



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, May 17, 2021 - 5:30 PM**  
**City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501**

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*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](http://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](mailto:22walzluis@detlakes.k12.mn.us)**

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**I. CALL TO ORDER**

Presenter: Erickson, Board Chair

**A. ROLL CALL**

Presenter: Erickson, Board Chair

**II. PLEDGE OF ALLEGIANCE**

Presenter: Erickson, Board Chair

**III. APPROVAL OF AGENDA**

Presenter: Erickson, Board Chair

**A. Agenda Approval**

Approval of the Agenda for the May 17, 2021, Regular School Board Meeting as presented.

**IV. RECOGNITIONS**

Presenter: Erickson, Board Chair

**A. 2020-2021 Winter Recognitions (See Attachment)**

**V. 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. DLPEF and SJE Rhombus - 2021 Grant Award Presentation**

Presenters: Denise Kettner and Larissa Willette

**VI. PROGRAM PRESENTATIONS**

Presenter:

**A. Community Education Presentation**

Annamarie Lacher,

**VII. 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 April, 19, 2021, Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve Memorandum of Understanding between ISD #22 and Empowering Kids Perham for the purpose of transitioning a student from EIDBI services into the school environment.
- F. Approve MOA between ISD #22 and Education Minnesota - Detroit Lakes (EMDL) regarding Personal Leave Days
- G. Approve the Memorandum of Agreement between District #22 and Nathan Ochsner.
- H. Approve the Canine Detection Services Contract for the 2021-2022 school year.
- I. Approve Adult Basic Education (ABE) Agreement for the 2021-2022 school year with Ada-Borup, Frazee-Vergas, LakePark-Audubon, New York Mills, Norman County East, Pelican Rapids, Perham, Rothsay, Ulen-Hitterdal School Districts, and Becker County Sheriff's Department.
- J. **Approve Second Reading of Policies:**
  - 1. 203.2 - Order of the Regular School Board Meeting
  - 2. 204 - School Board Meeting Minutes
  - 3. 205 - Opening Meetings and Closed Meetings
  - 4. 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
  - 5. 207 - Public Hearings
  - 6. 208 - Development, Adoption, and Implementation of Policies
  - 7. 209 - Code of Ethics
  - 8. 210 - Conflict of Interest - School Board Members
  - 9. 210.1 - Conflict of Interest - Charter School Board Members
  - 10. 211 - Criminal or Civil Action Against School District, School Board Members, Employee, or Student
  - 11. 212 - School Board Member Development
  - 12. 213 - School Board Committees
  - 13. 214 - Out-of-State Travel by School Board Members
  - 14. 535 - Service Animals in Schools
  - 15. 535.FM - Service Animals Form
  - 16. 542 - Classroom Supplies and Materials Fee
  - 17. 706 - Acceptance of Gifts
  - 18. 706.FM - Acceptance of Gifts Form
- K. **Donations**
  - 1. \$120.00 from Bell Bank Custom Card Donation for Detroit Lakes Public Schools
  - 2. \$500.00 from Lake Life Hospitality for Sidekicks Inclusion Club.
  - 3. \$250.00 from BTM Manufacturing for the Sidekicks Inclusion Club
  - 4. \$250.00 from Lakers Agency Insurance for Sidekicks Inclusion Club.
  - 5. \$500.00 from Meadowland Surveying for Sidekicks Inclusion Club.
  - 6. \$39.80 from Casey's General Store Loyalty Donation for Rossman Elementary.
  - 7. \$100.08 from The Benevity Community Impact Fund on behalf of Julie Whitworth for Rossman Elementary.

## VIII. 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 of Policies:**

1. 301 - School District Administration
2. 302 - Superintendent
3. 303 - Superintendent Selection
4. 304 - Superintendent Contract, Duties, and Evaluation
5. 305 - Policy Implementation
6. 306 - Administrator Code of Ethics
7. 401 - Equal Employment Opportunity
8. 402 - Disability Nondiscrimination
9. 403 - Discipline, Suspension, Dismissal of School District Employees
10. 404 - Employment Background Checks
11. 404.FM - Informed Consent and Notice
12. 405 - Veteran's Preference

**IX. 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 Jeffrey Mosca and Kelly Gag

Presenter: Erickson, Board Chair

- B. Approve the Strategic Plan for the 2021-2026 school years.

Presenter: Erickson, Board Chair

- C. Approve Construction Change Orders for the High School.

Presenter: Erickson, Board Chair

- D. **Laker Transitions Building Lease**

Presenter: Erickson, Board Chair

1. Approve Laker Transition Building Lease.

2. Approve Authorization to Retain an Architect to Complete a Plan for Remodeling the Laker Transition Building.

- E. Approve continuation of the Summer Food Program with distribution at M-State

**X. ADMINISTRATIVE AND BOARD REPORTS**

- A. **Superintendent Report**

Presenter: Mark Jensen, Superintendent

1. May 2021 Enrollment

2. COVID Update

- B. **Board Committee and Representative Reports**

1. Board Technology Committee Meeting - 4/28/2021

Presenter: Thomas, Board Clerk

2. Arena Commission Meeting - 5/4/2021

Presenter: Steffl, Board Vice-Chair

3. Facilities Committee Meeting - 5/11/2021

Presenter: Johnson, Board Treasurer

4. Finance Committee Meeting - 5/13/2021

Presenter: Pedersen, Board Director

**XI. UPCOMING EVENTS AND ACTIVITIES**

Presenter: Erickson, Board Chair

- A. Finance Committee Meeting - June 17, 2021 - 12:00 PM

- B. June Board Meeting - June 21, 2021, 7:00 AM - City Council Chambers

**XII. MEETING ADJOURNED**

Presenter: Erickson, Board Chair

# 2020-2021 Winter Recognitions

## Girls Hockey – Academic Gold Award, 8A Academic Champions

- All Conference
  - McKenna Burhans
  - Emma Coley
  - Ella Hess
  - Leah Honer
  - Hadlee Justesen
  - Madi Olson
  - Haley Stattelmann
  - Adi Strand
- Honorable Mention
  - Olivia Cunningham
  - Kaydence Thorsteinson
- All Section
  - Ella Hess
  - Leah Honer
- Section Coach of the Year
  - Scott Piepkorn
- All State Academic Award
  - McKenna Burhans
  - Sydney Haus
  - Leah Honer
  - Halli Pavsek

## Boys Hockey

- All Conference
  - Spencer Bergman
  - Jordan Fields
  - Tommy Fritz
  - Braeden Wimmer
- Honorable Mention
  - Aiden Kennedy (Perham)
  - Jacob Thomas
- All Section
  - Braeden Wimmer

## Girls Basketball – Academic Gold Award

- Academic All State
  - Maddy Bowers
  - Ava Gilbert
  - Sarah Tangen
- All Conference
  - Alex Bettcher
  - Sarah Tangen
- Honorable Mention
  - Jacee Hauser
  - Abby Larson

## Boys Basketball

- All Conference
  - Nate Cihak
  - Zack Oistad
- Honorable Mention
  - Matthew Tobkin
  - Caeden Yliniemi

## Wrestling – Academic Gold Award

- Section 8AA Academic All Stars
  - Blaine Henderson
  - Cade Jackson
  - Bradly Swiers

- Brody Ulyyott
  - Tyson Ulyyott
- All Conference
  - Andreas Barnett
  - Blaine Henderson
  - Cade Jackson
  - Bradly Swiers
  - Brody Ulyyott
  - Tyson Ulyyott
- Honorable Mention
  - Jeffrey Moen
  - Garrett Nelson
  - Thad Schlauderaff
  - Cole Weber
  - Carsen Wold
- Most Valuable Mid State Wrestler
  - Brody Ulyyott
- State Wrestling
  - Andreas Barnett
  - Jacob Ehnert
  - Blane Henderson – 4<sup>th</sup> Place
  - Cade Jackson
  - Thad Schlauderaff
  - Bradly Swiers
  - Brody Ulyyott – 3<sup>rd</sup> Place
  - Tyson Ulyyott
  - Cole Weber

### **Dance**

- All Conference
  - Peyton Eischens
  - Marit Engum
  - Hannah Hagen
  - Tori Lafriniere
- Honorable Mention
  - Maren Skadsem
  - Kallie Sweere
- MADT Dance All State
  - Tori Lafriniere (Kick)
  - Amaya LeCleir (Jazz)
  - Josie Sletmoen (Jazz)
- MADT Dance Senior Academic Award
  - Kyra Bahls
  - Hannah Hagen
  - Kallie Sweere

### **Gymnastics State Participants**

- Jerzie Horner
- Gabby Whitworth

### **Speech Section 8AA Finalists**

- Hannah Hagen – Storytelling
- Annie Houglum – Serious Interpretation (missed in tie-breaker)
- Katie McConkey – Great Speeches

### **FFA**

- Regional
  - Hannah Baumgartner – 6<sup>th</sup> Dairy
  - Bob Blanchard – 1<sup>st</sup> Employment Skills
  - Bayleigh Johnson – 2<sup>nd</sup> Horse
  - Tori Johnson – 1<sup>st</sup> Horse
  - Tobias Muff – 1<sup>st</sup> Forestry
  - Thad Schlauderaff – 1<sup>st</sup> Dairy
  - Julia Teiken – 4<sup>th</sup> Horse
  - Will Walberg – 6<sup>th</sup> Ag Mechanics

- Horse Team – 1<sup>st</sup> Bayleigh J, Tori J, Julia T, Jenna T)
- State
  - Bob Blanchard – 2<sup>nd</sup> Employment Skills
  - Thad Schlauderaff – 10<sup>th</sup> Dairy
- Minnesota FFA State Degree
  - Bob Blanchard
  - Hannah Baumgartner
  - Jenna Tollefson
- Bob Blanchard – completing his year as the Regional 1 Sentinel
- Hannah Baumgartner elected Region 1 Reporter

#### **BPA**

- State Place Winners
  - Hannah Hagen – Prepared Speech
  - Mercedes Jesness – 5<sup>th</sup> Advanced Word Processing, 6<sup>th</sup> Advanced Office Systems & Procedures
  - Lukas Justesen – 3<sup>rd</sup> Advanced Interview Skills
  - Kaitlin McConkey – 2<sup>nd</sup> Human Resource Management
  - Shianne Motschenbacher – 2<sup>nd</sup> Financial Analyst Team
  - Kaitlyn Peterson – 5<sup>th</sup> Payroll Accounting, 6<sup>th</sup> Fundamental Accounting
  - Kaleigh Reller – 2<sup>nd</sup> Entrepreneurship
  - Jocelyn Sletmoen – 7<sup>th</sup> ICD 10: Diagnostic Coding
  - Jack Syltie – 2<sup>nd</sup> Financial Analyst Team
- Ambassador National Torch Award – recognized at National Leadership Conference
  - Bob Blanchard
  - Kaleigh Reller

#### **Boys Swim and Dive Team – Academic Gold Award**

#### **MSHSL Triple “A” Award – Sarah Tangen Detroit Lakes Nominee to Region 8AA**

#### **SB MSHSCA – Academic Gold Award**

#### **MS SB Coaches Association Academic All State**

- Ashtyn Carrier
- Falyn DeBoer
- Sydney Haus
- Kaylee Smith
- Hailey Smith





May 7, 2021

Superintendent Jenson and Board of Education  
Independent School District #22  
702 Lake Avenue  
Detroit Lakes, Minnesota 56501

Superintendent Jenson and Board of Education:

In 2021, the Detroit Lakes Public Education Foundation (DLPEF) received 10 grant application requests totaling \$13,989.93 from the Detroit Lakes teaching staff. These applications were reviewed by the Advisory Committee, and subsequently forwarded to the Foundation Board for final approval. We were happily able to fund all ten grants this year, with two of them funded by the SJE Rhombus Foundation. With the distribution of the 2021 grant funds totaling \$13,989.93, the DLPEF has been responsible for the distribution of \$173,844.27 to the Detroit Lakes School District over the past twelve (12) grant cycles. Of that \$173,844.27, the SJE Foundation has directly contributed \$22,131.49 toward these grants. We are very grateful for their contributions.

The Detroit Lakes Public Education Foundation is pleased to announce the following 2021 grant award recipients:

No.	Project Title	Contact Person(s)	Building	DLPEF	SJE Rhombus
1	Laker Culinary Point of Sale	Amy VanValkenburg & Shania Gilliss	HS	\$1,895.00	
2	Advancing Agricultural Communication	Janelle Hueners	HS	\$500.00	
3	Preschool Social Emotional & Knowledge of Self & Others Interactive Items	Jenny Heimark	Lincoln	\$283.86	
4	Laker Live 2.0	Mary Kvebak	HS	\$4,068.01	
5	Common Core Achieve Online Plus LearnSmart Achieve Subscription	Staci Landsem	AED	\$454.25	
6	A Picture is Worth a Thousand Words	Brady Baxter	District	\$2,658.28	
7	Coding Robots – Marty the Robot V2s + Stem Extras	Jason Hendrickson	MS		\$2,321.63
8	Fleece Blankets for Crisis Center	Jessica Johnson	MS	\$500.00	
9	Stem Projects	Sadie Herman & Kelsey Fode	Roosevelt		\$508.90
10	Whiteboard Walls	Ben Aastuen	MS	\$800.00	
				\$11,159.40	\$2,830.53

The DLPEF looks forward to serving the students and staff of the school district in the future.

Sincerely,

Denise Kettner (DLPEF Chair) on behalf of the  
Detroit Lakes Public Education Foundation Board of Directors

cc: Angie Shoemaker, Executive Assistant

# Community Education—Detroit Lakes Public Schools

- ▶ Adult Enrichment
- ▶ Youth Enrichment
- ▶ Driver Education
- ▶ Early Childhood Family Education and School Readiness
- ▶ Adult Basic Education (Lakes Area Learning Center)
- ▶ School Age Child Care (LatchKEY)

If you want to learn more about any of our programs or have questions, please contact us.

We would be happy to visit with you!

**Anmarie Lacher, Community Education Director**

218-847-4418, ext 6101, [alacher@detlakes.k12.mn.us](mailto:alacher@detlakes.k12.mn.us)

**Fran Rethwisch, Early Childhood Coordinator**

218-847-4418, ext. 6116, [frerethwisch@detlakes.k12.mn.us](mailto:frerethwisch@detlakes.k12.mn.us)

**Amy Fish, ABE Program Manager**

218-844-5760, [afish@detlakes.k12.mn.us](mailto:afish@detlakes.k12.mn.us)

## 2020-21 Highlights—a year of adapting and moving forward!

▶ 140+ students of Tier 1 essential workers were qualified and enrolled to attend emergency child care provided during distance and hybrid learning scenarios at schools and two off site locations.

▶ 8 communities in our region collaborated to provide a wide array of virtual adult enrichment classes. This winter more than 90 adults from Detroit Lakes participated in virtual classes and 32 adults from other communities participated in virtual classes hosted by Detroit Lakes.

▶ The Driver Education program pivoted to provide the classroom portion in a synchronous virtual format. 309 students attended 30 hours each of virtual classroom time.

▶ The “Little Polar Bear” game drew many families with young children to participate in this fun, COVID safe activity as part of the community PolarFest celebration. During the Week of the Young Child, 250 children joined and played along during one of 3 live, virtual concerts with Tim Eggebraaten.

▶ Summer of 2020 youth theatre camp successfully pivoted to virtual auditions and practices of the musical “Singin’ in the Rain” and was able to culminate in a live (social distanced) outdoor performance at the city band shell.

▶ 176 adult learners in our ABE consortium participated in education in spite of barriers presented by the pandemic. 74 of those students found a way to participate even during distance only.



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

**Regular School Board Meeting**  
**Monday, April 19, 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 Steffl, seconded by Pedersen, to approve the agenda. Motion carried unanimously.

Bridget Penton and Vernell Roberts with DL Public Utilities presented the board with a rebate check for \$96,804.31 for installing energy efficient lighting and HVAC equipment in our buildings.

Wellness Committee Members, Karen Nitzkowski and Danielle Solberg, gave a presentation on the Wellness Committee Goals. (EXHIBIT)

High School Principal, Darren Wolf, gave updates on high school programming; the building project; prom and graduation plans.

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

- A. Approve the Minutes of the March 15, 2021, Regular School Board Meeting, and the April 10, 2021, Board Retreat.
- B. Approve K-12 computer checks #663583– 663782 in the amount of \$1,647,182.32. Hand payable checks #663038 - 663042, 663050, 663489 – 663496, 663510 - 663511, 663519 – 663521, 663529 - 663530, 663532 - 663535, 663537 – 663540, 663542 – 663544, 663546 – 663557, 663559 – 663562, 663565, 202103001, 202103002, 202103003, 202103004, 202103005, 202103006, 202103007, 202103008, 202103009, 202103101, 202103102, 202103501, 202103502, 202103503, 202103504, 202103601, 202103602, 202103603, 202103604, 202103701, 202103702, in the amount of \$3,016,893.32, for a total of \$4,664,075.64, including void checks #663286, 663344, 663355, 663393, 663433, 663462. Middle School Activity Account Hand Payable checks – 200068 – 200073, in the amount of \$771.25. Senior High Activity Account Hand Payable checks – 400470 – 400488, in the amount of \$7,110.63. Check #400468-400469 were voided due to issues with the printer. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the District Health Insurance Renewal with PEIP for the 2021-2022 school year. (EXHIBIT)
- E. Approve Memorandum of Agreement between Detroit Lakes Certified Teachers (EMDL) and ISD #22 addressing the July 2021-June 2022 Floating Day Timeline. (EXHIBIT)
- F. Approve Second Reading of Policies:
  1. 202 – School Board Officers
  2. 203.1 – School Board Procedures: Roberts Rules of Order
  3. 203.5 – School Board Meeting Agenda
- G. Donations:
  1. \$75,000.00 from BTM Manufacturing to help equip our metal fabrication shop at the High School.
  2. \$75.08 from The Benevity Community Impact Fund on behalf of Julye Whitworth for Rossman Elementary.

Discussion was held on the First Reading of the following Policy Revisions.

- A. 204 – School Board Meeting Minutes
- B. 205 – Open Meetings and Closed Meetings
- C. 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
- D. 207 – Public Hearings
- E. 208 – Development, Adoption, and Implementation of Policies
- F. 209 – Code of Ethics

- G. 210 – Conflict of Interest – School Board Members
- H. 210.1 – Conflict of Interest – Charter School Board Members
- I. 211 – Criminal or Civil Action Against School District, School Board Member, Employee or Student
- J. 212 – School Board Member Development
- K. 213 – School Board Committees
- L. 214 – Out-of-State Travel by School Board Members
- M. 535 – Service Animals in Schools
- N. 535.FM – Service Animals Form
- O. 542 – Classroom Supplies and Materials Fee
- P. 706 – Acceptance of Gifts
- Q. 706.FM – Acceptance of Gifts Form

A motion by Steffl, to Adopt the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts for 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, Maddison Webber, seconded by Pedersen. On a roll call vote motion was carried with members voting in favor: Erickson, Henderson, Johnson, Pedersen, Steffl, and Thomas; Members voting against: None (EXHIBIT)

A motion by Thomas, to approve Construction Change Orders for Roosevelt Elementary and the High School, seconded by Johnson. Motion carried unanimously. (EXHIBIT)

Supt Jenson commented on April Enrollment; Updates on COVID. (EXHIBIT)

Director of Curriculum, Instruction & Technology Renee Kerzman presented information on MCA testing and New Social Studies Standards.

Board Treasurer Johnson gave an update on the 3/18/21 and 3/30/21 Facilities Committee Meetings. (EXHIBIT)

Board Vice-Chair Steffl gave an update on the Health & Safety Committee Meeting.

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

Board Director Henderson gave an update from the District Curriculum Advisory Committee Meeting. (EXHIBIT)

Board Chair Erickson announced upcoming meetings.

Motion by Henderson, seconded by Thomas to adjourn the meeting at 6:29 PM. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## 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 – 9<sup>th</sup> 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.

**1) 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 – 9<sup>th</sup> 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.

**2) 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 5<sup>th</sup> 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.

