



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING

Monday, April 19, 2021 - 5:30 PM

City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

The mission of the Detroit Lakes Public schools is to nurture and develop the full potential of all learners in an environment where lifelong learning is valued, educational excellence is expected and improvement is continuous.

District Office ~ 702 Lake Avenue, Detroit Lakes, MN 56501 ~ 218.847.9271 ~ Website: www.dlschools.net
Superintendent: Mark Jenson Director of Finance & Operations: Jason Kuehn Education Director: Renee Kerzman

BOARD MEMBERS:

Amy Erickson, Vice-Chair
1380 East Shore Drive
Detroit Lakes, MN 56501
218.841.2944

Courtney Henderson, Director
2205 Edgewood Drive
Detroit Lakes, MN 56501
218.234.7351

Jennifer Pedersen, Treasurer
1354 East Shore Drive
Detroit Lakes, MN 56501
218.841.0291

Dr. Thomas Seaworth
20411 Oakland Beach Drive
Detroit Lakes, MN 56501
218.849.9482

John Steffl, Chair
22370 Steffl Road
Callaway, MN 56521
218.850.5060

April Thomas, Clerk
25592 Almquist Road
Detroit Lakes, MN 56501
651.271.1818

Luisa Walz, Student Representative – 22walzluis@detlakes.k12.mn.us

- I. **CALL TO ORDER**
Presenter: Erickson, Board Chair
- II. **ROLL CALL**
Presenter: Erickson, Board Chair
- III. **PLEDGE OF ALLEGIANCE**
Presenter: Erickson, Board Chair
- IV. **APPROVAL OF AGENDA**
Presenter: Erickson, Board Chair
 - A. **Agenda Approval**
Approval of the Agenda for the April 19, 2021, Regular School Board Meeting as presented.
- V. **RECOGNITIONS**
Presenter: Erickson, Board Chair
- VI. **COMMENTS AND REQUESTS FROM VISITORS**
Presenter: Erickson, Board Chair
A fifteen-minute time limit will be allowed for audience comment. Those requesting audiences will inform either the Board Chairman or the Superintendent prior to the meeting that you wish to address the Board.
 - A. **Bridget Penton, DL Public Utilities**
- VII. **PROGRAM PRESENTATIONS**
Presenter:
 - A. **Wellness Committee Presentation**
Presenters: Karen Nitzkorski and Danielle Solberg
 - B. **High School Presentation**
Presenter: Darren Wolf
- VIII. **CONSENT ITEMS**

Presenter: Erickson, Board Chair

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

- A. Approve the Minutes of the March 15, 2021, Regular School Board Meeting, and the April 10, 2021, Board Retreat.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the District Health Insurance Renewal with PEIP for the 2021-2022 school year.
- F. Approve Memorandum of Agreement between Detroit Lakes Certified Teachers (EMDL) and ISD #22 addressing the July-June Floating Day Timeline for the 2021-22 school year.
- G. **Approve Second Reading of Policies:**
 - 1. 202 - School Board Officers
 - 2. 203.1 - School Board Procedures: Roberts Rules of Order
 - 3. 203.2 - Order of the Regular School Board Meeting
 - 4. 203.5 - School Board Meeting Agenda
- H. **Donations**
 - 1. \$75,000.00 from BTM to help equip our metal fabrication shop at the High School.
 - 2. \$75.08 from The Benevity Community Impact Fund on behalf of Julie Whitworth for Rossman Elementary.

IX. DISCUSSION ITEMS

Discussion items receive individual attention because of the nature of the issues and need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the items is required. Discussion items will typically return to the agenda at a future point for more specific action.

- A. First Reading Policy 204 - School Board Meeting Minutes
- B. First Reading Policy 205 - Open Meetings and Closed Meetings
- C. First Reading Policy 206 - Public Participation in School Board Meetings/Complaints About Persons At School Board Meetings and Data Privacy Considerations
- D. First Reading Policy 207 - Public Hearings
- E. First Reading Policy 208 - Development, Adoption, and Implementation of Policies
- F. First Reading Policy 209 - Code of Ethics
- G. First Reading Policy 210 - Conflict of Interest - School Board Members
- H. First Reading Policy 210.1 - Conflict of Interest - Charter School Board Members
- I. First Reading Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee or Student
- J. First Reading Policy 212 - School Board Member Development
- K. First Reading Policy 213 - School Board Committees
- L. First Reading Policy 214 - Out-of-State Travel By School Board Members
- M. First Reading Policy 535 - Service Animals In Schools
- N. First Reading Policy 535.FM - Service Animals Form
- O. First Reading Policy 542 - Classroom Supplies and Materials Fee
- P. First Reading Policy 706 - Acceptance of Gifts
- Q. First Reading Policy 706.FM - Acceptance of Gifts Form

X. ACTION ITEMS

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

- A. Adopt the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Callie Brorby, Roberta Chatham, Peyton Foertsch, Aaron Gastecki, Sadie Herman, Laura Hunt, Melissa Ostlie, Morgan Patrow, Austin Richter, Ellie Rutten, Valerie Schultz, Dannielle Solberg, Karrie Taylor, Madyson Webber
- B. Approve Construction Change Orders for Roosevelt Elementary and the High School.

Presenter: Erickson, Board Chair

XI. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

1. April 2021 Enrollment
2. COVID Update

B. Director of Curriculum, Instruction & Technology Report

Presenter: Renee Kerzman

C. Board Committee and Representative Reports

1. Facilities Committee Meeting - 3/18/2021
Presenter: Johnson, Board Treasurer
2. Facilities Committee Meeting - 3/30/2021
Presenter: Johnson, Board Treasurer
3. Health & Safety Committee Meeting - 4/13/2021
Presenter: Steffl, Board Vice-Chair
4. Finance Committee Meeting - 4/15/2021
Presenter: Pedersen, Board Director
5. District Curriculum Advisory Committee Meeting - 3/25/2021
Presenter: Henderson, Board Director

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Erickson, Board Chair

- A. Finance Committee Meeting - May 13, 2021 - 12:00 PM
- B. May Board Meeting - May 17, 2021, 5:30 PM - City Council Chambers

XIII. MEETING ADJOURNED

Presenter: Erickson, Board Chair

OFFICIAL PROCEEDINGS
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22
BECKER AND OTTERTAIL COUNTIES, DETROIT LAKES, MINNESOTA 56501

Regular School Board Meeting
Monday, March 15, 2021, 5:30 PM
City Council Chambers ~ 1025 Roosevelt Avenue, Detroit Lakes, MN, 56501

Present: Amy Erickson, Courtney Henderson, Kylie Johnson, Jennifer Pedersen, John Steffl, April Thomas.

Absent: None.

The meeting was called to order at 5:30 PM by Board Chair Erickson.

The Pledge of Allegiance was recited.

A motion was made by Johnson, seconded by Thomas, to approve the agenda. Motion carried unanimously.

Community Member Gary Cosen, addressed the board.

Middle School Principal Mike Suckert, presented information to the board on 20-21 year in review; learning models; planning for 2021-22. (EXHIBIT)

A motion was made by Pedersen, seconded by Henderson to approve the following consent agenda items. Motion carried unanimously.

- A. Approve the Minutes of the February 8, 2021, Regular School Board Meeting.
- B. Approve K-12 computer #663270-663488 in the amount of \$2,199,332.10. Hand payable checks #662755, 662942-662951, 662953, 662955-662958, 662968 - 662999, 663002, 663004, 663011 – 663014, 663024 – 663033, 663035, 202102001, 202102002, 202102003, 202102004, 202102005, 202102006, 202102101, 20210202, 202102501, 202102502, 202102503, 202102504, 202102601, 202102602, 202102603, 202102604, in the amount of \$2,975,873.72, for a total of \$5,175,205.82, including void checks #662756, 662791, 662814, 662820. Middle School Activity Account Hand Payable check 200067 in the amount of \$65.52. Senior High Activity Account Hand Payable checks #400461-400467, in the amount of \$2,075.90. Check #400461 was voided due to issues with the printer. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the Application for a High School student fulfilling the requirements for Early Graduation as per School Board Policy 613 on March 24, 2021.
- E. Acknowledge 2021 Spring Coaches. (EXHIBIT)
- F. Acknowledge the Education Minnesota – Detroit Lakes Educational Support Professionals (DLESP) Seniority List for the 2020-2021 school year.
- G. Appoint Bremer Bank as our Agent of Record. (EXHIBIT)
- H. Write-Off of Food Service Accounts. (EXHIBIT)
- I. Approve Second Reading of Policies:
 1. 203.6 – Consent Agenda
 2. 203.7 – Board Work
 3. 820 – Memorial Policy
- J. Donations:
 1. \$5,000.00 from Stellher Human Services, Inc. to cover student mental health services transportation costs.
 2. \$60,000.00 Grant from the Hutchinson Family Charitable Fund of the FM Area Foundation to be used for the 2019 Building Referendum Project.

Discussion was held on the following Policy Revisions.

- A. 202 – School Board Officers
- B. 203.1 – School Board Procedures: Roberts Rules of Order
- C. 203.2 – Order of the Regular School Board Meeting
- D. 203.5 – School Board Meeting Agenda

A Board Retreat has been scheduled for Saturday, April 10, 2021, 8:00 AM – 4:00 PM at the Detroit Lakes Holiday Inn.

Director of Curriculum, Instruction & Technology Renee Kerzman presented the 2020-2021 Achievement and Integration Budget. (EXHIBIT)

A motion by Johnson, to approve the 2020-2021 Achievement and Integration Budget, seconded by Steffl. Motion carried unanimously.

Business Manager Ryan Tangen discussed the revised 2020-2021 Revenue/Expenditure Budget presenting a summary by fund with the original budget to revised budget comparison and estimated statement of changes in fund balance. (EXHIBIT)

A motion by Thomas, to approve the Revised 2020-2021 Revenue Expenditure Budget, seconded by Pedersen. Motion carried unanimously.

A motion by Henderson, to approve Construction Change Orders, seconded by Thomas. Motion carried unanimously. (EXHIBIT)

A motion by Thomas, to approve the Spring 2021 Lane Change Requests, seconded by Johnson. Motion carried unanimously. (EXHIBIT)

Supt Jenson commented on March Enrollment; Updates on COVID; Spring planning. (EXHIBIT)

Board Director Thomas gave an update on the Community Education Advisory Council Meeting. (EXHIBIT)

Board Vice-Chair Steffl gave an update on the Chemical Health Committee Meeting. (EXHIBIT)

Board Member Pedersen gave an update from the Finance Committee Meeting. (EXHIBIT)

Board Chair Erickson announced upcoming meetings.

The meeting was adjourned at 6:27 PM.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

March 15, 2021

1) **Retirement Resignation:**

Sherrie Bratlien – High School Food Server/Cashier, effective April 15, 2021.

Resignations:

Mark Champa – Middle School Administrative Assistant, effective March 23, 2021.

Cali Harrier - .5 Summer Speed & Strength Coach, effective March 9, 2021.

Tanner Keyser – Middle School Full-Time Custodian, effective February 26, 2021.

Dolores Kuhlemeyer – ALC Recovery School Independent Study Instructor, effective at the end of the 2020-21 school year.

Katherine Large – Lincoln Education Center ECFE/SR Instructional Assistant, effective February 19, 2021.

Joshua Omang – High School Academy Coordinator to accept the High School Principal Position, effective June 30, 2021.

Janice Peterson – Middle School Breakfast Server, effective March 19, 2021.

Mya Stroborg – Roosevelt Elementary Food Service Dishwasher, effective March 4, 2021.

2) **Appointments:**

Trisha Demarais – Assistant Girls Golf Coach, at the rate of 7% of BA, Step 2, or a contract amount of \$2,857.75, effective March 29, 2021.

Chelsea Hammond – Lincoln Education Center Parent/Child Educator, at the rate of \$32.25 per hour, working up to 5-10 hours per week during the school year, effective February 17, 2021.

Shelby Hanson – Long-Term Substitute Roosevelt Elementary Second Grade Teacher for Krystal Meyer, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective March 1, 2021, and continuing until May 10, 2021.

Jill Melby – Long-Term Substitute 9th Grade Seminar Teacher for Mike Labine, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective March 9, 2021, and continuing until April 9, 2021.

Joshua Omang – High School Principal, at the rate of \$129,071.04 and provisions as provided in the Principal Master Agreement, effective July 1, 2021.

Morgan Patrow – JV Softball Coach, at the rate of 7% of BA, Step 1, or a contract amount of \$2,807.84, effective March 29, 2021.

Garrett Penton – 9th Grade Boys Track Coach, at the rate of 6% of BA, Step 1, or a contract amount of \$2,406.72, effective March 29, 2021.

Hannah Rhodes – Middle School Media Center Assistant, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective February 9, 2021, and continuing through the end of the school year.

Amber Sund – Middle School Full-Time Custodian, at the rate of \$18.03 per hour, working up to 40 hours per week, effective March 22, 2021.

Dylan Surface – 9th Grade Girls Track Coach, at the rate of 6% of BA, Step 4, or a contract amount of \$2,550.48, effective March 29, 2021.

Michelle Tappe – Roosevelt Elementary Native American Education Assistant, at the rate of \$14.80 per hour, working up to 29.75 hours per week, effective February 5, 2021.

Mark Tumberg – Middle School Full-Time Custodian, at the rate of \$18.03 per hour, working up to 40 hours per week, effective March 22, 2021.

Ben Unruh – Assistant Boys Tennis Coach, at the rate of 7% of BA, Step 1, or a contract amount of \$2,807.84, effective March 29, 2021.

Jack Warren – Temporary High School Tutor, at the rate of \$21.00 per hour, working up to 29.5 hours per week, effective February 17, 2021, and continuing through May 28, 2021.

3) Amended Assignment:

Reed Hefta – 9th Grade Boys Track Coach, to amend his assignment to Assistant Varsity Girls Track Coach, effective February 10, 2021.

Mike Labine – High School 9th Grade Seminar Teacher, temporarily amending his assignment to 9th Grade Math Teacher, effective March 8, 2021, and continuing through April 21, 2021.

Annette Sailer – High School Part-Time Special Education Paraprofessional, temporarily amending her schedule to Full-Time Special Education Paraprofessional, working up to 33.75 hours per week, effective March 15, 2021, and continuing through May 28, 2021.

4) Leave of Absence:

Natalie Pirtle – Lincoln Education Center Special Education Paraprofessional, requests to extend her leave of absence through May 28, 2021.

Jordan Sawicki – High School Math Teacher, requests to extend her leave of absence through April 22, 2021.

5) Sixth Period Pay:

Cali Harrier – High School Teacher, assigned a sixth class for the spring 2021 semester.

6) Terminations:

Bryon Metteer – Middle School Custodian, effective March 5, 2021.

OFFICIAL PROCEEDINGS
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22
BECKER AND OTTERTAIL COUNTIES, DETROIT LAKES, MINNESOTA 56501

School Board Retreat
Saturday, April 10, 2021, 8:00 AM
Detroit Lakes Holiday Inn

Present: Amy Erickson, Courtney Henderson, Kylie Johnson, Jennifer Pedersen, John Steffl, April Thomas.

Absent: None.

The Retreat of the Board of Education held on Saturday, April 10, 2021, was called to order at 8:00 AM by Board Chair Erickson.

The Pledge of Allegiance was recited.

A motion was made by Thomas, seconded by Henderson, to approve the agenda with the addition of Barry Schroeder, Community Member to address the board. Motion carried with members voting in favor: Erickson, Foltz, Johnson, Steffl, and Thomas; members voting against: None.

The process of the day was highlighted.

Community Member Barry Schroeder, addressed the board.

Local Artist Hans Gilsdorf, gave a presentation on his proposed mural for the high school commons area.

Board Vice-Chair Steffl left the meeting at 9:15 AM.

The Board discussed various district issues and plans for the future.

Motion by Thomas, seconded by Erickson, to adjourn the meeting at 1:30 PM, followed by a tour of the building projects at each site.

Respectfully submitted,

April Thomas, Clerk

March, 2021	INDEPENDENT SCHOOL DISTRICT #22 K-12									
	GENERAL	FOOD	TRANSP.	COMMUNITY	CAPITAL	BUILDING	DEBT	CUSTODIAL	ACTIVITIES	TOTAL
	FUND	SERVICE	FUND	SERVICES	EXPEND.	FUND	REDEMPTION	FUND	FUND	ALL
	-01-	-02-	-03-	-04-	-05-	-06-	-07-	-18-	-88-	FUNDS
2/28/21 Cash Balance	10,549,967.11	600,685.76	710,291.53	463,000.27	2,328,286.11	13,993,819.98	-93,980.99	12,652.21	217,105.74	28,781,827.72
March Receipts	3,517,925.17	199,946.00	153,041.09	185,021.47	47,324.82				12,126.33	4,115,384.88
March Computer Checks	-213,812.07	-65,253.13	-15,381.68	-9,300.70	-10,805.12	-1,332,565.15		-64.47		-1,647,182.32
March Net Payroll	-1,956,807.85	-58,362.33	-13,909.07	-72,236.58						-2,101,315.83
March Hand Payables	1,602,945.33	9,224.14	-220,441.64	67,933.32	-20,300.00	0.00	0.00	0.00	-7,881.88	1,431,479.27
Adjustments:										
Rec. Int Bremer MM Savings Acct	70.82									70.82
Rec. Int. Bremer - MS Activity Account									0.11	0.11
Rec. Interest Midwest ICS	323.84									323.84
Rec. Interest Midwest Ck	269.19									269.19
Rec. Interest Midwest CDARS	6,041.44									6,041.44
Rec. Interest MMFCU	306.08									306.08
Rec. Interest MSDLAF	199.36									199.36
Rec. Interest MSDLAF Abatement						93.77				93.77
Rec. Interest MSDLAF LTFM						44.23				44.23
Rec. Interest MSDLAF Construction						-3966.02				-3,966.02
Rec. Interest MSDLAF Construction Bonds						32,958.33				32,958.33
Midwest Service Charge Checking	-10.00									-10.00
Monthly Card Connect Credit Card Charge				-362.18						-362.18
Monthly Gateway Usage Fee	-10.00									-10.00
Monthly MMSDLAF Building Fees						-318.10				-318.10
Monthly Transfirst/Affinity Credit Charges	-62.92	-90.49								-153.41
Monthly Vantiv Credit Card Charges		-88.40								-88.40
Midwest Wire Fees 3/8, 3/15, 3/17(4), 3/30	-70.00									-70.00
Monthly Midwest Internet ACH Fee	-100.00									-100.00
Midwest Deposit Ticket Charge - MS	-113.00									-113.00
Community Leader Group Meeting 1/25	-103.75	103.75								0.00
Laker Shop Supplies - Jan & Feb	-2,584.68	2,584.68								0.00
Recl. Resold Auction Services	-4,655.49				4,655.49					0.00
Latchkey Snacks - February		366.15		-366.15						0.00
School Readiness/Extended Care Snacks		985.59		-985.59						0.00
Sales Tax Payment	-375.00									-375.00
ACH Indep. School District (net pay)	-1,304,396.13	-37,995.85	-8,455.54	-46,585.76						-1,397,433.28
ACH Further	-19,009.58		-148.00							-19,157.58
ACH Minnesota State Retirement	-25,239.38	-292.56	-189.46	-320.00						-26,041.40
ACH MN Teachers Retirement	-233,228.13	-1.62		-5,060.80						-238,290.55
ACH Education Benefits	-67,217.49	-842.41	-758.28	-927.80						-69,745.98
ACH Public Employees Retirement	-60,434.49	-6,865.30	-1,847.39	-3,920.36						-73,067.54
ACH Minnesota Revenue (State Taxes)	-67,243.20	-1,220.02	-503.80	-1,782.86						-70,749.88
ACH Internal Revenue Ser. (Fed. Taxes)	-425,007.72	-9,891.73	-2,839.95	-13,077.04						-450,816.44
ACH Corporate Payment Systems	-9,441.67			-194.32						-9,635.99
3/31/21 Cash Balance	11,288,125.79	632,992.23	598,857.81	560,834.92	2,349,161.30	12,690,067.04	-93,980.99	12,587.74	221,350.30	28,259,996.14

Midwest Bank Stmt Balance 3/31/21		785,389.63		ACH TRANSFER FROM FLEX BENEFIT ACCOUNT TO FURTHER SERVICES		
NSF Checks Returned - Midwest		997.17		ACH Transaction #AC0304P on 3/4/21		3983.45
Outstanding Receipts		1,503.03		ACH Transaction #AC0311P on 3/11/21		4257.16
Outstanding Checks		-405,081.49		ACH Transaction #AC0318P on 3/18/21		4285.1
Outst. ACH Educator Benefits 3/30/21		-34,872.99		ACH Transaction #AC0325P on 3/25/21		1907.56
Outst. ACH MN Teachers Retirement 3/30/21		-123,438.41		Total		14433.27
Outst. ACH Minnesota State Ret. 3/30/21		-13,015.70				
Outst. ACH Further 3/30/21		-9,578.79		DEPOSIT OF PAYROLL FLEX WITHHOLDINGS INTO FLEX ACCOUNT		
Midwest Book Balance 3/31/21		201,902.45		3/15/21 Deposit #42663		7,121.20
				3/30/21 Deposit #42664		7,121.20
Mid MN Federal Credit Union Balance		16,808.53		3/31/21 Interest Earned		0.32
Auxiliary, Contingent, and Petty Cash		15,550.00		Total		14,242.72
Investments				WIRE TRANSFER FROM STATE OF MINNESOTA TO MSDLAF		
American National Bank - CD (01/02/22)	1.05%	148,000.00		3/2/21 Wire Transfer		13,052.41
American National Bank - CD (10/20/21)	1.05%	100,000.00		3/4/21 Wire Transfer		4,748.00
Bell State Bank & Trust - CD (4/1/22)	0.35%	247,000.00		3/10/21 Wire Transfer		920.00
Bremer Bank - CD (08/13/21)	0.25%	255,358.14		3/11/21 Wire Transfer		4,651.14
Bremer Bank Money Market Savings	0.02%	4,169,447.84		3/15/21 Wire Transfer		1,671,022.01
First Security Bank - CD (2/25/21)	0.35%	245,000.00		3/16/21 Wire Transfer		2,990.25
MidMinnesota Federal Credit (01/04/23)	0.80%	245,000.00		3/16/21 Wire Transfer		17,287.24
Midwest Bank - CD (6/25/21)	0.80%	250,000.00		3/17/21 Wire Transfer		349,219.37
Midwest Bank - Money Market Acct	0.25%	1,525,561.52		3/30/21 Wire Transfer		1,931,898.52
Midwest Bank - CDARS	2.37%	1,036,114.19		3/30/21 Wire Transfer		459.09
Northwestern Bank 11/12/2021	0.05%	200,000.00		Total		3,996,248.03
MSDLAF & MAX - Building Account	.02% & .04%	2,708,284.41				
MSDLAF & MAX	.02% & .04%	6,733,489.57		WIRE TRANSFER FROM MSDLAF TO MIDWEST BANK		
MSDLAF Construction Account	.02% & .04%	7,708,931.08		3/8/21 Wire Transfer		275,000.00
MSDLAF Construction Account CD's	Various	2,606,882.81		3/15/21 Wire Transfer		1,200,000.00
MSDLAF Facilities Maintenance Bonds	.02% & .04%	1,272,497.62		3/17/21 Wire Transfer		600,000.00
Total Investments		29,451,567.18		3/30/21 Wire Transfer		1,300,000.00
				Total		3,375,000.00
MS Activities Bremer Stmt Balance 3/31/21		12,844.94				
Outstanding Receipts				WIRE TRANSFER FROM MSDLAF BLG CONSTRU ACCT		
Outstanding Checks		-519.74		3/17/21 Wire Transfer		1,589,853.77
MS Activities Bremer Bank Balance 3/31/21		12,325.20		Total		1,589,853.77
HS Activities Bremer Stmt Balance 3/31/21		211,870.30		WIRE TRANSFER FROM MSDLAF LTFM BOND ACCOUNT		
Outstanding Receipts				3/17/21 Wire Transfer		14,890.84
Outstanding Checks		-2,845.20		Total		14,890.84
HS Activities Bremer Bank Balance 3/31/21		209,025.10				
				WIRE TRANSFER FROM MSDLAF ABATEMENT BONDS		
March 31, 2021	Total Book	29,907,178.46		3/17/21 Wire Transfer		15,588.93
Reconciliation		0.00		Total		15,588.93
Business Affairs				INTEREST ON ACCOUNTS		
March 31, 2021				3/31/21 Rec. Int Bremer MM Savings		70.82
				3/31/21 Rec. Int Midwest ICS		323.84
				3/31/21 Rec. Int Midwest CDARS Quarterly		6041.44
				3/31/21 Rec. Int. MSDLAF		-3766.66
				3/31/21 Rec. Int MSDLAF LTFM Bonds		44.23
				3/31/21 Rec. Int MSDLAF Abatement Bonds		93.77
				3/31/21 Rec. Int MSDLAF Building Const. Bonds		32958.33
				2/28/21 Transaction Fees MSDLAF Construction		-318.1
				Total		35,447.67
				Net Increase / (Decrease)		-963,637.84

Detroit Lakes Public Schools Receipts March 2021	
Activity White Card Fees	17,145.00
Activity Entry Fee - Dance	600.00
Activity Boys Basketball Admissions	2,050.81
Activity Boys Swimming Admissions	110.99
Activity Girls Basketball Admissions	6,080.85
Activity Girls Hockey Admissions	1,177.48
Community Education - Driver's Education Tuition	9,661.54
Community Education - Latchkey Tuition	7,795.82
Community Education - Tuition	396.55
Community Education - School Readiness	19,524.42
Donation - Benevity Community Impact - Rossman Technology/Music	75.08
Donation - Kiwanis - ABE	120.00
Food Service - Lunch Account Payments	2,785.00
Food Service - Milk/Juice Break	8,535.40
Food Service - Mahube-OTWA Head Start Meals - February	7,728.25
Grant - Farm to School - Food Service	2,990.25
Grant - Becker County - Extended Care	1,000.00
Grant - Pathways I - School Readiness Tuition	1,712.00
Grant - Pathways II - School Readiness Tuition	4,651.14
Interest on CD's	673.63
Miscellaneous - Bottling Group - Pepsi Commission	1,702.50
Miscellaneous - Frazee ISD #23 Girls Swimming Coop	1,893.88
Miscellaneous - Individual Insurance Premium Payments	16.82
Miscellaneous - Laker Booster Club Sports Engine Website Renewal	374.50
Miscellaneous - Pearson Account Refund	57.34
Rebate - Bush's Best - Food Service Rebate	95.00
Refund - College Board AP Exams	53.00
Refund - Minnesota Energy Sr. High Wrestling	174.88
Reimbursement - ABE Material Fees	6.00
Reimbursement - Mahube-Otwa Head Start Blended Services	7,704.00
Reimbursement - Middle School Fee's & Fines	25.00
Reimbursement - Sr. High Fee's & Fines	275.00
Reimbursement - Roosevelt PTO Teacher Conference Meals	410.15
Reimbursement - Schultz Bus Garage - Drug/Alcohol Testing	79.00
Reimbursement - Boys Basketball Section Expenses	109.25
Reimbursement - Girls Basketball Section Expenses	218.50
Reimbursement - Supplies Purchased	17.00
Reimbursement - Sr. High Earbuds and mice	172.00
Rental - Rossman Instrument Rental	45.00
Rental - Roosevelt Instrument Rental	70.00
Sales - Sr. High - Laker Shop	6,338.88
State of Minnesota '20 ABE Aid	619.98
State of Minnesota '20 A/P Exam Reimbursement	4,748.00
State of Minnesota '20 A/P Teacher Training	920.00
State of Minnesota '21 ECFE Aid	24,028.60
State of Minnesota '21 ECFE Home Visit Aid	421.25
State of Minnesota '21 Endowment Aid	61,672.25
State of Minnesota '21 Esser Funds	115,392.53
State of Minnesota '21 Gen. Ed. Aid	2,880,160.11
State of Minnesota '21 Geers Funds	56,014.74
State of Minnesota '21 Kindergarten Milk Program	867.60
State of Minnesota '21 MA/IEP Reimbursement	30,798.74
State of Minnesota '21 Preschool Screening Aid	1,389.00
State of Minnesota '21 School Readiness Aid	34,694.01
State of Minnesota '21 Special Ed Aid	528,638.17
State of Minnesota '21 State ABE Aid	71,297.16

State of Minnesota '21 February SFSPN ADM. Summer Foods Program	16,503.87	
State of Minnesota '21 February SFSPN Summer Foods Program	160,440.63	
Total	4,103,258.55	
Business Affairs		
April 8, 2021		

