



LAKE OF THE WOODS
School

Lake of the Woods School ISD #390

January 27, 2025 @ 6:00 PM

Finance Workshop & Working Session - ITV Room

Working Session:

- 1. Citizen's Forum**
- 2. Finance Review Workshop**
- 3. Reports:**
 - a. Board Committees
 - b. Superintendent (Jeff Nelson)
 - c. PreK-12 Principal (Mary Merchant)
 - d. Athletic Director/Community Ed (Sam Lyon)
 - e. Food Services (Jackie Pearson)
- 4. Adjourn**

**Lake of the Woods School
Board Report
Jeff Nelson, Superintendent & Building/Grounds
January 27, 2025**

- 1.0 Enrollment for December 2, 2024:**
 - 1.1** 424 total enrollment for K-12 (up 2 in the elementary)
 - 1.1.1 Elementary K-5 Total 196: K @ 35, 1st @ 27, 2nd @ 40 +1, 3rd @ 38, 4th @ 25 +1, 5th @ 33
 - 1.1.2 Sr. & Jr. High School 6-12 Total: 226 6th @ 36, 7th @ 33, 8th @ 35, 9th @ 26, 10th @ 28, 11th @ 33, 12th @ 35

- 2.0 School Nurse Report (September 3, 2024 to December 31, 2024)**
 - 2.1 see attachment

- 3.0 Update on Health Insurance Transparency Act (HITA)**

- 4.0 FEMA appeal update**
 - 4.1 see attachments

- 5.0 Safe Routes to School Design Assistance Grant**
 - 5.1 see attachments

- 6.0 School Forest Designation - (Board action item)**
 - 6.1 Questions?

- 7.0 Adopt resolution 2024/2025-27 directing the superintendent to make recommendations for adjustments in curriculum, programs, and staff for the 2025-2026 school year - (Board action item)**
 - 7.1 Questions?

- 8.0 School Board Workshop for Post-Election Discussion and 2025 Election Planning**
 - 8.1 Need to schedule for in February
 - 8.2 Representatives from Krause Anderson will lead the discussion
 - 8.3 Workshops are open to the public, but public comment is not taken

Lake of the Woods School Nurse Report
 September 3, 2024 to December 31, 2024

Date: 1/6/2025

Enrollment:

PA: 22
 ECS: 10
 K-5: 198
 6-12 226
 Total: 456

HEALTH ASSESSMENT:

	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Illness:	175	173	142	108
Injury:	188	149	155	99
Health Ed/Counsel/:	231	233	208	135
Med Administration:	<u>103</u>	<u>93</u>	<u>101</u>	<u>100</u>
Total:	697	648	606	442
Average/day:	35	31	32	32
Sent home:	48	56	52	29
Dr. Referral:	5	6	2	2
Parent Contact:	116	111	92	65
Staff Contacts:	65	27	9	22

Total number of student contacts in the Health Office: 3,029
 Total number of staff contacts in the Health Office: 123
 Total number of parent contacts: 384

Total number of contacts in the Health Office: 3,536

COMMUNICABLE DISEASE:

	<u>Screened</u>	<u>Identified</u>
Head Lice	1	0
Impetigo	1	1
Pinkeye	0	0
Ringworm	0	0
Scabies	0	0
Pinworm	0	0
Varicella	0	0
Molluscum Contagiosum	3	3
MRSA	0	0
Parvo (Fifth Disease)	0	0
Viral Meningitis	0	0
Mononucleosis	0	0
Pertussis	1	3

SCREENINGS:

	<u>Screened</u>	<u>Referred</u>
Vision:	177	6
Hearing	259	4

Heights and Weights High School/Elementary: 200

HEALTH PLANS

Completed Student Health Plans – 9/2024 (10)

Completed Medication Administration Forms-9/2024 (21)

DISEASE PREVENTION/TRAINING

- Participated in Minnesota Department of Health School Influenza reporting.
- Immunization letters sent to incoming Kindergarten and 7th grade students 8/2024.
- Immunization letters sent to all non-compliant students/parents 9/2024, 10/2024, 11/2024.
- Completed AISR (Annual Immunization Status Report) for K-12/homeschool students for Minnesota Department of Health, 11/2024.



FEMA

January 2, 2025

SENT VIA EMAIL

Kristi Rollwagen
Director
Homeland Security and Emergency
Management, Division of Minnesota
Department of Public Safety
445 Minnesota Street, Suite 223
Saint Paul, Minnesota 55101-5155

Seth Putz
Supervisor
Lake of the Woods ISD #390
P.O. Box 310
Baudette, Minnesota 56623

Re: Second Appeal – Lake of the Woods ISD #390, PA ID: 077-01B17-00, FEMA-4659-DR-MN, Grants Manager Project (GMP) 689388/ Project Worksheet (PW) 505, Result of Declared Incident

Dear Kristi Rollwagen and Seth Putz:

This is in response to the Minnesota Department of Public Safety's (Recipient) letter dated October 7, 2024, which transmitted the referenced second appeal on behalf of Lake of the Woods ISD #390 (Applicant). The Applicant is appealing the U.S. Department of Homeland Security's Federal Emergency Management Agency's (FEMA) denial of funding in the amount of \$284,679.00 to replace the entire surface of the running track of Lake of the Woods School (Facility).

As explained in the enclosed analysis, I have determined that the Applicant has not demonstrated that work to resurface the entire Facility is required as a result of the disaster. Therefore, this appeal is denied.

This determination is the final decision on this matter pursuant to 44 C.F.R. § 206.206, **Appeals**.

Sincerely,

A handwritten signature in black ink that reads "Robert Pesapane".

Robert Pesapane
Director, Public Assistance

Enclosure

cc: Thomas C. Sivak
Regional Administrator
FEMA Region 5

SECOND APPEAL ANALYSIS
Lake of the Woods ISD #390, PA ID 077-01B17-00
FEMA-4659-DR-MN, Grants Manager Project 689388/Project Worksheet 505
Result of Declared Incident

Background

During the incident period of April 22 through June 15, 2022, severe storms, straight-line winds, and flooding impacted Minnesota.¹ The Lake of the Woods ISD #390 (Applicant), an Independent School District, requested \$354,679.00 in Public Assistance (PA) funding to restore the surface, base, and subbase of the one-quarter mile (¼-mile) by 32-foot wide, oval 9-lane rubberized running track of the Lake of the Woods School (Facility). The Applicant stated that floodwaters submerged the Facility for an extended period, causing underground erosion and surface cracking. As part of the project formulation, FEMA conducted a site inspection and analyzed photographs of the damages submitted by the Applicant.² FEMA identified three damaged sites on the Facility that jointly measured 5.19 cubic feet (CF).