**3) 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.

**4) Sixth Period Pay:**

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

**5) Termination:**

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

April, 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
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
April Receipts	3,578,288.61	226,251.31	153,021.09	55,600.11	144,129.13				19,405.33	4,176,695.58
April Computer Checks	-272,788.10	-54,478.53	-11,203.74	-12,938.62	-12,271.80	-1,249,187.28				-1,612,868.07
April Net Payroll	1,326,438.01	40,298.39	8,989.77	55,635.93						1,431,362.10
April Hand Payables	-1,697,464.15	-81,279.28	-244,362.32	-57,670.62	-4,495.00	-76,217.08	0.00	0.00	-16,817.43	-2,178,305.88
Adjustments:										
Rec. Int Bremer MM Savings Acct	68.53									68.53
Rec. Int. Bremer - MS Activity Account									0.11	0.11
Rec. Interest Midwest ICS	313.46									313.46
Rec. Interest Midwest Ck	222.14									222.14
Rec. Interest MSDLAF	190.00									190.00
Rec. Interest MSDLAF Abatement						81.59				81.59
Rec. Interest MSDLAF LTFM						38.28				38.28
Rec. Interest MSDLAF Construction						11947.32				11,947.32
Rec. Interest MSDLAF Construction Bonds						-162.39				-162.39
Midwest Service Charge Checking	-10.00									-10.00
Monthly Card Connect Credit Card Charge				-145.37						-145.37
Monthly Gateway Usage Fee	-10.00									-10.00
Monthly Transfirst/Affinity Credit Charges	-779.38	-21.07								-800.45
Monthly Vantiv Credit Card Charges		-85.90								-85.90
Midwest Wire Fees 4/5, 15, 21(4), 27, 30(2)	-90.00									-90.00
Monthly Midwest Internet ACH Fee	-100.00									-100.00
Becker Co. Tax Payment - Adj	-502,057.76			28,663.36			473,394.40			0.00
Facilities Committee Meeting 3/30 Meal	-66.00	66.00								0.00
Inventory Adjustment	152.28	-19.48	-5.52	-127.28						0.00
Latchkey Snacks - March		534.73		-534.73						0.00
Lincoln ECSE Snacks	-28.56	28.56								0.00
School Readiness/Extended Care Snacks		428.79		-428.79						0.00
Targeted Services Snacks Jan-March	-1,863.54	1,863.54								0.00
Sales Tax Payment	-459.00									-459.00
Tax Payment - North Dakota	-363.79									-363.79
Supply - Plant Operation	-1.93	1.93								0.00
Supplies - Administration Center	-6.63	6.63								0.00
ACH Indep. School District (net pay)	-1,326,448.01	-40,298.39	-8,989.77	-55,635.93						-1,431,372.10
ACH Further	-18,909.58		-148.00							-19,057.58
ACH Minnesota State Retirement	-25,294.56	-292.32	-189.52	-320.00						-26,096.40
ACH MN Teachers Retirement	-234,770.95			-6,737.69						-241,508.64
ACH Education Benefits	-69,617.90	-824.29	-737.65	-927.80						-72,107.64
ACH Public Employees Retirement	-64,858.43	-7,326.84	-1,953.67	-4,161.42						-78,300.36
ACH Minnesota Revenue (State Taxes)	-68,621.60	-1,395.38	-568.22	-2,407.23						-72,992.43
ACH Internal Revenue Ser. (Fed. Taxes)	-432,700.73	-10,752.81	-3,038.91	-16,498.62						-462,991.07
ACH Corporate Payment Systems	-9,950.16			-2,600.55						-12,550.71
4/30/21 Cash Balance	11,466,538.06	705,697.82	489,671.35	539,599.67	2,476,523.63	11,376,567.48	379,413.41	12,587.74	223,938.31	27,670,537.47

Midwest Bank Stmt Balance 4/30/21		1,220,126.93		<b>ACH TRANSFER FROM FLEX BENEFIT ACCOUNT TO FURTHER SERVICES</b>			
NSF Checks Returned - Midwest		997.17		ACH Transaction #AC0401P on 4/1/21		1,748.78	
Outstanding Receipts		1,631.65		ACH Transaction #AC0408P on 4/8/21		7,664.12	
Outstanding Checks		-183,091.65		ACH Transaction #AC0415P on 4/15/21		1,349.36	
Outst. ACH Educator Benefits 4/30/21		-36,303.82		ACH Transaction #AC0422P on 4/22/21		488.21	
Outst. ACH Internal Revenue Service 4/30/21		-239,690.86		ACH Transaction #AC0429P on 4/29/21		4,345.66	
Outst. ACH Public Emp. Retirement 4/30/21		-35,818.92		Total		15,596.13	
Outst. ACH MN Teachers Retirement 4/30/21		-122,602.27					
Outst. ACH Minnesota Revenue 4/30/21		-38,095.36		<b>DEPOSIT OF PAYROLL FLEX WITHHOLDINGS INTO FLEX ACCOUNT</b>			
Outst. ACH Minnesota State Ret. 4/30/21		-13,035.70		4/15/21 Deposit #42665		7,121.20	
Outst. ACH Further 4/30/21		-9,478.79		4/30/21 Deposit #42666		7,121.20	
Outst. State of ND Tax Payment		-363.79		4/30/21 Interest Earned		0.31	
Midwest Book Balance 4/30/21		544,274.59		Total		14,242.71	
Mid MN Federal Credit Union Balance		16,808.53		<b>WIRE TRANSFER FROM STATE OF MINNESOTA TO MSDLAF</b>			
Auxiliary, Contingent, and Petty Cash		15,550.00		4/1/21 Wire Transfer		3,292.88	
				4/9/21 Wire Transfer		1,875.00	
Investments				4/13/21 Wire Transfer		11,028.00	
American National Bank - CD (01/02/22)	1.05%	148,000.00		4/15/21 Wire Transfer		1,288,847.37	
American National Bank - CD (10/20/21)	1.05%	100,000.00		4/15/21 Wire Transfer		53,799.12	
Bell State Bank & Trust - CD (4/1/22)	0.35%	247,000.00		4/21/21 Wire Transfer		213,876.67	
Bremer Bank - CD (08/13/21)	0.25%	255,358.14		4/26/21 Wire Transfer		800.00	
Bremer Bank Money Market Savings	0.02%	4,169,516.37		4/27/21 Wire Transfer		30,439.22	
First Security Bank - CD (2/25/23)	0.35%	245,000.00		4/27/21 Wire Transfer		8,773.89	
MidMinnesota Federal Credit (01/04/23)	0.80%	245,000.00		4/30/21 Wire Transfer		2,354,840.22	
Midwest Bank - CD (6/25/21)	0.80%	250,000.00		Total		3,967,572.37	
Midwest Bank - Money Market Acct	0.25%	1,525,874.98					
Midwest Bank - CDARS	2.37%	1,036,114.19		<b>WIRE TRANSFER FROM MSDLAF TO MIDWEST BANK</b>			
Northwestern Bank 11/12/2021	0.05%	200,000.00		4/5/21 Wire Transfer		230,000.00	
MSDLAF & MAX - Building Account	.02% & .04%	2,707,475.20		4/15/21 Wire Transfer		1,300,000.00	
MSDLAF & MAX	.02% & .04%	7,161,251.94		4/21/21 Wire Transfer		450,000.00	
MSDLAF Construction Account	.02% & .04%	7,534,006.60		4/27/21 Wire Transfer		260,000.00	
MSDLAF Construction Account CD's	Various	1,400,000.00		4/30/21 Wire Transfer		1,300,000.00	
MSDLAF Facilities Maintenance Bonds	.02% & .04%	1,258,236.69		Total		3,540,000.00	
Total Investments		28,482,834.11					
				<b>WIRE TRANSFER FROM MSDLAF BLG CONSTRU ACCT</b>			
MS Activities Bremer Stmt Balance 4/30/21		12,760.05		4/21/21 Wire Transfer		1,317,375.14	
Outstanding Receipts				Total		1,317,375.14	
Outstanding Checks		-1,497.14					
MS Activities Bremer Bank Balance 4/30/21		11,262.91		<b>WIRE TRANSFER FROM MSDLAF LTFM BOND ACCOUNT</b>			
				4/21/21 Wire Transfer		14,299.21	
HS Activities Bremer Stmt Balance 4/30/21		222,726.03		Total		14,299.21	
Outstanding Receipts							
Outstanding Checks		-10,050.63		<b>WIRE TRANSFER FROM MSDLAF ABATEMENT BONDS</b>			
HS Activities Bremer Bank Balance 4/30/21		212,675.40		4/21/21 Wire Transfer		890.80	
				Total		890.80	
April 30, 2021	Total Book	29,283,405.54					
Reconciliation		0.00		<b>INTEREST ON ACCOUNTS</b>			
				4/30/21 Rec. Int Bremer MM Savings		68.53	
Business Affairs				4/30/21 Rec. Int Midwest ICS		313.46	
April 30, 2021				4/30/21 Rec. Int. MSDLAF		190.00	
				4/30/21 Rec. Int. MSDLAF Building Const.		13830.13	
				4/30/21 Rec. Int MSDLAF LTFM Bonds		38.28	
				4/30/21 Rec. Int MSDLAF Abatement Bonds		81.59	
				4/30/21 Transaction Fees MSDLAF Construction		-162.39	
				Total		14,359.60	

**Detroit Lakes Public Schools Receipts April 2021**

Activity White Card Fees	4,400.00
Activity Entry Fee - Baseball	300.00
Activity Entry Fee - Boys Golf	1,050.00
Activity Entry Fee - Track	250.00
Community Education - Driver's Education Tuition	23,645.71
Community Education - Latchkey Tuition	6,849.50
Community Education - Tuition	2,912.83
Community Education - School Readiness	14,285.07
Donation - Anonymous - Prom	3,000.00
Donation - Bell Bank - Custom Card	120.00
Donation - Benevity Community Impact - Rossman Technology/Music	100.08
Donation - Casey's - Customer Loyalty	39.80
Food Service - Catering	169.49
Food Service - Lunch Account Payments	2,867.56
Food Service - Milk/Juice Break	43.25
Food Service - Mahube-OTWA Head Start Meals	8,941.35
Grant - Pathways I - School Readiness Tuition	1,712.00
Grant - Pathways II - School Readiness Tuition	4,859.47
Grant - State of Minnesota - EQIP	800.00
Grant - State of Minnesota - Recovery School	30,439.22
Interest on CD's	1,243.00
Miscellaneous - Individual Insurance Premium Payments	16.82
Miscellaneous - Really Good Stuff - Return of Supplies	675.36
Miscellaneous - Pearson Account Refund	45.12
Rebate - City of Detroit Lakes - Commercial Lighting	96,804.31
Rebate - Telmark Sales - Lysol Product Rebate	250.00
Rebate - Institutional Processing Services - Food Service	60.11
Reimbursement - Adult Education Materials	4,260.00
Reimbursement - Adult Education GED Testing Fee's	60.00
Reimbursement - Middle School Chromebook Charger	25.00
Reimbursement - Sr. High Chromebook Charger	25.00
Reimbursement - Sr. High Fee's & Fines	75.00
Reimbursement - Roosevelt PTO Teacher Conference Meals	457.15
Reimbursement - Roosevelt Band	5.00
Reimbursement - Schultz Bus Garage - Drug/Alcohol Testing	59.00
Reimbursement - Supplies Purchased	3.49
Reimbursement - Postage	1.02
Reimbursement - Roosevelt Postage	12.75
Sales - Sr. High - Laker Shop	6,431.39
Sales - Sr. High - Yearbook	5,383.18
Sales - Sr. High - Calculator	135.00
Sales - Sr. High - Prom	1,146.54
Sales - Middle School - Band	82.00
Sales - Middle School - Yearbook	1,775.00
State of Minnesota '20 Special Ed Aid	101,562.71
State of Minnesota '21 After School Snack Program	3,331.92
State of Minnesota '21 Esser Funds	3,000.00
State of Minnesota '21 Gen. Ed. Aid	3,542,124.88
State of Minnesota '21 Joint Powers Agreement	1,875.00
State of Minnesota '21 Kindergarten Milk Program	590.40
State of Minnesota '21 MA/IEP Reimbursement	19,801.89
State of Minnesota '21 Title II Aid	48,939.65

<b>State of Minnesota '21 March SFSPN ADM. Summer Foods Program</b>	<b>19,602.28</b>
<b>State of Minnesota '21 March SFSPN Summer Foods Program</b>	<b>190,644.95</b>
<b>Total</b>	<b>4,157,290.25</b>
Business Affairs	
May 12, 2021	

<b><u>RECEIPTS: High School Activity Account</u></b>	
Pizza Fundraiser - Boys Golf	5,753.00
Pizza Fundraiser - Girls Golf	2,860.00
Laker Card Fundraiser - Softball	6,708.00
Online Fundraiser - Band	70.00
Payment - Band Trip	2,145.00
Payment - Trap Ammo and Range	1,200.00
Auction Sales - Interact	135.00
Burger Card Fundraiser - Baseball	30.00
Banquet - Boys Basketball	400.00
Penny War - Interact	104.33
<b>Total</b>	<b>19,405.33</b>
<b><u>RECEIPTS: Middle School Activity Account</u></b>	
<b>Total</b>	<b>-</b>
<b>Total Activity Accounts</b>	<b>19,405.33</b>

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
662890	PEPSI COLA BOTTLING CO.	04/19/2021	01 E 041 216 000 000 450	beverages for resale in the Laker Shop	-481.16
				Totals for 662890	-481.16
663566	BPA-BUSINESS PROFESSIONALS OF	04/01/2021	01 E 041 215 000 000 369	Registration for National Virtual Conference (For National Advancers Only)	966.00
				Totals for 663566	966.00
663567	OLANDER BUS SERVICE INC.	04/05/2021	03 E 015 760 000 720 361	MARCH	89,162.00
663567	OLANDER BUS SERVICE INC.	04/05/2021	03 E 015 760 000 723 361	MARCH	55,553.20
				Totals for 663567	144,715.20
663568	SCHULTZ BUS COMPANY	04/05/2021	03 E 015 760 000 720 361	MARCH	86,510.00
				Totals for 663568	86,510.00
663569	CASH-WA DISTRIBUTING CO.	04/09/2021	02 E 015 770 000 711 490	FOOD	673.64
663569	CASH-WA DISTRIBUTING CO.	04/09/2021	02 E 015 770 000 707 490	FOOD	47.45
663569	CASH-WA DISTRIBUTING CO.	04/09/2021	02 E 015 770 000 711 490	FOOD	5,862.80
				Totals for 663569	6,583.89
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENDITURES	151.50
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENDITURES	151.50
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 115 000 319	ACTIVITIES EXPENDITURES	177.50
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	158.60
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	125.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	125.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	60.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENDITURES	202.80
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENDITURES	156.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 115 000 319	ACTIVITIES EXPENDITURES	124.50
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	125.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	125.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	197.80
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 105 000 319	ACTIVITIES EXPENDITURES	60.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENDITURES	142.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENDITURES	142.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENDITURES	142.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENDITURES	60.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 105 000 319	ACTIVITIES EXPENDITURES	60.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	78.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 031 294 105 000 319	ACTIVITIES EXPENDITURES	200.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 031 294 105 000 319	ACTIVITIES EXPENDITURES	100.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 369	ACTIVITIES EXPENDITURES	48.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 369	ACTIVITIES EXPENDITURES	48.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	66.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 296 114 000 369	ACTIVITIES EXPENDITURES	50.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 132 000 369	ACTIVITIES EXPENDITURES	50.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 369	ACTIVITIES EXPENDITURES	42.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 291 109 000 319	ACTIVITIES EXPENDITURES	90.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	69.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	66.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	175.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	200.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	175.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	150.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	250.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	200.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	150.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	175.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	150.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	200.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	150.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 041 294 128 000 369	ACTIVITIES EXPENDITURES	200.00
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 E 015 213 000 000 319	ACTIVITIES EXPENDITURES	30.95
663578	DISTRICT AUXILIARY ACCOUNT	04/09/2021	01 R 000 000 000 000 092	ACTIVITIES EXPENDITURES	-0.06
Totals for 663578					7,359.09
663579	PICTURE MOSAICS	04/09/2021	05 E 041 850 206 301 319	ONLINE INTERACTIVE MOSAIC - HS	1,600.00
Totals for 663579					1,600.00
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	LAKER SHOP SUPPLIES	8.44
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	LAKER SHOP SUPPLIES	7.22
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	LAKER SHOP SUPPLIES	565.93
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	beverages for resale in the Laker Shop	253.98
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	beverages for resale in the Laker Shop	574.31
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	beverages for resale in the Laker Shop	631.70
663581	PEPSI	04/12/2021	01 R 141 380 990 835 619	beverages for resale in the Laker Shop	775.54
Totals for 663581					2,817.12
663582	REGION 8AA	04/12/2021	01 R 015 294 105 000 060	ADMISSIONS - DETROIT LAKES VS. ST. CLOUD APOLLO	1,240.00
Totals for 663582					1,240.00
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	940.50
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	151.43
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-175.70
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-625.67
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-1,052.95
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-923.73
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-2,111.55
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-138.60
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-714.65
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-2,403.75
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-1,513.50
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-189.40
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-1,214.33
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-899.90
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-920.55

CHECK		CHECK	ACCOUNT	INVOICE	
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-609.53
663612	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-572.35
Totals for 663612					-12,974.23
663623	CASH-WA DISTRIBUTING CO.	04/19/2021	02 E 015 770 000 707 490	FOOD	-46.60
663623	CASH-WA DISTRIBUTING CO.	04/19/2021	02 E 015 770 000 711 490	FOOD	-740.71
663623	CASH-WA DISTRIBUTING CO.	04/19/2021	02 E 015 770 000 707 490	FOOD	-67.52
Totals for 663623					-854.83
663698	MALONE, NATHAN	04/19/2021	02 R 000 000 000 701 601	LUNCH ACCOUNT BALANCE	-66.85
Totals for 663698					-66.85
663783	AMER. FAMILY LIFE ASSURANCE CO	04/15/2021	01 L 215 38	Payroll accrual	148.75
663783	AMER. FAMILY LIFE ASSURANCE CO	04/15/2021	03 L 215 38	Payroll accrual	31.44
663783	AMER. FAMILY LIFE ASSURANCE CO	04/15/2021	04 L 215 38	Payroll accrual	22.20
Totals for 663783					202.39
663784	AFSCME COUNCIL 65	04/15/2021	01 L 215 41	Payroll accrual	300.44
663784	AFSCME COUNCIL 65	04/15/2021	03 L 215 41	Payroll accrual	17.02
Totals for 663784					317.46
663785	D.L. PUBLIC EDUCATION FOUNDATI	04/15/2021	01 L 215 69	Payroll accrual	53.75
663785	D.L. PUBLIC EDUCATION FOUNDATI	04/15/2021	03 L 215 69	Payroll accrual	1.25
Totals for 663785					55.00
663786	IND. SCHOOL DISTRICT #22	04/15/2021	01 L 215 51	Payroll accrual	4,598.07
663786	IND. SCHOOL DISTRICT #22	04/15/2021	02 L 215 51	Payroll accrual	38.24
663786	IND. SCHOOL DISTRICT #22	04/15/2021	03 L 215 51	Payroll accrual	30.64
663786	IND. SCHOOL DISTRICT #22	04/15/2021	04 L 215 51	Payroll accrual	33.34
663786	IND. SCHOOL DISTRICT #22	04/15/2021	01 L 215 52	Payroll accrual	2,345.91
663786	IND. SCHOOL DISTRICT #22	04/15/2021	04 L 215 52	Payroll accrual	75.00
Totals for 663786					7,121.20
663787	MINNESOTA CHILD SUPPORT	04/15/2021	01 L 215 80	Payroll accrual	313.50
663787	MINNESOTA CHILD SUPPORT	04/15/2021	01 L 215 80	PAYROLL ACCRUAL	452.00
Totals for 663787					765.50
663788	NCPERS GROUP LIFE INS.	04/15/2021	01 L 215 35	Payroll accrual	16.00
Totals for 663788					16.00
663789	SUPPORT PAYMENT CLEARINGHOUSE	04/15/2021	01 L 215 80	PAYROLL ACCRUAL	335.91
Totals for 663789					335.91
663790	UNITED WAY OF BECKER COUNTY	04/15/2021	01 L 215 70	Payroll accrual	119.00
Totals for 663790					119.00
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 711 490	FOOD	6,795.47
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 707 490	FOOD	524.99
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 707 490	FOOD	61.73
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 701 490	FOOD	272.25
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 711 490	FOOD	3,096.58
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 707 490	FOOD	212.64
663792	CASH-WA DISTRIBUTING CO.	04/16/2021	02 E 015 770 000 707 490	FOOD	66.67
Totals for 663792					11,030.33
663794	CENEX COMMUNITY CO-OPS	04/16/2021	03 E 015 760 000 720 442	FUEL PURCHASES	844.31

CHECK		CHECK	ACCOUNT	INVOICE	
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663794	CENEX COMMUNITY CO-OPS	04/16/2021	02 E 015 770 000 711 442	FUEL PURCHASES	540.07
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	69.07
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	109.70
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 041 810 000 000 442	FUEL PURCHASES	65.93
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	38.09
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	98.56
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 443	FUEL PURCHASES	148.04
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	88.41
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 351	FUEL PURCHASES	10.00
663794	CENEX COMMUNITY CO-OPS	04/16/2021	01 E 015 810 000 000 442	FUEL PURCHASES	1.00
Totals for 663794					2,013.18
663795	MINNESOTA ENERGY RESOURCES	04/16/2021	01 E 021 810 000 000 440	UTILITIES-ROSSMAN	267.20
663795	MINNESOTA ENERGY RESOURCES	04/16/2021	02 E 015 770 000 701 440	UTILITIES-ROSSMAN	8.26
Totals for 663795					275.46
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-940.50
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	-150.43
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	175.70
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	625.67
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	1,052.95
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	923.73
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	2,111.55
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	138.60
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	714.65
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	2,403.75
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	1,513.50
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	189.40
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	1,214.33
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	899.90
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	920.55
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	609.53
663798	BIX PRODUCE	04/19/2021	02 E 015 770 000 711 490	PRODUCE	572.35
Totals for 663798					12,975.23
663799	MALONE, NATHAN	04/19/2021	02 R 000 000 000 701 601	LUNCH ACCOUNT BALANCE	66.85
Totals for 663799					66.85
663800	PEPSI	04/19/2021	01 E 041 216 000 000 450	beverages for resale in the Laker Shop	481.16
Totals for 663800					481.16
663801	REINHART FOODSERVICE, LLC	04/19/2021	02 E 015 770 000 707 490	FOOD	46.60
663801	REINHART FOODSERVICE, LLC	04/19/2021	02 E 015 770 000 711 490	FOOD	740.71
663801	REINHART FOODSERVICE, LLC	04/19/2021	02 E 015 770 000 707 490	FOOD	67.52
Totals for 663801					854.83
663802	APPLE COMPUTER, INC.	04/22/2021	01 E 041 232 000 385 531	DLPEF IPAD AND SOFTWARE	299.99
Totals for 663802					299.99
663803	BUCHHOLZ, JAMES	04/22/2021	03 E 015 760 000 720 366	ACTIVITIES TRANSP.	10.00
Totals for 663803					10.00
663805	CASH-WA DISTRIBUTING CO.	04/22/2021	02 E 015 770 000 711 490	FOOD	5,231.62
663805	CASH-WA DISTRIBUTING CO.	04/22/2021	02 E 015 770 000 707 490	FOOD	56.20
663805	CASH-WA DISTRIBUTING CO.	04/22/2021	02 E 015 770 000 711 490	FOOD	2,818.80

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
663805	CASH-WA DISTRIBUTING CO.	04/22/2021	02 E 015 770 000 707 490	FOOD	61.73
663805	CASH-WA DISTRIBUTING CO.	04/22/2021	02 E 015 770 000 707 490	FOOD	369.54
Totals for 663805					8,537.89
663806	DETROIT LAKES ACTIVITY FUND	04/22/2021	01 E 041 298 117 000 319	PROM DONATION	3,000.00
663806	DETROIT LAKES ACTIVITY FUND	04/22/2021	01 L 205 00	19-20 WINTER CONCESSIONS	3,425.00
663806	DETROIT LAKES ACTIVITY FUND	04/22/2021	01 L 205 00	19-20 SPEED & STRENGTH EXPENSE	2,200.30
Totals for 663806					8,625.30
663807	FURTHER	04/22/2021	01 E 020 203 000 000 319	PARTICIPATION FEES	207.63
663807	FURTHER	04/22/2021	01 E 030 281 000 000 319	PARTICIPATION FEES	207.62
Totals for 663807					415.25
663808	HAWKINS, INC.	04/22/2021	01 E 041 810 000 000 410	POOL CHEMICAL	765.85
Totals for 663808					765.85
663809	JOHNSON CONTROLS	04/22/2021	05 E 041 850 000 301 545	HS POOL	2,895.00
Totals for 663809					2,895.00
663810	KAPLAN EARLY LEARNING COMPANY	04/22/2021	04 E 500 582 000 385 430	DL Foundation Grant Jenny H	204.58
Totals for 663810					204.58
663811	KRUEGER INTERNATIONAL INC	04/22/2021	06 E 026 870 000 000 530	ROOSEVELT FURNITURE ORDER	6,487.88
663811	KRUEGER INTERNATIONAL INC	04/22/2021	06 E 026 870 000 000 530	ROOSEVELT FURNITURE ORDER	6,838.97
663811	KRUEGER INTERNATIONAL INC	04/22/2021	06 E 026 870 000 000 530	ROOSEVELT FURNITURE ORDER	741.66
663811	KRUEGER INTERNATIONAL INC	04/22/2021	06 E 026 870 000 000 530	ROOSEVELT FURNITURE ORDER	62,148.57
Totals for 663811					76,217.08
663812	LAKESHORE LEARNING MATERIALS	04/22/2021	04 E 500 582 000 385 430	DL Foundation Grant Materials Jenny H	121.85
Totals for 663812					121.85
663813	LAKES MEDI-VAN INC.	04/22/2021	03 E 015 760 000 723 361	03/01/21 - 03/31/21	1,057.90
Totals for 663813					1,057.90
663814	MINNESOTA ENERGY RESOURCES	04/22/2021	01 E 026 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	1,431.89
663814	MINNESOTA ENERGY RESOURCES	04/22/2021	01 E 031 810 000 000 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	2,907.17
663814	MINNESOTA ENERGY RESOURCES	04/22/2021	02 E 015 770 000 701 440	ENERGY CHARGES-MIDDLE SCH./RSVT.	132.36
Totals for 663814					4,471.42
663815	NORTHERN DIGITAL SOLUTIONS	04/22/2021	01 E 015 020 000 000 319	WEBSITE MANAGEMENT	6,000.00
Totals for 663815					6,000.00
663816	VERIZON WIRELESS	04/22/2021	01 E 015 105 000 000 320	MIFI CHARGES	18.23
663816	VERIZON WIRELESS	04/22/2021	01 E 015 213 000 000 320	MIFI CHARGES	18.23
663816	VERIZON WIRELESS	04/22/2021	01 E 041 810 000 000 320	MIFI CHARGES	18.23
663816	VERIZON WIRELESS	04/22/2021	01 E 015 420 000 419 320	MIFI CHARGES	18.23
663816	VERIZON WIRELESS	04/22/2021	01 E 020 203 011 153 320	MIFI CHARGES	1,890.10
663816	VERIZON WIRELESS	04/22/2021	01 E 030 281 011 153 320	MIFI CHARGES	1,890.11
663816	VERIZON WIRELESS	04/22/2021	01 E 015 640 000 302 320	MIFI CHARGES	72.92
Totals for 663816					3,926.05

