



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, September 20, 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 fill our sails with Laker PRIDE.*

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

**Dr. 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

**Annie Houglum, Student Representative- 23houglann@detlakes.k12.mn.us**

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**I. CALL TO ORDER**

Presenter: Erickson, Board Chair

A. Laker Pride

**II. ROLL CALL**

Presenter: Erickson, Board Chair

**III. PLEDGE OF ALLEGIANCE**

Presenter: Erickson, Board Chair

**IV. APPROVAL OF AGENDA**

Presenter: Erickson, Board Chair

A. Agenda Approval

Approval of the Agenda for the September 20, 2021, Regular School Board Meeting as presented.

**V. RECOGNITIONS**

Presenter: Erickson, Board Chair

**VI. COMMENTS AND REQUESTS FROM VISITORS**

Presenter: Erickson, Board Chair

A fifteen-minute time limit will be allowed for audience comment. Those requesting audiences will inform either the Board Chairman or the Superintendent prior to the meeting that you wish to address the Board.

A. Gary Cosen - Community Member

**VII. PROGRAM PRESENTATIONS**

Presenter:

A. ALC Presentation

Presenter: Peter Lundin, ALC Principal

B. Summary of 2021 State Assessment

Presenter: Kerzman, Director of Curriculum, Instruction & Technology

## VIII. CONSENT ITEMS

Presenter: Erickson, Board Chair

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

- A. Approve the Minutes of the August 16, 2021, Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Acknowledge Fall Coaches for the 2021-2022 school year.
- F. Approve the Agreement between Mahube-Otwa and ISD #22 to Provide Services for Children and Families in the Preschool Programs.
- G. Approve the Vending Services Two-Year Contract with Pepsi.
- H. Approve Purchase of Service Agreement between ISD #22 and Lake Agassiz Education Cooperative for Hard of Hearing Teacher Services, direct support and Travel.
- I. **Donations**
  - 1. \$3,685.00 from Arvig Enterprises, Inc. for Detroit Lakes Public Schools
  - 2. Backpacks and school supplies donated to Roosevelt and Rossman Elementary from Bremer Bank and DL Breakfast Rotary.

## IX. DISCUSSION ITEMS

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

- A. First Reading Policy 406 - Public and Private Personnel Data
- B. First Reading Policy 406.FM - Consent to Release Data Form
- C. First Reading Policy 407 - Employee Right to Know - Exposure to Hazardous Substances
- D. First Reading Policy 408 - Subpoena of a School District Employee
- E. First Reading Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations.
- F. Strategic Plan Building Goals  
Presenter: Jenson, Superintendent
- G. School Board Goals

## X. ACTION ITEMS

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

- A. Construction Change Orders - High School & Middle School  
Presenter: Erickson, Board Chair
- B. Certification of the 2021 Payable 2022 Proposed Property Tax Levy for the 2022-2023 school year  
Presenter: Kuehn, Director of Finance & Operations
- C. Rescind Policy 407.A - Hazardous Substances - Employee Right to Know  
Presenter: Erickson, Board Chair
- D. Superintendent Goals for the 2021-2022 School Year  
Presenter: Erickson, Board Chair
- E. 2021-2022 District Professional Development Goals  
Presenter: Kerzman, Director of Curriculum, Instruction & Technology

## XI. ADMINISTRATIVE AND BOARD REPORTS

- A. **Superintendent Report**  
Presenter: Mark Jenson, Superintendent
  - 1. Opening Day Enrollment
  - 2. COVID Update
- B. **Board Committee and Representative Reports**

1. Student Report  
Presenter: Luisa Walz, Student Board Representative
2. District Advisory Committee Meeting - August 31, 2021  
Presenter: Henderson, Board Director
3. Facilities Committee Meeting - September 8, 2021  
Presenter: Johnson, Board Treasurer
4. Arena Commission Meeting - September 8, 2021  
Presenter: Kuehn, Director of Finance & Operations
5. Washington Ballpark Committee Meeting - September 9, 2021  
Presenter: Steffl, Board Vice-Chair
6. Finance Committee Meeting - September 16, 2021  
Presenter: Pedersen, Board Director

**XII. UPCOMING EVENTS AND ACTIVITIES**

Presenter: Erickson, Board Chair

- A. Transportation Committee Meeting - 10/5/2021 - 12:00 PM - District Office
- B. Facilities Committee Meeting - 10/6/2021 - 4:30 PM - DLHS Lakeshirts Lab
- C. Lane Change Committee Meeting - 10/7/2021 - 9:00 AM - District Office
- D. Finance Committee Meeting - 10/14/2021 - 12:00 PM - District Office
- E. October Board Meeting - 10/18/2021 - 5:30 PM - City Council Chambers

**XIII. MEETING ADJOURNED**

Presenter: Erickson, Board Chair

# 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>

# **DLPS K-12 Programming**

- **Extended Year**
- **Extended Day**
- **Area Learning Center**
- **E-Laker Online**

# Last Summer

<b>June</b>	<b>Art Adventures</b>	<b>80 Students</b>
<b>June</b>	<b>Art Adventures</b>	<b>60</b>
<b>June</b>	<b>SAIL</b>	<b>119</b>
<b>July</b>	<b>Tech Time</b>	<b>42</b>
<b>August</b>	<b>Tamarac</b>	<b>80</b>
<b>August</b>	<b>Tamarac</b>	<b>90</b>
<b>August</b>	<b>SAIL</b>	<b>117</b>

# **Last Summer**

**Over 200 credits earned  
June and July sessions  
for 9-12 students**

# Last Summer

- **Since June 1, 2021, there have been 1433 'enrollment records' regionally.**
- **Over the entire 18'- 19' school year (pre COVID), there were 1465 total enrollment records regionally.**

# **This Year**

- 1. Sunrise S.A.I.L.**
- 2. S.A.I.L. After School**
- 3. Boys and Girls Club**
- 4. M.S. S.A.I.L. (acceleration!)**
- 5. Credit Recovery**

# Next Summer

Middle school joins in!

Sneak peak: Poetry Slam  
Novel Study  
Math Olympics  
Tennis

# **Detroit Lakes Area Learning Center**

- **Support BARR programming**
- **Intervention-based programming**

# E-Laker Online

- **Flexible**
- **Accountable**
  - **[elakeronline.org](http://elakeronline.org)**
  - **[info@elakeronline.org](mailto:info@elakeronline.org)**

**Thank you!**

**Looking forward to an  
exceptional year!**



**2021 STATEWIDE ASSESSMENT RESULTS: ONE PIECE OF COVID-19  
ACADEMIC RECOVERY EFFORTS**

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DETROIT LAKES PUBLIC SCHOOLS

SEPTEMBER 2021

# STATEWIDE ASSESSMENTS

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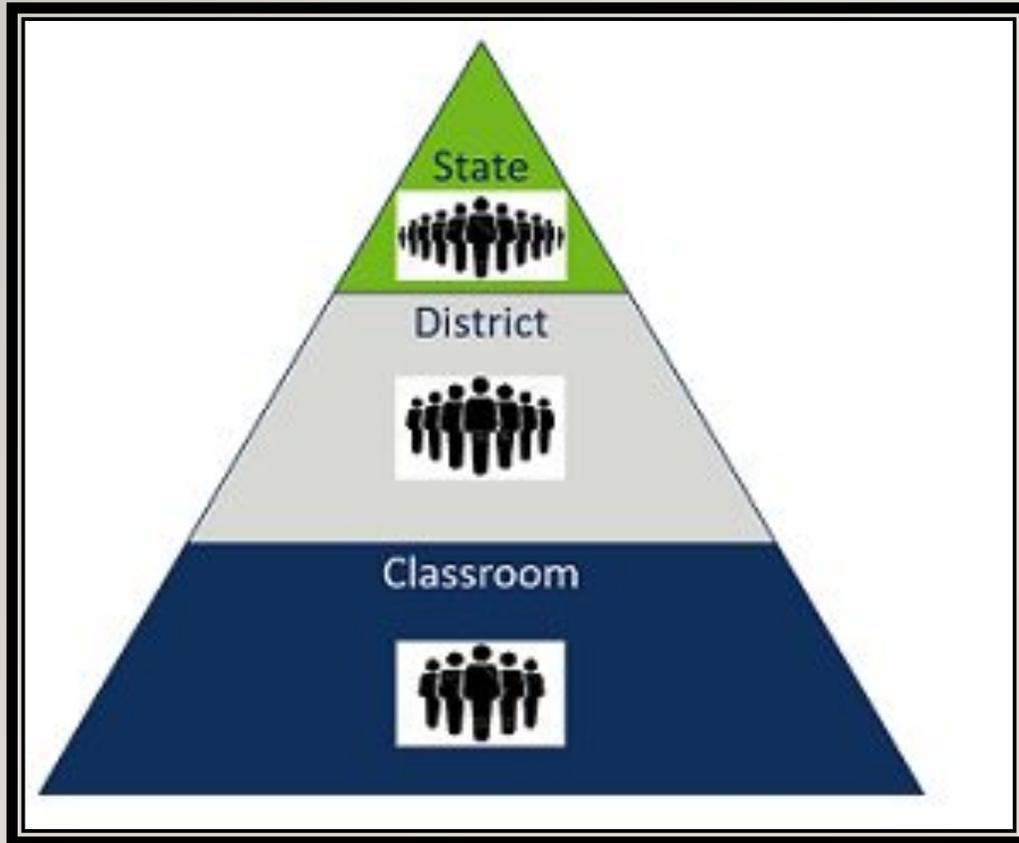
- Welcome
- Highlights of 2020-21 school year
- What's different this year regarding assessment
- Building a comprehensive, balanced assessment system
- Overview of Minnesota's statewide assessments
- Our assessment results
- Questions

# 2020-21 SCHOOL YEAR

- 100% of our students who needed them, received devices to access remote classes.
- Hotspots were made available to families in need.
- Our district purchased online platforms for communication and to meet curriculum needs.
- Developed entirely new instructional strategies
- Started in March 2020 and throughout 2021



# Layers of Assessment



- **The purpose and use of assessment differs at each system layer.**
- Teachers use assessments at the classroom layer to guide instruction and communicate learning. This is what will be most impactful.
- Together, information from each layer describes the learning outcomes in relation to the expectations defined in the standards.

# OUR DISTRICT'S ASSESSMENT SYSTEM

- The statewide assessments are one piece of our district's assessment system.
- Our assessment system is balanced and comprehensive because it:
  - Includes a variety of assessment types that work together across the state, district, and classrooms including STAR data and classroom assessments.
  - We know that this one time exam is less valid and informative than ever before
- This data is informing our efforts to reflect regarding what what learning was retained during COVID 2020-2021.



# WHAT WAS DIFFERENT?

<b>Instructional Changes</b>	<ul style="list-style-type: none"><li>• Learning Models – frequent pivot</li><li>• Schedule – fall in-service</li><li>• Virtual learning</li><li>• Staffing – work from home, lack of subs</li><li>• Attendance</li></ul>
<b>Our school's and/or district's assessment changes</b>	<ul style="list-style-type: none"><li>• STAR testing national norm windows were missed by some due to quarantining</li><li>• More teacher created assessments</li><li>• Assessments were done virtually</li><li>• No MCA preparation, focused on time in class</li><li>• Virtual assessments</li></ul>
<b>Participation in Statewide Assessments</b>	<ul style="list-style-type: none"><li>• Over 250 students opt out.</li><li>• Majority of opt out at MS</li><li>• Setting of classrooms, not standardized</li><li>• Teacher approach, not typical</li></ul>





THIS WAS US!

# MDE CAUTIONS

- Many factors impacted student learning data this year and should be kept in mind when looking at 2021 assessment results from the state, district, and school.
- Educators and students experienced significant and profound changes in teaching and learning, as well as social and emotional well-being.
- Statewide assessments are snapshots of student learning of the standards. Results are typically one part of our comprehensive assessment system.
- Results can be used to look across student groups and schools to identify concerns as well as highlight promising instructional practices.
- May transform our reliance on these tests.



# WHO TAKES MCA OR MTAS AND WHEN?

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All students take MCA or MTAS each spring in the following grades:

Subject	Grade Levels Assessed	Standards Assessed
Reading	3-8 and 10	2010 Minnesota K–12 Academic Standards in English Language Arts
Mathematics	3-8 and 11	2007 Minnesota K–12 Academic Standards in Mathematics
Science	5, 8 and once in high school	2009 Minnesota K–12 Academic Standards in Science

**Due to this year's unique circumstances, we must use caution when making any comparisons of the data in context with other districts or our past results.**



# OUR MCA RESULTS

	SY 2018-2019			SY 2020-2021		
DLPS	Math	Reading	Science	Math	Reading	Science
Elementary	65.2	59.2	60.5	57	51	52.3
Middle School	45.8	58.8	58.3	28.8	41.8	24.2
High School	64.5	69.4	68.8	50.6	53.9	47.4
District	55.4	61.1	68.8	44.1	49.5	42.4

# WHAT'S NEXT?

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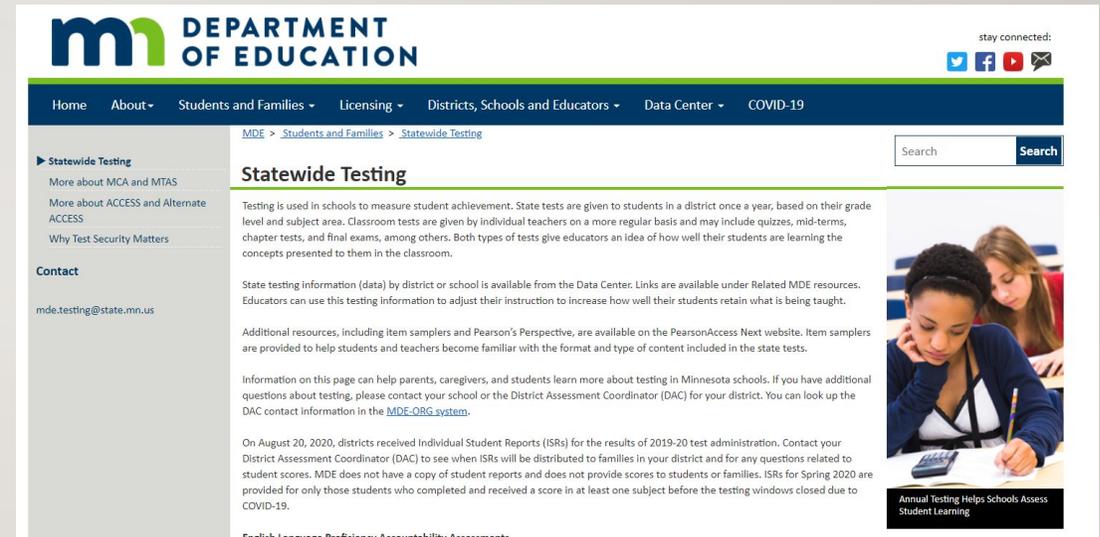


- Summer programming – at all levels including credit recovery
- Before and after school SAIL (Success and Achievement in Learning) programming
- Outreach to get students back in school
- Building level staff discussions
- American Indian survey
- Family surveys
- COVID team meetings
- Ongoing planning for student opportunities
- Alignment with strategic plan

- What's next
  - Fall data– building level data
    - STAR
    - Classroom assessments
    - PLCs – agendas and organized
  - Not approach it with interventionists
  - Effective Universal Instruction
  - Core – preassessments more important than ever
  - Cannot expect students to know if they have not been taught
  - Family engagement and communication increases
  - We cannot rely on this one event to tell our data story. As the year goes on, we will continue to learn about the affects of this pandemic.

# COMMUNICATING WITH FAMILIES

- Parents and families will receive an individual student report detailing their student's performance along with summary information about the school, district, and state performance.
- MDE -- Minnesota Report Card
- We encourage parents to consider their child's results within the context of the variety of changes to learning this year.



The screenshot shows the MDE website's "Statewide Testing" page. The header includes the MDE logo and navigation links: Home, About, Students and Families, Licensing, Districts, Schools and Educators, Data Center, and COVID-19. A search bar is located in the top right. The main content area is titled "Statewide Testing" and contains the following text:

Testing is used in schools to measure student achievement. State tests are given to students in a district once a year, based on their grade level and subject area. Classroom tests are given by individual teachers on a more regular basis and may include quizzes, mid-terms, chapter tests, and final exams, among others. Both types of tests give educators an idea of how well their students are learning the concepts presented to them in the classroom.

State testing information (data) by district or school is available from the Data Center. Links are available under Related MDE resources. Educators can use this testing information to adjust their instruction to increase how well their students retain what is being taught.

Additional resources, including item samplers and Pearson's Perspective, are available on the PearsonAccess Next website. Item samplers are provided to help students and teachers become familiar with the format and type of content included in the state tests.

Information on this page can help parents, caregivers, and students learn more about testing in Minnesota schools. If you have additional questions about testing, please contact your school or the District Assessment Coordinator (DAC) for your district. You can look up the DAC contact information in the [MDE-ORG system](#).

On August 20, 2020, districts received Individual Student Reports (ISRs) for the results of 2019-20 test administration. Contact your District Assessment Coordinator (DAC) to see when ISRs will be distributed to families in your district and for any questions related to student scores. MDE does not have a copy of student reports and does not provide scores to students or families. ISRs for Spring 2020 are provided for only those students who completed and received a score in at least one subject before the testing windows closed due to COVID-19.

English Language Proficiency Accountability Assessments

The page also features a sidebar with links to "More about MCA and MTAS", "More about ACCESS and Alternate ACCESS", and "Why Test Security Matters". A contact email, [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us), is listed. A social media icon for Facebook is visible in the top right corner. A small image of students in a classroom is shown on the right side of the page, with a caption that reads "Annual Testing Helps Schools Assess Student Learning".

Visit MDE's [Family page](#) on MDE's Statewide Testing site to download the Family Toolkit, containing resources for families

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QUESTIONS?



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

**Regular School Board Meeting**  
**Monday, August 16, 2021, 7:00 AM**  
**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 7:00 AM by Board Chair Erickson.

The Pledge of Allegiance was recited.

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

Board Chair Erickson recognized Luisa Walz as the new Student Senate School Board Representative.

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

- A. Approve the Minutes of the July 19, 2021, Regular School Board Meeting.
- B. Approve K-12 computer checks #664671 - 664858 in the amount of \$2,351,511.98. Hand payable checks #664371 – 664373, 664375 – 664378, 664380, 664382 – 664391, 664570 – 664623, 664632 - 664658, in the amount of \$698,861.79, for a total of \$3,050,373.77, including void checks #664132, 664606, 664655, 664688. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the Quotes for Fuel/Diesel Fuel for the 2021-2022 school year. (EXHIBIT)
- E. Approve Construction Service Agreement between ISD #22 and Bristlin Construction for the remodeling of the Laker Transition Site. (EXHIBIT)
- F. Approve the Memorandum of Agreement between District #22 and Gail Kotschevar. (EXHIBIT)
- G. Approve the Memorandum of Agreement between District #22 and Heidi Voz. (EXHIBIT)
- H. Approve the Memorandum of Agreement between District #22 and Judy Wollin. (EXHIBIT)
- I. Donations:
  1. \$100,000.00 from Lakeshirts, Inc. to purchase equipment for the High School Creative Design Lab.
  2. \$20,000.00 from TEAM Foundation to be used towards the purchase of a CNC Router for Laker Woodworks at the High School.
  3. \$6,000.00 from Detroit Lakes VFW to be used towards the purchase of a CNC Router for Laker Woodworks at the High School.

Discussion was held on the following items:

- A. School Board Goals for the 2021-2022 school year. (EXHIBIT)

A motion by Thomas, to Approve the 2021-2022 Student Handbooks for the ALC, High School, Student Activities, Coaches, Middle School, Roosevelt Elementary, and Rossman Elementary, seconded by Pedersen. Motion carried unanimously.

Anne Skjold, Food Service Director reported on the 2020-2021 Food Service Program Recap and Menu Pricing and Services for the 2021-2022 school year.

A motion by Thomas, to Approve the 2021-2022 Food Service Program including the 2021-2022 Food Service Menu Price Schedules, Catering Agreements, and Federal and State Meal Reimbursement for the 2021-2022 school year, second by Steffl. Motion carried unanimously. (EXHIBIT)

A motion by Johnson, to Approve Change Orders for Rossman and Roosevelt Elementary Schools, seconded by Henderson. Motion carried unanimously. (EXHIBIT)

Board Clerk Thomas gave an update from the Community Education Advisory Council Meeting. (EXHIBIT)

Board Vice Chair Steffl gave an update from the Washington Ballpark Committee Meeting.

Director of Finance & Operations Kuehn gave an update from the Finance Department. (EXHIBIT)

Board Chair Erickson announced upcoming meetings.

A motion by Steffl, to Close the Meeting to finalize the Superintendent's Evaluation at 7:43 AM, seconded by Pedersen. Motion carried unanimously.

A motion by Henderson, to Return to Open Meeting at 8:11 AM, seconded by Steffl. Motion carried unanimously.

Board Chair Erickson read a summary of Superintendent Jenson's Evaluation. (EXHIBIT)

A motion by Johnson, to adjourn the meeting at 8:11 AM, seconded by Steffl. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## PERSONNEL AGENDA

August 16, 2021

### 1) **Retirement Resignations:**

Mary George – High School Special Education Paraprofessional, effective May 28, 2021.

### 2) **Resignations:**

Ashley Brookens – Rossman Elementary Special Education Paraprofessional, effective August 4, 2021.

Leslie Engelstad – High School Special Education Paraprofessional, effective August 2, 2021.

Bob Gorden – Head Boys Varsity Golf Coach, effective July 14, 2021.

Chelsea Hammond – Lincoln Education Center ECFE Parent/Child Educator, effective July 28, 2021.

Phil Hansen – 9<sup>th</sup> Grade Baseball Coach, effective August 2, 2021.

Valerie Kohler – Lincoln Education Center Special Education Paraprofessional, effective July 23, 2021.

Annamarie Lacher – Community Education Director, effective August 6, 2021.

Robin Nelson – Roosevelt Elementary Special Education Paraprofessional, effective August 10, 2021.

Sara Peterson – Rossman Elementary Title I Assistant, Breakfast and Noon Duty Supervisor, effective July 30, 2021.

Natalie Pirtle – Lincoln Education Center School Readiness Instructional Assistant, effective August 3, 2021.

Jordan Sawicki – High School 9<sup>th</sup> Grade Math Teacher, effective for the 2021-2022 school year.

Karilee Traurig – Roosevelt Elementary Associate Principal, effective August 2, 2021.

Rebecca Williams – Roosevelt Elementary .5 Reading Interventionist, effective August 9, 2021.

Lorinda Zick – Middle School Special Education Teacher, effective July 23, 2021.

### 1) **Appointments:**

Kari Baer – High School Food Server, at the rate of \$14.90 per hour, working up to 25 hours per week, effective September 7, 2021.

Sam Bergren – Interim 7/8<sup>th</sup> Boys Soccer Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,805.04, effective August 16, 2021.

Jessica Blasczyk – E-Laker Online School Science Teacher, at the rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021 pending Licensure and Student Enrollment.

Hailey Brower – High School Assistant Dance Coach, at the rate of 7% of BA, Step 2, or a contract amount of \$2,857.75, effective October 25, 2021.

Gwen Daly – Roosevelt Elementary Full-Time Food Service Lead Server/Site Leader, at the rate of \$16.85 per hour, working up to 32-40 hours per week, effective September 7, 2021.

Dawnelle DeSautel – Lincoln Education Center Child Educator, at the rate of \$32.25 per hour, working up to 1,341.50 hours per year, effective August 16, 2021.

Cami Eckhoff – E-Laker Learning School Physical Education/Health Teacher, at a rate of \$30.00 per hours, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.

Sue Eidenschink – Temporary District Office Administrative Assistant, at the rate of \$30.00 per hour, working up to 7.5 hours per week, effective August 2, 2021.

Amy Goodwater – ALC Recovery School Coordinator, at a contract amount of \$53,713.00, effective August 31, 2021.

April Hilde – High School Full-Time Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 37.5 hours per week, effective September 7, 2021.

Julie Hokanson – Summer School Education Assistant, at the rate of \$17.20 per hour, and Nurse LPN, at the rate of \$20.00 per hour, working up to 7 hours per day, effective June 1 through August 19, 2021.

Matt Huberty – 7/8<sup>th</sup> Grade Boys Soccer Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,805.04, effective September 16, 2021.

Samantha Johnson – Rossman Elementary 2<sup>nd</sup> Grade Teacher, at the rate of BA, Step 5, or a contract amount of \$43,352.00, effective August 23, 2021.

Carly Lenzen – High School Mathematics Teacher, at the rate of MA, Step 7, or a contract amount of \$53,344.00, effective August 23, 2021.

Gail Kotschevar – .4FTE High School Social Studies Teacher, at the rate of .4 of MA+30, Step 14, or a contract amount of \$30,671.60, effective August 30, 2021.

Brett Maass – High School Mathematics Teacher, at the rate of MA, Step 12, or a contract amount of \$61,964.00, effective August 23, 2021.

Brett Maass – Head Varsity Boys Basketball Coach, at the rate of 13% of BA, Step 8, or a contract amount of \$6,156.67, effective November 22, 2021.

Erin Milligan – Rossman Elementary Education Assistant/Breakfast and Noon Duty Supervisor, at the rate of \$13.80 per hour, working up to 28.75 hours per week, effective September 7, 2021.

Dawn Money – Middle School Full-Time Special Education Paraprofessional, at the rate of \$15.30 per hour, working up to 37.50 hours per week, effective September 7, 2021.

Laurie Norberg – Lincoln Education Center ECFE/SR Instructional Assistant, at the rate of \$13.80 per hour, working up to 28.5 hours per week, effective August 30, 2021.

Sandy Northup – Rossman Elementary Education Assistant/Noon Duty Supervisor, at the rate of \$13.80 per hour, working up to 26.75 hours per week, effective September 7, 2021.

Melissa Ostlie – Middle School Special Education Teacher, at the rate of BA, Step 6, or a contract amount of \$44,192.00, effective August 30, 2021.

Bridget Penton – Middle School Volleyball Coach, at the rate of 4.5% of BA, Step 2, or a contract amount of \$1,837.13, effective August 23, 2021.

Janice Peterson – Middle School Food Server, at the rate of \$15.59 per hour, working up to 10-17.5 hours per week, effective September 7, 2021.

Jay Peterson – Assistant Varsity Boys Golf Coach, at the rate of 7% of BA, Step 1, or a contract amount of \$2,807.84, effective March 21, 2022.

Hannah Rhodes – Middle School Media Center Assistant, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective August 23, 2021.

Jordan Sawicki – E-Laker Learning School Math Teacher, at the rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.

Vern Schnathorst – Head Boys Varsity Golf Coach, at the rate of 9% of BA, Step 8, or a contract amount of \$4,262.31, effective March 21, 2022.

Ashley Schober – Food Service Full-Time Production Assistant, at the rate of \$16.00 per hour, working up to 32-40 hours per week, effective August 16, 2021.

Tiffany Stevens – Middle School Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 7, 2021.

Dylan Surface – 9<sup>th</sup> Grade Football Coach, at the rate of 7% of BA, Step 5, or a contract amount of \$3,034.64, effective August 16, 2021.

Patrice Wavra – Rossman Elementary Full-Time Special Education Paraprofessional, at the rate of \$16.80 per hour, working up to 37.50 hours per week, effective September 7, 2021.

Madyson Webber – 7/8<sup>th</sup> Grade Girls Soccer Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,805.04, effective August 16, 2021.

## 2) **Amended Assignment**

Rita Arola – M State Server/Catering Server to amend her assignment to Full-Time Production Assistant, at the rate of \$16.35 per hour, working up to 32-40 hours per week, effective August 16, 2021.

Kathy Boelter – District Office Business Affairs Coordinator, to amend her assignment to Transportation/Facilities Assistant, increasing her rate of pay from \$20.44 to \$21.44 per hour, effective July 19, 2021.

Karin Fritz-Staley – Middle School Counselor, amending her assignment to add Homeless Liaison Designee, at a rate of \$30.00 per hour, working up to 3 hours per week, effective August 1, 2021.

Sandy Hedstrom – High School Special Education Paraprofessional, to amend her assignment to Full-Time Special Education Paraprofessional, increasing her schedule from 29.75 hours per week increasing it to 37.5 hours per week, effective September 7, 2021.

Kelly Kalina – High School Math Teacher, to amend his assignment to BARR Coordinator, effective August 30, 2021.

Christi Lokken – Middle School Special Education Assistant, to amend her assignment to Full-time Special Education Assistant, increasing her schedule from 29.75 to 37.50 hours per week, effective September 1, 2021.