From November 2022 through February 2023, FEMA sought additional information from the Applicant, including the predisaster condition of the Facility and specific scope of work (SOW). In response, to demonstrate the Facility's predisaster condition, the Applicant submitted documentation such as a 2019 work order to seal cracks in the Facility and a 2006 quote to clean the track surface and repair the inside edge of the track.³ Additionally, regarding the SOW, the Applicant stated that the school could not limit its repair to just the damaged sites on the Facility. Specifically, the Applicant claimed that it was informed that once the top surface was disrupted for patching, it would start delaminating and the whole top layer would need to be replaced.⁴

In a follow-up email, FEMA notified the Applicant that a technical specialist concluded that it was feasible to repair only the damaged section of the Facility.⁵ In response, the Applicant forwarded to FEMA an email from a Regional Sales Manager of a private vendor (Applicant's Assessment) stating that the vendor had visited the Facility with civil engineers, experts in the track surfacing industry, and a contractor, and they noted that after repairing an outdoor track asphalt and subbase, separation would occur between the new and old asphalt.⁶ Further, the email indicated that the Applicant tried several methods to minimize the separation of the joint, but nothing worked.⁷ The technical specialist from FEMA reevaluated the project's SOW and concluded that repairs for "anticipated future problems, such as a cold joint between the old asphalt and the new asphalt [...] are not allowed [for funding] under [FEMA's] policy." Moreover, FEMA's technical specialist reiterated that the Applicant could repair the damaged

¹ The President declared the event a major disaster, FEMA-4659-DR-MN, on July 13, 2022.

² On November 15, 2022, FEMA conducted a site inspection. However, that day, the Facility was covered by snow, and FEMA was not able to corroborate the damage. The Applicant submitted photographs of the damage which were included on the Site Inspection Report (SIR) photograph pages.

³ See Work Order: 11158, Lake of the Woods High School, at 1 (June 10, 2019); Letter from President, Madsen Specialties, to Lake of the Woods High School, at 1 (Aug. 4, 2006).

⁴ Email from Supervisor, Lake of the Woods School, District #90, to PDMG, FEMA, at 1 (Jan. 24, 2023, 09:20 CST).

⁵ Email from Program Delivery Task Force Leader (PDTFL), FEMA, to Supervisor, Lake of the Woods School, District #90, at 1 (Feb. 15, 2023, CST).

⁶ Email from Supervisor, Lake of the Woods School, District #90, to PDMG, FEMA, at 1-2 (Feb. 16, 2023, 12:35 CST).

⁷ *Id.*

areas of the rubberized track in the Facility without performing a full surface re-top.⁸ FEMA notified the Applicant that its expert assessment had been evaluated, but the technical team concluded that only the cost of repairing the damaged sections of the Facility was eligible for PA.⁹

On April 28, 2023, FEMA issued a Determination Memorandum, partially approving the requested costs. FEMA found that the damages on the three identified sites were disaster-related and granted \$70,000.00 for their repairs. It noted that just repairing the disaster-related damage only was a feasible repair without resurfacing the entire surface. Therefore, FEMA denied \$284,679.00 in requested costs to replace the entire surface of the Facility, finding that the Applicant did not demonstrate that the entire surface of the Facility was damaged as a direct result of the disaster.

First Appeal

The Applicant submitted a first appeal dated June 26, 2023, contesting FEMA's decision to fund only the repair of the damaged area, and insisting that a complete resurfacing was necessary. The Applicant stated that FEMA based its opinion about repair options on the environmental conditions of the nation's southern states, and the determination should consider how the ground reacts in the Applicant's geographical location in Minnesota. Further, the Applicant stated that the repairs approved would not restore the Facility to its predisaster condition because there would be visible lines of repairs on the damaged areas. The Minnesota Department of Public Safety (Recipient) transmitted the appeal to FEMA in a letter dated August 17, 2023, supporting and reiterating the Applicant's arguments for resurfacing the entire Facility.

On December 12, 2023, FEMA issued a Request for Information (RFI) to the Applicant seeking additional documentation to support the Facility's predisaster condition, including photographs, inspection reports, records of previous repairs, and a technical assessment supporting the infeasibility to repair only the damaged sections of the Facility. On February 7, 2024, the Applicant replied to the RFI by providing previously submitted documentation.

In a letter dated July 12, 2024, the FEMA Region 5 Regional Administrator denied the appeal, finding that the Applicant did not provide sufficient documentation to demonstrate that the requested work to resurface (i.e., replace) the entire Facility was required as a result of the disaster. FEMA stated that repairs were feasible and effective at restoring the Facility to predisaster conditions without replacing the entire Facility surface.

Second Appeal

On September 4, 2024, the Applicant submitted a second appeal, reiterating the need to resurface the entire Facility's surface. The Applicant emphasizes that the previously submitted assessment of industry experts supports resurfacing the entire top surface of the Facility to achieve its predisaster condition. The Applicant resubmitted all the supporting documentation provided

⁸ Email from Site Inspector Task Force Lead, FEMA, to PDMG, FEMA, at 1-2 (Feb. 24, 2023, 8:31 CST).

⁹ Email from PDTFL, FEMA, to Supervisor, Lake of the Woods School, District #90, at 1 (Feb. 24, 2023, 15:01 CST)

during project formulation and the RFI response. In a letter dated October 7, 2024, the Recipient transmitted the Applicant's appeal, summarizing the cause of the damages and supporting the Applicant's request to fund resurfacing the entire Facility.

Discussion

FEMA has the authority to provide assistance for the repair, restoration, reconstruction, or replacement of a public facility damaged or destroyed by a major disaster based on predisaster design and function and in conformity with current applicable codes, specifications, and standards.¹⁰ To be eligible for PA funding, work must be required as a result of the declared incident.¹¹ A facility is considered repairable when, among another requirements, it is feasible to repair the facility so that it can perform the predisaster function as well as it did prior to the incident.¹² It is the applicant's responsibility to provide documentation to substantiate its claim as eligible and to clearly explain how those records support its appeal.¹³

During project formulation, the Applicant identified three sites where the Facility was cracked as a result of the disaster, and FEMA approved the requested funding to repair those sites to restore the Facility to its predisaster design and function. In this case, though, the Applicant states that it is not feasible to only repair the Facility and asserts the entire surface of the Facility needs to be replaced. In support, the Applicant submitted an email from a Regional Sales Manager of an athletic company indicating that when an outdoor track is repaired, a joint will result in between the new and old asphalt.¹⁴ However, the administrative record suggests that limited repairs have been feasible in the past, as the Facility's predisaster maintenance included quotes and work orders for sites repairs, such as specific crack sealing and edge repairs, without the need for full resurfacing. Moreover, during project formulation, FEMA evaluated the Applicant's Assessment, but concluded that it would be feasible to repair only the disaster-related damages. The Applicant did not provide any additional technical assessments or studies beyond the Regional Sales Manager's email to the Applicant to demonstrate the need to replace the entire surface. For instance, the Applicant has not provided any professional or expert studies or technical statements from any experts, or from any of the engineers or veterans in the track surfacing industry that visited the Facility, to support the purported infeasibility of repairing the Facility so that it can perform the predisaster function as well as it did prior to the incident.¹⁵ Consequently, the replacement of the Facility's entire surface is not eligible for PA funding.