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663817	MADISON NATIONAL LIFE INSURANC	04/23/2021	01 L 215 34	LIFE INSURANCE NATIONAL INSURANCE SERVICES MAY, 2021 COVERAGE	1,963.34
663817	MADISON NATIONAL LIFE INSURANC	04/23/2021	01 L 215 82	LIFE INSURANCE NATIONAL INSURANCE SERVICES MAY, 2021 COVERAGE	20.79
663817	MADISON NATIONAL LIFE INSURANC	04/23/2021	02 L 215 34	LIFE INSURANCE NATIONAL INSURANCE SERVICES MAY, 2021 COVERAGE	26.66
663817	MADISON NATIONAL LIFE INSURANC	04/23/2021	03 L 215 34	LIFE INSURANCE NATIONAL INSURANCE SERVICES MAY, 2021 COVERAGE	13.76
663817	MADISON NATIONAL LIFE INSURANC	04/23/2021	04 L 215 34	LIFE INSURANCE NATIONAL INSURANCE SERVICES MAY, 2021 COVERAGE	26.52
Totals for 663817					2,051.07
663818	MN PEIP	04/23/2021	01 L 215 54	HEALTH INSURANCE MAY, 2021 COVERAGE	77,227.86
663818	MN PEIP	04/23/2021	01 L 215 32	HEALTH INSURANCE MAY, 2021 COVERAGE	203,816.79
663818	MN PEIP	04/23/2021	02 L 215 54	HEALTH INSURANCE MAY, 2021 COVERAGE	1,149.42
663818	MN PEIP	04/23/2021	02 L 215 32	HEALTH INSURANCE MAY, 2021 COVERAGE	5,084.91
663818	MN PEIP	04/23/2021	03 L 215 54	HEALTH INSURANCE MAY, 2021 COVERAGE	547.07
663818	MN PEIP	04/23/2021	03 L 215 32	HEALTH INSURANCE MAY, 2021 COVERAGE	1,390.43
663818	MN PEIP	04/23/2021	04 L 215 54	HEALTH INSURANCE MAY, 2021 COVERAGE	254.34
663818	MN PEIP	04/23/2021	04 L 215 32	HEALTH INSURANCE MAY, 2021 COVERAGE	575.00
Totals for 663818					290,045.82
663820	CASH-WA DISTRIBUTING CO.	04/29/2021	02 E 015 770 000 701 491	FOOD	57.75
663820	CASH-WA DISTRIBUTING CO.	04/29/2021	02 E 015 770 000 711 490	FOOD	1,121.27
663820	CASH-WA DISTRIBUTING CO.	04/29/2021	02 E 015 770 000 711 490	FOOD	6,440.55
663820	CASH-WA DISTRIBUTING CO.	04/29/2021	02 E 015 770 000 711 401	FOOD	151.80
663820	CASH-WA DISTRIBUTING CO.	04/29/2021	02 E 015 770 000 711 490	FOOD	-53.13
Totals for 663820					7,718.24
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	66.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 113 000 369	ACTIVITIES EXPENDITURES	25.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	66.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 107 000 369	ACTIVITIES EXPENDITURES	340.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 298 141 000 369	ACTIVITIES EXPENDITURES	160.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 130 000 369	ACTIVITIES EXPENDITURES	100.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	85.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	85.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	168.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 104 000 319	ACTIVITIES EXPENDITURES	120.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 107 000 319	ACTIVITIES EXPENDITURES	50.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 107 000 319	ACTIVITIES EXPENDITURES	50.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	85.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	85.00

CHECK		CHECK	ACCOUNT	INVOICE	
NUMBER	VENDOR	DATE	NUMBER	DESCRIPTION	AMOUNT
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 130 000 319	ACTIVITIES EXPENDITURES	120.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 103 000 319	ACTIVITIES EXPENDITURES	330.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 103 000 319	ACTIVITIES EXPENDITURES	255.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 298 141 000 319	ACTIVITIES EXPENDITURES	66.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	350.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 113 000 369	ACTIVITIES EXPENDITURES	75.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	175.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	378.16
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 104 000 319	ACTIVITIES EXPENDITURES	374.80
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 130 000 401	ACTIVITIES EXPENDITURES	50.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 292 130 000 319	ACTIVITIES EXPENDITURES	130.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 104 000 369	ACTIVITIES EXPENDITURES	125.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	175.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	180.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	180.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	100.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	200.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 296 113 000 369	ACTIVITIES EXPENDITURES	150.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 113 000 369	ACTIVITIES EXPENDITURES	75.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 031 294 113 000 369	ACTIVITIES EXPENDITURES	75.00
663827	DISTRICT AUXILIARY ACCOUNT	04/29/2021	01 E 041 294 132 000 366	ACTIVITIES EXPENDITURES	25.99
Totals for 663827					6,524.95
663828	MINNESOTA ENERGY RESOURCES	04/29/2021	01 E 041 810 000 000 440	ENERGY-SENIOR HIGH	2,981.80
663828	MINNESOTA ENERGY RESOURCES	04/29/2021	02 E 015 770 000 701 440	ENERGY-SENIOR HIGH	92.22
663828	MINNESOTA ENERGY RESOURCES	04/29/2021	03 E 015 760 000 720 440	UTILITIES-BUS GARAGE	138.35
663828	MINNESOTA ENERGY RESOURCES	04/29/2021	01 E 023 810 000 000 440	ENERGY CHARGES-LINCOLN	64.97
663828	MINNESOTA ENERGY RESOURCES	04/29/2021	01 E 023 810 000 000 440	ENERGY CHARGES-LINCOLN	521.48
Totals for 663828					3,798.82
663829	AMER. FAMILY LIFE ASSURANCE CO	04/30/2021	01 L 215 38	Payroll accrual	147.03
663829	AMER. FAMILY LIFE ASSURANCE CO	04/30/2021	03 L 215 38	Payroll accrual	33.16
663829	AMER. FAMILY LIFE ASSURANCE CO	04/30/2021	04 L 215 38	Payroll accrual	22.20
Totals for 663829					202.39
663830	AFSCME COUNCIL 65	04/30/2021	01 L 215 41	Payroll accrual	300.44
Totals for 663830					300.44
663831	D.L. EDUCATION MINNESOTA	04/30/2021	01 L 215 46	Payroll accrual	1,738.84
663831	D.L. EDUCATION MINNESOTA	04/30/2021	04 L 215 46	Payroll accrual	51.12
Totals for 663831					1,789.96
663832	D.L. PUBLIC EDUCATION FOUNDATI	04/30/2021	01 L 215 69	Payroll accrual	53.75
663832	D.L. PUBLIC EDUCATION FOUNDATI	04/30/2021	03 L 215 69	Payroll accrual	1.25
Totals for 663832					55.00
663833	D.L. EDUCATION MINNESOTA	04/30/2021	01 L 215 40	Payroll accrual	20,166.96
663833	D.L. EDUCATION MINNESOTA	04/30/2021	04 L 215 40	Payroll accrual	335.17
Totals for 663833					20,502.13

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NUMBER	VENDOR	DATE	NUMBER		DESCRIPTION	
663834	IND. SCHOOL DISTRICT #22	04/30/2021	01 L	215 51	Payroll accrual	4,598.78
663834	IND. SCHOOL DISTRICT #22	04/30/2021	02 L	215 51	Payroll accrual	37.40
663834	IND. SCHOOL DISTRICT #22	04/30/2021	03 L	215 51	Payroll accrual	30.77
663834	IND. SCHOOL DISTRICT #22	04/30/2021	04 L	215 51	Payroll accrual	33.34
663834	IND. SCHOOL DISTRICT #22	04/30/2021	01 L	215 52	Payroll accrual	2,345.91
663834	IND. SCHOOL DISTRICT #22	04/30/2021	04 L	215 52	Payroll accrual	75.00
Totals for 663834						7,121.20
663835	MINNESOTA CHILD SUPPORT	04/30/2021	01 L	215 80	Payroll accrual	313.50
663835	MINNESOTA CHILD SUPPORT	04/30/2021	01 L	215 80	PAYROLL ACCRUAL	452.00
Totals for 663835						765.50
663836	MN SCHOOL EMPLOYEES ASSOC.	04/30/2021	01 L	215 42	Payroll accrual	405.56
663836	MN SCHOOL EMPLOYEES ASSOC.	04/30/2021	04 L	215 42	Payroll accrual	40.03
Totals for 663836						445.59
663837	SUPPORT PAYMENT CLEARINGHOUSE	04/30/2021	01 L	215 80	PAYROLL ACCRUAL	335.91
Totals for 663837						335.91
663838	UNITED WAY OF BECKER COUNTY	04/30/2021	01 L	215 70	Payroll accrual	119.00
Totals for 663838						119.00
663839	CONTINGENT FUND	04/30/2021	01 R 000 000 000 000 092		03/31/2021	-0.06
663839	CONTINGENT FUND	04/30/2021	01 E 015 110 000 000 319		03/31/2021	0.50
663839	CONTINGENT FUND	04/30/2021	01 E 026 445 640 419 367		CONFERENCE REGISTRATION PROVO	98.00
663839	CONTINGENT FUND	04/30/2021	01 E 021 050 000 000 329		POSTAGE	110.00
663839	CONTINGENT FUND	04/30/2021	01 E 026 050 000 000 329		POSTAGE	55.00
663839	CONTINGENT FUND	04/30/2021	01 E 031 050 000 000 329		POSTAGE	55.00
663839	CONTINGENT FUND	04/30/2021	01 E 041 710 000 000 329		POSTAGE	55.00
663839	CONTINGENT FUND	04/30/2021	01 E 041 790 000 339 329		POSTAGE	55.00
663839	CONTINGENT FUND	04/30/2021	01 E 042 050 000 327 329		POSTAGE	110.00
663839	CONTINGENT FUND	04/30/2021	04 E 500 580 000 325 329		POSTAGE	165.00
663839	CONTINGENT FUND	04/30/2021	01 E 015 420 000 740 329		POSTAGE	55.00
Totals for 663839						758.44
Totals for checks						730,126.35

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	328,315.09	4,057.00	38,654.05	371,026.14
02	FOOD SERVICE	6,336.63	0.00	34,644.26	40,980.89
03	TRANSPORTATION FUND	2,096.79	0.00	233,275.76	235,372.55
04	COMMUNITY SERVICE FUND	1,543.26	0.00	491.43	2,034.69
05	CAPITAL EXPENDITURE	0.00	0.00	4,495.00	4,495.00
06	BUILDING FUND	0.00	0.00	76,217.08	76,217.08
***	Fund Summary Totals ***	338,291.77	4,057.00	387,777.58	730,126.35

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

<u>CHECK</u>	<u>CHECK</u>	<u>ACCOUNT</u>	<u>INVOICE</u>	<u>INVOICE</u>		
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
200074	JOHNSON, JESSICA	04/12/2021	88 E 031 298 176 888 401	04122021	TEAM AWESOME/STUDENT ROLLERSKATING	85.00
				Totals for 200074	85.00	
200075	LAKES CRISIS & RESOURCE CEN	04/12/2021	88 E 031 298 127 888 401	04122021	STUDENT COUNCIL/hat fundraiser for suicide prevention student crisis line	200.00
				Totals for 200075	200.00	
200076	IND. SCHOOL DISTRICT #22	04/15/2021	88 E 031 298 167 888 401	04152021	ENERGIZE WITH EXERCISE/curling bus	777.40
				Totals for 200076	777.40	
				Totals for checks	1,062.40	

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400489	LINK, SAMANTHA	04/09/2021	88 E 041 298 117 888 401	Reimb for Prom Decorations, Lights, & Flowers Totals for 400489	845.30 845.30
400490	BETTCHER, JOSHUA	04/15/2021	88 E 041 296 105 888 401	Reimb for gbb autograph signs Totals for 400490	76.07 76.07
400491	BURNSIDE, JENNIFER	04/15/2021	88 E 041 298 109 888 401	reimb for Speech team tournament meal Totals for 400491	73.55 73.55
400492	DETROIT LAKES HIGH SCHOOL	04/15/2021	88 E 041 298 242 888 401	NA Club laker shop Totals for 400492	50.75 50.75
400493	GUCK, KIMBERLY	04/15/2021	88 E 041 296 115 888 401	reimb for team goalie stick Totals for 400493	169.83 169.83
400494	JB'S CUSTOM APPAREL	04/15/2021	88 E 041 296 113 888 401	GGolf invoice 16323 GGolf embroidery Totals for 400494	102.00 102.00
400495	JOSTEN'S, INC.	04/15/2021	88 E 041 298 242 888 401	Invoice 20221 for Caps & Gowns for NA Club Students Totals for 400495	280.00 280.00
400496	NATIONAL FFA ORGANIZATION	04/15/2021	88 E 041 298 249 888 401	DLHS FFA Invoices: MDS 206337 \$1000.43 MDS 206595 \$107.50 FFA Chapter supplies Totals for 400496	1,107.93 1,107.93
400497	OISTAD, BARBARA	04/15/2021	88 E 041 294 104 888 401	Reimb for team gaitors Totals for 400497	201.87 201.87
400498	PIEPKORN, GREGORY	04/15/2021	88 E 041 296 115 888 401	Reimb for GHockey Equipment: Pads, Catcher, blocker, jersey. mask, blocker Totals for 400498	985.59 985.59
400499	ZACHIEA PROPERTIES II, INC.	04/15/2021	88 E 041 294 132 888 401	DLHS Wrestling Catering Invoice 1416 Totals for 400499	93.57 93.57
400500	CENTRAL MARKET	04/20/2021	88 E 041 298 109 888 401	Speech PO's \$84.64 Totals for 400500	84.64 84.64
400501	GREAT NORTHERN PIZZA	04/20/2021	88 E 041 294 113 888 401	BGolf fundraiser invoice 19430 Totals for 400501	3,528.00 3,528.00
400502	JOHNSON, RACHEL	04/20/2021	88 E 041 296 105 888 401	Reimb for team gifts and banquet supplies Totals for 400502	176.71 176.71
400503	PRECISION PRINTING	04/20/2021	88 E 041 294 112 888 401	FB Yard sign invoices 97513 \$462.50 97447 \$1075	1,537.50
400503	PRECISION PRINTING	04/20/2021	88 E 041 294 105 888 401	BBB Team signature posters	130.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				invoice 98833	
				Totals for 400503	1,667.50
400504	SMITH, KRIS	04/20/2021	88 E 041 296 113 888 401	GGolf hats & bags embroidery	288.00
				Totals for 400504	288.00
400505	TROPHY HOUSE	04/20/2021	88 E 041 296 105 888 401	GBB awards invoice 256511	265.00
				Totals for 400505	265.00
400506	TROPHY HOUSE	04/20/2021	88 E 041 294 115 888 401	BHockey Derick Brehm Award Invoice 256438	169.50
				Totals for 400506	169.50
400507	OISTAD, BARBARA	04/20/2021	88 E 041 294 104 888 401	Reimb for baseball pizza team meal	52.17
				Totals for 400507	52.17
400508	GREAT NORTHERN PIZZA	04/30/2021	88 E 041 296 113 888 401	GGolf fundraiser invoice 19440	1,716.00
				Totals for 400508	1,716.00
400509	HOLIDAY INN-DL	04/30/2021	88 E 041 296 105 888 401	GBB Banquet Invoice 0418-VS-bk0155780002	1,154.64
				Totals for 400509	1,154.64
400510	KIRCHNER, PHILIP	04/30/2021	88 E 041 294 104 888 401	Reimb for Baseball Team Meal	184.89
				Totals for 400510	184.89
400511	LAKER LOCKER	04/30/2021	88 E 041 292 125 888 401	Trap team shirts invoice 4304	1,366.00
				Totals for 400511	1,366.00
400512	LINK, SAMANTHA	04/30/2021	88 E 041 298 117 888 401	reimb for Prom decorations	62.61
400512	LINK, SAMANTHA	04/30/2021	88 E 041 298 117 888 401	Reimb for Prom flowers	189.76
				Totals for 400512	252.37
400513	PIZZA HUT	04/30/2021	88 E 041 298 117 888 401	Prom committee decorating pizza	93.15
				Totals for 400513	93.15
400514	SAND BAR	04/30/2021	88 E 041 294 105 888 401	BBB Team Banquet	770.00
				Totals for 400514	770.00
				Totals for checks	15,755.03

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
663847	A.B.M. INC.	05/17/2021	AR1460264	MONTHLY COPIER COSTS	0	468.03	468.03
663848	ACME TOOLS	05/17/2021	8661193	drills impacts and small hand tools and blades	412100309	967.22	967.22
663849	AHLES, DANIELLE	05/17/2021	TXTBK-AMAZON	NON PUBLIC TEXTBOOKS	0	32.54	96.83
			TXTBK-HEPPNERS LEGAC	NON PUBLIC TEXTBOOKS	0	64.29	
663850	ALLIED FIRE PROTECTION	05/17/2021	I2009.98	ANNUAL FIRE SPRINKLER INSPECTION	152100927	371.90	371.90
663851	ALLIANCE PEST PROTECTION	05/17/2021	10482	ANT TREATMENT	152100919	75.00	385.00
			10512	PEST PROTECTION	7702100330	95.00	
			10596	MAINTENANCE FOR PESTS	152100957	60.00	
			10597	MAINTENANCE FOR PESTS	152100957	60.00	
			10598	MAINTENANCE FOR PESTS	152100957	95.00	
663852	Vendor Continued Void	05/17/2021					0.00
663853	Vendor Continued Void	05/17/2021					0.00
663854	Vendor Continued Void	05/17/2021					0.00
663855	Vendor Continued Void	05/17/2021					0.00
663856	Vendor Continued Void	05/17/2021					0.00
663857	Vendor Continued Void	05/17/2021					0.00
663858	Vendor Continued Void	05/17/2021					0.00
663859	Vendor Continued Void	05/17/2021					0.00
663860	Vendor Continued Void	05/17/2021					0.00
663861	Vendor Continued Void	05/17/2021					0.00
663862	Vendor Continued Void	05/17/2021					0.00
663863	AMAZON	05/17/2021	434448866493	CHAIRS FOR TEACHERS	262100127	262.82	10,602.66
			436365696677	RETURN Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	-44.99	
			436833958758	BOYS & GIRLS TRACK & FIELD EQUIPMENT & SUPPLIES	412100276	69.00	
			438389549495	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	6.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			443887975463	extension cables for press box	412100308	40.89	
			444358699447	OWL PELLETS	262100138	116.97	
			454338936347	BOYS & GIRLS TRACK & FIELD EQUIPMENT & SUPPLIES	412100276	64.99	
			455363578534	INSTRUCTIONAL SUPPLIES FOR LITTLE LAKER PRESCHOOL	412100287	10.06	
			457888396533	LAPTOP BAG FOR SUPERINTENDENT	152100920	29.99	
			458344879746	RETURN MIDDLE SCHOOL EBD SUPPLIES	4002100048	-24.99	
			463874788339	WATER FILTERS	152100850	390.00	
			467695594466	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	1,299.95	
			469538979744	Track Shotput	412100283	128.00	
			473387455446	REPLACEMENT POWER ADAPTER	3002100206	17.98	
			473853996565	Materials and Supplies	152100865	323.74	
			483595976698	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	199.00	
			489335989753	Books for library	2262100009	16.61	
			49637555395	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	229.00	
			496534349484	BOYS & GIRLS TRACK & FIELD EQUIPMENT & SUPPLIES	412100276	190.54	
			544963764998	The four hills of life - Thomas Peacock (10 copies) The Mishomis Book,	4002100167	504.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Edward Benton-Banai (15 copies)			
			547879544457	Office Supplies	422100013	49.21	
			565355438465	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	1,070.42	
			566478545978	TRACK BATONS	412100291	92.76	
			584848333394	GROCERIES	412100317	106.49	
			637649834774	Books for library	2262100009	397.37	
			658563667649	Materials and Supplies	2212100003	10.53	
			665745797993	Books for Roosevelt Family Literacy Night Johnny's Pheasant The Dancers Bird Songs Thunder boy Jr. 20 of each	4002100178	1,069.20	
			685446674639	Touchless Coffee Dispenser Levers	7702100287	119.98	
			687794958466	TEACHER APPRECIATION GIFT BOX	262100137	14.39	
			743954838857	CLASSROOM SUPPLIES	312100131	4.49	
			767856734938	Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	713.84	
			778835947535	Guitar Amplifier, tuner and pics 3 students Incentive for grades and attendance - Pep Band	4002100170	166.95	
			783593565964	OWL PELLETS	262100138	23.94	
			787358976779	HAND STRENGTHENING/HAND EXERCISERS	4002100183	77.94	
			793933777394	CLASSROOM SUPPLIES	312100131	193.97	
			836577939775	BOYS & GIRLS TRACK & FIELD	412100276	135.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				EQUIPMENT & SUPPLIES			
			845978898398	INSTRUCTIONAL SUPPLIES FOR LITTLE LAKER PRESCHOOL	412100287	141.75	
			847843598373	RETURN Supplies for the new studio at DLHS from Detroit Lakes Education Foundation Grant 2021	412100270	-44.99	
			855973845683	Touchless Coffee Dispenser Levers	7702100287	24.62	
			866569857797	Books for library	2262100007	600.02	
			869445635663	COUNSELING SUPPLIES	262100135	39.98	
			883735346354	GSKAIWEN 180 LED Light Photography Studio LED Lighting Kit Adjustable Light with Light Stand Tripod Photographic Video Fill Light Brand: GSKAIWEN	412100297	89.90	
			893936636358	Pony Beads (9 bags) Poly Cotton String	4002100179	154.64	
			894333443569	COUNSELING SUPPLIES	262100135	560.05	
			894666763949	STEAM Technology/Equipme nt for 2020-2021	212100088	916.19	
			896888677465	TEACHER APPRECIATION GIFT BOX	262100137	42.48	
663864	ANDERSON, STACY	05/17/2021	TXTBK-RAINBOWRESOURC	NON PUBLIC TEXTBOOKS	0	88.68	171.18
			TXTBK-SETONTESTING	NON PUBLIC TEXTBOOKS	0	82.50	
663865	ANDERSON COACH OF FRAZEE, INC.	05/17/2021	APRIL	ACTIVITIES TRANSP. EXP.	0	4,321.61	4,321.61
663866	APPLE COMPUTER, INC.	05/17/2021	AE43540245	DLPEF IPAD AND SOFTWARE	3002100202	299.00	299.00
663867	ARK THERAPEUTIC	05/17/2021	10568	Adapted feeding equipment for children on IEP's	4002100098	229.76	229.76