## 3) **Leave of Absence:**

Michael Larson – Middle School Boys Soccer Coach, requests a leave of absence beginning March 14, 2021, and continuing through April 19, 2022.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
664947	AASTUEN, BENJAMIN K	09/20/2021	SUPPLIES	SOCCER STORAGE SHED SUPPLIES	0	14.00	14.00
664948	ACME TOOLS	09/20/2021	9072721	REPAIR SCISSOR	152200225	1,305.43	1,305.43
664949	ADVANCE TERRAZZO & TILE CO INC	09/20/2021	REQ. #3	HIGH SCHOOL ADDITION & RENOVATIONS	0	88,049.38	88,049.38
664950	AILIE TREE SERVICE, INC.	09/20/2021	1423	TREE RMOVAL	152200231	330.00	330.00
664951	AJINOMOTO CAMBROOKE INC	09/20/2021	462744	FOOD	7702200064	422.78	422.78
664952	ALLIANCE PEST PROTECTION	09/20/2021	11859	RODENT SERVICE	152200199	65.00	440.00
			11970	RODENT SERVICES	152200190	60.00	
			12094	RODENT SERVICE	152200232	95.00	
			12096	RODENT SERVICE	152200232	60.00	
			12159	RODENT SERVICE	152200232	95.00	
			12160	RODENT SERVICE	152200232	65.00	
664953	Vendor Continued Void	09/20/2021					0.00
664954	Vendor Continued Void	09/20/2021					0.00
664955	Vendor Continued Void	09/20/2021					0.00
664956	Vendor Continued Void	09/20/2021					0.00
664957	Vendor Continued Void	09/20/2021					0.00
664958	AMAZON	09/20/2021	438943488383	STERILITE PLASTIC FLIP TOP LATCH	412200010	170.99	4,864.72
			446435588556	2021-22 OFFICE SUPPLIES - NEW PRINCIPAL	212200023	8.25	
			45397937845	ADAPTERS	3002200038	30.37	
			459549669499	Classroom supplies for Kathryn Swanhorst and Kristen Blom	212200007	300.96	
			463563336484	CLASSROOM SUPPLIES	312200027	409.92	
			466499994875	SUPPLIES	152200182	34.99	
			466847884933	ITEMS NEEDED FOR SENSORY/FINE MOTOR PROGRAMING FOR STUDENTS ON IEPS.	4002200011	36.99	
			473476393668	CLASSROOM SUPPLIES	312200028	87.98	
			499887773565	OFFICE SUPPLIES	422200001	8.99	
			546678844468	Phy Ed equipment	312200022	300.00	
			563344837843	CLASSROOM SUPPLIES	312200014	299.07	
			567886473953	CLASSROOM SUPPLIES	312200014	95.94	
			596563599647	ITEMS NEEDED FOR SENSORY/FINE MOTOR PROGRAMING FOR STUDENTS ON IEPS.	4002200011	82.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			649434853583	Physical Education	212200003	57.90	
			687664335363	2021-22 OFFICE SUPPLIES - NEW PRINCIPAL	212200023	19.95	
			69368365373	iTEMS NEEDED FOR SENSORY/FINE MOTOR PROGRAMING FOR STUDENTS ON IEPS.	4002200011	19.95	
			738466856574	Physical Educatio	212200003	343.11	
			739373488554	iTEMS NEEDED FOR SENSORY/FINE MOTOR PROGRAMING FOR STUDENTS ON IEPS.	4002200011	89.96	
			756384955695	Phy Ed equipment	312200022	195.78	
			767976345659	Phy Ed equipment	312200022	76.99	
			768788595484	CLASSROOM SUPPLIES	312200028	74.98	
			788375333344	OFFICE SUPPLIES	422200001	71.87	
			788835563853	CLASSROOM SUPPLIES	312200014	9.99	
			848344579363	classroom supplies	212200011	145.48	
			856483695547	OFFICE SUPPLIES	422200001	8.99	
			866844596468	STERILITE 16 QUART	412200010	194.92	
			883348575866	POWER CABLE CORDS	152200175	25.95	
			887797789767	Drafting chair for standing desk	152200166	149.99	
			945596878448	iTEMS NEEDED FOR SENSORY/FINE MOTOR PROGRAMING FOR STUDENTS ON IEPS.	4002200011	1,495.24	
			998457896586	2021-22 OFFICE SUPPLIES - NEW PRINCIPAL	212200023	16.98	
664959	AMERICAN TIME & SIGNAL CO.	09/20/2021	847760	CLOCKS	152200200	488.42	488.42
664960	AMPLIFIED IT	09/20/2021	33956	SYS-CLOUD UNLIMITED BACKUP & COMPLIANCE	3002200032	8,642.20	13,142.20
			34039	ADMIN TOOLS UNLIMITED	3002200031	4,500.00	
664961	AMSTERDAM PRINTING & LITHO	09/20/2021	6875130	2021-2022 DESK PLANNERS	312100088	346.48	346.48
664962	APEX ENGINEERING GROUP	09/20/2021	13009	LINCOLN ED PARKING LOT	0	3,630.50	3,630.50
664963	API GARAGE DOOR STORE	09/20/2021	REQ. #2-FINAL	MIDDLE SCHOOL	0	749.75	749.75

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				RENOVATIONS			
664964	APPLE COMPUTER, INC.	09/20/2021	AF31711725	MACBOOK PROS	3002200035	8,796.00	8,796.00
664965	ARVIG COMMUNICATION SYSTEMS	09/20/2021	0001103278 001 5	TELEPHONE SERVICES	0	1,714.20	1,885.10
			0001103285 001 6	TELEPHONE SERVICES	0	170.90	
664966	ARVIG COMMUNICATION SYSTEMS	09/20/2021	318030	REPAIR REPLACE BROKEN WIFI DEVICE FOR GRAD 21	0	681.00	1,263.50
			318292	MSTATE EXT CHANGE AND JACK ACTIVATION	152200174	297.50	
			318295	CHANGES	152200203	142.50	
			318816	INSTALL SOFTWARE	152200233	142.50	
664967	AUTO VALUE DETROIT LAKES	09/20/2021	53433752	ANTIFREEZE	152200188	35.98	71.92
			53435431	SUPPLIES	152200234	35.94	
664968	BDS LAUNDRY	09/20/2021	V418132	WASHER/DRYER	152200019	17,517.00	17,517.00
664969	BDT MECHANICAL, LLC	09/20/2021	REQ. #17	HIGH SCHOOL ADDITION & RENOVATIONS	0	218,084.97	218,084.97
664970	BECKER COUNTY ENVIRONMENTAL SE	09/20/2021	03-00268612	GARBAGE	0	31.99	235.99
			03-00269247	GARBAGE	0	24.00	
			HIGH SCHOOL	GARBAGE	0	80.00	
			MIDDLE SCH.	GARBAGE	0	40.00	
			ROOSEVELT	GARBAGE	0	20.00	
			ROSSMAN	GARBAGE	0	40.00	
664971	BERGSTROM ELECTRIC, INC.	09/20/2021	REQ. #18	HIGH SCHOOL ADDITION & RENOVATIONS	0	270,368.10	270,368.10
664972	BEUG'S ACE HARDWARE	09/20/2021	208642	SUPPLIES	0	6.30	114.10
			208790	SUPPLIES	152200201	61.81	
			208980	SUPPLIES	0	6.94	
			209124	SUPPLIES	0	7.58	
			210066	SUPPLIES	152200230	31.47	
664973	BHH PARTNERS/ARCHITECTS	09/20/2021	8/10/2021	PROFESSIONAL SERVICE THRU 7/31/21	0	5,178.07	5,178.07
664974	Vendor Continued Void	09/20/2021					0.00
664975	BIX PRODUCE	09/20/2021	05151954	PRODUCE	7702200042	90.10	4,145.82
			05151975	PRODUCE	7702200042	667.65	
			05154931	FOOD	7702200050	97.13	
			05157772	FOOD	7702200050	214.00	
			05160910	PRODUCE	7702200062	740.53	
			05161104	PRODUCE	7702200062	696.61	
			05164050	PRODUCE	7702200062	1,118.35	
			05167274	PRODUCE	7702200062	521.45	
664976	DICK BLICK	09/20/2021	6987205	ART SUPPLIES	422100012	5.59	5.59
664977	BRAINPOP LLC	09/20/2021	US232762	BRAINPOP ANNUAL SUBSCRIPTION	3002200037	8,005.50	8,005.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				RENEWAL			
664978	Vendor Continued Void	09/20/2021					0.00
664979	BRENCO CORP.	09/20/2021	0102089-IN	SUPPLIES	7702200063	60.00	842.53
			0104619-IN	VAC BAGS	152200202	158.00	
			010506-IN	SUPPLIES	7702200052	97.50	
			0105110-IN	SUPPLIES	7702200052	95.00	
			0105111-IN	SUPPLIES	7702200052	117.31	
			0105326-IN	SUPPLIES	7702200063	114.20	
			0105591-IN	SUPPLIES	0	200.52	
664980	BRISTLIN CONSTRUCTION, INC.	09/20/2021	083121	LAKER TRANSITION	0	81,106.88	81,106.88
664981	Vendor Continued Void	09/20/2021					0.00
664982	Vendor Continued Void	09/20/2021					0.00
664983	CAPITAL ONE TRADE CREDIT	09/20/2021	08/25/2021	FIN CHG	0	0.75	311.04
			B10374	CUSTODIAL	0	33.20	
				SUPPLIES			
			B10826	CUSTODIAL	0	15.57	
				SUPPLIES			
			B12480	CUSTODIAL	0	13.58	
				SUPPLIES			
			B13251	CUSTODIAL	0	16.77	
				SUPPLIES			
			B13324	CUSTODIAL	0	86.89	
				SUPPLIES			
			B14880	CUSTODIAL	0	29.05	
				SUPPLIES			
			B16519/4	RLS SD TENSILE-HS	0	39.98	
				TENNIS COURT			
			B16569	WOOD PAINT BRUSH	0	13.98	
				SET			
			B16935	CUSTODIAL	0	18.47	
				SUPPLIES			
			B17903/4	CUSTODIAL	0	21.98	
				SUPPLIES			
			B18126	CUSTODIAL	0	37.80	
				SUPPLIES			
			B1814	CUSTODIAL	0	10.78	
				SUPPLIES			
			B18220	materials	152200228	2.98	
			CREDIT	INVOICE B05947	0	-19.22	
				PAID TWICE			
			CREDIT.	INVOICE B08980	0	-11.52	
				PAID TWICE			
664984	CARL BUDDING AND COMPANY	09/20/2021	999532	FOOD	7702200054	799.20	799.20
664985	CENTRAL MARKET	09/20/2021	TKT0020	FOOD	7702200040	138.56	138.56
664986	Vendor Continued Void	09/20/2021					0.00
664987	Vendor Continued Void	09/20/2021					0.00
664988	CITY OF DETROIT LAKES	09/20/2021	01-004198-00	UTILITIES-BUS	0	121.19	63,696.79
				GARAGE			
			01-004198-00.	UTILITIES-SCHOOL	0	143.24	
				BUS GARAGE			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			02-009345-00	UTILITES MIDDLE SCHOOL/ROOSEVELT	0	20,189.36	
			02-009345-00	UTILITIES-MIDDLE SCHOOL/ROOSEVELT	0	20,414.99	
			02-009346-00	UTILITIES-ROOSEVEL T	0	480.60	
			02-009346-00	UTILITIES-ROOSEVEL T	0	473.56	
			06-031740-00	UTILITIES-ADM. CENTER	0	1,011.64	
			06-031740-00	UTILITIES-ADM CENTER	0	974.65	
			12-069577-00	UTILITIES-LINCOLN	0	839.50	
			18-149212-00	UTILITIES-SENIOR HIGH	0	13,659.55	
			18-150088-00	UTILITIES-SENIOR HIGH	0	154.14	
			18-150843-00	UTILITIES-SENIOR HIGH	0	4,118.00	
			18-151142-00	UTILITIES-SENIOR HIGH	0	407.00	
			21-215790-01	UTILITIES-TRANSITI ONS	0	210.82	
			21-215790-01	UTILITIES-TRANSITI ONS	0	195.82	
			21-215790-02	UTILITIES-TRANSITI ONS	0	302.73	
664989	CITI CARGO & STORAGE	09/20/2021	437888A	FREIGHT	0	275.00	298.33
			CM2104919	CONTAINER RENTAL CREDIT	0	-76.67	
			SI259955	CONTAINER RENTAL	0	100.00	
664990	COLE PAPERS	09/20/2021	10023760	CARD STOCK ROSSMAN	152200104	1,997.60	3,852.20
			10023769	CARD STOCK ROOSEVELT	152200105	1,854.60	
664991	Vendor Continued Void	09/20/2021					0.00
664992	CULINEX	09/20/2021	INV847485	SUPPLIES / EQUIPMENT	7702200053	39.84	13,890.88
			INV847768	SUPPLIES	7702200045	201.73	
			INV847850	SUPPLIES / EQUIPMENT 2 TOUCHLESS CONDIMENT DISPENSERS	7702200053	2,200.04	
			INV847947	SUPPLIES / EQUIPMENT 2 TOUCHLESS CONDIMENT DISPENSERS	7702200053	196.60	
			INV848391	PAN COVER	7702200061	8.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			REQ. #3	HIGH SCHOOL ADDITION & RENOVATIONS	0	11,243.73	
664993	DAKOTA BUSINESS SOLUTIONS	09/20/2021	5122	High Capacity Ink Cartridge - Postage Machine at High School	412200015	280.99	280.99
664994	DAN SCHLAUDERAFF SERVICES LLC	09/20/2021	964670	TRIMMED TREES, SHARPENED LAWN MOWER BLADES	0	1,375.00	2,783.00
			964671	WELD REPAIRED SANITIZER STANDS, INSTALLED CASTERS ON STEPS FOR GYM	0	406.00	
			964672	CHAIR WELDING REPAIR, FABRICATED TV SUPPORT & INSTALL IN COMMONS AREA, ALUMINUM RAMP WELDING REPAIR	0	1,002.00	
664995	DESAUTEL, DAWNELLE MA	09/20/2021	8/16/21-8/23/21	MILEAGE REIMBURSEMENT	0	154.56	154.56
664996	DETROIT PAINT & GLASS CO.	09/20/2021	72587	PAINT SUPPLIES	0	234.04	393.12
			72597	PAINT SUPPLIES	0	37.25	
			72642	CREDIT-RETURN PAINT SUPPLIES FROM INV #72597	0	-37.25	
			72725	PAINT SUPPLIES	0	101.99	
			72820	PAINT SUPPLIES	0	57.09	
664997	DETROIT LAKES OVERHEAD DOOR SE	09/20/2021	34697	12' DOOR	152200204	1,353.00	1,353.00
664998	DOW ACOUSTICS, INC.	09/20/2021	REQ. #9	HIGH SCHOOL ADDITION & RENOVATIONS	0	117,663.20	117,663.20
664999	E-RATE COMPLETE, LLC	09/20/2021	2635	ERATE ANNUAL RENEWAL	3002200046	3,000.00	3,000.00
665000	EARTHWORK SERVICES INC.	09/20/2021	REQ. #11	HIGH SCHOOLADDITION & RENOVATIONS	0	61,750.00	61,750.00
665001	Vendor Continued Void	09/20/2021					0.00
665002	EAST SIDE JERSEY DAIRY ESJD	09/20/2021	4520800	MILK	7702200034	267.72	1,791.70
			4520841	MILK	7702200038	109.86	
			4520877	MILK	7702200038	211.66	
			4520913	MILK	7702200047	60.36	
			4520914	MILK	7702200047	-12.62	
			4520948	MILK	7702200047	87.13	
			4520978	MILK	7702200057	245.75	
			4520979	MILK	7702200057	369.31	
			4520980	MILK	7702200057	178.64	
			4521012	MILK	7702200057	198.11	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4521015	MILK	7702200057	68.34	
			4521019	MILK	7702200057	7.44	
665003	EDUCATORS BENEFIT CONSULTANTS,	09/20/2021	20218	403B ADMIN & COMPLIANCE MONTHLY FEE	152200050	345.88	345.88
665004	EMERGENT SYSTEMS EXCHANGE, LLC	09/20/2021	19-2518	AUG 21 FIREWALL SERVICES	3002200005	588.00	18,896.00
			19-2543	SEPT 21 FIREWALL SERVICES	3002200005	588.00	
			73676	FORTINET RENEWAL	3002200006	17,720.00	
665005	ESSENTIA HEALTH	09/20/2021	0222.3110.1228.08	AUGUST PT SERVICES	0	645.00	645.00
665006	FARGO GLASS & PAINT CO., INC.	09/20/2021	REQ. #15-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	28,786.25	28,786.25
665007	FELDT PLUMBING LLP	09/20/2021	9667	REPLACE VALVE	152200206	1,015.00	1,015.00
665008	FERGUSON WATERWORKS	09/20/2021	0403862	IRRIGATION	152200207	326.56	322.34
			08152021	ACT SOFTWARE	152100627	244.34	
			CM037033	RETURN FROM INV OI 0398247	0	-248.56	
665009	FINGALSON, ANNA	09/20/2021	TXTBK-RAINBOW RESOUR	NON PUBLIC TEXTBOOKS	0	136.44	136.44
665010	FLINN SCIENTIFIC INC.	09/20/2021	2583451	WATER SHED PRODUCTS FOR FODE	412100383	337.26	337.26
665011	FLR SANDERS, INC	09/20/2021	5387	VENT COVE BASE AND CLEANER	152200205	197.60	197.60
665012	FODE, RHONDA J	09/20/2021	081521	SUPPLIES FOR SUMMER SAIL	0	22.05	22.05
665013	FODE, TYLER J	09/20/2021	SUPPLIES	SCHOOL SUPPLIES	0	154.20	154.20
665014	FORUM COMMUNICATIONS COMPANY -	09/20/2021	CL01776419	8/16 BOARD MEETING	0	220.16	220.16
665015	G & R CONTROLS, INC.	09/20/2021	124497	REPLACE CONDENSER FAN MOTOR	152200208	1,394.00	1,394.00
665016	GEHRTZ CONSTRUCTION SERVICES	09/20/2021	3553	ROOSEVELT ADDITION & RENOVATIONS	0	17,272.19	105,191.24
			3554	MIDDLE SCHOOL RENOVATIONS	0	3,116.00	
			3555	HIGH SCHOOL ADDITION & RENOVATIONS	0	84,803.05	
665017	GIVEN, RIKKI	09/20/2021	09/03/2021	TRANSLATOR-ROOSEVE LT	0	21.84	141.96
			09/08/2021	TRANSLATOR-ROOSEVE LT	0	43.68	
			09/08/2021.	TRANSLATOR-ROSSMAN	0	76.44	
665018	Vendor Continued Void	09/20/2021					0.00
665019	GOPHER SPORT	09/20/2021	IN59942	Phy Ed equipment	312200026	1,444.21	3,363.52
			IN60068	Physical	212200004	321.63	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Education			
			IN66752	Phy Ed equipment	312200026	217.33	
			IN68824	PLAYGROUND BALLS AND EQUIPMENT	262200043	521.48	
			IN72134	DISMISSAL SUPPLIES	212200026	359.40	
			IN75167	PLAYGROUND BALLS AND EQUIPMENT	262200043	499.47	
665020	GRAINGER, INC.	09/20/2021	9033966855	LABEL CARTRIDGES	0	86.88	86.88
665021	GREENE, MELISSA M	09/20/2021	8/16/21-8/23/21	MILEAGE REIMBURSEMENT	0	154.56	154.56
665022	HAATAJA CONTRACTING INC.	09/20/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATIONS	0	133,559.32	133,559.32
665023	HAWKINS, INC.	09/20/2021	6012870	POOL CHEMICALS	0	1,123.80	1,123.80
665024	HDQ LANDSCAPING & MORE, INC	09/20/2021	08/27/2021	MAINTENANCE	0	6,850.00	6,850.00
665025	Vendor Continued Void	09/20/2021					0.00
665026	HILLYARD / HUTCHINSON	09/20/2021	604422972	SUPPLIES	152200210	1,365.82	6,897.76
			604426726	GLOVES	152200196	64.84	
			604427854	TOWELS, SOAP, MISC	152200195	765.79	
			604431169	BURNISHER SUPPLIES	152200186	90.80	
			604439698	SUPPLIES	152200210	39.26	
			604439699	SUPPLIES	152200210	1,242.49	
			604444455	SUPPLIES	0	469.42	
			604445995	SUPPLIES	0	100.92	
			604446119	SUPPLIES	0	2,701.34	
			604451309	SUPPLIES	0	57.08	
665027	HOGANSON, JAN	09/20/2021	SUPPLIES	CLASSROOM SUPPLIES	0	119.88	119.88
665028	HOWARD'S DRIVEWAY, INC	09/20/2021	REQ. #4	HIGH SCHOOL REOVATIONS & ADDITION	0	403,287.54	403,287.54
665029	HUENERS, JANELLE E	09/20/2021	SUPPLIES	AG. SUPPLIES	0	68.23	68.23
665030	IDEAL SERVICES, INC.	09/20/2021	11319	VFD PREVENTATIVE MAINT.	152200185	1,300.00	1,300.00
665031	ILLUMINATE EDUCATION, INC.	09/20/2021	CINV0000004188	ILLUMINATE EDUCATION ANNUAL RENEWAL	3002200033	14,368.50	14,368.50
665032	IND. SCHOOL DISTRICT #882	09/20/2021	11815	20/21 TUITION-KB	0	1,527.51	2,879.00
			11822	20/21 TUITION-AH	0	1,351.49	
665033	INTERSTATE POWER SYSTEMS	09/20/2021	R002091431	WILL NOT GO INTO GEAR	152200209	790.77	790.77
665034	JBI DISTRIBUTORS LLC	09/20/2021	INV-1510	PURE	0	1,588.58	1,588.58
665035	JOBS HQ	09/20/2021	32584	08/01/2021-08/31/2 021	0	342.40	342.40
665036	JWOOD SPORTS FLOORING, LLC	09/20/2021	REQ. #4-FINAL	ROSSMAN ADDITION & RENOVATIONS	0	2,500.00	2,500.00
665037	J. W. PEPPER & SON, INC.	09/20/2021	363463099	EQUIPMENT	152200004	566.49	566.49

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665038	KANKAKEE SPIKEBALL INC.	09/20/2021	333715	Phy Ed equipment	312200024	55.00	55.00
665039	KENDELL DOORS & HARDWARE, INC.	09/20/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATION	0	48,614.12	48,614.12
665040	DAVID B. KNOFF CONSTRUCTION	09/20/2021	266	SERVICES/MAINTENAN CE	0	8,450.95	8,450.95
665041	KRUEGER INTERNATIONAL INC	09/20/2021	14305880	EQUIPMENT	152200032	5,320.40	5,320.40
665042	Vendor Continued Void	09/20/2021					0.00
665043	Vendor Continued Void	09/20/2021					0.00
665044	L&M FLEET SUPPLY, INC.	09/20/2021	6693230	SUPPLIES	152200085	15.93	2,796.92
			6702382	SUPPLIES	152200085	20.87	
			6709564	SUPPLIES	0	79.99	
			6716214	SUPPLIES	152200211	5.99	
			6717199	SUPPLIES	152200211	43.98	
			6722117	SUPPLIES	152200211	33.99	
			6724171	SOFTNER SALT	152200236	687.09	
			6725937	WIPES AND HAND SANITIZER ADVANCE	152200173	1,384.95	
			6728418	SUPPLIES	152200211	34.95	
			6728485	softener salt	152200237	308.07	
			6730211	CUSTODIAL	0	8.98	
			6730830/6731208	SUPPLIES CUSTODIAL	0	16.98	
			6743974	SUPPLIES	152200229	42.43	
			6744021	SUPPLIES	152200229	60.28	
			6749447	SUPPLIES	152200229	52.44	
665045	LAKESHORE LEARNING MATERIALS	09/20/2021	3394690721	CLASSROOM SUPPLIES	262200011	144.99	807.71
			339473081721	Classroom supplies	262200003	161.92	
			3395720721	CLASSROOM SUPPLIES	262200035	119.96	
			340711081621	CLASSROOM MATERIALS	262200029	79.96	
			3407320721	LEARNING MATERIAL	212200012	147.92	
			340736081921	Classroom Requisition	212200013	152.96	
665046	LAKELAND MENTAL HEALTH CENTER,	09/20/2021	09012021	EAP	0	97.00	97.00
665047	LAKES COUNTRY SERVICE CO-OP.	09/20/2021	94326	STAR TRAINING-A MCDUGALL, S MORAN, P TESKE	0	300.00	540.00
			94349	LETRS TRAINING-N BENSON, P DALY, L HUNT, J JOHNSON, M PISCHEL-CANCELLATI ON FEE DUE TO PARTICIPANTS NOT RETURNING AFTER	0	240.00	

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				DAY 1			
665048	LEARNING A-Z	09/20/2021	4174407	LEARNING A-Z	3002200040	6,145.00	6,145.00
				ANNUAL RENEWAL			
665049	LEARNING FORWARD	09/20/2021	50940	MEMBERSHIP	152200183	159.00	1,113.00
				RENEWALS			
			50941	MEMBERSHIP	152200183	159.00	
				RENEWALS			
			50942	MEMBERSHIP	152200183	159.00	
				RENEWALS			
			50943	MEMBERSHIP	152200183	636.00	
				RENEWALS			
665050	LEDGESTONE, INC.	09/20/2021	200301	BEAM	152200197	65.00	161,358.64
			REQ. #13	MIDDLE SCHOOL	0	48,944.94	
				RENOVATIONS			
			REQ. #17	HIGH SCHOOL	0	112,348.70	
				ADDITION &			
				RENOVATIONS			
665051	LEFF, NICOLE	09/20/2021	TXTBK-RAINBOW RESOUR	NON PUBLIC	0	158.26	158.26
				TEXTBOOKS			
665052	LEIGHTON BROADCASTING	09/20/2021	177385-5	JOB RECRUITMENT	0	380.00	380.00
665053	MAHUBE-OTWA COMMUNITY ACTION P	09/20/2021	055	ECFE/SR	0	8,410.00	8,410.00
				CONTRACT-AUGUST			
				2021			
665054	MALSTROM ELECTRIC INC.	09/20/2021	318202	ELECTRICAL WORK	152200198	1,178.61	1,663.86
			318203	ELECTRICAL WORK	152200198	326.74	
			318204	ELECTRICAL WORK	152200198	89.11	
			318205	ELECTRICAL WORK	152200198	69.40	
665055	Vendor Continued Void	09/20/2021					0.00
665056	MARK'S ELECTRIC INC.	09/20/2021	14726	LIGHT IN GIRLS	0	52.00	2,216.45
				LOCKER ROOM			
			14748	ADD 120V PWR FOR	0	443.35	
				GAS METER			
			14767	HOOK UP SPLIT	0	686.28	
				UNIT A/C			
			14775	REPLACE (7TH ST)	0	52.00	
				CEILING TILE			
			14825	REPAIR/REPLACE	0	431.00	
				LIGHT BULBS			
			14851	REPLACE SERVING	0	52.00	
				LINE RECEP			
			14856	CHECK EXHAUST FAN	0	78.00	
				#17			
			14887	SUPPLIES, COVERS,	0	141.77	
				K.O. SEAL			
			14889	REPLACE WATER	0	52.00	
				DAMAGED LIGHT			
			14914	RECONNECT WATER	0	130.00	
				COOLER			
			14918	CHECK RECEP ON E	0	98.05	
				WALL			

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665057	MASPA/STATE NEGOTIATORS	09/20/2021	19521	MEMBERSHIP RENEWAL	152200179	250.00	250.00
665058	MCARTHUR TILE COMPANY	09/20/2021	REQ. #9	HIGH SCHOOL ADDITION & RENOVATIONS	0	60,268.00	60,268.00
665059	MENARDS - DETROIT LAKES	09/20/2021	29875	TAPE, ANTI FREEZE ETC	152200191	63.78	546.89
			29973	SUPPLIES	0	32.01	
			30034	PAINT	152200238	295.76	
			30092	SUPPLIES	0	148.35	
			30580	SUPPLIES	0	6.99	
665060	MERIT PAINTING INC.	09/20/2021	REQ. #8	HIGH SCHOOL ADDITION & RENOVATIONS	0	39,900.00	39,900.00
665061	MILLER & SONS DRYWALL, INC.	09/20/2021	REQ. #12	HIGH SCHOOL ADDITION & RENOVATIONS	0	95,000.00	142,500.00
			REQ. #13	HIGH SCHOOL ADDITION & RENOVATIONS	0	47,500.00	
665062	MILLER, TERI M	09/20/2021	SUPPLIES	ROSSMAN CLASSROOM SUPPLIES	0	160.75	160.75
665063	MINN KOTA RECYCLING	09/20/2021	426228	MOBILE SHREDDING	0	136.50	136.50
665064	MITCHELL, KAREN	09/20/2021	TKTBK-PACWORKS	NON PUBLIC TEXTBOOKS	0	158.26	158.26
665065	MINNESOTA ENERGY RESOURCES	09/20/2021	0505675381-00001	ENERGY CHARGES-SENIOR HIGH	0	196.14	196.14
665066	MOBYMAX	09/20/2021	QUOTE063021	MOBYMAX LICENSE	312200029	3,495.00	3,495.00
665067	MOMAR	09/20/2021	PSI411545	HAN-I-FOAM	0	231.56	231.56
665068	MORAN, SHAUNA L	09/20/2021	8/9/2021	MILEAGE REIMBURSEMENT	0	52.64	52.64
665069	MORRIS PAINTING & DECORATING I	09/20/2021	MIDDLE SCHO	PAINTING SERVICES-MIDDLE SCHOOL	0	990.00	12,682.13
			ROSSMAN	PAINTING SERVICES-ROSSMAN	0	7,842.13	
			SENIOR HIGH	PAINTING SERVICES-SENIOR HIGH	0	3,850.00	
665070	MUSIC MART	09/20/2021	1288792	EQUIPMENT	152200002	1,429.80	1,429.80
665071	MYERS, CARA L	09/20/2021	090721	TPT LEARNING MATERIAL	0	70.13	70.13
665072	MYPARKINGPERMIT.COM	09/20/2021	MPP-181824	PARKING PERMITS FOR 21-22 SCHOOL YEAR - STUDENTS	412200012	244.00	244.00
665073	NASCO INC.	09/20/2021	102455	7/8 Science Materials	312100148	135.36	940.21
			109728	School Supplies	312100137	16.92	
			126368	7/8 Science	312100148	61.08	