¹⁰ Robert T. Stafford Disaster Relief and Emergency Assistance Act § 406(a)(1)(A), (e)(1); Title 42, United States Code § 5172(a)(1)(A), (e)(1) (2018); Title 44 of the Code of Federal Regulations (44 C.F.R.) § 206.226 (2021).

¹¹ 44 C.F.R. § 206.223(a)(1) (2021); *Public Assistance Program and Policy Guide*, FP 104-009-2, at 51-52 (June 1, 2020) [hereinafter *PAPPG*].

¹² 44 C.F.R. § 206.226(f)(1); *PAPPG*, at 157.

¹³ See 44 C.F.R. § 206.206(b)(1)-(2) (2022); *PAPPG*, at 40, 63-64.

¹⁴ Email from Regional Sales Manager, Beynon Sports, to Building/Grounds Supervisor, Lake of the Woods School, at 1-2 (Feb. 16, 2023, 11:17 CST).

¹⁵ Additionally, the Applicant has neither argued nor demonstrated that current applicable codes, specifications, and standard require resurfacing the entire Facility.

Conclusion

The Applicant has not demonstrated that work to resurface the entire Facility is required as a result of the disaster. Therefore, this appeal is denied.

Generated Date: 06/01/2023 19:50

**Federal Emergency Management Agency
Project Completion and Certification Report (P.4)
Disaster: FEMA-4659-DR-MN**

Applicant FIPS ID: 077-01B17-00 **Applicant/Subdivision Name:** LAKE OF THE WOODS SCHOOL DIST

<u>PW#</u>	<u>Amendment #</u>	<u>Approved Proj. Amt.</u>	<u>Cost Share</u>	<u>Cat</u>	<u>Fund Code</u>	<u>Bundle</u>	<u>Work Done By</u>	<u>Projected Compl. Date</u>	<u>% Compl. at Insp.</u>	<u>Elig Amount</u>	<u>Actual Date Completed</u>	<u>Amt. Claimed by Applicant</u>	<u>Comments</u>
PA-05-MN-4659-PW-00505	0	\$50,362.00	N	G	06	PA-05-MN-4659-PW-00505(487)		01-13-2024	0	\$50,362.00		\$	

Facility Number: 1 **Facility Name:** Damage #1252188; Running Track

Location: 236 15th AVENUE SW Baudette, MN 56629

Scope of Work: 1252188 Running Track

Work to be completed

The applicant will utilize contracts and/or force account for repairs to the running track at Lake of the Woods School to restore the facility back to pre-disaster design, function and capacity within the existing footprint with in-kind materials.

Site 1 48.708064, -94.640051:

- A. Remove and replace 4.37 CF of rubberized track surface, 15 FT long x 7 FT wide x 0.5 IN thick.
- B. Remove and replace 26.25 CF of asphalt surface, 15 FT long x 7 FT wide x 3 IN thick.
- C. Replace 26.25 CF of gravel subbase, 15 FT long x 7 FT wide x 3 IN thick.

Site 2 48.707806, -94.639818:

- A. Remove and replace 0.41 CF of rubberized track surface, 5 FT long x 2 FT wide x 0.5 IN deep.
- B. Remove and replace 2.5 CF of asphalt base, 5 FT long x 2 FT wide x 3 IN thick.
- C. Replace 2.5 CF of gravel subbase, 5 FT long x 2 FT high x 3 IN thick.

Site 3 48.708352, -94.639855:

- A. Remove and replace 0.41 CF of rubberized track surface, 5 FT long x 2 FT wide x 0.5 IN thick.

B. Remove and replace 2.5 CF of asphalt surface, 5 FT long x 2 FT wide x 3 IN thick.

C. Replace 2.5 CF of gravel subbase, 5 FT long x 2 FT wide x 3 IN thick.

Work to be Completed total: \$50,362.00

Determination Memorandum: this project contains an official Determination Memo for a total amount of \$354,679.00 that's been determined ineligible. For all information pertaining to this determination memo see document titled P689388 DR- 4659- MN Lake of the Woods SD#390 DM 27741_Final, signed.pdf.

Project Notes:

1. All site estimates for work to be completed were generated using RS Means and Manufacturer's correspondence. See attachment labeled: ST 689388 Estimate with soft costs.xlsx and ST 689388 Project Development Cost Spreadsheet.xlsx.
2. While this project falls below the new large project threshold, the Applicant will incur additional soft costs associated with this project that are not covered in the Part A base cost, therefore, the respective CEF Factors have been applied in order to cover these eligible PA costs. Per Stafford Act Section 422 Simplified Procedures Final Rule, FEMA may use CEF factors on small projects as necessary: due to project complexities.
3. Correct GPS Latitude/Longitude: 48.70838, -96.63913 should be 48.70838, -94.63913. See attachment labeled: ST 689388 Email from PDMG 5-11-2023 GPS.pdf.
4. Correct damaged dates are between April 22, 2022 and June 15, 2022. See attachment labeled: ST 689388 Email from PDMG 5-12-2023 damage date.pdf.
5. All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the design width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agriculture fields, road ROWs, ect.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a sub-recipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.

Total for 1 PWs: \$50,362.00

\$ _____

Subgrantee Admin: \$0.00

Grand Total: \$50,362.00

Generated Date: 06/01/2023 19:50

**Federal Emergency Management Agency
Project Completion and Certification Report (P.4)
Disaster: FEMA-4659-DR-MN**

Applicant FIPS ID: 077-01B17-00 Applicant/Subdivision Name: LAKE OF THE WOODS SCHOOL DIST

Certification

I hereby certify that to the best of my knowledge and belief all work and costs claimed are eligible in accordance with the grant conditions, all work claimed has been completed, and all costs claimed have been paid in full.

I certify that all funds were expended in accordance with the provisions of the signed FEMA-State Agreement and I recommend an approved amount of \$ _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Applicant's Authorized Representative

Governor's Authorized Representative

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal

Homeland Security and Emergency Management

445 Minnesota Street • Suite 223 • Saint Paul, Minnesota 55101-6223

Phone: 651-201-7400 • Fax: 651-296-0459

June 1, 2023

Seth Putz
Supervisor
Lake of the Woods School District 390
seth_p@lakeofthewoodsschool.org

Disaster: 4659 **Declared:** 7/13/2022
PW: 505 **Project#:** 689388
FEMA Applicant ID: 077-01B17-00
FAIN: 4659DRMNP00000001
UEI: LABLZNUJ4RT4
Current POP Date: 1/13/2024

Federal Emergency Management Agency (FEMA) has notified Minnesota Homeland Security and Emergency Management (HSEM) indicating an award on 5/26/2023 for this project:

The award amount is:

Federal Obligated (Public Assistance 97.036):	\$ 37,771.50
State Obligated:	\$ 12,590.50
Total Obligated:	\$ 50,362.00

Your initial payment will be for: \$49,102.95 (Federal \$37,771.50 and State \$11,331.45), which is 100% of the obligated Federal Share and 90% of the obligated State Share. The remaining 10% state share will be paid at closeout.