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				in early childhood school readiness and special education programs.			
663868	AROLA, RITA L	05/17/2021	03/23/21-04/15/21	MILEAGE	0	10.47	19.71
				REIMBURSEMENT			
			04/16/21-04/30/21	MILEAGE	0	9.24	
				REIMBURSEMENT			
663869	ARVIG COMMUNICATION SYSTEMS	05/17/2021	0001103278 001 5	TELEPHONE SERVICES	0	1,744.21	2,385.09
			0001103285 001 6	TELEPHONE SERVICES	0	173.80	
			0003009493 001 2	FIBER LEASE	0	263.44	
			0003009561 001 9	FIBER LEASE	0	203.64	
663870	ARVIG COMMUNICATION SYSTEMS	05/17/2021	315103	SERVICES	152100924	47.50	845.00
			315109	SERVICES	152100924	155.00	
			315312	SERVICES	152100950	202.50	
			315574	SERVICES	152100962	220.00	
			315575	SERVICES	152100962	220.00	
663871	AUTO VALUE DETROIT LAKES	05/17/2021	53417505	CUSTODIAL SUPPLIES	152100968	54.99	54.99
663872	BDT MECHANICAL, LLC	05/17/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATIONS	0	315,211.30	315,211.30
663873	BECKER COUNTY ENVIRONMENTAL SE	05/17/2021	03-00249567	GARBAGE	152100929	13.00	373.00
			HIGH SCHOOL	GARBAGE	152100959	80.00	
			MIDDLE SCH.	GARBAGE	152100959	100.00	
			ROOSEVELT	GARBAGE	152100959	100.00	
			ROSSMAN	GARBAGE	152100959	80.00	
663874	BERGSTROM ELECTRIC, INC.	05/17/2021	REQ. #14	HIGH SCHOOL ADDITION & RENOVATIONS	0	139,766.85	139,766.85
663875	Vendor Continued Void	05/17/2021					0.00
663876	BEUG'S ACE HARDWARE	05/17/2021	198098	CUSTODIAL SUPPLIES	152100908	73.28	370.93
			198692	COMPRESSOR AND PARTS	262100143	109.99	
			198751	COMPRESSOR AND PARTS	262100143	25.98	
			199441	CUSTODIAL SUPPLIES	152100908	50.79	
			199749	CUSTODIAL SUPPLIES	152100926	46.95	
			199809	CUSTODIAL SUPPLIES	152100926	39.96	
			200185	CUSTODIAL SUPPLIES	152100958	23.98	
663877	Vendor Continued Void	05/17/2021					0.00
663878	BIX PRODUCE	05/17/2021	05035785	PRODUCE	7702100304	1,091.40	14,651.22

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			05035792	PRODUCE	7702100312	2,059.45	
			05039035	PRODUCE	7702100304	438.60	
			05040913	PRODUCE	7702100304	186.35	
			05044637	PRODUCE	7702100304	1,929.66	
			05047393	PRODUCE	7702100312	1,759.35	
			05049395	PRODUCE	7702100312	1,718.41	
			05053953	PRODUCE	7702100321	539.39	
			05056973	PRODUCE	7702100321	1,038.42	
			05059865	PRODUCE	7702100329	1,086.49	
			05064121	PRODUCE	7702100329	2,803.70	
663879	Vendor Continued Void	05/17/2021					0.00
663880	BRENCO CORP.	05/17/2021	0099546-IN	SUPPLIES	7702100323	220.00	12,943.50
			0100371-IN	CHEMICALS, SUPPLIES	7702100331	1,463.90	
			0100691-IN	SUPPLIES	7702100306	287.50	
			0100692-IN	SUPPLIES	7702100306	279.30	
			0100693-IN	SUPPLIES	7702100306	575.00	
			0100927-IN	CONTROL KNOB	152100909	12.90	
			0100961-IN	BAGS	7702100314	390.00	
			0101167-IN	CHARIOT IVAC	152100861	9,200.00	
			0101183-IN	SUPPLIES	7702100323	432.94	
			0101367-IN	CHEMICALS, SUPPLIES	7702100331	81.96	
663881	BUCHHOLZ, JAMES E	05/17/2021	MEALS	ACTIVITIES TRANSP.	0	16.50	16.50
663882	BUERMANN, EMILY	05/17/2021	2	AMERICAN INDIAN BEADING CLASSES	0	750.00	750.00
663883	CAPITAL ONE TRADE CREDIT	05/17/2021	a98059	CUSTODIAL	152100915	15.65	45.38
			B01914/4	SUPPLIES CUSTODIAL	152100934	17.97	
			B02111/4	SUPPLIES CUSTODIAL	152100934	11.76	
663884	Vendor Continued Void	05/17/2021					0.00
663885	CENTRAL MARKET	05/17/2021	031616	Brunch Lab	312100132	144.66	666.36
			101614	Snack Lab and Stir Fry Lab	312100121	98.17	
			130732	MS E/BD	4002100093	61.99	
			341559	Trimester 3 Pasta Ingredients	312100117	74.25	
			391610	Muffin and Pastry Lab, 7th and 8th	312100126	189.16	
			400852	Grocery allowance to work toward students' IEP goals.	4002100145	35.29	
			420855	Grocery allowance to work toward students' IEP goals.	4002100145	22.58	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			610946	RETIREMENT ANDY SPURLIN	152100904	40.26	
663886	Vendor Continued Void	05/17/2021					0.00
663887	CITY OF DETROIT LAKES	05/17/2021	149212	UTILITIES-SENIOR HIGH	0	12,789.23	37,542.00
			150088	UTILITIES-SENIOR HIGH	0	223.45	
			151142	UTILITIES-SENIOR HIGH	0	485.40	
			156423	UTILITIES-ROSSMAN	0	5,161.67	
			317400	UTILITIES-ADM. CENTER	0	719.85	
			41980	UTILITIES-BUS GARAGE	0	108.33	
			695770	UTILITIES-LINCOLN	0	1,021.90	
			93450	UTILITIES-MIDDLE SCH./ROOSEV.	0	15,879.25	
			93460	UTILITIES-ROOSEVEL T	0	1,152.92	
663888	CITI CARGO & STORAGE	05/17/2021	SI253746	CONTAINER RENTAL	152100931	200.00	200.00
663889	COLE PAPERS	05/17/2021	9980575	11X17 COPY PAPER	152100937	208.50	208.50
663890	CONSTELLATION NEW ENERGY GAS D	05/17/2021	3172764	UTLITIES-SENIOR HIGH	0	3,349.96	3,349.96
663891	CULINEX	05/17/2021	INV840788	SCOOPS	7702100315	101.80	448.75
			INV840839	POT HOLDERS	7702100322	95.17	
			INV841612	KNIFE SHARPENER	7702100332	251.78	
663892	DACOTAH PAPER COMPANY	05/17/2021	40416	SUPPLIES	7702100305	204.14	204.14
663893	SCHLAUDERAFF, DAN	05/17/2021	964654	SERVICES/MAINTENAN CE	152100949	120.00	3,513.25
			964655	SERVICES/MAINTENAN CE	152100949	240.00	
			964656	SERVICES/MAINTENAN CE	152100949	1,094.00	
			964657	SERVICES/MAINTENAN CE	152100949	601.25	
			964658	SERVICES/MAINTENAN CE	152100949	1,458.00	
663894	DECKER EQUIPMENT	05/17/2021	382086	CONE STYLE STOOLS	152100903	380.40	380.40
663895	DEMCO MEDIA	05/17/2021	6944430	book & office supples	2262100010	173.44	173.44
663896	DE MOULIN BROS. AND COMPANY	05/17/2021	3100601B01	***COVID*** HS BAND PPE - SPECIALIZED INSTRUMENT BELL COVERS	412100316	30.00	30.00
663897	DETROIT LAKES DISPOSAL	05/17/2021	1779	GARBAGE SERVICE	0	2,490.15	2,490.15
663898	DISSE, ANGIE	05/17/2021	TXTBK-HEPPNER'S	NON-PUBLIC TEXTBOOKS	0	85.59	85.59
663899	DETROIT LAKES CHIROPRACTIC	05/17/2021	04/27/21	DOT PHYSICAL	0	95.00	190.00
			05/05/21	DOT PHYSICAL	0	95.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
663900	D.L. OVERHEAD DOOR	05/17/2021	34919	KEYLESS REMOTE FOR RVT GARAGE	152100928	112.00	112.00
663901	DOGFISH MEDIA	05/17/2021	4002	YEARBOOK DESIGN	312100122	1,600.00	1,600.00
663902	DOW ACOUSTICS, INC.	05/17/2021	REQ. #6	HIGH SCHOOL ADDITION & RENOVATIONS	0	28,500.00	28,500.00
663903	EDUCATION ASSOCIATES, INC.	05/17/2021	1700	Project Discovery Kits (Hands-on and Digital Materials): Hair Care & Styling Adapted, Mail Handling Adapted, Skin & Nail Care Adapted, along with the 3 free skills sets: Developing a Resume, Completing a Job Application, Interviewing for a Job.	4002100174	6,054.00	6,054.00
663904	EDUCATORS BENEFIT CONSULTANTS,	05/17/2021	18731	403b MONTHLY SERVICE	152100090	345.88	604.74
			3397	ACT SOFTWARE MONTHLY	152100627	258.86	
663905	EMERGENT SYSTEMS EXCHANGE, LLC	05/17/2021	19-2445	FIREWALL SERVICES	3002100058	588.00	588.00
663906	MUSEUM OF SCIENCE	05/17/2021	1-7016445-02	STEM supplies for SAIL (Title IV Grant Money)	412100241	782.62	782.62
663907	ESSENTIA HEALTH	05/17/2021	1021.3110.1228.08	APRIL PT SERVICES	0	1,650.00	1,650.00
663908	ESSENTIA HEALTH	05/17/2021	800008115	DRUG/ALCOHOL TESTING	0	25.00	25.00
663909	F-M FLOORING	05/17/2021	REQ. #13	ROOSEVELT ADDITION & RENOVATIONS	0	3,600.50	3,600.50
663910	FAGERLIE, TAMMY J	05/17/2021	1/28/21-2/28/21	MILEAGE	0	7.84	36.68
			3/1/21-3/15/21	REIMBURSEMENT MILEAGE	0	7.84	
			3/16/21-3/29/21	REIMBURSEMENT MILEAGE	0	7.84	
			4/8/21-4/30/21	REIMBURSEMENT MILEAGE	0	13.16	
663911	FARGO PUBLIC SCHOOLS	05/17/2021	INV0000060184	OUTSTATE TUITION - NK, AS	0	654.57	654.57
663912	FIREFLY COMPUTERS, LLC	05/17/2021	I000211841	CHROMEBOOK REPAIRS	3002100146	149.99	149.99
663913	FODE, RHONDA J	05/17/2021	SUPPLIES	TARGETED SERVICES	0	30.26	30.26

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
663914	FORUM COMMUNICATIONS COMPANY -	05/17/2021	C-04007248	SUPPLIES 4/10 BOARD	0	81.11	370.80
			C-04007275	RETREAT 4/19 BOARD	0	289.69	
663915	G & R CONTROLS, INC.	05/17/2021	122489	SERVICES	152100918	1,093.10	1,821.30
			122493	SERVICES	152100918	728.20	
663916	GAST CONSTRUCTION CO., INC.	05/17/2021	REQ. #3	HIGH SCHOOL	0	6,650.00	6,650.00
				ADDITION & RENOVATIONS			
663917	GEHRTZ CONSTRUCTION SERVICES	05/17/2021	3468	HIGH SCHOOL	0	46,188.83	46,188.83
				ADDITION & RENOVATIONS			
663918	GERRELL'S SPORT CENTER	05/17/2021	0020390-IN	BASEBALL	312100129	1,515.00	1,977.00
				PANTS/BALLS/BATS SOFTBALL MITT/BALLS			
			00205057-IN	SOFTBALL SOCKS	412100306	462.00	
				INVOICE 0020507			
663919	GIVEN, RIKKI	05/17/2021	04/19/21	TRANSLATOR FOR	0	32.76	32.76
				STUDENT			
663920	Vendor Continued Void	05/17/2021					0.00
663921	GREEN'S PLUMBING & HEATING, IN	05/17/2021	19373	SERVICE/MAINTENANC	152100899	297.29	22,231.61
			19374	E SERVICE/MAINTENANC	152100899	95.50	
			19375	E SERVICE/MAINTENANC	152100899	1,354.83	
			19377	E SERVICE/MAINTENANC	152100899	7,143.48	
			19378	E SERVICE/MAINTENANC	152100899	582.06	
			19391	E SERVICE/MAINTENANC	152100954	55.50	
			19392	E SERVICE/MAINTENANC	152100954	2,453.39	
			19393	E SERVICE/MAINTENANC	152100954	9,129.56	
			52978	E SERVICE/MAINTENANC	152100954	1,120.00	
663922	HAATAJA CONTRACTING INC.	05/17/2021	REQ. #9	HIGH SCHOOL	0	221,445.47	221,445.47
				ADDITION & RENOVATIONS			
663923	HENRY SCHEIN INC.	05/17/2021	92082722	WEIGHT ROOM	412100307	57.00	57.00
				VENDING GATORADE MACHINE PROTEIN BARS INVOICE			
				92082722			
663924	HERZOG ROOFING, INC.	05/17/2021	5650	REPAIRS	152100897	365.00	570.00
			5692	SERVICES/MAINTENAN	152100963	205.00	

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663925	HERZOG COATINGS	05/17/2021	REQ. #4	CE HIGH SCHOOL ADDITION & RENOVATIONS	0	4,560.00	4,560.00
663926	HILDI INC.	05/17/2021	12672	ACTUARIAL DISCLOSURES-GASB 75	0	1,190.00	1,190.00
663927	Vendor Continued Void	05/17/2021					0.00
663928	Vendor Continued Void	05/17/2021					0.00
663929	HILLYARD / HUTCHINSON	05/17/2021	604293725	CUSTODIAL SUPPLIES	152100900	704.64	10,103.54
			604293726	CUSTODIAL SUPPLIES	152100900	763.88	
			604300458	CUSTODIAL SUPPLIES	152100905	552.38	
			604300459	CUSTODIAL SUPPLIES	152100905	3,944.73	
			604304565	CUSTODIAL SUPPLIES	152100905	54.24	
			604307486	CUSTODIAL SUPPLIES	152100905	559.10	
			604307487	CUSTODIAL SUPPLIES	152100905	1,222.62	
			604307488	CUSTODIAL SUPPLIES	152100905	766.82	
			604311436	CUSTODIAL SUPPLIES	152100923	64.24	
			604311438	CUSTODIAL SUPPLIES	152100923	160.60	
			604314872	CUSTODIAL SUPPLIES	152100951	923.58	
			604315573	CUSTODIAL SUPPLIES	152100960	317.30	
			604316114	CUSTODIAL SUPPLIES	152100960	121.46	
			604317817	CUSTODIAL SUPPLIES	152100960	11.28	
			700461117	CUSTODIAL SUPPLIES	152100905	394.00	
			700462874	CUSTODIAL SUPPLIES	152100970	34.47	
			800523968	CUSTODIAL SUPPLIES	152100905	-385.60	
			800524450	CUSTODIAL SUPPLIES	0	-106.20	
663930	HOLIDAY FLEET	05/17/2021	05/05/21	GAS CHARGES	0	203.43	203.43
663931	HOLMQUIST, MELANIE M	05/17/2021	TRAVEL	COLLEGE TOURS	0	24.00	24.00
663932	Vendor Continued Void	05/17/2021					0.00
663933	HOLY ROSARY SCHOOL	05/17/2021	TXTBK-BRAIN POP	NON-PUBLIC TEXTBOOKS	0	175.00	8,644.59

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			TXTBK-LEARNING CITY	NON-PUBLIC TEXTBOOKS	0	232.20	
			TXTBK-NWEA	NON-PUBLIC TEXTBOOKS	0	1,500.00	
			TXTBK-REASON FOR	NON-PUBLIC TEXTBOOKS	0	813.45	
			TXTBK-RENAISSANCE	NON-PUBLIC TEXTBOOKS	0	1,465.00	
			TXTBK-STUDY WEEKLY	NON-PUBLIC TEXTBOOKS	0	924.69	
			TXTBK-W. SADLIER	NON-PUBLIC TEXTBOOKS	0	1,592.27	
			TXTBK-ZANER-BLOSER	NON-PUBLIC TEXTBOOKS	0	1,905.00	
			TXTKBK-SCHOLASTIC	NON-PUBLIC TEXTBOOKS	0	36.98	
663934	HOUGH INCORPORATED	05/17/2021	04/30/21	SNOW REMOVAL	152100921	60,000.00	71,780.00
			REQ. #5-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	11,780.00	
663935	HUENERS, JANELLE E	05/17/2021	SUPPLIES	AG. SUPPLIES	0	99.03	99.03
663936	HUESMAN SCHREIBER MASONRY, LLC	05/17/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATIONS	0	103,255.50	103,255.50
663937	ICS CONSULTING, INC.	05/17/2021	REQ. #12	ROOSEVELT ADDITION & RENOVATIONS	0	768.00	5,928.50
			REQ. #12.	MIDDLE SCHOOL RENOVATIONS	0	1,451.00	
			REQ. #13	ROSSMAN ADDITION & RENOVATIONS	0	489.00	
			REQ. #7	HIGH SCHOOL ADDITION & RENOVATIONS	0	3,220.50	
663938	IND. SCHOOL DISTRICT #548	05/17/2021	1203	A/I COLLABORATIVE CONTRACT	0	4,561.43	4,561.43
663939	INTEGRITY STEEL SUPPLY, LLC	05/17/2021	REQ. #12	HIGH SCHOOL ADDITION & RENOVATIONS	0	17,100.00	17,100.00
663940	JANAYA DAVIS	05/17/2021	04/16/21	SPRING SUCCULENT DISH	0	70.00	70.00
663941	JEROME, SHANNON	05/17/2021	TXTBK-COSTCO	NON-PUBLIC TEXTBOOKS	0	121.99	121.99
663942	JOBS HQ	05/17/2021	32584	04/01/21-04/30/21	0	123.20	123.20
663943	JOHNSON'S LOCK & KEY	05/17/2021	44264	KEYS/SERVICES	152100911	15.80	844.35
			44288	KEYS/SERVICES	152100911	15.80	
			44299	KEYS/SERVICES	152100911	612.00	
			44321	KEYS/SERVICES	152100911	22.75	
			44331	KEYS/SERVICES	152100911	178.00	
663944	JOSEPHSON, DANIEL A	05/17/2021	REIMB.	SECTION 8 NORDIC	0	150.00	150.00

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663945	JOSTENS	05/17/2021	26214846	SKIING JOSTENS DIPLOMA FOR 2021 GRAD	412100315	11.15	11.15
663946	JWOOD SPORTS FLOORING, LLC	05/17/2021	REQ. #2-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	3,412.50	3,412.50
663947	KENDELL DOORS & HARDWARE, INC.	05/17/2021	REQ. #10	HIGH SCHOOL ADDITION & RENOVATIONS	0	1,107.69	1,107.69
663948	KROGSGAARD, CARY	05/17/2021	TXTBK-AMAZON	NON-PUBLIC TEXTBOOKS	0	81.18	171.18
			TXTBK-MN ST. TEST	NON-PUBLIC TEXTBOOKS	0	90.00	
663949	L&M FLEET SUPPLY, INC.	05/17/2021	6573193	CUSTODIAL SUPPLIES	152100901	58.96	120.43
			6589337	CUSTODIAL SUPPLIES	152100932	9.98	
			6594988	CUSTODIAL SUPPLIES	152100965	27.54	
			6596218	CUSTODIAL SUPPLIES	152100965	23.95	
663950	LAKESHORE LEARNING MATERIALS	05/17/2021	4408470321	Equipment and Materials ECFE	152100757	2,704.32	2,704.32
663951	LAKES MEDI-VAN INC.	05/17/2021	1305	04/01/21 - 04/30/21	0	1,029.80	1,029.80
663952	LAKES COUNTRY SERVICE CO-OP.	05/17/2021	93572	DRUG TESTING ANALYSIS	0	29.50	414.44
			93584	ASBESTOS SAMPLE ANALYSIS	152100925	384.94	
663953	LARSON, KATHRYN G	05/17/2021	REGISTR.	ALL STATE AUDITIONS	0	92.00	92.00
663954	LEDGESTONE, INC.	05/17/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATIONS	0	82,959.03	82,959.03
663955	LEIGHTON BROADCASTING	05/17/2021	177385-1	JOB RECRUITMENT	0	380.00	380.00
663956	LINK, SAMANTHA M	05/17/2021	4/27/21	MILEAGE REIMBURSEMENT	0	42.56	42.56
663957	MACKIN EDUCATION RESOURCES	05/17/2021	668172	BOOKS	2312100003	1,076.86	1,975.57
			672679	BOOKS	2312100003	898.71	
663958	MAHUBE-OTWA COMMUNITY ACTION P	05/17/2021	04/21/21	COR SUBSCRIPTION	0	1,492.50	1,492.50
663959	MALSTROM ELECTRIC INC.	05/17/2021	317831	SERVICES	152100907	345.88	1,204.36
			317832	SERVICES	152100907	677.74	
			317833	SERVICES	152100907	132.74	
			317834	SERVICES	152100907	48.00	
663960	MCARTHUR TILE COMPANY	05/17/2021	REQ. #6	HIGH SCHOOL ADDITION & RENOVATIONS	0	17,005.00	17,005.00
663961	MENARDS - DETROIT LAKES	05/17/2021	23680	CUSTODIAL SUPPLIES	152100917	9.58	379.80
			23928	wood and supplies	412100298	176.62	

