



LAKE OF THE WOODS

**Lake of the Woods School ISD #390
January 21, 2025
5:30 PM in the ITV Room
Board of Education Organizational Meeting Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office for New Board Members
4. Approve Agenda
5. Election of Officers
 - a. Nomination for Chair
 - b. Nomination for Vice Chair
 - c. Nomination for Clerk
 - d. Nomination for Treasurer
6. Set Meeting Dates and Times for 2025
 - a. Regular Board Meetings
7. 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
8. Designate Committee Assignments
9. 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.

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 390 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF LAKE OF THE WOODS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by Kayla Johnson.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 390 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)
)
COUNTY OF LAKE OF THE WOODS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by Nate Hayes.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 390 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF LAKE OF THE WOODS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by Craig Severs.

Notary Public



LAKE OF THE WOODS
School

PO Box 310 • 236 15th Ave. SW • Baudette, MN 56623 • 218-634-2510 • Fax: 218-634-2750

Acceptance and Oath of Office

Having signed the acceptance of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will faithfully discharge the duties of the office of school board member of Independent School District No. 390 to the best of my judgment and ability.

Signature

Date

Board Chair

Date



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Date

Board Chair

Date



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Signature

Date

Board Chair

Date



2025 - School Board Meeting Dates and Times

Location: ITV Room (*unless otherwise noted*)

January 27

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

February 24

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

March 24

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

April 28

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

May 19 (*one week early*)

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

June 23

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

July 28

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

August 25

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

September 22

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

October 27

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

November 24

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM

December 15 (*one week early*)

- Working Session @ 6:00 PM
- Regular Meeting @ 7:00 PM



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

School Board Agenda

Date:

01/21/2025

Agenda Item Number & Item:

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

Requested Action:

Approval to set Board Member compensation and Board Chair compensation per meeting for 2025.

Background Information:

2024 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 2025.

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:

01/21/2025

Agenda Item Number & Item:

7.g. - Set Mileage Allowance per District Policy

Requested Action:

Approval to set the mileage reimbursement rate for 2025.

Background Information:

2024 Rates:

- Current IRS rate per mile (\$0.70 per mile as of 01/16/25)
 - <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- \$0.19 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 2025.

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:

01/21/2025

Agenda Item Number & Item:

7.h. - Set Meal Allowance per District Policy

Requested Action:

Approval to set the meal reimbursement rate for 2025.

Background Information:

2024 Rates:

- \$50.00 per day

Attachments:

N/A

Fiscal Impact:

As budgeted

Recommendation(s):

Please approve the meal reimbursement rate for 2025.

School Board Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



LAKE OF THE WOODS

**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): Lynnette Ellis, Boyd Johnson, & Tim Lyon

Athletics (2): Boyd Johnson & Robyn Sonstegard

BRIC Lay Board Representative (1): Karla Robida

Budget and Finance (2): Lynnette Ellis, Boyd Johnson, & Robyn Sonstegard

Building and Grounds (3): Lynnette Ellis, Boyd Johnson, & Tim Lyon

Cabinet Committee (2): Robyn Sonstegard & Boyd Johnson

Calendar Committee (1): Lynnette Ellis

Community Education and Wellness (2): Karla Robida & Robyn Sonstegard

Health and Safety (2): Karla Robida & Robyn Sonstegard

Human Rights Officer (1): Tim Lyon

Labor Negotiations:

Certified/Classified Personnel (3): Karla Robida, Tim Lyon, & Robyn Sonstegard

Non-Certified Personnel (3): Lynnette Ellis, Boyd Johnson, & Corryn Trask

Legislative/MREA/MSBA Representative (1): Corryn Trask

Meet and Confer Quarterly (2): Karla Robida & Tim Lyon

MSHSL Representative (1): Tim Lyon

Policy Manual (2): Boyd Johnson & Corryn Trask

School Forest (3): Boyd Johnson, Karla Robida, & Corryn Trask

Teacher Continuing Education (1): Corryn Trask

Technology (1): Boyd Johnson

Transportation (2): Lynnette Ellis & Boyd Johnson

World's Best Workforce/Curriculum and Inst. (2): Lynnette Ellis, Tim Lyon, & Robyn Sonstegard