We use HSEM's EM Grants Pro System to manage your project. If you do not have an account, please do the following:

1. Go to <https://hsemrecovery.org/site/register.cfm>
2. Fill out the Access Request Form. Click Register.
3. Once approved, you can use the system at <https://hsemrecovery.org>

Attached you will find the following documentation:

1. Your project application (project worksheets)
2. Project Completion and Certification Report (P.4)*
3. Exhibit I - Federal and State Assurances
4. Exhibit II - Certification for Contacts, Grants, Loans, and Cooperative Agreements*
5. Exhibit III - Federal Audit Requirements

*Please sign, date and email the following documents to HSEM at mn.hsem.recovery.DPS@state.mn.us

- *Exhibit II document: Send immediately, once received.*
- *Project Completion and Certificate Report (P.4): When your work is complete, fill in the 'blanks' on the P.4, and be sure to sign and date. Along with the P.4, send any additional documents for the closeout. Once we receive the completed P.4, we will review and then we can process your final payment and closeout.*

Please let me know if you have any questions. I can be reached at 612-289-7631(cell) and at mn.hsem.recovery.DPS@state.mn.us (preferred).

Kristin Loomer
Minnesota Homeland Security and Emergency Management

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	689388	PW #	505	Project Type	Standard
Project Category	G - Parks, Recreational Facilities, and Other Items			Applicant	LAKE OF THE WOODS SCHOOL DIST #390 (077-01B17-00)
Project Title	689388-DR4659MN-Running Track			Event	4659DR-MN (4659DR)
Project Size	Small			Declaration Date	7/13/2022
Activity Completion Date	1/13/2024			Incident Start Date	4/22/2022
Process Step	Obligated			Incident End Date	6/15/2022

Damage Description and Dimensions

The Disaster # 4659DR, which occurred between **04/22/2022** and **06/15/2022**, caused:

Damage #1252188; Running Track

General Facility Information:

- **Facility Type:** Parks, Cemeteries, and Recreational Facilities
- **Facility:** Running Track
- **Facility Description:** 1/4-mile x 32 ft wide oval 9-lane rubberized surface with striping
- **Approx. Year Built:** 1993
- **Location Description:** 236 15th AVENUE SW Baudette, MN 56629
- **GPS Latitude/Longitude:** 48.70838, -96.63913

General Damage Information:

- **Date Damaged:** 4/21/2022
- **Cause of Damage:** surface water flooding eroding base and surface of track

Facility Damage:

Site 1 48.708064, -94.640051:

- Athletic Fields, 4.37 CF of Rubberized track surface, 15 FT long x 7 FT wide x 0.5 IN thick, surface water flooding eroding base , 0% work completed.
- Athletic Fields, 26.25 CF of Asphalt surface , 15 FT long x 7 FT wide x 3 IN thick, surface water flooding eroding base, 0% work completed.
- Athletic Fields, 26.25 CF of gravel subbase, 15 FT long x 7 FT wide x 3 IN thick, surface water flooding eroding subbase , 0% work completed.

Site 2 48.707806, -94.639818:

- Athletic Fields, 0.41 CF of Rubberized track surface, 5 FT long x 2 FT wide x 0.5 IN deep, surface water flooding eroding subsurfaces , 0% work completed.
- Athletic Fields, 2.5 CF of asphalt base, 5 FT long x 2 FT wide x 3 IN thick, surface water flooding eroding base, 0% work completed.
- Athletic Fields, 2.5 CF of gravel subbase, 5 FT long x 2 FT high x 3 IN thick, surface water flooding eroding base, 0% work completed.

Site 3 48.708352, -94.639855:

- Athletic Fields, 0.41 CF of Rubberized track surface, 5 FT long x 2 FT wide x 0.5 IN thick, surface water flooding eroded base, 0% work completed.
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- Athletic Fields, 2.5 CF of gravel subbase, 5 FT long x 2 FT wide x 3 IN thick, surface water flooding eroding base, 0% work completed.

Final Scope

1252188 Running Track

Work to be completed

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5. All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the design width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agriculture fields, road ROWs, ect.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a sub-recipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.

Cost

Code	Quantity	Unit	Total Cost	Section
9001 (Contract)	1.00	Lump Sum	\$50,362.00	Uncompleted

CRC Gross Cost \$50,362.00

Total 406 HMP Cost \$0.00

Total Insurance Reductions \$0.00

CRC Net Cost \$50,362.00

Federal Share (75.00%) \$37,771.50

Non-Federal Share (25.00%) \$12,590.50

Award Information

Version Information

Version #	Eligibility Status	Current Location	Bundle Number	Project Amount	Cost Share	Federal Share Obligated	Date Obligated
0	Eligible	Awarded	PA-05-MN-4659-PW-00505(487)	\$50,362.00	75 %	\$37,771.50	5/26/2023

Drawdown History

EMMIE Drawdown Status As of Date	IFMIS Obligation #	Expenditure Number	Expended Date	Expended Amount
No Records				

Obligation History

Version #	Date Obligated	Obligated Cost	Cost Share	IFMIS Status	IFMIS Obligation #
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Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Recipient must submit its certification of the subrecipient's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project, or the latest approved deadline, whichever is sooner.
- When any individual item of equipment purchased with PA funding is no longer needed, or a residual inventory of unused supplies exceeding \$5,000 remains, the subrecipient must follow the disposition requirements in Title 2 Code of Federal Regulations (C.F.R.) § 200.313-314.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

Insurance

Additional Information

5/17/2023

This project was reviewed for any insurance considerations, and none were found, the applicant's insurance policy has not been provided to date. Property insurance coverage for the track surface damages represented on this project are generally uninsurable for the peril of flood, as a result we will process this

request for Public Assistance without having the applicant's property insurance policy on file. All future requests will be reviewed on a case-by-case bases, any insurable item will not be funded until the applicant submits all of their property insurance information for review. No insurance relief is anticipated.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

No duplication of benefits from insurance is anticipated for work described in this application. In the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant award amount must be reduced by actual insurance proceeds.

No insurance requirements will be mandated for the damages included in this project. Insurance requirements are specific to permanent work to replace, restore, repair, reconstruct, or construct buildings, contents, equipment, or vehicles. (FEMA Recovery Policy FP 206-086-1).

No insurance Narrative will be produced or uploaded into documents or attachments.

Justin Holmes / Insurance Specialist
CRC Central / Denton, TX

O&M Requirements

There are no Obtain and Maintain Requirements on **689388-DR4659MN-Running Track**.

406 Mitigation

There is no additional mitigation information on **689388-DR4659MN-Running Track**.

Environmental Historical Preservation

Is this project compliant with EHP laws, regulations, and executive orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the designed width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agricultural fields, road ROWs, etc.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a subrecipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may

be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.