RECEIPTS: High School Activity Account		
Poster Sponsorship - Girls Hockey	1,150.00	
Recycling - Football	22.34	
Happy Dollars Fundraiser - Interact	10.00	
Online Fundraiser - Band	4,168.75	
Payment - Band Trip	100.00	
Payment - Trap Ammo and Range	3,750.00	
Reimbursement from Boosters JV Bags- Girls Hockey	1,980.00	
Reimbursement for Supplies - Interact	226.00	
Reimbursement for Skipknot Sheets - Boys Basketball	65.59	
Warm-Up Payment - Girls Basketball	85.00	
We Care Fundraiser - Robotics		
Total	11,557.68	
RECEIPTS: Middle School Activity Account		
Candy Gram Fundraiser - Student Council	241.40	
Suicide Crisis Line Fundraiser - Student Council	182.25	
Pi Day Fundraiser - White Team	48.00	
Pi Day Fundraiser - Red Team	48.00	
Pi Day Fundraiser - Blue	49.00	
Total	568.65	
Total Activity Accounts	12,126.33	

CHECK		CHECK	ACCOUNT	INVOICE	
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 701 490	FOOD, COMMODITIES	60.50
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 709 490	FOOD, COMMODITIES	92.60
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 709 490	FOOD, COMMODITIES	245.06
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 711 490	FOOD, COMMODITIES	6,373.55
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 711 490	FOOD, COMMODITIES	2,806.82
663038	CASH-WA DISTRIBUTING CO.	03/05/2021	02 E 015 770 000 711 490	FOOD, COMMODITIES	-19.42
Totals for 663038					9,559.11
663039	GRIFFIN GREENHOUSE SUPPLIES	03/05/2021	05 E 041 850 379 301 520	GREENHOUSE CONST. SUPPLIES	20,300.00
Totals for 663039					20,300.00
663040	MINNESOTA ENERGY RESOURCES	03/05/2021	03 E 015 760 000 720 440	UTILITIES-BUS GARAGE	312.16
663040	MINNESOTA ENERGY RESOURCES	03/05/2021	01 E 015 810 000 000 440	UTILITIES-ADM. CENTER	644.04
Totals for 663040					956.20
663041	OLANDER BUS SERVICE INC.	03/05/2021	03 E 015 760 000 720 361	FEBRUARY	89,162.00
663041	OLANDER BUS SERVICE INC.	03/05/2021	03 E 015 760 000 723 361	FEBRUARY	52,873.34
Totals for 663041					142,035.34
663042	SCHULTZ BUS COMPANY	03/05/2021	03 E 015 760 000 720 361	FEBRUARY	86,510.00
Totals for 663042					86,510.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	151.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	113.80
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	151.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	177.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 128 000 319	ACTIVITIES EXPENSES	90.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	142.90
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	202.96
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	110.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	160.04
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	110.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	98.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	98.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 031 294 105 000 319	ACTIVITIES EXPENSES	70.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 298 120 000 369	ACTIVITIES EXPENSES	200.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	98.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	67.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	60.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	60.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	140.24
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	160.04
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	202.96
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 114 000 319	ACTIVITIES EXPENSES	213.04
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 128 000 319	ACTIVITIES EXPENSES	135.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENSES	145.30
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	147.40
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	125.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	60.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	60.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENSES	147.40
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENSES	42.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENSES	54.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	202.80
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	156.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENSES	124.50
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 296 115 000 401	ACTIVITIES EXPENSES	50.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 291 109 000 369	ACTIVITIES EXPENSES	24.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENSES	90.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENSES	90.00
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 015 213 000 000 319	ACTIVITIES EXPENSES	28.30
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 R 000 000 000 000 092	ACTIVITIES EXPENSES	-0.05
663050	DISTRICT AUXILIARY ACCOUNT	03/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENSES	142.00
Totals for 663050					5,838.63
663286	AMAZON	03/15/2021	04 E 500 582 000 385 430	DLPEF Grant items	-148.89
663286	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	-24.99
663286	AMAZON	03/15/2021	01 E 015 213 000 000 401	AUDIO EXTENSION CABLE, CONVERTOR AND ADAPTOR	-27.98
663286	AMAZON	03/15/2021	01 E 055 424 000 740 433	laminating film and dobbers	-108.08
663286	AMAZON	03/15/2021	01 E 041 223 000 000 430	replacement Cannon camcorder batteries Laker Live	-44.99
663286	AMAZON	03/15/2021	01 E 026 620 003 000 420	ADAPTERS	-30.36
663286	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	-57.00
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-856.19
663286	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	2.22
663286	AMAZON	03/15/2021	01 E 020 203 000 000 431	CABLES	-13.39
663286	AMAZON	03/15/2021	01 E 030 281 000 000 431	CABLES	-13.40
663286	AMAZON	03/15/2021	01 E 026 620 003 000 431	PYLE WIRELESS HEADSET MICROPHONES	-199.98
663286	AMAZON	03/15/2021	01 E 031 620 003 000 431	PYLE WIRELESS HEADSET MICROPHONES	-199.98
663286	AMAZON	03/15/2021	01 E 041 710 000 000 430	Onward - book	-68.43
663286	AMAZON	03/15/2021	05 E 041 372 000 301 530	EQUIPMENT REQUEST FOR 2020-2021 BUDGET - SCHOOL TO WORK CAMERA	-399.00
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	ART SUPPLIES	-130.16
663286	AMAZON	03/15/2021	01 E 021 640 000 306 367	BOOKS TO PREVIEW FOR INSERVICE DAYS NEXT YEAR	-46.32
663286	AMAZON	03/15/2021	01 E 042 260 000 327 430	Amazon Classroom supplies Print Filament	-195.96
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-228.87
663286	AMAZON	03/15/2021	01 R 141 380 990 835 619	items from Amazon for resale	-236.26
663286	AMAZON	03/15/2021	01 E 041 620 000 000 480	DVD PLAYERS FOR MEDIA CENTER	-79.98
663286	AMAZON	03/15/2021	01 E 041 810 053 000 401	FLOOR STICKERS	-60.96
663286	AMAZON	03/15/2021	01 E 041 790 000 339 430	DVD's for Ojibwe Culture Classes Wind River 500 Nations The seventh fire Indian Horse	-193.72
663286	AMAZON	03/15/2021	01 E 041 620 003 000 420	REPLACEMENT POWER SUPPLY	-43.95
663286	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	-280.99
663286	AMAZON	03/15/2021	01 E 041 290 041 000 401	MEDIA CENTER SUPPLIES	-67.79
663286	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP	-24.74

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663286	AMAZON	03/15/2021	01 E 041 294 105 000 401	classroom Slipp-Nott Small Sticky Mats BOOSTERS WILL REIMBURSE	-65.59
663286	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	-167.50
663286	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for resale in the Laker Shop	-37.35
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Room Supplies	-32.44
663286	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for resale in the Laker Shop	-471.95
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-15.79
663286	AMAZON	03/15/2021	01 E 015 640 000 302 401	CAMERA FOR INSTRUCTIONAL COACH - JILL PERKINS	-96.33
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-409.72
663286	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	-254.65
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	Jacob Johnson Classroom Supplies	-165.04
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Supplies	-17.98
663286	AMAZON	03/15/2021	01 E 015 410 638 401 430	FAMILY FUN NIGHT PRIZES	-115.56
663286	AMAZON	03/15/2021	01 E 015 640 000 302 367	BOOKS TO PREVIEW FOR NEXT SCHOOL YEAR'S INSERVICE	-182.92
663286	AMAZON	03/15/2021	01 E 041 620 003 000 431	HDMI CABLES FOR FACS	-69.95
663286	AMAZON	03/15/2021	01 E 015 810 000 000 410	PHONE REST	-24.98
663286	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	-15.61
663286	AMAZON	03/15/2021	01 E 031 220 000 000 430	CLASSROOM SUPPLIES	-1,500.10
663286	AMAZON	03/15/2021	01 E 021 620 003 000 431	ADAPTERS	-249.90
663286	AMAZON	03/15/2021	01 E 041 290 041 000 401	coffee pot 2nd floor workroom	-16.81
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-49.98
663286	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	-54.00
663286	AMAZON	03/15/2021	01 E 015 640 000 302 367	PREVIEWING BOOKS FOR NEXT YEAR'S INSERVICE	-44.45
663286	AMAZON	03/15/2021	01 E 015 720 000 000 401	NURSE OFFICE SUPPLIES	-131.74
663286	AMAZON	03/15/2021	01 E 021 445 000 740 433	DRAMATIC PLAY ITEMS AND FLEXIBLE SEATING FOR STUDENT ON THE AUTISM SPECTRUM	-216.76
663286	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	1.86
663286	AMAZON	03/15/2021	01 E 031 220 000 000 430	CLASSROOM SUPPLIES	-39.94
663286	AMAZON	03/15/2021	01 E 055 424 000 740 433	laminating film and doobers	-50.97
663286	AMAZON	03/15/2021	01 E 021 203 000 000 430	2020-21 CLASSROOM SUPPLIES	-166.51
663286	AMAZON	03/15/2021	01 E 020 203 000 000 431	VELCRO CIRCLES	-11.99
663286	AMAZON	03/15/2021	01 E 030 281 000 000 431	VELCRO CIRCLES	-11.98
663286	AMAZON	03/15/2021	01 E 041 271 000 000 430	BAND SPECIFIC PPE - PUPPY PADS FOR BRASS WATER KEYS	-66.98
663286	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	-97.07
663286	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	-70.92
663286	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	-21.95
663286	AMAZON	03/15/2021	01 E 015 720 000 000 401	NURSE OFFICE SUPPLIES	-49.44
663286	AMAZON	03/15/2021	01 E 026 620 000 000 470	Headset with microphone	-65.98
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Room Supplies	-89.00
663286	AMAZON	03/15/2021	02 E 015 770 000 711 401	Distro Labels and supplies	-109.43
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Supplies	-53.00
663286	AMAZON	03/15/2021	01 E 020 203 000 000 431	CABLES, ADAPTERS AND VELCRO	-240.38
663286	AMAZON	03/15/2021	01 E 030 281 000 000 431	CABLES, ADAPTERS AND VELCRO	-240.37
663286	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	-1,243.40
663286	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	-29.97

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663286	AMAZON	03/15/2021	01 E 031 208 000 000 530	White Board for MS Choir Teacher	-344.23
663286	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	-1,807.26
663286	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for the Laker Shop	-34.99
663286	AMAZON	03/15/2021	01 E 041 620 003 000 420	REPLACEMENT CAMERA COMPUTERS	-644.00
663286	AMAZON	03/15/2021	01 E 027 203 000 327 430	Supplies - targeted services	-88.64
663286	AMAZON	03/15/2021	05 E 041 372 000 301 530	MONITOR AND KEYBOARD	-242.50
663286	AMAZON	03/15/2021	01 E 015 640 000 302 401	PROFESSIONAL DEVELOPE EQUIPMENT FOR INSTRUCTIONAL COACH BRADY BAXTER	-540.49
663286	AMAZON	03/15/2021	01 A 130 00	CENTRAL SUPPLY & OFFICE SUPPLIES	-825.04
663286	AMAZON	03/15/2021	01 E 015 110 000 000 401	CENTRAL SUPPLY & OFFICE SUPPLIES	-36.24
663286	AMAZON	03/15/2021	01 E 041 212 000 000 430	ART SUPPLIES	-155.75
663286	AMAZON	03/15/2021	01 E 041 290 041 000 401	COFFEE	-48.74
663286	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	-7.17
				Totals for 663286	-15,619.71
663344	FIREFLY COMPUTERS, LLC	03/15/2021	01 E 041 450 000 371 533	TOUCH CHROMEBOOK	-25.00
				Totals for 663344	-25.00
663355	HENRY SCHEIN INC.	03/15/2021	01 E 041 292 139 000 401	GATORADE VENDING ORDER INVOICE 88905820 SPEED & STRENGTH VENDING	-371.18
				Totals for 663355	-371.18
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 041 303 000 000 430	February purchasing (plant supplies, animal food)	-18.15
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 041 303 000 000 430	February purchasing (plant supplies, animal food)	-60.22
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 026 810 000 000 410	CUSTODIAL SUPPLIES	-59.58
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 031 255 000 000 430	wood burners, styrofoam, storage bags, misc hardware & tools	-141.91
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 026 810 000 000 410	CUSTODIAL SUPPLIES	-65.38
663393	MENARDS - DETROIT LAKES	03/26/2021	01 E 031 255 000 000 430	plywood, wood burners, misc tools and supplies	-154.19
				Totals for 663393	-499.43
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-385.53
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-300.53
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-390.69
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-177.21
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-300.53
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-413.48
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-134.84
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-287.93
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-50.09
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-93.04
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-160.85
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-388.11
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-187.23
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-27.48
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-21.19
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-392.34

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-60.11
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-156.30
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-400.70
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-113.65
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-440.77
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-104.44
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-144.86
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-335.44
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-164.89
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-355.89
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-400.70
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-206.12
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-229.57
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-197.17
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 490	MILK, COTTAGE CHEESE	-25.45
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-57.89
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-386.10
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-270.69
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-271.31
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-94.87
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-227.59
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-417.40
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-115.74
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-357.04
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-166.23
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	-179.38
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-273.03
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-253.40
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-200.83
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-93.83
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 490	MILK, COTTAGE CHEESE	-6.36
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-277.47
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-351.46
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-171.27
663433	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	-337.15
				Totals for 663433	-11,556.17
663462	STENSGARD, CARMEN	03/15/2021	02 R 000 000 000 701 601	LUNCH ACCOUNT BALANCE	-75.75
				Totals for 663462	-75.75
663489	AMER. FAMILY LIFE ASSURANCE CO	03/15/2021	01 L 215 38	Payroll accrual	148.75
663489	AMER. FAMILY LIFE ASSURANCE CO	03/15/2021	03 L 215 38	Payroll accrual	31.44
663489	AMER. FAMILY LIFE ASSURANCE CO	03/15/2021	04 L 215 38	Payroll accrual	22.20
				Totals for 663489	202.39
663490	AFSCME COUNCIL 65	03/15/2021	01 L 215 41	Payroll accrual	274.29
663490	AFSCME COUNCIL 65	03/15/2021	03 L 215 41	Payroll accrual	12.54
				Totals for 663490	286.83
663491	D.L. PUBLIC EDUCATION FOUNDATI	03/15/2021	01 L 215 69	Payroll accrual	53.75
663491	D.L. PUBLIC EDUCATION FOUNDATI	03/15/2021	03 L 215 69	Payroll accrual	1.25
				Totals for 663491	55.00
663492	IND. SCHOOL DISTRICT #22	03/15/2021	01 L 215 51	Payroll accrual	4,598.07
663492	IND. SCHOOL DISTRICT #22	03/15/2021	02 L 215 51	Payroll accrual	38.24
663492	IND. SCHOOL DISTRICT #22	03/15/2021	03 L 215 51	Payroll accrual	30.64

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663492	IND. SCHOOL DISTRICT #22	03/15/2021	04 L 215 51	Payroll accrual	33.34
663492	IND. SCHOOL DISTRICT #22	03/15/2021	01 L 215 52	Payroll accrual	2,345.91
663492	IND. SCHOOL DISTRICT #22	03/15/2021	04 L 215 52	Payroll accrual	75.00
Totals for 663492					7,121.20
663493	MINNESOTA CHILD SUPPORT	03/15/2021	01 L 215 80	Payroll accrual	313.50
663493	MINNESOTA CHILD SUPPORT	03/15/2021	01 L 215 80	PAYROLL ACCRUAL	452.00
663493	MINNESOTA CHILD SUPPORT	03/15/2021	01 L 215 80	PAYROLL ACCRUAL	463.00
Totals for 663493					1,228.50
663494	NCPERS GROUP LIFE INS.	03/15/2021	01 L 215 35	Payroll accrual	16.00
Totals for 663494					16.00
663495	SUPPORT PAYMENT CLEARINGHOUSE	03/15/2021	01 L 215 80	PAYROLL ACCRUAL	335.91
Totals for 663495					335.91
663496	UNITED WAY OF BECKER COUNTY	03/15/2021	01 L 215 70	Payroll accrual	595.00
Totals for 663496					595.00
663510	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	167.50
663510	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for resale in the Laker Shop	37.35
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Room Supplies	32.44
663510	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for resale in the Laker Shop	471.95
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	15.79
663510	AMAZON	03/15/2021	01 E 015 640 000 302 401	CAMERA FOR INSTRUCTIONAL COACH - JILL PERKINS	96.33
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	409.72
663510	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	254.65
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	Jacob Johnson Classroom Supplies	165.04
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Supplies	17.98
663510	AMAZON	03/15/2021	01 E 015 410 638 401 430	FAMILY FUN NIGHT PRIZES	115.56
663510	AMAZON	03/15/2021	01 E 015 640 000 302 367	BOOKS TO PREVIEW FOR NEXT SCHOOL YEAR'S INSERVICE	182.92
663510	AMAZON	03/15/2021	01 E 041 620 003 000 431	HDMI CABLES FOR FACS	69.95
663510	AMAZON	03/15/2021	01 E 015 810 000 000 410	PHONE REST	24.98
663510	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	15.61
663510	AMAZON	03/15/2021	01 E 031 220 000 000 430	CLASSROOM SUPPLIES	1,500.10
663510	AMAZON	03/15/2021	01 E 021 620 003 000 431	ADAPTERS	249.90
663510	AMAZON	03/15/2021	01 E 041 290 041 000 401	coffee pot 2nd floor workroom	16.81
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	49.98
663510	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	54.00
663510	AMAZON	03/15/2021	01 E 015 640 000 302 367	PREVIEWING BOOKS FOR NEXT YEAR'S INSERVICE	44.55
663510	AMAZON	03/15/2021	01 E 015 720 000 000 401	NURSE OFFICE SUPPLIES	131.74
663510	AMAZON	03/15/2021	01 E 021 445 000 740 433	DRAMATIC PLAY ITEMS AND FLEXIBLE SEATING FOR STUDENT ON THE AUTISM SPECTRUM	216.76
663510	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	-1.86
663510	AMAZON	03/15/2021	01 E 031 220 000 000 430	CLASSROOM SUPPLIES	39.94
663510	AMAZON	03/15/2021	01 E 055 424 000 740 433	laminating film and doobers	50.97
663510	AMAZON	03/15/2021	01 E 021 203 000 000 430	2020-21 CLASSROOM SUPPLIES	166.51
663510	AMAZON	03/15/2021	01 E 020 203 000 000 431	VELCRO CIRCLES	11.99

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663510	AMAZON	03/15/2021	01 E 030 281 000 000 431	VELCRO CIRCLES	11.98
663510	AMAZON	03/15/2021	01 E 041 271 000 000 430	BAND SPECIFIC PPE - PUPPY PADS FOR BRASS WATER KEYS	66.98
663510	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	97.07
663510	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	70.92
663510	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	21.95
663510	AMAZON	03/15/2021	01 E 015 720 000 000 401	NURSE OFFICE SUPPLIES	49.44
663510	AMAZON	03/15/2021	01 E 026 620 000 000 470	Headset with microphone	65.98
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Room Supplies	89.00
663510	AMAZON	03/15/2021	02 E 015 770 000 711 401	Distro Labels and supplies	109.43
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	Art Supplies	53.00
663510	AMAZON	03/15/2021	01 E 020 203 000 000 431	CABLES, ADAPTERS AND VELCRO	240.38
663510	AMAZON	03/15/2021	01 E 030 281 000 000 431	CABLES, ADAPTERS AND VELCRO	240.37
663510	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	1,243.40
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	29.97
663510	AMAZON	03/15/2021	01 E 031 208 000 000 530	White Board for MS Choir Teacher	344.23
663510	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	1,807.26
663510	AMAZON	03/15/2021	01 R 141 380 990 835 619	items for the Laker Shop	34.99
663510	AMAZON	03/15/2021	01 E 041 620 003 000 420	REPLACEMENT CAMERA COMPUTERS	644.00
663510	AMAZON	03/15/2021	01 E 027 203 000 327 430	Supplies - targeted services	88.64
663510	AMAZON	03/15/2021	05 E 041 372 000 301 530	MONITOR AND KEYBOARD	242.50
663510	AMAZON	03/15/2021	01 E 015 640 000 302 401	PROFESSIONAL DEVELOPE EQUIPMENT FOR INSTRUCTIONAL COACH BRADY BAXTER	540.49
663510	AMAZON	03/15/2021	01 A 130 00	CENTRAL SUPPLY & OFFICE SUPPLIES	825.04
663510	AMAZON	03/15/2021	01 E 015 110 000 000 401	CENTRAL SUPPLY & OFFICE SUPPLIES	36.24
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	ART SUPPLIES	155.75
663510	AMAZON	03/15/2021	01 E 041 290 041 000 401	COFFEE	48.74
663510	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	7.17
663510	AMAZON	03/15/2021	04 E 500 582 000 385 430	DLPEF Grant items	148.89
663510	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	24.99
663510	AMAZON	03/15/2021	01 E 015 213 000 000 401	AUDIO EXTENSION CABLE, CONVERTOR AND ADAPTOR	27.98
663510	AMAZON	03/15/2021	01 E 055 424 000 740 433	laminating film and dobbers	108.08
663510	AMAZON	03/15/2021	01 E 041 223 000 000 430	replacement Cannon camcorder batteries Laker Live	44.99
663510	AMAZON	03/15/2021	01 E 026 620 003 000 420	ADAPTERS	30.36
663510	AMAZON	03/15/2021	01 E 041 307 000 000 430	INSTRUCTIONAL SUPPLIES	57.00
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	856.19
663510	AMAZON	03/15/2021	01 E 031 283 000 000 430	READING BOOKS AND MATERIALS	-2.22
663510	AMAZON	03/15/2021	01 E 020 203 000 000 431	CABLES	13.39
663510	AMAZON	03/15/2021	01 E 030 281 000 000 431	CABLES	13.40
663510	AMAZON	03/15/2021	01 E 026 620 003 000 431	PYLE WIRELESS HEADSET MICROPHONES	199.98
663510	AMAZON	03/15/2021	01 E 031 620 003 000 431	PYLE WIRELESS HEADSET MICROPHONES	199.98
663510	AMAZON	03/15/2021	01 E 041 710 000 000 430	Onward - book	68.43
663510	AMAZON	03/15/2021	05 E 041 372 000 301 530	EQUIPMENT REQUEST FOR 2020-2021 BUDGET - SCHOOL TO WORK CAMERA	399.00
663510	AMAZON	03/15/2021	01 E 041 212 000 000 430	ART SUPPLIES	130.16

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663510	AMAZON	03/15/2021	01 E 021 640 000 306 367	BOOKS TO PREVIEW FOR INSERVICE DAYS NEXT YEAR	46.32
663510	AMAZON	03/15/2021	01 E 042 260 000 327 430	Amazon Classroom supplies Print Filament	195.96
663510	AMAZON	03/15/2021	01 E 031 208 000 000 430	CLASSROOM SUPPLIES	228.87
663510	AMAZON	03/15/2021	01 R 141 380 990 835 619	items from Amazon for resale	236.26
663510	AMAZON	03/15/2021	01 E 041 620 000 000 480	DVD PLAYERS FOR MEDIA CENTER	79.98
663510	AMAZON	03/15/2021	01 E 041 810 053 000 401	FLOOR STICKERS	60.96
663510	AMAZON	03/15/2021	01 E 041 790 000 339 430	DVD's for Ojibwe Culture Classes Wind River 500 Nations The seventh fire Indian Horse	193.72
663510	AMAZON	03/15/2021	01 E 041 620 003 000 420	REPLACEMENT POWER SUPPLY	43.95
663510	AMAZON	03/15/2021	01 E 031 620 000 000 470	LAMINATOR AND BOOKS	280.99
663510	AMAZON	03/15/2021	01 E 041 290 041 000 401	MEDIA CENTER SUPPLIES	67.79
663510	AMAZON	03/15/2021	01 E 021 450 000 740 433	materials for DCD-SP classroom	24.74
663510	AMAZON	03/15/2021	01 E 041 294 105 000 401	Slipp-Nott Small Sticky Mats BOOSTERS WILL REIMBURSE	65.59
Totals for 663510					15,619.81
663511	HENRY SCHEIN INC.	03/15/2021	01 E 041 292 139 000 401	GATORADE VENDING ORDER INVOICE 88905820 SPEED & STRENGTH VENDING	344.06
Totals for 663511					344.06
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	385.53
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	300.53
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	390.69
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	177.21
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	300.53
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	413.48
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	134.84
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	287.93
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	50.09
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	93.04
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	160.85
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	388.11
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	187.23
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	27.48
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	21.19
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	392.34
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	60.11
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	156.03
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	400.70
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	113.65
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	440.77
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	104.44
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	144.86
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	335.44
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	164.89
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	355.89
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	400.70
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	206.12
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	229.57
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	197.17

CHECK		CHECK	ACCOUNT	INVOICE	
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 490	MILK, COTTAGE CHEESE	25.45
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	57.89
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	386.10
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	270.69
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	271.31
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	94.87
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	227.59
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	417.40
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	115.74
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	357.04
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	166.23
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK	179.38
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	273.03
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	253.40
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	200.83
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	93.83
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 490	MILK, COTTAGE CHEESE	6.36
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	277.47
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	351.46
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	171.27
663519	PRAIRIE FARMS - BISMARCK	03/15/2021	02 E 015 770 000 711 495	MILK, COTTAGE CHEESE	337.15
Totals for 663519					11,555.90
663520	STENSGARD, CARMEN	03/15/2021	02 R 000 000 000 701 601	LUNCH ACCOUNT BALANCE	73.60
Totals for 663520					73.60
663521	TRAFERA	03/15/2021	01 E 041 450 000 371 533	TOUCH CHROMEBOOK	25.00
Totals for 663521					25.00
663529	ARVIG COMMUNICATION SYSTEMS	03/16/2021	01 E 026 811 000 000 350	SERVICES	47.50
Totals for 663529					47.50
663530	CASH-WA DISTRIBUTING CO.	03/16/2021	02 E 015 770 000 711 490	FOOD, GLOVES	6,104.88
663530	CASH-WA DISTRIBUTING CO.	03/16/2021	02 E 015 770 000 711 490	FOOD, GLOVES	535.45
663530	CASH-WA DISTRIBUTING CO.	03/16/2021	02 E 015 770 000 707 401	FOOD, GLOVES	113.33
663530	CASH-WA DISTRIBUTING CO.	03/16/2021	02 E 015 770 000 707 490	FOOD, GLOVES	108.02
Totals for 663530					6,861.68
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	39.02
663532	CENEX COMMUNITY CO-OPS	03/16/2021	03 E 015 760 000 720 442	FUEL PURCHASES	994.31
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	59.59
663532	CENEX COMMUNITY CO-OPS	03/16/2021	02 E 015 770 000 711 442	FUEL PURCHASES	475.84
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	97.63
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	69.39
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 021 810 000 000 442	FUEL PURCHASES	51.88
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	281.97
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	93.47
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	48.19
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	19.80
663532	CENEX COMMUNITY CO-OPS	03/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	2.00
Totals for 663532					2,233.09
663533	DIGITAL SIGNUP	03/16/2021	04 E 500 505 000 321 319	NOVEMBER, 2020 REGISTRATION FEE	450.00
663533	DIGITAL SIGNUP	03/16/2021	04 E 500 580 000 325 319	NOVEMBER, 2020 REGISTRATION FEE	150.00