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				for intro to woods			
			24612	saw blades,	312100133	126.78	
				rasps, screws,			
				towels, etc			
			24694	Mothers Day	4002100184	66.82	
				Flower Pot			
				Project Small			
				Flower pots,			
				planting soil and			
				flowers			
663962	MERIT PAINTING INC.	05/17/2021	REQ. #5	HIGH SCHOOL	0	23,750.00	23,750.00
				ADDITION &			
				RENOVATIONS			
663963	MIDWEST BUS PARTS	05/17/2021	151143	BUS PARTS	152100910	378.40	154.80
			CREDITS	BUS PARTS	152100910	-223.60	
663964	MIGUEL'S	05/17/2021	559511	MIGUEL'S	312100124	530.57	1,000.91
				TACOS/CONFERENCE			
				MEALS			
			559512	STAFF	262100140	470.34	
				MEAL-CONFERENCES			
663965	MILESTONES & MEMORIES, LLC	05/17/2021	41421	HS ACADEMIC	412100311	610.30	610.30
				EXCELLENCE PENS			
663966	MILLER & SONS DRYWALL, INC.	05/17/2021	REQ. #10	HIGH SCHOOL	0	95,000.00	95,000.00
				ADDITION &			
				RENOVATIONS			
663967	MIDWEST TECHNOLOGY PRODUCTS	05/17/2021	2120000-00	multiple	312100097	529.00	765.75
				classroom			
				supplies			
			2120000-01	multiple	312100097	236.75	
				classroom			
				supplies			
663968	MN DEPT OF LABOR AND INDUSTRY	05/17/2021	ABI0032322X	INSPECTION OF	152100964	90.00	90.00
				PRESSURE VESSEL			
663969	MN KOTA CONCRETE, INC.	05/17/2021	REQ. #9	HIGH SCHOOL	0	22,976.70	22,976.70
				ADDITION &			
				RENOVATIONS			
663970	MINNESOTA ENERGY RESOURCES	05/17/2021	0505675381-00001	ENERGY	0	1,083.40	1,083.40
				CHARGES-SENIOR			
				HIGH			
663971	MOLLBERG, KENT H	05/17/2021	PRESENTATION	9TH GR. ACADEMY	0	300.00	300.00
663972	MSBA - MN SCHOOL BOARDS ASSOC.	05/17/2021	27086C2L5N6	PHASE 3	0	195.00	390.00
				TRAINING-HENDERSON			
			27205H8F8H8	PHASE 4	0	195.00	
				TRAINING-HENDERSON			
663973	MN STATE COMMUNITY & TECHNICAL	05/17/2021	27205H8F8H8	APRIL	0	211.50	211.50
				PRINTING/COPIES			
663974	MUFF, ERIN	05/17/2021	TXTBK-HEPPNER'S LEG.	NON-PUBLIC	0	117.15	256.77
				TEXTBOOKS			
			TXTBK-RAINBOW RESOUR	NON-PUBLIC	0	139.62	

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				TEXTBOOKS			
663975	MULCAHY	05/17/2021	PS-INV125611	REPLACEMENT CART	152100797	215.69	215.69
663976	MYERS, CARA L	05/17/2021	MATERIALS	UW LEADERSHIP	0	168.23	168.23
				GRANT			
663977	NARDINI FIRE EQUIPMENT CO.	05/17/2021	IV00170711	SERVICE	152100966	86.40	86.40
663978	NATIONAL ART & SCHOOL SUPPLIES	05/17/2021	8910	CENTRAL SUPPLY	152100837	940.40	940.40
				2021 - 2022			
663979	NATIONAL FOOD GROUP, CORPORATE	05/17/2021	IN0857982	FOOD	7702100313	3,083.55	3,083.55
663980	NERESON CHEVROLET INC.	05/17/2021	1108608/1	VEHICLE	152100912	82.63	192.71
				MAINTENANCE			
			1108613/1	VEHICLE	152100912	110.08	
				MAINTENANCE			
663981	NEWMAN	05/17/2021	JC1942	CHAIN LINK FENCE	152100914	150.00	150.00
663982	OFFICE DEPOT	05/17/2021	164631592001	CENTRAL SUPPLY	152100845	384.00	576.00
				ITEMS			
			164632763001	CENTRAL SUPPLY	152100845	192.00	
				ITEMS			
663983	OFFICE OF MN. IT SERVICES	05/17/2021	DV21040484	INTERNET SERVICE	0	1,628.95	1,628.95
663984	OLANDER BUS SERVICE INC.	05/17/2021	APRIL	BUS CLEANING	0	4,850.00	7,624.37
			APRIL.	EXTRA-TRIPS	0	2,774.37	
663985	OLYMPUS LOCKERS & STORAGE PROD	05/17/2021	REQ. #2	HIGH SCHOOL	0	32,387.40	32,387.40
				ADDITION &			
				RENOVATIONS			
663986	OTIS ELEVATOR COMPANY	05/17/2021	100400334932	MONTHLY ELEVATOR	152100913	150.00	150.00
				CHECKS			
663987	Vendor Continued Void	05/17/2021					0.00
663988	Vendor Continued Void	05/17/2021					0.00
663989	PAN-O-GOLD BAKING CO.	05/17/2021	20101121109001	BREAD	7702100300	68.67	837.36
			20101121109002	BREAD	7702100300	20.16	
			20101121109003	BREAD	7702100300	13.44	
			20101121109004	BREAD	7702100309	33.60	
			20101121109005	BREAD	7702100309	33.60	
			20101121114001	BREAD	7702100318	67.20	
			20101121114011	BREAD	7702100318	60.48	
			20101121114012	BREAD	7702100318	73.92	
			20101121116002	BREAD	7702100309	33.60	
			20101121116003	BREAD	7702100309	107.79	
			20101121121001	BREAD	7702100326	33.60	
			20101121121002	BREAD	7702100318	40.32	
			20101121123001	BREAD	7702100318	126.60	
			20101121130001	BREAD	7702100326	23.52	
			20101121130002	BREAD	7702100326	60.54	
			20101121130005	BREAD	7702100326	40.32	
663990	PEPSI	05/17/2021	67660858	Beverages for resale in the Laker Shop	1412100008	491.12	491.12
663991	PETERSON MECHANICAL, INC.	05/17/2021	REQ. #19	ROOSEVELT	0	8,463.55	13,463.55
				ADDITION &			
				RENOVATIONS			
			REQ. #20-FINAL	MIDDLE SCHOOL	0	5,000.00	

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				RENOVATIONS			
663992	POLLOCK, JAMIE	05/17/2021	REFUND	MILK/JUICE BREAK	0	9.90	9.90
663993	Vendor Continued Void	05/17/2021					0.00
663994	Vendor Continued Void	05/17/2021					0.00
663995	Vendor Continued Void	05/17/2021					0.00
663996	Vendor Continued Void	05/17/2021					0.00
663997	Vendor Continued Void	05/17/2021					0.00
663998	PRAIRIE FARMS - BISMARCK	05/17/2021	4521180	MILK	7702100301	186.10	8,362.41
			4521200	MILK	7702100301	213.98	
			4521201	MILK	7702100301	155.09	
			4521202	MILK	7702100301	289.80	
			4521203	MILK	7702100301	348.43	
			4521204	MILK	7702100301	176.15	
			4521229	MILK	7702100308	403.03	
			4521231	MILK	7702100308	162.17	
			4521233	MILK	7702100308	94.72	
			4521236	MILK	7702100308	320.98	
			4521237	MILK	7702100308	130.94	
			4521263	MILK	7702100308	213.98	
			4521265	MILK	7702100308	194.91	
			4521266	MILK	7702100308	292.23	
			4521267	MILK	7702100308	418.12	
			4521268	MILK	7702100308	105.31	
			4521293	MILK	7702100317	308.56	
			4521296	MILK	7702100317	165.04	
			4521297	MILK	7702100317	52.64	
			4521299	MILK	7702100317	298.66	
			4521300	MILK	7702100317	155.09	
			4521320	MILK	7702100317	243.85	
			4521322	MILK	7702100317	212.88	
			4521323	MILK	7702100317	290.00	
			4521324	MILK	7702100317	438.03	
			4521325	MILK	7702100317	165.04	
			4521348	MILK	7702100325	263.76	
			4521350	MILK	7702100325	59.52	
			4521352	MILK	7702100317	240.02	
			4521355	MILK	7702100325	146.81	
			4521356	MILK	7702100325	162.53	
			4521380	MILK	7702100325	213.98	
			4521382	MILK	7702100325	215.97	
			4521383	MILK	7702100325	254.67	
			4521384	MILK	7702100325	-12.82	
			4521385	MILK	7702100325	447.98	
			4521386	MILK	7702100325	207.75	
			4521418	MILK	7702100325	126.51	
663999	PREMIER BIOTECH, INC.	05/17/2021	2174005	DRUG TESTING	0	147.98	147.98
				SUPPLIES			
664000	PRECISION PRINTING	05/17/2021	98812	REGULAR ENVELOPES	152100841	625.00	625.00
664001	PREMIUM WATERS, INC.	05/17/2021	351304552	BOTTLED	0	40.50	113.48
				WATER-ADM. CENTER			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			351304576	BOTTLED WATER-SENIOR HIGH	0	39.49	
			351308269	BOTTLED WATER-SENIOR HIGH	0	33.49	
664002	PRO PRINT, INC.	05/17/2021	D100558011	YEARBOOK ENVELOPES	312100123	136.66	136.66
664003	PRO-ED	05/17/2021	2877837	The TPI assessment is used to identify transition preferences, interests, strengths, and needs regardless of methodology; develop necessary plans; and act on resultant goals.	4002100172	38.50	38.50
664004	QUADIENT FINANCE USA, INC.	05/17/2021	11296086	POSTAGE-ADM. CENTER	0	1,000.00	1,000.00
664005	QUILL CORPORATION	05/17/2021	16204327	CENTRAL SUPPLY 2021-2022	152100820	37.26	104.28
			16208821	CENTRAL SUPPLY 2021-2022	152100820	41.82	
			16239408	CENTRAL SUPPLY 2021-2022	152100820	25.20	
664006	RDO EQUIPMENT CO.	05/17/2021	P7214355	WHEEL KIT	152100933	-50.00	76.76
			P7305055	WHEEL KIT	152100933	60.38	
			P7346655	CUSTODIAL SUPPLIES	152100961	66.38	
664007	RED RIVER GLAZING, INC	05/17/2021	REQ. #10	HIGH SCHOOL ADDITION & RENOVATIONS	0	26,600.00	26,600.00
664008	REDWOOD TOXICOLOGY LABORATORY,	05/17/2021	739705	DRUG TESTING SUPPLIES	0	41.46	41.46
664009	Vendor Continued Void	05/17/2021					0.00
664010	REINHART FOODSERVICE, LLC	05/17/2021	491535	FOOD	7702100303	72.31	2,993.31
			550833	FOOD	7702100303	79.34	
			571822	FOOD	7702100303	582.97	
			576858	FOOD	7702100310	606.38	
			584132	FOOD	7702100320	575.50	
			586561	FOOD	7702100320	556.09	
			591528	FOOD	7702100328	520.72	
664011	RETHWISCH, FRANCINE J	05/17/2021	SUPPLIES	SCHOOL READINESS	0	5.04	5.04
664012	RHYTHM BAND INSTRUMENTS	05/17/2021	1193615	MALLET PAIRS. SMALL DIAMETER MEDIUM RUBBER LONG PLASTIC HANDLE	262100136	51.40	51.40
664013	ROTARY CLUB OF DETROIT LAKES N	05/17/2021	4209	DUES-JENSON, M.	0	56.25	56.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
664014	R SCHOOL TODAY	05/17/2021	58741	ACTIVITY	312100130	595.00	1,190.00
			58742	SCHEDULER RENEWAL DLHS RSCHOOL ACTIVITY SCHEULER INVOICE 58742	412100305	595.00	
664015	RUPP, ANDERSON, SQUIRES & WALD	05/17/2021	12662	LEGAL SERVICES	0	993.50	993.50
664016	SANNES, KIERA L	05/17/2021	REGISTR.	EQIP FIP-EI TRAINING	0	299.00	299.00
664017	SCHULTZ BUS COMPANY	05/17/2021	117246	BUS	0	1,584.00	3,168.00
			117325	CLEANING-MARCH BUS	0	1,440.00	
			12271	CLEANING-APRIL FOOD SERVICE VEHICLE MAINT.	152100936	144.00	
664018	SCHMITT MUSIC CENTERS	05/17/2021	3950900	DLMS Band	312100118	60.00	169.00
			3962606	Instrument Repair DLMS BAND	312100119	19.00	
			3972779	SUPPLIES DLMS Band repair	312100125	90.00	
664019	SCHNATHORST, VERNON L	05/17/2021	PLANNING LUNCH	BTD	0	49.54	49.54
				PARTNERSHIP-YOUTH SKILLS GRANT			
664020	SCHOOL SPECIALTY INC.	05/17/2021	208127191581	CENTRAL SUPPLY	152100846	122.70	911.22
			208127196874	ITEMS 2021-2022 CENTRAL SUPPLY	152100846	233.00	
			208127255758	ITEMS 2021-2022 CENTRAL SUPPLY	152100846	133.00	
			208127280135	ITEMS 2021-2022 Art Supplies	412100293	422.52	
664021	MYOGETO, LEE ALLEN	05/17/2021	2939	PORTABLE TOILET	0	165.00	165.00
664022	SHERWIN-WILLIAMS CO.	05/17/2021	7527-2	FIELD STRIPING PAINT	152100971	466.72	466.72
664023	SIEWERT, TIMOTHY D	05/17/2021	RENTAL	BANDSHELL RENTAL FOR JAZZ CONCERT	0	100.00	100.00
664024	SKYWARD	05/17/2021	0000209437	ANNUAL LICENSE FEES	0	39,867.00	39,867.00
664025	STAPLES ADVANTAGE	05/17/2021	3474945513	Wipes and Gloves	152100896	234.85	315.05
			3474945514	Wipes and Gloves	152100896	80.20	
664026	STANDARD STATIONERY SUPPLY CO.	05/17/2021	1025850	CENTRAL SUPPLY	152100819	1,268.52	1,268.52
				ORDER 2021-2022			
664027	STELLHER HUMAN SERVICES, INC.	05/17/2021	161897	CTSS-SLMH - APRIL	0	22,800.00	22,800.00
664028	SUMMIT FIRE PROTECTION	05/17/2021	192002873	SERVICES	152100969	200.00	200.00
664029	TRAINING ROOM, INC.	05/17/2021	96967	Athletic Training room supplies	412100304	463.96	463.96
664030	TRIMARK HOCKENBERGS	05/17/2021	REQ. #3-FINAL	MIDDLE SCHOOL RENOVATIONS	0	10,547.75	10,547.75
664031	TWEETON REFRIGERATION, INC.	05/17/2021	T42665S	HVAC SERVICES	152100916	266.00	266.00
664032	ULMER, ANNA M	05/17/2021	1/1/21-4/22/21	MILEAGE	0	9.41	10.98
			4/23/21-4/30/21	REIMBURSEMENT MILEAGE	0	1.57	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				REIMBURSEMENT			
664033	UNIQUE SOFTWARE CORP.	05/17/2021	250621	IPAD REPAIRS	3002100210	129.00	643.00
			250655	LAPTOP AND IPAD REPAIRS	3002100212	514.00	
664034	Vendor Continued Void	05/17/2021					0.00
664035	Vendor Continued Void	05/17/2021					0.00
664036	UPPER LAKES FOODS, INC.	05/17/2021	796422-00	FOOD	7702100311	3,167.30	16,472.15
			798047-00	FOOD	7702100302	3,095.45	
			800525-00	FOOD	7702100319	245.88	
			803740-0A	FOOD	7702100302	-60.32	
			809150-00	FOOD	7702100302	595.62	
			809164-00	FOOD	7702100302	143.18	
			812379-00	FOOD	7702100311	999.06	
			813502-00	FOOD	7702100319	123.33	
			813829-00	FOOD	7702100319	3,362.27	
			815572-00	FOOD	7702100319	509.07	
			816588-00	FOOD	7702100327	3,659.40	
			819237-00	FOOD	7702100327	515.56	
			819247-00	FOOD	7702100327	87.80	
			819273-00	FOOD	7702100327	28.55	
664037	VERIZON WIRELESS	05/17/2021	9878794979	MIFI CHARGES	0	621.34	621.34
				APRIL			
664038	WATSON CONSULTING GROUP	05/17/2021	4/30/21	TRANP SERVICES	0	2,192.50	2,192.50
				CONSULTANT			
664039	WERNER ELECTRIC SUPPLY	05/17/2021	S010486630.001	BATTERIES	152100922	698.39	698.39
664040	WEST MUSIC COMPANY	05/17/2021	SI2001027	BOOKS FOR 2 MUSIC	262100141	132.25	132.25
				TEACHERS: MEANINGFUL MOVEMENT: A MUSIC TEACHER'S GUIDE TO DALCROZE EURHYTHMICS			
664041	WILLIAM V. MACGILL & CO.	05/17/2021	IN0756669	NURSE OFFICE	4002100180	93.98	93.98
				SUPPLIES			
664042	ZERR BERG	05/17/2021	6092	HIGH SCHOOL	0	15,990.71	15,990.71
				ADDITION & RENOVATIONS			

196 Computer Check(s) For a Total of 1,612,868.07

	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
	196	Computer	Checks For a Total of	1,612,868.07
Total For	196	Manual, Wire Tran, ACH & Computer	Checks	1,612,868.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,612,868.07

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	4,909.79	491.12	267,387.19	272,788.10
02	FOOD SERVICE	0.00	9.90	54,468.63	54,478.53
03	TRANSPORTATION FUND	0.00	0.00	11,203.74	11,203.74
04	COMMUNITY SERVICE FUND	0.00	0.00	12,938.62	12,938.62
05	CAPITAL EXPENDITURE	0.00	0.00	12,271.80	12,271.80
06	BUILDING FUND	0.00	0.00	1,249,187.28	1,249,187.28

# PERSONNEL AGENDA

## May 17, 2021

### 1) Retirement Resignations:

Tracey Branden – High School Special Education Paraprofessional, effective at the end of the 2020-2021 school year.

### 2) Resignations:

McKayla Amundson – Lincoln Education Center Special Education Paraprofessional, effective April 29, 2021.

Dennie Barnier – District-wide Special Education Administrative Assistant, effective April 22, 2021.

Ken Birkeland – Middle School Head Custodian, effective May 28, 2021.

Christina Cossette – Middle School Food Server, effective April 30, 2021.

Reed Hefta – 9<sup>th</sup> Grade Football Coach, effective May 3, 2021.

Nikki Kujawa – Laker Dance Team Assistant Coach, effective April 28, 2021.

Addie Onchuck – Middle School Volleyball Coach. Effective May 11, 2021.

Alexis Stambach – Roosevelt Elementary Special Education Paraprofessional, effective at the end of the 2020-2021 school year.

Robin Turnwall – ALC Social Studies ISP Teacher, effective April 20, 2021.

Michelle Walker-Drewry – High School Full-Time Special Education Paraprofessional, effective at the end of the 2020-2021 school year.

Alison Wittrock – Roosevelt Elementary Special Education Paraprofessional, effective at the end of the 2020-2021 school year.

### 2) Appointments:

Mitchell Benson – High School Chemistry Teacher, at the rate of BA, Step 1, or a contract amount of \$40,112.00, effective August 23, 2021, pending Tier 3 Licensure.

Reed Hefta – Head Varsity Football Coach, at the rate of 13% of BA, Step 8, or a contract amount of \$6,156.67, effective April 3, 2021.

Linda Scherping – Rossman Elementary Summer Latchkey Assistant, at the rate of \$11.60 per hour, working up to 25 hours per week, effective June 1, 2021.

### 3) Leave of Absence:

Frances Kay Parker – High School Special Education Paraprofessional, request to extend her leave of absence from April 26, 2021, to May 13, 2021.

### 4) Sixth Period Pay:

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

## Memorandum of Understanding

**Provider:** Empowering Kids Perham

**School District:** Detroit Lakes Public Schools

**Dates:** May 3, 2021 through May 28, 2021

This Memorandum of Understanding (MOU) is an agreement between Empowering Kids Perham and Detroit Lakes Public Schools for the purpose of transitioning the student from EIDBI medically necessary services into the school environment. The intent of the agreement is to create a partnership supporting concurrent educational and clinic interventions and to create a collaborative partnership across the multi-disciplinary team to improve long-term outcomes and quality of life for children and their families. The effective dates of the current agreement include May 3, 2021 through May 28, 2021.

All professionals must follow the legal and ethical guidelines outlined in their individual licensure or certification program around collaboration with other professionals and coordination of services and supports.

### General Topics

1. Terms of Agreement

The terms of this agreement shall be from May 3, 2021 through May 8, 2021. Terms can be negotiated each year prior to the end of the school year. Negotiations will be scheduled to begin May of the following year. It is expressly understood that Empowering Kids Perham is an independent contractor and not an employee of Detroit Lakes Public Schools. The Empowering Kids Perham will acquire no tenure or fringe benefits from the Detroit Lakes Public Schools.

2. Cost and Delivery of Purchase of Services

Empowering Kids Perham will be responsible for the billing of all services provided under the collaboration. All services will be billed to 3rd party payers. Detroit Lakes Public Schools is NOT responsible for any services delivered regardless of payment from 3rd party payers.

3. Eligibility for Services

Any student with an active Individual Treatment Plan (ITP) with Empowering Kids Perham, where the plan indicates the need for services to be provided at school.

4. Confidentiality

Empowering Kids Perham and Detroit Lakes Public Schools agree to abide by all applicable State and Federal confidentiality regulations pertaining to student information.

5. Indemnity and Insurance

- a. Empowering Kids Perham agrees that it will at all times indemnify and hold harmless Detroit Lakes Public Schools from any and all liability, loss, damages, costs or expenses which may be claimed against Detroit Lakes Public Schools arising specifically from Empowering Kids Perham services or acts of its employees.
- b. Empowering Kids Perham agrees to have and maintain professional liability insurance as required by law.

6. Conditions of the Parties

- a. This agreement can be cancelled by either party at any time upon a sixty (60) day written notice.
- b. Empowering Kids Perham and Detroit Lakes Public Schools agree to mutually resolve any issues raised by either party in a timely manner.

## Memorandum of Understanding

- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been summarized in writing, duly signed, and attached to the original agreement.

7. Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter contained herein.

Empowering Kids Perham and Detroit Lakes Public Schools have agreed upon the attached focus areas for the 2021 school year.

Indicate acceptance of the agreement by signing below:

  
\_\_\_\_\_  
Superintendent,  
Detroit Lakes Public Schools

Date: 4/27/21

  
\_\_\_\_\_  
Tiffany Topkin, Chief Executive Officer  
Empowering Kids Perham

Date: 4/26/2021

**LETTER OF AGREEMENT  
ADDRESSING PERSONAL LEAVE DURING THE 2020-2021 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 Education Minnesota – Detroit Lakes (EMDL) (hereinafter referred to as the "Association").

**RECITALS:**

**WHEREAS**, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2019 to June 30, 2021; and

**WHEREAS**, The Master Agreement provides for Personal Leave days for Teachers; and

**WHEREAS**, The Master Agreement states that not more than 12 teachers shall be entitled to Personal Leave on a single day; and

**WHEREAS**, the School District and the Association acknowledge that the peacetime emergency relative to COVID-19 in the State of Minnesota extended thru the 2020-2021 school year and adversely effected School District operations; and

**WHEREAS**, the School District and the Association now desire to address the contractual limitations placed with regard to the number of teachers who may take personal leave on the last two in-service days of the 2020-21 contract year.

**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. Limit on Personal Days:** There shall be no limit placed on the number of teachers who are approved to take personal leave on June 1 and/or June 2, 2021.
- 2. Check-Out:** Teachers must work with their building Principal with regard to scheduling end of year "check-out" in relation to any Personal Leave taken on a day where "check-out" would have otherwise occurred. "Check-Out" must occur on or prior to June 2, 2021 unless otherwise agreed upon with the Principal.