EHP Additional Info

There is no additional environmental historical preservation on **689388-DR4659MN-Running Track**.

Final Reviews

Final Review

Reviewed By VALENTINE, GINA

Reviewed On 05/18/2023 3:16 PM CDT

Review Comments

No comments available for the Final Review step

Recipient Review

Reviewed By Lamoreaux, Wayne D.

Reviewed On 05/18/2023 5:12 PM CDT

Review Comments

Final documentation (Invoices) and certification form (P4) need to be submitted to HSEM within 90 days of completed work.

Project Signatures

Signed By Putz, Seth

Signed On 05/24/2023

**Safe Routes to School Program
Office of Transit and Active Transportation
395 John Ireland Blvd
Saint Paul, MN 55155**

Jeff Nelson
Lake of the Woods School ISD 390
236 15th Ave. SW
Baudette, MN 56623

Dear Mr. Nelson:

Congratulations! We are pleased to inform you that your Safe Routes to School design assistance grant application for ISD 390 was selected for funding through the Minnesota Department of Transportation (MnDOT) recent SRTS solicitation.

Through this award, you will be receiving professional services to develop alternative concept designs and construction cost estimates for areas around your school. Please note and let other SRTS team members know that this work will not develop full construction documents. **If you would like to continue with construction, the school (or city or county) would still be required to develop the construction drawings.**

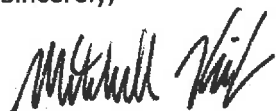
We also would like to note that **parking layout design is not an eligible use of this grant.** Your SRTS plan stated that one of your goals was to develop an updated parking lot configuration. This grant can, however, be used to develop sidewalk and path layouts around the parking lot and school property, as well as the other stated goals such as multi-use trail improvements, pedestrian movement, and a demonstration project. Other project locations that are identified during this process may also be eligible for inclusion in the final design report. Please let us know if you would still like to accept this award with the caveat that parking lot layouts will not be included the final design report.

Over the next month, please plan for these next steps:

- Respond as soon as possible with an email (to mitchell.kiecker@state.mn.us) either accepting or declining this award.
- After accepting this award, expect an email from the state's selected consultant, SRF Consulting Group. This message will introduce you to our consultant team and allow us to schedule a kick-off meeting with you and your community.
- The kick-off meeting can be virtual, hybrid, or in-person in your community. You may coordinate with SRF Consulting Group on which meeting format you would prefer.
- SRF Consulting Group may follow up requesting materials such as your SRTS plan or other transportation related data for this project.

If you have questions or concerns about these next steps, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell Kiecker". The signature is fluid and cursive, with the first name "Mitchell" being larger and more prominent than the last name "Kiecker".

Mitch Kiecker
Pedestrian and Bicycle Engineer
mitchell.kiecker@state.mn.us

Form Name: SRTS 2024-2025 Design Assistance Application
Submission Time: November 5, 2024 10:00 am
Browser: Chrome 130.0.0.0 / Windows
IP Address: 158.222.94.82
Unique ID: 1283251375
Location: 48.7125, -94.5999

2024-2025 SRTS Design Assistance Application

Part 1: Project Lead Contact information

Contact name	Jeff Nelson
Contact title	Superintendent
Project Lead Organization Type	School
Project Lead Organization Name	Lake of the Woods School ISD 390
Address	236 15th Ave. SW Baudette , MN 56623
Phone	(218) 634-2510
Email	Jeff_n@lakeofthewoodsschool.org

Part 2: Applicant Project Information

Does the applicant organization have a competed SRTS plan or a SRTS plan currently under development? Yes

Was the SRTS plan finalized on or after January 1, 2018? Yes

Please provide a link to your SRTS plan "C:\Users\tklaers\OneDrive - headwaters regional development commission\MnSRTS_Plan Lake of the woods.pdf"

Does the school or school district have any plans to close or relocate the benefitting school buildings within the next 10 years? No

Part 3: Design assistance requested

Review the information provided in your SRTS plan. Select the responses that best describe the findings and/or recommendations in your SRTS plan.

SRTS plan identifies locations where safety risks are present to students walking and biking. = Yes
SRTS plan contains counts or information on the number of pedestrians and/or bicyclists walking and biking near the school = Yes
SRTS plan contains information on vehicle traffic speeds and/or volumes (number of cars per day) near the school = No
SRTS plan contains information on vehicle crashes and the locations where these crashes occurred. = No
SRTS plan makes recommendations on potential infrastructure improvements to improve safety for students walking and biking. = Yes
SRTS plan estimates costs to build infrastructure improvements = No

Which type of school(s) will be involved?

Public Schools

Part 4: School & community need (30 points)

Explain why you are requesting design assistance and how this will help fulfill community safety needs and advance your SRTS goals. (15 points)

Lake of the Woods Schools is considering bonding for pedestrian infrastructure improvements. The district is looking to utilizing the design assistance through MnDOT to identify cost estimates for projects identified during the safe routes to school planning process. Most of these improvements would be isolated to school grounds making it safer for students biking and walking as well as improving safety for the 4 daycares on site.

Describe what you are hoping to accomplish during and after the design assistance. Explain how you will ensure implementation of the infrastructure recommendations for the school or school district. (15 points)

This would help provide the information needed to proceed with additional infrastructure applications. Lake of Woods School is committed to initiating improvements identified in the SRTS plan, and the design assistance will be the next step in moving forward.

Part 5: School Information Sheet (50 points)

Describe how this project will advance equity in your community. This should be specific to how this project will benefit the people living and working in your community. (10 points)

Lake of the Woods School is located in Baudette and serves a very rural and primarily low-income region in Northern MN. Because the school is 2 miles out of town, the projects proposed will increase accessibility, safety, and educational opportunities for all on school grounds, and increase future opportunities for bridging the distance gap and creating safer routes for students using various routes to school all year round.

Select the number of schools that would benefit from design assistance. 2

School information

School type	Public/charter
School name	Lake of The Woods Elementary
School population	228
Grades at school	Pre K- 5
City population	966
School Equity Score (see guide for instructions on how to determine)	1
Does the school provide hazard busing?	Yes
Distance eligibility for busing and walk zone (i.e. 2 miles)	Lake of the Woods School buses all students
Percentage of students in hazard bus areas (students within walk zone who are bused because of hazards on their route)	0%
Percentage of students ineligible for busing and living within the school's walk zone	0%
Percentage of students who walk or bike to school	0%
Do students still walk or bike to school even though safety risks or hazards have been identified near the school(s) or on routes students take to school?	Yes

Second school information

School type	Public/charter
School name	Lake of The Woods Secondary
School population	230
Grades at school	6-12
City population	966
School Equity Score: see guide for instructions on how to determine (30 points)	0

Does the school provide hazard busing? Yes

Distance eligibility for busing and walk zone (i.e. 2 miles) Lake of the Woods School buses all students.