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NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663533	DIGITAL SIGNUP	03/16/2021	04 E 500 505 000 321 319	JULY, 2020 REGISTRATION FEE	450.00
663533	DIGITAL SIGNUP	03/16/2021	04 E 500 580 000 325 319	JULY, 2020 REGISTRATION FEE	150.00
663533	DIGITAL SIGNUP	03/16/2021	04 E 500 505 000 321 319	ANNUAL FEE - 08/2020-07/2021	1,560.00
Totals for 663533					2,760.00
663534	LAKES MEDI-VAN INC.	03/16/2021	03 E 015 760 000 723 361	01/01/21 - 01/31/21	975.60
663534	LAKES MEDI-VAN INC.	03/16/2021	03 E 015 760 000 723 361	02/01/21 - 02/28/21	975.60
Totals for 663534					1,951.20
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	01 E 026 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	1,598.04
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	01 E 031 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	3,244.50
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	02 E 015 770 000 701 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	149.77
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	01 E 026 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	1,832.81
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	01 E 031 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	3,721.15
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	02 E 015 770 000 701 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	171.77
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	01 E 021 810 000 000 440	ENERGY CHARGES-ROSSMAN	3,188.89
663535	MINNESOTA ENERGY RESOURCES	03/16/2021	02 E 015 770 000 701 440	ENERGY CHARGES-ROSSMAN	98.62
Totals for 663535					14,005.55
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 711 490	FOOD COMMODITIES	5,232.29
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 701 490	FOOD COMMODITIES	5.50
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 711 490	FOOD COMMODITIES	3,153.36
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 707 490	FOOD COMMODITIES	27.72
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 707 490	FOOD COMMODITIES	224.77
663537	CASH-WA DISTRIBUTING CO.	03/18/2021	02 E 015 770 000 707 490	FOOD COMMODITIES	30.82
Totals for 663537					8,674.46
663538	SECTION 8AA MSHSL	03/22/2021	01 R 015 296 105 000 060	SECTION GIRLS BASKETBALL - DL VS. ST. CLOUD TECH	1,350.00
Totals for 663538					1,350.00
663539	MADISON NATIONAL LIFE INSURANC	03/24/2021	01 L 215 34	NATIONAL INSURANCE SERVICES LIFE INSURANCE APRIL COVERAGE 2021	1,934.49
663539	MADISON NATIONAL LIFE INSURANC	03/24/2021	01 L 215 82	NATIONAL INSURANCE SERVICES LIFE INSURANCE APRIL COVERAGE 2021	-0.66
663539	MADISON NATIONAL LIFE INSURANC	03/24/2021	02 L 215 34	NATIONAL INSURANCE SERVICES LIFE INSURANCE APRIL COVERAGE 2021	26.77
663539	MADISON NATIONAL LIFE INSURANC	03/24/2021	03 L 215 34	NATIONAL INSURANCE SERVICES LIFE INSURANCE APRIL COVERAGE 2021	13.76
663539	MADISON NATIONAL LIFE INSURANC	03/24/2021	04 L 215 34	NATIONAL INSURANCE SERVICES LIFE INSURANCE APRIL COVERAGE 2021	26.52
Totals for 663539					2,000.88
663540	MN PEIP	03/24/2021	01 L 215 54	HEALTH INSURANCE COVERAGE APRIL, 2021	77,472.26

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NUMBER	VENDOR	DATE	NUMBER		DESCRIPTION	AMOUNT
663540	MN PEIP	03/24/2021	01 L	215 32	HEALTH INSURANCE COVERAGE APRIL, 2021	203,457.67
663540	MN PEIP	03/24/2021	02 L	215 54	HEALTH INSURANCE COVERAGE APRIL, 2021	1,156.54
663540	MN PEIP	03/24/2021	02 L	215 32	HEALTH INSURANCE COVERAGE APRIL, 2021	5,105.89
663540	MN PEIP	03/24/2021	03 L	215 54	HEALTH INSURANCE COVERAGE APRIL, 2021	547.07
663540	MN PEIP	03/24/2021	03 L	215 32	HEALTH INSURANCE COVERAGE APRIL, 2021	1,390.43
663540	MN PEIP	03/24/2021	04 L	215 54	HEALTH INSURANCE COVERAGE APRIL, 2021	254.34
663540	MN PEIP	03/24/2021	04 L	215 32	HEALTH INSURANCE COVERAGE APRIL, 2021	575.00
Totals for 663540						289,959.20
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 401	FOOD	62.09
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 490	FOOD	5,048.43
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 707 490	FOOD	179.28
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 707 490	FOOD	61.05
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 490	FOOD	3,353.32
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 707 490	FOOD	14.16
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 490	FOOD	111.91
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 490	FOOD	19.42
663542	CASH-WA DISTRIBUTING CO.	03/24/2021	02 E	015 770 000 711 490	FOOD	118.46
Totals for 663542						8,968.12
663543	REGION 8AA	03/24/2021	01 R	015 296 105 000 060	ADMISSIONS - DETROIT LAKES VS. ST. CLOUD APOLLO - 03/23	2,480.00
Totals for 663543						2,480.00
663544	MENARDS - FARGO	03/26/2021	01 E	031 255 000 000 430	plywood, wood burners, misc tools and supplies	154.19
Totals for 663544						154.19
663546	MENARDS - DETROIT LAKES	03/26/2021	01 E	041 303 000 000 430	February purchasing (plant supplies, animal food)	18.15
663546	MENARDS - DETROIT LAKES	03/26/2021	01 E	041 303 000 000 430	February purchasing (plant supplies, animal food)	60.22
663546	MENARDS - DETROIT LAKES	03/26/2021	01 E	026 810 000 000 410	CUSTODIAL SUPPLIES	59.58
663546	MENARDS - DETROIT LAKES	03/26/2021	01 E	031 255 000 000 430	wood burners, styrofoam, storage bags, misc hardware & tools	141.91
663546	MENARDS - DETROIT LAKES	03/26/2021	01 E	026 810 000 000 410	CUSTODIAL SUPPLIES	65.38
Totals for 663546						345.24
663547	MINNESOTA ENERGY RESOURCES	03/26/2021	01 E	023 810 000 000 440	ENERGY CHARGES-LINCOLN	55.54
663547	MINNESOTA ENERGY RESOURCES	03/26/2021	01 E	023 810 000 000 440	ENERGY CHARGES-LINCOLN	677.06
Totals for 663547						732.60
663548	AMER. FAMILY LIFE ASSURANCE CO	03/30/2021	01 L	215 38	Payroll accrual	147.90
663548	AMER. FAMILY LIFE ASSURANCE CO	03/30/2021	03 L	215 38	Payroll accrual	32.29
663548	AMER. FAMILY LIFE ASSURANCE CO	03/30/2021	04 L	215 38	Payroll accrual	22.20
Totals for 663548						202.39
663549	AFSCME COUNCIL 65	03/30/2021	01 L	215 41	Payroll accrual	300.44

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663549	AFSCME COUNCIL 65	03/30/2021	03 L	215 41	Payroll accrual	14.51
Totals for 663549						314.95
663550	D.L. EDUCATION MINNESOTA	03/30/2021	01 L	215 46	Payroll accrual	1,764.40
663550	D.L. EDUCATION MINNESOTA	03/30/2021	04 L	215 46	Payroll accrual	51.12
Totals for 663550						1,815.52
663551	D.L. PUBLIC EDUCATION FOUNDATI	03/30/2021	01 L	215 69	Payroll accrual	53.75
663551	D.L. PUBLIC EDUCATION FOUNDATI	03/30/2021	03 L	215 69	Payroll accrual	1.25
Totals for 663551						55.00
663552	D.L. EDUCATION MINNESOTA	03/30/2021	01 L	215 40	Payroll accrual	20,166.96
663552	D.L. EDUCATION MINNESOTA	03/30/2021	04 L	215 40	Payroll accrual	335.17
Totals for 663552						20,502.13
663553	IND. SCHOOL DISTRICT #22	03/30/2021	01 L	215 51	Payroll accrual	4,598.44
663553	IND. SCHOOL DISTRICT #22	03/30/2021	02 L	215 51	Payroll accrual	37.86
663553	IND. SCHOOL DISTRICT #22	03/30/2021	03 L	215 51	Payroll accrual	30.65
663553	IND. SCHOOL DISTRICT #22	03/30/2021	04 L	215 51	Payroll accrual	33.34
663553	IND. SCHOOL DISTRICT #22	03/30/2021	01 L	215 52	Payroll accrual	2,345.91
663553	IND. SCHOOL DISTRICT #22	03/30/2021	04 L	215 52	Payroll accrual	75.00
Totals for 663553						7,121.20
663554	MINNESOTA CHILD SUPPORT	03/30/2021	01 L	215 80	Payroll accrual	313.50
663554	MINNESOTA CHILD SUPPORT	03/30/2021	01 L	215 80	PAYROLL ACCRUAL	452.00
Totals for 663554						765.50
663555	MN SCHOOL EMPLOYEES ASSOC.	03/30/2021	01 L	215 42	Payroll accrual	405.56
663555	MN SCHOOL EMPLOYEES ASSOC.	03/30/2021	04 L	215 42	Payroll accrual	40.03
Totals for 663555						445.59
663556	SUPPORT PAYMENT CLEARINGHOUSE	03/30/2021	01 L	215 80	PAYROLL ACCRUAL	335.91
Totals for 663556						335.91
663557	UNITED WAY OF BECKER COUNTY	03/30/2021	01 L	215 70	Payroll accrual	119.00
Totals for 663557						119.00
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 711 490		FOOD	5,082.49
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 707 490		FOOD	61.73
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 707 490		FOOD	366.82
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 711 401		FOOD	24.28
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 711 490		FOOD	2,179.66
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 707 490		FOOD	70.59
663559	CASH-WA DISTRIBUTING CO.	03/30/2021	02 E 015 770 000 707 490		FOOD	30.37
Totals for 663559						7,815.94
663560	CITY OF DETROIT LAKES	03/30/2021	01 E 041 297 000 000 319		BOARD REFURBISHMENT PROJECT	3,000.00
Totals for 663560						3,000.00
663561	LAKES IRON & METAL	03/30/2021	01 E 041 255 000 000 450		Steel for kids projects	337.40
Totals for 663561						337.40
663562	MINNESOTA ENERGY RESOURCES	03/30/2021	03 E 015 760 000 720 440		UTILITIES-BUS GARAGE	175.27
663562	MINNESOTA ENERGY RESOURCES	03/30/2021	01 E 015 810 000 000 440		UTILITIES-ADM. CENTER	491.94
Totals for 663562						667.21

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NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663565	CONTINGENT FUND	03/31/2021	01 R 000 000 000 092	02/28/21	-0.06
663565	CONTINGENT FUND	03/31/2021	01 E 015 110 000 000 319	02/28/21	0.45
663565	CONTINGENT FUND	03/31/2021	01 E 015 420 640 419 367	REGISTR.-LUCAS, K.	75.00
663565	CONTINGENT FUND	03/31/2021	01 E 026 420 640 419 367	REGISTR.-JENSEN-FRITZ, S.	180.00
663565	CONTINGENT FUND	03/31/2021	01 E 041 790 000 339 369	REGISTR.-VITUAL QUIZ BOWL	100.00
663565	CONTINGENT FUND	03/31/2021	01 E 015 110 000 000 367	REGISTR.-MASBO CONF.-TANGEN, R.	110.00
663565	CONTINGENT FUND	03/31/2021	01 E 015 475 640 419 367	REGISTR.-THORWALDSEN, S.	50.00
663565	CONTINGENT FUND	03/31/2021	01 E 021 445 640 419 367	REGISTR.-PISCHEL, M.	270.00
663565	CONTINGENT FUND	03/31/2021	03 E 015 760 000 729 366	HOMELESS TRANSP. MILEAGE-MJ	266.60
663565	CONTINGENT FUND	03/31/2021	01 E 031 493 640 419 367	REGISTR.-JOHNSON, J.	165.00
663565	CONTINGENT FUND	03/31/2021	01 E 031 445 640 419 367	REGISTR.-AAKRE, A.	165.00
663565	CONTINGENT FUND	03/31/2021	01 E 041 294 104 000 319	BACKGROUND CHECKS	15.00
663565	CONTINGENT FUND	03/31/2021	01 E 015 010 000 000 319	MEETING SPACE-FACILITIES COMMITTEE MTG.	25.00
Totals for 663565					1,421.99
Totals for checks					661,954.68

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	323,463.71	3,829.89	26,568.92	353,862.52
02	FOOD SERVICE	6,365.30	-2.15	42,775.04	49,138.19
03	TRANSPORTATION FUND	2,105.83	0.00	232,244.88	234,350.71
04	COMMUNITY SERVICE FUND	1,543.26	0.00	2,760.00	4,303.26
05	CAPITAL EXPENDITURE	0.00	0.00	20,300.00	20,300.00
***	Fund Summary Totals ***	333,478.10	3,827.74	324,648.84	661,954.68

***** End of report *****

<u>CHECK</u>		<u>CHECK</u>	<u>ACCOUNT</u>		<u>INVOICE</u>	<u>INVOICE</u>		<u>AMOUNT</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>		<u>NUMBER</u>	<u>DESCRIPTION</u>		
200068	LAKES CURLING CLUB	03/17/2021	88 E 031 298 167 888 401		03172021	Energize With Exercise/student rental		453.00
						Totals for 200068		453.00
200069	BIGGAR, KATELYN	03/17/2021	88 E 031 298 173 888 401		03172021	Red Team/student rewards		81.77
						Totals for 200069		81.77
200070	JOHNSON, JACOB	03/17/2021	88 E 031 298 174 888 401		03172021	Blue Team/end of trimester auction items		83.55
						Totals for 200070		83.55
200071	HOGANSON, MICHAEL	03/19/2021	88 E 031 298 175 888 401		03192021	White Team/auction reward items		54.74
						Totals for 200071		54.74
200072	COURNEYA, NICOLE	03/19/2021	88 E 031 298 175 888 401		03192021	White Team/pizza party		33.75
						Totals for 200072		33.75
200073	ZAMZO, STEVEN	03/19/2021	88 E 031 298 173 888 401		03192021	Red Team/student rewards		64.44
						Totals for 200073		64.44
						Totals for checks		771.25

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
400470	BURNSIDE, JENNIFER	03/04/2021	88 E 041 298 109 888 401	reimburse for speech team meal Totals for 400470	83.77 83.77
400471	JIMMY JOHNS #1897	03/04/2021	88 E 041 294 105 888 401	BBB Team Meal 3/4 Totals for 400471	209.75 209.75
400472	LAFAVE, CHRISTINE	03/04/2021	88 E 041 294 115 888 401	Reimbursement for BHockey Sr Night Totals for 400472	388.22 388.22
400473	OISTAD, BARBARA	03/04/2021	88 E 041 294 105 888 401	Reimbursement for BBB Sr banners Totals for 400473	199.18 199.18
400474	GERRELL'S SPORT CENTER	03/04/2021	88 E 041 296 115 888 401	GHockey Bags Invoice 19935 Totals for 400474	1,980.00 1,980.00
400475	LAKES SPORT SHOP	03/04/2021	88 E 041 294 115 888 401	Bhockey invoice 134606 1 case of pucks	150.00
400475	LAKES SPORT SHOP	03/04/2021	88 E 041 296 115 888 401	GHockey Invoices 134876 & 133995 7 helmets Totals for 400475	875.00 1,025.00
400476	JIMMY JOHNS #1897	03/10/2021	88 E 041 294 105 888 401	BBB Team Meal 3/11 Totals for 400476	303.99 303.99
400477	LAKER LOCKER	03/10/2021	88 E 041 296 115 888 401	GHockey Senior Sweatshirts Totals for 400477	245.00 245.00
400478	NOAH, BENJAMIN	03/10/2021	88 E 041 294 115 888 401	Reimbursement for team meals Totals for 400478	620.28 620.28
400479	PIT 611	03/10/2021	88 E 041 298 245 888 401	BPA Team Meal advancing to state Totals for 400479	291.60 291.60
400480	BETTCHER, JOSHUA	03/24/2021	88 E 041 296 105 888 401	reimb for sr night supplies/gifts Totals for 400480	194.02 194.02
400481	CENTRAL MARKET	03/24/2021	88 E 041 298 267 888 401	Interact Donuts PO Activty Acct 8472196 ticket #0010 Totals for 400481	28.47 28.47
400482	CITY OF DETROIT LAKES	03/24/2021	88 E 041 294 115 888 401	BHockey Pymt for broken sink in JV locker room Totals for 400482	100.00 100.00
400483	DETROIT LAKES HIGH SCHOOL	03/24/2021	88 E 041 298 242 888 401	Snacks for NA Club Totals for 400483	126.50 126.50
400484	JOHNSON, RACHEL	03/24/2021	88 E 041 296 105 888 401	reimb for team meals, parents/sr night Totals for 400484	727.48 727.48

<u>CHECK</u>	<u>CHECK</u>	<u>ACCOUNT</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	
400485 LAKER LOCKER	03/24/2021	88 E 041 296 122 888 401	Laker Dance shirts Invoice 4227	280.00
			Totals for 400485	280.00
400486 RAMSEY, BRITTON	03/24/2021	88 E 041 296 122 888 401	Reimb for sr gifts	67.69
			Totals for 400486	67.69
400487 SAF ENTERPRISES, LLC	03/24/2021	88 E 041 294 105 888 401	BBB Sr Gifts invoice 214.68	214.68
			Totals for 400487	214.68
400488 DL TRAVEL BASKETBALL	03/25/2021	88 E 041 298 242 888 401	Registration fee for Mikayla Hazelton for DL travel basketball	25.00
			Totals for 400488	25.00
			Totals for checks	7,110.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
663583	A-OX WELDING SUPPLY CO. INC.	04/19/2021	00247431	INV - 00247431 CYLINDER RENTAL INV - \$10.29	412100301	10.29	10.29
663584	Vendor Continued Void	04/19/2021					0.00
663585	A.B.M. INC.	04/19/2021	AR1435765	CONTRACT BASE RATE CHARGES	0	468.03	439.55
			AR144766	CONTRACT BASE RATE CHARGES	0	468.03	
			AR1452871	CONTRACTED BASE RATE CHARGES	0	468.03	
			CM40701	CREDIT-TONER RETURNED	0	-964.54	
663586	ACCELERATED ENGRAVING & SIGNAG	04/19/2021	5466	SIGNS	152100810	28.00	28.00
663587	ADVANCE GARAGE DOOR, INC.	04/19/2021	REQ. #1	SENIOR HIGH ADDITIONS & RENOVATION	0	40,500.00	40,500.00
663588	Vendor Continued Void	04/19/2021					0.00
663589	ALLIANCE PEST PROTECTION	04/19/2021	10361	RODENT SERVICES	152100876	65.00	485.00
			954891	RODENT SERVICES	152100787	95.00	
			954899	RODENT SERVICES	152100787	60.00	
			955153	RODENT SERVICES	152100787	50.00	
			957863	RODENT SERVICES	152100787	95.00	
			957864	RODENT SERVICES	152100787	60.00	
			957865	RODENT SERVICES	152100787	60.00	
663590	Vendor Continued Void	04/19/2021					0.00
663591	Vendor Continued Void	04/19/2021					0.00
663592	Vendor Continued Void	04/19/2021					0.00
663593	Vendor Continued Void	04/19/2021					0.00
663594	Vendor Continued Void	04/19/2021					0.00
663595	Vendor Continued Void	04/19/2021					0.00
663596	Vendor Continued Void	04/19/2021					0.00
663597	AMAZON	04/19/2021	433976476435	REPLACEMENT INTERACTIVE PEN BATTERIES	3002100196	62.95	9,420.49
			435334793974	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	87.20	
			435554838437	Top 20 student rewards	312100115	25.95	
			436943373785	Rossman Vocal Supplies	212100086	44.85	
			438897687475	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	627.71	
			444995599766	NURSE OFFICE SUPPLIES	4002100162	189.56	
			445489888995	OFFICE SUPPLIES	312100114	26.47	
			446939994785	FIBER	3002100205	91.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			447694576465	CABLES	3002100200	192.88	
			449364839359	STEAM - SUPPLIES 2020-21	212100083	141.75	
			455958494687	Items for resale in the Laker Shop	1412100003	-22.02	
			457494773698	BOOKS	2212100003	12.41	
			457538743697	RETURN-TELEPHONE SUPPORT	152100725	-24.98	
			464799996495	BOOKS	2212100003	7.88	
			467658455637	RETURN-DVD FOR OJIBWE CLASSES	4002100129	-14.71	
			468463393833	REPLACEMENT MONITORS	3002100198	197.98	
			484936877439	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	52.74	
			485535976694	OFFICE SUPPLIES	312100114	24.97	
			495775666384	SIXTH GRADE READING CLASSROOM SUPPLIES	312100109	4.91	
			543345394954	SIDEWALK CHALK FOR THE PLAYGROUND	262100128	111.80	
			543439767674	BOOKS	2212100003	489.60	
			556766935773	BULB AND FILTER FOR EPSON PROJECTOR	2312100004	17.20	
			575577596437	wireless keyboard/mice combo	412100256	89.97	
			579595746693	Items for resale in the Laker Shop	1412100003	579.12	
			596736688348	PERSONNEL FILE LABELS	152100793	58.22	
			596747549395	DESK PHONE SUPPORT	152100770	12.20	
			643334796368	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	174.40	
			657359944698	GAMES FOR MEDIA CENTER	2412100007	67.75	
			657749398736	BOOKS	2212100003	10.23	
			689444693838	STEAM - SUPPLIES 2020-21	212100083	295.14	
			763843587476	Discus for track	412100281	118.00	
			773396963865	SIGN FOR ROOSEVELT	152100806	11.88	
			787794574933	PERSONNEL FILE	312100094	56.73	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				LABELS			
			889345684595	CABLES FOR APS	3002100201	137.40	
			895985497845	CLASSROOM SUPPLIES	312100110	723.18	
			948693645654	STEAM - SUPPLIES 2020-21	212100083	17.99	
			957454766774	GAMES FOR MEDIA CENTER	2412100007	8.80	
			966836447855	BULB AND FILTER FOR EPSON PROJECTOR	2312100004	39.00	
			968898434849	fidget and timers	4002100176	212.73	
			988973748959	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	52.74	
			994878734335	items for resale in the Laker Shop	1412100004	355.79	
			996873788499	ACHIEVEMENT AND INTEGRATION INTERVENTION BOOKS	3002100193	4,034.77	
			998597898783	supplies for new studio at DLHS from DLEFG 2021	412100271	15.45	
663598	ANDERSON COACH OF FRAZEE, INC.	04/19/2021	MARCH	ACTIVITIES TRANSP.	0	7,305.84	7,305.84
663599	APPLE COMPUTER, INC.	04/19/2021	AE33536516	THUNDERBOLT CABLE	3002100197	39.00	39.00
663600	ARVIG COMMUNICATION SYSTEMS	04/19/2021	0001103278 001 5	TELEPHONE SERVICES	0	1,685.91	2,197.14
			0001103285 001 6	TELEPHONE SERVICES	0	173.87	
			0003009493 001 2	FIBER LEASE	0	133.72	
			0003009561 001 9	FIBER LEASE	0	203.64	
663601	ARVIG COMMUNICATION SYSTEMS	04/19/2021	312167	TELEPHONE SERVICE	152100890	2,000.00	3,355.00
			313776	SERVICES	152100791	155.00	
			313777	SERVICES	152100791	95.00	
			313950	SERVICES	152100839	345.00	
			313991	SERVICES	152100839	712.50	
			314239	VOICEMAIL SERVICE	152100877	47.50	
663602	AUTO VALUE DETROIT LAKES	04/19/2021	53409856	CUSTODIAL SUPPLIES	152100813	32.98	49.97
			53412744	CUSTODIAL SUPPLIES	152100886	16.99	
663603	BDT MECHANICAL, LLC	04/19/2021	REQ. #12	SENIOR HIGH ADDITIONS & RENOVATION	0	243,967.37	243,967.37
663604	BECKER COUNTY ENVIRONMENTAL SE	04/19/2021	HIGH SCHOOL LINCOLN MIDDLE SCH.	GARBAGE	152100871	100.00	380.00
				GARBAGE	152100871	20.00	
				GARBAGE	152100871	80.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			ROOSEVELT	GARBAGE	152100871	80.00	
			ROSSMAN	GARBAGE	152100871	100.00	
663605	Vendor Continued Void	04/19/2021					0.00
663606	BECKER COUNTY AUDITOR-TREASURE	04/19/2021	49.1451.000	SPECIAL	0	72.00	7,302.00
				ASSESSMENTS-MOBERG PROP.			
			49.7001.113	SPECIAL	0	3,900.00	
				ASSESSMENTS-MIDDLE SCH./ROOSEV.			
			49.7011.000	SPECIAL	0	1,500.00	
				ASSESSMENTS-HIGH SCHOOL			
			49.7028.050	SPECIAL	0	1,500.00	
				ASSESSMENTS-ROSSMA N			
			49.7066.000	SPECIAL	0	270.00	
				ASSESSMENTS-LINCOL N			
			49.7077.000	SPECIAL	0	60.00	
				ASSESSMENTS-ADM. CENTER			
663607	BERGSTROM ELECTRIC, INC.	04/19/2021	REQ. #13	SENIOR HIGH	0	75,382.50	142,793.10
				ADDITIONS & RENOVATION			
			REQ. #21	ROOSEVELT	0	67,410.60	
				ADDITION & RENOVATIONS			
663608	BEUG'S ACE HARDWARE	04/19/2021	196823	CUSTODIAL	152100789	28.98	299.56
				SUPPLIES			
			197430	CUSTODIAL	152100798	53.94	
				SUPPLIES			
			197528	SUPPLIES	152100804	52.93	
			198170	CUSTODIAL	152100858	25.97	
				SUPPLIES			
			198693	CUSTODIAL	152100883	35.16	
				SUPPLIES			
			198769	CUSTODIAL	152100883	102.58	
				SUPPLIES			
663609	BIO CORPORATION	04/19/2021	1022408	AMY LAKIN ANATOMY	412100269	475.37	475.37
				SUPPLIES			
663610	Vendor Continued Void	04/19/2021					0.00
663611	Vendor Continued Void	04/19/2021					0.00
663612	BIX PRODUCE	04/19/2021	00321921	PRODUCE	7702100293	-940.50	12,974.23
			00328161	PRODUCE	7702100293	-151.43	
			04982223	PRODUCE	7702100266	175.70	
			05015445	PRODUCE	7702100260	625.67	
			05015678	PRODUCE	7702100260	1,052.95	
			05020386	PRODUCE	7702100266	923.73	
			05021321	PRODUCE	7702100266	2,111.55	
			05023066	PRODUCE	7702100266	138.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			05025655	PRODUCE	7702100276	714.65	
			05027558	PRODUCE	7702100276	2,403.75	
			05028859	PRODUCE	7702100276	1,513.50	
			05030663	PRODUCE	7702100282	189.40	
			05035579	PRODUCE	7702100293	1,214.33	
			05035779	PRODUCE	7702100293	899.90	
			05035780	PRODUCE	7702100293	920.55	
			05037693	PRODUCE	7702100293	609.53	
			05038999	PRODUCE	7702100293	572.35	
663613	BLUE 84 SPIRIT	04/19/2021	1428101	18 T Shirts for Culture Class and Fan Day.	4002100160	385.00	1,315.00
			1433250	CENSUS ONESIES	152100767	930.00	
663614	BOREAL ENTERPRISES LLC	04/19/2021	1038	SUPPLIES	152100893	397.70	1,262.10
			1039	SUPPLIES	152100893	864.40	
663615	BRAATEN, ELISSA M	04/19/2021	SUPPLIES	SCIENCE CURRICULUM	0	49.12	49.12
663616	Vendor Continued Void	04/19/2021					0.00
663617	BRENCO CORP.	04/19/2021	0099902-IN	SUPPLIES	7702100268	1,010.05	5,913.62
			0100039-IN	SUPPLIES	7702100286	105.00	
			0100183-IN	SUPPLIES	7702100286	1,549.15	
			0100451-IN	DISPOSABLE TRAYS, SPORKS, BAGS, SUPPLIES	7702100294	2,643.00	
			0100468-IN	DISPOSABLE TRAYS, SPORKS, BAGS, SUPPLIES	7702100294	79.80	
			0100557-IN	DISPOSABLE TRAYS, SPORKS, BAGS, SUPPLIES	7702100294	526.62	
663618	BUERMANN, EMILY	04/19/2021	SASHES	DRUM & DANCE ROYALTY	0	66.57	66.57
663619	Vendor Continued Void	04/19/2021					0.00
663620	Vendor Continued Void	04/19/2021					0.00
663621	CAPITAL ONE TRADE CREDIT	04/19/2021	03/25/21	CUSTODIAL SUPPLIES	0	9.16	188.99
			A93669/4	CUSTODIAL SUPPLIES	152100697	5.99	
			A93965/4	CUSTODIAL SUPPLIES	152100697	8.08	
			A95152/4	SUPPLIES	152100752	2.59	
			A95211/4	CUSTODIAL SUPPLIES	152100858	17.46	
			A97284/4	TYPE III PARTS	152100812	29.98	
			A97454/4	TYPE III PARTS	152100812	23.74	
			A97830/4	TYPE III PARTS	152100812	7.77	
			A97843/4	CUSTODIAL SUPPLIES	152100851	4.96	
			A97858/4	CUSTODIAL SUPPLIES	152100851	17.98	

