



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, October 18, 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- 23houglum@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 Monday, October 18, 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. Statement - Regarding questions that the board has received recently we would like to clarify that Critical Race Theory is not included in any current or proposed Minnesota K-12 Academic Standards.

Board Chair, Erickson

**VII. PROGRAM PRESENTATIONS**

Presenter:

A. High School Choir Trip

DLHS Vocal Director, Kathy Larson

B. Activities Director - Rob Nielsen

## 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 September 20, 2021, Regular School Board Meeting and the September 30, 2021, Board Work Session.

B. Approve District Bills

C. Approve District Hand Payable Bills

D. Approve Personnel Agenda Items

E. Approve the Application for a High School Student fulfilling the requirements for Early Graduation as per School Board Policy 613 at the end of the first semester, January 21, 2022.

F. Approve the High School Choir Out-of-State Travel Request to New York City April 10-16, 2022.

G. Approve the Snow Removal Contract for Rossman Elementary, Lincoln Education Center and Administration Center with Hough, Inc. for the 2021-22 school year.

H. Approve the Snow Removal Contract for the High School, Middle School and Roosevelt Elementary with Hough, Inc for the 2021-22 school year.

### I. **Approve Second Reading of Policies:**

1. Policy 406 - Public and Private Personnel Data

2. Policy 406.FM - Consent to Release Data Form

3. Policy 407 - Employee Right to Know - Exposure to Hazardous Substances

4. Policy 408 - Subpoena of a School District Employee

5. Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations.

### J. **Donations:**

1. \$150,000.00 over the next five years from the Laker Booster Club to help pay for the new scoreboard in the High School Gymnasium.

## 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 of Policies:**

1. Policy 410 - Family and Medical Leave Policy

2. Policy 412 - Expense Reimbursement

3. Policy 413 - Harassment and Violence

4. Policy 413.FM - Harassment and Violence Report Form

5. Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

6. Policy 414.FM.1 - Maltreatment of Student Reporting Form (MDE)

7. Policy 414.FM.2 - Maltreatment of Student Reporting Form (Becker County)

## 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. Fall 2021, Lane Change Requests.

Presenter: Erickson, Board Chair

B. Construction Change Orders - High School, Middle School & Roosevelt Elementary

Presenter: Erickson, Board Chair

C. Strategic Plan Building Goals

Presenter: Mark Jenson, Superintendent

D. School Board Goals

Presenter: Erickson, Board Chair

**XI. ADMINISTRATIVE AND BOARD REPORTS**

**A. Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report
2. COVID-19 Update

**B. Board Committee and Representative Reports**

1. Student Report

Presenter: Walz, Student Board Representative

2. Chemical Health Committee Meeting - October 4, 2021

Presenter: Steffl, Board Vice-Chair

3. Transportation Committee Meeting - October 5, 2021

Presenter: Steffl, Board Vice-Chair

4. Facilities Committee Meeting - October 6, 2021

Presenter: Johnson, Board Treasurer

5. Health & Safety Committee Meeting - October 12, 2021

Presenter: Pedersen, Board Director

6. District Advisory Committee Meeting - October 13, 2021

Presenter: Henderson, Board Director

7. Finance Committee Meeting - October 14, 2021

Presenter: Pedersen, Board Director

**XII. UPCOMING EVENTS AND ACTIVITIES**

Presenter: Erickson, Board Chair

- A. Finance Committee Meeting - 11/11/21 - 12:00 PM - District Office

- B. November Board Meeting - 11/15/21 - 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>

September 15, 2021

Dear Superintendent Jenson and Detroit Lakes School Board Members,

Every three years the members of the Detroit Lakes High School Concert Choir, Varsity Choir, Laker Singers, and Ninth Grade Choir are given the opportunity to take an extended trip during the school term. It is not a required activity of the choirs nor is it required of any individual member of any choir. Sunday, April 10 through Saturday, April 16, 2022, is our next re-scheduled trip opportunity to New York City for the DLHS Ninth Grade Choir members, Varsity Choir members, Concert Choir members, and Laker Singers. The purpose of

While in New York the students will have the opportunity to visit and tour Ellis Island, the Statue of Liberty – Liberty Island, Central Park, the Empire State Building, Top of the Rock at Rockefeller Center and Rockefeller Center, St. Patrick’s Cathedral, St. John the Divine Cathedral, the Metropolitan Museum of Art, the Museum of Natural History, Lincoln Center, Little Italy, Chinatown, South Street Seaport, Soho Village, Greenwich Village, Harlem and many other historical sites such as Grant’s Tomb. We will also be taking a tour on the Hudson River.