LAKE OF THE WOODS

LAKE OF THE WOODS SCHOOL
BOARD OF EDUCATION POSITIONS AND COMMITTEE ASSIGNMENTS FOR 2025

Chairperson: _____

Vice Chair: _____

Clerk: _____

Treasurer: _____

Directors: _____, _____

Appointments:

- Human Rights Officer (1): _____
- BRIC Board Representative (1): _____
- Legislative/MREA/MSBA Representative (1): _____
- MSHSL Representative (1): _____

Labor Negotiations:

- Certified/Classified Staff (3): _____, _____, _____
- Non-Certified Staff (3): _____, _____, _____

Committees:

- Activities & Community Education & Wellness (2): R. Sonstegard, _____
- Budget and Finance (2): B. Johnson, R. Sonstegard
- Calendar Committee (2): _____, _____
- Facilities and Transportation (2): B. Johnson, _____
- Health and Safety (2): R. Sonstegard, _____
- Meet and Confer (2): J. Haack, _____
- Policy Manual (2): B. Johnson, _____
- School Forest (2): _____, _____
- Comprehensive Achievement, Instruction & Professional Development (3): R. Sonstegard,
_____, _____



LAKE OF THE WOODS

**School Board Organizational Meeting
Tuesday, January 21, 2025
5:30 PM - ITV Room**

Members Present:

Members Absent:

Others Present:

1. **Call to Order by Chair Johnson at _____ PM.**
2. **Pledge of Allegiance**
3. **Swearing in of District 1 School Board Member Craig Severs, District 3 School Board Member Nate Hayes, and District 5 School Board Member Kayla Johnson**

Boyd: Craig, Nate, and Kayla, please stand and raise your right hand. Stating “Yea” or “Ney”, when you sign the acceptance of office, do you hereby publicly affirm your commitment to the oath of office?

Craig, Nate, & Kayla: Yea/Nay

Boyd: Do you swear/affirm that you will support the Constitution of the United States and of this state, and that you will discharge faithfully the duties of the office of school board member of Independent School District No. 390 to the best of your judgment and ability?

Craig, Nate, & Kayla: Yea/Nay

Craig, Nate, & Kayla: Sign the Acceptance and Oath of Office

4. **Agenda**
Motion by _____ second by _____ to approve the agenda.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____ K. Johnson _____
Haack _____

Motion passes/fails

5. **Election of Officers**
I'll open the floor for nominations for Board Chair.

a. SEE APPENDIX 5.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. SEE APPENDIX 5.B. Nominates the following:
_____ for **Board Chair**

I'll open the floor for nominations for Clerk.

c. SEE APPENDIX 5.C. Nominates the following:
_____ for **Clerk**

I'll open the floor for nominations for Treasurer.

d. SEE APPENDIX 5.D. Nominates the following:
_____ for **Clerk**

6. Meeting Dates/Times for 2025

Motion by _____ second by _____ to set meeting dates for 2025 as follows:

- January 27 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- February 24 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- March 24 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- April 28 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- May 19 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- June 23 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- July 28 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
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- September 22 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- October 27 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- November 24 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)
- December 15 (Working Session @ 6:00 PM, Regular Meeting @ 7:00 PM in ITV Room)

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____ K. Johnson _____
Haack _____

Motion passes/fails

7. 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.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____
K. Johnson _____ Haack _____

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.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____
K. Johnson _____ Haack _____

Motion passes/fails

c. Authorization of Electronic Transfers

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

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____
K. Johnson _____ Haack _____

Motion passes/fails

d. Legal Counsel

Motion by _____ second by _____ to appoint Pemberton Law Firm as legal counsel for the School District for 2025.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____
K. Johnson _____ Haack _____

Motion passes/fails

e. School Board Compensation

Motion by _____ second by _____ to set Board Compensation for 2025 at \$ _____ per meeting, Board Chair at \$ _____ per Board Meeting.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____
K. Johnson _____ Haack _____

Motion passes/fails

f. Official Newspaper

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

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____

K. Johnson _____ Haack _____

Motion passes/fails

g. Mileage Allowance

Motion by _____ second by _____ to set the mileage reimbursement rate for 2025 at the IRS rate, or \$ _____ per mile if personal vehicle is used.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____

K. Johnson _____ Haack _____

Motion passes/fails

h. Meal Allowance

Motion by _____ second by _____ to set meal allowance for 2025 at \$ _____ per day.