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			A98159/4	CUSTODIAL SUPPLIES	152100851	104.97	
			A98503/4	CUSTODIAL SUPPLIES	152100851	41.86	
			CR. A78277	SUPPLIES	0	-19.58	
			CR. A79375	SUPPLIES	0	-9.99	
			CR. A88525	CUSTODIAL SUPPLIES	0	-55.98	
663622	CAROLINA BIOLOGICAL	04/19/2021	51330933RI	AMY LAKIN ANATOMY SUPPLIES	412100268	439.68	439.68
663623	CASH-WA DISTRIBUTING CO.	04/19/2021	538538	FOOD	7702100274	46.60	854.83
			547215	FOOD	7702100274	740.71	
			547298	FOOD	7702100274	67.52	
663624	CENTRAL DOOR & HARDWARE, INC.	04/19/2021	REQ. #7-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	6,376.25	6,376.25
663625	Vendor Continued Void	04/19/2021					0.00
663626	CENTRAL MARKET	04/19/2021	070745	Grocery allowance to work toward students' IEP goals.	4002100145	30.73	648.06
			160824	Grocery Order for DCD Program	4002100169	38.91	
			250852	Grocery allowance to work toward students' IEP goals.	4002100145	18.17	
			330850	Grocery allowance to work toward students' IEP goals.	4002100145	19.37	
			360918	GROCERIES	412100207	64.51	
			570930	Central Market- to purchase items for cooking and cleaning supplies for EIP goals and objectives/cooking curriculum.	4002100126	89.01	
			771108	Healthy Snacks, Energy bars and drinkables	4002100168	333.63	
			991601	Grocery Order for E/BD Program	4002100093	53.73	
663627	CHARACTERSTRONG, LLC	04/19/2021	10911	CHARACTER STRONG RENEWAL	422100011	499.00	499.00
663628	Vendor Continued Void	04/19/2021					0.00
663629	CITY OF DETROIT LAKES	04/19/2021	149212	UTILITIES-SENIOR HIGH	0	13,680.76	37,628.55
			150088	UTILITIES-SENIOR	0	245.61	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				HIGH			
			151142	UTILITIES-SENIOR	0	448.20	
				HIGH			
			156423	UTILITIES-ROSSMAN	0	4,373.36	
			317400	UTILITIES-ADM.	0	677.96	
				CENTER			
			41980	UTILITIES-BUS	0	50.39	
				GARAGE			
			695770	UTILITIES-LINCOLN	0	986.06	
			93450	UTILITIES-MIDDLE	0	16,085.69	
				SCH./ROOSEV.			
			93460	UTILITIES-ROOSEVEL	0	1,080.52	
				T			
663630	CITI CARGO & STORAGE	04/19/2021	SI252380	CONTAINER RENTAL	152100872	200.00	200.00
663631	COLE PAPERS	04/19/2021	9958523	LYSOL WIPES	152100786	1,796.50	1,796.50
663632	CONTINENTAL CLAY COMPANY	04/19/2021	3139621	Glazes for clay	312100108	843.24	843.24
663633	CONSTELLATION NEW ENERGY GAS D	04/19/2021	3139621	UTILITIES-SENIOR	0	23,135.02	23,135.02
				HIGH			
663634	CONTRACT PAPER GROUP	04/19/2021	43008143101	COLOR COPY PAPER	152100799	2,421.36	5,308.71
				CENTRAL SUPPLY			
			43008143201	COLOR COPY PAPER	152100799	2,887.35	
				CENTRAL SUPPLY			
663635	CRISIS PREVENTION INSTITUTE	04/19/2021	CUS0249934	N. JENSEN	152100881	1,199.00	1,349.00
				NONVIOLENT CRISIS			
				INTERVENTION			
				RENEWAL			
				REGISTRATION			
			IUS0187297	ANNUAL	0	150.00	
				MEMBERSHIP-MEHUS-J			
				ENSEN, N.			
663636	Vendor Continued Void	04/19/2021					0.00
663637	CULINEX	04/19/2021	INV838931	PORTABLE HAND	7702100277	268.43	3,703.23
				SINK (HS)			
				-701-530 , TOWELS			
			INV839003	PORTABLE HAND	7702100277	1,710.00	
				SINK (HS)			
				-701-530 , TOWELS			
			INV839404	SPEED RAILS, COLD	7702100295	324.05	
				PLATES, PANS,			
				SUPPLIES			
			INV839466	SPEED RAILS, COLD	7702100295	370.39	
				PLATES, PANS,			
				SUPPLIES			
			INV839739	SPEED RAILS, COLD	7702100295	15.34	
				PLATES, PANS,			
				SUPPLIES			
			INV839937	SPEED RAILS, COLD	7702100295	1,015.02	
				PLATES, PANS,			
				SUPPLIES			
663638	DACOTAH PAPER COMPANY	04/19/2021	25516	BOXES	7702100269	430.32	709.57

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			28931	DAWN POWER DISSOLVER	152100815	65.59	
			30989	SUPPLIES	7702100285	171.74	
			32826	SUPPLIES	7702100285	41.92	
663639	DECKER EQUIPMENT	04/19/2021	377847A	CONE STOOLS FOR LUNCHROOM	152100809	232.39	232.39
663640	DE MOULIN BROS. AND COMPANY	04/19/2021	3100601	***COVID*** HS BAND PPE - SPECIALIZED FACE MASKS FOR BAND, INSTRUMENT BELL COVERS	412100288	275.00	275.00
663641	DETROIT PAINT & GLASS CO.	04/19/2021	70304	MATERIALS	152100870	56.44	56.44
663642	DETROIT LAKES DISPOSAL	04/19/2021	1773	GARBAGE SERVICE	0	2,118.09	2,118.09
663643	DIBLEY, ERIC	04/19/2021	REFUND	LUNCH ACCOUNT BALANCE	0	50.00	50.00
663644	DETROIT LAKES CHIROPRACTIC	04/19/2021	0406/21	DOT PHYSICAL	0	95.00	95.00
663645	DL COMMUNITY & CULTURAL CENTER	04/19/2021	3890	BALLROOM AND ART CELLAR RENTAL FOR ACT TESTING	412100300	100.00	100.00
663646	DOW ACOUSTICS, INC.	04/19/2021	REQ. #5	SENIOR HIGH ADDITIONS & RENOVATION	0	15,200.00	15,200.00
663647	DUDE SOLUTIONS, INC	04/19/2021	INV-87098	ANNUAL AGREEMENT	152100889	3,937.15	3,937.15
663648	EDUCATORS BENEFIT CONSULTANTS,	04/19/2021	18272	403b MONTHLY SERVICE	152100090	345.88	612.22
			3374	ACT SOFTWARE MTH. CHARGE	152100627	266.34	
663649	EMERGENT SYSTEMS EXCHANGE, LLC	04/19/2021	19-2423	FIREWALL SERVICES	3002100058	588.00	588.00
663650	ESSENTIA HEALTH	04/19/2021	0821.3110.1228.08	FEBRUARY PT SERVICES	0	2,235.00	4,830.00
			0921-3110-1228-08	MARCH PT SERVICES	0	2,595.00	
663651	ESSENTIA HEALTH	04/19/2021	800008115	DRUG/ALCOHOL TESTING	0	158.00	158.00
663652	F-M FLOORING	04/19/2021	REQ. #12	ROOSEVELT ADDITION & RENOVATIONS	0	20,719.50	20,719.50
663653	FARGO PUBLIC SCHOOLS	04/19/2021	INV0000059793	OUT OF STATE TUITION	0	1,309.14	1,309.14
663654	FORUM COMMUNICATIONS COMPANY -	04/19/2021	C-04007172	2/8 BOARD MEETING	0	254.93	254.93
663655	FURTHER	04/19/2021	15632773	PARTICIPATION FEES	0	415.25	415.25
663656	GAG, KELLY J.	04/19/2021	MILEAGE	NOVEMBER-DECEMBER	0	28.18	124.93
			MILEAGE-	JANUARY-FEBRUARY	0	37.52	
			MILEAGE.	SEPT.-OCTOBER	0	59.23	
663657	GEHRTZ CONSTRUCTION SERVICES	04/19/2021	3453	SENIOR HIGH ADDITIONS & RENOVATION	0	88,976.91	95,958.55
			3454	ROOSEVELT ADDITION &	0	6,981.64	

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				RENOVATIONS			
663658	GENERAL PARTS LLC	04/19/2021	1788930	SERVICE	152100873	83.27	591.22
			6239901	SERVICE	7702100278	507.95	
663659	GERRELL'S SPORT CENTER	04/19/2021	0020256-IN	Baseball uniforms	412100292	1,640.00	3,029.00
				Red invoice			
			0020256				
			0020360-IN	baseball jerseys	412100290	1,389.00	
				invoice 0020360			
663660	GIVEN, RIKKI	04/19/2021	03/18/21	TRANSLATOR-ROOSEV.	0	21.84	21.84
663661	GOPHER SPORT	04/19/2021	IN29256	BASKETBALLS FOR	262100134	125.10	125.10
				THE PLAYGROUND			
663662	GREEN'S PLUMBING & HEATING, IN	04/19/2021	19372	SERVICES	152100894	5,476.12	5,476.12
663663	GROTH MUSIC	04/19/2021	3150835	BOOMWHACKERS	262100130	150.65	158.15
			3152862	BOOMWHACKERS	262100130	7.50	
663664	GULER, RACHEL M	04/19/2021	SUPPLIES	SCIENCE	0	163.20	163.20
				CURRICULUM			
663665	HAATAJA CONTRACTING INC.	04/19/2021	REQ. #8	HIGH SCHOOL	0	101,320.81	101,320.81
				ADDITION &			
				RENOVATION			
663666	HENRY SCHEIN INC.	04/19/2021	91901939	Weight Room	412100294	472.44	472.44
				Gatorade Machine			
				vending Invoice			
				91901939			
663667	HERZOG ROOFING, INC.	04/19/2021	5599	REPAIR HOLE AT MS	152100794	475.00	74,837.65
			5630	REPAIRS	152100814	785.00	
			REQ. #9-FINAL	ROOSEVELT	0	73,577.65	
				ADDITION &			
				RENOVATIONS			
663668	Vendor Continued Void	04/19/2021					0.00
663669	HILLYARD / HUTCHINSON	04/19/2021	604261339	CUSTODIAL	152100792	64.20	2,359.96
			604266856	CUSTODIAL	152100887	698.12	
				SUPPLIES/REPAIRS			
			604269724	CUSTODIAL	152100857	16.65	
				SUPPLIES			
			604273759	CUSTODIAL	152100816	42.00	
				SUPPLIES			
			604273760	CUSTODIAL	152100816	666.35	
				SUPPLIES			
			604274943	CUSTODIAL	152100841	13.20	
				SUPPLIES			
			604280310	CUSTODIAL	152100857	908.58	
				SUPPLIES			
			700458492	SUPPLIES	152100874	14.78	
			700459037	CUSTODIAL	152100887	202.00	
				SUPPLIES/REPAIRS			
			800519107	CUSTODIAL	152100857	-99.72	
				SUPPLIES			
			800519108	CUSTODIAL	152100857	-33.24	
				SUPPLIES			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			800519109	CUSTODIAL SUPPLIES	152100857	-33.24	
			800519110	CUSTODIAL SUPPLIES	152100857	-99.72	
663670	HOBART SALES & SERVICE AGENCY	04/19/2021	MB960129	SERVICE DISHWASHER	152100838	574.45	899.20
			MB960297	SERVICE, REPAIR	7702100298	324.75	
663671	HOGANSON, JAN	04/19/2021	SUPPLIES	ROSSMAN 1ST GRADE	0	49.37	49.37
663672	HOLIDAY FLEET	04/19/2021	04/05/21	GAS CHARGES	0	206.12	206.12
663673	HOLMQUIST, MELANIE M	04/19/2021	MILEAGE	AMI ACTIVITIES - MARCH	0	53.31	58.80
			REWARDS	STUDENT REWARDS-AMI	0	5.49	
663674	HOLTE, LISA	04/19/2021	REFUND	KC & JS PRESCHOOL-TH	0	75.53	151.06
			REFUND.	KC & JS PRESCHOOL-CH	0	75.53	
663675	HUENERS, JANELLE E	04/19/2021	SUPPLIES	AG. SUPPLIES	0	56.68	56.68
663676	HUESMAN SCHREIBER MASONRY, LLC	04/19/2021	REQ. #12	SENIOR HIGH ADDITIONS & RENOVATION	0	101,555.00	101,555.00
663677	I'LL TILE & STONE INC.	04/19/2021	REQ. #10-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	10,571.94	10,571.94
663678	ICS CONSULTING, INC.	04/19/2021	REQ. #11	ROOSEVELT ADDITION & RENOVATIONS	0	768.00	5,928.50
			REQ. #12	MIDDLE SCHOOL RENOVATIONS	0	1,451.00	
			REQ. #12.	ROSSMAN ADDITION & RENOVATIONS	0	489.00	
			REQ. #6	SENIOR HIGH ADDITIONS & RENOVATION	0	3,220.50	
663679	IND. SCHOOL DISTRICT #309	04/19/2021	CLASS FEES	PHOTOGRAPHY CLASS	0	40.00	40.00
663680	INSTRUMENTALIST AWARDS LLC	04/19/2021	2101	HS BAND AWARDS INV 2101	412100286	148.00	148.00
663681	INTERQUEST DETECTION CANINES	04/19/2021	116NM MARCH 2021	CANINE SEARCHES	0	1,200.00	1,200.00
663682	JOBS HQ	04/19/2021	32584	03/01/21-03/31/21	0	1,146.40	1,605.20
			32584.	02/01/21 - 02/28/21	0	458.80	
663683	JOHNSON CONTROLS	04/19/2021	00044238810	BUILDING AUTOMATION UPGRADE	152100703	2,650.00	2,650.00
663684	JOSTENS	04/19/2021	25793342	JOSTENS DIPLOMAS FOR 2021 GRADS	412100272	944.13	1,654.05
			25809544	4.0+ STOHL'S FOR SENIORS	412100267	646.30	
			25827170	JOSTENS DIPLOMA FOR 2021 GRADS	412100284	63.62	

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663685	J. W. PEPPER & SON, INC.	04/19/2021	363284969	JW Pepper Choral Music Purchase for DLHS Choral Music Program	412100264	316.93	504.18
			363287234	JW Pepper Choral Music Purchase for DLHS Choral Music Program	412100264	108.50	
			363302095	JW Pepper Choral Music Purchase for DLHS Choral Music Program	412100264	78.75	
663686	KAPLAN EARLY LEARNING COMPANY	04/19/2021	0005799866	ECFE Materials and Equipment	152100759	238.78	238.78
663687	KENDELL DOORS & HARDWARE, INC.	04/19/2021	REQ. #9	SENIOR HIGH ADDITIONS & RENOVATION	0	18,887.46	18,887.46
663688	Vendor Continued Void	04/19/2021					0.00
663689	L&M FLEET SUPPLY, INC.	04/19/2021	6560504	CUSTODIAL SUPPLIES	152100884	16.47	498.62
			6554151	CUSTODIAL SUPPLIES	152100840	24.99	
			6556970	SUPPLIES	152100849	6.99	
			6560488	SOFTNER SALT	152100867	328.55	
			6560504	CUSTODIAL SUPPLIES	152100875	16.47	
			6562012	CUSTODIAL SUPPLIES	152100875	27.29	
			6568132	CUSTODIAL SUPPLIES	152100884	77.86	
663690	LABINE, MICHAEL L	04/19/2021	SUPPLIES	9TH GR ACADEMY	0	70.80	70.80
663691	LAGE, RUTH N	04/19/2021	SUPPLIES	CULTURAL PROJECT	0	18.34	18.34
663692	LAKESHORE LEARNING MATERIALS	04/19/2021	4815300321	Reading Materials	4002100165	416.23	416.23
663693	LAKIN, PAUL	04/19/2021	SUPPLIES	9TH GR. ACADEMY	0	24.28	24.28
663694	LAKES COUNTRY SERVICE CO-OP.	04/19/2021	93447	DRUG/ALCOHOL TESTING	0	147.50	147.50
663695	LEDGESTONE, INC.	04/19/2021	REQ. #12	SENIOR HIGH ADDITIONS & RENOVATION	0	30,535.89	30,535.89
663696	LEIGHTON BROADCASTING	04/19/2021	174882-1	JOB RECRUITMENT	0	380.00	380.00
663697	MAHUBE-OTWA COMMUNITY ACTION P	04/19/2021	052	ECFE/SR CONTRACT-MARCH	0	8,180.00	8,180.00
663698	MALONE, NATHAN	04/19/2021	REFUND	LUNCH ACCOUNT BALANCE	0	66.85	66.85
663699	MCARTHUR TILE COMPANY	04/19/2021	REQ. #5	SENIOR HIGH ADDITIONS & RENOVATION	0	120,555.00	120,555.00
663700	MCR MEDICAL SUPPLY, INC.	04/19/2021	8660	Prestan (R) Professional Adult Diversity	412100275	556.48	556.48

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				Kit CPR Training Manikins 4-Pack			
663701	MEADOWLAND SURVEYING INC.	04/19/2021	0720-49	FIELD SURVEY	152100800	900.00	900.00
663702	Vendor Continued Void	04/19/2021					0.00
663703	MENARDS - DETROIT LAKES	04/19/2021	21182	SUPPLIES	152100796	362.18	1,623.79
			22461	MATERIALS	152100802	7.46	
			22803	misc. tools and supplies	312100113	166.00	
			22827	wood paint bolts	412100266	889.15	
			23032	SUPPLIES	152100848	23.87	
			23130	CUSTODIAL SUPPLIES	152100891	11.90	
			23266	misc shop supplies	312100116	163.23	
663704	MERIT PAINTING INC.	04/19/2021	REQ. #4	SENIOR HIGH ADDITIONS & RENOVATION	0	23,750.00	23,750.00
663705	MIDWEST BUS PARTS	04/19/2021	148777	BUS PARTS	152100805	33.15	440.85
			149197	BUS PARTS FOR REPAIR	152100855	149.95	
			149889	BUS PARTS FOR REPAIR	152100855	257.75	
663706	MILLER & SONS DRYWALL, INC.	04/19/2021	REQ. #9	SENIOR HIGH ADDITIONS & RENOVATION	0	190,000.00	190,000.00
663707	MINITEX	04/19/2021	102234	BARCODES	3002100185	93.00	93.00
663708	MINN KOTA RECYCLING	04/19/2021	422268	DOCUMENT RESTRUCTION	0	120.00	420.00
			423044	DOCUMENT DESTRUCTION	0	300.00	
663709	MN KOTA CONCRETE, INC.	04/19/2021	REQ. #8	SENIOR HIGH ADDITIONS & RENOVATION	0	35,772.25	35,772.25
663710	MINNESOTA ENERGY RESOURCES	04/19/2021	0505675381-00001	ENERGY CHARGES-ROSSMAN	0	1,331.11	4,949.95
			0505787691-00001	ENERGY CHARGES-ROSSMAN	0	3,618.84	
663711	MINNESOTA SCHOOL BOARDS ASSN.	04/19/2021	26596F7X2J5	NEGOTIATIONS SEMINAR/TRAINING	0	780.00	780.00
663712	MOE, LARRY	04/19/2021	REFUND	YEARBOOK PAYMENT	0	53.69	53.69
663713	MN STATE COMMUNITY & TECHNICAL	04/19/2021	858173	ABE PRINTING/COPIES	0	88.25	17,201.34
			858373	4TH QTR. ALC RENT	0	17,017.69	
			858401	ABE PRINTING/COPIES	0	95.40	
663714	MURRAY, PAUL T	04/19/2021	REFUND	LUNCH ACCOUNT BALANCE	0	93.30	93.30
663715	MUSIC IS ELEMENTARY	04/19/2021	INV-13390	Rossman Vocal music Supplies	212100085	1,128.38	1,128.38
663716	MYERS, CARA L	04/19/2021	SUPPLIES	UW LEADERSHIP	0	34.52	34.52

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				GRANT			
663717	NAPA AUTO PARTS	04/19/2021	437303	PARTS FOR BUS	152100803	19.67	0.69
			437594	PARTS FOR BUS	152100803	-18.98	
663718	NARDINI FIRE EQUIPMENT CO.	04/19/2021	IV00167761	DISARM SYSEM	152100888	150.00	150.00
663719	NCS PEARSON, INC.	04/19/2021	13978379	Sensory Profiles	4002100164	184.44	184.44
663720	NELSON INTERNATIONAL, INC.	04/19/2021	R102023879:01	BUS REPAIRS	152100869	5,057.68	6,612.15
			R102024436:01	BUS REPAIRS	152100842	1,554.47	
663721	OFFICE OF MN. IT SERVICES	04/19/2021	DV21030486	INTERNET SERVICE	0	1,628.95	1,628.95
663722	OISTAD, BARBARA A	04/19/2021	PRIZES	GRAD BASH	0	64.47	64.47
663723	OLANDER BUS SERVICE INC.	04/19/2021	EXTRA TRIPS	MARCH	0	1,975.16	7,600.16
			MARCH	BUS CLEANING	0	5,625.00	
663724	OTIS ELEVATOR COMPANY	04/19/2021	100400297467	MONTHLY ELEVATOR	152100853	150.00	150.00
				CHECKS			
663725	Vendor Continued Void	04/19/2021					0.00
663726	Vendor Continued Void	04/19/2021					0.00
663727	Vendor Continued Void	04/19/2021					0.00
663728	Vendor Continued Void	04/19/2021					0.00
663729	Vendor Continued Void	04/19/2021					0.00
663730	PAN-O-GOLD BAKING CO.	04/19/2021	20101121025002	BREAD	7702100263	47.04	1,588.23
			20101121067003	BREAD	7702100256	47.04	
			20101121067004	BREAD	7702100256	40.32	
			20101121067005	BREAD	7702100256	40.32	
			20101121074002	BREAD	7702100256	20.25	
			20101121074005	BREAD	7702100256	34.20	
			20101121074006	BREAD	7702100256	41.04	
			20101121074009	BREAD	7702100256	26.88	
			20101121074011	BREAD	7702100256	26.88	
			20101121074012	BREAD	7702100256	33.60	
			20101121074013	BREAD	7702100256	33.60	
			20101121079001	BREAD	7702100263	73.92	
			20101121079002	BREAD	7702100263	67.20	
			20101121079003	BREAD	7702100272	33.60	
			20101121079004	BREAD	7702100263	40.32	
			20101121081001	BREAD	7702100263	90.24	
			20101121086009	BREAD	7702100281	40.32	
			20101121086010	BREAD	7702100272	47.04	
			20101121086011	BREAD	7702100272	33.60	
			20101121088001	BREAD	7702100272	92.07	
			20101121088002	BREAD	7702100272	20.16	
			20101121093001	BREAD	7702100290	34.20	
			20101121093002	BREAD	7702100290	37.62	
			20101121093003	BREAD	7702100290	41.04	
			20101121095001	BREAD	7702100281	77.04	
			20101121095002	BREAD	7702100290	23.94	
			20101121102002	BREAD	7702100290	91.83	
			20101121102003	BREAD	7702100290	47.40	
			20101121102004	BREAD	7702100290	54.24	
			20101121102005	BREAD	7702100290	84.78	
			20101121102006	BREAD	7702100290	81.36	
			2011121074003	BREAD	7702100256	23.94	

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			2011121074004	BREAD	7702100256	41.04	
			2011121074010	BREAD	7702100256	20.16	
663731	PAPER 101	04/19/2021	197303-00	840 CASES OF WHITE COPY PAPER	152100844	20,554.20	20,554.20
663732	PEICHEL, DENNIS	04/19/2021	REFUND	LUNCH ACCOUNT BALANCE	0	200.00	200.00
663733	PLANK ROAD PUBLISHING, INC.	04/19/2021	21-809306	SUBSCRIPTION TO MUSIC K8 MAGAZINE	262100126	147.45	147.45
663734	POPPLERS MUSIC STORE	04/19/2021	2461020 2463665	NEW MUSIC NEW JAZZ MUSIC	412100263 412100279	466.00 104.95	570.95
663735	Vendor Continued Void	04/19/2021					0.00
663736	Vendor Continued Void	04/19/2021					0.00
663737	Vendor Continued Void	04/19/2021					0.00
663738	Vendor Continued Void	04/19/2021					0.00
663739	Vendor Continued Void	04/19/2021					0.00
663740	Vendor Continued Void	04/19/2021					0.00
663741	Vendor Continued Void	04/19/2021					0.00
663742	PRAIRIE FARMS - BISMARCK	04/19/2021	4520949	MILK, SOUR CREAM	7702100257	401.30	11,270.63
			4520950	MILK, SOUR CREAM	7702100257	226.68	
			4520954	MILK, SOUR CREAM	7702100257	376.38	
			4520955	MILK, SOUR CREAM	7702100257	274.56	
			4520972	MILK, SOUR CREAM	7702100257	60.25	
			4520973	MILK, SOUR CREAM	7702100257	84.94	
			4520974	MILK, SOUR CREAM	7702100257	160.67	
			4520977	MILK, SOUR CREAM	7702100257	40.69	
			4520995	MILK, COTTAGE CHEESE	7702100262	368.94	
			4520997	MILK, COTTAGE CHEESE	7702100262	247.91	
			4520999	MILK, SOUR CREAM	7702100257	152.74	
			4521000	MILK, COTTAGE CHEESE	7702100262	441.83	
			4521003	MILK, COTTAGE CHEESE	7702100262	177.62	
			4521019	MILK, COTTAGE CHEESE	7702100262	255.88	
			4521020	MILK, COTTAGE CHEESE	7702100262	105.02	
			4521021	MILK, COTTAGE CHEESE	7702100262	296.47	
			4521024	MILK, COTTAGE CHEESE	7702100262	156.39	
			4521038	MILK	7702100271	338.81	
			4521039	MILK	7702100271	250.21	
			4521042	MILK	7702100271	177.04	
			4521043	MILK, COTTAGE CHEESE	7702100262	171.29	
			4521067	MILK	7702100271	203.07	
			4521068	MILK	7702100271	153.51	
			4521069	MILK	7702100271	411.71	

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			4521070	MILK	7702100271	83.21	
			4521071	MILK	7702100271	226.11	
			4521089	MILK	7702100280	311.29	
			4521091	MILK	7702100280	281.16	
			4521092	MILK	7702100280	207.74	
			4521093	MILK	7702100271	383.56	
			4521109	MILK	7702100289	246.36	
			4521110	MILK	7702100289	122.92	
			4521111	MILK	7702100280	64.02	
			4521112	MILK	7702100289	69.69	
			4521130	MILK	7702100289	74.61	
			4521132	MILK	7702100289	353.36	
			4521133	MILK	7702100289	293.92	
			4521135	MILK	7702100289	217.70	
			4521153	MILK	7702100289	126.90	
			4521154	MILK	7702100289	102.44	
			4521155	MILK	7702100289	278.75	
			4521156	MILK	7702100289	278.27	
			4521158	MILK	7702100289	103.01	
			4521175	MILK	7702100289	147.52	
			4521176	MILK	7702100289	487.80	
			4521177	MILK	7702100289	197.79	
			4521178	MILK	7702100289	353.36	
			452123	MILK, COTTAGE CHEESE	7702100262	376.38	
			452141	MILK	7702100271	348.85	
663743	PRECISION PRINTING	04/19/2021	97541	*PBIS* 40 PADS LAKER TICKETS INV-97541	412100285	165.00	303.16
			98687	OPS MANUAL - HOGIE CLASS	412100273	138.16	
663744	PREMIUM WATERS, INC.	04/19/2021	351285275	BOTTLED WATER-SENIOR HIGH	0	46.69	228.76
			351289335	BOTTLED WATER-SENIOR HIGH	0	46.69	
			351295218	BOTTLED WATER-ADM. CENTER	0	48.00	
			351295229	BOTTLED WATER-SENIOR HIGH	0	46.69	
			351299034	BOTTLED WATER-SENIOR HIGH	0	40.69	
663745	QUADIENNT LEASING USA, INC.	04/19/2021	N8793963	POSTAGE MACHINE LEASES	0	759.42	759.42
663746	QUALITY INN & SUITES	04/19/2021	56456533	Water Slide Passes, GodFathers Pizza	4002100181	121.97	121.97
663747	RED RIVER GLAZING, INC	04/19/2021	REQ. #9	SENIOR HIGH ADDITIONS & RENOVATION	0	24,462.50	24,462.50
663748	REDWOOD TOXICOLOGY LABORATORY,	04/19/2021	11624720212	DRUG TESTING	0	72.42	151.64