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				Materials			
			135230	7/8 Science	312100148	17.00	
				Materials			
			83484	7/8 Science	312100148	709.85	
				Materials			
665074	NEUMANN INSULATION CO. INC	09/20/2021	104267	INSULATION	0	1,850.00	1,850.00
				MATERIAL AND			
				LABOR AT HS			
665075	NEWS-2-YOU, LLC	09/20/2021	1038509	NEWS-2-YOU AND	4002200006	3,527.04	3,527.04
				UNIQUE RENEWAL			
665076	Vendor Continued Void	09/20/2021					0.00
665077	OFFICE DEPOT	09/20/2021	181818308001	School Supplies	312200008	167.71	551.24
			181818310001	School Supplies	312200008	15.19	
			181823942001	classroom	312200023	27.18	
				supplies			
			181823943001	classroom	312200023	119.60	
				supplies			
			181823943002	classroom	312200023	23.59	
				supplies			
			181823947001	classroom	312200023	65.77	
				supplies			
			181823949001	classroom	312200023	10.19	
				supplies			
			190614346001	SPANISH SUPPLIES	412200023	98.51	
				21-22 SCHOOL YEAR			
			190614347001	SPANISH SUPPLIES	412200023	8.99	
				21-22 SCHOOL YEAR			
			190614348001	SPANISH SUPPLIES	412200023	14.51	
				21-22 SCHOOL YEAR			
665078	OLANDER BUS SERVICE INC.	09/20/2021	31AUG21	COVID CLEANING	0	362.50	362.50
665079	OTIS ELEVATOR COMPANY	09/20/2021	100400473735	MAINTENANCE	152200189	150.00	150.00
				SERVICE			
665080	PALO'S SPORTS, INC.	09/20/2021	5510980-04	PE CLASS SUPPLIES	412100018	173.98	173.98
				2020-2021			
665081	PAN-O-GOLD BAKING CO.	09/20/2021	20101121228001	BREAD	7702200035	130.86	355.75
			20101121235001	BREAD	7702200039	57.68	
			20101121250003	BREAD	7702200058	43.32	
			20101121250004	BREAD	7702200058	50.32	
			20101121250005	BREAD	7702200058	73.57	
665082	PBISAPPS.ORG	09/20/2021	INV00063228	PBIS ANNUAL	262200050	350.00	700.00
				LICENSE			
			INV00063553	2021 SWIS	212200029	350.00	
				SUBSCRIPTION			
665083	PDQ.COM CORPORATION	09/20/2021	9836UPB	PDQ DEPLOY &	3002200022	2,000.00	2,000.00
				INVENTORY RENEWAL			
665084	PEPSI	09/20/2021	49073253	POP CUPS	7702200041	162.23	2,050.28
			49073254	POP C/O DUANE	7702200041	1,038.94	
				DUNERUD			
			50040758	CONCESSIONS POP	7702200051	786.98	
			71382084	POP C/O DUANE	7702200041	62.13	

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665085	PETERSON MECHANICAL, INC.	09/20/2021	REQ. #20-FINAL	082021 ROOSEVELT ADDITION & RENOVATIONS	0	94,031.60	94,031.60
665086	PLURALSIGHT, LLC	09/20/2021	INV10294401	PLURALSIGHT ONLINE TRAINING	3002200039	594.00	594.00
665087	PRECISION PRINTING	09/20/2021	99702	ADMISSION KEY CARDS	0	925.00	1,225.00
			99844	DLHS ALL SCHOOL NOTE CARDS WITH ENVELOPES - 500	412200017	300.00	
665088	PREMIUM WATERS, INC.	09/20/2021	351339589	BOTTLED WATER-ADMIN	0	33.49	88.47
			351348934	BOTTLED WATER-ADMIN	0	33.49	
			351348959	BOTTLED WATER-HIGH SCHOOL	0	21.49	
665089	PRO MAINTENANCE INC.	09/20/2021	1338	MAINTENANCE	152200058	22,803.00	22,803.00
665090	RED RIVER GLAZING, INC	09/20/2021	REQ. #13	HIGH SCHOOL ADDITION & RENOVATION	0	14,250.00	14,250.00
665091	REINHART FOODSERVICE, LLC	09/20/2021	723624	FOOD	7702200044	1,012.22	1,766.16
			728558	CONCESSIONS FOOD/CANDY	7702200048	753.94	
665092	RETHWISCH, FRANCINE J	09/20/2021	09082021	PLAYDOUGH SUPPLIES FOR CLASSROOMS	0	23.44	23.44
665093	RIFTON EQUIPMENT	09/20/2021	Q410A-1	DAPE Bike	312200018	2,051.25	2,051.25
665094	RIVERSIDE INSIGHTS	09/20/2021	INV084641	BDI-3 kits and protocols	4002200002	2,118.60	2,118.60
665095	RUPP, ANDERSON, SQUIRES & WALD	09/20/2021	13459	LEGAL SERVICES	0	1,935.50	1,935.50
665096	SAVIG, JENNIFER R	09/20/2021	8/16/21-8/23/21	MILEAGE REIMBURSEMENT	0	154.56	154.56
665097	SCAN AIR FILTER, INC.	09/20/2021	153286	FILTERS	0	4,498.90	4,598.47
			153313	FILTERS	0	99.57	
665098	SCHOLASTIC INC CLASSROOM MAG.	09/20/2021	M7125032	Scholastic Magazine Order for Next Year	312100156	313.17	313.17
665099	Vendor Continued Void	09/20/2021					0.00
665100	SCHULTZ BUS COMPANY	09/20/2021	07/20/2021	SERVICES/REPAIRS	0	23.00	5,387.80
			07/20/2021.	SERVICES/REPAIRS	0	426.40	
			07/21/2021	SERVICES/REPAIRS	0	398.50	
			07/23/2021	SERVICES/REPAIRS	0	431.90	
			07/28/2021	SERVICES/REPAIRS	0	410.00	
			08/03/2021	SERVICES/REPAIRS	0	100.00	
			08/09/2021	SERVICES/REPAIRS	0	42.00	
			08/10/2021	SERVICES/REPAIRS	0	3,378.00	
			08/23/2021	SERVICES/REPAIRS	0	50.00	
			117505	ACTIVITIES TRANSP.	0	128.00	

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665101	SCHOENBERGER, JENNA	09/20/2021	TXTEK-ABEKA	NON PUBLIC TEXTBOOKS	0	147.43	237.39
			TXTEK-CHRISTIAN BOOK	NON PUBLIC TEXTBOOKS	0	89.96	
665102	SCHOLASTIC	09/20/2021	M7134326	SIXTH GRADE READING SUPPLIES	312200003	593.34	593.34
665103	SCHOOL MATE	09/20/2021	IN000554412	2021-22 FOLDERS & PLANNERS	212200002	325.00	325.00
665104	Vendor Continued Void	09/20/2021					0.00
665105	SCHOOL SPECIALTY LLC	09/20/2021	208128086400	DISH WEIGHING	412200009	91.23	333.78
			208128110912	POLY BLUE CLASSROOM SUPPLIES	262200018	9.74	
			208128112277	Classroom supplies	262200007	24.88	
			208128192336	Phy Ed equipment order	312200021	30.64	
			208128324624	Classroom Supplies	262200006	23.27	
			208128345386	School supplies	262200004	4.24	
			20812835841	CLASSROOM SUPPLIES	262200008	14.75	
			20812867480	Classroom supplies	262200007	25.98	
			20812980316	SCHOOL SUPPLIES	312200012	109.05	
665106	SEPTIC VAC	09/20/2021	3188	PORTABLE TOILET RENTAL/MAINT	0	165.00	165.00
665107	SKYWARD	09/20/2021	0000211908	CRYSTAL REPORTS MAINTENANCE RENEWAL	3002200045	119.00	119.00
665108	SHI INTERNATIONAL CORP.	09/20/2021	B13911610	ADOBE CREATIVE CLOUD FOR ENTERPRISE	3002200026	2,500.00	2,500.00
665109	STANLEY, COURTNEY	09/20/2021	8/16/21-8/19/21	SUMMER SAIL ART STIPEND	0	480.00	480.00
665110	STAPLES ADVANTAGE	09/20/2021	3484153699	OFFICE SUPPLIES	152200073	15.74	15.74
665111	STENERSON BROS. LUMBER CO.	09/20/2021	346573	MORTAR	0	11.29	11.29
665112	STEIN'S INC.	09/20/2021	884449	SUPPLIES	0	188.31	763.57
			885940	SUPPLIES	0	575.26	
665113	SUMMIT FIRE PROTECTION	09/20/2021	192005739	FIRE ALARM SYSTEM TESTING & INSPECTION	0	2,337.50	2,337.50
665114	SUPREME SCHOOL SUPPLY CO.	09/20/2021	131196	CENTRAL SUPPLY MEMO BOOKS	152200160	624.30	624.30
665115	TARACON PRECAST LLC	09/20/2021	REQ. #2-FINAL	ROSSMAN ADDITION & RENOVATIONS	0	2,255.00	2,255.00
665116	TEACHER DIRECT	09/20/2021	21244	CLASSROOM SUPPLIES	262200040	149.64	149.64
665117	TEAM LAB	09/20/2021	INV0026989	SUPPLIES	0	801.70	801.70
665118	TEXTBOOK WAREHOUSE	09/20/2021	SI0796317	Elem Consumables	152200039	12.25	12.25

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665119	THERAPY SHOPPE, INC.	09/20/2021	372718	Handwriting Items used across district for k-12 students ASD, DCD, OHD	4002200010	125.38	649.90
			372719	Items/equipment that are used across district k-12 ASD, DCD, OHD	4002200008	524.52	
665120	TIERNEY BROTHERS INC	09/20/2021	847149	DISPLAYS FOR HS OFFICE	3002100226	1,608.00	63,408.24
			847199	DISPLAYS FOR HS CONSTRUCTION	3002200001	14,655.00	
			847419	DISPLAYS FOR HS CONSTRUCTION	3002200001	25,164.00	
			847588	DISPLAYS FOR HS CONSTRUCTION	3002200001	7,689.00	
			847676	DISPLAYS FOR HS CONSTRUCTION	3002200001	13,275.00	
			848497	DISPLAYS FOR HS CONSTRUCTION	3002200001	1,017.24	
665121	TRAFERA	09/20/2021	I000242694	REPLACEMENT LUNCH CHROMEBOOK	3002200036	319.00	351.00
			I000242845	GOOGLE CHROE MNGMNT PERP EDU LICENSE	3002200036	32.00	
665122	TRIMARK HOCKENBERGS	09/20/2021	REQ. #3	HIGH SCHOOL ADDITION & RENOVATIONS	0	113,355.87	122,955.43
			REQ. #3-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	9,599.56	
665123	TROPHY HOUSE	09/20/2021	257348	DESIGN LOGO AND ADDRESS ABOVE THE DOOR	152200194	186.25	459.93
			257465	VINYL LETTERING INSTALLED FOR FOOD SERVICE DOORS	0	273.68	
665124	TWEETON REFRIGERATION, INC.	09/20/2021	T44263S	SERVICE	0	340.00	340.00
665125	UNIQUE SOFTWARE CORP.	09/20/2021	251702	IPAD REPAIRS	3002200044	218.00	218.00
665126	Vendor Continued Void	09/20/2021					0.00
665127	Vendor Continued Void	09/20/2021					0.00
665128	UPPER LAKES FOODS, INC.	09/20/2021	853005-00	FOOD	7702200043	524.14	8,273.35
			861388-00	FOOD	7702200036	321.42	
			861772-00	FOOD	7702200036	527.66	
			861960-00	FOOD	7702200036	60.00	
			864931-00	FOOD	7702200043	1,818.91	
			864984-00	FOOD	7702200043	48.52	

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			865904-00	FOOD	7702200043	915.97	
			866952-00	FOOD	7702200049	1,730.15	
			867382-00	FOOD	7702200049	61.91	
			868712-00	FOOD	7702200059	1,435.78	
			870262-00	FOOD	7702200059	219.94	
			870477-00	FOOD	7702200059	200.00	
			870485-00	FOOD	7702200059	408.95	
665129	VCI ASBESTOS ABATEMENT, INC.	09/20/2021	7509-1	REMOVAL AND DISPOSAL OF TSI PIPE INSULATION	152200192	240.00	240.00
665130	VITA PERSONA, LLC	09/20/2021	VP-20212173	COVID MASKS	152200169	1,150.00	1,150.00
665131	WCS1, LLC	09/20/2021	REQ. #6	HIGH SCHOOL ADDITION & RENOVATION	0	7,600.00	7,600.00
665132	WILSON, ANNA E	09/20/2021	MILEAGE SUPPLIES	ECFE HOME VISITS SUMMER SCHOOL SUPPLIES	0 0	15.68 124.74	140.42
665133	WORTHINGTON DIRECT	09/20/2021	INV373070DET014	BOOKSHELF	262100155	607.62	607.62
665134	ZERR BERG	09/20/2021	6213	MIDDLE SCHOOL RENOVATIONS	0	1,695.00	23,677.00
			6214	ROOSEVELT ADDITION & RENOVATIONS	0	1,372.00	
			6215	HIGH SCHOOL ADDITION & RENOVATIONS	0	20,610.00	
				188 Computer	Check(s) For a Total of		2,657,460.43

	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
	188	Computer	Checks For a Total of	2,657,460.43
Total For	188	Manual, Wire Tran, ACH & Computer Checks		2,657,460.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,657,460.43

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	5,438.80	925.00	306,087.59	312,451.39
02	FOOD SERVICE	0.00	0.00	27,046.46	27,046.46
03	TRANSPORTATION FUND	0.00	0.00	6,599.87	6,599.87
04	COMMUNITY SERVICE FUND	0.00	0.00	9,304.15	9,304.15
05	CAPITAL EXPENDITURE	0.00	0.00	60,532.55	60,532.55
06	BUILDING FUND	0.00	0.00	2,241,526.01	2,241,526.01

# August 2021 Hand Payables Summary

Fund	August 1-15	August 16-31	Total
01 - General Fund	\$10,565.52	\$670,844.42	\$681,409.94
02 - Food Service	\$1,811.28	\$9,959.28	\$11,770.56
03 - Transportation	\$83.87	\$7,043.90	\$7,127.77
04 - Community Service Fund	\$108.34	\$749.96	\$858.30
05 - Capital Expenditure Fund	\$0.00	\$3,277.00	\$3,277.00
88 - Activities Account	-	-	\$18,617.38
<b>Total</b>	<b>\$12,569.01</b>	<b>\$691,874.56</b>	<b>\$723,060.95</b>

August 2021 Hand Payables Total

\$723,060.95

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>
664659	CASH-WA DISTRIBUTING CO.	08/04/2021	FOOD
			Totals for 664659
			1,802.50
			1,802.50
664660	MINNESOTA ENERGY RESOURCES	08/04/2021	Multiple Invoices
			Totals for 664660
			399.18
			399.18
664661	OLANDER BUS SERVICE INC.	08/04/2021	SUMMER TECH TIME TRANSPORTATION
			Totals for 664661
			1,800.00
			1,800.00
664662	POS SYSTEMS GROUP INC.	08/04/2021	POINT OF SALE MACHINE (GRANT)
			Totals for 664662
			2,141.00
			2,141.00
664663	SCHULTZ BUS COMPANY	08/04/2021	SUMMER BUS TRANSPORTATION
			Totals for 664663
			4,248.32
			4,248.32
664664	TRICORNE AUDIO INC.	08/04/2021	CONNECTION FROM PROJECTOR TO SOUND BAR & INSTALLATION
			Totals for 664664
			372.90
			372.90
664665	AMER. FAMILY LIFE ASSURANCE CO	08/13/2021	Payroll accrual
			Totals for 664665
			169.11
			169.11
664666	AFSCME COUNCIL 65	08/13/2021	Payroll accrual
			Totals for 664666
			253.56
			253.56
664667	D.L. PUBLIC EDUCATION FOUNDATI	08/13/2021	Payroll accrual
			Totals for 664667
			10.00
			10.00
664668	IND. SCHOOL DISTRICT #22	08/13/2021	Multiple Invoices
			Totals for 664668
			689.62
			689.62
664669	SUPPORT PAYMENT CLEARINGHOUSE	08/13/2021	PAYROLL ACCRUAL
			Totals for 664669
			671.82
			671.82
664670	UNITED WAY OF BECKER COUNTY	08/13/2021	Payroll accrual
			Totals for 664670
			11.00
			11.00
			Totals for BNK5
			12,569.01
			Totals for checks
			12,569.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	4,179.50	0.00	6,386.02	10,565.52
02	FOOD SERVICE	0.00	0.00	1,811.28	1,811.28
03	TRANSPORTATION FUND	31.17	0.00	52.70	83.87
04	COMMUNITY SERVICE FUND	108.34	0.00	0.00	108.34
***	Fund Summary Totals ***	4,319.01	0.00	8,250.00	12,569.01

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

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>	
664881 BEUG'S ACE HARDWARE	08/20/2021	Multiple Invoices	93.24
		Totals for 664881	93.24
664882 BHH PARTNERS/ARCHITECTS	08/20/2021	Multiple Invoices	6,403.62
		Totals for 664882	6,403.62
664883 EDUCATORS BENEFIT CONSULTANTS,	08/20/2021	Multiple Invoices	590.22
		Totals for 664883	590.22
664884 IND SCHOOL DISTRICT NO. 152	08/20/2021	20/21 TUITION-MJ	30.18
		Totals for 664884	30.18
664885 IND. SCHOOL DISTRICT #593	08/20/2021	20/21 TUITION-KG	15,612.58
		Totals for 664885	15,612.58
664886 IND. SCHOOL DIST. #31	08/20/2021	Multiple Invoices	419.08
		Totals for 664886	419.08
664887 INNOVATIVE OFFICE SOLUTIONS, I	08/20/2021	ROSSMAN ELEM. TABLES	8,261.60
664887 INNOVATIVE OFFICE SOLUTIONS, I	08/20/2021	ROSSMAN ELEM. TABLES	-8,261.60
		Totals for 664887	0.00
664888 MBN ENGINEERING, INC	08/20/2021	GREENHOUSE-CIVIL ENG SERVICES-JUNE	1,297.00
		Totals for 664888	1,297.00
664889 MENARDS - DETROIT LAKES	08/20/2021	class supplies	142.66
		Totals for 664889	142.66
664890 MOORE, BRITT	08/20/2021	SUMMER LATCHKEY	95.00
		Totals for 664890	95.00
664891 OBERMILLER-NELSON ENGINEERING,	08/20/2021	GREENHOUSE-MECHANICAL STUDY	1,980.00
664891 OBERMILLER-NELSON ENGINEERING,	08/26/2021	GREENHOUSE-MECHANICAL STUDY	-1,980.00
		Totals for 664891	0.00
664892 OFFICE OF MN. IT SERVICES	08/20/2021	INTERNET SERVICES	1,800.13
		Totals for 664892	1,800.13
664893 PAULSON, KRISTI	08/20/2021	INSTRUCTIONAL SUPPLIES	207.21
		Totals for 664893	207.21
664894 RUPP, ANDERSON, SQUIRES & WALD	08/20/2021	LEGAL SERVICES	2,492.00
		Totals for 664894	2,492.00
664895 SKYWARD	08/20/2021	SKYLERT RENEWAL	4,889.50
		Totals for 664895	4,889.50
664896 STENERSON BROS. LUMBER CO.	08/20/2021	Multiple Invoices	520.94
		Totals for 664896	520.94
664897 SWOBODA, KARI	08/20/2021	TOP 20 STUDENT REWARDS	52.62
		Totals for 664897	52.62
664898 TECHNOLOGY RESOURCE ADVISORS,	08/20/2021	CHROMEBOOKS	156,360.00
		Totals for 664898	156,360.00

CHECK		CHECK	INVOICE	AMOUNT
NUMBER	VENDOR	DATE	DESCRIPTION	
664900	TRAFERA	08/20/2021	Multiple Invoices	313.20
			Totals for 664900	313.20
664901	WEEKLEY, BEN	08/20/2021	BOILER TRAINING	572.00
			Totals for 664901	572.00
664902	INNOVATIVE OFFICE SOLUTIONS, L	08/20/2021	ROSSMAN ELEM. TABLES	8,261.60
			Totals for 664902	8,261.60
664903	MN PEIP	08/25/2021	HEALTH INSURANCE SEPTEMBER COVERAGE, 2021	313,954.40
			Totals for 664903	313,954.40
664904	BRISTLIN CONSTRUCTION, INC.	08/26/2021	LAKER TRANSITIONS	8,730.04
			Totals for 664904	8,730.04
664905	CASH-WA DISTRIBUTING CO.	08/26/2021	Multiple Invoices	2,265.41
			Totals for 664905	2,265.41
664906	EMC INSURANCE COMPANIES	08/26/2021	21/22 PROPERTY/LIABILITY PREMIUMS	159,327.63
			Totals for 664906	159,327.63
664907	MINNESOTA ENERGY RESOURCES	08/26/2021	Multiple Invoices	2,232.01
			Totals for 664907	2,232.01
664908	OBERNEL ENGINEERING	08/26/2021	GREENHOUSE-MECHANICAL STUDY	1,980.00
			Totals for 664908	1,980.00
664909	MADISON NATIONAL LIFE INSURANC	08/27/2021	LIFE INSURANCE SPETEMBER COVERAGE 2021	1,964.18
			Totals for 664909	1,964.18
664910	AMER. FAMILY LIFE ASSURANCE CO	08/30/2021	Payroll accrual	169.11
			Totals for 664910	169.11
664911	AFSCME COUNCIL 65	08/30/2021	Payroll accrual	268.99
			Totals for 664911	268.99
664912	D.L. PUBLIC EDUCATION FOUNDATI	08/30/2021	Payroll accrual	10.00
			Totals for 664912	10.00
664913	GURSTEL LAW FIRM, P.C.	08/30/2021	Payroll accrual	152.73
			Totals for 664913	152.73
664914	IND. SCHOOL DISTRICT #22	08/30/2021	Multiple Invoices	656.28
			Totals for 664914	656.28
664915	UNITED WAY OF BECKER COUNTY	08/30/2021	Payroll accrual	11.00
			Totals for 664915	11.00
			Totals for BNK5	691,874.56
			Totals for checks	691,874.56

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	334,760.55	0.00	336,083.87	670,844.42
02	FOOD SERVICE	5,526.02	0.00	4,433.26	9,959.28
03	TRANSPORTATION FUND	1,969.90	0.00	5,074.00	7,043.90
04	COMMUNITY SERVICE FUND	82.96	0.00	667.00	749.96
05	CAPITAL EXPENDITURE	3,277.00	0.00	0.00	3,277.00
***	Fund Summary Totals ***	345,616.43	0.00	346,258.13	691,874.56

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

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400555	ANDERSON COACH OF FRAZEE, INC.	08/03/2021	88 E 041 298 263 888 401	DLHS Twins Game Band Trip Totals for 400555	3,890.52 3,890.52
400556	BLUE 84 SPIRIT	08/03/2021	88 E 041 298 263 888 401	Band shirts invoice 1473290 Totals for 400556	1,340.00 1,340.00
400557	GEMINI ATHLETIC WEAR	08/03/2021	88 E 041 296 115 888 401	GHockey jerseys & socks invoice 42884 Totals for 400557	1,240.00 1,240.00
400558	GERRELL'S SPORT CENTER	08/03/2021	88 E 041 294 112 888 401	FB Season Clothing invoice 6004	1,158.00
400558	GERRELL'S SPORT CENTER	08/03/2021	88 E 041 294 112 888 401	FB Camp tshirts invoice 5341 Totals for 400558	1,304.00 2,462.00
400559	JB'S CUSTOM APPAREL	08/03/2021	88 E 041 296 113 888 401	GGolf rain suits & polos invoice 16485 Totals for 400559	170.00 170.00
400560	STEVICK BUSINESS SPECIALTIES	08/03/2021	88 E 041 292 108 888 401	CC hats invoice 21466-1 Totals for 400560	574.86 574.86
400561	THE LINE UP	08/03/2021	88 E 041 296 122 888 401	Dance costumes invoice 6653 Totals for 400561	2,294.70 2,294.70
400562	HEFTA, REED	08/03/2021	88 E 041 294 112 888 401	Reimburse for FB scrimmage food for team Totals for 400562	367.86 367.86
400569	BLUE 84 SPIRIT	08/25/2021	88 E 041 292 139 888 401	Speed & Strength invoice 1478451 Totals for 400569	1,836.10 1,836.10
400570	GREAT NORTHERN PIZZA	08/25/2021	88 E 041 296 129 888 401	GTennis Pizza Fundraiser Invoice 20664 Totals for 400570	3,156.00 3,156.00
400571	LABINE, MICHAEL	08/25/2021	88 E 041 298 257 888 401	reimb for link crew tshirts Totals for 400571	550.00 550.00
400572	PRO PRINT, INC.	08/25/2021	88 E 041 294 115 888 401	BHockey Sr night Programs invoice D99644011 Totals for 400572	171.74 171.74
400573	SMITH, MARGERY	08/25/2021	88 E 041 296 113 888 401	reimb for ggolf shirts Totals for 400573	283.00 283.00
400574	TROPHY HOUSE	08/25/2021	88 E 041 296 113 888 401	Ggolf inv 256653 & 257207 Totals for 400574	280.60 280.60
Totals for checks					18,617.38

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
88	ACTIVITIES	0.00	0.00	18,617.38	18,617.38
***	Fund Summary Totals ***	0.00	0.00	18,617.38	18,617.38

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

<u>CHECK</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
					Totals for 0	0.00
					Totals for checks	0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

# PERSONNEL AGENDA

## September 20, 2021

### 1) Resignations:

Alexa Dohmeier – Assistant Girls Varsity Hockey Coach, effective August 15, 2021.  
Robb Flint – Middle School Football Coach, effective June 23, 2021.  
Tyler Fode – Middle School Baseball Coach, effective June 26, 2021.  
Jena Hoffman – Rossman Elementary Full-Time Special Education Paraprofessional, effective August 23, 2021.  
Justin Horne – Middle School Wrestling Coach, effective September 7, 2021.  
Shelly Jacobson – High School Special Education Paraprofessional, effective September 3, 2021.  
Jack Kippen – Junior Varsity Boys Hockey Coach, effective August 4, 2021.  
Tracy Selck – Rossman Elementary Special Education Paraprofessional, effective August 16, 2021.  
Connie Skersick – Roosevelt Elementary Special Education Paraprofessional, effective September 21, 2021.  
Katie Steinke – Rossman Elementary Title I Assistant/Noon Duty Supervisor, effective August 28, 2021.  
Molly Sumers – ALC Recovery School Coordinator, effective July 14, 2021.  
Hannah Rhodes – Middle School Media Center Assistant, effective August 27, 2021.  
Michelle Walker-Drewry – High School Media Center Assistant, effective September 7, 2021.  
Judy Wollin – High School Work Experience Special Education Teacher, effective August 16, 2021.

### 2) Appointments:

Dori Bakke – Roosevelt Elementary Special Education Paraprofessional, at the rate of \$15.30 per hour, working up to 29.75 hours per week, effective September 7, 2021.  
Melissa Crow – High School Full-Time Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 37.50 hours per week, effective September 7, 2021.  
Cody Einerson – .5 JV Boys Hockey Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,805.04, effective November 15, 2021.  
Tanika Essary – Roosevelt Elementary Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 7, 2021.  
Jennifer Greydanus – Lincoln Education Center ECSE Education Assistant, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 2, 2021.  
Reginald Gross – Middle School Full-Time Custodian, at the rate of \$17.28 per hour, working up to 2,080 hours per year, effective September 11, 2021.  
Lori Hagen – Rossman Elementary Food Service Worker, at the rate of \$14.90 per hour, working up to 13.75 hours per week, effective September 7, 2021.  
Lisa Ito – 9<sup>th</sup> Grade Volleyball Coach, at the rate of 7% of BA, Step 1, or a contract amount of \$2,807.84, effective September 16, 2021.  
Desiree Jacobson – Rossman Elementary Latchkey Program Assistant, at the rate of \$14.25 per hour, working up to 12.5 hours per week, effective September 9, 2021.  
Bailee Lewis – Rossman Elementary ADSIS Behavior Interventionist, at the rate of BA, Step 1, or a Pro-rated contract amount of \$38,084.15, effective September 13, 2021, Pending Licensure.  
Brett Maass – 7<sup>th</sup> Grade Football Coach, at the rate of 4.5% of BA, Step 7, or a contract amount of \$2,071.03, effective August 23, 2021.  
Heather Malone – ALC ISP English Language Arts Teacher, at the rate of \$31.00 per hour, working up to 10 hours per week, and E-Laker Online School English Language Arts Teacher at a rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.  
Daniel McGonigle – Community Education Director, at a contract amount of \$70,000.00 (a pro-rated amount of \$52,230.62 for the 2021-2022 school year), effective October 4, 2021.  
McKenzie Oistad – Middle School Girls Basketball Coach, at the rate of 5% of BA, Step 3, or a contract amount of \$2,083.55, effective October 26, 2021.  
Wendy Steffens – Rossman Elementary Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 7, 2021.  
Olivia Stigen – Roosevelt Elementary School Counselor, at the rate of BA, Step 1, or a Pro-rated contract amount of \$37,182.75 effective September 17, 2021, pending licensure.  
Michelle Strand – District Office Administrative Assistant, at the rate of \$17.00 per hour, working 2,080 hours per year, effective September 7, 2021.  
Michael Thomas – High School Full-Time Custodian, at the rate of \$17.28 per hour, working up to 40 hours per week, effective September 13, 2021.

