



**Independent School Dist. No. 857**  
**100 County Road 25**  
**Lewiston, MN 55952**  
**(507) 523-2191**

*Gwen Carman, Superintendent*  
*Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal*

**Superintendent's Report to the School Board**  
**Submitted by Gwen Carman**  
**July 12, 2021**

**Meeting Agenda Item Notes**

Fund Transfer Approval: The district had a routine “administrative review” of our FY20 Food Service program. Through this process, it was found that we coded some expenses to Fund 02 (Food Service) that they now say should have been coded to Fund 01 (General Fund).

These expenses were associated with the high school cafeteria renovations, transportation of meals March – May 2020, utilities, and payments of student workers at the elementary and intermediate schools to assist with table cleaning. The findings were very specific that the past practice of Gr. 4-6 students ‘work’ in the cafeteria must end.

Fund transfers require Board approval.

**Additional Updates**

**July 2021 Activities**

- Evaluation completion of staff that I directly supervise
- Administration Team daylong retreat for discussion of multiple topics for upcoming school year
- Analysis of support staff wages with Business Manager
- Analysis of FY20 year end revenues and expenditures
- Teacher negotiations preparations with Business Manager
- Additional discussions with InGensa, etc re: needs and options for our facilities
- Drafting of Employee Handbook (there currently is none)
- Planning district newsletter (printed and digital) for mid-August distribution
- Community Education 2<sup>nd</sup> staff meeting, meeting with Cardinal Club staff
- Work with MDE re: ESSER funds