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			11624720213	DRUG TESTING	0	79.22	
663749	Vendor Continued Void	04/19/2021					0.00
663750	REINHART FOODSERVICE, LLC	04/19/2021	531899	FOOD	7702100259	503.93	4,742.88
			534161	FOOD	7702100259	530.07	
			539474	FOOD	7702100264	1,360.44	
			552299	FOOD	7702100283	1,202.78	
			559065	FOOD	7702100292	205.80	
			559077	FOOD	7702100292	401.10	
			564311	FOOD	7702100292	538.76	
663751	RIEKES EQUIPMENT CO.	04/19/2021	SWO073970-1	SERVICE	152100856	1,360.44	1,360.44
663752	RIVERSIDE INSIGHTS	04/19/2021	INV068509	BDI protocols	4002100157	249.41	249.41
663753	RUPP, ANDERSON, SQUIRES & WALD	04/19/2021	12482	LEGAL SERVICES	0	1,045.50	1,045.50
663754	S & S PROMOTIONAL GROUP	04/19/2021	182967	Laker Lip balm to sell in the Laker Shop	1412100007	209.36	209.36
663755	SCHULTZ BUS COMPANY	04/19/2021	33121-06	BUS SERVICES	152100866	50.00	776.00
			33121-07	BUS SERVICES	152100866	325.00	
			33121-08	BUS SERVICES	152100866	301.00	
			33121-09	BUS SERVICES	152100866	100.00	
663756	Vendor Continued Void	04/19/2021					0.00
663757	SCHMITT MUSIC CENTERS	04/19/2021	3889007	Mouthpiece Kits	212100081	150.00	1,415.22
			3890364	Repair of tenor sax & trumpet	212100076	195.00	
			3909317	INSTRUMENT REPAIR	412100217	400.00	
			3909546	INSTRUMENT REPAIR	412100239	100.00	
			3909600	DLMS BAND INSTRUMENT REPAIR	312100111	60.00	
			3918234	UKULELE REPAIR	262100131	35.00	
			3918245	UKULELE REPAIR	262100131	35.00	
			3926486	UKULELE REPAIR	262100131	35.00	
			3928089	RESALE - REEDS	412100278	73.57	
			3932765	DLMS BAND REPAIR	312100112	150.00	
			3932769	BARITONE REPAIR	262100129	120.00	
			3935696	BELL COVERS FOR HORNS	262100133	61.65	
663758	SCHOOL SPECIALTY INC.	04/19/2021	208127040929	ECFE Equipment and Materials	152100755	199.25	609.32
			208127040953	CENTRAL SUPPLY	152100731	66.91	
			208127048576	ECFE Equipment and Materials	152100755	267.91	
			208127103059	CENTRAL SUPPLY ITEMS	152100784	75.25	
663759	MYOGETO, LEE ALLEN	04/19/2021	2911	PORTABLE TOILET	0	130.00	130.00
663760	SOCIAL THINKING	04/19/2021	189943	Book- Thinking about You, Thinking about Me by Michelle Garcia-Winters Social Thinking website	4002100096	268.85	268.85

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				https://www.social thinking.com/Produ cts/thinking-about -you-thinking-abou t-me-2nd-edition			
663761	STAPLES ADVANTAGE	04/19/2021	3470834650	INK CARTRIDGE FOR DESIGNJET PRINTER YELLOW	152100724	52.89	334.61
			3470834653	INK CARTRIDGE FOR DESIGNJET PRINTER YELLOW	152100724	52.89	
			3471620921	Faxphone Toner	4002100161	60.83	
			3472082221	Student Planner	412100140	168.00	
663762	STC FLOORING	04/19/2021	REQ. #5-FINAL	ROSSMAN ADDITION & RENOVATIONS	0	9,637.38	9,637.38
663763	STELLHER HUMAN SERVICES, INC.	04/19/2021	161896	CTSS-SLMH GRANT-MARCH	0	22,800.00	22,800.00
663764	STUEWE, JESSICA M	04/19/2021	SUPPLIES	CLASSROOM SUPPLIES	0	188.42	188.42
663765	SWANSON'S REPAIR	04/19/2021	01-61326	LEAF BLOWER PARTS	152100854	4.42	4.42
663766	SWENSON, AARON E	04/19/2021	SUPPLIES	9TH GR. ACADEMY	0	115.35	115.35
663767	TRAFERA	04/19/2021	I000208535 i000210838	LAPTOP FOR HR LENOVO CROMEBOOK	3002100191 4002100043	899.00 291.50	1,190.50
663768	TROPHY HOUSE	04/19/2021	256404	ENGRAVED PLATES	152100795	168.00	168.00
663769	TRUMP FRAMING	04/19/2021	9829	ROSSMAN ALL SCHOOL PHOTO FROM 2019-20 SCHOOL YEAR FRAMED	212100089	140.21	140.21
663770	UNIQUE SOFTWARE CORP.	04/19/2021	250779	IPAD REPAIRS	3002100203	129.00	129.00
663771	Vendor Continued Void	04/19/2021					0.00
663772	Vendor Continued Void	04/19/2021					0.00
663773	UPPER LAKES FOODS, INC.	04/19/2021	250779	FOOD	7702100284	2,260.60	17,123.41
			779755-00	FOOD	7702100258	277.94	
			781322-00	FOOD	7702100258	487.80	
			791077-00	FOOD	7702100258	226.06	
			792098-00	FOOD	7702100258	2,492.24	
			792477-00	FOOD	7702100258	81.15	
			793176-00	FOOD	7702100258	1,529.87	
			795098-00	FOOD	7702100265	2,900.22	
			795103-00	FOOD	7702100265	98.48	
			796485-00	FOOD	7702100265	672.10	
			798446-00	FOOD	7702100275	1,034.08	
			798500-00	FOOD	7702100275	80.06	
			799645-00	FOOD	7702100275	1,095.32	
			803740-00	FOOD	7702100291	3,133.78	
			805925-00	FOOD	7702100291	632.61	
			805928-00	FOOD	7702100291	121.10	
663774	VITA PERSONA, LLC	04/19/2021	VP-20211721	Kid Masks	152100808	101.84	101.84
663775	WATER BILLBOARDS	04/19/2021	8259	LAKER WATER	7702100297	504.00	504.00
663776	WEBBER FAMILY MOTORS	04/19/2021	823808/1	MAINTENANCE ON	152100868	79.48	79.48

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
663777	WERNER ELECTRIC SUPPLY	04/19/2021	S010459228.001	VEHICLE BATTERIES CENTRAL SUPPLY	152100801	424.00	381.36
			S010459228.002	BATTERIES CENTRAL SUPPLY	152100801	-42.64	
663778	WEST MUSIC COMPANY	04/19/2021	SI1991514	Rossman Vocal Music Supplies	212100087	672.26	772.22
			SI1993358	Rossman Vocal Music Supplies	212100087	99.96	
663779	WESTERN PSYCHOLOGICAL SERVICES	04/19/2021	WPS-374582	The ABAS-3 provides a complete assessment of adaptive skills across a lifespan.	4002100163	204.60	204.60
663780	WILLIAM V. MACGILL & CO.	04/19/2021	CN0022104	NURSE OFFICE SUPPLIES	4002100007	-76.00	208.04
			IN0732585	NURSE OFFICE SUPPLIES - COVID	4002100021	197.34	
			IN0738200	NURSE OFFICE SUPPLIES	4002100051	86.70	
663781	WOLF, JACOB DARREN	04/19/2021	TRAVEL	MASSP CONFERENCE	0	52.30	52.30
663782	ZERR BERG	04/19/2021	6078	SENIOR HIGH ADDITIONS & RENOVATION	0	17,424.00	20,496.00
			6079	ROOSEVELT ADDITION & RENOVATIONS	0	3,072.00	

200 Computer Check(s) For a Total of 1,647,182.32

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	200	Computer	Checks For a Total of	1,647,182.32
Total For	200	Manual, Wire Tran, ACH & Computer	Checks	1,647,182.32
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,647,182.32

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	26,366.24	1,172.02	186,273.81	213,812.07
02	FOOD SERVICE	0.00	410.15	64,842.98	65,253.13
03	TRANSPORTATION FUND	0.00	0.00	15,381.68	15,381.68
04	COMMUNITY SERVICE FUND	0.00	151.06	9,149.64	9,300.70
05	CAPITAL EXPENDITURE	0.00	0.00	10,805.12	10,805.12
06	BUILDING FUND	0.00	0.00	1,332,565.15	1,332,565.15
18	CUSTODIAL FUNDS	0.00	0.00	64.47	64.47

PERSONNEL AGENDA

April 19, 2021

1) Resignations:

Morgan Berger – Middle School Special Education Paraprofessional, effective April 20, 2021.
Tammy Fairchild – Middle School Special Education Paraprofessional, effective November 30, 2020.
Brittany Ginnaty – Roosevelt School Year and Summer Latchkey Assistant, effective March 18, 2021.
Del Jasken – Roosevelt Elementary Special Education Teacher, effective at the end of the 2020-2021 school year.
Josh Omang – Varsity Head Football Coach, effective March 8, 2021.
Darlene Peterson – Rossman Elementary Title I Assistant/Noon Duty Supervisor, effective March 16, 2021.
Jamie Pohl – Middle School Special Education Paraprofessional, effective April 5, 2021.
Sarah Seuntjens – Assistant Varsity Girls Golf Coach, effective January 5, 2021.
Eric Siegert – 9th Grade Boys Baseball Coach, effective March 25, 2021.
Mary Simon – Adult Basic Education Teacher, effective March 11, 2021.
Mike Swan – High School Ojibwe Culture Teacher, effective at the end of the 2020-2021 school year.
Ryan Tangen – District Business Manager, effective June 30, 2021.

2) Appointments:

Natasha Dahring – High School Food Server, at the rate of \$14.90 per hour, working up to 29.75 hours per week, effective April 19, 2021.
Phil Hansen – 9th Grade Baseball Coach, at the rate of 6% of BA, Step 1, or a contract amount of \$2,406.72, effective April 8, 2021.
Brandon Johnson – .5 Middle School Baseball Coach, at the rate of 2.25% of BA, Step 1, or a contract amount of \$902.52, effective April 12, 2021.
Dayne McGiboney – Rossman Elementary Full-Time Special Education Assistant, at the rate of \$13.80 per hour, working up to 37.50 hours per week, effective March 19, 2021.
Lori Nustad – District Office Accountant, at the rate of \$28.00 per hour, working up to 40 hours per week, effective April 19, 2021.
Tim Vagle – District-wide IT Manager, at a contracted rate of \$81,600.00, effective date to be determined.

3) Leave of Absence:

Ashley Brookens – Rossman Elementary Special Education Paraprofessional, requests a leave of absence beginning February 22, 2021, and continuing through May 28, 2021.
Melissa Greene – Lincoln Education Center School Readiness Teacher, requests an intermittent leave of absence beginning March 29, 2021, and continuing through May 24, 2021.
Kathryn Haugrud – Roosevelt Elementary 5th Grade Teacher, requests a five-year leave of absence effective for the 2021-2022 through 2025-2026 school years.
Frances Kay Parker – High School Special Education Paraprofessional, requests a leave of absence beginning March 16, 2021, and continuing through April 23, 2021.

4) Amended Assignment:

Jennifer Fode – High School Media Center Assistant, to amend her assignment to Middle School Administrative Assistant, at the rate of \$15.87 per hour, effective March 22, 2021.
Anthony Stensgard – Middle School Baseball Coach, to amend his assignment to .5 Middle School Baseball Coach, at a rate of 2.25% of BA, Step 2, or a contract amount of \$913.56, effective April 12, 2021.

5) Sixth Period Pay:

David Meyer – High School Teacher, assigned a sixth class for the spring 2021 semester.

6) Termination:

Brooke Saunders – Rossman Elementary Latchkey Assistant, effective April 1, 2021.



DATE: April 12, 2021
TO: Board of Education
FROM: Nancy Olson - HR Director *no*
SUBJECT: Renewal of 2021-22 Group Health Insurance Coverage

The District has received the health insurance renewal information from its current insurer, PEIP (Public Employee Insurance Program) for the July 1, 2021 plan year. Rates effective 7/1/21 reflect a 7% increase. According to PEIP, "the renewal increase of 7% is basically a trend (medical inflation) amount. PEIP is taking a conservative approach with the possibility of higher "after COVID" claims experience, so the plans can avoid the risk of higher future renewals."

PEIP offers three (3) plans that eligible employees may choose from. Rates can be found below:

Plans:	7/1/2020	7/1/2021	\$ Increase	% Increase
	PEIP Current Rates	PEIP Renewal Rates		
PEIP High Plan- Single	\$ 765.76	\$ 819.46	\$ 53.70	7.0%
PEIP High Plan- Family	\$ 2,044.16	\$ 2,187.50	\$ 143.34	7.0%
PEIP Value Plan- Single	\$ 685.76	\$ 733.86	\$ 48.10	7.0%
PEIP Value Plan- Family	\$ 1,830.58	\$ 1,958.94	\$ 128.36	7.0%
PEIP HSA Plan- Single	\$ 539.38	\$ 577.20	\$ 37.82	7.0%
PEIP HSA Plan- Family	\$ 1,439.84	\$ 1,540.80	\$ 100.96	7.0%

In addition to premium increases, a cost level change was made to a provider network which increases employee out-of-pocket expenses. No other material changes have been made to the plans.

District Administration recommends approval of renewing with PEIP for the 2021-22 plan year for employee health insurance coverage for the non-union groups. Board approval is not necessary for Union groups, only to acknowledge the renewal. (MN Statute allows for union groups to select PEIP as their health insurer).

cc: Kathy Owens Kathy Boelter

**LETTER OF AGREEMENT
ADDRESSING THE JULY-JUNE FLOATING DAY TIMELINE
DURING THE 2021-22 SCHOOL YEAR**

This Letter of Agreement is entered into by and between Independent School District No. 22, Detroit Lakes, Minnesota (hereinafter referred to as the "School District") and Detroit Lakes Certified Teachers (hereinafter referred to as the "Union").

RECITALS:

WHEREAS, the School District and the Union are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2019-June 30, 2021 until a successor agreement is reached; and

WHEREAS, Article IX provides for language pertaining to the timeline of a floating day as professional learning within a June 30-July 1 school year; and

WHEREAS, for the 2021-22 school year, the timeline will be reduced to August 16-August 30, 2021; and

WHEREAS, these specific virtual sessions take place and are partaken of prior to the school year starting; and

WHEREAS, if the timeline isn't met, all unfulfilled parties from the Union will attend to the sessions on August 30, 2021.

NOW THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. Floating Days:** While the parties agree that floating days are an important part of the Teachers' assignments, the parties recognize that these days may, occasionally, have to fall on a different timeline.
- 2. Timeline of Floating Days:** The parties agree that floating day opportunities will be offered only between August 16-30, 2021 for the 2021-22 school year.
- 3. Dock of pay:** The parties agree that, despite the altered timeline for the 2021-22 school year, floating days remain a contractual obligation and are subject to pay-dock at the teacher's pro-rata daily rate of pay if the day is not fulfilled as prescribed by during the 2021-22 school year.

4. Terms of the Letter of Agreement; Modification. The Letter of Agreement shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2022. The Letter of Agreement may be modified by mutual written agreement between the parties hereto.

5. Grievances. The parties agree this Letter and its intent is not grievable.

6. No reopening of Negotiations. This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

7. No Precedent or Practice. Nothing in this Letter of Agreement may be deemed to establish a new precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union.

**INDEPENDENT SCHOOL DISTRICT
NO. 22**

Dated: _____, 2021

By: _____
Board Chair

By: _____
Clerk

**EDUCATION MINNESOTA--DETROIT
LAKES**

Dated: 4/12/21, 2021

By: [Signature]

By: [Signature]

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 202
Date Revised: 04/14/2014; 01/13/2020	

202 - SCHOOL BOARD OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall ~~meet~~ annually ~~and~~ organize by selecting a chair, a vice-chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair.

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair.

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. Treasurer.

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. §123B.12.

D. Clerk.

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:

 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
[Minn. Stat. § 123B.143 \(Superintendent\)](#)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers, and Duties

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.1
Date Revised: 02/09/04; 05/12/2014	

203.1 - SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, ~~to adjourn~~, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model 207 (Public Hearings)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.2
Date Revised: 05/12/2014	

203.2 - ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Roll Call.
3. Pledge of Allegiance
4. Approval of agenda.
5. Recognitions.
6. Comments and Requests from Visitors~~Recognition of visitors.~~
7. Program Presentations~~Approval of prior meeting minutes.~~
8. Consent agenda.
9. Discussion Items~~Presentation of additional bills for payment.~~
10. Action Items.
11. Administrative and Board Reports.
12. Upcoming Events and Activities~~Written communications.~~
13. Adjournment~~Superintendent's announcements.~~

~~10. Other old or unfinished business.~~

~~11. New business.~~

~~12. Adjournment.~~

[Note: The school board should incorporate its preferred order of business into this policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.5
Date Revised: 11/09/98; 03/09/2009; 03/08/2010; 05/12/2014	

203.5 - SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

~~It is that~~ The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting

to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 204
Date Revised: 01/10/05; 03/09/2009; 03/08/2010; 01/01/2014 <i>(No Change)</i>	

204 - SCHOOL BOARD MEETING MINUTES

{Note: The provisions of this policy are required by statute.}

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal references: Minn. Stat. § 13D.01 Subd. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd.10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05 Subd.8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08 Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross reference: MSBA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

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205 - OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings.

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

~~C. D.~~ Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - 1. To determine the asking price for real or personal property to be sold by the district;
 - 2. To review confidential or nonpublic appraisal data; and

3. To develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer~~ed~~ considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recordings must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the

school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*, (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 19-008 \(May 22, 2019\)](#)
[Dept. of Admin. Advisory Op. No. 19-006 \(April 9, 2019\)](#)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

- Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

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**206 - PUBLIC PARTICIPATION IN SCHOOL BOARD
MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD
MEETINGS AND DATA PRIVACY CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school board **is** to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title, job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), -together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship,- including a superintendent buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data on applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence; except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an

application to a multimember agency pursuant to Minn. Stat. §15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address, ~~and~~ either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against the appointee; and upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. ~~—~~Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. §13:D.05 (Not Public Data).
4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, -Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of

Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. **THE PUBLIC’S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. **PROCEDURES**

A. Agenda items-

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent’s office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

| B. Complaints-

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

| C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible

examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44, (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
[Minn. Stat. § 123B.143, Sub. 2 \(Disclose Past Buyouts or Contract is Void\)](#)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: MSBA/[MASA](#) Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/[MASA](#) Model Policy 207 (Public Hearings)
MSBA/[MASA](#) Model Policy 406 (Public and Private Personnel Data)
MSBA/[MASA](#) Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual Chapter 13, School Law Bulletin “I” (School Records-Privacy-Access to Data)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 207
Date Revised: 05/12/2014	

207 - PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after

the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References:

Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

| ***Cross References:*** MSBA/[MASA](#) Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 208
Date Revised: 02/09/04; 05/15/06; 07/14/2014	

208 - DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of ~~one-two~~ school board meetings. The proposals shall be distributed and public comment will be allowed at ~~both the~~ meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meeting at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. ~~It shall be the responsibility of the~~ superintendent shall be responsible for ~~to~~ implementing school board policies, other than the policies that cover how the school board will operate. and to ~~The superintendent shall~~ develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]

- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. ~~It shall be the responsibility of the~~ superintendent, employees designated by the superintendent, and individual school board members shall be responsible for ~~to~~ keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~;~~ 410 Family and Medical Leave Policy; 413 Harassment and Violence; ~~413 Harassment And Violence;~~ 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination;

~~and~~-524 Internet Acceptable Use and Safety Policy, 616 School District System Accountability, and 806 Crisis Management Policy.

- E. When ~~there is~~ no school board policy ~~in-existence~~ to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 209
Date Revised: 02/09/04, 05/12/2014	

209 - CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as a part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
- ~~2.~~

2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.

6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the school board in legal session—not with the individual members of the school board except as authorized by law.

3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.

4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.

5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.

6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her the responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. ~~Expect~~ Insist the superintendent ~~to~~ keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as ~~an ex-officio~~ the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal ~~and state~~ agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. [§ 123B.02](#), Subd. 1 (School District Powers)
Minn. Stat. [§ 123B.09](#) (School Board Powers)
Minn. Stat. [§ 123B.143](#), Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 210
Date Revised: 07/12/04; 01/10/05; 03/09/2009; 05/12/2014	

210 - CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when- it is the

only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed.

a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

~~a.~~

b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

~~b.~~

c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:

~~c.~~

1. The name of the school board member and the office held;

~~1.~~

2. An itemization of the goods or services furnished;

~~2.~~

3. The contract price;

~~3.~~

4. The reasonable value;

~~4.~~

5. The interest of the school board member in the contract; and

~~5.~~

6. That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for

services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree, as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal Reference: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13 and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/[MASA](#) Model Policy 101 (Legal Status of the School Board)
MSBA/[MASA](#) Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 3, School District Governance, Powers and Duties

Date Adopted: 04/14/2014	File Number: Detroit Lakes Policy – 210.1
Date Revised:	

210.1 CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school board is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

- A. An individual is prohibited from serving as a member of the board of directors of a charter school if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Commissioner of Education (Commissioner) or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.
- B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (1) the board member, employee, officer, or agent; (2) the immediate family of the board member, employee, officer, or agent; (3) the partner of the board member, employee, officer, or agent; or (4) an organization that employees, or is about to employ, any individual in clauses (1) to (3), has a financial or other interest in the entity with which the charter school is contracting. A violation of this provision renders the contract void.
- C. Any employee, agent, or board member of the authorizer of a charter school who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the

board of directors of a school chartered by that authorizer.

D. The charter school board member conflict of interest provisions do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under Minn. Stat. Ch. 308A when the teacher also serves on the charter school board of directors.

E. A charter school board member, employee, or officer is a local official with regard to the receipt of gifts. A board member, employee, or officer must not receive compensation from a group health insurance provider.

Legal References: Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 124E.14D.10, ~~Subd. 4a~~ (Charter Schools; Conflict of Interest)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 211
Date Revised: 01/10/05; 05/12/2014	

211 - CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. § 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the

teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices-

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas-

~~It is~~ The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify-

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees-

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the

school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

| B. Students:-

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

| C. Criminal Investigations:-

- | 1. ~~It is~~ The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality and to avoid embarrassment to the students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

| D. Data Practices:-

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975);

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 212
Date Revised: 03/09/2009, 01/11/2010; 01/01/2014 (No Change)	

212 - SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Date Adopted: 5/12/97	File Number: Detroit Lakes Policy - 213
Date Revised: 11/09/98; 03/09/2009; 05/12/2014	

213 - SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.

- G The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

A. The school board hereby appoints the following standing committees:

- 1. Audit~~Activities~~
- 2. Policy~~Employee Insurance~~
- 3. Building and Grounds~~Facilities~~
- 4. Negotiations Committee(s) for various employee groups~~Finance~~
- 5. ~~Health and Safety~~
- 6. ~~Lane Change~~
- 7. ~~EMDL Meet and Confer~~
- 8. ~~Other Employee Negotiations~~
- 9. ~~Project Oversight Committee~~
- 10. ~~Teacher Negotiations~~
- 11. ~~Transportation~~
- 12. ~~Technology~~
- 13. ~~Area Learning Center Council~~
- 14. ~~Apprenticeship/School to Work~~
- 15. ~~Becker County Children’s Initiative~~
- 16. ~~Chemical Dependency/Child Abuse~~
- 17. ~~Community Education/Advisory Council/Great Start~~
- 18. ~~Curriculum Council~~
- 19. ~~District Staff Development~~
- 20. ~~Dollars for Scholars~~
- 21. ~~High School League Rep.~~
- 22.
- 23. ~~Interagency Early Intervention Committee (IEIC)~~
- 24. ~~Literacy Council~~
- 25. ~~MSBA Legislative Liaison~~
- 26. ~~Peer Review~~
- 27. ~~Schedule C & D Committee~~
- 28. ~~Student Reassignment~~
- 29. ~~Title VII~~
- 30. ~~Wellness/Nutrition~~

Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Chapter 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
 MSBA Service Manual, Chapter 13, School Law Bulletin "C"
 (Minnesota's Open Meeting Law)

Date Adopted: 1/9/2006	File Number: Detroit Lakes Policy - 214
Date Revised: 7/10/2013; 05/12/2014; 12/19/2016 (No Change)	

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging,

commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Date Adopted:	File Number:
Date Revised:	Detroit Lakes Policy - 535

535 – SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,

altering individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, altering individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability will be required to provide documentation such as

proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice controls, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met;
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross Reference: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Superintendent OR Special Education Director (Students)
or the Director of Human Resources (Employees)

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information:

Name: _____ Phone: _____ Email: _____

Address: _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

____ Properly licensed

____ Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Date Adopted: 11/12/84	File Number: Detroit Lakes Policy - <u>535542</u>
Date Revised: 01/12/98	

535542 - CLASSROOM SUPPLIES AND MATERIALS FEE

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation.

In classes (such as shop, ag, home economics, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials.

In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain ownership of such project.

Date Adopted:	File Number:
Date Revised: 03/09/2015	Detroit Lakes Policy - 706

706 - ACCEPTANCE OF GIFTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift as well as location for placement if applicable. To facilitate Board approval, a written proposal is required for all contributions exceeding \$500 or for contributions being permanently placed on School District property. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in

accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6, (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

Appendix I to Policy 706

CONTRIBUTION PROPOSAL

A written contribution proposal is required for all contributions exceeding \$5000. Please complete the following questionnaire and submit to the site principal or program director.

Amount/value of gift: _____

1. Describe how the gift furthers the mission of the district.

2. Are there any restrictions on the district's use of the gift?

3. Does the gift imply an endorsement of any business or product?

4. Describe in detail any ongoing expenses the district may incur if the gift is accepted.

5. Does the gift create inequities between programs or sites?

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF **CALLIE BRORBY**, A **TIER 2** TEACHER.

WHEREAS, Callie Brorby is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Callie Brorby is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

CALLIE BRORBY
1710 BRAINARD BLVD #207
DETROIT LAKES, MN 56501

Dear Callie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF **ROBERTA CHATHAM**, A TEACHER.

WHEREAS, **Roberta Chatham** is a teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of **Roberta Chatham** is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

ROBERTA CHATHAM
15794 RIDGEVIEW LANE E
DETROIT LAKES, MN 56501

Dear Roberta:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF PEYTON FOERTSCH, A
PROBATIONARY TEACHER.**

WHEREAS, Peyton Foertsch is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Peyton Foertsch is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

PEYTON FOERTSCH
16355 74TH STREET SE
BARNEY, ND 58008

Dear Peyton:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF AARON GASTECKI, A
PROBATIONARY TEACHER.**

WHEREAS, Aaron Gastecki is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Aaron Gastecki is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

AARON GASTECKI
11511 92ND AVE
LITTLE FALLS, MN 56345

Dear Aaron:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF **SADIE HERMAN**, A
PROBATIONARY TEACHER.**

WHEREAS, Sadie Herman is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Sadie Herman is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

SADIE HERMAN
1147 MCKINLEY AVE
DETROIT LAKES, MN 56501

Dear Sadie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF **LAURA HUNT**, A **TIER 1** TEACHER.

WHEREAS, Laura Hunt is a Tier 1 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Laura Hunt is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

LAURA HUNT
20162 S TWIN DR
FRAZEE, MN 56544

Dear Laura:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF **MELISSA OSTLIE**, A **TIER 1** TEACHER.

WHEREAS, Melissa Ostlie is a Tier 1 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Melissa Ostlie is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

MELISSA OSTLIE
30225 WING TRAIL
VERGAS, MN 56587

Dear Melissa:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF **MORGAN PATROW**, A
PROBATIONARY TEACHER.**

WHEREAS, Morgan Patrow is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Morgan Patrow is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

MORGAN PATROW
226 STONE CREEK DR #305
DETROIT LAKES, MN 56501

Dear Morgan:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF **AUSTIN RICHTER**, A **TIER 2** TEACHER.

WHEREAS, Austin Richter is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Austin Richter is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

AUSTIN RICHTER
1006 WILLOW ST W
DETROIT LAKES, MN 56501

Dear Austin:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ELLIE RUTTEN, A
PROBATIONARY TEACHER.**

WHEREAS, Ellie Rutten is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Ellie Rutten is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

ELLIE RUTTEN
45349 COUNTY HWY 14
PERHAM, MN 56573

Dear Ellie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF VALERIE SCHULTZ, A
PROBATIONARY TEACHER.**

WHEREAS, Valerie Schultz is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Valerie Schultz is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

VALERIE SCHULTZ
43571 BASS HARBOR RD
PELICAN RAPIDS, MN 56572

Dear Valerie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF **DANNIELLE SOLBERG**, A
PROBATIONARY TEACHER.

WHEREAS, Dannielle Solberg is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Dannielle Solberg is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

DANNIELLE SOLBERG
1430 APEX COURT
DETROIT LAKES, MN 56501

Dear Dannielle:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

DETROIT LAKES PUBLIC SCHOOLS
Detroit Lakes, Minnesota

**Resolution Proposing Placement of a Continuing Contract/Tenured Teacher
on Unrequested Leave of Absence**

Member _____ introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Independent School District No. 22, as follows:

That it is proposed that **KARRIE TAYLOR**, a continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without fringe benefits, at the end of the 2020-2021 school year effective June 30, 2021. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10. Upon the grounds described in said statute and which are specifically as follows: discontinuance of position

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in her personnel file with a copy of the notice and resolution.