Andrea Troutman – Middle School Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 27, 2021.

Angel Weidenbach – Head Start/Lincoln Education Center ECSE Education Assistant, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 7, 2021.

3) **Amended Assignment:**

Nate Anderson – ALC School Counselor, amend assignment to add E-Laker Online School Counselor, at a rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.

Stacy Conn – Middle School Health Assistant, due to COVID-19, Temporarily Amend schedule from 29.75 hours per week, increasing it to 37.5 hours per week, effective September 7, 2021, - December 31, 2021.

Mary Edwards – High School Health Assistant, due to COVID-19, Temporarily Amend schedule from 20 hours per week, increasing it to 37.5 hours per week, effective September 7, 2021, - December 31, 2021.

Leah Haisley – Rossman Elementary Special Education Paraprofessional, Amend schedule from 6.25 hours per week, increasing it to 35 hours per week, effective September 9, 2021.

Julie Hokanson – Roosevelt Elementary Health Assistant, due to COVID-19, Temporarily Amend schedule from 29.75 hours per week, increasing it to 37.5 hours per week, effective September 7, 2021, - December 31, 2021.

Melanie Holmquist – High School Native American College/Career Facilitator, Amend assignment to .55 Native American College/Career Facilitator and .45 Ojibwe Culture Teacher, at a rate of \$18,972.04 (.55 Facilitator) and \$18,050.40 (.45 Teacher), or a total contract amount of \$37,022.44, effective August 23, 2021, for the 2021-2022 school year, Pending Tier I Licensure.

Brandon Johnson – ALC Social Studies Teacher, Amend assignment to add E-Laker Online Social Studies Teacher, at the rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.

Jessie Marx – Rossman Elementary Health Assistant, due to COVID-19, Temporarily Amend schedule from 29.75 hours per week, increasing it to 37.5 hours per week, effective September 7, 2021, - December 31, 2021.

Britt Moore – Roosevelt Elementary Special Education Paraprofessional, Amend assignment to Full-Time Special Education Paraprofessional, increasing her schedule from 29.75 hours per week, increasing to 37.5 hours per week, effective September 7, 2021.

Cara Myers – ALC Work Experience Coordinator, Amend assignment to add E-Laker Online Work Experience Coordinator, at a rate of \$30.00 per hour, working up to 10 hours per week, effective August 17, 2021, pending Student Enrollment.

4) **Leave of Absence:**

Wendy Dahring – Middle School Lead Cook, requests a Leave of Absence beginning September 15, 2021, and continuing through November 10, 2021.

Claire Danner – High School Art Teacher, request a Leave of Absence beginning approximately November 1, 2021, and continuing through January 21, 2022.

Nicole Herman – Roosevelt Latchkey Supervisor, requests a Leave of Absence beginning July 15, 2021, and continuing through October 15, 2021.

Jennifer Mitchell – Lincoln Education Center ECFE/SR Assistant, requests a Leave of Absence beginning September 8, 2021, and continuing until approximately October 20, 2021.

Charles Moore – High School Special Education Teacher, requests a Leave of Absence beginning September 20, 2021 and continuing through October 7, 2021.

Hailey Swiers – Roosevelt Elementary Fourth Grade Teacher, requests a Leave of Absence beginning December 21, 2021, and continuing through March 24, 2022.

Bailey Warzecka – Lincoln Education Center Educational Assistant, requests a Leave of Absence beginning August 30, 2021, and continuing through October 31, 2021.

5) **Appointment Correction:**

Kari Baer – assignment corrected from High School Food Server to Roosevelt Elementary Special Education Paraprofessional, at a rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 7, 2021.

Sadie Herman – contract rate correction from \$42,644.00 to \$40,825.00.

Madyson Webber – contract rate correction from \$42,644.00 to \$40,825.00.

6) **Sixth Period Pay:**

Josh Bettcher – High School Science Teacher, assigned a sixth class for the fall 2021 semester.

Claire Danner – High School Art Teacher, assigned a sixth class for the fall 2021 semester.

Mary Haus – High School Spanish Teacher, assigned a sixth class for the fall 2021 semester.

Dan Jorgenson – High School Industrial Tech Teacher, assigned a sixth class for the fall 2021 semester.

Tom Vagle – High School Science Teacher, assigned a sixth class for the fall 2021 semester.

**PERSONNEL AGENDA ADDENDUM**  
**Monday, September 20, 2021**

- 1) **Resignation:**  
Michael Thomas – High School Full-Time Custodian, effective September 13, 2021.
  
- 6) **Sixth Period Pay:**  
Lisa Conzemius – High School Math Teacher, assigned a sixth class for the fall 2021 semester.  
Terry Eiter – High School 9<sup>th</sup> Grade Social Studies Teacher, assigned a sixth class for the fall 2021 semester.  
Barb Oistad – High School 9<sup>th</sup> Grade English Teacher, assigned a sixth class for the fall 2021 semester.

# Fall Sports 2021 Coaching Staff

## Football

- Reed Hefta – Head Varsity
- Vern Schnathorst – Assistant Varsity
- Dave Meyer – Assistant Varsity
- Mike Labine – JV/Assistant Varsity
- Kelly Kalina – JV/Assistant Varsity ½ Time
- Steve Zamzo – JV / Assistant Varsity ½ Time
- Ben Pedersen – 9<sup>th</sup> Grade/Assistant Varsity
- Dylan Surface – 9<sup>th</sup> Grade/Assistant Varsity
- Mitch Benson – Volunteer Assistant Varsity
- Austin Richter – Volunteer Assistant Varsity
- Mark Whiting – Volunteer Assistant Varsity
- Keith Eckhoff – 7<sup>th</sup> Grade
- Mike Even – 7<sup>th</sup> Grade
- Brett Maass – 7<sup>th</sup> Grade
- Mike Fiedler – 8<sup>th</sup> Grade
- Steve Fuhs – 8<sup>th</sup> Grade
- Tom Johnson – 8<sup>th</sup> Grade

## Volleyball

- Lynnsey Machakaire – Head Varsity
- Rachel Solum – Assistant Varsity
- Andrea Klug – Junior Varsity
- Lisa Ito – 9<sup>th</sup> Grade
- Keli Johnson – 7/8<sup>th</sup> Grade
- McKenzie Oistad – 7/8<sup>th</sup> Grade
- Bridget Penton – 7/8<sup>th</sup> Grade
- Kathryn Swanhorst – 7/8<sup>th</sup> Grade

## Boys Soccer

- Justin Wegleitner – Head Varsity
- Joel Juni – Assistant Varsity
- Sam Bergren - 7/8<sup>th</sup> Grade
- Matt Huberty – 7/8<sup>th</sup> Grade

## Girls Soccer

- Ben Aastuen – Head Varsity
- Jessica Pudwill – Assistant Varsity
- Justin Johnson – 7/8<sup>th</sup> Grade
- Maddy Webber – 7/8<sup>th</sup> Grade

## Girls Swimming

- Carol McCarthy – Head Varsity
- Bobbi Koons – Assistant Varsity
- David Voller - 7/8<sup>th</sup> Grade

## Girls Tennis

- Greg Unruh – Head Varsity
- Zach Biggar – Assistant Varsity
- Kris Swenson – 7/8<sup>th</sup> Grade
- Ben Unruh - Volunteer

## Girls Cross Country

- Ryan Zunich – Head Varsity
- Sara Pender – Assistant Varsity
- Rachel Moen – Assistant Varsity/Middle School

## Boys Cross Country

- Bill Kvebak – Head Varsity
- Jon Freeman – Assistant Varsity

## Cheer

- Carli-Rae Manjorin – Head Varsity
- Hailey Brower - Volunteer



# PURCHASE OF SERVICES AGREEMENT

2021-2022

THIS AGREEMENT entered into by and between **MAHUBE-OTWA Community Action Partnership, Inc.**, a nonprofit corporation, hereinafter referred to as “MAHUBE-OTWA”, and **Detroit Lakes Independent School District No. 22**, hereinafter referred to as “District”, and hereinafter collectively referred to as “Parties”.

WHEREAS, MAHUBE-OTWA administers early childhood and family childcare programs, including Head Start, Early Head Start and Early Head Start Child Care.

WHEREAS, District administers early childhood education programs, including Early Childhood & Family Education (ECFE) and School Readiness (SR).

WHEREAS, the Parties are committed to working together to ensure all children in the Detroit Lakes area have equal access to services and programming that will prepare them for Kindergarten, including blended classrooms.

WHEREAS, the Parties understand the headings contained in this Agreement are included for purposes of convenience only and do not affect the meaning or interpretation of this Agreement.

NOW THEREFORE, in consideration of the mutual agreement, MAHUBE-OTWA and District as Parties to the Agreement, agree to the terms and conditions as set forth below.

## 1.0 RESPONSIBILITIES

### 1.1 Responsibilities of District:

- 1.1.1 District will provide a lead teacher and educational assistants. The lead teacher will hold a current licensure in early childhood teaching. The educational assistants will have a minimum of CDA or equivalent coursework. Lead teacher responsibilities, in addition to meeting School Readiness Requirements, include:
  - 1.1.1.a. Entering attendance and accident/incident reports into ChildPlus (.5 hour per month).
  - 1.1.1.b. Completing one additional home visit (prep, travel, conference), (1 hour per enrolled Head Start child per year).
  - 1.1.1.c. Uploading to Child Plus copies of lesson plans and newsletters.
  - 1.1.1.d. Entering information into the Site Staffing on Child Plus to address and follow up on concerns and progress.
- 1.1.2 District will invite all Head Start families to participate in Kindergarten Readiness Parties for six topic sessions that are 1 hour each. (As COVID restrictions allow)
- 1.1.3 District will provide a classroom and large motor space for blended programming for a minimum of 1020 hours of instruction time. (In 2021-2022 district has 166 days/7.5 per day; Four slots reserved for Head Start enrolled children.)
- 1.1.4 District will provide professional development opportunities inclusive of MAHUBE-OTWA employees when appropriate.
- 1.1.5 District will include Head Start children enrolled in the blended program to participate in MN Flyers field trips 12 times per year. (As COVID restrictions allow)
- 1.1.6 District will provide breakfast, lunch and snack for children and collect any Federal and State meal reimbursements for Head Start children enrolled in the blended programming with School Readiness.
- 1.1.7 District will provide copies of parent education materials for all families enrolled in the blended program.

## 1.2 Responsibilities of MAHUBE-OTWA:

- 1.2.1 MAHUBE-OTWA will provide professional development opportunities inclusive of district employees when appropriate.
- 1.2.2 MAHUBE-OTWA will provide CDA coursework to the education assistant in order to comply with Head Start Performance Standard's education qualifications, if the education assistant does not possess a CDA or equivalent coursework. Classes will be taught by MAHUBE-OTWA staff and scheduled for 2 hours per month at the MAHUBE-OTWA office. MAHUBE-OTWA will pay for the materials, assessment, and application fee for a total of \$520.
- 1.2.3 MAHUBE-OTWA will invite non-Head Start families from the blended classroom to one series of the Parent Education Curriculum "Love and Logic" (5 sessions at 2 hours each). (As COVID restrictions allow)
- 1.2.4 MAHUBE-OTWA will provide copies of parent education materials for all families enrolled in the blended program.
- 1.2.5 MAHUBE-OTWA will provide, as requested, community resource contacts and referral information when requested by School Readiness families in the blended program. Resources and referrals include the areas of health, nutrition, family services, and mental health.
- 1.2.6 MAHUBE-OTWA will provide a Site Coordinator (a minimum of 2 site visits/per month for 2 hours in length) to the blended program classroom. Site coordinator responsibilities include:
  - 1.2.6.a. Monitoring quality and implementation of state licensing requirements, Head Start Performance Standards, and Early Childhood Developmentally Appropriate Practices.
  - 1.2.6.b. Providing technical support and mentoring in the areas of screening, assessment, curriculum, and classroom Instruction.
  - 1.2.6.c. Completing documentation of site visits that will be provided to lead teacher and ECFE/SR Coordinator within 2 days of site visit.
  - 1.2.6.d. Completing one Program Quality Assessment (High Scope's PQA), summary report, and recommendations. Copies provided to the lead teacher and ECFE/SR Coordinator.
- 1.2.7 MAHUBE-OTWA will provide one CLASS observation, summary report, and recommendations by a reliable CLASS observer; copies provided to the lead teacher and ECFE/SR Coordinator.
- 1.2.8 MAHUBE-OTWA will provide technical support to the district for the COR Advantage online program for up to 1 hour per month.
- 1.2.9 MAHUBE-OTWA will provide Behavioral Health Consultation 1 time per month for 1 hour, consulting with the teacher regarding classroom behavior guidance.
- 1.2.10 MAHUBE-OTWA will provide classroom equipment from the 2020-2021 school year inventory.
- 1.2.11 MAHUBE-OTWA will provide enhancement consumable art supplies not typically purchased for school readiness programming (i.e. collage boxes).
- 1.2.12 MAHUBE-OTWA will provide access to High Scope training materials for district staff.
- 1.2.13 MAHUBE-OTWA will maintain the COR Advantage online contract for Head Start, School Readiness, ECSE, and ECFE programs, and invoice the district annually for its number of "seats".
- 1.2.14 MAHUBE-OTWA will provide toothbrushes and toothpaste for staff and children enrolled in the blended classroom, for daily tooth brushing. (As COVID restrictions allow)
- 1.2.15 MAHUBE-OTWA will reimburse the District for Head Start adult meals provided, currently 1 adult breakfast, 1 adult lunch, and 1 adult snack each day of programming (166 days).

## 2.0 SERVICE FEES

- 2.1 **Service Fees:** In exchange for the services provided pursuant to Section 1.0 of this Agreement, MAHUBE-OTWA shall pay the District for each Head Start slot in the amount of **\$5,220** per year, for a total of **\$20,880** (Three (3) equal payments of **\$6,960** following check in meetings).
- 2.2 **Payment of Taxes:** The Parties agree that MAHUBE-OTWA will be solely responsible for all taxes incurred as a result of payments made pursuant to this Agreement. The Parties further agree that District has absolutely no responsibility to pay any employment related taxes (federal and state withholding), FICA (social security and Medicare) contributions, unemployment insurance, Workers' Compensation obligations, pension contributions or any additional sums arising out of or related to the terms and conditions of this Agreement.
- 2.3 **Method of Payment:** MAHUBE-OTWA shall pay the District the amount listed in section 2.1 of this contract for the 2021-2022 School Year. Payments will be made to the District within 30 days of receiving the invoice from the district. MAHUBE-OTWA may dispute in writing, in its own discretion, the amount owed, and MAHUBE-OTWA will not be required to pay any interest, fee, penalty, or other charge for any untimely payment arising from a disputed amount.

## 3.0 TERM AND TERMINATION

- 3.1 **Quarterly Meetings:** Parties agree to participate in quarterly team meetings in November, February, and May. The Quarterly Agenda topics will include:
- 3.1.1 Financials: Service Fees
  - 3.1.2 Staff: Qualifications, Background Checks and Training Needs.
  - 3.1.3 Programming: Family Services, Curriculum, Data, Screenings, Assessment and ECSE Services.
  - 3.1.4 Transportation and Transportation Needs.
  - 3.1.5 Equipment and Equipment Needs.
- 3.2 **Contract Term:** The term of this Agreement shall commence on **September 1, 2021** and shall continue in full force and effect except as stated below until **June 30, 2022**.
- 3.3 **Termination:** This Agreement may be terminated for any reason by either party, by giving the other party at least six (6) months written notice of its intent to terminate. Either party may terminate this agreement immediately by giving the other party written notice in the event of the other's insolvency, fraud, willful misconduct, or substantial breach of any of the terms and provisions of this Agreement.
- 3.4 **Responsibilities Upon Termination:** Upon termination of this Agreement by any party for any reason, MAHUBE-OTWA shall deliver promptly to the District any and all keys/access cards, records, manuals, books, blank forms, documents, letters, memoranda, notes, notebooks, reports, data, tables, calculations, or copies, and all other property of the District that are in MAHUBE-OTWA's possession or under its control.

#### 4.0 INDEMNIFICATION/HOLD HARMLESS/INSURANCE

##### 4.1 Indemnification/Hold Harmless:

- 4.1.1 Each party shall be responsible for claims, losses, damages, expenses, including reasonable attorney's fees and expenses that arise out of any injury, wrongful or negligent acts, or omissions or gross negligence of that party or its agents, employees, board members or representatives acting within the scope of his or her duties.
- 4.1.2 Each party agrees to inform the other in the event either an investigation or claim arises out of the services performed pursuant to this Agreement and shall provide reasonable access to information involving such investigation or claim. This provision shall survive the expiration or termination of this Agreement for any reason.

##### 4.2 Insurance:

- 4.2.1 Each party shall, at all times during the term of this Agreement, maintain at its sole cost and expense, procure, keep and maintain the following insurance coverage:
  - 4.2.1.a. Commercial General Liability insurance as set forth in MN Statutes Section 466.04.
  - 4.2.1.b. Automobile Liability insurance including owned, non-owned, and hired in the minimum amount of \$1,000,000 combined single limit.
  - 4.2.1.c. State statutory limits for Workers Compensation insurance.
- 4.2.2 MAHUBE-OTWA's insurance shall be primary against the District's insurance for damages arising as a result of MAHUBE-OTWA's performance of duties under this Agreement, and there shall be no right of contribution against the District's insurance with respect to damage occurring under the terms of this Agreement.
- 4.2.3 Such insurance above shall not be cancelled, except upon thirty (30) days written notice to either Party.
- 4.2.4 Each party shall provide one another with a certificate, which names the other party as a "Certificate Holder", and evidencing such insurance coverage, upon request.

#### 5.0 MISCELLANEOUS

- 5.1 **Confidentiality and Data Practices:** MAHUBE-OTWA agrees that names and any other information released to MAHUBE-OTWA by District shall be kept confidential and shall be used only in connection with the performance of said duties for District. MAHUBE-OTWA shall confer with the District prior to responding to any requests for a release of government data relevant to this Agreement and the services provided thereunder that he/she may receive. In case of a conflict between this paragraph and the Minnesota Data Practices Act, the Minnesota Data Practices Act shall govern.
- 5.2 **Assignment of Agreement:** MAHUBE-OTWA shall not subcontract, assign, or transfer any of the services that MAHUBE-OTWA is to provide without the express written approval of District.
- 5.3 **Independent Contractor:** MAHUBE-OTWA is an independent contractor and as such, nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the District and MAHUBE-OTWA. The payment for services in section 2.0 *Service Fees* of this Agreement represents all of the compensation to which MAHUBE-OTWA is entitled. MAHUBE-OTWA is not eligible for any employee benefits from the District, including but not limited to insurance, workers' compensation, paid time off, or any other benefits District employees may receive.

The Contractor/MAHUBE-OTWA is expressly forbidden to act for District in any other capacity, or to represent itself in any manner as an agency of District, except under the terms hereof. During the term of this Agreement the Contractor, and the Contractor's employee(s), if any, shall be considered and act as independent contractors and shall not be considered employee(s) of District. The Contractor shall furnish

all labor required to perform the services and will have full control and direction over the method and manner of performing those services.

- 5.4 **Non-Waiver and Cumulation of Remedies:** The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver but shall apply solely to the instance to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.
- 5.5 **Entire Agreement:** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. This Agreement may not be modified or amended except by a writing signed by the Parties.
- 5.6 **Severability:** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effects.
- 5.7 **Amendments:** This Agreement may be altered, extended, changed, or amended in writing by mutual agreement of the Parties hereto, when dated and attached hereto without altering the other terms of this Agreement.
- 5.8 **Controlling Law:** This Agreement shall be interpreted in accordance with the substantive laws of the State of Minnesota.
- 5.9 **Notice:** Any notice to be given hereunder by either party to the other shall be in writing and may be effectuated by delivery of U.S. certified mail, return receipt requested. Notice hereunder shall be sufficient if properly addressed and made to:
- If MAHUBE-OTWA: MAHUBE-OTWA Community Action Partnership, Inc.  
Attention: Liz Kuoppala, Executive Director  
1125 West River Road, P.O. Box 747, Detroit Lakes, MN 56502-0747
- If DISTRICT: Detroit Lakes Public Schools  
Attention: Mark Jenson, Superintendent  
702 Lake Avenue, Detroit Lakes, MN 56501
- 5.10 **Fact Finding Inquiries:** As a condition of entering into this Agreement, Parties agree to cooperatively participate in any fact-finding inquiries or investigations relative to the subject matter of this Agreement, which may be initiated by either party.
- Parties shall provide access to any books, documents, papers, and records to the Federal, State, and local sponsoring agencies, the Comptroller General of the United States or any of their duly authorized representatives that are directly pertinent as to this specific project for the purpose of making audit, examination, excerpts, and transcriptions.
- 5.11 **Background Study:** If the services to be provided under this Agreement involves the provision of services to youth and/or their families, the Parties authorize and consent that either party may initiate a criminal background study. The continuation of this Agreement may be contingent upon the Parties favorably passing such a study.
- 5.12 **Statement of Nondiscrimination:** Parties acknowledge by execution of this Agreement, that the Parties, in providing the services under the terms of this Agreement, will not discriminate against any person(s) on the basis of age, race, creed, color, national origin, sex, sexual orientation or gender identity, physical or mental handicap, marital status, military status, or status as a public assistance recipient.

- 5.13 **Equal Employment Opportunity:** The Parties acknowledge they are Equal Employment Opportunity and Affirmative Action employers. Along with the five protected EEO classes (race, color, religion, sex, or national orientation), these regulations prohibit discrimination against any employee or applicant for employment based on their status as protected: age (Age Discrimination in Employment Act of 1967); veterans (Vietnam Era Veterans' Readjustment Assistance Act of 1974); individuals with disabilities (Americans With Disabilities Act of 1990); and genetics (Genetic Information Nondiscrimination Act of 2008). The Minnesota Human Rights Act further protects everyone in Minnesota from illegal discrimination from the EEO protected classes above, and the protected classes of creed, marital status, familial status, public assistance, sexual orientation or gender identity, and local human rights commission activity.
- 5.14 **Alternative Dispute Resolution:** The Parties agree to promptly submit to mediation (within ten [10] working days of reaching an impasse) any dispute or controversy arising under this agreement which cannot be resolved by the Parties through direct communication without mediation. The Parties further agree to mediate in good faith. The mediator to be selected shall be listed on the Minnesota Roster of Neutrals and shall be selected either by the mutual agreement of the Parties or by each party submitting a list of up to three (3) qualified mediators and then alternately striking names. The Parties shall flip a coin to determine which party shall strike the first name. The Parties shall equally share the costs of mediation. Absent a claim of suspected child abuse, this procedure shall be followed before either party may file an action/complaint with a court of competent jurisdiction or any regulating agency and to that extent this provision supersedes the provisions contained in paragraph 5.4.

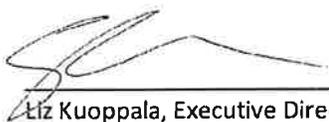
#### 6.0 ADDENDA

- 6.1 This Agreement contains the following addenda by reference:
- 6.1.1 Appendix II to Part 200- Required Provisions for Non-Federal Entity Contracts Under Federal Awards, As Applicable.

#### 7.0 AUTHORITY AND WITNESS

- 7.1 Any individual signing this Agreement on behalf of an entity hereby represents and warrants in his or her individual capacity that he or she has full authority to do so on behalf of such entity.
- 7.2 IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed.

MAHUBE-OTWA  
COMMUNITY ACTION PARTNERSHIP, INC.

  
Liz Kuoppala, Executive Director

Date: 5.19.2021

INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES PUBLIC SCHOOLS

  
ISD #22, Board Chair or Superintendent

Date: 5-19-2021

APPENDIX II TO PART 200 - REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS  
UNDER FEDERAL AWARDS, AS APPLICABLE:

Initial Below:  
District M-O

MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply	(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000. must address administrative, contractual, or legal remedies where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
MJ	ECK	<input checked="" type="checkbox"/> Yes, applies <input type="checkbox"/> Does not apply	(B) All contracts in excess of \$10,000 must address termination for cause. (See 3.0 of this Agreement)
MJ	ECK	<input checked="" type="checkbox"/> Yes, applies <input type="checkbox"/> Does not apply	(C) <u>Equal Employment Opportunity</u> : By acceptance of this Agreement, Contractor represents and warrants that, unless exempted under the terms of these applicable laws, it complies with Equal Employment Opportunity and Affirmative Action statutes, rules and regulations.
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply <i>Construction Projects</i>	(D) <u>Davis-Bacon Act (40 USC 3141-3148)</u> : When required by Federal program legislation, all prime construction contracts in excess of \$2,000. must include a provision for completions with the Davis-Bacon Act. <u>Copeland Anti-Kickback Act (40 USC 3145)</u> : Each contractor or sub-recipient must be prohibited from inducing, by any means, any persons employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply <i>Construction Projects</i>	(E) <u>Contract Work Hours and Safety Standards Act (40 USC 3701-3708)</u> : Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers on covered contracts to pay laborers and mechanics employed in the performance of the contracts one and one-half times their basic rate of pay for all hours worked over 40 in a workweek. This act also prohibits unsanitary, hazardous, or dangerous working conditions on federal and federally financed and assisted construction project.
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply	(F) <u>Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401)</u> : No assignment or performance of experimental, developmental, or research work will be executed in performance of this Agreement.
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply	(G) <u>Clean Air Act (42 USC 7401-7671q.) and Clean Water Act (33 USC 1251-1387)</u> : Contracts and subcontracts in excess of \$150,000 must contain a provision that requires compliance with both, if applicable.
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply	(H) <u>Mandatory Standards and Policies Relating to Energy Efficiency (42 USC 6201): The Energy Policy &amp; Conservation Act</u> goals are to increase domestic energy supplies and availability, to reduce energy demand, provide energy efficiency, and give powers to respond to disruptions in energy supply.
MJ	ECK	<input checked="" type="checkbox"/> Yes, applies <input type="checkbox"/> Does not apply	(I) <u>Debarment and Suspension (24 CFR 24.110)</u> : By execution of this Agreement, Contractor certifies they are not presently debarred, suspended, or otherwise named as excluded or declared ineligible from any Federal department or agency on the government-wide Excluded Parties List System at <a href="http://www.sam.gov">www.sam.gov</a> (System for Award Management).
MJ	ECK	<input type="checkbox"/> Yes, applies <input checked="" type="checkbox"/> Does not apply	(J) <u>Byrd Anti-Lobbying Amendment (31 USC 1352)</u> : Contractors that apply or bid for an award of \$100,000 or more must file the required certification. By execution of this Agreement, Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award.

DATE: September 1, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Award of Vending Services Contract**

Our vending contract with Pepsi ended on August 31st, 2021. Proposals have been received from Pepsi and Coca Cola.

This is a two year contract beginning September 1, 2021 that has the potential to increase up to 4% annually.

Administration recommends approval for Pepsi to be awarded the contract.

cc: Mike Suckert  
Josh Omang  
Rob Nielsen  
Trish Mariotti  
Emily Sternberg  
Lori Nustad  
Anne Skjold

**Customer Information**

Name of Business: Detroit Lakes Public Schools  
 Primary Contact: Anne Skjold  
 Address: 202 Lake Ave  
 City: Detroit Lakes  
 State: MN  
 Zip: 56501

Customer E-mail: askjold@detlakes.k12.mn.us (Required)  
 COF Number(s): 9309895, 9309894, 9309897, 94024  
 (include all numbers) 951210  
 Fed Tax Id #: \_\_\_\_\_  
 State Tax Id #: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Business Owner: \_\_\_\_\_

**PBC Information**

**Agreement Term**

PBC Location(s): Fargo  
 Created By: Michelle Knutson Route #: \_\_\_\_\_  
 PBC Market Unit: DaKotas Phone #: 701-367-5755  
 Sales Method: (check one)  Pepsi Direct  Pre-Sell (Route # )

Agreement Start Date: 9-1-2021  
 Agreement End Date: 8-31-2023  
(Agreement automatically renews each year unless Cancellation is received at least ninety (90) days prior to the end of the term)

(Check Boxes and Specify, as applicable)

**PBC Agrees To:**

- Loan at no charge (except where prohibited by law - in which event PBC shall charge the minimum legal rental fee allowed), where and as necessary coolers, fountain or other equipment to the Customer, to be placed and operated pursuant to the terms and conditions of this Agreement (as specified on reverse side).
- Initial Equipment Placement shall be as follows (fill out as applicable):  
 Coolers: One-Door Two-Door Three-Door Counter-top Energy  
 Fountain: 6 Valve 8 Valve Bar guns ( button)  
 Special: Lipton Refreshing Iced Tea Juice Frozen Slush FUB Unit 1 Valve Urn 2 Valve Urn  
 \_\_\_ Other (Specify):
- PBC shall provide, at no charge to the Customer (except where prohibited by law), periodic maintenance, necessary service and repairs to all Equipment loaned to Customer pursuant to this Agreement.
- PBC shall make available for purchase by Customer Pepsi branded cups and CO<sub>2</sub> ("Ancillary Products") at prices as determined by PBC. (Based on availability)
- For additional local PBC Field Input:  
 -4% annual price increase  
 -50% beverage and snack commission for full line vending.  
 -pricing and amendment pages 4 & 5 attached. water excluded

**Customer Agrees To:**

- Volume Based Term (Check box if applicable)  
 \* The Term of this Agreement shall commence on the Agreement Start Date listed above, and end on the later of: (1) \_\_\_\_\_ or (2) the date on which Customer purchases from PBC \_\_\_\_\_ Gallons/Cases for sale in the Outlets. No auto renewal of Term.
- EXCLUSIVE** - Customer agrees to exclusively serve the Products indicated below at the Customer's Outlet. The Products shall be the only beverages of their respective types sold, dispensed or otherwise made available, or in any way advertised, displayed, represented or promoted at or in connection with the Customer's Outlet.
- NON-EXCLUSIVE** - Customer agrees to grant PBC the right to have its Products sold, dispensed or otherwise made available, and advertised, displayed, represented or promoted at or in connection with the Customer's Outlet. Notwithstanding the foregoing, if PBC has provided Customer with fountain Equipment, Customer agrees to serve PBC's postmix Products exclusively at its Outlet.
- DSD** - Customer agrees to purchase all Products directly from the PBC Location(s) indicated above, and sell only those Products purchased from PBC from the Equipment provided to the Customer by PBC. Customer shall not stock any non-PBC Products (food or beverages) in Equipment.
- MINIMUM THRUPUT** - In order to qualify for applicable Equipment, Customer shall purchase a minimum annual average of 100 Cases per door for each cooler, 100 Gallons per each FB unit, 150 Gallons per each urn, and 500 Gallons per each fountain dispensing unit (minimum requirement may exclude bar guns at PBC's discretion) at the Outlet.
- REQUIRED PRODUCTS.** Purchase, stock and distribute at least each of the Products (as specified below) at all times during the Term.