Performances are planned for Liberty Island-The Statue of Liberty and St. John’s Cathedral. The students will also have the opportunity to view many wonderful Broadway shows such as “Phantom of the Opera,” “Anastasia,” “Wicked,” “School of Rock,” Miss Saigon,” “Dear Evan Hansen,” “Aladdin,” “Waitress” and “The Lion King.” We will be traveling to and throughout New York City on passenger motor coaches. The cost of the trip is covered by individual students and their fundraising efforts.

Thank you very much for your consideration of this request. It is sincerely appreciated!

Sincerely,

Kathryn Larson  
Vocal Director  
Detroit Lakes High School

# **Activities 2021-22**

**Laker activities strive to develop young adults who are respectful, responsible committed teammates.**

**“Champions In Life”**



# Education Based Athletics

- We are an Extension of the classroom
- We emphasize growth & improvement
- We reward effort not just winning
- We give permission to fail
- We focus first on human beings and second on human doings

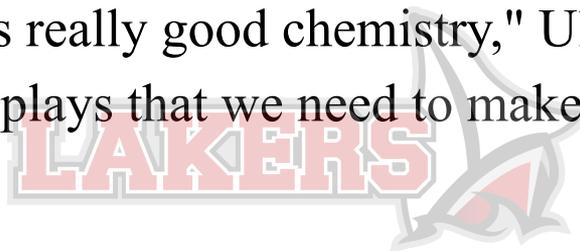


# Making Progress

"It was super scary walking out there," Geffre said. "Obviously, you're pretty nervous in that spot. You know you have to do your best, and that's all you really can do in that moment."

"It's about focusing and trusting my team," Bettcher said. "I have a great defensive line in front of me. They bail me out a lot, and I know they have my back if I make a mistake. The girls in front of me are so good."

"I think our defense has really good chemistry," Ulyyott said. "We all trust each other to make the plays that we need to make."



# **Purpose > Goals**

**Winning is the goal; it's not our purpose  
Our purpose is teaching life lessons through sport.**

**“GOALS HAVE A BEGINNING AND AN END.  
PURPOSE DOESN'T. PURPOSE IS WHAT WE LIVE FOR.”**

**-Tony Dungy**



# Participation Numbers

Activity		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	grades
Cheerling Ftb.		5	6	15	22	14	13	7-12
Cross Country		55	67	64	59	48	37	7-12
Football		51	100	61	66	48	61	
Football Gd 9		42		21	26	33	27	
Soccer Boys Varsity		30	46	59	58	58	48	7-12
Soccer Girls Varsity		34	52	55	50	47	35	7-12
Swimming Girls		23	34	28	33	34	31	7-12
Tennis Girls		14	31	41	36	41	50	7-12
Volleyball		35	41	44	48	41	38	
<b>Fall Sub Total</b>		<b>289</b>	<b>377</b>	<b>388</b>	<b>398</b>	<b>364</b>	<b>340</b>	

# Growth Areas

- **Students knowing opportunities to participate**
  - **Activities fair at fall Open House**
  - **9th Grade Academy Classes**
- **Develop a basic lettering policy/expectation**
- **Communicating our Purpose in education based athletics to Parents/Community**



# Alpine Skiing

- **Met with D-Team Representatives**
- **Developing Independent Provider Agreement**
- **Possible Multiple school Cooperative Agreement**
  - **This is very common in Alpine**



**Questions?**

**LAKERS**



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

**Regular School Board Meeting**  
**Monday, September 20, 2021, 5:30 PM**  
**City Council Chambers ~ 1025 Roosevelt Avenue, Detroit Lakes, MN, 56501**

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

**Absent:** None

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

The Pledge of Allegiance was recited.

A motion was made by Johnson, seconded by Steffl, to approve the agenda with the addition of the Personnel Agenda Addendum. Motion carried unanimously.

Community Member Gary Cosen, addressed the board.