Percentage of students in hazard bus areas (students within walk zone who are bused because of hazards on their route) 0%

Percentage of students ineligible for busing and living within the school's walk zone 0%

Percentage of students who walk or bike to school 0%

Do students still walk or bike to school even though safety risks or hazards have been identified near the school(s) or on routes students take to school? Yes

Part 6: SRTS program efforts (10 points)

Describe the SRTS activities and/or barriers here. (10 points)

Activities include morning walk club, bus and walk to school day, Bike Education in the PE class, the addition of bike racks, and walking field trips to the school forest.

Barriers Include distance to the school, multi-use trail section that routes students out of sight of main road, no snow removal on the multi-use trail, no lighting along the multi-use trail, and no pedestrian infrastructure to access school forest.

Part 7: SRTS team members & local support

A) SRTS team (10 points)

Is your SRTS committee established? Yes, we have a team pulled together who has met about SRTS.

Team leader name Jeff Nelson

Team leader title Superintendent

First and Last Name Mary Merchant

Title Principal

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide leadership and support for policy change.

First and Last Name John Batko

Title Transportation Staff

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide insight to bus movements and can assist with bus and walk to school day coordination

First and Last Name Anthony Pirkl

Title County Engineer

How will this team member contribute to plan development and implementation with their organization or unique perspective? The county will need to be involved as an applicant sponsor for project funding through MnDOT

First and Last Name Tina Renemo

Title City Staff

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide representation for the city of Baudette. Infrastructure improvements will impact the city of Baudette as well.

First and Last Name Tony Klaers

Title SHIP School representative

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide support on policy changes and also assist with identifying future funding opportunities.

First and Last Name Andreana Nylander

Title Lake of the Woods Teacher/Wellness Committee

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide teacher support and can be a liaison to other teachers in the district to keep the staff informed.

First and Last Name Chris Pieper

Title Parent

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provides insight from parents and how the community is utilizing the infrastructure.

First and Last Name Bryan Sathre

Title Lake of the Woods Teacher

How will this team member contribute to plan development and implementation with their organization or unique perspective? Can assist with biking and walking education in his physical education curriculum.

First and Last Name Natalie Gillie

Title Owner Light My Lotus active living consultant

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide advocacy support for biking and pedestrian safety.

First and Last Name Kyle Abendroth

Title Lake of the Woods Facilities Manager

How will this team member contribute to plan development and implementation with their organization or unique perspective? Will assist with implementation of projects within the school district.

First and Last Name Sami Trana

Title Headwater Regional Development Commission

How will this team member contribute to plan development and implementation with their organization or unique perspective? Provide technical support for application as well as identify funding opportunities

First and Last Name Jill Olson

Title School District Representative

How will this team member contribute to plan development and implementation with their organization or unique perspective? provide additional representation for the school district.

B) Project Evaluation

If awarded funds, will the school(s) commit to following up with evaluations, such as the Student Travel Tally and Parent Opinion Survey? Yes

Title / Role Jeff Nelson

Email address Jeff_N@lakeofthewoodsschool.org

Phone number 2186342510

Part 8: Conflict of Interest Disclosure

Having had the opportunity to review the above organizational conflict of interest checklist, the applicant hereby indicates that it has, to the best of its knowledge and belief: Determined that no potential organization conflict of interest exists

Part 9: Affidavit of Noncollusion

Choose from the two responses: The applicant affirms to the above statements

Part 10: Letters of support (required)

<https://www.formstack.com/admin/download/file/17156950306>

<https://www.formstack.com/admin/download/file/17156950341>

**Lake of the Woods School
Board Report
Mary Merchant, Pre K-12 Principal
January 27, 2025**

1.0 Community Health Needs Assessment

- 1.1 CHI Lakewood Health, January 15, 2025
- 1.2 Survey shared and discussed
- 1.3 Needs prioritized
- 1.4 NDSU Center for Social Research will compile information and share report in May or June 2025

2.0 Basketball Game January 23rd

- 2.1 All School attend day game

3.0 One Act Play

- 3.1 6-12 grade attended

4.0 Elementary PBIS (Positive Behavior Interventions and Support) Activity

- 4.1 Bingo, January 24th in Commons Area

5.0 Elementary Attendance

- 5.1 Revised to follow high school attendance letters
 - 5.1.1 5 days, 8 days 10 days (truancy)

6.0 High School Courses for 2025-26

- 6.1 Careers moved to 11th grade with Personal Finance
- 6.2 Recommendation for limits on credit recovery, require students to take required courses from classroom teachers to assure standards are met and MCA testing areas covered

**Lake of the Woods School
Board Report
Samantha Lyon, Activities Director/Community Ed.
January 27, 2025**

1.0 Coaching Hires

- 1.1 Andreana Nylander - Varsity Volleyball
- 1.2 Bryan Sathre - Varsity Softball
- 1.3 Tony Brouse - Asst Varsity Baseball
- 1.4 Erik Tange - Asst Varsity Baseball
- 1.5 Chuck Merchant - JH Baseball

2.0 Long Term Pool Update

- 2.1 Sub Item

3.0 MSHSL - Form B Grant received

- 3.1 Grant application attached

4.0 PreK for 2025-2026

- 4.1 HeadStart update

**Lake of the Woods School
Board Report
Food Services, Jackie Pearson
January 27, 2025**

1.0 Food Services Audit - December 2024

- 1.1 See attached State Review Summary Report
- 1.2 See attached Audit Close Out Letter

2.0 Corrective Action - SFA Level Findings

- 2.1 **100 - Certification & Benefit Issuance:** See attached fair hearing procedure
- 2.2 **100 - Certification & Benefit Issuance:** Updated the Application of Education Benefits training
- 2.3 **200 - Verification:** Updated the Verification Training
- 2.4 **300 - Meal Counting & Claiming:** See policy #534 included in the board packet, up for approval at tonight's meeting
- 2.5 **1000 - Local School Wellness Policy:** See attached Wellness Committee meeting minutes

3.0 No Corrective Action Need, Info Only - SFA Level Technical Assistance

- 3.1 **300 - Meal Counting & Claiming:** Claim all students coming from other schools as paid, as all students receive free meals.