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted on April 19, 2021.

Clerk of the School Board

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF MADYSON WEBBER, A
PROBATIONARY TEACHER.**

WHEREAS, Madyson Webber is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Madyson Webber is hereby terminated at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

MADYSON WEBBER
509 DAVIS AVE
DETROIT LAKES, MN 56501

Dear Madyson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on April 19, 2021, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

DATE: April 14, 2021
TO: Mark Jenson, Superintendent and Board of Education
FROM: Ryan Tangen, Business Manager 
SUBJECT: **Construction Change Orders – Roosevelt Elementary,
High School**

Attached and summarized below are the Change Orders for the April 2021 School Board meeting, listed by project location and by contractor.

Roosevelt Elementary:

Change Order #002: CE #064 Extend Basketball Hoop Extend the wall-mounted basketball hoops on the east side to 11' The Centre Stage Manufacturing Co., LLC	\$300.00
Change Order #003: CE #065 Stairwell S4.1 Finishes All work and material to complete finishes in stairwell. Traill Painting Co	\$2,250.00
Change Order #007: CE #065 Stairwell S4.1 Finishes Work and material to complete finishes in stairwell S4.1 & S4.2. F-M Flooring, Inc	\$12,655.00
Change Order #008: CE #067 Carpet in Lower Level Main Corridor Price to provide and install carpet tile in Corridor H10. F-M Flooring, Inc	\$12,945.00
Change Order #011: CE #068 Add Remote Bluetooth Receivers to Gyms Add remote Bluetooth receiver to both gyms. Bergstrom Electric, Inc	\$2,747.00
Change Order #015: CE #066 Mechanical Changes Upsize gas piping for full-size combi-oven. Core drill hole through foundation wall for sump pit. Peterson Mechanical, Inc	<u>\$1,519.00</u>
Total Roosevelt Elementary Change Orders	\$32,416.00

High School:

Change Order #002: CE #067 9 th Grade Science Classrooms 9 th Grade Academy Science rooms revision. Innovative Laboratory Systems, Inc	(\$10,708.00)
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Change Order #004: CE #067 9 th Grade Science Classrooms 9 th Grade Academy Science rooms revision. Northwest Cabinet, Inc	\$14,493.30
Change Order #004: CE #073 Terrazzo Logo TZ-5 similar to TM-#12-2042 without mirror chips. Advance Terrazzo & Tile Co., Inc	\$7,300.00
Change Order #005: CE #072 Millwork Revisions Revise panels at the admin reception desk. 6B Millwork to supply all materials and brackets for countertops and bench. 6A to install. Northwest Cabinets, Inc	\$16,954.22
Change Order #007: CE #069 – Area A Gym 8 Inch Stud Wall Revise the upper wall above Grid A1 to 8” metal stud framing in lieu of CMU. Huesman Schreiber Masonry, LLC	(\$7,280.00)
Change Order #008: CE #070 PR-43 Area A, Mezzanine Level Gates BP 5B to cut out the tube steel. 5A to supply parts needed to close off the tube steel for 5B to install. Omit material and installation on the guardrail. Integrity Steel Supply LLC	\$3,836.00
Change Order #011: CE #067 9 th Grade Science Classrooms 9 th Grade Academy Science rooms revision. BDT Mechanical, LLC	(\$14,248.00)
Change Order #013: CE #069 Area A Gym 8 Inch Stud Wall Revise the upper wall above Grid A1 to 8” metal stud framing in lieu of CMU. Miller & Sons Drywall, Inc	\$6,150.00
Change Order #014: CE #067 9 th Grade Science Classrooms 9 th Grade Academy Science rooms revisions. Miller & Sons Drywall, Inc	\$1,270.00
Change Order #016: CE #067 9 th Grade Science Classrooms 9 th Grade Academy rooms revisions. Bergstrom Electric, Inc	\$24,025.00

Change Order #018: CE #070 PR-43 Area A, Mezzanine Level Gates BP 5B to cut out the tube steel. 5A to supply parts needed to close off the tube steel for 5B to install. Omit material and installation on the guardrail. Ledgestone, Inc	\$705.00
Change Order #019: CE #067 9 th Grade Science Classrooms 9 th Grade Academy Science rooms revisions. Ledgestone, Inc	\$6,313.00
Change Order #020: CE #072 Millwork Revisions Revise panels at the admin reception desk. 6B Millwork to supply materials and brackets for countertops and bench. 6A to install. Ledgestone, Inc	<u>\$2,013.00</u>
Total High School Change Orders	<u>\$50,823.52</u>
 TOTAL CHANGE ORDERS	 <u>\$83,239.52</u>

Recommend approval of the above listed Change Orders.



CCO #002

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #002: CE #064 - Extend Basketball Hoop

Table with contract details: CONTRACT COMPANY, CONTRACT FOR, DATE CREATED, CREATED BY, CONTRACT STATUS, CHANGE REASON, ACCOUNTING METHOD, TOTAL AMOUNT.

DESCRIPTION:
CE #064 - Extend Basketball Hoop
Price to extend the wall-mounted basketball hoops on the east side to 11'.

ATTACHMENTS:
Sscan20122908590.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with descriptions and amounts: The original (Contract Sum) \$ 27,900.00, Net change by previously authorized Change Orders \$ 5,410.00, etc.

The Centre Stage Manufacturing Co., LLC
Sauk Centre, Minnesota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Jim Clausen
55B248AAA3804C8...

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
[Signature]
9FE40DD3EEB446F...

DocuSigned by:
[Signature]
32113E3583F3494...

Centre Stage MFG. Co. LLC
40613 442nd St
Sauk Centre, MN 56378
Phone 320.352.5999
Fax 320.352.6304

From: Dan Leslie
December 23, 2020

Roosevelt Elementary School
Wall Mounted BB Hoop
Detroit Lakes, MN

Change BB Hoops from 6' extensions to 11' extensions

~~**\$1,775.00**~~

OWNER Cost **\$ 300 .00**

\$1,475.00

\$1,775.00

Includes Product, Installation and Sales Tax.
Products are Draper.

The Centre Stage Mfg. Co., LLC is a woman owned business (WOB)



CCO #003

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #003: CE #065 - Stairwell S4.1 Finishes

Table with contract details: CONTRACT COMPANY (Traill Painting Co.), CONTRACT FOR (SC-18-066 B-020:9I Painting), DATE CREATED (2/03/2021), CREATED BY (Sean Vadnais), CONTRACT STATUS (Approved), CHANGE REASON (Construction Change), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$2,250.00)

DESCRIPTION:
CE #065 - Stairwell S4.1 Finishes
All work and material to complete finishes in stairwell S4.1 and S4.2

ATTACHMENTS:
Stairwell (002).pdf RFP 33 - SE Stair Finishes - Plan.pdf RFP 33 Alt 2 - SE Stair Finishes.pdf

CHANGE ORDER LINE ITEMS:

Table showing contract sum changes: The original (Contract Sum) \$ 87,300.00, Net change by previously authorized Change Orders \$ 1,800.00, The contract sum prior to this Change Order was \$ 89,100.00, The contract sum will be increased by this Change Order in the amount of \$ 2,250.00, The new contract sum including this Change Order will be \$ 91,350.00

Traill Painting Co.
Fargo, North Dakota

DocuSigned by:
Bobby Brown
457C4A34B3874E4...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
0E9E0070A56748C...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
[Signature]
9FE40DD3EEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
[Signature]
32113E3583E3494...



Date: December 9, 2020
To: Gerhtz Const
Attn: Sean
Re: Roosevelt Elem.
Detroit Lakes, MN

Labor and materials to paint existing stairway
walls, ~~Stair pans and railings~~

~~\$3,250.00~~

\$2,250

per message on 02/03/2021

Bobby Brown





CCO #007

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #007: CE #065 - Stairwell S4.1 Finishes

Table with contract details: CONTRACT COMPANY (F-M Flooring, Inc.), CONTRACT FOR (SC-18-066 B-019:9G Resilient Flooring/Carpeting), DATE CREATED (2/03/2021), CREATED BY (Sean Vadnais), CONTRACT STATUS (Approved), CHANGE REASON (Construction Change), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$12,655.00)

DESCRIPTION:
CE #065 - Stairwell S4.1 Finishes
All work and material to complete finishes in stairwell S4.1 and S4.2

ATTACHMENTS:
Stairwell (002).pdf RFP 33 - SE Stair Finishes - Plan.pdf RFP 33 Alt 2 - SE Stair Finishes.pdf

CHANGE ORDER LINE ITEMS:

Table showing contract sum changes: The original (Contract Sum) \$ 198,605.00, Net change by previously authorized Change Orders \$ 17,875.00, The contract sum prior to this Change Order was \$ 216,480.00, The contract sum will be increased by this Change Order in the amount of \$ 12,655.00, The new contract sum including this Change Order will be \$ 229,135.00

F-M Flooring, Inc.
Fargo, North Dakota

DocuSigned by:
Dan Erickson
E9DF7FB5AE6B4AA...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
[Signature]
9FE40DD3EEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
[Signature]
32113E3583E3494...



1919 Main Ave
Fargo, ND 58103
Phone: 701-235-8096
Fax: 701-235-8409

PROPOSAL REQUEST

To: Sean Vadnais
Gehrtz Construction Services

Date: 1/22/2021
RFP No.: 33 Alt 2

Project: Roosevelt Elementary
Detroit Lakes, MN

Project No.: 19-105

Inclusions:

SEE ATTACHED PLAN

- Demo Existing VCT
- Prep Floor for New VCT
- Install New VCT
- Install New Vinyl Wall Base
- Install One Piece Rubber Treads/Riser - **Changed from Solid Color to Microtone**
- Install Rubber Tile on Landing - **Changed from Solid Color to Microtone**

Standard floor prep included. (Sweeping, Filling of cracks/construction joints)

We propose to furnish material and labor for the project and sections noted above. All applicable taxes included.

Exclusions:

- Performance & Payment Bonds (add 1.25% if required) / Permits / Prevailing Wages / Liquidated Damages
- Floor Protection / Final Cleaning
- Excessive Floor Preparation, Floor Grinding/Blasting (Billed out at \$75.00 per hour & \$25.00 per bag of fill)
- This proposal does not include any future tariffs and is subject to a change order if any are instituted.

Base Bid Total: \$ 12,655.00

This proposal may be withdrawn by us if not accepted within 30 days.

This proposal, if accepted, is to be included as part of the contract.

Accepted By:

Dan Erickson
Project Manager
Cell: 701-630-8393 / Email: dan@f-mflooring.com

Signature Date

Printed Name & Title

*F-M Flooring is a North Dakota Certified Disadvantaged Business Enterprise (DBE)
under the regulations set forth in 49 CFR 26 and 23.*



CCO #008

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #008: CE #067 - Carpet in Lower Level Main Corridor

Table with contract details: CONTRACT COMPANY (F-M Flooring, Inc.), CONTRACT FOR (SC-18-066 B-019:9G Resilient Flooring/Carpeting), DATE CREATED (3/05/2021), CREATED BY (Sean Vadnais), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$12,945.00)

DESCRIPTION: CE #067 - Carpet in Lower Level Main Corridor
Price to provide and install carpet tile in Corridor H10. The contractor's option is not accepted on this alternate.

ATTACHMENTS: PR FM 05 - Existing Hall H10 Carpet.pdf

CHANGE ORDER LINE ITEMS:

Table showing contract sum changes: The original (Contract Sum) \$ 198,605.00, Net change by previously authorized Change Orders \$ 30,530.00, The contract sum prior to this Change Order was \$ 229,135.00, The contract sum will be increased by this Change Order in the amount of \$ 12,945.00, The new contract sum including this Change Order will be \$ 242,080.00, The contract time will not be changed by this Change Order by

F-M Flooring, Inc.
Fargo, North Dakota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Dan Erickson
E9DE7FB5AE6B4AA...

DocuSigned by: Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
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DocuSigned by: [Signature]
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PROPOSAL REQUEST

To: Sean Vadnais / Dan Kleist
Gehertz Construction Services

Date: 9/3/2020
Proposal Request No.: FM 05

Project: Roosevelt Elementary
Detroit Lakes, MN

FM Project No.: 19-105

Inclusions:

Add Carpet Tiles 2-5 to existing hall H10 as shown on the attached plan.

The yellow area on the attached plan is what we discussed on site.

Area A - \$ 7,290.00
Area B - \$ 5,655.00

The orange area is a contractor's option just to finish that entire hallway.

Exclusions:

Permits / Prevailing Wages / Liquidated Damages
Removal of Existing Flooring & Adhesives / Dumpsters / Landfill Fees
Floor Protection / Final Cleaning
Excessive Floor Preparation

Total: \$ 12,945.00

~~Contractor's Option Total: \$ 3,405.00~~

This proposal may be withdrawn by us if not accepted within 30 days.
This proposal, if accepted, is to be included as part of the contract/change order.

Accepted By:

Dan Erickson
Project Manager
Cell: 701-630-8393 / Email: dan@f-mflooring.com

Signature

Date

Printed Name & Title



CCO #011

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #011: CE #068 - Add remote bluetooth receivers to gyms

Table with contract details: CONTRACT COMPANY (Bergstrom Electric, Inc. GF), CONTRACT FOR (SC-18-066 B-027:26 Electrical), DATE CREATED (3/24/2021), CREATED BY (Sean Vadnais), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$2,747.00)

DESCRIPTION: CE #068 - Add remote bluetooth receivers to gyms
Add remote Bluetooth receiver to both gyms.

ATTACHMENTS: BEI CO#119A - Gym Bluetooth Receivers.pdf

CHANGE ORDER LINE ITEMS:

Table showing contract sum changes: The original (Contract Sum) \$ 1,245,805.00, Net change by previously authorized Change Orders \$ 102,407.00, The contract sum prior to this Change Order was \$ 1,348,212.00, The contract sum will be increased by this Change Order in the amount of \$ 2,747.00, The new contract sum including this Change Order will be \$ 1,350,959.00

Bergstrom Electric, Inc. GF
Grand Forks, North Dakota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Josh Sundeen
298A3C9C2D4E4B4...

DocuSigned by: Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
9FE40DD3FEB446F

DocuSigned by: [Signature]
32113E3583E3494...



Fargo
 4120 14th Ave. No.
 Fargo, ND 58102
 Ph 701.281.8992 Fx 701.281.8993
 Email jsundeen@bergstromelectric.com

CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: Gehrtz Construction Services			PHONE: 701-297-0704	DATE: 03/10/21
STREET: 510 4th Avenue N			JOB NAME: Roosevelt Elementary	BEI PROJECT #: 4371
CITY: Fargo	STATE: ND	ZIP: 58102	JOB LOCATION: Detroit Lakes, MN	
Engineer ONE	BEI CO#: 119A	PR#:	ATTN: Sean Vadnais	PHONE #: 701-212-0814

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

Add remote bluetooth receiver in gyms: \$2,747.00

Existing Gym: \$ 1,572.00
 New Gym: \$ 1,175.00

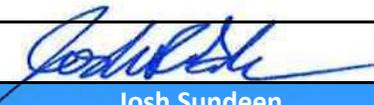
- The device has a maximum range of 70'.
- Adding this device will require Tricorne to disconnect the current media input for the gym which will render the CD player, usb and aux input in the rack unavailable.
- If the school does not plan to use the AM/FM tuner, Tricorne could remove the Denon DN-300Z and provide a credit (not currently included in this proposal).

All Work Performed In Accordance With Local, State and National Electrical Codes

We Propose - HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
Total: Two Thousand Seven Hundred Forty Seven (\$2,747.00)

PAYMENT TO BE MADE AS FOLLOWS:
AS WORK PROGRESSES

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IS A WORK-MAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOUND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUT WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.


Josh Sundeen
NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIIN >>>>> 30 DAYS.

Acceptance of Proposal

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____
 DATE: _____

- | | | | | |
|---|---|---|--|--|
| Grand Forks
3100 North Washington St.
Grand Forks, ND 58203
Ph 701.775.8897
Fx 701.772.4951 | Bismarck
3554 East Divide Ave.
Bismarck, ND 58501
Ph 701.221.0783
Fx 701.221.0784 | Devils Lake
1100 2nd Ave NE
Devils Lake, ND 58301
Ph 701.662.5823
Fx 701.662.8996 | Crookston
302 North Main
Crookston, MN 56716
Ph 218.281.7571
Fx 218.281.1911 | Thief River Falls
1402 3rd Street West
Thief River Falls, MN 56701
Ph 218.681.7422
Fx 218.681.6288 |
|---|---|---|--|--|

Visit us on our website at www.bergstromelectric.com

Our Reputation is Complete

Detroit Lakes Public Schools

Roosevelt Elementary Renovation & Addition
 Project #:4371
 BEI CO#119 - Gym Bluetooth Receiver

3/10/2021 10:40AM

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	*****Existing Gym - Bluetooth Receiver*****									
	*****New Gym - Bluetooth Receiver*****									
	(Unassigned) Total									
100	Rough - in									
101	EMT Conduit 1/2"	10.00	lft	0.563	75.00	42.19	5.58			47.76
101	EMT Conduit 1/2"	10.00	lft	0.563	75.00	42.19	5.58			47.76
101	EMT Steel Set Screw Coupling 1/2" STC TK121	1.00	each	0.040	75.00	3.00	0.15			3.15
101	EMT Steel Set Screw Coupling 1/2" STC TK121	1.00	each	0.040	75.00	3.00	0.15			3.15
101	EMT Steel Set Screw Box Connector 1/2" STC TC121SC	2.00	each	0.160	75.00	12.00	0.29			12.29
101	EMT Steel Set Screw Box Connector 1/2" STC TC121SC	2.00	each	0.160	75.00	12.00	0.29			12.29
104	Flexible Steel Conduit 1/2"	8.00	lft	0.640	75.00	48.00	3.74			51.74
104	Flexible Steel Conduit 1/2"	8.00	lft	0.640	75.00	48.00	3.74			51.74
104	FSC Box Connector 1/2"	2.00	each	0.240	75.00	18.00	2.59			20.59
104	FSC Box Connector 1/2"	2.00	each	0.240	75.00	18.00	2.59			20.59
111	4" Square Boxes - 1 1/2" Deep - 1/2" KO's 52151-1/2	1.00	each	0.250	75.00	18.75	0.65			19.40
111	4" Square Boxes - 1 1/2" Deep - 1/2" KO's 52151-1/2	1.00	each	0.250	75.00	18.75	0.65			19.40
111	4" Square Blank Covers 52C1	1.00	each	0.050	75.00	3.75	0.31			4.06
111	4" Square Blank Covers 52C1	1.00	each	0.050	75.00	3.75	0.31			4.06
112	Masonry Box 1 Gang 3 1/2" Deep GW135G	1.00	each	1.000	75.00	75.00	2.97			77.97
112	Masonry Box 1 Gang 3 1/2" Deep GW135G	1.00	each	1.000	75.00	75.00	2.97			77.97
121	EMT 1 Hole Conduit Straps 1/2" TS101	2.00	each	0.060	75.00	4.50	0.18			4.68
121	EMT 1 Hole Conduit Straps 1/2" TS101	2.00	each	0.060	75.00	4.50	0.18			4.68
122	Self Drilling Anchor 1/4" MET 14SOT	4.00	each	0.080	75.00	6.00	3.53			9.53
122	Self Drilling Anchor 1/4" MET 14SOT	4.00	each	0.080	75.00	6.00	3.53			9.53
125	Conduit Sleeve 1/2"	3.00	each	1.500	75.00	112.50	30.00			142.50
	Rough - in Total			7.665	75.00	574.88	70.00			644.87
150	Wire Pulling									
163	Catagory 5E - Plenum	175.00	lft	3.500	75.00	262.50	51.63			314.13
163	Catagory 5E - Plenum	40.00	lft	0.800	75.00	60.00	11.80			71.80
	Wire Pulling Total			4.300	75.00	322.50	63.42			385.93
400	Special Systems									
431	Coordination	1.00	each	0.750	75.00	56.25				56.25
431	Coordination	1.00	each	0.750	75.00	56.25				56.25
	Special Systems Total			1.500	75.00	112.50				112.50
850	Temporary Services									
893	Clean Up	1.00	each	0.500	75.00	37.50				37.50
893	Clean Up	1.00	each	0.500	75.00	37.50				37.50
	Temporary Services Total			1.000	75.00	75.00				75.00
2600	Sound System Quote									
2601	Sound System Quote (Old Gym) - Tricorne Audio	1.00	each		75.00			637.00		637.00
2601	Sound System Quote (New Gym) - Tricorne Audio	1.00	each		75.00			637.00		637.00
	Sound System Quote Total							1,274.00		1,274.00
	Grand Total			14.465		1,084.88	133.42	1,274.00		2,492.30

Detroit Lakes Public Schools

Roosevelt Elementary Renovation & Addition
 Project #:4371
 BEI CO#119 - Gym Bluetooth Receiver

3/10/2021 10:41AM

Percent	Amount	Category	Hours
43.53 %	1,084.88	Labor	14.5
5.35 %	133.42	Material	
51.12 %	1,274.00	Subcontractor	
		Equipment	
		Other	
		User	
	2,492.30	Net Costs	
6.88 %	96.76	State Sales Tax (verify amount)	
1.00 %	14.07	Local Sales Tax (verify amount)	
	2,603.13	Subtotal	
5.00 %	75.91	Overhead (Materials/Subs)	
4.50 %	68.32	Profit (Materials/Subs)	
-0.01 %	-0.37	misc	
	2,747.00	Subtotal	
	2,747.00	Total Estimate	

Tricorne Audio, Inc.417 Main Avenue, Suite 118
Fargo, ND 58103**QUOTATION**

Quote Number: M3918

Quote Date: Mar 2, 2021

Page: 1

Voice: 701-239-4623

Fax: 701-239-0115

Quoted To:Bergstrom Electric, Inc.
P.O. Box 13152
Grand Forks, ND 58208-1352

Customer ID	Good Thru	Payment Terms	Sales Rep
BERGSTROMFGO	4/1/21	Net 30 Days	Anderson, Dallas R

Quantity	Item	Description	Unit Price	Amount
		ROOSEVELT ELEMENTARY - CHANGE PROPOSAL		
1.00	ATTE RO UNBT2A	2ND GYM BLUE TOOTH SUBSTITUTION		
		BLUETOOTH MODULE/EXTDR	418.60	418.60
1.00	WP 254245YE1000	YELLOW CAT5e CABLE	0.26	0.26
1.00	LABOR INSTALL	PROGRAMMING, SET-UP AND INSTALLATION	200.00	200.00
		ELECTRICAL CONTRACTOR TO PROVIDE 1G BOX AND PATHWAY FROM BOX TO EQUIPMENT RACK		
			Subtotal	618.86
			Sales Tax	
			Freight	18.14
			TOTAL	637.00



Attero Tech by QSC unBT2A

Bluetooth in-wall audio interface

Features

- Single gang Decora form factor for easy installation in space-constrained applications
- Simple, one button pairing/connect process for standalone operation with LED indication of connection status
- Simple serial control protocol for integration with Q-SYS Ecosystem or third-party control system (remote connection management and status monitoring)
- Defeatable pairing button for restricted use applications with third-party control systems
- Balanced mono/stereo analog outputs for interfacing to both professional and consumer audio equipment
- USB bus-powered connection for simple setup prior to installation and firmware update
- Customizable, Bluetooth® friendly name for applications with co-located unBT2As
- Compatible with most smartphones, Apple iPads, and Android tablets
- Product accessory kit available

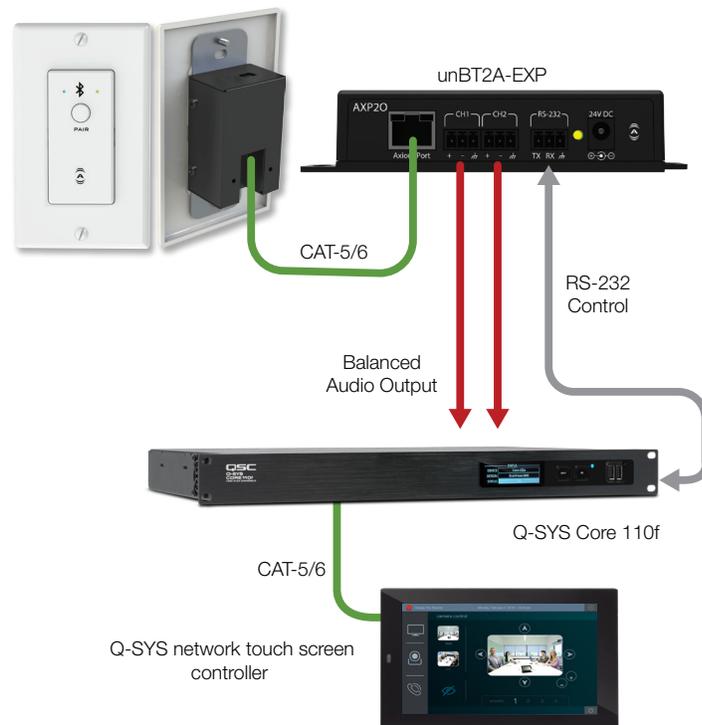


Applications: Hotel Ballrooms • Spas • Fitness Facilities Convention Centers • Education • Conference Centers

The unBT2A is a single-gang, Decora style, in-wall Bluetooth® audio interface aimed at adding Bluetooth® audio connectivity to installed audio systems. The unBT2A can be used in any venue where there's a need to stream Bluetooth® audio from a smartphone, laptop, tablet or other Bluetooth® audio equipped smart device to the sound system.

The unBT2A features a simple pairing process that eliminates the frustrating experience users often have with consumer grade Bluetooth® interfaces. Through the Axiom AXP20 expander unit, which is included with the unBT2A kit, the product outputs balanced mono or stereo analog audio on 3-pin depluggable connectors for easy connection to commercial AV equipment, including the Q-SYS Ecosystem. The unBT2A USB port is used for initial product setup at installation, and the Axiom AXP20 offers an RS-232 port for third-party control.

System Connectivity Diagram



* unBT2A may be ordered separately, or as a kit with the Axiom AXP20 expander



CCO #015

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-066 B - Detroit Lakes Roosevelt Elementary Addition & Renovation
 510 11th Avenue SE
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #015: CE #066 - Mechanical Changes

CONTRACT COMPANY:	Peterson Mechanical, Inc. 3001 1st Ave N Fargo, North Dakota 58102	CONTRACT FOR:	SC-18-066 B-025:22 Plumbing / 23 HVAC
DATE CREATED:	2/04/2021	CREATED BY:	Sean Vadnais (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Construction Change
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$1,519.00

DESCRIPTION:
 CE #066 - Mechanical Changes
 Upsize gas piping for full-size combi-oven.

Core drill hole through foundation wall for sump pit.

ATTACHMENTS:
[20210204094256.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,808,300.00
Net change by previously authorized Change Orders	\$ 70,813.00
The contract sum prior to this Change Order was	\$ 1,879,113.00
The contract sum will be increased by this Change Order in the amount of	\$ 1,519.00
The new contract sum including this Change Order will be	\$ 1,880,632.00
The contract time will not be changed by this Change Order by	

Peterson Mechanical, Inc.
 Fargo, North Dakota

Gehrtz Construction Services
 Fargo, North Dakota

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Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

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PETERSON MECHANICAL, INC.

P.O. Box 302 • 3001 1st Avenue North • Phone 293-7206 • FAX 293-8683
Fargo, North Dakota 58107

October 23, 2020

Gehrtz Construction
510 North 4th Avenue
Fargo, ND 58102

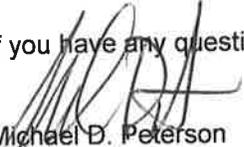
Attn: Sean Vadnais

Re: Detroit Lakes Roosevelt School

The following are the additional cost to revise gas piping in kitchen for upsized kitchen equipment and core drill 6" hole to stub in PVC piping for sump pit.

Piping labor 12 hours @ \$90.00	\$1,080.00
Piping material	280.00
Tax	21.00
10% overhead and profit	<u>138.00</u>
Total	\$1,519.00

If you have any questions please let me know.


Michael D. Peterson



CCO #002

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #002: CE #067 - 9th Grade Science Classrooms

Table with contract details: CONTRACT COMPANY, CONTRACT FOR, DATE CREATED, CREATED BY, CONTRACT STATUS, CHANGE REASON, ACCOUNTING METHOD, TOTAL AMOUNT.

DESCRIPTION: CE #067 - 9th Grade Science Classrooms
9th grade Academy Science rooms revision.

