of the Woods School
Board Report
Samantha Lyon, Activities Director/Community Ed.
June 24, 2024

1.0 MSHSL Resolution

- 1.1 Link: [MSHSL More than Membership. Partnership Video](#)
- 1.2 Standard agreement for a vote tonight to be a part of the MSHSL

2.0 Assistant AD position

- 2.1 We are moving forward with the search for an Asst AD with the hope of having someone in place by the end of July.
- 2.2 Job Description:
 - Coordinate Elem Basketball
 - Coordinate Summer Ball
 - Supervise home games
 - Scheduling specific sports and weekly schedule maintenance
 - Coordinate Game Workers

3.0 PreK Update

- 3.1 We have enrolled 20 students into the VPK/School Readiness classroom for next year. All those parents have been notified. We do have a waiting list for students who either applied too late or don't qualify because of age. We will continue to work with Head Start if any changes occur.
 - Jeff/Mary/I continue to work on the staffing plan for next year.