3. **Approval of Personal Leave:** The District retains the right to approve use of Personal Leave for individual teachers regardless of the fact the cap is lifted.
4. **Packing/Moving:** In the event teachers are required to pack/move materials located in classrooms due to construction or any other reason such as re-assignment, there shall be no extra compensation paid if teachers take Personal Leave on June 1 and/or 2, 2021 and need to pack/move materials on a non-contract day. The original expectation was such that teachers address moving-related activities on those inservice days. There shall be no financial impact to the district caused by the use of Personal Leave on said days.
5. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
6. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

**INDEPENDENT SCHOOL DISTRICT  
NO. \_\_\_\_\_**

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Clerk

**Education Minnesota – Detroit Lakes**

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_

By: \_\_\_\_\_

## **AGREEMENT TO EXTEND PROBATIONARY PERIOD**

This Agreement is entered into by and between Independent School District No. 22, Detroit Lakes (“District”) and Nathan Ochsner (“Employee”).

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states: “The first three consecutive years of a teacher’s first teaching experience in Minnesota in a single district are deemed to be probationary years of employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year;”

WHEREAS, Employee is a teacher who is currently in the third year of his probationary period of employment with the District;

WHEREAS, District administrators believe they have not had an adequate opportunity to determine whether Employee consistently demonstrates the knowledge and skills expected of a non-probationary teacher in the District;

WHEREAS, District administrators are charged with the responsibility of making a recommendation to the School Board, but the School Board has the statutory authority to decide whether the annual contract of a probationary employee will be renewed;

WHEREAS, to date the District’s School Board has not decided whether it will renew Employee’s annual teaching contract for the 2021-22 school year;

WHEREAS, Employee’s annual contract will automatically renew and Employee will attain non-probationary status under Minnesota Statutes section 122A.40, unless the School Board gives him written notice before July 1, 2021, that it is not renewing his annual contract;

WHEREAS, Employee understands he is under no obligation to sign this Agreement;

WHEREAS, Employee has reviewed his rights under Minnesota Statutes section 122A.40, and has carefully considered his options; and

WHEREAS, Employee understands that his options include, but are not necessarily limited to, the following:

1. Employee can choose to sign this Agreement. If he signs this Agreement, Employee understands that he will be agreeing to extend his probationary period of employment for one year, and that he will be waiving certain rights under Minnesota Statutes section 122A.40. If Employee signs this Agreement, the School Board would then have the following options: (a) approve this Agreement

and, thereby, renew Employee's annual contract for one year; (b) reject this Agreement and give Employee written notice of non-renewal before July 1, 2021; or (c) take no action, in which case Employee would attain non-probationary status after July 1, 2021.

2. Employee can choose not to sign this Agreement. The School Board would then have the following options: (a) give Employee written notice of non-renewal before July 1, 2021; (b) take no action, in which case Employee would attain non-probationary status after July 1, 2021; or (c) take affirmative action to renew Employee's annual contract, in which case Employee would attain non-probationary status after July 1, 2021.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises contained in this Agreement, including the relinquishment of certain rights, Employee and the District now agree as follows:

1. **Waiver of Rights and Extension of Probationary Period.** Employee knowingly and voluntarily waives his right to the probationary period described in Minnesota Statutes section 122A.40. Employee agrees to extend the statutory probationary period for one additional year, which will run from July 1, 2021 through June 30, 2022. In addition, for the 2021-2022 school year, Employee waives all rights that are afforded to non-probationary teachers (sometimes referred to as "continuing contract teachers" or "tenured teachers") under Minnesota law.

2. **Contract for 2021-2022 School Year.** The District will offer Employee an annual contract for the 2021-2022 school year. During the 2021-2022 school year, Employee's employment rights will be the same, and no greater than, the employment rights of a probationary teacher under Minnesota Statutes section 122A.40.

3. **Right to Non-Renew or Discharge.** This Agreement does not constitute a guarantee of employment. The School Board may or may not renew Employee's 2021-2022 contract as it sees fit, provided it gives notice of non-renewal before July 1, 2021. In addition, at any time during the 2020-2021 and 2021-2022 school years (provided the extension of the probationary period is agreed upon by all parties), the District may terminate Employee's annual contract by discharging him as provided by law.

4. **No Undue Influence.** Employee affirms that neither the District nor any of its officers, employees, agents or representatives has in any way pressured, coerced, or unduly influenced Employee to sign this Agreement. Employee further affirms that he is voluntarily signing this Agreement because of the benefits it provides to him.

5. **Knowledge of Rights.** Employee has had the opportunity to consult with a Union representative and with legal counsel regarding this Agreement, the collective bargaining

agreement, and his rights under Minnesota Statutes section 122A.40. Employee affirms that he has a full and complete understanding of his rights, options, and the terms of this Agreement.

6. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the extension of Employee’s probationary period of employment. The terms of this Agreement are contractual and legally binding. This Agreement supersedes any and all prior agreements between the parties relating to the extension of Employee’s probationary period of employment. No party has relied upon any statements, representations, or promises that are not set forth in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all parties.

IN WITNESS WHEREOF, the parties have knowingly and voluntarily entered into this Agreement on the dates shown by their signatures. This Agreement will not take effect unless and until it is approved by the District’s School Board and is fully executed.

**EMPLOYEE**

\_\_\_\_\_  
Nathan Ochsner

\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT 22,  
DETROIT LAKES**

By \_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

By \_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

DATE: May 6, 2021  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Ryan Tangen, Business Manager  
SUBJECT: **Approve Canine Detection Services Contract**

Administration recommends renewal of the agreement for Interquest Detection Canines for substance awareness and detection services for 2021-22 school year. Random inspections target the High School, Middle School, and the Area Learning Center. The cost of the agreement for 22 half days at \$300.00 for a contract total of \$6,600. This contract is classified as school safety and will utilize the Safe Schools Levy for the full contract amount.

This is a budgeted item. Administration recommends approval of this agreement.

cc: Mike Suckert  
Darren Wolf  
Josh Omang  
Peter Lundin  
Colin Gedrose  
Liaison Officer

**Interquest Detection Canines®**

(INTERQUEST)

**Detroit Lakes School District**

(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of September 2021 through May 2022.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non- aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 22 Half day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$300.00 per team. Multiple canine teams will be charged on a per team basis. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES®

*Sara Fox*

School's signature \_\_\_\_\_

DATE: May 12, 2021  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Ryan Tangen, Business Manager  
SUBJECT: **Adult Education (AE) Agreements**

Attached are the agreements for the Adult Education (AE) Literacy Consortium program. Each location enters into an agreement to provide funds in partial support of area AE programming through base funding available for the program year 2021-2022. The locations are as follows:

Ada-Borup School District  
Frazee-Vergas School District  
Lake Park-Audubon School District  
New York Mills School District  
Norman County East School District  
Pelican Rapids School District  
Perham School District  
Rothsay School District  
Ulen-Hitterdal School District  
Becker County Sheriff Department

Administration recommends approval of these agreements.

cc: Amy Fish

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Ada Borup School ISD #2854, 604 West Thorpe Ave, Ada MN 56510 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD # 2854 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2854 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #2854 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2854 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

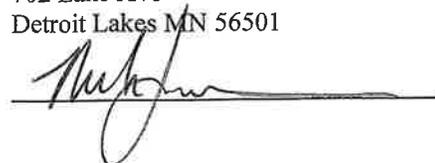
**IN WITNESS WHERE OF** ISD #2854 and Detroit Lakes have executed this agreement this 1st day of July 2021.

ISD #2854  
604 West Thorpe Ave  
Ada MN 56510

Aaron Cook – Superintendent  
Ada/Borup School District  
604 West Thorpe Ave  
Ada MN 56510



Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501



COOPY

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Frazee-Vergas ISD #23, 305 North Lake St. Frazee, MN 56544 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #23 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #23 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #23 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2020-2021 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

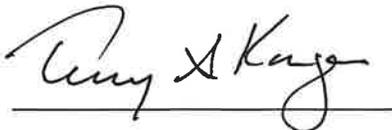
1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #23 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

**IN WITNESS WHERE OF** ISD #23 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #23  
Frazee-Vergas  
305 North Lake St.  
Frazee MN 56544

Terry Karger - Superintendent  
305 North Lake St  
Frazee MN 56544



Mark Jenson – Superintendent  
702 Lake Ave  
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Lake Park Audubon School District ISD #2889, 611 Vigen Lane, PO box 479, Lake Park, MN 56554 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD # 2889 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2889 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #2889 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2889 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

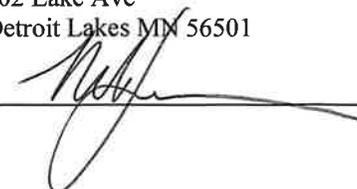
**IN WITNESS WHERE OF** ISD #2889 and Detroit Lakes have executed this agreement this 1st day of July 2021.

ISD #2889  
PO Box 479  
611 Vigen Lane  
Lake Park, MN 56554

Dr. Paula Henry - Superintendent  
Lake Park Audubon School District  
PO Box 479 611 Vigen Lane  
Lake Park, MN 56554

  
\_\_\_\_\_

Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501

  
\_\_\_\_\_

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between New York Mills ISD #553, 209 Hayes Ave, New York Mills, MN 56567 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #553 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #553 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #553 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #553 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

**IN WITNESS WHERE OF** ISD #553 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #553  
New York Mills  
209 Hayes Ave  
New York Mills, MN 56567

Blaine Novak  
209 Hayes Ave  
New York Mills MN 56567

Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501





**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Norman County East ISD #2215, 408 West Main, Twin Valley, MN 56584 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #2215 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2215 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #2215 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2215 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

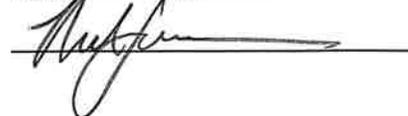
**IN WITNESS WHEREOF** ISD #2215 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #2215  
Norman County East  
PO Box 420  
408 West Main  
Twin Valley, MN 56584

Rob Nudell  
408 West Main  
Twin Valley, MN 56584



Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Pelican Rapids ISD #548, PO Box 642, 310 S. Broadway, Pelican Rapids, MN 56572 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #548 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #548 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #548 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #548 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

**IN WITNESS WHERE OF** ISD#548 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #548  
Pelican Rapids  
P.O. Box 642  
310 S. Broadway  
Pelican Rapids MN 56572

Brian Korf  
P.O. Box 642, 310 S. Broadway  
Pelican Rapids MN 56572



Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Perham-Dent ISD #549, 800 Coney St. West, Perham MN 56573 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #549 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #549 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #549 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #549 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

**IN WITNESS WHERE OF** ISD #549 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #549  
Perham-Dent  
800 Coney St West  
Perham MN 56573

Mitch Anderson  
800 Coney St West  
Perham MN 56573



Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Rothsay ISD #850, 2040 Co. Rd. 52, Rothsay, MN 56579 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st , 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #850 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHERE AS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #850 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #850 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2021-2022 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #850 or Detroit Lakes by providing the other party with a thirty(30) day written notice.

**IN WITNESS WHERE OF** ISD #850 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #850  
Wade Johnson  
Superintendent  
2040 Co. Rd. 52  
Rothsay, MN 56579



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ISD #22  
Mark Jenson  
Superintendent  
702 Lake Ave  
Detroit Lakes MN 56501



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**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY  
EDUCATION**

**THIS AGREEMENT** by and between Ulen-Hitterdal ISD #914, 27 2<sup>nd</sup> Street NW, Ulen MN 56585 and the Detroit Lakes Literacy Consortium, 900 Hwy 34 East, Detroit Lakes, MN 56501 for the period of July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022.

**WHEREAS** ISD #914 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2021-2022.

**WHEREAS**, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #914 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

**NOW, THEREFORE**, the parties agree as follows:

As a member of the consortium, ISD #914 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2020-2021 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #914 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

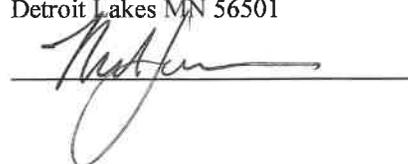
**IN WITNESS WHERE OF** ISD #914 and Detroit Lakes have executed this agreement this 1<sup>st</sup> day of July, 2021.

ISD #914  
27 2<sup>nd</sup> Street Northwest  
Ulen, MN 56585

Todd Cameron  
Ulen-Hitterdal School District  
27 2<sup>nd</sup> Street NW  
Ulen, MN 56585



Mark Jenson - Superintendent  
ISD #22  
702 Lake Ave  
Detroit Lakes MN 56501



**AE/GED Service Agreement  
Lakes Area Adult Education  
and  
Becker County Jails**

**For Year 2021-2022**

Lakes Area Adult Education and Becker County Jails agree to work cooperatively to make AE and GED opportunities available to adult residents of the Becker County Jail. Educational opportunities will include basic literacy skills, GED instruction, basic computer skills, functional life skills, accessing community resources, parenting, job seeking and employability skills, and post-secondary preparation.

Lakes Area Adult Education agrees to provide certified instructors, textbooks, and other teaching materials, computers and software. Official GED examinations will be scheduled as appropriate for inmates working towards the General Equivalency Diploma.

Becker County Jail agrees to provide a classroom and storage space in both Detroit Lakes correctional facilities, supervision of inmates, and to contribute to the cost of the program.

Funding will be provided through federal (P.L. 91-230), state (M.S. 124.26) and local (ISD #22). Becker County will contribute \$900.00 yearly to the local share of the funding. Payment for AE/GED services will be made on an annual basis to the Detroit Lakes School District.

  
\_\_\_\_\_  
Todd Glander  
Becker County Sheriff

  
\_\_\_\_\_  
Mark Jenson  
Detroit Lakes IDS #22, Superintendent

3/12/2021  
\_\_\_\_\_  
Date

3.10.2021  
\_\_\_\_\_  
Date

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 - 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 not~~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 ( <del>No Change</del> )	

## 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 ( <del>No Change</del> )	

## **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 \$5,000.00 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.

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

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

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

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

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Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 301
Date Revised: 06/09/2014	

## **301 - SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)  
Minn. Stat. 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, -Superintendent of Schools

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 302
Date Revised: 06/09/2014	

## 302 - SUPERINTENDENT

### I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

### III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** MSBA/MASA Model Policy 202 (School Board Officers)  
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 301 (School District Administration)

MSBA/MASA Model Policy 303 (Superintendent Selection)  
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties and Evaluation)  
MSBA/MASA Model Policy 305 (Policy Implementation)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)  
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 905 (Advertising)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA/MASA Model Policy 907 (Rewards)  
MSBA Service Manual, Chapter ~~35~~, Superintendent of Schools - Board-Staff Relationships

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 303
Date Revised: 02/09/04; 01/01/2014 <del>(No Change)</del>	

### 303 - SUPERINTENDENT SELECTION

#### I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school ~~board~~-district and to conduct the daily operations of the school district.

#### III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

#### IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools.

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 304
Date Revised: 02/09/04; 01/01/2014 ( <del>No</del> <i>Change</i> )	

## 304 - SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

### I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

### II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

**Legal References:** Minn. Stat. 123B.143 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 305
Date Revised: 01/01/2014 <i>(No Change)</i>	

### **305 - POLICY IMPLEMENTATION**

#### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
  
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
  
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

***Legal References:*** Minn. Stat. 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 306
Date Revised: 02/09/04; 01/01/2014 <del>(No Change)</del>	

## 306 - ADMINISTRATOR CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to establish the requirement of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

### II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following ~~statements of~~ standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.  
~~10.~~
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 401
Date Revised: 11/09/98, 08/10/2009, 7/10/2013; 06/09/2014, 12/19/2016 <del>(No change)</del>	

## 401 - EQUAL EMPLOYMENT OPPORTUNITY

*[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]*

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

*[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat § 363A.03, Subd. 44.]*

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

D. ~~It is the responsibility of e~~Every school district employee ~~to~~shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Human Resources Director.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

**Cross Reference:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran's Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)

Date Adopted: 12/14/87	File Number: Detroit Lakes Policy - 402
Date Revised: 07/10/2013; 02/13/2017; 10/21/19	

**402 - DISABILITY NONDISCRIMINATION POLICY**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Federal Programs-Human Resources Director. This individual is the school district’s appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. 794 *et seq.* Rehabilitation Act of 1973, §504)  
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
 29 C.F.R. Part 32  
 34 C.F.R. Part 35  
 34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 403
Date Revised: 05/11/2009	

## **403 - DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

### **II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

### **III. DISCIPLINE**

#### **A. Violation of School Laws and Rules:**

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance:

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct:

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

#### IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
1. oral warning;
  2. written warning or reprimand;
  3. probation;
  4. disciplinary suspension, demotion or leave of absence with pay;
  5. disciplinary suspension, demotion or leave of absence without pay; and
  6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in ~~paragraph~~ Paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

#### V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
  2. Provide directives to the employee to correct the conduct or performance.
  3. Forward copies of all writings to the Human Resources ~~Coordinator~~ Director for review and filing in the employee's personnel file.
  4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
  5. Specify the expected level of performance or modification of conduct to be required from the employee.

~~B.—The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable. The following procedure for termination of employment is to be followed, unless specific circumstances of a situation require otherwise, subject to the discretion of the Superintendent or designee:~~

- ~~1.—A pre termination meeting is to be scheduled and conducted with the employee, the building Administrator and the Human Resources Coordinator.~~
- ~~2.—Prior to the pre termination meeting, the employee shall be given written notice, outlining the facts upon which the proposed termination is based. The Building Administrator is responsible for drafting the Pre termination Notice and scheduling the meeting with the employee and Human Resources.~~
- ~~3.—At the Pre Termination Meeting, the employee shall be afforded the opportunity to give an explanation of the facts upon which the proposed termination is based; the opportunity to present additional facts that the employee feels are pertinent to the question of termination; and an opportunity to present his or her side of the case.~~
- ~~4.—After the pre termination meeting, the Human Resources Coordinator and Administrator shall discuss the facts presented by the employee and determine if termination should be recommended to the Superintendent, or if other disciplinary action, if any, should be taken instead of termination.~~
- ~~5.—If the recommendation is to terminate employment, the Human Resources Coordinator will confer with the Superintendent or his/her designee and will prepare a termination notice (included with this memo), to be signed by the Superintendent, and forward the notice to the Administrator.~~
- ~~6.—The Administrator (and/or the Human Resources Coordinator or another designee), will meet with the employee informing him/her of the termination of employment.~~
- ~~7.—In the case where termination is not recommended, other disciplinary action should be considered, if appropriate.~~

**Legal References:** Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher tTenure)  
Minn. Stat. § 122A.44 (Contracting with teachers)  
Minn. Stat. § 122A.58 (Coaches)  
Minn. Stat. 122A.44 (Contracting with teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; eContracts for sServices)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 et. seq. (Veterans Preference Act)

***Cross References:*** MSBA Service Manual, Chapter ~~53~~, ~~School—Board—Staff~~  
~~Relationships~~Employees

Date Adopted: 10/13/97	File Number:
Date Revised: 01/10/11	Detroit Lakes Policy - 404

**404 - EMPLOYMENT CRIMINAL BACKGROUND CHECKS**

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

**I. ~~I.~~ PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

**II. ~~H.~~ GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's -criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B.      The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, and service providers without -the consent of such individuals.
- C.      -Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

**III.  PROCEDURES**

A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (~~hereinafter "the BCA"~~). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, ~~except for an enrolled student volunteer~~, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

**[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]**

C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by ~~the state board of teaching~~ Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permissions to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;

2. \_\_\_\_ the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. \_\_\_\_ the individual executes a written consent form giving the school district access to the results of the check; and
  4. \_\_\_\_ there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. \_\_\_\_ For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. \_\_\_\_ When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. \_\_\_\_ Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment -and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position -posting and -position advertisements.
- H. \_\_\_\_ The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. \_\_\_\_ If the criminal history background check precludes employment with, or provision of services, to the school district, the individual will be so advised.
- J. \_\_\_\_ The school district may apply these procedures to other volunteers, independent contractors, or student employees.-
- K. \_\_\_\_ At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this -policy -and identify those positions subject to a background check and the extent of the school district's discretion in requiring a ~~criminal history~~ background check. The school district may include this

notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV.      CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

***Legal References:***      Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:***

# ~~Criminal History Background Check~~

~~Independent School District #22~~

~~702 Lake Avenue~~

~~Detroit Lakes, Minnesota 56501~~

~~218-847-9271~~

~~Today's Date: \_\_\_\_\_ Position Hired For: \_\_\_\_\_~~

~~Under Minnesota Statute 123B.03, the School District is required to request a criminal history background check from the Minnesota Bureau of Criminal Apprehension on all individuals who are offered employment in the School District. In order to be eligible for employment, any individual who is offered employment by the School District must provide an executed criminal history consent form and \$15.00 payable to ISD#22 for the fee for conducting the criminal history background check (check required only if offered employment). Failure or refusal to complete this form and/or remit \$15 , will make the individual ineligible for employment with the School District.~~

~~**CONDITIONAL HIRING:** The school district may permit the individual to commence employment duties pending completion of the criminal history background check and by signing below, the individual acknowledges and agrees that his/her employment may be terminated based on the results of the background check.~~

~~I authorize the Bureau of Criminal Apprehension to disclose all criminal history record information to Detroit Lakes Public Schools pursuant to Minn. Stat 123B.03 for the purpose of employment with the district. The expiration of this authorization shall be no longer than one year from the date of my signature.~~

\_\_\_\_\_  
Signature Print Complete Name

Sex (M or F) \_\_\_\_\_  
Maiden, Alias or Former Name (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Today's Date



*The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the "MN BCA" and a self-addressed, stamped envelope, to:*

*Minnesota Bureau of Criminal Apprehension  
Criminal Justice Information Section  
Attn: Record Checks  
1430 Maryland Avenue E.  
St. Paul, MN 55106*

## EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS

### NOTICE TO PARENTS AND GUARDIANS

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 405
Date Revised: 12/13/10	

## 405 - VETERAN'S PREFERENCE

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

### I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### II. GENERAL STATEMENT OF POLICY

A. The school district's policy is to comply with the VPA regarding veteran's preference rights ~~in the hiring process, and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.~~

B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for ~~good faith~~ ~~abolishment of position or~~ incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.

C. \_\_\_\_\_ Veteran's preference points will ~~may~~ be applied ~~either by granting the veteran applicant(s) an interview or by applying preference points~~ pursuant to applicable law as follows:

1. A credit of ~~five~~ ten points shall be added to the competitive open examination rating of a non-~~disabled~~ veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. A credit of ~~ten~~ fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

D. Eligibility for and application of veteran's preference, ~~and~~ the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

E. ~~When notifying Applicants are notified that they may have been accepted into the selection process, the school district shall notify applicants that they may~~ elect to use veteran's preference ~~on the employment application form.~~

F. ~~When using the point system, t~~The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points or grant interviews to all qualified veterans. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's Human Resources Department.

*[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]*

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.

2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran’s Preference)  
Minn. Stat. § 197.455 (Veteran’s Preference Applied)  
Minn. Stat. § 197.46 et. seq. (Veteran’s Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA Model Policy 401 (Equal Employment Opportunity)

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE  
TEACHING CONTRACT OF **Jeffrey Mosca**, a **Tier 1** TEACHER.

WHEREAS, Jeffrey Mosca 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 Jeffrey Mosca 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

Jeffrey Mosca  
708 12<sup>th</sup> St NW  
Perham, MN 56573

Dear Jeffrey:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on May 17, 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.