ATTACHMENTS: Epoxy top change.pdf PR-42_DLHS_9th Grade Science ELEC.pdf PR-42_DLHS_9th Grade Science MECH.pdf PR-42_DLHS_9th Grade Science ARCH.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 115,720.00, Net change by previously authorized Change Orders (\$4,144.00), etc.

Innovative Laboratory Systems, Inc.
Rockford, Minnesota

DocuSigned by: Mark Kettenacker
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Gehrtz Construction Services
Fargo, North Dakota

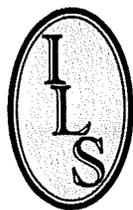
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Detroit Lakes Public Schools
Detroit Lakes, Minnesota

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Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
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**INNOVATIVE
LABORATORY
SYSTEMS, INC.**

"Your Complete Laboratory Furniture & Equipment Company"

5821 Tower Street - Suite A
PO Box 487 Rockford, MN 55373
PHONE: (763)477-5132 FAX: (763)477-5162
EMAIL: innovlab@innovlab.com
WEBSITE: www.innovlab.com

PROPOSAL

DATE: February 16, 2021
TO: Dan Kleist
CO: Gerhtz Construction
FROM: Mark Kettenacker
SUBJECT: Detroit Lakes H.S. – Revised 9th grade science rooms

Price to furnish, deliver, and install black epoxy resin tops, sinks and drying racks, and Watersaver faucets at perimeter:

Total: \$29,826*

*This does NOT include the mobile tables or tops

Credit to delete epoxy resin tops, sinks, and faucets as originally drawn:

Total: (\$40,534)

Net credit: (\$10,708)

Mobile tables (adjustable height, casters, electrical outlets pre-wired with 6' cord)

Option 1 – Enterprise table - \$2,100 each x 24 = \$50,400

Option 2 – Steel table – \$1,600 each x 24 = \$38,400

Adjustabench (electrical height adjustable) - \$3,923 each x 4 = \$15,692

**CCO #004**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #004: CE #067 - 9th Grade Science Classrooms

CONTRACT COMPANY:	Northwest Cabinets, Inc. 9457 Wildasin Dr NW Bemidji , Minnesota 56601	CONTRACT FOR:	SC-18-065-008:6B Millwork - Materials
DATE CREATED:	2/23/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$14,493.30

DESCRIPTION:

CE #067 - 9th Grade Science Classrooms
 9th grade Academy Science rooms revision.

ATTACHMENTS:

[Copy of Detroit Lakes Highschool - PR #42 Pricing Sheet.pdf](#) [pr 42.pdf](#) [PR-42_DLHS_9th Grade Science ELEC.pdf](#) [PR-42_DLHS_9th Grade Science MECH.pdf](#) [PR-42_DLHS_9th Grade Science ARCH.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 540,555.00
Net change by previously authorized Change Orders	\$ 18,221.50
The contract sum prior to this Change Order was	\$ 558,776.50
The contract sum will be increased by this Change Order in the amount of	\$ 14,493.30
The new contract sum including this Change Order will be	\$ 573,269.80
The contract time will not be changed by this Change Order by	

Northwest Cabinets, Inc.
 Bemidji , Minnesota

DocuSigned by:

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Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

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Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

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Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

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NORTHWEST CABINETS, INC.

Work# 2133

Job Name: Detroit Lakes High School
Proposal for Pr 42 DI High

Date: 2/23/2021

\$14,493.30

Description	MaterialQ uantity	Material Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
pr 42 dl high	1.00	ea	12425.67	12425.67				12,425.67
Subtotal				12,425.67				12,425.67
Overhead								994.05
Profit								1,073.58
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total								14,493.30

PRICING REQUEST FORM

Project Name: DETROIT LAKES HIGHSCHOOL

Project Manager: ANTHONY / TJ

Reference Name: PR #42 - AREA D SCIENCE ROOM CHANGES

Pricing Due Date: 2/19/2021

Add/Deduct	Description	Material Qty	Material U	Material Rate	Material Total	Labor Hour	Labor Rate	Labor Total	Line Item Total
	CHANGES PER PR#42 CHANGES / CLARIFICATIONS PER DAN @ GERHTZ				\$ -			\$ -	\$ -
					\$ -			\$ -	\$ -
	<u>247 PREP/STORAGE</u>				\$ -			\$ -	\$ -
DEDUCT	DELETE 1" PLAM/PLAM SHELVING AT 12" DEPTH	-40	LF	\$ 12.50	\$ (500.00)			\$ -	\$ (500.00)
ADD	CHANGE 1" PLAM/PLAM SHELVING FROM 12" DEPTH TO 24" DEPTH (PER DAN)	57.5	LF	\$ 12.50	\$ 718.75			\$ -	\$ 718.75
ADD	ADD 1" PLAM/PLAM SHELVING AT 24" DEPTH (PER DAN)	17.5	LF	\$ 25.00	\$ 437.50			\$ -	\$ 437.50
ADD	CHANGE 1" PLAM/PLAM SHELVING FROM 12" DEPTH TO 14" DEPTH	177.5	LF	\$ 4.00	\$ 710.00			\$ -	\$ 710.00
ADD	ADD 1" PLAM/PLAM SHELVING AT 14" DEPTH	1.5	LF	\$ 17.00	\$ 25.50			\$ -	\$ 25.50
DEDUCT	DELETE ORIGINAL WALL STANDARDS KV80 - 84"	-9	EA	\$ 6.21	\$ (55.89)			\$ -	\$ (55.89)
DEDUCT	DELETE ORIGINAL WALL BRACKETS KV180 - 12"	-135	EA	\$ 1.79	\$ (241.65)			\$ -	\$ (241.65)
ADD	ADD WALL BRACKETS KV180 - 14"	90	EA	\$ 2.81	\$ 252.90			\$ -	\$ 252.90
ADD	ADD WALL STANDARDS KV82 - 84"	8	EA	\$ 16.67	\$ 133.36			\$ -	\$ 133.36
ADD	ADD WALL BRACKETS KV182 - 24"	40	EA	\$ 8.33	\$ 333.20			\$ -	\$ 333.20
add	FILLERS FOR BASE CABINETS FUR OUT TO 28" DEEP	3	EA	\$ 15.00	\$ 45.00				\$ 45.00
ADD	ADD BASE CABINETS 28' DEEP	3	LF	\$ 135.00	\$ 405.00			\$ -	\$ 405.00
DEDUCT	ADD UPPER CABINET 15" HIGH	3	LF	\$ 50.00	\$ 150.00			\$ -	\$ 150.00
					\$ -			\$ -	\$ -
	<u>251 & 265 9TH GRADE SCIENCE</u>				\$ -			\$ -	\$ -
DEDUCT	DELETE PLAM BASE CABINET 28" DEEP	-30	LF	\$ 135.00	\$ (4,050.00)			\$ -	\$ (4,050.00)
ADD	ADD PLAM BASE CABINET AT 28" DEEP	96	LF	\$ 135.00	\$ 12,960.00			\$ -	\$ 12,960.00
DEDUCT	DELETE PLAM BASE CABINET 23" DEEP	-44	LF	\$ 100.00	\$ (4,400.00)			\$ -	\$ (4,400.00)
DEDUCT	DELETE PLAM BASE CABINET 18" DEEP	-18	LF	\$ 90.00	\$ (1,620.00)			\$ -	\$ (1,620.00)
DEDUCT	DELETE PLAM BASE CABINET AT 14" DEEP	-30	LF	\$ 82.00	\$ (2,460.00)			\$ -	\$ (2,460.00)
DEDUCT	DELETE PLAM APRON AT KNEE SPACES	-283	LF	\$ 4.00	\$ (1,132.00)			\$ -	\$ (1,132.00)
ADD	ADD PLAM APRON AT KNEE SPACES	6	LF	\$ 4.00	\$ 24.00			\$ -	\$ 24.00
DEDUCT	DELETE PLAM 4-SIDED HOLLOW POST 4"WIDE X 4" DEPTH X 33" HIGH	-2	EA	\$ 75.00	\$ (150.00)			\$ -	\$ (150.00)
ADD	ADD PLAM 2-DOOR UPPER CABINETS AT 30" HIGH	73	LF	\$ 80.00	\$ 5,840.00			\$ -	\$ 5,840.00
ADD	ADD PLAM 2-DOOR TALL CABINETS WITH MIDDLE PARTITION AT 28" DEPTH	18	LF	\$ 250.00	\$ 4,500.00			\$ -	\$ 4,500.00
ADD	ADD EXTRA DELIVERY FOR THE CABINETS IN THIS CHANGE / OTHER CABINETS FOR THIS AREA WILL MOST LIKELY BE DELIVERED BY THE TIME WE GET APPROVAL BACK	1	EA	\$ 500.00	\$ 500.00			\$ -	\$ 500.00
					\$ -			\$ -	\$ -
								Grand Total:	\$ 12,425.67



CCO #004

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #004: CE #073 - Terrazzo Logo (Owner Requested)

Table with contract details: CONTRACT COMPANY (Advance Terrazzo & Tile Co., Inc.), CONTRACT FOR (SC-18-065-019:9D Terrazzo), DATE CREATED (4/07/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$7,300.00)

DESCRIPTION: CE #073 - Terrazzo Logo (Owner Requested)
TZ-5 to similar to TM #12-2042, but without the mirror chips. See the attached pdf for picture of samples with color designations.

ATTACHMENTS: PR-49 Addition of Logo cover letter.pdf PR-49_DLHS_Terrazzo Logo.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 322,000.00, Net change by previously authorized Change Orders \$ 13,999.56, The contract sum prior to this Change Order was \$ 335,999.56, The contract sum will be increased by this Change Order in the amount of \$ 7,300.00, The new contract sum including this Change Order will be \$ 343,299.56, The contract time will not be changed by this Change Order by

Advance Terrazzo & Tile Co., Inc.
Coon Rapids, Minnesota

DocuSigned by: Andy Scardigli
685E20A343634E8...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
9FE49DD3EEB446F...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Dan Kleist
8E9E8070A5C74CC...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
32113E3583E349A...



Advance Terrazzo & Tile Co., Inc.

P.O. BOX 48537

MINNEAPOLIS, MINNESOTA 55448

TEL. (763) 780-5590

FAX (763) 780-9869

www.advterrazzo.com



MEMBER

4/6/2021

Gehrtz Construction
510 4th Ave.N
Fargo, ND 58102

Re:
Detroit Lakes HS
Detroit Lakes , MN
PR-49 Addition of logo

Dear Mr. Kleist,

Advance Terrazzo and Tile has reviewed the request to provide logo shown on detail 5/A3.75. This would amount to a **net increase of \$7300** to our contract at this time.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aaron Metzger', with a long horizontal flourish extending to the right.

Aaron P. Metzger
Project Manager
Advance Terrazzo and Tile

**CCO #005**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #005: CE #072 - Millwork Revisions

CONTRACT COMPANY:	Northwest Cabinets, Inc. 9457 Wildasin Dr NW Bemidji , Minnesota 56601	CONTRACT FOR:	SC-18-065-008:6B Millwork - Materials
DATE CREATED:	3/19/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$16,954.22

DESCRIPTION:

CE #072 - Millwork Revisions
 Please note the changes attach.

revise panels at the admin reception desk.
 6B Millwork to supply all materials and brackets for the counter tops and bench. 6A to install.

If there is no change to the base bid please let me know.

Notes from ZBA

1. At the Main Office, the 16"x144" 3-form panel has been omitted. One 34"x42" panel has been added. (We are back to the original quantity of panels bid, so mounting hardware should be covered. If these are cut out of 4'x8' sheets, we should get a credit for (3) sheets of 3-form due to the reduced height.
2. Reducing to (3) workstations at the main office eliminated (2) file cabinets. We added one base cabinet at the island and omitted the drawers at (4) base cabinets beneath the signage (see int elev 6/A5.02).
3. Life Skills has quite a bit less casework at the kitchenette than originally bid.....three less 4-drawer base cabs and three less typical base cabs and three less uppers.

Please let me know if you have any other questions

ATTACHMENTS:

[NW Cabinets PR 45.pdf](#) [PR-45_DLHS_Millwork Items.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 540,555.00
Net change by previously authorized Change Orders	\$ 32,714.80
The contract sum prior to this Change Order was	\$ 573,269.80
The contract sum will be increased by this Change Order in the amount of	\$ 16,954.22
The new contract sum including this Change Order will be	\$ 590,224.02
The contract time will not be changed by this Change Order by	



CCO #005

Northwest Cabinets, Inc.
Bemidji, Minnesota

DocuSigned by:
Angela Torkelson
D0E94548A92E4C2...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A6C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
[Signature]
0EE40DD3EEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
ZB Architects
32113E3583E3494...

NORTHWEST CABINETS, INC.

Work# 2154

Job Name: Detroit Lakes High School
Proposal for pr 45 detroit lakes high

Date: 3/16/2021

\$20,139.27

Description	MaterialQ uantity	Material Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
601 Commons northwest	1.00	ea	1180.75	1180.75				1,180.75
601 Commons west	1.00	ea	9080.50	9080.50			\$7,244.50	9,080.50
300 main office	1.00	ea	1721.61	1721.61				1,721.61
114 storage	1.00	ea	2058.04	2058.04				2,058.04
136 life skills	1.00	ea	-43.25	-43.25				-43.25
area c 112 medial center, modfy desk wall	1.00	ea	697.50	697.50				697.50
112 media island,	1.00	ea	1100.43	1100.43				1,100.43
112 media east,	1.00	ea	-96.00	-96.00				-96.00
112 mecia storage	1.00	ea	97.10	97.10				97.10
606 trainning modfy sinks to pocket doors, mel interior	1.00	ea	300.00	300.00				300.00
112 work room, modify tall doors and sink pocket doors, mel interor	1.00	ea	600.00	600.00				600.00
area d locks tall storage	1.00	ea	269.50	269.50				269.50
234 teachers prep, pocket doors, mel interior	1.00	ea	300.00	300.00				300.00
Subtotal				17,266.18			\$14,329.75	17,266.18
Overhead							\$1,146.38	1,381.29
Profit							\$1,478.09	1,491.80
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total							\$16,954.22	20,139.27

**CCO #007**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #007: CE #069 - Area A Gym 8 inch Stud Wall

CONTRACT COMPANY:	Huesman Schreiber Masonry, LLC 1100 Southcreek Ave Glyndon, Minnesota 56547	CONTRACT FOR:	SC-18-065-005:4 Masonry
DATE CREATED:	2/23/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	No Change Reason
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	(\$7,280.00)

DESCRIPTION:

CE #069 - Area A Gym 8 inch Stud Wall

Revise the upper wall above Grid A1 to 8" metal stud framing in lieu of CMU. See attached sheets.

ATTACHMENTS:

[DL High School PR 44.pdf](#) [PR-44_DLHS_Gym 8 inch Stud Wall.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 2,232,000.00
Net change by previously authorized Change Orders	\$ 73,175.00
The contract sum prior to this Change Order was	\$ 2,305,175.00
The contract sum will be decreased by this Change Order in the amount of	(\$7,280.00)
The new contract sum including this Change Order will be	\$ 2,297,895.00
The contract time will not be changed by this Change Order by	

Huesman Schreiber Masonry, LLC
 Glyndon, Minnesota

DocuSigned by:

771ABF38E68C42C...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

8E9E8070A5C74CC...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

9FE40DD3EEB446F...

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

32113F3583E3494...



DATE: 2/23/2021

ATTN: Gehrtz Construction Services

PROJECT: Detroit Lakes High School Addition and Renovation

PROJECT #: 18-065

RE: PR-44

- 1) **Revise the upper wall above Grid A1 to 8" metal stud framing in lieu of 8" CMU wall: Deduct \$7,280.00**

A handwritten signature in blue ink that reads "Joe Schreiber".

2/23/2021

Joe Schreiber- Secretary/Treasurer

Date

1100 Southcreek Ave Glyndon, MN 56547
Phone: 701-219-1728 (Joe) or 701-219-1725 (Mike) Fax: 218-498-2112
Email: huesmanschreiber@gmail.com



CUSTOMER: Gehrtz Construction Services
 PROJECT: DL High School Renovation & Addition
 LOCATION: Detroit Lakes, MN

DATE: 2/23/2021
 Project Number: 18-065
 Change Order: PR-44

DESCRIPTION: Revise the upper wall above Grid A1 to 8" metal stud framing in lieu of CMU.

LABOR

SUBTOTAL

TOTAL

DESCRIPTION	QTY.	RATE	MARKUP
Foreman Bricklayer		\$82.00	
Bricklayer	43.3	\$78.00	\$3377.40
Laborer	43.3	\$45.00	\$1948.50
Washing Labor		\$0.75	
Sealing Labor		\$0.50	

\$ 5,325.90

MATERIAL

DESCRIPTION	QUANTITY	RATE	MARKUP
Corefill	1.5	\$182.00	\$273.00
Mortar-Block	1.41	\$186.00	\$262.26
8" CMU	567	\$1.46	\$827.82
8" Durowal	375	\$0.20	\$75.00
8" Bond Beam	40	\$1.71	\$68.40
8" 2F BMU Upcharge		\$8.04	
8" 2F/1E BMU Upcharge		\$10.39	
Sealer		\$59.99	
8" 1F/1E Burnished		\$9.50	
8" 1F Burnished		\$7.15	
Mold Charges			
PP Bond Costs	0.021	\$6,940.00	\$145.74

MATERIAL TOTAL \$ 1,652.22
 SALES TAX \$ 123.92
 10% MATERIAL MARKUP \$ 178

NOTES:

TOTAL

\$ 7,280



CCO #008

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #008: CE #070 - PR-43 Area A, Mezzanine Level Gates

Table with contract details: CONTRACT COMPANY (Integrity Steel Supply LLC), CONTRACT FOR (SC-18-065-006:5A Structural Steel - Materials), DATE CREATED (3/05/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$3,836.00)

DESCRIPTION: CE #070 - PR-43 Area A, Mezzanine Level Gates
See attached RFP. BP 5B will need to cut out the tube steel as noted. 5A to supply the parts needed to close off the tube steel for 5B to install.
Omit material and installation of the guardrail as detailed in the base bid.

ATTACHMENTS:
J2427_DLHS PR-43 Mezz Gates.pdf PR-43_DLHS_Area A Mezzanine Gates.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 949,331.00, Net change by previously authorized Change Orders (\$3,483.00), The contract sum prior to this Change Order was \$ 945,848.00, The contract sum will be increased by this Change Order in the amount of \$ 3,836.00, The new contract sum including this Change Order will be \$ 949,684.00, The contract time will not be changed by this Change Order by

Integrity Steel Supply LLC
Mapleton, North Dakota

DocuSigned by:
Tad Hopkins
EA9C61F0E2EA46A...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
[Signature]
9FF40DD3FEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
[Signature]
32113E3583E3494...



124 Gold Court
Mapleton, ND 58059
(P) 701-364-0333
(F) 701-282-9570



Proud to be an AISC Member

Est. #: J2427 - PR43
Date: 2/17/2021
To: Gehrtz Construction Services
For: Detroit Lakes High School
Location: Detroit Lakes, MN

Page 1 of 1

Items Included in Bid: PR-43 Mezzanine Level Gates

- 4 EA Pairs Of Gates (8 Total Sections)
 - 1/2"x3" Steel Plate With 3/8 Ø Horizontal Rods
 - 2" Ø Steel Top Rail
 - 16 'Shut It Badass' Weld-On Barel Hinges
 - Padlock Hasps & Drop Bolts Per 3&4/PR43

- 3/8" Threshold & Closure Plates (@ Field Cut 16x4 Tubes)
- All New Steel To Receive 1 Shop Coat Std. Gray Primer
- Delivery to Detroit Lakes, MN

- Deduct ~20 FT Cable Railing From Original Bid

<i>New Gate Material/Fab</i>	\$ 6,461.00
<i>Deduct Original Cable Rail</i>	\$ (2,625.00)
For the Lump Sum of.....	\$ 3,836.00

Qualifications:

- Price is Valid for 30 days
- No Retainage Allowed
- Payment to **Integrity Steel Supply** is the Responsibility of the Customer & is NOT Contingent Upon Payment by the Owner. Payment is due for all Materials (Including Joist & Deck) Within 30 Days of Delivery

Exclusions:

- Field Measurements & Verifications
- All Light Gauge Steel, Framing, & Fasteners
- Concrete Reinforcement, Including @ Stair Pans/Landings

Please Sign and Return to the Address Above:

Signature _____

Date _____

Accepted Declined



CCO #011

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #011: CE #067 - 9th Grade Science Classrooms

CONTRACT COMPANY:	BDT Mechanical, LLC (Grants) PO Box 2964 Fargo, North Dakota 58108	CONTRACT FOR:	SC-18-065-031:22 Plumbing / 23 Mechanical
DATE CREATED:	3/05/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	(\$14,248.00)

DESCRIPTION:
 CE #067 - 9th Grade Science Classrooms
 9th grade Academy Science rooms revision.

ATTACHMENTS:
[SKM_C30821031208340.pdf](#) [PR 42 \(BEI CO#123A\) - 9th Grade Science Rooms.pdf](#) [PR-42_DLHS_9th Grade Science ELEC.pdf](#) [PR-42_DLHS_9th Grade Science MECH.pdf](#) [PR-42_DLHS_9th Grade Science ARCH.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 494,626.00
The contract sum prior to this Change Order was	\$ 5,857,387.00
The contract sum will be decreased by this Change Order in the amount of	(\$14,248.00)
The new contract sum including this Change Order will be	\$ 5,843,139.00
The contract time will not be changed by this Change Order by	

BDT Mechanical, LLC (Grants)
 Fargo, North Dakota

DocuSigned by:

 E64062B525FA4E9

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

 8E9E8070A5C74CC

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

 9FF40DD3E9B446E

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

 32113E3583E3494



Shipping Address: 5513 14th Avenue N
 Fargo, ND 58102

Mailing Address: PO Box 2964
 Fargo, ND 58108-2964

Telephone: 701.232.8891

Fax: 701.237.4711

TO: Dan Kleist
COMPANY: Gehrtz Construction Services
RE: Detroit Lakes High School PR-42

DATE: 3/2/21
FROM: Andrew Binstock
TOTAL # OF PAGES: 1

COMMENTS:

The following is a proposal for work associated with PR-42 at the Detroit Lakes High School project.

Exclusions:

- Roofing for sanitary roof vents in lab area

Total Labor.....(\$5,568.00)
 Total Materials w/tax.....(\$6,201.00)
 Total Overhead (10%).....(\$1,177.00)
 Total Profit (6%).....(\$777.00)
 Total Subcontractors.....(\$525.00)

Total Deduct.....(\$14,248.00)

Sincerely,

Andrew Binstock
 BDT Mechanical, LLC
 Project Manager
 Price good for 30 days

Accepted by:

Company: _____
 Address: _____
 Signature _____
 Title: _____
 P.O #: _____ Date: _____



CCO #013

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #013: CE #069 - Area A Gym 8 inch Stud Wall

Table with contract details: CONTRACT COMPANY (Miller & Sons Drywall, Inc.), CONTRACT FOR (SC-18-065-017:9B Drywall), DATE CREATED (3/01/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (No Change Reason), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$6,150.00)

DESCRIPTION: CE #069 - Area A Gym 8 inch Stud Wall
Revise the upper wall above Grid A1 to 8" metal stud framing in lieu of CMU. See attached sheets.

ATTACHMENTS: pr 44 metal stud change.pdf PR-44_DLHS_Gym 8 inch Stud Wall.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with descriptions and amounts: The original (Contract Sum) \$ 1,118,400.00, Net change by previously authorized Change Orders \$ 74,390.00, etc.

Miller & Sons Drywall, Inc.
West Fargo, North Dakota

DocuSigned by: Travis Miller
71079AEC721E4F0...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Dan Kleist
9E9E8079A5674CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by: [Signature]
9FE40DD3EEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
32113E3583E3494...

Dan Kleist

From: Miller & Sons Drywall <msdrywall@midconetwork.com>
Sent: Monday, March 1, 2021 4:00 PM
To: Dan Kleist
Subject: DLHS PR 44

Dan,
To build the wall and put gyp on the inside per PR 44 is an add of (matl 2240, labor 3910) \$6150.
Please let me know if you have any questions.

Thanks



Miller & Sons
DRYWALL INC.

Travis Miller

2007 E Main Ave.
West Fargo, ND 58078
Phone: 701-282-4365
Fax: 701-282-8427



CCO #014

Zerr Berg Architects/Gehrtz Construction Services
510 4th Ave. N
Fargo, North Dakota 58102
Phone: (701) 280-0187
Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #014: CE #067 - 9th Grade Science Classrooms

Table with contract details: CONTRACT COMPANY (Miller & Sons Drywall, Inc.), CONTRACT FOR (SC-18-065-017:9B Drywall), DATE CREATED (3/05/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$1,270.00)

DESCRIPTION: CE #067 - 9th Grade Science Classrooms
9th grade Academy Science rooms revision.

ATTACHMENTS: misc item.pdf pr 42 miller.pdf PR-42_DLHS_9th Grade Science ELEC.pdf PR-42_DLHS_9th Grade Science MECH.pdf PR-42_DLHS_9th Grade Science ARCH.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with descriptions and amounts: The original (Contract Sum) \$ 1,118,400.00, Net change by previously authorized Change Orders \$ 80,540.00, The contract sum prior to this Change Order was \$ 1,198,940.00, The contract sum will be increased by this Change Order in the amount of \$ 1,270.00, The new contract sum including this Change Order will be \$ 1,200,210.00, The contract time will not be changed by this Change Order by

Miller & Sons Drywall, Inc.
West Fargo, North Dakota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Travis Miller
71079AEC721E4E0

DocuSigned by: Dan Kleist
8E9E8070A5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
0FE40DD3EEB448F...

DocuSigned by: [Signature]
32413E3593E3404...

Dan Kleist

From: Miller & Sons Drywall <msdrywall@midconetwork.com>
Sent: Friday, February 12, 2021 9:30 AM
To: Dan Kleist
Subject: PR42

Dan,
PR 42 is a furring wall near 2 doors and a little labor for cutting around additional outlets. (matl 125, labor 635) \$760.
Please let me know if you have any questions.

Thanks



Miller & Sons
DRYWALL INC.

Travis Miller

2007 E Main Ave.
West Fargo, ND 58078
Phone: 701-282-4365
Fax: 701-282-8427

Dan Kleist

From: Miller & Sons Drywall <msdrywall@midconetwork.com>
Sent: Friday, February 12, 2021 9:34 AM
To: Dan Kleist
Subject: DLHS Misc

Dan,
I've also had a note on a couple items here that I've meant to do something with:
Room 257 we used heavier studs and we installed 92' of 4" leg track at 2nd floor ramps in lieu of normal track.
Heavier studs \$250
4" track \$260

Do I need to get more detail from Todd or do you know about these 2 items?

Thanks


Miller & Sons
DRYWALL INC.

Travis Miller
2007 E Main Ave.
West Fargo, ND 58078
Phone: 701-282-4365
Fax: 701-282-8427

**CCO #016**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #016: CE #067 - 9th Grade Science Classrooms

CONTRACT COMPANY:	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	CONTRACT FOR:	SC-18-065-034:26 Electrical
DATE CREATED:	3/16/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$24,025.00

DESCRIPTION:

CE #067 - 9th Grade Science Classrooms
 9th grade Academy Science rooms revision.

ATTACHMENTS:

[PR 42 \(BEI CO#123A\) - 9th Grade Science Rooms.pdf](#) [PR-42_DLHS_9th Grade Science ELEC.pdf](#) [PR-42_DLHS_9th Grade Science MECH.pdf](#)
[PR-42_DLHS_9th Grade Science ARCH.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 201,250.00
The contract sum prior to this Change Order was	\$ 3,728,375.00
The contract sum will be increased by this Change Order in the amount of	\$ 24,025.00
The new contract sum including this Change Order will be	\$ 3,752,400.00
The contract time will not be changed by this Change Order by	

Bergstrom Electric, Inc.
 Fargo, North Dakota

DocuSigned by:

Josli Sundeen
 298A3C9C2D4E4B4

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist
 8E9E8070A5C74CC

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

[Signature]
 0FE40DD3EEB448F...

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

[Signature]
 32113E3583E3404...



Fargo
 4120 14th Ave. No.
 Fargo, ND 58102
 Ph 701.281.8992 Fx 701.281.8993
 Email jsundeen@bergstromelectric.com

CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: Gehrtz Construction Services			PHONE: 701-297-0704	DATE: 02/28/21
STREET: 510 4th Avenue N			JOB NAME: DL High School	BEI PROJECT #: 4449
CITY: Fargo	STATE: ND	ZIP: 58102	JOB LOCATION: Detroit Lakes, MN	
Engineer ONE	BEI CO#: 123A	PR#: 42	ATTN: Dan Kleist	PHONE #: 701-212-0814

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

PR 42 - 9th Grade Science Room Changes: \$24,025.00
 - We are quoting an equivalent cord reel to the specified.