Peter Lundin, ALC Principal presented information to the board on Extended Year, Extended Day, Area Learning Center and E-Laker Online Learning programming. (EXHIBIT)

Renee Kerzman, Director of Curriculum, Instruction & Technology presented a Summary of the 2021 State Assessment Data. (EXHIBIT)

A motion was made by Thomas, seconded by Henderson, to approve the following consent agenda items with the addition of the Personnel Agenda Addendum. Motion carried unanimously.

- A. Approve the Minutes of the August 16, 2021, Regular School Board Meeting.
- B. Approve K-12 computer checks #664947-665134 in the amount of \$2,657,460.43. Hand payable checks #664659-664670, 664881-664886, 664888-664890, 664892-664898, 664900-664915, in the amount of \$723,060.95, for a total of \$3,380,521.38, including the void checks #664887, 664891. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Acknowledge Fall Coaches for the 2021-2022 school year. (EXHIBIT)
- E. Approve the Agreement between Mahube-Otwa and ISD #22 to Provide Services for Children and Families in the Preschool Program. (EXHIBIT)
- F. Approve the Vending Services Two-Year Contract with Pepsi. (EXHIBIT)
- G. Approve Purchase of Service Agreement between ISD #22 and Lake Agassiz Education Cooperative for Hard of Hearing Teacher Services, Direct Support and Travel. (EXHIBIT)
- H. 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.

Discussion was held on the following items:

- 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, Interventions, and Creations
- F. Strategic Plan Building Goals (EXHIBIT)
- G. School Board Goals for the 2021-2022 school year.

A motion by Henderson, to Approve the Construction Change Orders for the High School and Middle School, seconded by Pedersen. Motion carried unanimously. (EXHIBIT)

Director of Finance & Operations, Jason Kuehn reviewed information pertaining to the 2021 Property Tax Levy Collectible in 2022 for the 2022-2023 school year. The administration recommends the maximum levy which at this time is \$8,818,903.55. The maximum levy is an estimated decrease of \$195,932.10 from the current levy or 2.17% estimated decrease. (EXHIBIT)

A motion by Thomas, to Certify the 2021 Property Tax Levy Collectible in 2022 for the 2022-2023 school year at the max, seconded by Steffl. Motion carried unanimously.

The District's Budget and Levy Hearing will be held at 6:00 PM during the Regular School Board Meeting on December 20, 2021, at the Detroit Lakes City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN.

A motion by Henderson, to Rescind Policy 407.A – Hazardous Substances – Employee Right to Know, seconded by Steffl. Motion carried unanimously.

A motion by Johnson, to Approve the Superintendent Goals for the 2021-2022 School Year, seconded by Thomas. Motion carried unanimously. (EXHIBIT)

Director of Curriculum, Instruction & Technology presented an overview of the 2021-2022 District Professional Development Goals. (EXHIBIT)

A motion by Pedersen, to Approve the 2021-2022 District Professional Development Goals, seconded by Henderson. Motion carried unanimously.

Superintendent Mark Jenson, gave an update on the Opening Day Enrollment, COVID-19 and Potential Vaccine Clinics. (EXHIBIT)

Student Board Representative Luisa Walz gave an update on Sidekicks; Homecoming Week and the Laker Shop.

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

Board Treasurer, Johnson gave an update from the Facilities Committee Meeting. (EXHIBIT)

Director of Finance & Operations Kuehn gave an update from the Arena Commission Meeting. (EXHIBIT)

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

Board Director Pedersen gave an update from the Finance Department. (EXHIBIT)

Board Chair Erickson announced upcoming meetings.

A motion by Henderson, to adjourn the meeting at 6:48 PM, seconded by Steffl. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## 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.

1) **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 Finerson – .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 – 7/8<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.

2) **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 26.25 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 1 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.

3) **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.

4) **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.

5) **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.

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

**School Board Work Session**  
**Thursday, September 30, 2021, 5:00 PM**  
**Detroit Lakes Middle School Collaboration Room, 500 11<sup>th</sup> Avenue, Detroit Lakes, MN, 56501**

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

**Absent:** None

The meeting was called to order at 5:03 PM by Board Chair Erickson.

The Pledge of Allegiance was recited.

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

Discussion was held on the 2021-2022 School Board Goals.