**Required Packages for this Agreement:**

Fountain Postmix/BIB 20oz 2 Liter Cans Fountain  
 Premix/Tanks (Limited Market Availability) Cups CO2  
 Other: \_\_\_\_\_

**FOUNTAIN/POSTMIX SKU REQUIREMENTS: (Must carry minimum of Six)**  
 (Based on availability)

Pepsi, Dt Pepsi, Mist, Mtn Dew, Dt. Dew, Life Water  
 Brisk Tea, Lipton Refreshing Iced Tea: Sweet UnSweet Other  
 Dr Pep Dt. DRP Mug CF Dt Pepsi Dt Mist Crush  
 Lemonade Wild Cherry Pepsi Fruit Punch  
 Frozen Slush Juice BIB Juice Cartridge Other Innovation

**20oz. BOTTLE SKU REQUIREMENTS: Must Check One Level**

(All shall be 20 oz bottles unless otherwise indicated)  
**Platinum:** Must Purchase Pepsi, Dt Pepsi, Mlst, Mountain Dew, Aquafina plus any three additional SKUs from brands below:  
**Gold:** Must Purchase any five SKUs from brands below:  
**Silver:** Must Purchase any three SKUs from brands below:

Pepsi Dt Pepsi Mtn. Dew Dt. Dew Mist Aquafina Dr. Pep  
 Dt. DRP Crush Max Next Lipton: Iced Tea Brisk Pure Leaf  
 Gatorade G2 PropelZero LifeWater SoBe Dole/Ocean Spray  
 KickStart (16oz.) Starbucks (11oz/13.7oz.) Energy (16oz.)  
 Comply with the Terms of this Agreement

**AGREED TO AND ACCEPTED BY:**

For Pepsi Beverages Company

Signature: _____	Date _____
Print Name _____	Title _____

For Customer

Signature: _____	Date _____
Print Name _____	Title _____

**Customer Information**

Name of Business: \_\_\_\_\_ Customer E-mail: \_\_\_\_\_ (Required)

Primary Contact: \_\_\_\_\_ COF Number(s): \_\_\_\_\_  
 (Include all numbers)

Address: \_\_\_\_\_ Fed Tax ID #: \_\_\_\_\_  
 City: \_\_\_\_\_ State Tax ID #: \_\_\_\_\_  
 State: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Business Owner: \_\_\_\_\_

**PBC Information**

**Agreement Term**

PBC Location(s): \_\_\_\_\_  
 Created By: \_\_\_\_\_ Route #: \_\_\_\_\_ Agreement Start Date: \_\_\_\_\_  
 PBC Market Unit: \_\_\_\_\_ Phone #: \_\_\_\_\_ Agreement End Date\*: \_\_\_\_\_

**PBC AGREEMENT OVERVIEW**

Customer shall provide a list of the current locations of all Equipment loaned or rented to Customer by PBC ("Equipment List"), which shall include addresses and serial and asset numbers. Customer shall provide PBC with access to such Equipment at any time upon request. Failure to provide a complete Equipment List to PBC may result in:

- Removal of Equipment
- Forfeiture of all funds payable by PBC hereunder

PBC Shall Pay Development Funds Upfront as follows:  
 Annually: \$ 2,000 Semi-Annually: \$ \_\_\_\_\_ Quarterly: \$ \_\_\_\_\_  
 Development Funds shall be paid for the years 1-4 and shall not exceed \$8,000 in total payments.

PBC Shall Pay Marketing Funds\* as follows:  
 Annually: \$ 300 Semi-Annually: \$ \_\_\_\_\_ Quarterly: \$ \_\_\_\_\_  
 \*Marketing Funds shall be used for mutually agreed marketing and other programs. Development Funds may not, represent a cash payment or be cumulative.

PBC Shall Accrue Rebates\* on purchased Products based on Schedule A:  
 Annually  Semi-Annually \_\_\_\_\_ Quarterly \_\_\_\_\_  
 \*Detailed in Schedule A under "Rebates per Case/Pkg"  
 \*\*\*Based on 24 units/case unless otherwise noted in Schedule A

PBC Shall Pay accrued Rebate amounts within 90 days of the end of calendar quarter or year end, as applicable.  
 PBC Shall Pay a one-time Signing Bonus of \_\_\_\_\_

If customer receives shells and pallets from PBC they must be returned

SCHEDULE A				
Product	Units Per Case/ Gallons Per BIB	Rebate Per Case/Gallon	Conditional Increased Rebate per Case/Pkg	Conditional Increased Rebate Condition
CSD	24	\$1.50		
Gatorade	24	\$1.50		
Propel	24	\$1.50		

Development Funds, Marketing Funds, Rebates, Signing Bonus. All such amounts set forth in this Agreement shall be earned over the quarter, year or term, as applicable, and shall be refunded pro rata by Customer if this Agreement is terminated prior to the Agreement End Date.

AGREED TO AND ACCEPTED BY:

For Pepsi Beverages Company	
Signature: _____	Date _____
Print Name _____	Title _____
For Customer	
Signature: _____	Date _____
Print Name _____	Title _____

**Exclusions**

The following Products are excluded from Schedule A and will not receive any rebates


COF:

This sets forth the agreement ("Agreement") between Bottling Group, LLC, on behalf of itself and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company ("PBC") and the Customer identified on the front page of this Agreement (the "Customer"), with respect to the purchase of Products.

1. **Definitions.** As used in this Agreement, the following capitalized terms shall have the respective meanings assigned thereto below.
  - a. "Agreement Year" shall mean each twelve-month period beginning with the Agreement Start Date.
  - b. "Beverages" means all carbonated and non-carbonated, non-alcoholic drinks, however dispensed, within the following categories: (i) colas and other flavored carbonated drinks; (ii) fruit juice, fruit juice containing and fruit flavored drinks; (iii) chilled coffee drinks; (iv) chilled tea products; (v) hypotonic, isotonic and hypotonic drinks (sports drinks and fluid replacements); (vi) energy drinks; (vii) bottled or canned water whether carbonated or still (spring, mineral or purified); (viii) liquid concentrate teas ("LCT"); (ix) frozen non-carbonated beverages ("FUB"); and (x) any future categories of nonalcoholic beverage products that may be distributed by PBC.
  - c. "Cases" shall mean the number of cases of bottle & can Products purchased by the Customer from PBC to be delivered in sizes, quantities and types of containers as determined by PBC from time to time.
  - d. "Equipment" shall mean all coolers, fountain and other beverage dispensing equipment loaned or rented to the Customer by PBC during the Term.
  - e. "Gallons" shall mean the gallons of Postmix, LCT and FB Products purchased by the Customer from PBC.
  - f. "Outlet" shall mean the Customer's outlet located at the address indicated under the Customer information section, and any expansions thereof, including any restaurant, outlet or other facility in the Customer's system that may be opened or acquired by the Customer within PBC's bottling territory during the Term (the "Outlets"). In the event that new Outlets are added during the Term of this Agreement, the parties shall create and attach an updated schedule of Outlets, COFs and addresses, to be automatically included as part of the Agreement.
  - g. "Products" shall mean Beverages manufactured, sold or distributed by PBC which may be amended by PBC from time to time.
  - h. "Term" The term of this Agreement shall be for the period commencing on the Agreement Start Date and expiring on the Agreement End Date as indicated on the front page and/or "Volume Based Term" section of this Agreement, unless sooner terminated or extended as provided herein. After the expiration of the initial term, for agreements that have a time-based duration, this Agreement shall automatically renew for successive one (1) year periods unless contrary written notice is provided by one party to the other not less than 90 days prior to the end of the initial term or any renewal period. Any renewals shall be under the same terms and conditions, except that Customer shall not be entitled to receive any consideration identified as "one-time" or upfront for any renewal periods.
2. **Consideration.** In consideration of the rights granted in this Agreement, and provided the Customer is not in breach of this Agreement, PBC shall provide the Customer the following – if applicable as indicated on the first two pages of this Agreement:
  - a. **Equipment.** PBC or one of its affiliates shall retain all right title and interest in the Equipment. Subject to compliance with installation requirements, PBC shall deliver and install the Equipment at the approved designated Customer location, provided that Customer shall make available necessary electrical and plumbing facilities as required by city, state and Federal regulations. At all times during the Term, Customer shall comply with PBC's Product merchandising standards, and policies and procedures regarding the operation and use of PBC's Equipment, as such standards and policies may be updated or modified by PBC from time to time. In connection with the foregoing, Customer acknowledges and agrees that Equipment shall only be used to house/dispense PBC Products and may not be safe or suitable for storage of non-Beverage items. Customer agrees not to remove or cause to be removed or otherwise encumber the Equipment from the location above designated without the written consent of PBC. Customer agrees to promptly notify PBC if the Equipment needs to be repaired or serviced. Customer further agrees to fully cooperate with PBC in effecting any necessary repairs or service. Provided the Customer is in compliance with all terms and conditions of this Agreement, PBC agrees to provide free service and repair of the Equipment (except where prohibited by law). Customer shall keep the Equipment free from any liens or encumbrances except those caused by PBC. Customer shall be liable to PBC for careful use and return of the Equipment in good condition, and any Equipment or parts lost or damaged by fire, theft, accident, or for any other reason, shall be paid for, all the time of loss, by Customer. All reasonable expenses incurred by PBC in securing return of the Equipment, including but not limited to hourly charges for PBC's employees, shall be Customer's responsibility. PBC shall have the right, during Customer's usual business hours, to enter the premises where the Equipment is located and shall have free access thereto for purposes of inspecting or removing the Equipment.
  - b. **Funding.** As set forth in this Agreement, Funding, as applicable, may consist of: (1) an Upfront Development Fund payment in the amount indicated in this Agreement, payable as specified herein and earned over the duration of the Term as stated below; (2) Rebates payable for applicable Cases or Gallons or Products purchased by Customer from PBC during the applicable funding period; and (3) a one-time only Signing Bonus in the amount indicated in this Agreement, payable within ninety (90) days of the later of installation of Equipment or signing of this Agreement by both parties and earned over the duration of the Term as stated below. For funding consisting of item (1) or (3) above, the funding will be earned by Customer on an equal monthly basis over the Initial Term if the Agreement has only a "time-based" duration, and will be earned on an equal per Gallon/Case basis if the Agreement has a "later of time or Gallons/Cases purchased" duration; and
  - c. Such other consideration as indicated on the front page of this Agreement, including that based on exclusive/non-exclusive status of the Customer.
  - d. The Customer acknowledges and agrees that all consideration set forth herein is to be earned by the Customer based on its full compliance with the terms, and requirements of this Agreement and PBC shall provide such consideration provided the Customer (1) has paid in full, without offsets, auto or other deductions, all invoices for Products delivered to the Customer, and (2) is not in breach of its obligations under this Agreement.
3. **Product Price.** Prices for Products (including for Ancillary Products, if applicable) shall be at the discretion of PBC and subject to change from time to time.
4. **General Terms**
  - a. **Breach and Termination.** In the event either party breaches a provision of this Agreement, the non-breaching party shall give the other party written notice of such breach. Upon receipt of such written notice, the breaching party shall have thirty (30) days to cure such breach. If such breach is not cured within the specified time period, the non-breaching party may terminate this Agreement upon the expiration of such cure period upon written notice to the breaching party.
  - b. **Remedies.** If PBC terminates this Agreement due to Section 4(a) above or Customer terminates this agreement for any reason other than default by PBC, then in addition to any other remedies to which PBC may be entitled by reason of any breach, Customer shall immediately reimburse PBC for the following: (i) an amount representing reimbursement for the cost of installation and removal of the Equipment provided to Customer by PBC pursuant to this Agreement; and (ii) Customer shall reimburse PBC for a prorated portion of any funding or upfront payment advanced by PBC and not earned by Customer as of the time of termination, with such prorated amount based upon the number of remaining months in the Term as of the date of termination if the Agreement has a time-based duration, or based upon the number of outstanding Gallons/Cases remaining to be purchased as of the date of termination, as applicable if the Agreement has a later of time or Gallons/Cases duration; and (iii) an amount as liquidated damages, for lost sales suffered by PBC as a result of such termination, equal to the sum of: (1) the product of \$5 multiplied by the projected number of Gallons of Postmix, LCT and FB Products that Customer would have been expected to purchase during the remainder of the Term based on the Customer's average annualized purchase rate, and (2) the product of \$10 multiplied by the projected number of 24-pk case equivalents of Packaged Products that Customer would have been expected to purchase during the remainder of the Term based on Customer's average annualized purchase rate. In addition to the foregoing, Customer shall not receive any consideration pursuant to this Agreement which has not been fully earned or redeemed by Customer as of the date of such breach.
  - c. **Failure to meet Minimum Thruput Requirement.** Throughout the Term, if Customer purchase trends reasonably indicate that Customer cannot achieve the average Cases/Gallons as indicated on the front page of this Agreement, then PBC shall have the right to remove Equipment completely and terminate this Agreement pursuant to Section 4(a), or substitute/adjust Equipment placement(s) as deemed reasonably necessary by PBC. The Customer shall return the Equipment within 20 days after written notice from PBC. At the end of the initial Term, or any renewal period thereafter, if Customer has failed to purchase the aggregate (e.g. for 2-year term, 1000 Gallons per fountain dispensing unit) volume threshold requirements stated herein, PBC shall have the option, in lieu of termination, to extend the Term of the Agreement until such time as the Customer's purchases reach the applicable aggregate volume thresholds, such extension to be treated under Section 1(g), above ("Automatic Extension").
  - d. **Equipment upon Expiration or Termination of this Agreement.** If this Agreement is terminated or expires and the parties do not enter into a subsequent agreement, then the Customer shall fully cooperate with PBC to insure that PBC is able to pick up its Equipment. Within 15 days after the expiration or termination the Customer shall coordinate with PBC so that PBC may pick up its Equipment at the Customer's locations. Once PBC has picked up and inspected the Equipment, PBC shall notify the Customer of any damage to or missing Equipment/parts (excluding reasonable wear and tear). Customer shall immediately pay to PBC all applicable costs, expenses, and fees associated with the repair/replacement of the Equipment or associated parts. Failure make such payment shall be deemed a material breach of this Agreement.
  - e. **Right of Offset.** PBC reserves the right to withhold payments due hereunder as an additional remedy for breach, or as an offset (partial or whole) against any amounts not paid by Customer to PBC pursuant to this Agreement, including the payments set forth in Sections 4(b) and 4(d), above.
  - f. **Customer Representation.** Customer represents and warrants to PBC that execution, delivery and performance of this Agreement by Customer will not violate any agreements with, or rights of, third parties.
  - g. **Non-Disclosure.** Except as may otherwise be required by law or legal process, Customer shall not disclose to unrelated third parties the terms and conditions of this Agreement without written consent of PBC.
  - h. **Assignment/Acquisition.** The Customer shall not sell, assign, transfer or otherwise encumber any interest in the Agreement without prior written consent of PBC. In the event that the Customer sells, assigns or transfers its assets to a third party or there is a change in control of the Customer, the Customer shall cause the transferee to assume all of the Customer's obligations under this Agreement prior to such sale, assignment or transfer. In the event the transferee has an existing local agreement with PBC or national agreement with PepsiCo (which agreement covers the purchase of Products), the agreement with the transferee shall continue and PBC's obligations under this agreement shall terminate. PBC may assign this Agreement at any time to an affiliate without any prior consent.
  - i. **Unauthorized Reselling and/or Transshipment.** PBC reserves the right to limit quantities, deduct/withhold funding, charge transshipment fines, or terminate this Agreement immediately (i.e., without notice/cure period) if the Customer resells Products in a manner not authorized by this Agreement, including to other resellers/distributors or for direct/indirect sale outside of the PBC Location's exclusive bottling territory. PBC will have the right to inspect the Customer's warehouse for the purpose of verifying product production codes.
  - j. **Right of First Refusal.** Upon expiration or termination of this Agreement, if the parties have not entered into a new agreement, the Customer shall be free to enter into discussions/negotiations with third parties except that Customer shall grant Pepsi the absolute right of first refusal to match any bona fide offers made by a third party with respect to Beverage sales at the Outlets. The Customer shall provide Pepsi with details of any such bona fide offers, and Pepsi shall have a thirty (30) day window to decide whether it will match such offer and exercise its right of first refusal. The parties agree that beverage type/category and not brand names shall be considered for the purposes of determining a match.
  - k. **Trademarks.** PBC shall have final authority to review and approve, in its sole discretion, all aspects of any advertising or promotion provided for under this Agreement, including of any and all promotional or other materials utilizing PepsiCo trademarks, and no documents, point of sale, coupons, sell sheets, etc. shall be released without PBC's prior written approval. Any and all trademarked, copyrighted or other material in which either party claims or has property rights shall remain the sole and exclusive property of that party and shall be used by the other solely for the purposes listed and to the extent allowed by this Agreement.
  - l. **Indemnification.** Customer shall defend and indemnify PBC against all costs, expenses, claims or losses incurred through claims of third parties resulting from Customer's breach of the terms and conditions of this agreement as well as any claims for damages based on personal injury, death or property damage due to Customer's actions and/or omissions, including but not limited to any claims related to Customer's misuse of (and/or failure to adhere to) PBC's quality and handling requirements related to PBC's Equipment, Products or IP/Trademarks.
  - l. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto regarding the subject matter hereof and supersedes all other agreements between the parties, including prior funding commitments relating to the purchase of the Products by Customer. This Agreement may be amended or modified only by a writing signed by each of the parties.

Pepsi Beverages Company		Customer	
Signature:	Date:	Signature:	Date:



## INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

702 Lake Avenue

Detroit Lakes, MN 56501

### Minnesota Public School District – Purchase of Services Agreement

This purchase of Services Agreement is by and between Detroit Lakes Public Schools (ISD #22) and the Minnesota Public School District named below. Services to be provided and other details have been listed below.

**MN Public School District:** Lake Agassiz Education Cooperative

**Address:** PO Box 628 Hawley MN 56549

**Telephone #(s):** 888-267-5380

**Description of Service to be Provided:** Hard of Hearing Teacher services, direct support & travel.

**Population to be Served:** DHH students

**Location of Services:** Lake Agassiz Education Cooperative

**Required Qualifications:** Hard of Hearing services

**File Folder # If Needed:** 395498

**Date(s) of Service:** Sept 2021-May 2022

**Rate of Pay:** \$50.00/hour plus mileage

**Invoicing Procedure:** ISD 22 will invoice at the end of Dec 2021 and May 2022

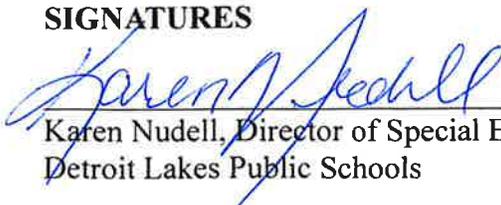
#### Special Requirements:

Services provided through this Agreement will be consistent with State and Federal special rules and regulations as they may apply to identified student(s) served by this agreement.

This Agreement may be amended from time to time by written, mutual consent by both parties and is to be renewed annually, if so desired. This agreement may be canceled by either party upon 30-day written notice.

This agreement shall be governed by and construed exclusively in accordance with the laws of the State of MN. This Agreement may not be assigned without the written consent of the other party. Any copy of this document shall be considered to have the binding and legal effect of an original document.

#### SIGNATURES

  
Karen Nudell, Director of Special Education  
Detroit Lakes Public Schools

 09/15/21  
Scott Masten, Director of Special Education  
Lake Agassiz Education Cooperative

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 406
Date Revised: 8/11/03; 07/12/04; 01/10/05; 05/15/06, 07/10/2013; 02/13/2017	

## 406 - PUBLIC AND PRIVATE PERSONNEL DATA

### I. PURPOSE

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~ employees, volunteers, independent contractors, and applicants (“personnel”).

### II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject-and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data ~~is~~ are not public and are not ~~available-accessible~~ to the subject.
- D. “Parking space leasing data” means the following government data on an applicanttion for, or ~~lessee~~ lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals- maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or~~

~~applicants for an advisory board or commission.~~ Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

~~F.~~

G. "Protected health information" means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider. In connection with a transaction covered by 45. C.F.R. Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

H. "Public officials" means business managers; human resource directors; activities directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

~~H.~~

#### IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:

1. name;
2. employee identification number, which may not be the employee's ~~s~~Social Security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section § 13.43, Subdivision 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 school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only 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.

- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for an-public employment-position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section-§ 15.0597; and
    - i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:
  - a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., 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.

E. Regardless of whether there has been a final disposition as defined in ~~Minnesota Statutes, section-§ 13.43, Subdivision- 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes,-§ 13.43, Subdivision- 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.~~

~~F.~~ Data relating to a complaint or charge against a public official is public only if:

- ~~1.~~ ~~(1)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- ~~2.~~ ~~(2)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private data~~

will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the ~~responsible authority~~school district determines ~~it is~~ the dissemination is necessary for the labor organization to conduct ~~business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A.~~ Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the Commissioner of the ~~Bureau of Mediation Services~~BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if ~~the~~its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes, section-~~§ 253B.07, Subdivision- 1; or
  - 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~-a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

1. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~does not have access to data that would identify the complainant or other witnesses if the ~~school district~~responsible authority determines that the employee's access to that data would:
  1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on that complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~must~~make any~~ report to the ~~board of teaching~~Minnesota Professional Educator Licensing and Standards Board ("PELSB") or ~~the state board of education~~the Board of School Administration ("BOSA"), ~~whichever has jurisdiction over the teacher's or administrator's license~~, as required by ~~Minnesota Statutes, section~~§ 122A.20, Subdivision 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher's~~ license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes, section~~§ 122A.20, Subdivision 2.

*[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]*

- M. Private personnel data shall be disclosed to the ~~d~~Department of ~~e~~Economic ~~security~~Development for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes~~ Ch. 268.

- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, Chapter. 13.

- ⊖. Data that are released under this paragraph must not include data on the student.-
- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~ Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. ~~Protected Hhealth information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

~~L.T.~~ When a continuing contract teacher is discharged immediately because of the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), ~~abuse~~ or when the Commissioner of the ~~Minnesota Department of Education~~ (MDE) makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action ~~of or~~ the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section~~ §13.41, Subdivision. 5, and must provide the ~~Board of Teaching PELSB~~ and the licensing division at MDE with the necessary and relevant information to enable ~~the Board of Teaching PELSB~~ and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section~~ §123B.03, a school board or other school hiring authority must contact the ~~Board of Teaching PELSB~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes, Chapter~~ 13, or any other state or federal law, the data are private.

## VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~other either~~ judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Director, 702 Lake Avenue, 847-9271 as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

## IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
[Minn. Stat. § 13.03 \(Access to Government Data\)](#)  
[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
[Minn. Stat. § 13.41 \(Licensing Data – Public Data\)](#)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Supd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))  
[Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)  
[Minn. Stat. § 123B.03 \(Background Checks\)](#)  
[Minn. Stat. § 123B.143, subd. 2 \(Disclose Past Buyouts\)](#)  
[Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)  
[Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)  
[Minn. Stat. § 253B.07 \(Judicial Commitment: Preliminary Procedures\)](#)  
Minn. Stat. ~~Ch. 260E§ 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)  
[Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)  
[Minn. R. Pt. 1205 \(Data Practices\)](#)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, [162](#) and 164 (HIPAA Regulations)
- Cross References:** 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 515 (Protection and Privacy of Pupil Records)  
[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)  
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records-Privacy-Access to Data)

## Consent to Release Data– Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_\_ before you sign it.

*[Human Resources Director entity contact person name and contact information]*

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release \_\_\_\_\_.  
[name of government entity] [explanation of data]
2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]
3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]  
classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]  
policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature *[if needed]* \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: 12/10/84	File Number: Detroit Lakes Policy - 407
Date Revised: 08/11/03	

## 407 - EMPLOYEE RIGHT TO KNOW - EXPOSURE TO HAZARDOUS SUBSTANCES

*[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.]*

### I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2).

### II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

### III. DEFINITIONS

- A. "Commissioner" means the Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations, ~~title 29, part 1910, subpart Z~~; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause

substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

F. "Blood borne pathogens" means a pathogenic microorganisms that are-is present in human blood and can cause disease in humans. These pathogens This definition includes, but are-is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### IV. TARGET JOB CATEGORIES

Training Annual training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious-substance agent, or blood borne pathogen as set forth above.

#### V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.

B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

***Legal References:*** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rule CH. 5205 (Safety and Health Standards)  
Minn. Rule CH. 5206 (Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

***Cross References:*** MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions).  
[MSBA/MASA Model Policy 807 \(Health and Safety Policy\)](#)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 408
Date Revised: 02/09/04; 03/09/2009	

## 408 - SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

### I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

### II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

### III. DATA CLASSIFICATION

#### A. Educational Data

##### 1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

##### 2. Federal Law

#### ~~The Family Educational~~

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of

the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

#### IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “I”  
(School Records – Privacy – Access to Data)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 409
Date Revised: 02/09/2015	

**409 - EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,  
INVENTIONS AND CREATIONS**

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

**II. GENERAL STATEMENT OF POLICY**

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

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

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

**Legal References:** Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)  
17 U.S.C. §101 *et seq.* (Copyrights)

**Cross References:**

# 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>

# Roosevelt Building Goals

2021-22

2021-22

High Performing School Area: **High levels of collaboration and communication happen in our school**

**GOAL #1:** During the school year of 2021-22, staff will be informed of ways we are collaborating and communicating in our school as well as areas that need improvement in order to increase staff's positive perception from 87.1 percent to 90 percent.

**Staff Feedback:** 87.1 agree; 13% disagree

**Family Feedback:** 92% agree; 8% disagree

Guiding Principles	Implementation Actions and or Activities	Timeline	People Engaged
<b>R1</b>	During the 2021-22 school year, intervention teachers (Special Education Title One) will attend a grade level PLC 2x/month to ensure curriculum/data information is shared equally and regularly across teams.	October-May	Classroom Teachers, Interventionists and Administration
<b>I2</b>	Google Form out to staff to help us address the specifics of which specific areas are not reaching high levels of collaboration and communication within our school (teachers within grade levels, office to staff, etc.)	September - <b>completed 9.10.21</b>	All Staff
<b>D3</b>	During the 2021-22 school year, we will utilize four MTSS meetings to discuss student needs and the unique strategies for building upon students academic and behavioral needs, strengths and successes.	Nov 18 January 27 March 31 May 19	Classroom Teachers, Interventionists, Counselors and Administration
<b>E4</b>	During the 2021-22 school year, we will raise awareness and address potential cultural biases by analyzing our building's demographical data.	Winter and Spring	SITE Team and Administration

**Roosevelt Building Goals Continued**

**2021-22**

2021-22

High Performing School Area: **Our building has high levels of community and parent engagement.**

**GOAL #2:** During the school year of 2021-22, staff will be informed of community and parent engagement we currently implement as well as areas that need improvement in order to increase staff's positive perception from 74.1 percent to 80 percent.