Cord Reel Cost with Tax and Markup:	\$791.57 Ea	\$11,081.93 Total
--	--------------------	--------------------------

All Work Performed In Accordance With Local, State and National Electrical Codes

We Propose - HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
Add: Twenty Four Thousand Twenty Five Dollars (\$24,025.00)

PAYMENT TO BE MADE AS FOLLOWS:

AS WORK PROGRESSES

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IS A WORK-MAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOUND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUT WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.

Josh Sundeen

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIIN >>>>>

30 DAYS.

Acceptance of Proposal

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____

DATE: _____

- | | | | | |
|---|--|---|--|--|
| <p>Grand Forks
 3100 North Washington St.
 Grand Forks, ND 58203
 Ph 701.775.8897
 Fx 701.772.4951</p> | <p>Bismarck
 3554 East Divide Ave.
 Bismarck, ND 58501
 Ph 701.221.0783
 Fx 701.221. 0784</p> | <p>Devils Lake
 1100 2nd Ave NE
 Devils Lake, ND 58301
 Ph 701.662.5823
 Fx 701.662.8996</p> | <p>Crookston
 302 North Main
 Crookston, MN 56716
 Ph 218.281.7571
 Fx 218.281.1911</p> | <p>Thief River Falls
 1402 3rd Street West
 Thief River Falls, MN 56701
 Ph 218.681.7422
 Fx 218.681.6288</p> |
|---|--|---|--|--|

Visit us on our website at www.bergstromelectric.com

Our Reputation is Complete

**CCO #018**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #018: CE #070 - PR-43 Area A, Mezzanine Level Gates

CONTRACT COMPANY:	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	CONTRACT FOR:	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
DATE CREATED:	3/05/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$705.00

DESCRIPTION:

CE #070 - PR-43 Area A, Mezzanine Level Gates

See attached RFP. BP 5B will need to cut out the tube steel as noted. 5A to supply the parts needed to close off the tube steel for 5B to install.

Omit material and installation of the guardrail as detailed in the base bid.

ATTACHMENTS:

[CMR#25 PR-43MezzanineGates.pdf](#) [PR-43_DLHS_Area A Mezzanine Gates.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 47,132.80
The contract sum prior to this Change Order was	\$ 1,577,267.80
The contract sum will be increased by this Change Order in the amount of	\$ 705.00
The new contract sum including this Change Order will be	\$ 1,577,972.80
The contract time will not be changed by this Change Order by	

Ledgestone, Inc.

Detroit Lakes, Minnesota

DocuSigned by:

 EC8D336258FB4CE...

Gehrtz Construction Services

Fargo, North Dakota

DocuSigned by:

 8E9E8070A5C74CC...

Detroit Lakes Public Schools

Detroit Lakes, Minnesota

DocuSigned by:

 9FE40DD3FEF446F...

Zerr Berg Architects

Fargo, North Dakota

DocuSigned by:

 32113E3583E3494...

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

www.ledgestoneinc.com
 218-849-6140
 218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 25
Date: 3/2/2021

Project Number: 2003
Contract Date: 1/21/2020

To:	Project:
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo ND 58102	DL High School Renovation 1301 Roosevelt Avenue Detroit Lakes MN 56501

Description of Change:

Install (4) mezzanine gates per PR-43 dated 2/15/2021

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	47,132.80
Contract Amount Prior to this Change Order	1,577,267.80
Proposed Contract Amount of this Change Order	705.00
Proposed Contract Amount Including this Change Order	1,577,972.80

Accepted By:

_____ <i>Contractor (Company Name)</i>	_____ <i>Owner (Company Name)</i>	_____ <i>Other (Company Name)</i>
_____ <i>By (Signature)</i>	_____ <i>By (Signature)</i>	_____ <i>By (Signature)</i>
_____ <i>Printed Name</i>	_____ <i>Printed Name</i>	_____ <i>Printed Name</i>
_____ <i>Date</i>	_____ <i>Date</i>	_____ <i>Date</i>
_____ <i>Owner's Change Order Number</i>		

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

www.ledgestoneinc.com
 218-849-6140
 218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 25

Date: 3/2/2021

To: Gehrtz Construction Services, Inc.	Project: DL High School Renovation
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Item	Description	Quantity	UOM	Unit Price	Extended Price
05 - Metals					
	Gate field install	4.00	EA	152.00	608.00
	Profit & Overhead	0.00		0.00	97.00
Metals Total:					705.00
Change Order Total:					705.00

**CCO #019**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #019: CE #067 - 9th Grade Science Classrooms

CONTRACT COMPANY:	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	CONTRACT FOR:	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
DATE CREATED:	3/05/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$6,313.00

DESCRIPTION:

CE #067 - 9th Grade Science Classrooms
 9th grade Academy Science rooms revision.

ATTACHMENTS:

[CMR #23. Updated Science RoomsD.pdf](#) [PR-42_DLHS_9th Grade Science ELEC.pdf](#) [PR-42_DLHS_9th Grade Science MECH.pdf](#) [PR-42_DLHS_9th Grade Science ARCH.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 47,837.80
The contract sum prior to this Change Order was	\$ 1,577,972.80
The contract sum will be increased by this Change Order in the amount of	\$ 6,313.00
The new contract sum including this Change Order will be	\$ 1,584,285.80
The contract time will not be changed by this Change Order by	

Ledgestone, Inc.
 Detroit Lakes, Minnesota

DocuSigned by:

 EC8D336258FB4CE...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

 8E9E8070A5C74CC...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

 9FE40DD3EEB446F...

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

 32113E3583E3494

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

www.ledgestoneinc.com
 218-849-6140
 218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 23
Date: 2/15/2021

Project Number: 2003
Contract Date: 1/21/2020

To:	Project:
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo ND 58102	DL High School Renovation 1301 Roosevelt Avenue Detroit Lakes MN 56501

Description of Change:

Updated room changes noted in PR-42 issued by Zerr Berg Architects dated 2/10/2021

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	47,132.80
Contract Amount Prior to this Change Order	1,577,267.80
Proposed Contract Amount of this Change Order	6,313.00
Proposed Contract Amount Including this Change Order	1,583,580.80

Accepted By:

_____	_____	_____
Contractor (Company Name)	Owner (Company Name)	Other (Company Name)
_____	_____	_____
By (Signature)	By (Signature)	By (Signature)
_____	_____	_____
Printed Name	Printed Name	Printed Name
_____	_____	_____
Date	Date	Date

	Owner's Change Order Number	

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

www.ledgestoneinc.com
 218-849-6140
 218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 23

Date: 2/15/2021

To: Gehrtz Construction Services, Inc.	Project: DL High School Renovation
---	---

Item	Description	Quantity	UOM	Unit Price	Extended Price
06 - Woods, Plastics, and Composites					
	Rough Carpentry	1.00	LS	1,331.00	1,331.00
	Finish Carpentry	1.00	LS	3,844.00	3,844.00
Woods, Plastics, and Composites Total:					5,175.00
10 - Specialties					
	Visual Display Boards	1.00	LS	267.00	267.00
	Profit & Overhead	0.00		0.00	871.00
Specialties Total:					1,138.00
Change Order Total:					6,313.00

**CCO #020**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #020: CE #072 - Millwork Revisions

CONTRACT COMPANY:	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	CONTRACT FOR:	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
DATE CREATED:	3/19/2021	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$2,013.00

DESCRIPTION:

CE #072 - Millwork Revisions
 Please note the changes attach.

revise panels at the admin reception desk.
 6B Millwork to supply all materials and brackets for the counter tops and bench. 6A to install.

If there is no change to the base bid please let me know.

Notes from ZBA

1. At the Main Office, the 16"x144" 3-form panel has been omitted. One 34"x42" panel has been added. (We are back to the original quantity of panels bid, so mounting hardware should be covered. If these are cut out of 4'x8' sheets, we should get a credit for (3) sheets of 3-form due to the reduced height.
2. Reducing to (3) workstations at the main office eliminated (2) file cabinets. We added one base cabinet at the island and omitted the drawers at (4) base cabinets beneath the signage (see int elev 6/A5.02).
3. Life Skills has quite a bit less casework at the kitchenette than originally bid.....three less 4-drawer base cabs and three less typical base cabs and three less uppers.

Please let me know if you have any other questions

ATTACHMENTS:

[CMR#26 PR #45CaseworkRevisions.pdf](#) [PR-45_DLHS_Millwork Items.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 54,150.80
The contract sum prior to this Change Order was	\$ 1,584,285.80
The contract sum will be increased by this Change Order in the amount of	\$ 2,013.00
The new contract sum including this Change Order will be	\$ 1,586,298.80
The contract time will not be changed by this Change Order by	



CCO #020

Ledgestone, Inc.
Detroit Lakes, Minnesota

DocuSigned by:
JOSH LESSMAN
EC8D336258FB4CE...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E0E8070A6C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
[Signature]
9FF40DD3FFB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
[Signature]
32418E3683E3404...

Ledgestone Inc.
22930 CO Hwy 6
Detroit Lakes MN 56501

www.ledgestoneinc.com
218-849-6140
218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 26

Date: 3/17/2021

To: Gehrtz Construction Services, Inc.	Project: DL High School Renovation
---	---

Item	Description	Quantity	UOM	Unit Price	Extended Price
06 - Woods, Plastics, and Composites					
	Benches & C-tops @ 601 commons	1.00	LS	1,526.00	1,526.00
	Casework revisions @ reception 300	1.00-	LS	72.00	72.00-
	Standards/Brackets @ Storage 114	1.00	LS	2,432.00	2,432.00
	Casework revisions @ Life Skills 136	1.00-	LS	801.00	801.00-
Woods, Plastics, and Composites Total:					3,085.00
12 - Furnishings					
	Ecoresin revision @ reception 300	1.00-	LS	1,350.00	1,350.00-
	Profit & Overhead	0.00		0.00	278.00
Furnishings Total:					1,072.00-
Change Order Total:					2,013.00

DETROIT LAKES PUBLIC SCHOOLS
Construction Project Summary
3/31/2021

Districtwide Project Total

Original Project Total	\$58,570,727.00	
Alternates	1,966,252.68	
Original Project Reallocation	140,836.96	
Change Orders	2,381,370.99	
Contingency Usage	(1,233,278.99)	
Amended Project Total	61,825,908.64	
Project Complete	45,169,816.51	73.06%
Contingency Total	1,095,041.02	
Contingency Used	(1,233,278.99)	112.62%
Original Project Reallocation	140,836.96	
Remaining Contingency	2,598.99	0.24%

Roosevelt Elementary

Original Project Total	\$ 11,741,149.46
Alternates	158,472.60
Original Project Reallocation	86,921.41
Change Orders	368,243.41
Contingency Usage	(302,633.41)
Amended Project Total	\$ 12,052,153.47
Project Complete	11,151,045.45
Percentage Complete	92.52%
Contingency Total	215,712.00
Contingency Used	(302,633.41)
Remaining Contingency	\$ (86,921.41)
Percentage Remaining	-40.30%

Rossman Elementary

Original Project Total	\$ 9,314,803.79
Alternates	301,931.75
Original Project Reallocation	48,106.86
Change Orders	221,386.86
Contingency Usage	(221,386.86)
Amended Project Total	\$ 9,664,842.40
Project Complete	9,364,857.89
Percentage Complete	96.90%
Contingency Total	173,280.00
Contingency Used	(221,386.86)
Remaining Contingency	\$ (48,106.86)
Percentage Remaining	-27.76%

Middle School

Original Project Total	\$ 6,259,113.32
Alternates	1,505,848.33
Original Project Reallocation	5,808.69
Change Orders	146,678.71
Contingency Usage	(146,678.71)
Amended Project Total	\$ 7,770,770.34
Project Complete	7,234,264.02
Percentage Complete	93.10%
Contingency Total	\$ 140,870.02
Contingency Used	(146,678.71)
Remaining Contingency	\$ (5,808.69)
Percentage Remaining	-4.12%

High School

Original Project Total	\$ 31,255,660.43
Alternates	0.00
Original Project Reallocation	0.00
Change Orders	1,645,062.01
Contingency Usage	(562,580.01)
Amended Project Total	\$ 32,338,142.43
Project Complete	17,419,649.15
Percentage Complete	53.87%
Contingency Total	\$ 565,179.00
Contingency Used	(562,580.01)
Remaining Contingency	\$ 2,598.99
Percentage Remaining	0.46%

Detroit Lakes Public Schools
Monthly Enrollment Summary - FY 2021
4/6/2021

Roosevelt					
Grade	Current	Last Month	Opening Day	Sections	Per Section
K	89	90	89	6	15
1	90	90	92	5	18
2	96	98	101	5	19
3	96	96	100	5	19
4	98	100	103	5	20
5	108	108	110	5	22
RSVT Total	577	582	595	31	19
Difference		(5)	(18)		Avg/section

Rossman					
Grade	Current	Last Month	Opening Day	Sections	Per Section
K	88	88	89	5	18
1	89	89	92	5	18
2	98	98	102	4	25
3	90	91	92	4	23
4	94	95	98	4	24
5	95	95	98	4	24
RSM Total	554	556	571	26	21
Difference		(2)	(17)		Avg/section

Middle School			
Grade	Current	Last Month	Opening Day
6	191	192	200
7	193	193	203
8	229	227	241
MS Total	613	612	644
Difference		1	(31)

High School						
Grade	Current	Last Month	Opening Day	PSEO		
				Part-time	Full-Time	ADM*
9	243	244	254			
10	217	216	229	1		0.45
11	181	183	198	10	1	4.50
12	173	174	185	29	10	14.85
HS Total	814	817	866	40	11	19.80
Difference		(3)	(52)	Total PSEO		51
High School Total with Part-time PSEO			854			

District Wide Summary			
Pre-K	45		
K	177		
1	179		
2	194		
3	186		
4	192		
5	203		
	<u>954</u>		
6	191		
7	193		
8	229		
	<u>613</u>	Rossman	554
		Roosevelt	577
9	259	Middle School	613
10	236	High school	814
11	203	ALC	71
12	208	PSEO	20
	<u>905</u>	Pre-K	45
Total	2,694	Monthly Total	2,694

Comparisons		
Last Month Report		2,703
	Difference	(9)
2020-21 Opening Day		2,788
	Difference	(94)
2019-20 Opening Day		3,001
	Difference	(307)
2019-20 Average Daily Membership		2,947
	Difference	(253)

Pre K	
ADM*	45

* - Average Daily Membership (ADM) counts are based on partial day calculations

	Pre K	K	1-5	6-8	9-12	Total
Opening Day	45	178	988	644	933	2,788
October	45	178	990	629	922	2,764
November	45	175	991	626	915	2,752
December	45	176	988	626	918	2,753
January	45	174	967	624	908	2,718
February	45	176	960	616	886	2,683
March	45	178	960	612	908	2,703
April	45	177	954	613	905	2,694
May						-
Ending Day						-
Average	45	177	975	624	912	2,732
Prior Year Actual Average ADM						2,947
Difference						(215)

ALC			
Current	Last Month	Opening Day	
16	11	1	
19	21	9	
17	20	14	
19	19	27	
71	71	51	
Difference	-	20	



Detroit Lakes Public Schools Monthly Enrollment Summary 2020-2021

Month: April

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	35	72	107

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	6	8

KINDERGARTEN

	Kind.	Kind Sp Ed	Total
Roosevelt	71	18	89
Rossman	70	18	88
Totals	141	36	177

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	90	96	96	98	108	488
Rossman	89	98	90	94	95	466
Totals	179	194	186	192	203	954

ELEMENTARY TOTALS

Kinderg.	Gr.1-5	Total
177	954	1131

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle Schl.	191	193	229	613

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	243	217	181	173	814	11	37	862

2020-2021

K-12 Total*

2680

*Includes ALC,
but not ALP

2019-2020

K-12 Total*

2905

*Includes ALC,
but not ALP

2018-2019

K-12 Total*

2913

*Includes ALC,
but not ALP

MONTHLY TOTALS*

EIC	37
ECSE	78
Kind. Sp. Ed.	36
Kindergarten	141
Grades 1-5	954
Middle School	613
Senior High	862
ALC	74
	0
TOTAL	2795

*Does not include non-resident students
on tuition agreement

ALC

D.L.	48
Other	23
FT PSEO	0
PT PSEO	3
Total	74



Detroit Lakes Public Schools

Elementary Grade Sections

2020-2021

Month: April

		Roosevelt		Rossman		Average
Kindergarten	Distance Section	4		7		5.5
	Section 1&3	17	18	16	16	
	Section 2&4	17	17	16	17	
	Section 5&6		16	16		
Building Average		17.00		16.20		16.60
Grade 1	Distance Section	8		5		6.5
	Section 1&3	16	8	17	17	
	Section 2&4	15	16	17	16	
	Section 5	17		17		
Building Average		14.40		21.00		15.60
Grade 2	Distance Section	4		7		5.5
	Section 1&3	23		18	18	
	Section 2&4	22	23	18	18	
	Section 5	22		19		
Building Average		22.50		18.20		18.10
Grade 3	Distance Section	8		4		6
	Section 1&3	22	22	17	18	
	Section 2&4	22		18	16	
	Section 5	22		17		
Building Average		22.00		17.20		19.33
Grade 4	Distance Section	3		3		3
	Section 1&3	22		23		
	Section 2&4	24	24	23	22	
	Section 5	23			23	
Building Average		23.25		22.75		20.44
Grade 5	Distance Section	7				3.5
	Section 1&3	26	25	23	23	
	Section 2&4	24		22	23	
	Section 5	25				
Building Average		25.00		22.75		21.22

The district class size average for K-5 is:

18.79

The class size average on this page is different than the class size average calculated by the State. The class size average on this page reflects students in a classroom with the regular classroom teacher and does not count specialists such as music, phy.ed. and art teachers which the state uses in calculating class size average.



Detroit Lakes Public Schools Yearly Enrollment Summary 2020-2021

Date: April

EIC										ECSE									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	27	26	28	33	29	31	30	35			48	48	51	58	65	65	67	72	

EIC -- Non Resident										ECSE -- Non Resident									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	5	4	2	2	1	1	2	2			4	4	4	6	6	6	6	6	

Kindergarten - Special Ed.										Kindergarten									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	18	18	18	18	19	17	18	18		Roosevelt	71	71	70	71	68	72	72	71	
Rossman	19	19	18	18	18	17	18	18		Rossman	70	70	69	69	69	70	70	70	
Totals	37	37	36	36	37	34	36	36	-	Totals	141	141	139	140	137	142	142	141	-

Kindergarten Total									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	89	89	88	89	87	89	90	89	-
Rossman	89	89	87	87	87	87	88	88	-
Totals	178	178	175	176	174	176	178	177	-

Grade One										Grade Two									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	92	93	94	93	91	91	90	90	-	Roosevelt	101	101	101	102	100	98	98	96	-
Rossman	92	92	92	92	89	88	89	89	-	Rossman	102	101	101	101	98	98	98	98	-
Totals	184	185	186	185	180	179	179	179	-	Totals	203	202	202	203	198	196	196	194	-

Grade Three										Grade Four									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	100	101	102	99	97	96	96	96	-	Roosevelt	103	103	103	103	101	99	100	98	-
Rossman	92	92	92	91	91	91	91	90	-	Rossman	98	98	98	97	96	96	95	94	-
Totals	192	193	194	190	188	187	187	186	-	Totals	201	201	201	200	197	195	195	192	-

Grade Five									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
MS	110	110	109	112	109	108	108	108	-
Rossman	98	99	99	98	95	95	95	95	-
Totals	208	209	208	210	204	203	203	203	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2020-2021

Date: April _____

Grades 1 - 5 Totals									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rsvlt/MS	506	508	509	509	498	492	492	488	-
Rossman	482	482	482	479	469	468	468	466	-
Totals	988	990	991	988	967	960	960	954	-

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	200	193	192	191	192	190	192	191	-
Grade Seven	203	199	198	197	196	195	193	193	-
Grade Eight	241	237	236	238	236	231	227	229	-
Special Ed.									
Totals	644	629	626	626	624	616	612	613	-

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr Nine	254	248	248	245	244	242	244	243	-
Gr Ten	230	227	227	225	221	215	216	217	-
Gr Eleven	206	192	190	189	188	183	183	181	-
Gr Twelve	225	185	182	182	181	175	174	173	-
Subtotals	915	852	847	841	834	815	817	814	-
PSEO-FT	0	9	9	9	9	12	11	11	-
PSEO-PT	0	38	38	37	37	39	37	37	-
Totals	915	899	894	887	880	866	865	862	-

ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Resident	40	42	39	44	45	41	54	48	
Non-Resid.	11	23	11	15	11	11	17	23	
Subtotals	51	65	50	59	56	52	71	71	
PSEO-FT						-	-	-	
PSEO-PT						3	3	3	
Totals						55	74	74	-

DATE: March 19, 2021
TO: Mark Jenson, Superintendent and Board of Education
FROM: Ryan Tangen, Business Manager 
SUBJECT: **Facilities Committee Meeting Update**

A Facilities Committee Meeting was held at 5:00 p.m., Thursday, March 18, 2021 at the High School Media Center. In attendance were Board Member Kylie Johnson, Board Member John Steffl, Board Member Amy Erickson, Superintendent Mark Jenson, Business Manager Ryan Tangen, and Supervisor of Operations Colin Gedrose. Also in attendance were Activities Director Rob Nielsen, School to Work Teacher Vern Schnathorst, and Academy Coordinator Josh Omang. The agenda was as follows:

1. **Gifts and Donation Policy Review**
Policy 706, Gifts and Donation, was reviewed for personal and real property donations. The committee recommends language changes to Paragraph IV and will forward to the Policy Committee for review.
2. **Greenhouse Construction Update**
Mr. Schnathorst provided an updated on the Greenhouse progress. Obtaining the state permit is in process. The materials for the Greenhouse have been ordered. Once the state permit is received, demolition of the garage and new construction will begin. The estimated budget is \$125,500.
3. **Electronic Sign Signage and Location**
Two electronic sign options were reviewed. The 7' x 9' option is preferred. The preferred location is south of the visitor parking in the space between the street and handicap parking spaces in the main lot. Estimated cost for the sign is \$54,400. Funding sources outside of Building Bond proceeds will be used for the sign and installation.
4. **Ojibwe Signage Update**
Mr. Gedrose reviewed progress on Ojibwe Signage installation. Most of the room signage is complete. Renderings are coming for the Welcome/Boozhoo lettering to be located in the entries.
5. **Location of Commons Floor Logo**
The placement of the logo on the Commons floor was discussed. The floor logo should go on the first panel upon entry. After the renderings are received, the committee will review and present the location and logo for Board approval.
6. **Scoreboards**
Mr. Nielsen discussed options for scoreboard sponsorship.
7. **Commons Mural**
Discussion on a mural in the High School Commons was discussed. Hans Gilsdorf will provide ideas to the committee for a mural on the sound panels.

Meeting Adjourned

DATE: March 30, 2021
TO: Mark Jenson, Superintendent and Board of Education
FROM: Ryan Tangen, Business Manager 
SUBJECT: **Facilities Committee Meeting Update**

A Facilities Committee Meeting was held at 12:00 p.m., Tuesday, March 30, 2021 at the Detroit Lakes Community Center Backyard. In attendance were Board Member Kylie Johnson, Board Member John Steffl, Board Member Amy Erickson, Superintendent Mark Jenson, Business Manager Ryan Tangen, and Supervisor of Operations Colin Gedrose. Also in attendance were Activities Director Rob Nielsen, Academy Coordinator Josh Omang, High School Principal Darren Wolf, Federal Programs Director Karen Nudell, and Local Artist Hans Gilsdorf. The agenda was as follows:

1. **High School Commons**

A. **Mural**

Space in the commons was identified for an inspirational mural. Local Artist Hans Gilsdorf was retained to design the space. Mr. Gilsdorf presented a 8' x 48' mural called the Ripple Effect. Recommend approval.

B. **Floor Logo**

A panel was identified for the school logo to be integrated into the terrazzo floor just inside the main entry. A sample of the logo was provided by ZerrBerg. The proposed design uses the official school logo. Approval was given to move forward.

2. **Welcome/Boozhoo Entry Signage Options**

Four font options were reviewed for the Welcome/Boozhoo signage in the District entries. Option "A", Script MT, was selected.

3. **Rossman Elementary Temporary Easement on Willow Street**

Street construction on Willow will require a temporary easement on the North Side of the Rossman parcel. The easement map shows a 15' wide easement but the project will only require usage up to the fence. In addition, the entry into the parking lot will be removed and replaced as part of the project. Compensation for the easement is \$1,482.30. Recommend approval and give Mr. Tangen authorization to sign the agreement.

4. **Foltz/Solutions Lease for Transition 21 Program**

A building at the intersection of Highway 34 and 11th St was presented for the Transition 21 program. The 7,000+ sq. foot building is ideal for the program. The rent is \$8,000 per month, but the property tax exemption will be figured into the lease when it goes into effect. Leasing options for a straight lease, lease to own, and a term lease with a buyout option will be considered. The lease cost will be eligible for lease levy. Remodeling cost and furniture can use MA funds as this will be a dedicated special education building. Approval was given to bring a lease to the Board for approval. The goal is to have a program running for the 21-22 school year.

Meeting Adjourned

DATE: April 15, 2021
TO: Mark Jenson, Superintendent and Board of Education
FROM: Ryan Tangen, Business Manager 
SUBJECT: **Finance Committee Meeting Update**

A Finance Committee Meeting was held at 12:00 Noon, Thursday, April 15, 2021 at M-State, Room C103. In attendance were Board Member Jennifer Pedersen, Board Member April Thomas, Superintendent Mark Jenson and Business Manager Ryan Tangen. Board Member Courtney Henderson attended via Google Meet. The agenda was as follows:

1. **Cash Analysis**
March month end and historical cash balances were reviewed. Recommend approval.
2. **Reconciliation**
March reconciliation was reviewed. Recommend approval.
3. **Review of Receipts**
March receipts were reviewed. Recommend approval.
4. **Review of Disbursements**
Four sets of disbursements were included in the Board packet:
 - a. Hand Payables from March were reviewed and recommended for approval.
 - b. Check Register for the High School Student Activity Account was reviewed and recommended for approval.
 - c. Check Register for the Middle School Activity Account was reviewed and recommended for approval.
 - d. Check Summary was reviewed and recommended for approval.

Meeting Adjourned



2020-21 District Advisory Council Agenda and Minutes
March 25, 2021

Virtual Meeting

Attendees: Renee, Jill, Cara, Joe, Rhonda, April, Courtney, Darren, Katie, Amy, Maria, Trish, Barb, Mark, Karilee, Kris, Peter, Pam, Mike S.

1. Building Updates
 - a. Things that we have learned this year and that we may continue to do:
 - i. Virtual P/T conferences for families who would like this option
 - ii. Staff meetings could be a mix of virtual and in person
 - iii. New technology instructional strategies
 - iv. Parent/family connections utilizing technology, such as SeeSaw
 - b. Things to consider
 - i. We need to make sure that all teachers, including interventionists, are added to Google Classrooms to increase the supports for students across the district
 - ii. Balance future technology usage with in-person instructional practices
2. Annual Professional Learning Goals
 - a. Reviewed 2020-21 goals
 - b. Postponed finalizing 2021-22 goals due to the summer District Strategic Planning (alignment purposes) and to use our 2021 data
3. Fall Inservice Schedule Review
 - a. A draft of plans was discussed.
 - b. Two weeks of virtual sessions as a “floating day” will be used in August.
 - c. Inservice plans will be discussed again at a Curriculum and Instruction meeting and building level plans will be finalized prior to sharing with all staff.
 - d. Paraprofessional inservice opportunities were discussed including back-to-school plans of attending “Teach Like a Pirate” sessions.
4. Summer 2021
 - a. Science new standards implementation process, as well as new 6-12 materials.
 - b. ELA pacing guides utilizing new standards
 - c. MSUM Cohort will begin again and will align with our district goals

- d. Buildings will continue the SEL work and a district team will likely meet this summer
- 5. A comprehensive cultural competency plan is being developed so the draft was discussed.
- 6. SAIL (*Success and Achievement in Learning*) Summer school changes were shared.
 - a. “Camp” options will be introduced this year
 - i. Art Camp
 - ii. Learning outdoors at Tamarac
 - iii. Tech Time Camp
 - iv. SAIL for reading and math
- 7. Achievement and Integration Overview
 - a. Budget was presented and discussed
- 8. Work groups will be organized for summer to begin work on our World’s Best Workforce Plan for 2021-22