**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 **KELLY GAG**, a continuing contract/tenured teacher of said District, be placed on .5 FTE 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: reduction 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:

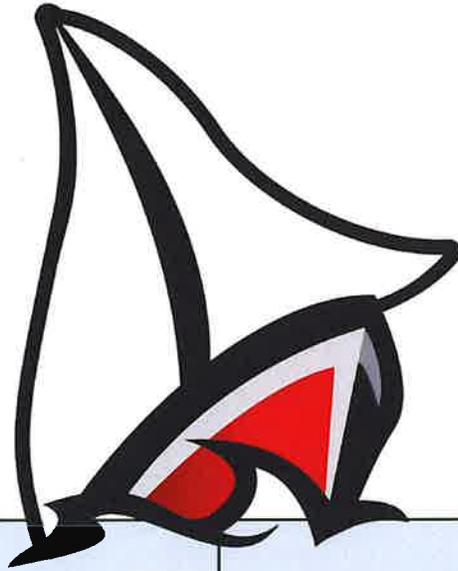
whereupon said resolution was declared duly passed and adopted on May 17, 2021.

\_\_\_\_\_  
Clerk of the School Board

# Laker PRIDE

	<p><b>Purpose</b> our intention, what drives us</p>	<p>Deliver educational excellence.</p>
	<p><b>Relationships</b> the ways we connect and behave toward each other</p>	<p>Care and communicate positively and respectfully within and across our schools and community.</p> <ul style="list-style-type: none"> <li>• District ↔ parents and community members</li> <li>• District ↔ building</li> <li>• Building ↔ teacher</li> <li>• Building ↔ parents</li> <li>• Teacher ↔ parent</li> <li>• Teacher ↔ students</li> </ul>
	<p><b>Innovation</b> the creation, development and implementation of a new idea or concept to enhance educational opportunities</p>	<p>Embrace creativity and critical thinking.</p> <ul style="list-style-type: none"> <li>• Renew and bring up to date all systems and practices</li> <li>• Utilize growth mindset to hone existing intentions/objectives and explore new ideas</li> <li>• Support diverse ways of thinking and doing</li> <li>• Embed equity continually in every facet of our work</li> </ul>
	<p><b>Development</b> a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</p>	<p>Foster the academic, social, emotional, and cultural needs of all learners.</p> <ul style="list-style-type: none"> <li>• Implement and sustain PBIS at all levels</li> <li>• Hone our support for social/emotional health</li> <li>• Further learning and implementation of equitable feedback, assessment, grading and reporting</li> <li>• Provide professional development that supports PRIDE</li> </ul>
	<p><b>Equity</b> the quality of being fair (not equal) and impartial</p>	<p>Ensure that our values, policies, and practices are equitable for our students, staff, and community.</p> <ul style="list-style-type: none"> <li>• Clarify and support understanding of equity vs. equality for all</li> <li>• Actively promote equity (institutional, personal, and instructional)</li> <li>• Remove systemic barriers</li> <li>• Accommodate different learning styles</li> <li>• Give students a voice</li> </ul>

# Detroit Lakes Public Schools’ Strategic Roadmap



Vision	Mission
Detroit Lakes Public Schools: charting a course for excellence.	The mission of the Detroit Lakes Public Schools is to fill all of our sails with Laker PRIDE.
Guiding Principles: Laker PRIDE  <b>P</b> urpose <b>R</b> elationships <b>I</b> nnovation <b>D</b> evelopment <b>E</b> quity	

## Sails Up!

DATE: May 10, 2021  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Ryan Tangen, Business Manager  
SUBJECT: **Construction Change Orders –High School**

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

**High School:**

Change Order #015: CE #076 Additional Soffits and Chases at Area D Provide additional soffits and chases in area D. Miller & Sons Drywall, Inc	\$4,900.00
Change Order #021: CE #075 Additional Signage Provide additional signage as noted on shop drawings. Ledgestone, Inc	\$9,450.00
Change Order #027: CE #074 Area C Door and Hardware Changes Utilize existing doors and hardware. Kendell Doors & Hardware, Inc	<u>(\$13,904.70)</u>
<b>Total High School Change Orders</b>	<b>\$445.30</b>
 <b>TOTAL CHANGE ORDERS</b>	 <b><u>\$445.30</u></b>

Recommend approval of the above listed Change Orders.



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 #074 - Area C Door and Hardware Changes

Table with contract details: CONTRACT COMPANY (Kendell Doors & Hardware, Inc), CONTRACT FOR (SC-18-065-014:8A Hardware/Doors/Frames - Materials), DATE CREATED (4/13/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Construction Change), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$13,904.70)

DESCRIPTION:
CE #074 - Area C Door and Hardware Changes
Utilize existing doors and hardware.

ATTACHMENTS:
30015-CO11 Deleting frames per redlines.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 273,529.00, Net change by previously authorized Change Orders \$ 21,611.78, The contract sum prior to this Change Order was \$ 295,140.78, The contract sum will be decreased by this Change Order in the amount of (\$13,904.70), The new contract sum including this Change Order will be \$ 281,236.08, The contract time will not be changed by this Change Order by

Kendell Doors & Hardware, Inc
Mendota Heights, Minnesota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Elizabeth Curtis
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DocuSigned by:
Dan Kleist
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Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
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DocuSigned by:
[Signature]
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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: 18-065 - Detroit Lakes High School Additions & Renovations
1301 Roosevelt Avenue,
Detroit Lakes, Minnesota 56501

Subcontract Change Order #015: CE #076 - Additional Soffits and Chases at Area D

Table with contract details: CONTRACT COMPANY (Miller & Sons Drywall, Inc.), CONTRACT FOR (SC-18-065-017:9B Drywall), DATE CREATED (4/20/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Construction Change), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$4,900.00)

DESCRIPTION: CE #076 - Additional soffits and chases at Area D
Provide additional soffits and chases in area D

ATTACHMENTS: area\_d soffits.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 \$ 81,810.00, etc.

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

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Travis Miller
74079AEC721E4E0...

DocuSigned by: Dan Kleist
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Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
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## Dan Kleist

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**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Thursday, April 15, 2021 7:34 AM  
**To:** Dan Kleist  
**Subject:** DLHS T&M 4-15-21

Dan,  
Todd turned in the following extras recently. Let me know if you have any questions.  
Room 165 – Replace a piece of gyp south wall (matl 20, labor 40) \$60  
Room 155 – Add 2 chases (matl 310, labor 1680) \$1990  
Rooms 115 and 246 – Extra labor for moving soffits at windows (all labor) \$240  
Room 246 – Laminate columns and add soffits (matl 360, labor 1080) \$1440  
Area D H6 east end – Added bulkhead separating H8 (matl 70, labor 240) \$310  
Room 265 – Wrap bar joist at east wall (matl 80, labor 780) \$860

Total \$4900

Thanks



**Miller & Sons**  
DRYWALL INC.

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**Travis Miller**

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

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CCO #021

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 #021: CE #075 - Additional Signage

Table with contract details: CONTRACT COMPANY (Ledgestone, Inc.), CONTRACT FOR (SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor), DATE CREATED (4/20/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$9,450.00)

DESCRIPTION: CE #075 - Additional Signage
Provide additional signage as noted on shop drawings.

ATTACHMENTS: SKM\_C30821042010150.pdf

CHANGE ORDER LINE ITEMS:

Summary table of change order items showing contract sum adjustments and total amounts.

Ledgestone, Inc.
Detroit Lakes, Minnesota

DocuSigned by: JOSH LESSMAN
EC8D336258EB4CE...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Dan Kleist
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Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by: [Signature]
9FE40DD3EEB446F...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: [Signature]
32119E3569E9494...

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:** 27

**Date:** 4/13/2021

**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:

Changes in ADA signage from spec to post review by Jen Biewer.

Bid from spec:  
 50 sign type A  
 100 sign type B  
 20 sign type C  
 2 sign type D

26-A and 3-C completed in October 2020

Post review:  
 187 + 26 sign type A  
 50 + 3 sign type C

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	56,163.80
Contract Amount Prior to this Change Order	1,586,298.80
Proposed Contract Amount of this Change Order	9,450.00
Proposed Contract Amount Including this Change Order	1,595,748.80

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		

**DETROIT LAKES PUBLIC SCHOOLS**  
**Construction Project Summary**  
**4/30/2021**

**Districtwide Project Total**

Original Project Total	\$58,570,727.00	
Alternates	1,966,252.68	
Original Project Reallocation	140,836.96	
Change Orders	2,390,340.29	
Contingency Usage	(1,242,248.29)	
Amended Project Total	<u>61,825,908.64</u>	
Project Complete	46,409,023.78	75.06%
Contingency Total	1,095,041.02	
Contingency Used	(1,242,248.29)	113.44%
Original Project Reallocation	140,836.96	
Remaining Contingency	<u>(6,370.31)</u>	-0.58%

**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	<u>\$ 12,052,153.47</u>
Project Complete	11,179,090.00
Percentage Complete	92.76%
Contingency Total	215,712.00
Contingency Used	(302,633.41)
Remaining Contingency	<u>\$ (86,921.41)</u>
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	<u>\$ 9,664,842.40</u>
Project Complete	9,365,346.89
Percentage Complete	96.90%
Contingency Total	173,280.00
Contingency Used	(221,386.86)
Remaining Contingency	<u>\$ (48,106.86)</u>
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	<u>\$ 7,770,770.34</u>
Project Complete	7,251,262.76
Percentage Complete	93.31%
Contingency Total	\$ 140,870.02
Contingency Used	(146,678.71)
Remaining Contingency	<u>\$ (5,808.69)</u>
Percentage Remaining	-4.12%

**High School**

Original Project Total	\$ 31,255,660.43
Alternates	0.00
Original Project Reallocation	0.00
Change Orders	1,654,031.31
Contingency Usage	(571,549.31)
Amended Project Total	<u>\$ 32,338,142.43</u>
Project Complete	18,613,324.13
Percentage Complete	57.56%
Contingency Total	\$ 565,179.00
Contingency Used	(571,549.31)
Remaining Contingency	<u>\$ (6,370.31)</u>
Percentage Remaining	-1.13%

DATE: May 12, 2021  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Ryan Tangen, Business Manager   
SUBJECT: **Laker Transitions Building Lease**

The Special Education Department has been looking for additional space to expand the Laker Transitions program and add programming using PAES labs. A building has been identified meeting the needs of both programs. The proposed agreement is a 15 year lease to own agreement. It is a triple-net lease, meaning the District will be responsible for all costs associated with the building and site. Ownership of the building will transfer for a purchase price of \$1 in June 2036.

The annual lease amount is \$96,000 and will be funded using the District's Lease Levy authority.

Some remodeling will be necessary to accommodate programming.

Recommend approval of the lease, authorization of the property tax lease levy for the annual lease payment, and retain an architect to plan and start remodeling.

## LEASE PURCHASE AGREEMENT

This Lease Purchase Agreement ("Lease" or "Agreement") made as of the \_\_\_\_ day of \_\_\_\_\_, 2021 ("Lease Date"), is by and between the Carol Foltz ("Landlord"), an individual, and Independent School District No. 22, Detroit Lakes Public Schools, a Minnesota public school corporation ("District" or "Tenant").

### RECITALS

- A. Landlord is the fee owner of the real property located at 1102 West River Road, Detroit Lakes, MN 56501, legally described as Countryside Manor Block 003 Lot 1 ("Property" or "Premises"), which is improved with a building (the "Building").
- B. Landlord will lease the Property, including the Building, to the District, and Landlord will grant the District an option to purchase the Property at the end of the term of this Lease.

NOW THEREFORE in consideration of the foregoing Recitals which are incorporated in the parties' agreement and other good and valuable consideration the sufficiency of which is hereby acknowledged the parties hereby agree as follows:

#### 1. PREMISES, POSSESSION, TERM AND USE.

a. Premises. In consideration of the foregoing Recitals and the other terms, conditions and covenants of this Agreement, Landlord hereby demises and leases to Tenant, and Tenant hereby takes and leases from Landlord, the Property.

b. Possession. Landlord will deliver possession of the Premises to Tenant on July 1, 2021.

c. Term. The obligations of the parties hereunder shall become binding and effective upon the Lease Date. The term of this Lease ("Term") shall commence on July 1, 2021 ("Commencement Date"). The Term shall continue after the Commencement Date for fifteen (15) years until the "Expiration Date", unless this Lease terminates at an earlier date as provided in Section 19 below or otherwise in this Lease. The term "Lease Year" means each 12-month period beginning July 1 and ending the following June 30.

#### 2. RENT.

a. Rent. Rent ("Rent") shall consist of all amounts due from Tenant to Landlord as provided in this Lease. Rent during the Term of this Lease shall be eight thousand dollars (\$8,000) per month. The District shall pay the annual rent in two separate payments of forty-eight thousand dollars (\$48,000), due and payable by July 31 and January 31 of each Lease Year. For Rent not paid more than 31 days after the due date, Tenant shall pay a late fee of \$10 per day until the amount is paid in full.

3. TRIPLE NET LEASE

a. Operating Expenses. It is the intention of the Parties that this Lease shall be considered a "Triple Net Lease". The Landlord shall have no obligation to provide any services, perform any acts, or pay expenses, charges, obligations or costs of any kind whatsoever with respect to the Premises. The Tenant hereby agrees to pay one-hundred percent (100%) of any and all Operating Expenses as hereafter defined for the entire Term of the Lease and any extensions thereof in accordance with specific provisions hereinafter set forth. The term "Operating Expenses" shall include all costs to the Landlord of operating and maintaining the Premises, and shall include, without limitation, real estate and personal property taxes and assessments, management fee(s), heating, air conditioning, HVAC, electricity, water, waste disposal, sewage, operating materials and supplies, service agreements and charges, lawn care, snow removal, restriping, repairs, repaving, cleaning and custodial, security, insurance, the cost of contesting the validity or applicability of any governmental acts which may affect operating expenses, and all other direct operating costs of operating and maintaining the Premises and related parking areas, unless expressly excluded from operating expenses.

b. Taxes. Tenant shall pay, during the term of this Lease, the real estate taxes including any special taxes or assessments (collectively, the "Taxes"), if any, attributable to the Premises and accruing during such term. Tenant, at Landlord's option, shall pay to Landlord said taxes on a monthly basis, based on one-twelfth (1/12) of the estimated annual amount for taxes. Taxes for any fractional calendar year during the term hereof shall be prorated. In the event the Tenant does not make any tax payment required hereunder, Tenant shall be in default of this Lease.

4. MAINTENANCE AND REPAIRS BY TENANT.

Tenant shall at Tenant's sole cost and expense, keep and maintain the Property in good order and repair, without exception for wear and tear and casualty loss, and make all repairs and replacements, whether structural or otherwise to keep the Premises in the condition required by this Lease including the Building, all fixtures and facilities related thereto, all improvements therein and thereon and all trade fixtures, personal property, equipment and signs thereon, landscaping, driveways, parking lots and all other improvements on the Property without exception or exclusion of any kind whatsoever and in as good a state of repair as the same are turned over to the Tenant and in a clean, safe, and sanitary condition and in compliance with all applicable laws and insurance company rules, regulations and requirements.

5. UTILITIES.

Tenant shall pay and hold Landlord harmless from all bills and assessments for all utilities furnished to or used upon the Premises, including water, gas, sewer or charges, electrical, telecommunications and all other utilities of any kind, garbage or waste removal and all other similar expenses arising out of or incidental to the use and occupancy of the Property.

6. TAXES AND ASSESSMENTS.

Because the Property will be used by a public school district, it will be exempt from real estate taxes. Notwithstanding the foregoing, however, Tenant shall timely pay all taxes, special

assessments, and payments in lieu of taxes, if any, that may be assessed on the Property, or as a result from Tenant's occupancy of the Property.

7. ALTERATIONS AND IMPROVEMENTS.

Tenant shall have the right to make alterations or improvements to the Property and Building. Tenant agrees that any leasehold alterations or improvements shall be made only in accordance with applicable federal, state, or local codes, ordinances, and regulations, having due regard for the type of construction of the Building.

8. TENANT TRADE FIXTURES AND PERSONAL PROPERTY.

Landlord has no obligation to maintain, repair, or replace any fixtures, equipment, improvements or Alterations installed on the Premises by Tenant or any personal property in the Premises at any time, or any replacement thereof installed or placed on the Premises by Tenant. Tenant agrees to maintain and repair all such property at Tenant's sole expense. Tenant shall repair all damage caused by such installation and any removal.

Nothing in the Lease shall be construed to authorize the Tenant or any other person acting for the Tenant to encumber the rents of the Premises or the interest of the Tenant in the Premises or any person under and through whom the Tenant has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Tenant be construed to be the agent, employee, or representative of Landlord. In the event a lien is placed against the Premises, through actions of the Tenant, Tenant will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If Tenant fails to have the Lien removed, the Landlord shall take steps to remove the lien and the Tenant shall pay Landlord for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

9. ACCESS BY LANDLORD.

Landlord, its agents and representatives shall have the right to enter and inspect the Premises and shall use its best efforts to provide reasonable prior written notice thereof to Tenant, but in any event, reasonable prior oral notice shall be required, for the purpose of ascertaining the condition thereof, and for other proper purposes. Landlord shall use reasonable efforts not to unreasonably interfere with the conduct of Tenant's use of the Premises. The right of entry reserved shall not be deemed to impose any greater obligation on Landlord than is specifically provided in this Lease. Landlord, its agents and representatives may at any time in case of emergency enter the Premises and do such acts as Landlord may deem proper in order to protect the Premises, or any occupants of the Premises, or any adjacent real property of Landlord. In the event of an emergency requiring entry onto the Premises without Tenant's prior approval or notice to Tenant, Landlord shall use reasonable efforts to contact Tenant's representative and will in any event secure the Premises against unlawful entry following Landlord's entry onto the Premises, at Tenant's expense.

10. ASSIGNMENT AND SUBLETTING.

Tenant shall not assign, sublet, license, mortgage or encumber this Lease, the Premises, or any part thereof, whether by voluntary act, operation of law, or otherwise, without the specific prior written consent of Landlord. No subletting, assignment or licensing shall release Tenant of

its obligation to perform all other obligations to be performed by Tenant hereunder for the Term of this Lease. The acceptance of Rent by Landlord from any person other than Tenant shall not be deemed to be a waiver by Landlord of any provision hereof.

11. INSURANCE.

Tenant shall maintain, at all times during the Term of this Lease, comprehensive general liability insurance in an insurance company licensed to do business in the Minnesota that is satisfactory to Landlord, properly protecting and indemnifying Landlord with single limit coverage of not less than \$1,500,000 for to or death of persons and \$500,000 for property damage. During the Term of this Lease, Tenant shall furnish the Landlord with certificates of insurance, in a form acceptable to Landlord, covering such insurance so maintained by Tenant and naming Landlord and Landlord's mortgagees, if any, as additional insured.

12. DAMAGE OR DESTRUCTION.

a. Repair and Application of Insurance Proceeds. If the Premises is damaged by fire or other casualty, Tenant shall utilize insurance proceeds repair, replace, or restore the Premises or may elect not to restore, repair, or replace, and this Lease shall terminate. If Tenant elects to repair, replace, or restore the Premises, Tenant shall proceed at its cost. Tenant may elect insurance proceeds necessary to repair, replace, or restore the damaged Premises (the "Repairs") deposited in escrow with a bank or title insurance company qualified to do business in the State of Minnesota, or such other party as may be mutually agreeable to Landlord and Tenant. Tenant may only proceed to complete the Repairs if the plans and specifications and contracts for the Repairs are approved by Landlord, which approval Landlord shall not unreasonably withhold or delay. If such a permitted election is made by Tenant. Landlord and Tenant shall jointly deposit, when paid, the insurance proceeds into the escrow. If the insurance proceeds are insufficient for the Repairs, Tenant shall, before the commencement of the Repairs, deposit into the escrow sufficient additional money to insure the full payment for the Repairs. Even if the insurance proceeds are unavailable or are insufficient to pay the cost of the Repairs, Tenant shall at all times be responsible to pay the full cost of the Repairs. All escrowed funds shall be disbursed by the escrowee in accordance with generally accepted sound construction disbursement procedures. The costs incurred or to be incurred on account of the escrow shall be deposited by Tenant into the escrow before the commencement of the Repairs. Tenant shall complete the Repairs as soon as reasonably possible and in a good and workmanlike manner, and in any event the Repairs shall be completed by Tenant within one (1) year after the damage occurs. Tenant may, however, elect not to proceed with the Repairs and to terminate the Lease. The election may only be made by written notice to Landlord within sixty (60) days after the damage occurs.

b. Obligation to Pay Rent. Tenant's obligations to pay rent and to perform all of the other covenants and agreements which Tenant is bound to perform under the terms of this Lease shall not terminate, abate, or be diminished during any period that the Premises or any part thereof are untenantable regardless of the cause of such untenability.

13. COMPLIANCE WITH LAWS; USE; SIGNS.

a. Compliance with Law. Tenant shall use the Property solely for the lawful activities of Tenant as a school district in Minnesota related purposes or any other lawful purpose; at its own cost and expense secure and maintain all necessary licenses and permits required for the conduct of its business; and at all times comply with all laws and ordinances and all lawful rules and regulations issued by any legally constituted authority.

b. Signs. Subject to any applicable governmental laws or regulations, Tenant may, at its sole cost and expense, erect, install, maintain and operate on the Property such signs as Tenant may deem advisable. At no out-of-pocket cost to Landlord, Landlord will cooperate with Tenant in securing any permits or approvals as may be necessary or appropriate for the erection and maintenance of Tenant's signs.

14. HAZARDOUS MATERIALS.

Tenant agrees that Tenant, its agents and contractors shall not use, manufacture, store or dispose of any flammable explosives, radioactive materials, hazardous wastes or materials, toxic wastes or materials, polychlorinated biphenyls, asbestos, urea formaldehyde, petroleum products or related substances, or other similar substances as defined pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. Statute Section 9601-9657, as amended), the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. Statute Section 6901, et. seq., Federal Water Pollution Control Act, 33 U.S.C. Statute Section 1251 et seq., or the Clean Air Act, 42 U.S.C. Statute 7401 Et. Seq., Minnesota Environmental Response and Liability Act Minn. Stat. 115B ("MERLA") and the Minnesota Petroleum Tank Release Cleanup Act, Minn. Stat. 115C (collectively "Hazardous Materials") on, under or about the Premises, provided that Tenant may handle, store, use or dispose of products containing small quantities of Hazardous Materials, which products are of a type customarily found in office uses similar to that of Tenant, in a safe and lawful manner and shall not allow such Hazardous Materials to contaminate the Premises or the environment. If Landlord, in its sole discretion, believes that the Premises or the environment have become contaminated with Hazardous Materials, in breach of the provisions of this Lease, Landlord, in addition to its other rights under this Lease, may enter upon the Premises and obtain samples from the Premises, including the soil and groundwater under the Building, for the purposes of analyzing the same to determine whether and to what extent the Premises or the environment have become so contaminated, Tenant shall reimburse Landlord for the costs of such inspection, sampling and analysis. Without limiting the above, Tenant hereby indemnifies and holds Landlord harmless from and against any and all claims, losses, liabilities, damages, costs and expenses, including without limitation, attorneys' fees and costs, arising out of or in any way connected with the use, manufacture, storage, or disposal of Hazardous Materials by Tenant, its agents or contractors on, under or about the Premises including, without limitation, the cost of any required or necessary repair, cleanup or remediation and the preparation of any closure or other required plans in connection herewith. The indemnity obligations to Tenant under this clause shall survive any termination or expiration of this Lease.