4.0 Offer vs. Serve Information (Reimbursable Meal Requirements)

- 4.1 **Breakfast - National School Lunch Program**
 - 4.1.1 **Breakfast Offer:** grains (with optional meat/meat alternative allowed), juice/fruit/vegetable, & milk
 - 4.1.2 **Breakfast Requirement:** choose 3 of the different items offered (at least one selection must be ½ cup of fruit/vegetable)
- 4.2 **Lunch - National School Lunch Program**
 - 4.2.1 **Lunch Offer:** meat/meat alternative, grain, fruit, vegetable, & milk
 - 4.2.2 **Lunch Requirement:** choose 3 of the different items offered (at least one selection must be ½ cup of fruit/vegetable)

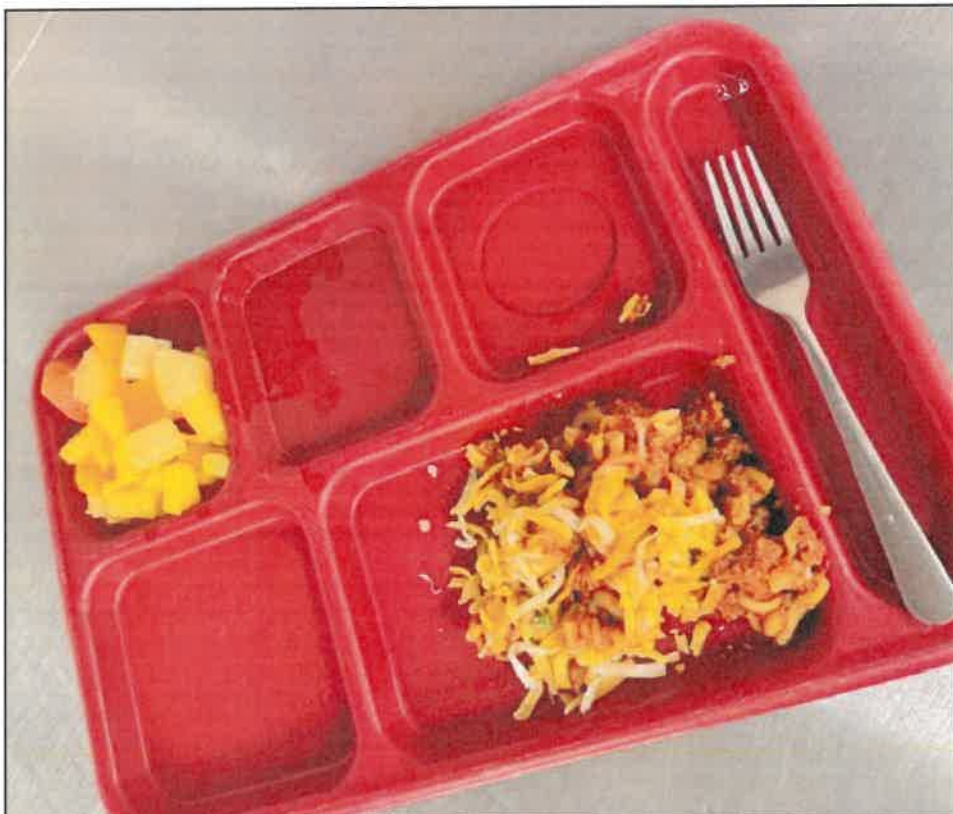
LUNCH - FULL TRAY (OFFER VS. SERVE)

- Contains 7 components (grain, meat, vegetable x 2 servings, fruit, and milk)



LUNCH - REIMBURSABLE MEAL (OFFER VS. SERVE)

- Contains 3 components (grain, meat, and fruit)



Minnesota Department Of Education
Child Nutrition Programs
State Review Summary Report
Lake of the Woods ISD #390 (1000003913)
SNP - Review ID: 10445

Program Year: 2024-2025

Month of Review: November 2024

Lead Reviewer: Tracie Pernu

SFA Representatives: Jackie Pearson, Jill Olson

SFA - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action
100 - Certification and Benefit Issuance	V-0100	<p>There was not a fair hearing procedure specific to the USDA Child Nutrition Programs.</p> <p>Technical Assistance: MDE has a template that can be used (https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=PROD058307&RevisionSelectionMethod=latestReleased&Rendition=primary).</p>	Upload a copy of the fair hearing procedure.
100 - Certification and Benefit Issuance	V-0100	<p>The School Food Authority improperly back dated three Applications for Educational Benefits. The date used was the parent signature date.</p> <p>Technical Assistance: Children are eligible for free or reduced price meal benefits on the date their eligibility is determined; however, LEAs can use the date an application is received as the effective date of eligibility rather than the date the official approves the application. This flexibility applies only to complete applications containing all required information at the time of submission.</p>	Identify what will be used for the eligibility effective date for students who are certified via an Application for Educational Benefits.
200 - Verification	V-0200	The Applications for Educational Benefits (AEBs) verified were not properly selected according to sample size option used.	Describe how you will ensure the proper pool of AEBs is used for verification next year. Also state your intentions to view MDE's Verification Essentials trainings prior to beginning verification for SY25-26.
300 - Meal Counting and Claiming	V-0300	<p><i>Because this finding pertains to the Local Education Agency, it is expected the response will be developed by the appropriate person at that level.</i></p> <p>The provided Meal Charge Policy (#534) is the MSBA template without edits made to apply it to the school. The link on the website (https://lakeofthewoodsschool.org/wp-content/uploads/2023/03/534.-Policy-Unpaid-Meal-Chrages.docx.pdf) results in an error message.</p> <p>Technical Assistance: If the MSBA template is used to develop the district's meal charge policy, it must be edited to fit the district. One of the three options in section II(A) must be decided upon; delete the other two options. The process for negative balances in sections III(B) and IV(C) must be included for the policy to be compliant with requirements.</p>	<ol style="list-style-type: none"> 1. Upload a copy of the revised draft Meal Charge Policy. 2. Identify the date when this is planned to be presented to the School Board for approval. 3. Provide the website location where the policy will be posted once approved by the Board.

Minnesota Department Of Education
Child Nutrition Programs
State Review Summary Report
Lake of the Woods ISD #390 (1000003913)
SNP - Review ID: 10445

1000 - Local School Wellness Policy	V-1000	<p><i>Because this finding pertains to the Local Education Agency, it is expected the response will be developed by the appropriate person at that level.</i></p> <p><i>This is a two-part finding:</i></p> <ul style="list-style-type: none"> • The Local Wellness Policy (LWP) has not been reviewed and updated as appropriate, as it does not contain all required elements (see below for details). • The school district did not complete a triennial assessment of the LWP. <p>Technical Assistance: A leader is not designated in the current LWP. This is a required element, per USDA, as of July 1, 2017. USDA specified that schools should the job title of the person designated as the "wellness coordinator" (such as the "school nurse" or "high school principal"), but the current policy does not specify this. When designating this person, it should be someone with the authority to enforce policies. While the policy contains most of the content requirements, it should be modified to fit the needs and unique goals of the school district. The MSBA helper language be removed prior to Board approval.</p> <p>The last revision of the LWP was in 2019. Because it is required the public be informed about the wellness policy, including any updates, on an annual basis, it is recommended a meeting is held at least annually to review and consider revision of the wellness policy.</p> <p>USDA requires school districts to conduct a formal assessment of the LWP every three years and results shared with the public. Templates and guidance for the assessment process can be found on MDE's website at https://education.mn.gov/MDE/dse/FNS/SNP/gen/well/.</p> <p>Completing the triennial assessment will also help with updating the LWP and bringing it into compliance. The following online resources can assist with developing a compliant policy:</p> <ul style="list-style-type: none"> • USDA Summary of LWP Requirements: https://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf • MDE LWP Checklist: https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE059281&RevisionSelectionMethod=latestReleased&Rendition=primary 	<ol style="list-style-type: none"> 1. Submit an action plan that indicates when the triennial assessment will be completed and wellness policy updated. Include who will be involved and the date by which the assessment and updated policy is expected to be approved. All activities should be completed by the end of the 2024-2025 school year. 2. Describe how you will make the results of the triennial assessment available to the public.
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SFA - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	With implementation of the Free School Meals Program in Minnesota (FSM-MN), students visiting from another school participating in FSM-MN may receive a reimbursable meal at no charge and be claimed as paid. If the SFA where the student is enrolled sends documentation of their eligibility for free or reduced-price meals, that category could also be used to claim the meal.