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____

K. Johnson _____ Haack _____

Motion passes/fails

8. Committee Assignments

Motion by _____ second by _____ to make Committee Assignments for 2025 per attached roster (Appendix 7.A.), to include

_____..

Severs _____ B. Johnson _____ Hayes _____ Sonstegard _____ K. Johnson _____

Haack _____

Motion passes/fails

9. Adjourn by Chair _____ at _____ AM.

APPENDIX 5.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**

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 Treasurer (due to the absence of a Clerk) will now call the roll for voting on the office of Chair."

TREASURER: "Board Member Severs." Severs votes _____
"Board Member B. Johnson." B. Johnson votes _____
"Board Member Hayes." Hayes votes _____
"Board Member Sonstegard." Sonstegard votes _____
"Board Member K. Johnson." K. Johnson votes _____
"Board Member Haack." Haack votes _____

ACTING CHAIR: " _____ received a majority of the votes cast and is elected Chair."

APPENDIX 5.B

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

1. _____ Nominates the following:

_____ for **Board Vice Chair**

2. _____ Nominates the following:

_____ for **Board Vice Chair**

ACTING CHAIR: Once the nominees have been identified for the Board Vice Chair, repeat twice, “**Are there any other nominations for Board 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 Board Vice Chair as presented.**”

ACTING CHAIR: “**The acting Chair (due to the absence of a Clerk) will now call the roll for voting on the office of Vice Chair.**”

CHAIR: “**Board Member Severs.**” Severs votes _____
“**Board Member B. Johnson.**” B. Johnson votes _____
“**Board Member Hayes.**” Hayes votes _____
“**Board Member Sonstegard.**” Sonstegard votes _____
“**Board Member K. Johnson.**” K. Johnson votes _____
“**Board Member Haack.**” Haack votes _____

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

APPENDIX 5.C.

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

1. _____ Nominates the following:

_____ for **Clerk**

2. _____ Nominates the following:

_____ for **Clerk**

ACTING CHAIR: Once the nominees have been identified for the Clerk, 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 Chair (due to the absence of a Clerk) will now call the roll for voting on the office of Clerk.**”

CHAIR: “**Board Member Severs.**” Severs votes _____
“**Board Member B. Johnson.**” B. Johnson votes _____
“**Board Member Hayes.**” Hayes votes _____
“**Board Member Sonstegard.**” Sonstegard votes _____
“**Board Member K. Johnson.**” K. Johnson votes _____
“**Board Member Haack.**” Haack votes _____

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

APPENDIX 5.D.

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

1. _____ Nominates the following:

_____ for **Treasurer**

2. _____ Nominates the following:

_____ for **Treasurer**

ACTING CHAIR: Once the nominees have been identified for the 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
Treasurer."

CLERK: "Board Member Severs." Severs votes _____
"Board Member B. Johnson." B. Johnson votes _____
"Board Member Hayes." Hayes votes _____
"Board Member Sonstegard." Sonstegard votes _____
"Board Member K. Johnson." K. Johnson votes _____
"Board Member Haack." Haack votes _____

ACTING CHAIR: " _____ received a majority of the votes cast and
is elected Treasurer."

APPENDIX 8.A.

**LAKE OF THE WOODS SCHOOL
BOARD OF EDUCATION POSITIONS AND COMMITTEE ASSIGNMENTS FOR 2025**

Chairperson: _____

Vice Chair: _____

Clerk: _____

Treasurer: _____

Directors: _____, _____

Appointments:

- Human Rights Officer (1): _____
- BRIC Board Representative (1): _____
- Legislative/MREA/MSBA Representative (1): _____
- MSHSL Representative (1): _____

Labor Negotiations:

- Certified/Classified Staff (3): _____, _____, _____
- Non-Certified Staff (3): _____, _____, _____

Committees:

- Activities & Community Education & Wellness (2): R. Sonstegard, _____
- Budget and Finance (2): B. Johnson, R. Sonstegard
- Calendar Committee (2): _____, _____
- Facilities and Transportation (2): B. Johnson, _____
- Health and Safety (2): R. Sonstegard, _____
- Meet and Confer (2): J. Haack, _____
- Policy Manual (2): B. Johnson, _____
- School Forest (2): _____, _____
- Comprehensive Achievement, Instruction & Professional Development (3): R. Sonstegard,
_____, _____