A motion by Johnson, to adjourn the meeting at 5:56 PM, seconded by Steffl. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665218	AAS, TIFFANY	10/04/2021	REFUND	REFUND -DRIVER ED CLASS, 07/2020-V RAUCK	0	250.00	250.00
665219	ALLIANCE PEST PROTECTION	10/04/2021	12364	RODENT REGULAR SERVICE	0	60.00	60.00
665220	Vendor Continued Void	10/04/2021					0.00
665221	Vendor Continued Void	10/04/2021					0.00
665222	Vendor Continued Void	10/04/2021					0.00
665223	Vendor Continued Void	10/04/2021					0.00
665224	Vendor Continued Void	10/04/2021					0.00
665225	Vendor Continued Void	10/04/2021					0.00
665226	Vendor Continued Void	10/04/2021					0.00
665227	Vendor Continued Void	10/04/2021					0.00
665228	Vendor Continued Void	10/04/2021					0.00
665229	Vendor Continued Void	10/04/2021					0.00
665230	Vendor Continued Void	10/04/2021					0.00
665231	AMAZON	10/04/2021	433676975653	Classroom supplies	152200178	57.87	8,790.96
			435773836438	3- Power Systems Stability Ball Wall Storage Rack, Holds up to 4 Balls, 105 x 21 Inches, Black/Gray, (92579)	4002200014	43.13	
			436553487593	HS CHOIR SUPPLIES	152200221	1,396.00	
			436734837336	AG SUPPLIES	152200218	9.99	
			43736833978	SUPPLIES	212100090	32.43	
			444949535675	ART SUPPLIES	412200020	61.56	
			446647658649	AG SUPPLIES	152200218	419.35	
			455933398795	CLASSROOM EQUIPMENT	152200222	295.00	
			455939794485	STANDING DESK	152200216	439.96	
			457373873864	Office supplies, cultural games, supplies, materials, crafts	4002200015	109.53	
			458565946798	CLASSROOM SUPPLIES	312200031	34.95	
			458693385784	ART SUPPLIES	412200020	26.64	
			458835735868	ANNUAL REQUISITIONS	212200006	7.99	
			459436889775	Classroom supplies	152200178	263.18	
			459783947693	CLASSROOM SUPPLIES	212200017	89.49	
			467344848969	OFFICE CHAIR	152200217	152.97	
			469379934783	Classroom supplies	152200178	19.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			473345758644	3- Power Systems Stability Ball Wall Storage Rack, Holds up to 4 Balls, 105 x 21 Inches, Black/Gray, (92579)	4002200014	293.97	
			473879983398	CLASSROOM SUPPLIES	312200031	27.46	
			479346764947	Office supplies, cultural games, supplies, materials, crafts	4002200015	12.99	
			484484758369	SUPPLIES	152200212	55.42	
			533364463589	Instructional Supplies	212200027	21.00	
			535734333843	Office supplies, cultural games, supplies, materials, crafts	4002200015	35.80	
			544778796684	3- Power Systems Stability Ball Wall Storage Rack, Holds up to 4 Balls, 105 x 21 Inches, Black/Gray, (92579)	4002200014	41.00	
			549443886675	SUPPLIES	152200215	18.99	
			557679839766	CLASSROOM EQUIPMENT	152200219	161.98	
			558987848746	Office supplies, cultural games, supplies, materials, crafts	4002200015	32.45	
			566975699636	2021-2022 Classroom Supplies	212200020	149.69	