**Staff Feedback:** 74% agree; 24% disagree

**Family Feedback:** 91% agree; 9% disagree

Guiding Principles	Implementation Actions and or Activities	Timeline	People Engaged
<b>R1</b>	During the 2021-22 school year, Roosevelt Intervention Teams and SITE Leadership Team will seek new ways to engage community members and increase family engagement and implement at least two new engagement activities.	Fall and Spring	SITE/Intervention Teams and Families
<b>I2</b>	During the 2021-22 school year, we will increase our social media presence by having Roosevelt staff submit ten posts (to the office) from various grade levels and departments each month.	October-May	All Certified Staff to Families
<b>D3</b>	During the 2021-22 school year, the SITE team will analyze Roosevelt's American Indian survey results and discuss future planning and opportunities for diverse learning across grade levels.	Winter	SITE Team and Administration
<b>E4</b>	Each grade level will send home a weekly newsletter to parents posted in SeeSaw and hard copies sent home.	October-May	Staff and Families

# Rossman Elementary Goals 2021-22

2021-22 Goal #1: *To revise, improve and clearly define the building PBIS model.*

**HPS Competency Area1: There is a clear and shared focus in our building; Area 2: We have high standards and expectations for our students.**

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>Revise and simplify the PBIS language to improve connection with and understanding for students and families</li> <li>Increase engagement with PBIS strategies for all staff and students</li> </ul>	January 2022  September 2022	Site Leadership and PBIS Team
I2	<ul style="list-style-type: none"> <li>Develop three new building-wide PBIS describers of expectations for all students.</li> </ul>	January 2022	Rossman Staff
	Resources: <a href="https://www.pbis.org/">https://www.pbis.org/</a> ; <a href="#">Developing PBIS Expectations</a>		
D3	<ul style="list-style-type: none"> <li>Site Team and PBIS Team collaborate to develop the revised PBIS model and plan the implementation for 2022-23 school year</li> </ul>	Meet monthly 2021-22 Revised plan launched May 2022 Plan implemented 2022-23	Site Leadership and PBIS Teams
E4	<ul style="list-style-type: none"> <li>Gather input via surveys of teachers, staff, students, and parents to develop and define the expectations and language for new PBIS components</li> </ul>	January 2022	Rossman staff, students, and parents

Rossman Continued

<b>2021-22 Goal #2: <i>To increase communication pertaining to and describing specific content standards and learning outcomes to further stakeholder understanding and engagement.</i></b> <b>HPS Area 5: Our curriculum and instruction is aligned to Minnesota Standards</b>			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>Classroom communication to families will include descriptions of the standard or essential learning outcomes and ways families can reinforce the concepts at home</li> </ul>	September 2021-May 2022	K-5 Teachers
I2	<ul style="list-style-type: none"> <li>Teachers will collaborate during PLCs to develop communication strategies, practices, and platforms with families</li> </ul>	September 2021-May 2022	K-5 Teachers
D3	<ul style="list-style-type: none"> <li>Stakeholder input and feedback regarding level of understanding and connection to learning and instruction at Rossman will be collected via survey</li> </ul>	Mid-Year: January 2022 End-of-Year: May 2022	Site Leadership Team K-5 Teachers
E4	<ul style="list-style-type: none"> <li>Implementation of systematic communication to remove barriers to understanding and connecting with learning and instruction at Rossman</li> </ul>	September 2021-May 2022	K-5 Teachers

# DLMS Building Goals

2021-22

2021-22 Goal #1: <b>Detroit Lakes Middle School has high levels of community and parent engagement.</b>			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>• Bulletins, newsletters, team newsletters</li> <li>• Parent teacher conferences</li> <li>• Back to school Open House</li> <li>• 5th grade orientation</li> <li>• Communication apps (Remind, Google classroom, Schoology, email, Skyward)</li> </ul>	Sept 2021 - May 2022	*District → Parents & community members *Teachers → Parents *Building → community
	Resources: S'more,		
I2	<ul style="list-style-type: none"> <li>• Reach out to community experts for speaking opportunities &amp; activities</li> <li>• Team/grade level newsletters</li> </ul>	Sept 2021 - May 2022	*Teachers → community *Teachers → parents
	Resources: S'more		
D3	<ul style="list-style-type: none"> <li>• Consistency with Top 20 lessons &amp; vocabulary</li> <li>• Further learning and implementation of equitable feedback, assessment, grading and reporting via parent communication tools.</li> </ul>	Sept 2021 - May 2022	*Teachers → parents *Teachers → students
	Resources:		
E4	<ul style="list-style-type: none"> <li>• Home visits to deliver materials</li> <li>• Printable materials</li> <li>• Make sure American Indian families are represented</li> <li>• Buy in by all staff members</li> </ul>	Sept 2021 - May 2022	*Teachers → teachers *Teachers → students

## DLMS Building Goals Continued

2021-22

2021-22 Goal #2: <b>Detroit Lakes Middle School has high standards and expectations for ALL students.</b>			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>• Top 20 curriculum weekly in PT/homeroom/specialists</li> <li>• Common language and consistency allow for a family mentality in the building</li> </ul>	Sept 2021 - May 2022	<ul style="list-style-type: none"> <li>• Teachers → students</li> <li>• Building → students</li> </ul>
	Resources: Top 20 calendars, videos, handouts		
I2	<ul style="list-style-type: none"> <li>• Top 20 curriculum weekly in PT/homeroom/specialists</li> </ul>	Sept 2021 - May 2022	<ul style="list-style-type: none"> <li>• Teachers → students</li> <li>• Building → students</li> </ul>
	Resources: Top 20 content and videos		
D3	<ul style="list-style-type: none"> <li>• Top 20 curriculum weekly in PT/homeroom/specialists</li> </ul>	Sept 2021 - May 2022	<ul style="list-style-type: none"> <li>• Teachers → students</li> <li>• Building → students</li> </ul>
	Resources: Top 20 training during team/PLCs, copies of Top 20 book available		
E4	<ul style="list-style-type: none"> <li>• Colleagues share and hold each other accountable</li> <li>• Google form for trimester completion</li> </ul>	Sept 2021 - May 2022	<ul style="list-style-type: none"> <li>• Teachers → students</li> <li>• Building → students</li> </ul>
	Resources: Google form from Top 20 committee, Mike Suckert		

# High School Building Goals

2021-22 Goal #1: High levels of collaboration and communication happen at DLHS.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>Implement a building wide culture of caring, collaboration, and creativity.</li> <li>Improve attitudes about our school culture based on survey results of (students, parents, staff) by intentionally working on building culture.</li> </ul>	Each month has a theme and focus under this plan.	Entire Staff at DLHS
	Resources: <a href="#">DLHS Culture Plan 2021-22</a>		
I2	<ul style="list-style-type: none"> <li>Implement DLHS innovates initiative</li> </ul>	March 2022	Entire Staff at DLHS
	Resources: The 2% Company, Why Innovation Fails a Case for Crowd Based Innovation.	February 2022	Entire Staff at DLHS
D3	<ul style="list-style-type: none"> <li>Implement BARR program with fidelity</li> <li>Use of Small Block, Large Block Meetings to improve collaboration among staff.</li> </ul>	Implementation began on August 26th, 2021	Entire Staff at DLHS
	Resources: DLHS BARR Coach-Dick Ungar, DLHS BARR Coordinator-Kelly Kalina.		
E4	<ul style="list-style-type: none"> <li>Implement BARR I-Time lessons in core subject areas to remove barriers, accommodate learning styles, and give students a voice in our classrooms.                             <ul style="list-style-type: none"> <li><a href="#">I-Time Implementation Plan</a></li> </ul> </li> </ul>	Implementation began on August 26th, 2021	Entire Staff at DLHS I-Time lessons will be implemented by the CORE teachers throughout the year.
	Resources: BARR Coordinator, BARR I Time Curriculum		

**2021-22 Goal #2: Frequent Monitoring of Teaching and Learning happens at DLHS.**

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>● Implement BARR I-Time Lessons to improve relationships (Staff to Student, Student to Student, Staff to Staff)                             <ul style="list-style-type: none"> <li>○ <a href="#">I Time Implementation Plan</a></li> <li>○ Annual BARR Survey and Analysis of Student and Staff perceptions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Implementation started on August 26, 2021</li> </ul>	Entire Staff at DLHS
	Resources: BARR Coordinator, BARR Coach, BARR I-Time curriculum		
I2	<ul style="list-style-type: none"> <li>● Implement BARR program building wide with fidelity                             <ul style="list-style-type: none"> <li>○ 4 BARR Implementation Reports Throughout the School Year</li> <li>○ Annual BARR implementation report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Quarterly</li> <li>● June 2022</li> </ul>	Entire Staff at DLHS
	Resources: BARR Implementation plan: year 1		
D3	<ul style="list-style-type: none"> <li>● Implement BARR I-Time Lessons to improve social emotional outcomes for all learners.                             <ul style="list-style-type: none"> <li>○ I-Time lessons include social and emotional components developed by the Hazelden Betty-Ford Institute.</li> </ul> </li> <li>● Administrators Provide Frequent, Consistent, Accurate and Timely Feedback to instructors about instructional practices.                             <ul style="list-style-type: none"> <li>○ Danielson Implementation Framework</li> <li>○ Frequent walkthroughs (Informal) and use of DLPS Teacher Evaluation Schedule (formal).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Implementation started on August 26, 2021</li> <li>● Will start once school begins.</li> </ul>	Entire Staff at DLHS
	Resources: <a href="#">I Time Implementation Plan</a>		
E4	<ul style="list-style-type: none"> <li>● Implement BARR I-Time Lessons to improve relationships with all students (Staff to Student, Student to Student, Staff to Staff) especially those who are at-risk or experiencing trauma.                             <ul style="list-style-type: none"> <li>○ <a href="#">I Time Implementation Plan</a></li> <li>○ Annual BARR Survey and Analysis of Student and Staff perceptions</li> </ul> </li> <li>● Use BARR Small Block and Large Block meeting structure to</li> </ul>	Implementation began on August 26, 2021	Entire staff at DLHS

	<p>improve outcomes for all students at DLHS according to the metrics below:</p> <ul style="list-style-type: none"> <li>○ Reduce the number of failed courses in the Freshmen class from (3 year avg=172 individual course failures) by at least 30%.</li> <li>○ Reduce the number of failed courses in 10-12th grades (91.6 individual failures) by at least 30%.</li> <li>○ Prepare students for success in their futures as measured by (ACT score, 2-4 year college attendance, workforce placement, and post high school plan.)</li> <li>○ Improve student attendance by reducing the number of students identified as chronically absent (10% or more of school days) Currently at 21.7% of DLHS Students chronically absent. Goal: improve attendance by 7% points to at least meet state average (81.3% of students attending at least 90% of the time)</li> <li>○ Reduce office discipline referrals (previous 3 year avg.=2,041/yr. 2020=879) and out of school suspensions by consistently implementing U-Time and PBIS curriculum during advisory time.</li> </ul>		
	<p>Resources: BARR Implementation Plan, BARR Coordinator-Kelly Kalina</p>		

# Area Learning Center Building Goals

2021-22 Goal #1: There is a clear and shared focus in our building.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>Implement inclusive student intervention programming</li> </ul>	Weekly	All Staff at DLALC
	Resources: All ALC staff, peer review, Instructional coaches		
I2	<ul style="list-style-type: none"> <li>Implement standardized interventions based on best practice</li> </ul>	Weekly	All Staff at DLALC
	Resources: Dweck, Jennings, Aguilar, PBIS, staff		
D3	<ul style="list-style-type: none"> <li>Implement collaboration with PLC process</li> </ul>	Weekly	All Staff at DLALC
	Resources: Cara Myers, Pam Daly, staff		
E4	<ul style="list-style-type: none"> <li>Implement equity oriented professional development</li> </ul>	March 2022	All Staff at DLALC
	Resources: Onward-Cultivating Emotional Resilience in Educators - Aguilar		

ALC Continued

2021-22 Goal #2: Our building has effective leadership.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> <li>Provide frequent, consistent, accurate and timely feedback to staff</li> </ul>	April 2022	All staff at DLALC
	All staf, Instructional coaches		
I2	<ul style="list-style-type: none"> <li>Implement bi weekly individual staff meeting</li> </ul>	Bi-weekly	All Staff at DLALC
	Resources: Staff		
D3	<ul style="list-style-type: none"> <li>Implement PD aligned with PRIDE</li> </ul>	On-going	All staff at DLALC
	Resources: Building needs		
E4	<ul style="list-style-type: none"> <li>Demonstrate equity focused team interaction</li> </ul>	On-going	All staff at DLALC
	Resources: Onward-Cultivating Emotional Resilience in Educators - Aguilar		

DATE: September 13, 2021  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Jason Kuehn, Director of Finance and Operations  
SUBJECT: **Construction Change Orders – High School & Middle School**

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

**High School:**

Change Order #012 - CE #071: Area C Ductwork & Soffit Modifications Contract Company: BDT Mechanical Ductwork Revision in Area C	(\$11,901.00)
Change Order #013 - CE #072: Millwork Revisions Contract Company: BDT Mechanical Millwork Revisions in Main Office	\$4,353.00
Change Order #018 - CE #080 Electrical RFI Modifications Contract Company: Bergstrom Electric Electrical RFI Modifications (Room #150)	\$1,865.00
Change Order #017 - CE #072: Millwork Revisions Contract Company: Bergstrom Electric Millwork Revision in Main Office	\$2,518.00
Change Order #019 - CE #082: Card Reader Security (Elevators) Contract Company: Bergstrom Electric Provide Card reader security to elevators	\$4,647.00
Change Order #020 - CE #084: AV Changes to Area C&D Contract Company: Bergstrom Electric Data and AV outlets installed in separate boxes/conduits	\$9,858.00
Change Order #003 - CE #085: Gym Floor Graphics Contract Company: Jwood Sports Flooring Revised Gym Floor Graphic	\$6,143.00
Change Order #024 - CE #068: School Store and Wood Veneer Contract Company: Ledgestone Clarifications of wall/wood veneer details (School Store)	\$7,963.00

Change Order #008 - CE #086: Area A/C/D Shop Drawing Changes Contract Company: Northwest Cabinets Area A/C/D Shop Drawing Changes	\$1,976.00
Change Order #003: CE #087: Additional Trees Contract Company: Pro Landscapers Additional trees added to DLHS site per agreement with City of Detroit Lakes.	\$6200.00
<b>Total High School Change Orders</b>	<b>\$33,622.00</b>
<b><u>Middle School</u></b>	
Change Order #004: CE #043 Automatic Opener Contract Company: Fargo Paint & Glass Installation of an automatic opener at opening 101.2	\$4,787.00
<b>Total Middle School Change Orders</b>	<b>\$4,787.00</b>
<b>TOTAL CHANGE ORDERS</b>	<b><u>\$38,409.00</u></b>

Recommend approval of the above listed Change Orders.

**CCO #012**

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 #012: CE #071 - Area C Ductwork & Soffit Modifications

<b>CONTRACT COMPANY:</b> BDT Mechanical, LLC (Grants) PO Box 2964 Fargo, North Dakota 58108	<b>CONTRACT FOR:</b> SC-18-065-031:22 Plumbing / 23 Mechanical
<b>DATE CREATED:</b> 5/28/2021	<b>CREATED BY:</b> Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b> Approved	<b>CHANGE REASON:</b> Construction Change
<b>ACCOUNTING METHOD:</b> Amount Based	<b>TOTAL AMOUNT:</b> (\$11,901.00)

**DESCRIPTION:**

CE #071 - Area C Ductwork & Soffit Modifications  
 6A - to provide the access panels as noted.

23 - provide revisions to the ductwork as shown

**ATTACHMENTS:**

[DL High School PR-40 Proposal.docx](#) [PR-40 Area C Duct & Soffit Revisions.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 480,378.00
The contract sum prior to this Change Order was	\$ 5,843,139.00
The contract sum will be decreased by this Change Order in the amount of	(\$11,901.00)
The new contract sum including this Change Order will be	\$ 5,831,238.00
The contract time will not be changed by this Change Order by	

**BDT Mechanical, LLC (Grants)**  
 Fargo, North Dakota

DocuSigned by:

*Andrew Binstock*

E64362D526EA4E9...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

*Dan Kleist*

8E9E8070A5C74CC...

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:

*Jason Kuehn*

46FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

*ZB*

32113E9583E3404...



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

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

Telephone: 701.232.8891

Fax: 701.237.4711

**TO:** Dan Kleist  
**COMPANY:** Gehrtz Construction Services  
**RE:** DL High School PR-40

**DATE:** 5/20/21  
**FROM:** Andrew Binstock  
**TOTAL # OF PAGES:**

**COMMENTS:**

The following is a proposal for work associated with PR-40 for the Detroit Lakes High School. Our breakout is below:

Total Labor.....(\$3,532.00)  
 Total Material w/tax.....(\$3,605.00)  
 Total Overhead(10%).....(\$714.00)  
 Total Subcontractor.....(\$4,320.00)

Total Deduct.....(\$11,901.00)

Sincerely,

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

**Accepted by:**  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Title: \_\_\_\_\_  
 P.O #: \_\_\_\_\_ Date: \_\_\_\_\_



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

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

Telephone: 701.232.8891

Fax: 701.237.4711

**TO:** Dan Kleist  
**COMPANY:** Gehrtz Construction Services  
**RE:** PR-M45

**DATE:** 5/19/21  
**FROM:** Andrew Binstock  
**TOTAL # OF PAGES:** 1

**COMMENTS:**

The following is a proposal for work associated with PR-M45 at the Detroit Lakes High School. Our breakout is below.

Total Labor.....\$1,260.00  
 Total Materials plus tax.....\$248.00  
 Total Overhead(10%).....\$151.00  
 Total Profit(6%).....\$100.00  
 Total Subcontractor (5%) markup.....\$2,594.00

Total Add.....\$4,353.00

Sincerely,

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

**Accepted by:**  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Title: \_\_\_\_\_  
 P.O #: \_\_\_\_\_ Date: \_\_\_\_\_



**CCO #013**

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

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

## Subcontract Change Order #013: CE #072 - Millwork Revisions

<b>CONTRACT COMPANY:</b>	BDT Mechanical, LLC (Grants) PO Box 2964 Fargo, North Dakota 58108	<b>CONTRACT FOR:</b>	SC-18-065-031:22 Plumbing / 23 Mechanical
<b>DATE CREATED:</b>	5/28/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$4,353.00

**DESCRIPTION:**

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

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

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

## Notes from ZBA

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

Please let me know if you have any other questions

**ATTACHMENTS:**

[DL High School PR-M45 Proposal.docx](#) [PR-45 DLHS Millwork Items.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 468,477.00
The contract sum prior to this Change Order was	\$ 5,831,238.00
The contract sum will be increased by this Change Order in the amount of	\$ 4,353.00
The new contract sum including this Change Order will be	\$ 5,835,591.00
The contract time will not be changed by this Change Order by	



**CCO #013**

**BDT Mechanical, LLC (Grants)**  
Fargo, North Dakota

DocuSigned by:

*Andrew Binstock*

5640828525EA450...

**Gehrtz Construction Services**  
Fargo, North Dakota

DocuSigned by:

*Dan Kleist*

8E9E8070A6C74CC...

**Detroit Lakes Public Schools**  
Detroit Lakes, Minnesota

DocuSigned by:

*Jason Kuelen*

46FA95C41FDA482...

**Zerr Berg Architects**  
Fargo, North Dakota

DocuSigned by:

*Bill Berg*

32112E3683E3464...

**Owner's Name:** *Detroit Lakes Public Schools*

**Project Name:** *Detroit Lakes High School*

**Project #:** *4449*

**Estimate #:** *BEI CO#126A (PR 50) - RFI Modifications*

**City:** *Detroit Lakes*

**State:** *MN*

**CM:** *Gehrtz Construction Services*

**Architect / Engineer:** *Zerr Berg / ONE*

**Cost Change:** *Add \$1,865.00*

BEI CO#126A (PR 50) - RFI Modifications

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	.....E2.04 - Area D - Main Floor Lighting									
	.....E3.04 - Area D - Main Floor Power									
	.....E4.04 - Area D - Main Floor Telecom									
	(Unassigned) Total									

100	Rough - in									
101	EMT Conduit 1/2"	60.00	lntf	3.240	75.00	243.00	38.76			281.78
101	EMT Steel Set Screw Coupling 1/2" STC TK121	6.00	each	0.240	75.00	18.00	1.05			19.05
101	EMT Steel Set Screw Box Connector 1/2" STC TC121SC	6.00	each	0.480	75.00	36.00	0.91			36.91
104	Flexible Steel Conduit 3/4"	10.00	lntf	0.500	75.00	37.50	7.83			45.33
104	FSC Box Connector 3/4"	2.00	each	0.280	75.00	21.00	4.64			25.64
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	3.00	each	0.750	75.00	56.25	3.37			59.62
111	4" Square Blank Covers 52C1	1.00	each	0.050	75.00	3.75	0.36			4.11
111	Gangable Boxes - Cut In - 3 1/2" Deep CXW0W	2.00	each	1.000	75.00	75.00	5.04			80.04
111	Box Holdits	1.00	each	0.100	75.00	7.50	0.75			8.25
113	4" Square Raised Cover-2 duplex recept. RS8	2.00	each	0.200	75.00	15.00	1.25			16.25
121	EMT 1 Hole Conduit Straps 1/2" TS101	8.00	each	0.240	75.00	18.00	0.79			18.79
122	Self Drilling Anchor 1/4" NIET 14SOT	12.00	each	0.240	75.00	18.00	10.60			28.60
	Rough - in Total			7.320	75.00	549.00	75.26			624.26

150	Wire Pulling									
151	1/C Copper THHN #12 Solid	325.00	lntf	2.340	75.00	175.50	81.34			256.84
161	Thermostat Wire #18 6/C	160.00	lntf	1.920	75.00	144.00	51.20			195.20
	Wire Pulling Total			4.260	75.00	319.50	132.54			452.04

200	Switchgear / Buss duct									
202	Panelboard Feed Termination #12	2.00	each	0.320	75.00	24.00				24.00
	Switchgear / Buss duct Total			0.320	75.00	24.00				24.00

250	Trimout									
251	Commercial Grade Duplex Receptacle 20 Amp	4.00	each	1.000	75.00	75.00	17.40			92.40
257	LV.3 Dimmer	2.00	each	1.500	75.00	112.50	236.00			348.50
258	Decora Plate 2 Gang Stainless Steel	1.00	each	0.060	75.00	4.50	0.02			4.52
	Trimout Total			2.560	75.00	192.00	253.42			445.42

2500	Telephone Quote									
2501	Data / Telephone Quote - All State	1.00	each		75.00			215.43		215.43
	Telephone Quote Total							215.43		215.43

	Grand Total			14.460		1,064.50	461.22	215.43		1,761.15
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May 24, 2021

Josh Sundeen  
Bergstrom Electric

Re: Detroit Lakes High School PR#50

**Pricing detail for PR#50**

Material	\$96.24
Labor	<u>\$119.19</u>
Total	\$215.43

Changes include:

- Add (1) 1D to wall location in Room 150 for a total of 2 data at that location

If you have any further questions on this proposal, please let me know.

Jeff Pleskac  
All State Communications  
320 204 1579

**CCO #018**

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

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

## Subcontract Change Order #018: CE #080 - Electrical RFI Modications

<b>CONTRACT COMPANY:</b>	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-065-034:26 Electrical
<b>DATE CREATED:</b>	5/28/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$1,865.00

**DESCRIPTION:**  
 CE #080 - Electrical RFI Modications  
 See attached PR for Electrical RFI

**ATTACHMENTS:**  
[PR 50 \(BEI CO#126A\) - RFI Modifications.pdf](#) [2018323 DL High School PR-50 RFI Modifications.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 227,793.00
The contract sum prior to this Change Order was	\$ 3,754,918.00
The contract sum will be increased by this Change Order in the amount of	\$ 1,865.00
The new contract sum including this Change Order will be	\$ 3,756,783.00
The contract time will not be changed by this Change Order by	

**Bergstrom Electric, Inc.**  
 Fargo, North Dakota

DocuSigned by:  
  
 298A3C9C2D4F4B4

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 8F9F8070A5C74CC

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 46FA95C41FDA482

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 32113E3583E3494



Fargo

4120 14th Ave. No.

Fargo, ND 58102

Ph 701.281.8992 Fx 701.281.8993

Email jsundeen@bergstromelectric.com

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>			PHONE: <b>701-297-0704</b>	DATE: <b>05/24/21</b>
STREET: <b>510 4th Avenue N</b>			FAX:	BEI PROJECT #: <b>4449</b>
CITY: <b>Fargo</b>			STATE: <b>ND</b>	ZIP: <b>58102</b>
Engineer <b>ONE</b>			BEI CO#: <b>126A</b>	PR#: <b>50</b>
JOB NAME: <b>DL High School</b>			JOB LOCATION: <b>Detroit Lakes, MN</b>	
ATTN: <b>Dan Kleist</b>			PHONE #: <b>701-212-0814</b>	

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

**PR 50 - RFI Modifications (21,23, & 24):****\$1,865.00**

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

**Add: One Thousand Eight Hundred Sixty Five Dollars**

( **\$1,865.00** )

PAYMENT TO BE MADE AS FOLLOWS:

**AS WORK PROGRESSES**

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



**Josh Sundeen**

**NOTE: THIS PROPOSAL MAY BE WITHDRAWN**

BY US IF NOT ACCEPTED WITHIN &gt;&gt;&gt;&gt;&gt;

**30** DAYS.

**Acceptance of Proposal**

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Grand Forks

3100 North Washington St.  
Grand Forks, ND 58203  
Ph 701.775.8897  
Fx 701.772.4951

Bismarck

3554 East Divide Ave.  
Bismarck, ND 58501  
Ph 701.221.0783  
Fx 701.221.0784

Devils Lake

1100 2nd Ave NE  
Devils Lake, ND 58301  
Ph 701.662.5823  
Fx 701.662.8996

Crookston

302 North Main  
Crookston, MN 56716  
Ph 218.281.7571  
Fx 218.281.1911

Thief River Falls

1402 3rd Street West  
Thief River Falls, MN 56701  
Ph 218.681.7422  
Fx 218.681.6288

Visit us on our website at [www.bergstromelectric.com](http://www.bergstromelectric.com)

*Our Reputation is Complete*

**CCO #017**

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 #017: CE #072 - Millwork Revisions

<b>CONTRACT COMPANY:</b>	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-065-034:26 Electrical
<b>DATE CREATED:</b>	5/28/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$2,518.00

**DESCRIPTION:**

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

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

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

## Notes from ZBA

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

Please let me know if you have any other questions

**ATTACHMENTS:**

[Bergstrom Pr45.pdf](#) [PR-45\\_DLHS\\_Millwork Items.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 225,275.00
The contract sum prior to this Change Order was	\$ 3,752,400.00
The contract sum will be increased by this Change Order in the amount of	\$ 2,518.00
The new contract sum including this Change Order will be	\$ 3,754,918.00
The contract time will not be changed by this Change Order by	



**CCO #017**

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**Bergstrom Electric, Inc.**  
Fargo, North Dakota

**Gehrtz Construction Services**  
Fargo, North Dakota

DocuSigned by:

*Josh Sundeen*

298A3C9C3D4E4B4...

DocuSigned by:

*Dan Kleist*

859E8070A5C74CC...

**Detroit Lakes Public Schools**  
Detroit Lakes, Minnesota

**Zerr Berg Architects**  
Fargo, North Dakota

DocuSigned by:

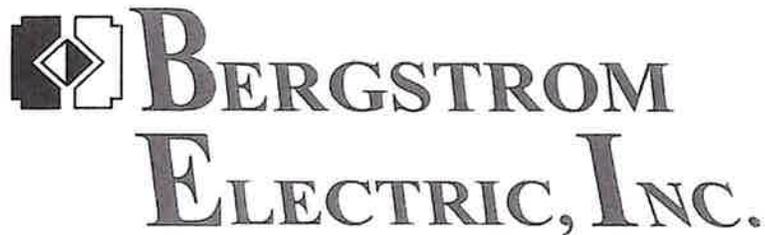
*Jason Kuehn*

46FA95C41EDA482...

DocuSigned by:

*ZB*

32113E3583E3494...



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

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>			PHONE: <b>701-297-0704</b>	DATE: <b>05/13/21</b>
STREET: <b>510 4th Avenue N</b>			FAX:	BEI PROJECT #: <b>4449</b>
CITY: <b>Fargo</b>	STATE: <b>ND</b>	ZIP: <b>58102</b>	JOB NAME: <b>DL High School</b>	
Engineer <b>ONE</b>	BEI CO#: <b>125A</b>	PR#: <b>45</b>	ATTN: <b>Dan Kleist</b>	PHONE #: <b>701-212-0814</b>

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

**PR 45 - Misc Changes for Areas B & C: \$2,518.00**

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

**Add: Two Thousand Five Hundred Eighteen Dollars ( \$2,518.00 )**

PAYMENT TO BE MADE AS FOLLOWS:

### AS WORK PROGRESSES

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

  
**Josh Sundeen**

**NOTE:** THIS PROPOSAL MAY BE WITHDRAWN

BY US IF NOT ACCEPTED WITHIIN >>>>> **30** DAYS.