January 8, 2025

Jill Olson, Food Service Coordinator
Jackie Pearson, Head Cook
Lake of the Woods ISD #390 (1-3913)

School Nutrition Programs Administrative Review Report

Dear Jill Olson and Jackie Pearson:

Thank you for the response to the administrative review of your School Nutrition Programs. The corrective actions detailed in your response sufficiently address the findings raised during the administrative review.

No further information is needed at this time. Once the review is closed in the Colyar system, you may access the administrative review report at:

<https://mn.cnpus.com/prod/Transparency/AdministrativeReviewSummaryList.aspx>.

A copy of the signed Sponsor to State Agreement is attached. Please save the agreement in a location accessible to applicable staff members. The agreement is only updated on a periodic basis and will be requested during future administrative reviews.

On behalf of the Nutrition Program Services Division at the Minnesota Department of Education, we extend our appreciation to you and your staff for your commitment to improving program operations. Please contact me if you have any questions at tracie.pernu@state.mn.us or 612-308-2806.

Sincerely,

A handwritten signature in cursive script that reads 'Tracie Pernu'.

Tracie Pernu, M.A.Ed, CHES
Nutrition Program Consultant
Nutrition Program Services

LAKE OF THE WOODS SCHOOL

Local Education Agency Free and Reduced-price Meals Fair Hearing Procedure

Households that disagree with the meal benefit determination made on an Application for Educational Benefits or as a result of the verification process have a right to appeal the benefit determination decision. During the appeal and hearing process, meal benefits, which were determined on the face value of the application, submitted, will continue to be received.

Appeals Conference

Prior to initiating the fair hearing procedure the school hearing official, the parent(s), or guardian may request an appeal conference to provide an opportunity to discuss the situation present information, obtain an explanation of information submitted in the application and the benefit decision rendered. The appeals conference is informal in nature and may be held in person, virtually or by phone. Local Education Agency (LEA) participants may include the determining official and/or school food service director. The appeals conference provides an opportunity for the household to clarify information provided on the Applications for Educational Benefits. All clarifications should be documented on the application with the date of the clarification. Based on the information the household provides the determining official may re-determine the meal benefit. If the household is not satisfied with the results of the conference, a Fair Hearing may be requested. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

Fair Hearing

A Fair Hearing is a formal review conducted by the LEA Hearing Official who was not involved with the initial meal benefit determination. The hearing procedure shall provide the following for both the household and the local educational authority.

1. A simple, publicly announced method to make an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
4. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
5. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
6. The hearing must be held with reasonable promptness and convenience, and adequate notice shall be given as to the time and place of the hearing;
7. The hearing must be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference;
8. The decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. The parties concerned and any designated representative shall be notified in writing of the decision of

the hearing official;

10. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official;
11. The written record of each hearing shall be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

LEA Fair Hearing Procedure

Households must request an Appeals Conference or Fair Hearing within 10 calendar days of receiving the notice of benefit determination.

If the household is not satisfied with the results of the Appeals Conference, a Fair Hearing must be requested within 10 calendar days following the Appeals Conference.

Conference and hearing request can be made by: Phone (218) 634-2510 or by email via diane_l@lakeofthewoodsschool.org

An Appeals Conference and/or Fair Hearing request will go to Diane Laine for scheduling.

The LEA will provide a notice with the date and time of the conference or hearing within 5 calendar days of receiving the request for an appeals conference or fair hearing.

A minimum of two LEA staff will be present at each Appeals Conference and/or Fair Hearing. One staff person will be responsible for maintaining meeting minutes. The determining official may participate.

The appeal will be considered abandoned if:

- Households do not submit a request for a conference/hearing within 10 days of receiving the notice of benefit determination.
- Households or their authorized representative does not participate in the conference/hearing.

Within 10 calendar days of the fair hearing, households will be provided with written notification of the results of the hearing. The hearing official's decision is final.

Appeal documentation will be maintained for three years and stored in the main office of the school.

**Lake of the Woods School
Food Services - Verification Process Training**

MDE Verification Process:

<https://education.mn.gov/MDE/dse/FNS/SNP/proc/Ver/>

- Use the links within this website to ensure all verification processes are being completed

Tips & Tricks to the Verification Process:

1. Complete the MDE verification training via the link below:

<https://education.mn.gov/MDE/DSE/PROD069714>

2. Ensure that all applications used during the verification process come from a pool of students that are currently free or reduced price meal status via an Application of Education Benefits.
3. **DO NOT** use any applications that have changed from a qualification via Application of Education Benefits to a qualification via Direct Certification.



LAKE OF THE WOODS

**Lake of the Woods School ISD #390
January 08, 2025 @ 9:00 AM
Wellness Committee Meeting - Commons**

Members Present: Sam Lyon, Jill Olson, Diane Laine, Jackie Pearson

1. Food Services Audit 2024 Findings
2. Finding: 1000 - Local Wellness Policy
 - a. Designate a leader of the local wellness committee
 - b. Local Wellness Policy must be reviewed and updated
 - c. Complete a triennial assessment
3. Action Plan/Moving Forward
 - a. Designate a Leader of the Wellness Committee:
 - i. Community Ed. Director
 - b. Review Policy 533:
 - i. All members of the sub-committee will review Policy 533: Wellness, and bring back their updates to the February 5, 2025 meeting.
 - ii. Updates to policy 533 will be presented to the school board for approval at the February 24, 2025 school board meeting.
 - c. Complete Triennial Assessment:
 - i. The Wellness Committee Leader will complete the triennial assessment and present findings, ask questions concerning approved ratings, etc... to the wellness sub-committee at the February 5, 2025 meeting.
 - ii. The completed Triennial Assessment will be posted on the school website by February 24, 2025.
 - d. Wellness website:
 - i. The Wellness Committee information will be separated from the Food Services page on the school's website, and all information will have its own page within the school website.
4. Next Meeting:
 - a. Wellness Sub-Committee Meeting: 02/05/25 @ 9:00 AM - Commons
 - b. Community Ed Sub-Committee Meeting: 02/05/25 @ 9:00 AM - Commons
 - c. Annual Overall Committee Meeting (includes teachers, staff members, students, community members, etc.): 04/25/25 @ TBD - ITV Room