			574686859837	CLASSROOM EQUIPMENT	152200223	193.99	
			575439475397	CLASSROOM SUPPLIES	312200031	11.99	
			579739653367	Office supplies, cultural games, supplies, materials, crafts	4002200015	41.47	
			586949396887	MATH SUPPLIES 2021-2022	412200027	300.00	
			656754457958	HS CHOIR SUPPLIES	152200221	62.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			659369689987	ENGLISH SUPPLIES 2021-2022	412200024	73.52	
			666639945743	SUPPLIES	152200212	27.71	
			689433534688	Instructional Supplies	212200027	135.10	
			693758956535	SUPPLIES	152200214	26.96	
			694544575639	ANNUAL REQUISITIONS	212200006	12.97	
			694797677698	CLASSROOM EQUIPMENT	152200219	109.99	
			698449345978	ANNUAL REQUISITIONS	212200006	119.27	
			765535565834	CLASSROOM SUPPLIES	312200031	53.97	
			767536383868	Office supplies, cultural games, supplies, materials, crafts	400220015	258.03	
			769943357879	Classroom supplies	152200178	69.82	
			777953949648	Video Streaming Recorders	412200032	250.00	
			793854854479	CLASSROOM EQUIPMENT	152200220	182.32	
			79585489964	CRASH PAD	4002200023	179.99	
			833653437957	MATH SUPPLIES 2021-2022	412200027	7.99	
			854789763385	INSTRUCTIONAL SUPPLIES FOR ENGLISH CLASS	312200034	84.58	
			865379936393	ART SUPPLIES	412200020	240.70	
			869386684577	Classroom supplies	152200178	16.97	
			874958985855	Office supplies, cultural games, supplies, materials, crafts	400220015	476.48	
			878843777548	ENGLISH SUPPLIES 2021-2022	412200024	-73.52	
			896435654846	Classroom supplies	152200178	68.58	
			896758879677	MATH SUPPLIES 2021-2022	412200027	314.99	
			899655933636	3- Power Systems Stability Ball Wall Storage Rack, Holds up to 4 Balls, 105 x 21 Inches, Black/Gray,	4002200014	927.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				(92579)			
			937378484559	DISMISSAL	212200025	257.60	
				SUPPLIES			
			93873868639	INSTRUCTIONAL	312200034	13.98	
				SUPPLIES FOR			
				ENGLISH CLASS			
			949974779585	Office supplies,	4002200015	29.98	
				cultural games,			
				supplies,			
				materials, crafts			
			958645673378	Office supplies,	4002200015	4.99	
				cultural games,			
				supplies,			
				materials, crafts			
665232	APPLE COMPUTER, INC.	10/04/2021	AF22192684	MACBOOK PRO FOR	3002200002	2,689.00	2,689.00
				BUSINESS MANAGER			
665233	BEUG'S ACE HARDWARE	10/04/2021	209621	CUSTODIAL	0	72.93	124.05
				SUPPLIES			
			209735	CUSTODIAL	0	51.12	
				SUPPLIES			
665234	BBH PARTNERS/ARCHITECTS	10/04/2021	42132	LAKER TRANSITION	0	228.71	228.71
				REMODEL			
665235	BIX PRODUCE	10/04/2021	05170427	PRODUCE	7702200074	1,515.39	5,876.45
			05172774	PRODUCE	7702200074	991.79	
			05172775	PRODUCE	7702200074	556.57	
			05172776	PRODUCE	7702200074	2,812.70	
665236	BLUE 84 SPIRIT	10/04/2021	1473288	Rugby Sweatshirt	1412200009	1,067.00	1,067.00