### Acceptance of Proposal

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### Grand Forks

3100 North Washington St.  
Grand Forks, ND 58203  
Ph 701.775.8897  
Fx 701.772.4951

#### Bismarck

3554 East Divide Ave.  
Bismarck, ND 58501  
Ph 701.221.0783  
Fx 701.221.0784

#### Devils Lake

1100 2nd Ave NE  
Devils Lake, ND 58301  
Ph 701.662.5823  
Fx 701.662.8996

#### Crookston

302 North Main  
Crookston, MN 56716  
Ph 218.281.7571  
Fx 218.281.1911

#### Thief River Falls

1402 3rd Street West  
Thief River Falls, MN 56701  
Ph 218.681.7422  
Fx 218.681.6288

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*Our Reputation is Complete*



**CCO #019**

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

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

## Subcontract Change Order #019: CE #082 - Provide card reader security to elevators

<b>CONTRACT COMPANY:</b>	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-065-034:26 Electrical
<b>DATE CREATED:</b>	6/10/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$4,647.00
<b>DESCRIPTION:</b>			
CE #082 - Provide card reader security to elevators Provide card reader security to existing elevator (area B) and new elevator (area A)			
<b>ATTACHMENTS:</b>			
<a href="#">BEI CO#129A - Elevator Card Access.pdf</a>			

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 229,658.00
The contract sum prior to this Change Order was	\$ 3,756,783.00
The contract sum will be increased by this Change Order in the amount of	\$ 4,647.00
The new contract sum including this Change Order will be	\$ 3,761,430.00
The contract time will not be changed by this Change Order by	

**Bergstrom Electric, Inc.**  
 Fargo, North Dakota

DocuSigned by:

*Josh Sundeen*  
 298A3C8C2D4F4B4

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

*Dan Kleist*  
 8F9E8070A5C74CC

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:

*Jason Kuehn*  
 46FA95C41FDA482

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

*Zerr Berg*  
 32113E3583E3494



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

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>			PHONE: <b>701-297-0704</b>	DATE: <b>06/04/21</b>
STREET: <b>510 4th Avenue N</b>			FAX:	BEI PROJECT #: <b>4449</b>
CITY: <b>Fargo</b>	STATE: <b>ND</b>	ZIP: <b>58102</b>	JOB NAME: <b>DL High School</b>	
Engineer <b>ONE</b>	BEI CO#: <b>129A</b>	PR#:	JOB LOCATION: <b>Detroit Lakes, MN</b>	ATTN: <b>Dan Kleist</b>
			PHONE #: <b>701-212-0814</b>	

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

**Add card access to existing elevator in area c and new elevator in area a: \$4,647.00**

- Elevator contractor to handle wiring from elevator control cabinet to car.
- We are providing the card readers for the elevator contractor to install.

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:  
**Four Thousand Six Hundred Forty Seven Dollars ( \$4,647.00 )**

PAYMENT TO BE MADE AS FOLLOWS:

**AS WORK PROGRESSES**

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

**Josh Sundeen**

**NOTE:** THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN >>>>> **10** DAYS.

**Acceptance of Proposal**

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

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Detroit Lakes Public Schools

Detroit Lakes High School  
Project # 4449

6/4/2021 10:04AM

BEI CO#129A - Elevator Card Readers

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
100	Rough - in									
101	EMT Conduit 3/4"	40.00	Inft	2.500	75.00	187.50	44.94			232.44
101	EMT Steel Set Screw Coupling 3/4" STC TK122	4.00	each	0.200	75.00	15.00	0.94			15.94
101	EMT Steel Compression Insulated Throat Box Connector 3/4" STC TC712	4.00	each	0.560	75.00	42.00	2.19			44.19
121	EMT 1 Hole Conduit Straps 3/4" TS102	10.00	each	0.300	75.00	22.50	1.44			23.94
122	Self Drilling Anchor 1/4" MET 14SDT	10.00	each	0.200	75.00	15.00	8.83			23.83
132	Plastic Bushing 3/4" 932	4.00	each	0.480	75.00	36.00	0.52			36.52
	Rough - in Total			4.240	75.00	318.00	56.86			376.86
2300	Access Control Quote									
2302	Access Control Quote - Arvig	1.00	each					3,890.00		3,890.00
	Access Control Quote Total							3,890.00		3,890.00
	Grand Total			4.240		318.00	56.86	3,890.00		4,266.86



**Josh Sundeen**

---

**From:** Eric Pilgrim <eric.pilgrim@arvig.com>  
**Sent:** Thursday, June 3, 2021 11:00 AM  
**To:** Josh Sundeen  
**Subject:** Re: FW: elevator card readers

Hi Josh,

Our price for the card readers and cabling. \$3,890.00

Couple of things to be aware of:

The elevator company will have some work to do. We bring the cable to their relay board and they take it from there. Will need conduit into the elevator and possibly some more. 3/4 inch will work.

Thanks,

Eric

On Fri, May 28, 2021 at 11:01 AM Josh Sundeen <[jsundeen@bergstromelectric.com](mailto:jsundeen@bergstromelectric.com)> wrote:

Please provide pricing per the below request by the end of next week. Any questions, let me know.

Thanks.

**Josh Sundeen**

**Vice President**

**Branch Manager**

4120 14<sup>th</sup> Avenue North

Fargo, ND 58102

p: 701.281.8992 | c: 701.799.2127

[jsundeen@bergstromelectric.com](mailto:jsundeen@bergstromelectric.com)

[www.bergstromelectric.com](http://www.bergstromelectric.com)



*Employee Owned*

*Where Quality & Customers Matter*

**From:** Dan Kleist <[dkleist@gcs-fm.com](mailto:dkleist@gcs-fm.com)>  
**Sent:** Friday, May 28, 2021 10:50 AM  
**To:** Little, Michael <[Michael.Little@otis.com](mailto:Michael.Little@otis.com)>; Sonnenberg, Daniel <Dan.Sonnenberg@Otis.com>; Josh Sundeen <[jsundeen@bergstromelectric.com](mailto:jsundeen@bergstromelectric.com)>; Aaron Shippy <[ashippy@bergstromelectric.com](mailto:ashippy@bergstromelectric.com)>  
**Subject:** elevator card readers

Can I get a proposal to add a card reader to the existing elevator and the new area A elevator.

Please provide a PR by the end of next week.

Thanks,





CCO #020

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

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

## Subcontract Change Order #020: CE #084 - AV Changes area C/D

<b>CONTRACT COMPANY:</b>	<b>Bergstrom Electric, Inc.</b> 4120 14th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-065-034:26 Electrical
<b>DATE CREATED:</b>	6/23/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$9,858.00

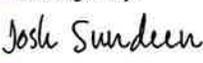
**DESCRIPTION:**  
 CE #084 - AV Changes area C/D  
 Revised PR attached 6-2-21

**ATTACHMENTS:**  
[PR 47 \(BEI CO#128A\) - AV Revisions.pdf](#) [2018323 DL High School PR-47 AV Modifications - Revised.pdf](#)

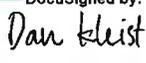
### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 234,305.00
The contract sum prior to this Change Order was	\$ 3,761,430.00
The contract sum will be increased by this Change Order in the amount of	\$ 9,858.00
The new contract sum including this Change Order will be	\$ 3,771,288.00
The contract time will not be changed by this Change Order by	

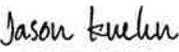
**Bergstrom Electric, Inc.**  
 Fargo, North Dakota

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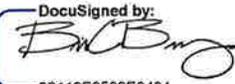
**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
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**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 46FA05C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 37113E3593E3404...



# BERGSTROM ELECTRIC, INC.

Fargo

4120 14th Ave. No.

Fargo, ND 58102

Ph 701.281.8992 Fx 701.281.8993

Email [jsundeen@bergstromelectric.com](mailto:jsundeen@bergstromelectric.com)

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>		PHONE: <b>701-297-0704</b>	DATE: <b>06/14/21</b>
STREET: <b>510 4th Avenue N</b>		JOB NAME: <b>DL High School</b>	BEI PROJECT #: <b>4449</b>
CITY: <b>Fargo</b>	STATE: <b>ND</b>	ZIP: <b>58102</b>	JOB LOCATION: <b>Detroit Lakes, MN</b>
Engineer <b>ONE</b>	BEI CO#: <b>128A</b>	PR#: <b>47</b>	ATTN: <b>Dan Kleist</b>
			PHONE #: <b>701-212-0814</b>

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

**PR 47 - AV Revisions**

**\$9,858.00**

- Data and AV outlets to be installed in separate boxes/conduits per original scope.

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

**Add: Nine Thousand Eight Hundred Fifty Eight Dollars**

**( \$9,858.00 )**

PAYMENT TO BE MADE AS FOLLOWS:

**AS WORK PROGRESSES**

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



**Josh Sundeen**

**NOTE: THIS PROPOSAL MAY BE WITHDRAWN**

BY US IF NOT ACCEPTED WITHIN >>>>>

**30** DAYS.

**Acceptance of Proposal**

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Grand Forks

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Grand Forks, ND 58203  
Ph 701.775.8897  
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Crookston, MN 56716  
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Ph 218.681.7422  
Fx 218.681.6288

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CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Subs Total	Equip Total	Grand Total
	(Unassigned)								
	.....E3.02 - Area B - Main Floor Power.....								
	.....E3.03 - Area C - Main Floor Power.....								
	.....E3.04 - Area D - Main Floor Power.....								
	.....E3.23 - Area C - 2nd Floor Power.....								
	.....E3.24 - Area D - 2nd Floor Power.....								
	.....E4.02 - Area B - Main Floor - Telecomm.....								
	.....E4.03 - Area C - Main Floor - Telecomm.....								
	.....E4.04 - Area D - Main Floor - Telecomm.....								
	.....E4.23 - Area C - 2nd Floor - Telecomm.....								
	.....E4.24 - Area D - 2nd Floor - Telecomm.....								
	Quotes.....								
	(Unassigned) Total								
100	Rough - In								
101	EMT Conduit 1/2"	-340.00	Inft	-18,360	75.00	-1,377.00			-1,601.50
101	EMT Conduit 1/2"	40.00	Inft	2,160	75.00	162.00			188.41
101	EMT Conduit 1/2"	360.00	Inft	19,440	75.00	1,458.00			1,695.71
101	EMT Conduit 1/2"	320.00	Inft	17,280	75.00	1,296.00			1,507.30
101	EMT Steel Set Screw Coupling 1/2" STC TK121	-17.00	each	-0,660	75.00	-51.00			-54.32
101	EMT Steel Set Screw Coupling 1/2" STC TK121	2.00	each	0,080	75.00	6.00			6.39
101	EMT Steel Set Screw Coupling 1/2" STC TK121	18.00	each	0,720	75.00	54.00			57.51
101	EMT Steel Set Screw Coupling 1/2" STC TK121	16.00	each	0,640	75.00	48.00			51.12
101	EMT Steel Insulated Throat Box Connector 1/2" STC TG711	-34.00	each	-4,080	75.00	-306.00			-322.90
101	EMT Steel Insulated Throat Box Connector 1/2" STC TG711	4.00	each	0,480	75.00	36.00			37.99
101	EMT Steel Insulated Throat Box Connector 1/2" STC TG711	36.00	each	4,320	75.00	324.00			341.90
101	EMT Steel Insulated Throat Box Connector 1/2" STC TG711	32.00	each	3,840	75.00	288.00			303.91
104	Flexible Steel Conduit 1/2"	-170.00	Inft	-8,500	75.00	-637.50			-737.00
104	Flexible Steel Conduit 1/2"	20.00	Inft	1,000	75.00	75.00			86.71
104	Flexible Steel Conduit 1/2"	180.00	Inft	9,000	75.00	675.00			780.35
104	Flexible Steel Conduit 3/4"	96.00	Inft	4,800	75.00	360.00			416.19
104	FSC Box Connector 3/4"	-440.00	Inft	-76,400	75.00	-5,730.00			-2,324.70
104	FSC Box Connector 3/4"	-110.00	each	-15,400	75.00	-1,155.00			-1,419.59
104	FSC Box Connector Die Cast Screw-In 1/2" REG 672	-34.00	each	-4,080	75.00	-306.00			-337.17
104	FSC Box Connector Die Cast Screw-In 1/2" REG 672	4.00	each	0,480	75.00	36.00			39.67
104	FSC Box Connector Die Cast Screw-In 1/2" REG 672	36.00	each	4,320	75.00	324.00			357.00
104	FSC Box Connector Die Cast Screw-In 1/2" REG 672	32.00	each	3,840	75.00	288.00			317.34
109	Chase Nipples 3/4" B43TB	17.00	each	2,380	75.00	178.50			192.42
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	-17.00	each	-4,260	75.00	-319.50			-340.06
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	2.00	each	0,500	75.00	37.50			40.01
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	18.00	each	4,500	75.00	337.50			360.07
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	32.00	each	8,000	75.00	600.00			640.12
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	17.00	each	4,250	75.00	318.75			340.06
111	4" Square Blank Covers 52C1	-17.00	each	-8,850	75.00	-663.75			-70.57
111	4" Square Blank Covers 52C1	2.00	each	0,100	75.00	7.50			8.30
111	4" Square Blank Covers 52C1	18.00	each	0,900	75.00	67.50			74.72
111	4" Square Blank Covers 52C1	16.00	each	0,800	75.00	60.00			66.41
111	Box Hanger - 24" Span, Grid Ceiling - BA12	16.00	each	0,320	75.00	24.00			169.92
111	Box Hanger - 24" Span, Grid Ceiling - BA12	17.00	each	0,340	75.00	25.50			180.54
111	Gangable Boxes - Cut In - 3 1/2" Deep CXWOW	-17.00	each	-8,500	75.00	-637.50			-680.34
111	Gangable Boxes - Cut In - 3 1/2" Deep CXWOW	2.00	each	1,000	75.00	75.00			80.04
111	Gangable Boxes - Cut In - 3 1/2" Deep CXWOW	36.00	each	18,000	75.00	1,350.00			1,440.73
111	Gangable Boxes - Cut In - 3 1/2" Deep CXWOW	41.00	each	20,500	75.00	1,537.50			1,640.83
111	Gangable Boxes - Cut In - 3 1/2" Deep CXWOW	-55.00	each	-27,500	75.00	-2,062.50			-2,201.11
111	Box Holdits	-17.00	each	-1,700	75.00	-127.50			-141.68
111	Box Holdits	0.20	each	0,200	75.00	15.00			16.67
111	Box Holdits	18.00	each	1,800	75.00	135.00			150.02
111	Box Holdits	-55.00	each	-5,500	75.00	-412.50			-458.38
113	4" Square Plaster Rings - 1 Gang - 5/8" Raised 52C14-5/8	16.00	each	1,600	75.00	120.00			130.20
113	4" Square Plaster Rings - 1 Gang - 5/8" Raised 52C14-5/8	17.00	each	1,700	75.00	127.50			138.34
121	EMT 1 Hole Conduit Straps 1/2" TS101	-34.00	each	-1,020	75.00	-76.50			-79.94
121	EMT 1 Hole Conduit Straps 1/2" TS101	4.00	each	0,120	75.00	9.00			9.41
121	EMT 1 Hole Conduit Straps 1/2" TS101	36.00	each	1,080	75.00	81.00			84.65
121	EMT 1 Hole Conduit Straps 1/2" TS101	32.00	each	0,960	75.00	72.00			75.24
122	Self Drilling Anchor 1/4" MET 14SOT	-88.00	each	-1,360	75.00	-102.00			-162.05
122	Self Drilling Anchor 1/4" MET 14SOT	8.00	each	0,160	75.00	12.00			19.06
122	Self Drilling Anchor 1/4" MET 14SOT	72.00	each	1,440	75.00	108.00			171.68

BEICO#128 (PR 47) - AV Modifications

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
122	Self Drilling Anchor 1/4" MET 14SOT	64.00	each	1.280	75.00	96.00	56.52			152.52
132	Plastic Bushing 3/4" 932	-55.00	each	-6.600	75.00	-495.00	-7.15			-502.15
132	Plastic Bushing 3/4" 932	17.00	each	2.040	75.00	153.00	2.21			155.21
	Rough - in Total			11.590	75.00	869.25	221.83			1,091.08
150	Wire Pulling									
151	1/4 Copper THHN #12 Solid	-1,530.00	lntf	-11.016	75.00	-826.20	-345.61			-1,171.81
151	1/4 Copper THHN #12 Solid	180.00	lntf	1.296	75.00	97.20	40.66			137.86
151	1/4 Copper THHN #12 Solid	1,620.00	lntf	11.664	75.00	874.80	365.94			1,240.74
151	1/4 Copper THHN #12 Solid	1,440.00	lntf	10.368	75.00	777.60	325.28			1,102.88
	Wire Pulling Total			12.312	75.00	923.40	386.27			1,309.67
250	Trimout									
261	Commercial Grade Duplex Receptacle 20 Amp	-17.00	each	-4.250	75.00	-318.75	-73.95			-392.70
261	Commercial Grade Duplex Receptacle 20 Amp	2.00	each	0.500	75.00	37.50	8.70			46.20
261	Commercial Grade Duplex Receptacle 20 Amp	36.00	each	9.000	75.00	675.00	156.50			831.60
261	Commercial Grade Duplex Receptacle 20 Amp	41.00	each	10.250	75.00	768.75	178.35			947.10
261	Commercial Grade Duplex Receptacle 20 Amp	16.00	each	4.000	75.00	300.00	69.50			369.50
268	Duplex Receptacle 1 Gang Stainless Steel	-17.00	each	-0.850	75.00	-63.75	-15.81			-79.56
268	Duplex Receptacle 1 Gang Stainless Steel	2.00	each	0.100	75.00	7.50	1.86			9.36
268	Duplex Receptacle 1 Gang Stainless Steel	-41.00	each	-2.050	75.00	-153.75	-38.13			-191.88
268	Duplex Receptacle 1 Gang Stainless Steel	16.00	each	0.800	75.00	60.00	14.88			74.88
268	Duplex Receptacle 2 Gang Stainless Steel	18.00	each	1.080	75.00	81.00	35.40			116.40
268	Duplex Receptacle 2 Gang Stainless Steel	41.00	each	2.460	75.00	184.50	79.95			264.45
268	Blank Plate 1 Gang Stainless Steel	6.00	each	0.300	75.00	22.50	5.58			28.08
285	Wire Nuts - Red Wing	-51.00	each	-2.040	75.00	-153.00	-5.18			-158.18
285	Wire Nuts - Red Wing	6.00	each	0.240	75.00	18.00	0.81			18.61
285	Wire Nuts - Red Wing	54.00	each	2.160	75.00	162.00	5.49			167.49
285	Wire Nuts - Red Wing	48.00	each	1.920	75.00	144.00	4.88			148.88
285	Green Ground Screws	-34.00	each	-0.340	75.00	-25.50	-4.92			-30.42
285	Green Ground Screws	4.00	each	0.040	75.00	3.00	0.59			3.58
285	Green Ground Screws	36.00	each	0.360	75.00	27.00	5.21			32.21
285	Green Ground Screws	32.00	each	0.320	75.00	24.00	4.63			28.63
	Trimout Total			24.000	75.00	1,800.00	434.02			2,234.02
2500	Telephone Quote									
2501	Data / Telephone Quote - Arrivg	1.00	each		75.00			-4,662.52		-4,662.52
	Telephone Quote Total							-4,662.52		-4,662.52
2600	Sound System Quote									
2601	AV System Quote - Tricorne Audio	1.00	each		75.00			9,260.00		9,260.00
	Sound System Quote Total							9,260.00		9,260.00
	Grand Total			47,902		3,592.65	1,042.12	4,597.48		9,232.25



# ALL STATE COMMUNICATIONS



June, 10 2021

Josh Sundeen  
Bergstrom Electric

Re: Detroit Lakes High School PR#47

**Pricing detail for PR#47**

<b>Material</b>	<b>\$<u>(1062.52)</u></b>
<b>Labor</b>	<b>\$<u>(3600.00)</u></b>
<b>Total</b>	<b>\$<u>(4662.52)</u></b>

Changes include:

- *Conference 313:*
  - *Omit the 1D data outlet at monitor on south wall.*
- *Business / Comp. Lab 107:*
  - *Provide (5) 6D outlets at 18" AFF at each of the five monitors.*
- *Business / Comp. Lab 109:*
- *Classrooms 104, 106, 108, 110, 120, 122, 124, 126, & DCD (MM) 128:*
  - *Omit the 1D data outlet from the secondary monitor location.*
  - *Omit the 2D data outlet from the secondary teacher's desk (this does not apply to room DCD 128).*
- *9TH Grade 150:*
  - *Provide 2D data outlet at desk in lieu of 1D.*
- *Classrooms 202, 204, 206, 210, 212, 229, & 231:*
  - *Omit the 1D data outlet from the secondary monitor location.*
  - *Omit the 2D data outlet from the secondary teacher's desk*
- *Classroom 203, 205, 228, & 236:*
  - *Omit the 1D data outlet from the secondary monitor location.*
  - *Omit the 2D data outlet from the secondary teacher's desk*
- *ASD 238 & Classroom 240:*
  - *Omit the 1D data outlet from the secondary monitor location.*

If you have any further questions on this proposal, please let me know.

Jeff Pleskac  
All State Communications  
320 204 1579

1

TRICORNE AUDIO, INC. FARGO, ND  
**DLPS HIGH SCHOOL**  
**DETROIT LAKES, MN**

**TRICORNE AUDIO, INC.**  
**417 MAIN AVENUE**  
**FARGO, ND 58103**  
**PHONE: 701-239-4623 FAX: 701-235-6706**  
[WWW.TRICORNEAUDIO.COM](http://WWW.TRICORNEAUDIO.COM)

**PR-47**

PROJECT: DLPS HIGH SCHOOL, DETROIT LAKES, MN

DATE: Thursday June 3<sup>rd</sup>, 2021

ESTIMATOR: Phil Nelson

SECTIONS:

CLASSROOM AV CABLING

**Add.....\$9,260.00**

**\*ALL WALLPLATES AND MODULES ARE WHITE IN COLOR\***

Added/Removed Equipment

<u>QTY</u>	<u>MANUFACTURER</u>	<u>MODEL</u>	<u>DESCRIPTION</u>
11	Extron	101-023-01	XTP DTP 24 Jack, Package of 10
106	Hubbel	IFP16W	1-Gang 6-Port Wall Plate, White
45.2	Hubbel	SFBW10	Keystone Blanks 10-pack, White
37	Hubbel	SFRCRW	Red RCA Keystone, White
37	Hubbel	SFRCWW	White RCA Keystone, White
2000	West Penn	25225B	16/2 Plenum
1000	Extron	22-235-03	XTP Wire
-1500	Extron	22-235-03	XTP Wire
-8.2	Extron	101-005-02	DTP Plugs - 10 pack



**CCO #003**

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

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

## Subcontract Change Order #003: CE #085 - Gym Floor Graphics

<b>CONTRACT COMPANY:</b>	<b>Jwood Sports Flooring, LLC</b> 573 County Road A, Suite 109/PO Box 1630 Hudson, Wisconsin 54016	<b>CONTRACT FOR:</b>	SC-18-065-021:9F Athletic Flooring
<b>DATE CREATED:</b>	6/29/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$6,143.00

**DESCRIPTION:**CE #085 - Gym Floor Graphics

Updated information for revised gym floor see attached.

Other input I received from Rob:

- Omit the badminton lines.
- Provide 1" cross-court lines.
- Solid red border around main basketball court (in lieu of the gradation previously priced out).
- Omit the black stroke around the words "LAKERS" and provide red letters with white outline (see previous email regarding font and attached files).
- Black outline is OK around the word "Detroit Lakes".
- Space "Detroit Lakes" letters out so they are the width of the 3-point arc as shown on Option 3 pdf.
- Consolidate (overlay) the stars/dots and locate on the east side (east of the BB cross-courts) – I think we could leave 1" of exposed wood where the "dots" would be located.
- Locate ladders on the west side (west of the BB cross courts).
- Stain color selection for the Key is Boma, Spice Brown.
- Pole vault pit will be located between the south two basketball cross courts, just west of the red border, in lieu of where shown previously. We should discuss how it will look. Rob's not really fond of the one at Perham which has a wood border running perpendicular to the floor boards at the ends. Maybe you have example photos of other pole vault box wood floor covers you've done. I could stop by South High School and take a pic of that one if needed.

We'll need a revised striping/main bb court graphics drawing for review/approval. Include the updated font and incorporate the items described above. We'll also need a revised cost proposal to reflect these changes. Let me know if you have questions.

Rob and I are both extremely busy over the next 3 weeks and have discussed meeting mid to late-June to select the remaining court striping colors. If we have color selections to you before July 4th, is that workable? Sounded like you wouldn't be painting until Fall

**ATTACHMENTS:**

[Detroit Lakes Graphics Changes.pdf](#) [Lakers-Logo-Red-WhiteStroke.eps](#) [Lakers-Logo-white-RedStroke.png](#) [2021.05.19 DLHS Gym Graphics Revision Option 3.jpg](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 200,250.00
Net change by previously authorized Change Orders	(\$1,795.00)
The contract sum prior to this Change Order was	\$ 198,455.00
The contract sum will be increased by this Change Order in the amount of	\$ 6,143.00
The new contract sum including this Change Order will be	\$ 204,598.00
The contract time will not be changed by this Change Order by	



CCO #003

**Jwood Sports Flooring, LLC**  
Hudson, Wisconsin

DocuSigned by:

*Cole Johnston*

B5C6880024B844A

**Gehrtz Construction Services**  
Fargo, North Dakota

DocuSigned by:

*Dan Kleist*

8E9E8070A5C74CC...

**Detroit Lakes Public Schools**  
Detroit Lakes, Minnesota

DocuSigned by:

*Jason Kuehn*

46FA95C41FDA482

**Zerr Berg Architects**  
Fargo, North Dakota

DocuSigned by:

*ZB*

32113E3583E349A

**CCO #024**

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 #024: CE #068 - School Store and Wood Veneer

<b>CONTRACT COMPANY:</b> Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b> SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
<b>DATE CREATED:</b> 6/25/2021	<b>CREATED BY:</b> Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b> Approved	<b>CHANGE REASON:</b> Construction Change
<b>ACCOUNTING METHOD:</b> Amount Based	<b>TOTAL AMOUNT:</b> \$7,963.00

**DESCRIPTION:**CE #068 - School Store and Wood Veneer

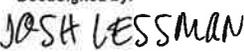
Clarifications of wall details and wood veneer panel soffit details in front of the School Store (339).

Please submit your proposal by 2/15.

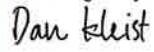
**ATTACHMENTS:**
[CMR#31 PR-41 T&G.pdf](#) [PR-41\\_DLHS\\_School Store and Wood Veneer ARCH.pdf](#)
**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 67,373.80
The contract sum prior to this Change Order was	\$ 1,597,508.80
The contract sum will be increased by this Change Order in the amount of	\$ 7,963.00
The new contract sum including this Change Order will be	\$ 1,605,471.80
The contract time will not be changed by this Change Order by	

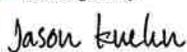
**Ledgestone, Inc.**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 EC8D336258FB4CE

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 8E9E8070A5C74CC

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 46FA95C41EDA482

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 32443E3683E3404

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:** 31

**Date:** 6/24/2021

**Project Number:** 2003

**Contract Date:** 1/21/2020

<b>To:</b>	<b>Project:</b>
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:**

Supply and install doug fir T&G and trim at school store per PR-41 by Zerr Berg Architects dated 2/9/2021

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	67,373.80
Contract Amount Prior to this Change Order	1,597,508.80
Proposed Contract Amount of this Change Order	7,963.00
Proposed Contract Amount Including this Change Order	1,605,471.80

**Accepted By:**

_____ Contractor (Company Name)	_____ Owner (Company Name)	_____ Other (Company Name)
_____ By (Signature)	_____ By (Signature)	_____ By (Signature)
_____ Printed Name	_____ Printed Name	_____ Printed Name
_____ Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

Ledgestone Inc.  
 22930 CO Hwy 6  
 Detroit Lakes MN 56501

www.ledgestoneinc.com  
 218-849-6140  
 218-847-5013



LEDGESTONE, INC.

# Change Order Request

**COR Number:** 31

**Date:** 6/24/2021

<b>To:</b> Gehrtz Construction Services, Inc.	<b>Project:</b> DL High School Renovation
---	---

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>06 - Woods, Plastics, and Composites</b>					
	Doug Fir	1.00	LS	4,694.00	4,694.00
	Finish Carpentry	1.00	LS	787.00	787.00
	Staining	1.00	LS	1,384.00	1,384.00
	Profit & overhead	0.00		0.00	1,098.00
<b>Woods, Plastics, and Composites Total:</b>					<b>7,963.00</b>
<b>Change Order Total:</b>					<b>7,963.00</b>



**CCO #008**

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

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

## Subcontract Change Order #008: CE #086 - Area A/C/D shop drawing changes

<b>CONTRACT COMPANY:</b>	Northwest Cabinets, Inc. 9457 Wildasin Dr NW Bemidji, Minnesota 56601	<b>CONTRACT FOR:</b>	SC-18-065-008:6B Millwork - Materials
<b>DATE CREATED:</b>	7/16/2021	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$1,976.46

**DESCRIPTION:**  
CE #086 - Area A/C/D shop drawing changes  
 Provide additional millwork as noted on shops

**ATTACHMENTS:**  
[areas ACD changes per dan and approved shops.pdf](#) [Copy of Detroit Lakes Highschool - PR #42 Pricing Sheet.pdf](#) [Copy of Detroit Lakes Highschool - 2021 Area ACD Partial Changes Pricing Sheetm.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 540,555.00
Net change by previously authorized Change Orders	\$ 116,720.08
The contract sum prior to this Change Order was	\$ 657,275.08
The contract sum will be increased by this Change Order in the amount of	\$ 1,976.46
The new contract sum including this Change Order will be	\$ 659,251.54
The contract time will not be changed by this Change Order by	

**Northwest Cabinets, Inc.**  
 Bemidji, Minnesota

DocuSigned by:  
  
 D9E91516A92E4C3

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 8E9E8070A5C7ACC

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 46FA95C41FDA492

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 32113E3583E3494

# NORTHWEST CABINETS, INC.

Work# 2132

**Job Name:** Detroit Lakes High School

**Date:** 2/23/2021

**Proposal for** Areas A/c/ d changes per Dan and approved shops

**\$1,976.46**

Description	MaterialQ uantity	Material Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
changes	1.00	ea	1694.50	1694.50				1,694.50
Subtotal				1,694.50				1,694.50
Overhead								135.56
Profit								146.40
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total								1,976.46



CCO #003

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

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

Subcontract Change Order #003: CE #087 - Additional Trees per City

Table with contract details: CONTRACT COMPANY (Pro Landscapers LLC), CONTRACT FOR (SC-18-065-037:32C Landscaping), DATE CREATED (7/16/2021), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$6,200.00)

DESCRIPTION:
CE #087 - Additional Trees per City
Provide additional trees per City of DL agreements

ATTACHMENTS:
Additional Trees 7-14.pdf

CHANGE ORDER LINE ITEMS:

Table with 2 columns: Description and Amount. Rows include original contract sum (\$294,057.00), net change by previous orders (\$22,050.00), and final contract sum including this order (\$322,307.00).

