



LAKE OF THE WOODS
School

Lake of the Woods School ISD #390

July 22, 2024 @ 6:00 PM

Working Session - ITV Room

Working Session:

1. Citizen's Forum

2. Reports:

- a. Board Committees
 - i. School Forest (Corryn Trask, Karla Robida, Tim Lyon)
 - ii. 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



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SUPERINTENDENT'S REPORT

July 20, 2024

School Board Member Resignation & School Board Election Reminder

- In response to Board Member Lynn Ellis' resignation, I will be working with legal counsel on amending the filing notice date and steps to move forward to ensure that the voters of district 1 have the opportunity to choose their next board member. There will be a re-posting of the notice for the general election for Districts 2 (Johnson), 5 (Lyon), and 3 (Trask) and a special election notice for District 1 (Trask) in this week's Northern Light Region
- Important dates to keep in mind:
 - July 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 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

Capital Projects Levy and Building Bond Referendum

After conferring with our partners from Ehlers, Widseth, and Donovan Group and taking into consideration our operating budget and facilities improvement needs, I am recommending that the board call for a special election authorizing a \$400,000 Capital Projects Levy and a \$4,000,000 Building Bond Referendum.

Line of Credit Renewal with Border Bank

To ensure that the district has sufficient cash on hand to make payments for payroll and expenses we are recommending that the district renew its line of credit with Border Bank. This is a short-term, safety net to get us through the 2024-2025 school year. Terms and conditions will remain the same. The amount advanced at any time under the Line of Credit will not exceed \$350,000 or ninety-five percent (95%) of the District's average expenditure per month of operating expenditures in the previous fiscal year. Each advance under the Line of Credit will be repaid no later than forty-five (45) days after the day of advancement, but in no event later than June 30, 2025, with taxable interest on the outstanding principal amount at the rate per annum determined on the basis of the Prime Rate as reported in the "Money Rates" column of *The Wall Street Journal* (currently 8.50% per annum), with a .25% origination fee. The Prime Rate shall change effective as of the date of any change as published in *The Wall Street Journal*.

Staffing Update



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- Business Manager Position > Currently we have received two applications. The plan is to run the job post through Friday, August 2nd with interviews to follow the next week.

Board Committee Meetings, Events & Reminders

Tuesday, August 6 > National Night Out Event

Monday, August 19 > Finance Committee at 4:00 PM in the District Office (Ellis, Johnson, Sonstegard).

**Monday, August 26 > School Board Working Session @ 6:00 PM in ITV Room
> Regular School Board Meeting @ 7:00 PM in the ITV Room**

**Lake of the Woods School
Board Report
Mary Merchant, PreK-12 Principal
July 22, 2024**

1.0 Pre K Parent Meeting

1.1 August 7, 5 p.m.

2.0 Student Handbooks

2.1 Elementary, PreK-5

2.2 High School, 6-12

2.2.1 Cell Phone Policy updated

3.0 Elementary and High School Schedules and Class Assignments

3.1 Open to view August 1st

4.0 Staff Development

4.1 Teacher Inservice August 26-28

4.2 Agenda in progress

5.0 Open House

5.1 August 28, 4 - 7 p.m.

5.2 6th grade Orientation at 5 p.m.

5.3 9th grade Orientation at 5:30 p.m

Lake of the Woods School District

Finance Committee Meeting

July 22, 2024

Monthly Budget Report

Revenue:

- YTD revenues are as follows:
 - State revenue is at 90% received
 - Federal revenues 140% received
 - Property Taxes are 138% received
 - Local revenues are 88% received
 - Food Service 113% received
 - Community Education 23% received
 - Total all Funds 90% \$8,412,864.61
- 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 105% expended.
 - Employee Benefits are 100% expended.
 - Purchased Services are 92% expended.
 - Supplies are 120% expended.
 - Capital (Equipment) is 129% expended
 - Food Service 117% expended
 - Community Education 88% expended
 - Total all Funds 97% \$8,871,166.62

Summary all Funds

- Revenue 90% \$8,412,864.61
- Expenditure 97% \$8,871,166.62
- FYT Spending Variance Deficit of \$458,302.01
- In the month of May Spending Variance +\$244,513.43

Student Activity

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

Business Office Update

- Working on Financial Audit Preparation
- For the July 15th payroll 2025 contracts will be in effect for compensation, benefits, and deductions
- MNUI Quarterly
- 941's Completed today
- Quarterly Sales Tax Paid
- Completing Work Comp Insurance Audit

Lake of the Woods School
Board Report
Samantha Lyon, Activities Director/Community Ed.
July 22, 2024

1.0 MSHSL Resolution

1.1 Link: [MSHSL More than Membership. Partnership Video](#)

2.0 Bears Den Contract

2.1 Sara Lucek's Foods LLC

- Contracting out Bears Den for all home sports games for the fall and winter season

3.0 Appointments

3.1 Asst Activities Director

- TJ Frericks
 - Game worker scheduling
 - Coordinating Elem Basketball
 - Coordinating Summer Ball
 - Home game supervising

3.2 C-Team Volleyball

- Kayla Johnson

4.0 Football Plan

4.1 No Varsity Team

4.2 Primary focus on 6/7th team & 8/9th team, with some opportunities for JV level