				Hoodies to sell			
				in the Laker Shop			
665237	BRENCO CORP.	10/04/2021	0105366	SUPPLIES,	7702200073	80.00	2,197.28
				CHEMICALS			
			0105413	SUPPLIES,	7702200073	48.25	
				CHEMICALS			
			0105589	SUPPLIES,	7702200073	288.15	
				CHEMICALS			
			0105590	SUPPLIES,	7702200073	1,689.58	
				CHEMICALS			
			0105747	CUSTODIAL	0	91.30	
				SUPPLIES			
665238	BUCHHOLZ, JAMES E	10/04/2021	MEALS 09/15 & 9/16	TRANSP ACTIVITIES	0	23.03	23.03
665239	CAPITAL ONE TRADE CREDIT	10/04/2021	B19384/4	CROSS COUNTRY	0	144.89	144.89
				MEET			
665240	CENTRAL MARKET	10/04/2021	TKT0083	NURSE OFFICE	4002200017	39.25	68.05
				SUPPLIES ACCT			
				8479271			
			TKT0213	FOOD ACCT 8479271	7702200068	28.80	
665241	COLE PAPERS	10/04/2021	10029684	EXTRA 5 PKGS OF	152200105	75.88	121.41
				WAW678PK			
			10044731	FINAL 3 PKGS OF	152200105	45.53	
				ROYAL SUNDANCE			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665242	CULINEX	10/04/2021	INV849038	PAPER INDUCTION COOKER & SUPPLIES	7702200072	399.03	399.03
665243	DAVE BURGESS CONSULTING, INC.	10/04/2021	9076	PROFESSIONAL DEVELOPMENT	0	9,500.00	9,500.00
665244	DETROIT LAKES DISPOSAL	10/04/2021	1816	GARBAGE SERVICE	0	2,490.15	2,490.15
665245	DETROIT LAKES OVERHEAD DOOR IN	10/04/2021	34514 35071	EQUIPMENT REPLACEMENT DOOR OPENER	152200041 0	286.50 645.00	931.50
665246	DETROIT LAKES TRIBUNE	10/04/2021	177891549	NEWSPAPER SUBSCRIPTION-ADM. CENTER	0	94.95	94.95
665247	Vendor Continued Void	10/04/2021					0.00
665248	EAST SIDE JERSEY DAIRY ESJD	10/04/2021	4251084 4521011 4521018 4521053 4521054 4521055 4521058 4521059 4521080 4521083	MILK MILK MILK MILK MILK MILK MILK MILK MILK MILK	7702200066 7702200066 7702200066 7702200066 7702200066 7702200066 7702200066 7702200066 7702200066 7702200066	22.85 488.70 646.20 108.43 165.53 228.28 227.67 158.72 228.38 20.26	2,295.02
665249	EDUCATORS BENEFIT CONSULTANTS,	10/04/2021	09152021	ACT SOFTWARE RENEWAL	152100627	241.48	241.48
665250	ELLISON EDUCATIONAL EQUIPMENT	10/04/2021	SI097689	STAR DIE CUT AND CUTTING PADS	262200047	59.00	59.00
665251	FLINN SCIENTIFIC INC.	10/04/2021	2608946	WATER WATCH - FODE - 21/22	412200008	92.60	92.60
665252	G & R CONTROLS, INC.	10/04/2021	124867	THERMOSTAT REPAIR	0	3,629.15	3,629.15
665253	GENERAL PARTS LLC	10/04/2021	6283188 6284395	SERVICE SERVICE	7702200071 7702200083	312.25 486.24	798.49
665254	Vendor Continued Void	10/04/2021					0.00
665255	GERRELL'S SPORT CENTER	10/04/2021	3876 4902 5107 5917 6868	MS ATHLETIC EQUIPMENT BB/SB ORDER #3876 MS ATHLETIC EQUIPMENT BB/BB/VB/FB ORDER #4902 MS ATHLETIC EQUIPMENT FB/TR ORDER #5107 MS ACTIVITY EQUIPMENT FB ORDER #5917 SOCCER OBSTACLE MARKERS AND SCOREBOOKS INVOICE 6868	312200038 312200037 312200039 312200041 412200070	140.00 2,374.00 256.28 364.00 432.03	6,862.42