15. WASTE; NO LIENS.

Tenant agrees not to do or suffer any waste to the Property, or cause, suffer or permit any liens to attach to or to exist against any of the Property, by reason of any act or omission of Tenant or persons claiming through Tenant or by reason of its failure to perform any act required of it hereunder and Tenant shall not permit the Property to be used for any illegal purpose. Notwithstanding the foregoing, Tenant shall not be required to pay or discharge any lien against the Property so long as Tenant has given Landlord notice of its intent to contest such lien and Tenant is in good faith contesting the validity or amount thereof and has given to Landlord such security as Landlord has reasonably requested to assure payment of such lien and to prevent the sale, foreclosure or forfeiture of any of the Property, by reason of non-payment. On final determination of the lien or claim of lien Tenant will immediately pay any judgment rendered, and all costs and charges, and shall cause the lien to be released or satisfied. Tenant will not use or permit the use of the Property in any manner which would result with the passage of time in the creation of any easement or prescriptive right. Tenant shall not use or occupy the Property, or knowingly permit them to be used or occupied, contrary to any statute, rule, order, ordinance, requirement or regulation certificate of occupancy affecting the same, or which would make void or voidable any insurance then in force with respect thereto or which would make it impossible to obtain fire or other insurance thereon required to be furnished hereunder at Tenant's expense, or which would cause structural injury to the improvements or cause the value or usefulness of the Property, or any portion thereof, substantially to diminish (reasonable wear and tear excepted), or which would constitute a public or private nuisance or waste, and Tenant agrees that it will promptly, upon discovery of any such use, take all necessary steps to compel the discontinuance of such use.

16. CONDEMNATION.

If any part of the Property is taken in condemnation proceedings instituted under power of eminent domain or is conveyed in lieu thereof under threat of condemnation, and the Property remains usable for the purposes of Tenant, the money paid pursuant to such condemnation or conveyance in lieu thereof shall be applied to payment of the amounts payable by Tenant under this Lease, even if such amounts are not then due to be paid. Such payments shall not postpone the due date of the rent to be paid pursuant to this Lease or change the amount to be paid.

In the event all of the Property, or such portion thereof as will make the Property unusable for the purposes of Tenant, shall be taken by the exercise of the power of eminent domain or conveyed in lieu thereof (in either case, a "Taking"), the Term hereby granted shall cease, from the time when possession thereof is taken by the acquiring public authority, and rent shall abate as between Landlord and Tenant as of that date. The money paid pursuant to the condemnation or conveyance in lieu therefor shall be paid to Landlord.

If the Taking shall apply to part of the Property and Tenant in its sole discretion determines that the Taking will make the remainder of the Property unusable by Tenant, Tenant shall give Landlord thirty (30) days prior written notice of Tenant's election to terminate this Lease.

In the event of a Taking of less than all of the Property and Tenant in its sole discretion determines that the Taking will not make the remainder of the Premises unusable by Tenant, this

Lease will not terminate. Tenant shall, in such event, promptly commence and diligently complete the repair and restoration of the Premises so that upon completion the Premises will constitute a complete architectural unit with an appearance, character and commercial value as nearly as possible equal to the value of the Premises immediately prior to the Taking, provided, however, Landlord shall have no obligation to make such repair and restoration if the estimated cost of such repair or restoration exceeds the condemnation proceeds received by Landlord.

17. INDEMNIFICATION.

With respect to the Premises, Tenant shall, to the extent permitted by law indemnify, hold harmless and defend Landlord, its officials, agents and employees against any and all claims or liability for damage to person or property, including costs, damages, expenses and reasonable attorneys' fees ("Liabilities") due to bodily injury, including death, to any person, or loss or damage (including loss of use) to any property, occurring in, on or about the Premises to Tenant, or any agent, employee, invitee of Tenant or any person claiming by or through Tenant, or arising out of Tenant's use or occupancy of the Premises, or to any person on or about the Premises

18. DEFAULT.

In the event that the Tenant shall fail to pay said Rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Landlord may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Tenant's personal property, equipment or fixtures left on the Premises which items may be held by the Landlord as security for the Tenant's eventual payment and/or satisfaction of rental defaults or other defaults of Tenant under the Lease. It is further agreed, that if the Tenant is in default, that the Landlord shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Landlord in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Landlord may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Tenant's, at the Tenant's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Tenant's property, including the storage of the same, under reasonable terms and conditions at Tenant's expense, and, in addition, it is understood that the Landlord may sue the Tenant for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

19. PURCHASE OF THE PROPERTY.

In consideration of this Lease, Landlord hereby grants to Tenant the exclusive right to purchase the Property as set forth below ("Right to Purchase") which Right to Purchase shall expire upon the termination of this Lease regardless of the reason, condition or circumstances:

a. Term of Option. This Right to Purchase can be exercised during the final year of the Term of this Lease.

b. Exercise. Tenant shall exercise this Right to Purchase by giving written notice to Landlord prior to the expiration of the Term ("Purchase Notice"). Tenant shall provide the Purchase Notice at any time between July 1, 2035 and June 30, 2036.

c. Purchase Price of Property. The purchase price of the Property ("Purchase Price") shall be one dollar (\$1.00).

d. Date of Closing. The closing ("Closing") shall occur on a date mutually agreed upon by the parties, on or before July 1, 2036 ("Date of Closing").

e. Title. Upon Tenant providing Landlord with its Purchase Notice, Tenant may procure a commitment (the "Commitment") for an owner's policy of title insurance issued by a title company. At Closing, upon Tenant's full performance of the obligations of Tenant as set forth in this Section 19, Landlord shall convey to Tenant marketable fee title to the Property by general warranty deed (the "Deed") subject only to the following exceptions:

(a) Applicable laws, ordinances, and regulations.

(b) The lien of real estate taxes and installments of special assessments, if any, which are payable by Tenant pursuant to this Lease.

(c) Liens, encumbrances, adverse claims or other matters which Tenant has created, suffered or permitted to accrue after the date of this Lease.

f. Closing Documents. In addition to the Deed, Landlord shall also execute, acknowledge where appropriate, and deliver to Tenant, an affidavit of title, a FIRPTA Affidavit, a closing statement, transfer tax declarations, and such other documents and instruments that are customarily delivered in connection with the purchase and sale of property such as the Property.

g. Condition of the Property. Except as otherwise set forth in this Lease, Landlord makes no warranties or representations concerning any improvements to the Property.

h. Costs. Tenant shall pay all costs of closing and recording the Deed.

i. Closing. The transaction contemplated by this Section 19 shall be closed with the concurrent delivery of the conveying documents, the Purchase Price and the Policy to be issued pursuant to this Section 19 (or a marked-up title commitment signed by the title insurer at closing). The parties shall execute and deliver to the closer such documents and instruments as may be reasonably required to close the transaction contemplated by this Section 19.

j. Effect of Closing. Upon Closing, this Lease shall terminate with no further action required by the Tenant or Landlord. After Closing, Landlord shall have no legal or equitable interest in the Property.

20. SUCCESSORS AND ASSIGNS.

The obligations and responsibilities shall be binding upon, and the rights and benefits shall inure to the successors and assigns of the parties hereto.

21. NOTICES.

Any notices or inquiries regarding this Lease shall be mailed or delivered:

To Landlord:

Contact Information

To Tenant:

Detroit Lakes Public Schools  
Attn: Business Manager  
702 Lake Ave., Detroit Lakes, MN 56501

or to such other addresses as the parties may designate in writing. Notice may be given by personal service, registered or certified mail, return receipt requested, and in such event the date of service shall be the date on which notice is deposited in a United States Post Office properly stamped and addressed; otherwise notice shall be deemed served when received.

22. NO ORAL AGREEMENTS.

It is expressly agreed between Landlord and Tenant that there is no verbal understanding or agreement which in any way changes the terms, covenants and conditions set forth in this Agreement, and that no modification of this Lease and no waiver of any of its terms and conditions shall be effective unless made in writing and duly executed by the authorized officials of the necessary parties or party.

23. NO WAIVER.

The failure of Landlord or Tenant to insist, in one or more instances, upon the strict performance by Tenant or Landlord of any of the provisions of this Lease shall not be construed as a waiver of any future breach of such provisions. Receipt by Landlord of Rent with knowledge of the breach of any provision hereof shall not be deemed a waiver of such breach, and receipt of a partial payment shall be deemed only a payment on account.

24. GOVERNING LAW.

This Lease shall be performed, construed and enforced in accordance with the laws of the state of Minnesota.

25. HEADINGS.

The headings used in this Lease are for convenience only and shall not have any bearing or meaning with respect to the content or context of this instrument.

26. RIGHTS ARE CUMULATIVE.

All rights, powers and privileges conferred hereunder upon the parties shall be cumulative, but not restricted to those given by law.

27. DATA PRACTICES.

All data collected, created, received, maintained or disseminated for any purpose in the course of Tenant's performance of this Lease is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

28. MINNESOTA STATUTE § 465.71.

Tenant has the right to terminate this Agreement effective at the end of any fiscal year of District ("Termination Date"), as required by Minn. Stat. § 465.71, by providing written notice to Landlord no fewer than 15 days before the Termination Date.

29. OTHER GENERAL.

a. Non-Discrimination. Tenant agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age.

b. Force Majeure. As used in this Lease, the term "Force Majeure" shall mean a delay caused by casualty or severely inclement weather, strikes or labor disturbances, civil disorder or other public emergency, shortage of materials, and other delays beyond the reasonable control of the party asserting delay, and specifically excluding as Force Majeure the unavailability of funds resulting from the actions of the party claiming Force Majeure or any of its funders or any source of funds of any kind including the State of Minnesota. The party asserting a Force Majeure delay must claim such in writing promptly following the occurrence of such event.

c. Amendment. No amendment of this Lease shall be effective unless reduced to writing and executed by the parties.

IN WITNESS WHEREOF, the parties have caused this Instrument to be duly executed as of the day and year first above written.

LANDLORD:

TENANT:

CAROL FOLTZ

INDEPENDENT SCHOOL DISTRICT NO.  
22, DETROIT LAKES PUBLIC SCHOOLS

By: \_\_\_\_\_  
Carol Foltz

By: \_\_\_\_\_

Its: School Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: School Board Clerk

Date: \_\_\_\_\_

DATE: May 12, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Ryan Tangen, Business Manager  
Anne Skjold, Food Service Director

SUBJECT: **Summer Food Service Program**

The pandemic has brought many changes, including the establishment of a Summer Foods Program for the Detroit Lakes Public School District last spring. The program was approved with the expectation of a balanced bottom line. Last summer, the program was well utilized by District Families, and the financials met or exceeded the financial expectations. Based on last summer's participation, it is recommended to continue the Summer Foods Program this summer, and into the future years, as long as participation continues and the net financial results are neutral or positive.

Based on a survey conducted of families, and workforce availability, the M-State site will be the only distribution site, and will distribute one-week meal packs on Wednesday's from 12:00 p.m.- 5:30 p.m.

Recommend approval.



# Detroit Lakes Public Schools Monthly Enrollment Summary 2020-2021

Month: May

### D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	34	74	108

### Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	8	10

### KINDERGARTEN

	Kind.	Kind Sp Ed	Total
Roosevelt	72	16	88
Rossman	69	20	89
<b>Totals</b>	141	36	177

### GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	90	97	97	100	107	491
Rossman	90	98	90	94	95	467
<b>Totals</b>	180	195	187	194	202	958

### ELEMENTARY TOTALS

Kinderg.	Gr.1-5	Total
177	958	1135

### MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle Schl.	191	194	226	611

### SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	243	216	180	169	808	11	37	856

### 2020-2021

#### K-12 Total\*

2677
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\*Includes ALC,  
but not ALP

### 2019-2020

#### K-12 Total\*

2908
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\*Includes ALC,  
but not ALP

### 2018-2019

#### K-12 Total\*

2905
------

\*Includes ALC,  
but not ALP

### MONTHLY TOTALS\*

EIC	36
ECSE	82
Kind. Sp. Ed.	36
Kindergarten	141
Grades 1-5	958
Middle School	611
Senior High	856
ALC	75
	0
<b>TOTAL</b>	<b>2795</b>

\*Does not include non-resident students  
on tuition agreement

### ALC

D.L.	46
Other	26
FT PSEO	0
PT PSEO	3
<b>Total</b>	<b>75</b>



# Detroit Lakes Public Schools Elementary Grade Sections 2020-2021

Month: May

		Roosevelt		Rossman		Average
<b>Kindergarten</b>	Distance Section	4		5		<b>4.5</b>
	Section 1&3	17	18	17	17	
	Section 2&4	17	17	17	17	
	Section 5&6		15	16		
Building Average		16.80		16.80		<b>16.80</b>
<b>Grade 1</b>	Distance Section	9		3		<b>6</b>
	Section 1&3	15	9	18	17	
	Section 2&4	15	16	18	17	
	Section 5	17		17		
Building Average		14.40		21.75		<b>15.90</b>
<b>Grade 2</b>	Distance Section	4		7		<b>5.5</b>
	Section 1&3	23		18	18	
	Section 2&4	23	23	18	18	
	Section 5	22		19		
Building Average		22.75		18.20		<b>18.20</b>
<b>Grade 3</b>	Distance Section	8		4		<b>6</b>
	Section 1&3	22	22	17	18	
	Section 2&4	22		18	16	
	Section 5	23		17		
Building Average		22.25		17.20		<b>19.44</b>
<b>Grade 4</b>	Distance Section	3		3		<b>3</b>
	Section 1&3	23		23		
	Section 2&4	24	24	23	22	
	Section 5	24			23	
Building Average		23.75		22.75		<b>20.67</b>
<b>Grade 5</b>	Distance Section	5				<b>2.5</b>
	Section 1&3	26	25	23	23	
	Section 2&4	26		22	23	
	Section 5	24				
Building Average		25.25		22.75		<b>21.33</b>

**The district class size average for K-5 is:**

**18.96**

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: May

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	34		48	48	51	58	65	65	67	72	74

EIC -- Non Resident										ECSE -- Non Resident									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr
	5	4	2	2	1	1	2	2	2		4	4	4	6	6	6	6	6	8

Kindergarten - Special Ed.										Kindergarten									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr
Roosevelt	18	18	18	18	19	17	18	18	16	Roosevelt	71	71	70	71	68	72	72	71	72
Rossman	19	19	18	18	18	17	18	18	20	Rossman	70	70	69	69	69	70	70	70	69
<b>Totals</b>	<b>37</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>37</b>	<b>34</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>Totals</b>	<b>141</b>	<b>141</b>	<b>139</b>	<b>140</b>	<b>137</b>	<b>142</b>	<b>142</b>	<b>141</b>	<b>141</b>

Kindergarten Total									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	89	89	88	89	87	89	90	89	88
Rossman	89	89	87	87	87	87	88	88	89
<b>Totals</b>	<b>178</b>	<b>178</b>	<b>175</b>	<b>176</b>	<b>174</b>	<b>176</b>	<b>178</b>	<b>177</b>	<b>177</b>

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	90	Roosevelt	101	101	101	102	100	98	98	96	97
Rossman	92	92	92	92	89	88	89	89	90	Rossman	102	101	101	101	98	98	98	98	98
<b>Totals</b>	<b>184</b>	<b>185</b>	<b>186</b>	<b>185</b>	<b>180</b>	<b>179</b>	<b>179</b>	<b>179</b>	<b>180</b>	<b>Totals</b>	<b>203</b>	<b>202</b>	<b>202</b>	<b>203</b>	<b>198</b>	<b>196</b>	<b>196</b>	<b>194</b>	<b>195</b>

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	97	Roosevelt	103	103	103	103	101	99	100	98	100
Rossman	92	92	92	91	91	91	91	90	90	Rossman	98	98	98	97	96	96	95	94	94
<b>Totals</b>	<b>192</b>	<b>193</b>	<b>194</b>	<b>190</b>	<b>188</b>	<b>187</b>	<b>187</b>	<b>186</b>	<b>187</b>	<b>Totals</b>	<b>201</b>	<b>201</b>	<b>201</b>	<b>200</b>	<b>197</b>	<b>195</b>	<b>195</b>	<b>192</b>	<b>194</b>

Grade Five									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
MS	110	110	109	112	109	108	108	108	107
Rossman	98	99	99	98	95	95	95	95	95
<b>Totals</b>	<b>208</b>	<b>209</b>	<b>208</b>	<b>210</b>	<b>204</b>	<b>203</b>	<b>203</b>	<b>203</b>	<b>202</b>



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2020-2021

Date: May \_\_\_\_\_

Grades 1 - 5 Totals									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rsvlt/MS	506	508	509	509	498	492	492	488	491
Rossman	482	482	482	479	469	468	468	466	467
<b>Totals</b>	<b>988</b>	<b>990</b>	<b>991</b>	<b>988</b>	<b>967</b>	<b>960</b>	<b>960</b>	<b>954</b>	<b>958</b>

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	200	193	192	191	192	190	192	191	191
Grade Seven	203	199	198	197	196	195	193	193	194
Grade Eight	241	237	236	238	236	231	227	229	226
Special Ed.									
<b>Totals</b>	<b>644</b>	<b>629</b>	<b>626</b>	<b>626</b>	<b>624</b>	<b>616</b>	<b>612</b>	<b>613</b>	<b>611</b>

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr Nine	254	248	248	245	244	242	244	243	243
Gr Ten	230	227	227	225	221	215	216	217	216
Gr Eleven	206	192	190	189	188	183	183	181	180
Gr Twelve	225	185	182	182	181	175	174	173	169
<b>Subtotals</b>	<b>915</b>	<b>852</b>	<b>847</b>	<b>841</b>	<b>834</b>	<b>815</b>	<b>817</b>	<b>814</b>	<b>808</b>
<b>PSEO-FT</b>	<b>0</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>PSEO-PT</b>	<b>0</b>	<b>38</b>	<b>38</b>	<b>37</b>	<b>37</b>	<b>39</b>	<b>37</b>	<b>37</b>	<b>37</b>
<b>Totals</b>	<b>915</b>	<b>899</b>	<b>894</b>	<b>887</b>	<b>880</b>	<b>866</b>	<b>865</b>	<b>862</b>	<b>856</b>

ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Resident	40	42	39	44	45	41	54	46	46
Non-Resid.	11	26	11	15	11	11	17	26	26
<b>Subtotals</b>	<b>51</b>	<b>68</b>	<b>50</b>	<b>59</b>	<b>56</b>	<b>52</b>	<b>71</b>	<b>72</b>	<b>72</b>
<b>PSEO-FT</b>						-	-	-	-
<b>PSEO-PT</b>						3	3	3	3
<b>Totals</b>						<b>55</b>	<b>74</b>	<b>75</b>	<b>75</b>



## Board Technology Committee Meeting

April 28, 2021

Virtual Meeting @ 4:15

**Attendees:** Andy Spurlin, Mark Jenson, April Thomas, Courtney Henderson, Renee Kerzman, Brady Baxter, **ABSENT:** Josh Omang

### AGENDA ITEMS

1. Thank you to Andy Spurlin for years of service - last day today!
2. Summary of technology recommendations for 2021-22
  - a. Andy shared with the committee the technology budget plan for fall 2021
  - b. Middle School has requested and it is in the plans to have 6-8 students have a chromebook that they will now be able to take home.
  - c. We have enough devices now so that we can have a smaller ratio of students to devices in lower grades too.
3. Brief update on HS technology status and process
  - a. Status update on the building project in regards to technology needs was provided
  - b. Teachers have been involved in decisions regarding room setup at the HS
  - c. Josh O. and Rob N. have analyzed the plans for the commons and gym spaces to ensure they have what is needed on the plans.
4. DL Public Education Foundations
  - a. Video camera, additional cameras, microphones, green screens and other equipment were awarded to Mary K. to do more video production at the HS. There is also a new space for this student work to be completed.
5. Plans have been created to collect devices and hotspots at the end of the year.
6. Information regarding new Technology Manager, Tim Vagle
  - a. Will be officially starting approximately June 7th

DATE: May 11, 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, May 11, 2021 at M-State, Room C103. 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 Rob Nielsen, Josh Omang, Karen Nudell, Wendy Fritz, and Terry Eiter. The agenda was as follows:

1. **Middle School Baseball Field Donor Sign**  
Mr. Eiter presented the design and location of a donor sign behind the dugout at the Middle School Baseball field. Funding for the sign will be provided by the Detroit Lakes Youth Baseball Association. Recommend approval and authorize obtaining a city permit and installation.
2. **Laker Transition Building Lease**  
Mrs. Fritz gave a presentation about the proposed Laker Transition program and how the building is necessary for success. The goal is to have the program in place for the 2021-2022 school year. The proposed lease to own agreement is a 15-year triple-net lease, meaning the District will be responsible for all costs associated with the building and site. After the final payment, ownership will transfer on or before June 30, 2036 for \$1.00. The annual lease amount is \$96,000, and could be funded using the District's Lease Levy authority. Some remodeling will be necessary to accommodate programming. Recommend approval of the lease, authorization of the property tax lease levy for the annual lease payment, and retain an architect to plan and start remodeling.
3. **High School MP Gym Conversion Update**  
The MP gym to weight room conversion is in the planning phase, so no update was available. Mr. Nielsen discussed a potential donor interested in funding some of the necessary equipment.
4. **High School Training Room**  
A quote was reviewed for required equipment in the training room totaling \$34,392.76. Funds have been set aside from the annual sports medicine agreement to cover the total cost of the equipment. Recommend approval.
5. **High School Gym Scoreboard and Video Board**  
A proposal from Digital Scoreboards for a main center scoreboard, 4 side scoreboards, and removal and reinstallation of the video board from the existing gym was reviewed. The total for all items is \$215,400. The cost will be covered by a donation and the Laker Booster Club. Recommend approval.
6. **High School Outdoor Marquee**  
A proposal from Digital Scoreboards for a Marquee in the West parking lot was reviewed. The cost of materials and installation of a 6'2" by 9'3" electronic sign with a 2' by 9'3" double sided backlit cabinet is \$47,900. The cost of the sign will be funded through a donation. Recommend approval.

7. **High School Gym Main Floor Design**

The floor design provided by Zerr-Berg was reviewed. The overall design was approved but Mr. Nielsen is going to inquire about the possibility of enlarging the center court logo and increasing the space between the letters in the end courts.

8. **High School Entry Floor Logo**

The final rendition provided by Zerr-Berg was reviewed and approved.

9. **Sailboat Update**

Sailboats were received for each of our District buildings.

**Meeting Adjourned**

DATE: May 13, 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, May 13, 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**  
April month end and historical cash balances were reviewed. Recommend approval.
2. **Reconciliation**  
April reconciliation was reviewed. Recommend approval.
3. **Review of Receipts**  
April receipts were reviewed. Recommend approval.
4. **Review of Disbursements**  
Four sets of disbursements were included in the Board packet:
  - a. Hand Payables from April 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.
5. **Summer Foods Program**  
The Summer Foods Program for this summer and future summers was reviewed. Recommend approval.

**Meeting Adjourned**