Pro Landscapers LLC
Fargo, North Dakota

DocuSigned by:
Josh Hager
36550E37234C4F6...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8870A56746C...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
Jason Kuehn
48FA05C41FDA482...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
Zerr Berg Architects
32113E3583E3494...



Contractor #35798 Class A  
2901 40<sup>th</sup> Ave N  
Fargo, ND 58102  
Office 701-277-7001 Fax 701-297-7748  
Cell Josh 701-361-8742

July 14, 2021

**Proposal from Pro Landscapers LLC**  
**Project & Location: DL High School Additional Trees**  
**Detroit Lakes, Mn**

Addendums: 0  
Bond not included  
Bid tied together

Our proposal includes the following:

- Install additional trees per plan
  - 3 – Balsam Fir
  - 7 – Black Hills Spruce
  - 4 – Northwoods Maple
  - All trees that were to be omitted will be installed in the NE area of property

**IRRIGATION BID: \$6,200.00**

If you have any questions, feel free to call.

Regards,  
Josh Hager  
josh@prolandscapersnd.com

*Josh Hager*



**CCO #004**

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

**Project:** 18-066A - Detroit Lakes Middle School  
 500 11th Avenue SE  
 Detroit Lakes, Minnesota 56501

**Subcontract Change Order #004: CE #043 - Automatic Opener**

<b>CONTRACT COMPANY:</b>	Fargo Glass & Paint Co. 1801 7th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-066A-006:8E Glass & Glazing
<b>DATE CREATED:</b>	7/29/2021	<b>CREATED BY:</b>	Sean Vadnais (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$4,787.00

**DESCRIPTION:**  
CE #043 - Automatic Opener  
 Work and material associated with installing an automatic opener to opening 101.2

**ATTACHMENTS:**  
[Change Proposal - Added Auto and Electric Strike 101.2.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 48,775.00
Net change by previously authorized Change Orders	\$ 55,106.33
The contract sum prior to this Change Order was	\$ 103,881.33
The contract sum will be increased by this Change Order in the amount of	\$ 4,787.00
The new contract sum including this Change Order will be	\$ 108,668.33
The contract time will not be changed by this Change Order by	

**Fargo Glass & Paint Co.**  
 Fargo, North Dakota

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 5E99E7259124A1

DocuSigned by:  
  
 8E9E8070A5C74CC

**Detroit Lakes Public Schools**  
 Detroit Lakes, Minnesota

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 46FA95C41FDA482

DocuSigned by:  
  
 32113E3583E3494



# Fargo Glass and Paint Co.

A FRIENDLY HOUSE

ALL GLASS PRODUCTS – STOREFRONTS, ALUMINUM ENTRANCES, ALUMINUM WINDOWS, MIRRORS, SUSPENDED CEILINGS, SUNROOMS, AUTOMATIC AND HANDICAPPED ACCESSIBLE ENTRANCES. HOLLOW METAL ENTRANCES, AND HARDWARE.

PHONE (701) 235-4441 – FAX (800) 251-4074  
1801 7<sup>th</sup> AVE North  
Fargo, NORTH DAKOTA 58102

GENERAL OFFICE:  
FARGO, ND

WAREHOUSES:  
MINOT, ND  
BISMARCK, ND  
SIOUX FALLS, SD

**Sean Vadnais, Gehrtz Construction**

**Date: July 6, 2021**

**We propose to furnish and install the following described material for**

**Change Proposal – Add Automatic Operator, Electric Strike and Power Supply at Door 101.2**

**Detroit Lakes Middle School, Detroit Lakes, MN**

**Change Proposal – Added Hardware at Door 101.2**

**Includes:** Remove Existing Closer and Plug Holes in Frame and Door as Needed  
Remove Existing Strike and Cut in New Electric Strike  
Furnish and Install the Following:  
New Electric Strike, New Besam Automatic, (2) Wireless Actuators  
Furnish New Power Supply for Installation by Electrician  
Assist in running wires through our storefront frame. (wiring by electrician)

**Excluded:** Power, wiring, and final hook ups  
Install and hook up of power supply  
Access Control Systems or Coordination  
Field testing  
Final cleaning

**Add for Materials ..... + \$2,908.00**  
**Add for Labor ..... + \$ 1,255.00**  
**Added Mark Up for Profit and Overhead ..... + \$ 624.00**  
**Change Proposal Total Add..... + \$ 4,787.00**

**NOTES:** Should you accept this estimate yet use your own contract form, it is understood that we will incorporate and make a part thereof a true copy of this estimate and all of its conditions.  
Sales and/or Use Tax is included in this contract.  
NO FINAL WASHING OR CLEANING OF GLASS OR ALUMINUM.  
WE ARE NOT RESPONSIBLE FOR DAMAGE TO GLASS OR MATERIAL BY OTHER TRADES.  
NO CONSTRUCTION PROTECTION. NO TEMPORARY ENCLOSURES OR HEATING.  
CONTRACT GOOD FOR THIRTY (30) DAYS FROM DATE.  
ACCEPTANCE OF OFFER SUBJECT TO CREDIT APPROVAL.

**BREAKAGE:** Resulting from conditions beyond our control will be charged as extras.  
**FREIGHT:** F.O.B. shipping point, freight allowed.

Accepted \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

**FARGO GLASS & PAINT, CO.**  
**FARGO, BISMARCK & SIOUX FALLS**

By Matt Spessard

**DETROIT LAKES PUBLIC SCHOOLS**  
**Construction Project Summary**  
**7/31/2021**

**Districtwide Project Total**

Original Project Total	\$58,570,727.00	
Alternates	1,972,637.68	
Original Project Reallocation	135,028.27	
Change Orders	2,405,838.29	
Contingency Usage	<u>(1,235,982.29)</u>	
Amended Project Total	61,848,248.95	
Project Complete	51,676,766.27	83.55%
Contingency Total	1,095,160.02	
Contingency Used	<u>(1,235,982.29)</u>	112.86%
Original Project Reallocation	135,028.27	
Remaining Contingency	<u>(5,794.00)</u>	-0.53%

**Roosevelt Elementary**

Original Project Total	\$ 11,741,149.46
Alternates	158,472.60
Original Project Reallocation	86,921.41
Change Orders	379,020.41
Contingency Usage	<u>(302,633.41)</u>
Amended Project Total	<u>\$ 12,062,930.47</u>
Project Complete	11,278,250.81
Percentage Complete	93.50%
Contingency Total	215,712.00
Contingency Used	<u>(302,633.41)</u>
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	<u>(221,386.86)</u>
Amended Project Total	<u>\$ 9,664,842.40</u>
Project Complete	9,374,465.09
Percentage Complete	97.00%
Contingency Total	173,280.00
Contingency Used	<u>(221,386.86)</u>
Remaining Contingency	<u>\$ (48,106.86)</u>
Percentage Remaining	-27.76%

**Middle School**

Original Project Total	\$ 6,259,113.32
Alternates	1,512,233.33
Original Project Reallocation	0.00
Change Orders	145,199.71
Contingency Usage	<u>(140,412.71)</u>
Amended Project Total	<u>\$ 7,776,133.65</u>
Project Complete	7,393,371.19
Percentage Complete	95.08%
Contingency Total	\$ 140,989.02
Contingency Used	<u>(140,412.71)</u>
Remaining Contingency	<u>\$ 576.31</u>
Percentage Remaining	0.41%

**High School**

Original Project Total	\$ 31,255,660.43
Alternates	0.00
Original Project Reallocation	0.00
Change Orders	1,660,231.31
Contingency Usage	<u>(571,549.31)</u>
Amended Project Total	<u>\$ 32,344,342.43</u>
Project Complete	23,630,679.18
Percentage Complete	73.06%
Contingency Total	\$ 565,179.00
Contingency Used	<u>(571,549.31)</u>
Remaining Contingency	<u>\$ (6,370.31)</u>
Percentage Remaining	-1.13%



DATE: September 13, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Certification of 2021 Payable 2022 Proposed Property Tax Levy**

The school board is required to certify to the county auditor of Ottertail and Becker County the school district's preliminary 2021 Payable 2022 Property Tax Levy by September 30, 2021. The district will certify the maximum levy, as certifying the preliminary levy in this manner allows for adjustments prior to the final levy certification in December. Attached are pages 30 and 31 of the Levy Limitation and Certification document from the Minnesota Department of Education (MDE) which show detailed levy amounts broken down by category.

Preliminary figures indicate that the school district portion of the property tax levy decreased by 2.17% from a year ago to \$8,819,903.55. Last year's levy amount was \$9,015,835.65. The figures presented are preliminary and may change in the coming months.

During the regularly scheduled board meeting on Monday, December 20th at 6:00 PM, the school board will discuss the payable 2022 levy and the current year budget (Fiscal Year 2021). At this meeting there will be an opportunity for the public to speak. The final levy certification will be approved at the same meeting.

Administration and Finance Committee recommends to approve the maximum for 2021 Payable 2022 Proposed Property Tax Levy.

I. COMPUTATION OF 2021 PAYABLE 2022 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAXIMUM LEVY LIMITATION ADJUSTMENT
GEN-RMV VOTER-EXEMP		192.12-	N/A	192.12	
GEN-RMV OTHER-EXEMP	2,594,780.62	88,254.55-	N/A	192.12-	2,506,333.95
GEN-NTC VOTER-EXEMP			N/A		
GEN-NTC OTHER-GENED	N/A	N/A	N/A		N/A
GEN-NTC OTHER-EXEMP	2,373,879.92	207,594.14-	6,131.85	N/A	2,172,417.63
TOTAL GENERAL	4,968,660.54	296,040.81-	6,131.85		4,678,751.58
COM SERV-EXEMP	224,317.40	580.29	299.11		225,196.80
DEBT-VOTER-NONEXEMP	3,491,546.00	96,416.11-	5,488.14		3,400,618.03
DEBT-OTHER-NONEXEMP	530,350.69	15,013.55-			515,337.14
TOTAL DEBT SERV	4,021,896.69	111,429.66-	5,488.14		3,915,955.17
OPEB-VOTER-NONEXEMP					
OPEB-OTHER-NONEXEMP					
TOTAL OPEB/PENSION					
TOTAL FUND	9,214,874.63	406,890.20-	11,919.10		8,819,903.55

II. COMPARISON OF 2020 PAYABLE 2021 LEVY LIMITATION WITH 2021 PAYABLE 2022 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

	2020 PAY 2021 LIMITATION	2021 PAY 2022 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	4,937,246.75	4,678,751.58	-258,495.17	5.24-
COMMUNITY SERVICE	211,640.66	225,196.80	13,556.14	6.41
GENERAL DEBT SERVICE	3,866,948.24	3,915,955.17	49,006.93	1.27
OPEB DEBT SERVICE				
TOTAL FUND	9,015,835.65	8,819,903.55	195,932.10-	2.17-

III. COMPARISON OF 2020 PAYABLE 2021 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2021 PAYABLE 2022 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

	2020 PAY 2021 CERTIFIED LEVY + ADJUSTMENTS	2021 PAY 2022 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	4,937,246.75			
COMMUNITY SERVICE	211,640.66			
GENERAL DEBT SERVICE	3,866,948.24			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	9,015,835.65			

LINE #	LIMITATION COMPONENTS	2020 PAY 2021 LIMITATION	2020 PAY 2021 CERTIFIED LEVY	2021 PAY 2022 LIMITATION	2021 PAY 2022 PROPOSED LEVY	2021 PAY 2022 CERTIFIED LEVY	NOTES
SUBTOTALS BY LEVY CATEGORY							
(5001)	GENERAL-RMV VOTER-JOBZ EXEMPT	388.28	388.28				
(5002)	GENERAL-RMV OTHER-JOBZ EXEMPT	2,625,747.43	2,625,747.43	2,506,333.95			
(5003)	GENERAL-NTC VOTER-JOBZ EXEMPT						
(5004)	GENERAL-NTC OTHER-GENED-EXEMPT	N/A	N/A	N/A	N/A	N/A	*1
(5005)	GENERAL-NTC OTHER-JOBZ EXEMPT	2,311,111.04	2,311,111.04	2,172,417.63			
(5011)	COMMUNITY SERV-NTC OTHER-EXEMPT	211,640.66	211,640.66	225,196.80			
(5016)	GENL DEBT-NTC VOTER-NONEXEMPT	3,341,133.00	3,341,133.00	3,400,618.03			*2
(5017)	GENL DEBT-NTC OTHER-NONEXEMPT	525,815.24	525,815.24	515,337.14			*2
(5023)	OPEB DEBT-NTC VOTER-NONEXEMPT						
(5024)	OPEB DEBT-NTC OTHER-NONEXEMPT						
SUBTOTALS BY FUND							
(5006)	GENERAL FUND	4,937,246.75	4,937,246.75	4,678,751.58			
(5011)	COMMUNITY SERVICES FUND	211,640.66	211,640.66	225,196.80			
(5018)	GENERAL DEBT SERVICE FUND	3,866,948.24	3,866,948.24	3,915,955.17			
(5025)	OPEB/PENSION DEBT SERVICE FUND						
SUBTOTALS BY TAX BASE							
	REFERENDUM MARKET VALUE	2,626,135.71	2,626,135.71	2,506,333.95			
	NET TAX CAPACITY	6,389,699.94	6,389,699.94	6,313,569.60			
SUBTOTALS BY TRUTH IN TAXATION CATEGORY							
	VOTER APPROVED	3,341,521.28	3,341,521.28	3,400,618.03			
	OTHER	5,674,314.37	5,674,314.37	5,419,285.52			
TOTAL LEVY							
	TOTAL LEVY	9,015,835.65	9,015,835.65	8,819,903.55			

ALLOWABLE INCREASE

ALLOWABLE INCREASE AMOUNT

MAXIMUM ALLOWABLE CERTIFIED LEVY

FOOTNOTES:

\*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

\*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, HTTP://EDUCATION.STATE.MN.US.

Date Adopted: 12/10/84	File Number: Detroit Lakes Policy – 407.A
Date Revised: 10/13/97	

### **407.A – HAZARDOUS SUBSTANCES – EMPLOYEE RIGHT TO KNOW**

Independent School District #22, Detroit Lakes Public Schools in compliance with Minnesota’s 1983 Employee Right-to-Know Act, establishes this policy concerning identification and training of employees. The law states that all employees “routinely exposed” to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work.

Training will be provided to the following:

- 1) All employees, full or part-time, in these targeted categories:
  - Art
  - Science
  - Industrial Arts
  - Food Service
  - Home Economics
  - Transportation
  - Buildings and Grounds
  - Any special areas that were identified in the building survey having ten or more hazardous compounds
- 2) Any concerned employee, not specifically targeted by this policy, who requests the training.

Initial training will be provided to the above employees prior to January 1, 1985. After that date, training will be provided to the following employees before they begin work:

- 1) Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” by the above guidelines.
- 2) Any employee reassigned to a work area where he or she is determined to be “routinely exposed” by the above guidelines.

In addition, an annual update will be provided to all trained employees. District-wide safety director, or his/her designee, will be responsible for implementing requirements of the Right-to-Know Act.

**Superintendent Goals  
2021-22 School Year  
Detroit Lakes Public Schools, #22**

**GOAL 1: GOVERNANCE TEAM (Standard 1)**

**Strategic Plan**

The superintendent will facilitate development of the district's short and long-term measurable goals and align available resources with school district's budget to accomplish \*20% completion of the district's strategic plan by the end of the academic school year. (June 30, 2022)

\*Note: This is a five-year plan with a goal of 100% completion by the end of year 5. Each year a 20% increase will be added

**Evidence:** The superintendent will report to the school board 3-4 times a year to update the school board on the district's progress of meeting the goals at regular board meetings.

The superintendent will conduct monthly meetings with administrators to progress monitor building goals.

The superintendent will direct any changes during the year to adjust and address any ongoing deficiencies within the plan's progress.

**GOAL 2: TEACHING AND LEARNING (Standard 6)**

**Academics**

The superintendent will be responsible to address any unfinished learning that was created through the pandemic and create a systemic approach to address the issue across the district.

**Evidence:** The superintendent will direct for a comprehensive academic intervention system that addresses academics, behavior, and social emotional deficits.

The superintendent will monitor the program and update the school board in 3-month increments.

The superintendent will attend and provide minutes for the Curriculum and Instruction committee that outlines the steps that are being taken to meet this goal.

**GOAL 3: COMMUNICATION AND COMMUNITY RELATIONSHIPS (Standard 3)**

**Communication**

The superintendent will actively keep the community informed with appropriate, regular communication on a variety of school district topics, issues, and/or concerns, allowing the school board to meet its responsibilities.

**Evidence:** The superintendent will communicate with families via e-mail and skyward messenger to provide timely updates to district topics.

The superintendent will actively engage with local media sources such as newspapers and radio.

The superintendent will be visible and approachable by members of the community and attends a variety of community events.



**District Professional Development Plan  
Detroit Lakes Public Schools  
2021-2022**

**Professional Development Goals**

We value and support . . .

1. Positive collaboration to benefit staff and students
2. Student background/information that guides instruction
  - College and career readiness
  - Cultural diversity
  - Student well-being
  - Parent involvement
3. Engagement of staff and students
  - Authentic and real-world learning
  - Critical thinking
  - Technology for learning

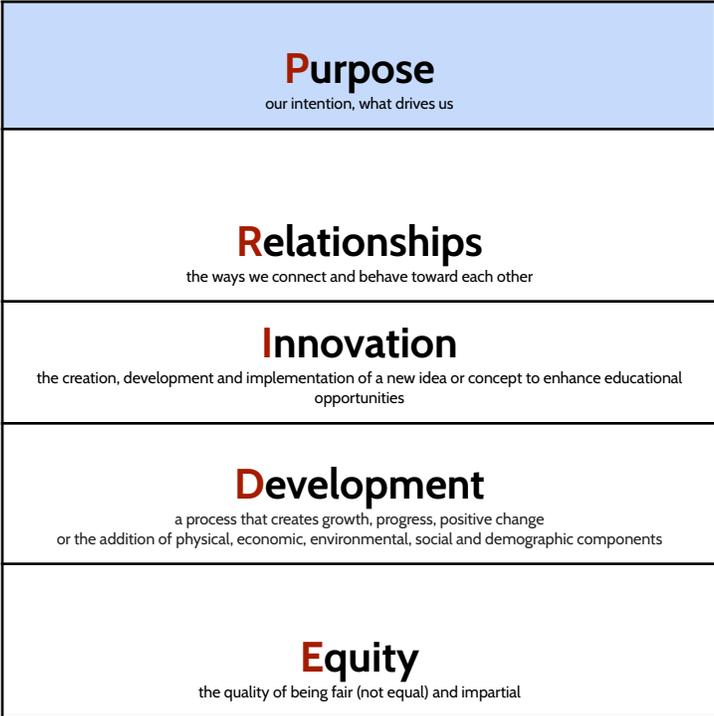
4. Equity

Ensure that our values, policies, and practices are equitable for our students, staff, and community.

- Clarify and support understanding of equity vs. equality for all
- Actively promote equity (institutional, personal, and instructional)
- Accommodate different learning styles

# District Mission Statement

The mission of the Detroit Lakes Public Schools is to fill all of our sails with Laker PRIDE.





# Detroit Lakes Public Schools Monthly Enrollment Summary 2021-2022

Month: September 9

### D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	41	50	91

### Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	4	5

### KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	79	19	98
Rossman	82	20	102
<b>Totals</b>	<b>161</b>	<b>39</b>	<b>200</b>

### GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	89	91	102	97	109	488
Rossman	91	96	105	98	98	488
<b>Totals</b>	<b>180</b>	<b>187</b>	<b>207</b>	<b>195</b>	<b>207</b>	<b>976</b>

### ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
200	976	1176

### MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	211	183	202	596

### SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	255	250	220	190	915	0	0	915

**2021-2022**

**K-12 Total**

2737
------

**2020-2021**

**K-12 Total**

2776
------

**2019-2020**

**K-12 Total**

2954
------

### MONTHLY TOTALS\*

EIC	42
ECSE	54
Kind. Sp. Ed.	39
Kindergarten	161
Grades 1-5	976
Middle School	596
Senior High	915
ALC	50
<b>TOTAL</b>	<b>2833</b>

### ALC

D.L.	38
Other	12
<b>Total</b>	<b>50</b>

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







# Detroit Lakes Public Schools Elementary Grade Sections 2021-2022

Date: September 9

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>19.90</b>
	Section 1&3	19	19	20	21	
	Section 2&4	20	19	20	21	
	Section 5&6	20		20		
Building Average		19.40		20.40		
<b>Grade 1</b>						<b>18.00</b>
	Section 1&3	17	18	18	19	
	Section 2&4	18	18	18	18	
	Section 5	18		18		
Building Average		17.80		18.20		
<b>Grade 2</b>						<b>18.60</b>
	Section 1&3	17	19	19	19	
	Section 2&4	19	18	20	19	
	Section 5	17		19		
Building Average		18.00		19.20		
<b>Grade 3</b>						<b>20.60</b>
	Section 1&3	20	20	21	21	
	Section 2&4	21	20	20	23	
	Section 5	20		20		
Building Average		20.20		21.00		
<b>Grade 4</b>	Section 1&3	25	24	24	25	<b>24.38</b>
	Section 2&4	24	24	24	25	
	Section 5					
	Building Average		24.25		24.50	
<b>Grade 5</b>						<b>22.75</b>
	Section 1&3	27	27	25	25	
	Section 2&4	27	27	24	0	
	Section 5					
Building Average		27.00		18.50		

The district class size average for K-5 is:

**18.58**

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.



**District Advisory Committee Meeting**  
**August 31st, 2021**  
**3:00 - 4:00 pm**  
**Middle School Media Center- Collaborative Area**

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**Attendees:** Josh Omang, Maria Amundson, Kris Swenson, Pam Daly, Rhonda Fode, Mark Jenson, Renee Kerzman, Katie Biggar, Joe Carrier, Mike Suckert, Amy Lakin, Peter Lundin, Trish Mariotti, Emily Sternberg

1. Discussion about the new Strategic Plan
  - a. Building Site Team leaders shared how their teams were working together to set goals.
2. [Professional Learning Goals 2021-22](#)
  - a. Reviewed previous goals and made adjustments to align with the new strategic plan.
3. Overview of Title funding
  - a. Renee provided a summary of Title I, II, and IV plans for 2021-22
4. World's Best Workforce will be aligned with new strategic plan
  - a. Small work groups will work on each goal area
  - b. New WBWF draft will be shared with the entire group
  - c. Goal of bringing final draft to our School Board for approval in November
5. American Indian Programming update
  - a. Joe C. provided an overview of staffing
  - b. Anton Treuer's book, as well as his November 3rd visit, was discussed. Very positive feedback about his book and the inservice learning was heard from the committee.
6. Q Comp update was provided by Pam Daly
7. Curriculum updates
  - a. Science 6-12 will be utilizing new materials. Some training is still being done.
  - b. Elementary will need to align with the new standards. Work groups are being organized for September and October.
8. MCA Summary
  - a. Discussion about what may have impacted our MCA scores last year.
    - i. Unique factors could include: opt outs, stress on students and staff, inconsistency of instruction due to the impact of quarantining, several

learning model changes and the idea that it was not important and instead daily instruction was important-- the MCA experience and results were not valued.

- b. Testing calendar was shared and it can be found on our district website.
9. Inservice days discussion
- a. Survey will be sent on Friday
  - b. Floating day successes and hurdles were shared -- likely will not recommend to do again in the near future
  - c. Reviewed the school calendar
  - d. Heather Simonich will return on January 2, 2022
  - e. February 18th, 2022 will include mini-sessions that will include needed sessions for relicensure.
10. Tentative dates for future meetings:
- a. October 13: 4:00-5:00 Location TBD
  - b. February 16: 4:00-5:00 Location TBD

**INDEPENDENT SCHOOL DISTRICT #22**  
**FACILITIES COMMITTEE MEETING AGENDA**  
**Facilities Committee Meeting September 8, 2021**

**Members:**

**Kylie Johnson**  
**Mark Jenson**

**Amy Erickson**  
**Jason Kuehn**

**John Steffl**  
**Colin Gedrose**

A Facilities Committee Meeting is scheduled for 4:30 p.m., Wednesday, September 8, 2021 at Detroit Lakes High School - Lakeshirts Lab. Also in attendance were Josh Omang (DLHS Principal) and Rob Nielsen (Activities Director). The agenda is as follows:

**1. DLHS Construction Update**

DLHS Principal Omang, Activities Director Nielsen, and Supervisor of Buildings and Grounds Gedrose provided an update on the construction progress of DLHS and timelines for completion of the Gym and Student Services areas.

**2. Construction Change Orders**

The committee reviewed change orders for DLHS and DLMS. The committee recommended approval for the change orders.

**3. Multiple-Purpose Room Proposal**

Activities Director Nielsen updated the committee on the status of the proposal to remodel the current Multi-Purpose Gym and Fitness Room. Zerr-Berg Architects is providing amended drawings based on initial feedback and will present them to the committee during the October Facilities Committee Meeting. The anticipated timeline for the remodel of this area will take place during the summer of 2022.

**4. Greenhouse Update**

DLHS Principal Omang gave an update on the Greenhouse construction project. At this point, delays in acquiring quotes for adding water and sewer to the proposed project have adjusted the timeline to complete the project. The committee agreed to delay the timeline to the Spring of 2022 for the project.

**5. Lincoln Education Center Parking Lot Update**

Supervisor of Buildings and Grounds provided an update on the Lincoln Education Center parking lot proposal. He reviewed preliminary drawings provided by Apex Engineering and shared options for timelines for the proposal. Finalized drawings and a quote for the project will be presented at the October Facilities Committee Meeting.

**6. Laker Transitions Update**

Supervisor of Buildings and Grounds reported on the remodeling progress of the Laker Transitions site. He shared that they expected to be able to have partial occupancy in the next week outside of a few small areas. They are working to clean and move in temporary furniture until the new equipment and furniture is delivered.

**7. Other Items to Come Before the Committee**



**City of Detroit Lakes**

1025 Roosevelt Ave., P.O. Box 647 Detroit Lakes, MN 56502

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## **SPORTS ARENA COMMISSION**

### **AGENDA**

**Wednesday, September 8, 2021 at 7:30 AM**

**The Meeting will be held in the Council Chambers at the City of Detroit Lakes Administration Building, 1025 Roosevelt Avenue Detroit Lakes MN.**

1. Consideration to approving the [Minutes](#) from the meetings held on May 4, 2021 and the Special meeting held on June 18, 2021.
2. Consideration to approving the [Financials](#) for May, June, July and August 2021
3. Operations / Projects update
  - Concession/door card reader update for DLYHA
  - Arena II glass/dasher board installation
  - Ceiling paint Arena I and ceiling/wall in Arena II
  - Arena I glass cleaning
4. ISD #22 Sports Arena Commission Member - Ryan Tangen replacement.  
Recommend approval of Jason Kuehn
5. Essentia Health signage agreement update
6. In Ice advertising update
7. 2022 summer ice schedule
8. Architecture renderings for addition
9. Other

Respectfully,  
**KELCEY KLEMM**  
City Administrator

**Sports Arena Commission Members:**

Chad Carlbom- Chairman

Matt Boeke- Alderman Ward 3-At Large

John Steffl- School District 22- At Large

Ryan Tangen- School District 22

Shiloh Wahl- Detroit Lakes Youth Hockey Association

Shawn Eckert- Becker County Fair Board

Future Meeting Dates:

**INDEPENDENT SCHOOL DISTRICT #22**  
**FINANCE COMMITTEE MEETING AGENDA**  
**Finance Committee Meeting - September 16, 2021**

**Members Present:**

**Jennifer Pedersen      April Thomas**  
**Mark Jenson             Jason Kuehn**

**Members Absent:**

**Courtney Henderson**

A Finance Committee Meeting was held on Thursday September 16, 2021 in the District Office Conference Room. The agenda was as follows:

**1.     Fund Balances Review**

**Director of Finance Kuehn reviewed the fund balances through the month of July and discussed preferred methods of reporting from the Committee to be implemented in October.**

**2.     Review of Disbursements**

- a.     Hand Payables from August**
- b.     High School Student Activity Account**
- c.     Middle School Student Activity Account**
- d.     Regular Claims**

**Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables and summary of checks for August. The committee also recommends the check register for both the Middle School and High School activity accounts.**

**3.     Certification of 2021 Payable 2022 Proposed Tax Levy**

**Director of Finance Kuehn reviewed the proposed tax levy for 2021 Payable 2022. The Finance Committee recommends to certify the maximum proposed levy for \$8,666,139.55, which is a decrease of 3.66% from the previous year.**

4. **Other Items to Come Before the Committee**

- a. Audit Preparations
- b. Construction Project Review
- c. Business Office Update

**Director of Finance Kuehn shared that the upcoming audit will take place the week of September 27th. He also reviewed the current status of financing the district's construction project through July 31st. Lastly, an update was provided on the transition of new staff within the Business Department.**