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			7076	MS ACTIVITY EQUIPMENT FB ORDER #7076	312200040	710.00	
			7100	SOCCER BALLS INVOICE 7100	412200069	972.00	
			7380	MS ACTIVITY EQUIPMENT FB	312200042	362.11	
			7906	Long Sleeve Laker Staff Shirts to sell in Laker Shop	1412200008	1,252.00	
665256	GOPHER SPORT	10/04/2021	IN66349	Supplies for After School LatchKEY	152200099	308.00	308.00
665257	GREEN'S PLUMBING & MODERN HEAT	10/04/2021	20278	ROSSMAN ELEMENTARY	0	977.49	13,507.06
			20279	ROOSEVELT ELEMENTARY	0	5,543.69	
			20280	MIDDLE SCHOOL	0	1,534.88	
			20281	PLUMBING SERVICE	0	5,451.00	
665258	HABITAT PRO, LLC	10/04/2021	0370	LANDSCAPING & HERBACIDE APP	0	320.00	320.00
665259	HAL LEONARD	10/04/2021	38341389	EE MUSIC RESOURCE ONLINE	262200044	195.00	195.00
665260	HILDI INC.	10/04/2021	13160	EST ANNUAL OPEB LEVY LIMIT & LETTER	0	385.00	385.00
665261	HILLYARD / HUTCHINSON	10/04/2021	604456524	SUPPLIES	0	217.45	2,658.64
			604460429	SUPPLIES	0	1,522.94	
			604460430	SUPPLIES	0	563.26	
			604463483	SUPPLIES	0	149.49	
			700477293	SUPPLIES	0	58.00	
			700477294	SUPPLIES	0	147.50	
665262	JUNIOR LIBRARY GUILD	10/04/2021	578496	BOOKS	2312200001	754.60	754.60
665263	LAKER LOCKER	10/04/2021	4542	MS ACTIVITY GIRLS TENNIS INVOICE #4542	312200043	162.50	162.50
665264	LAKES COUNTRY SERVICE CO-OP.	10/04/2021	94410	HEALTH & SAFETY CONTR SERVICES FOR FY2022	0	23,168.00	23,168.00
665265	LAKES SPORT SHOP	10/04/2021	578496	PRACTICE JERSEYS INVOICE 137853	412200029	815.00	815.00
665266	MAHUBE-OTWA COMMUNITY ACTION P	10/04/2021	09132021	150 COR ADV SLOTS	0	1,425.00	1,425.00
665267	MARK'S ELECTRIC INC.	10/04/2021	14897	ADD RECEPTACLE FOR WATER COOLER	0	311.64	311.64
665268	MARIOTTI, TRISHA L	10/04/2021	09272021	PBIS GENERAL SUPPLIES	0	414.15	414.15
665269	MATBOSS, LLC	10/04/2021	6030775130	MATBOSS VIDEO STATS	412200028	599.00	599.00
665270	MENARDS - DETROIT LAKES	10/04/2021	30785	Field Market	152200244	110.91	110.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Paint			
665271	MID STATES WIRELESS, INC.	10/04/2021	102010932-1	BATTERIES	0	232.00	232.00
665272	MIDWEST BUS PARTS	10/04/2021	157231	BUS 58	0	43.65	43.65
665273	MILLER YARD CARE AND CONSTRUCT	10/04/2021	10680	YARD CARE	0	1,303.00	1,303.00
665274	MINN KOTA RECYCLING	10/04/2021	426983	RECYCLING	0	76.50	76.50
665275	MN STATE HIGH SCHOOL LEAGUE	10/04/2021	038996	MSHSL ACTIVITY	412200049	8,855.00	8,855.00
				FEEES FOR ISD 22 PER STUDENT AND ACTIVITY CUSTOMER ID 00127			
665276	MN STATE COMMUNITY & TECHNICAL	10/04/2021	00859141	AUGUST 2021	0	239.88	239.88
				PRINTING/POSTAGE/C OPIES			
665277	NARDINI FIRE EQUIPMENT CO.	10/04/2021	IV00178901	INSPECTION OF FIRE EQUIP	0	493.90	1,960.50
			IV00183099	INSPECTION OF FIRE EQUIP	0	1,466.60	
665278	NASCO INC.	10/04/2021	139537	MATH SUPPLIES 2021-2022	412200026	48.81	48.81
665279	OFFICE DEPOT	10/04/2021	193788075001	PENS FOR THE RPINCIPAL	262200055	40.88	40.88
665280	ONCHUCK, ADDIE M	10/04/2021	09152021	SUPPLIES	0	110.48	110.48
665281	PRECISION PRINTING	10/04/2021	ORDER100308	BIRTHDAY NOTE CARDS	152200184	460.00	460.00
665282	PRO-TUFF DECALS	10/04/2021	INV021011583	FB HELMET # STICKERS INVOICE 021011583	412200016	44.99	44.99
665283	PUSH PEDAL PULL	10/04/2021	317527	PUSH PEDAL PULL PE ORDER	412200018	2,108.00	2,108.00
665284	RDO EQUIPMENT CO.	10/04/2021	P8841255 P8886255	PO1575 WHEEL PO DAN1575 ARM & LOCK NUT	0 0	208.99 171.34	380.33
665285	RETHWISCH, FRANCINE J	10/04/2021	091921	BAKING ACTIVITY SUPPLIES	0	24.95	24.95
665286	RWP, INC.	10/04/2021	2506	2021 Final Yearbook payment (due to fall delivery instead of spring last year)	412200037	8,283.50	8,283.50
665287	SCHOOL TECHNOLOGY ASSOCIATES I	10/04/2021	8506	REPLACEMENT MOUNT	3002200027	71.81	71.81
665288	Vendor Continued Void	10/04/2021					0.00
665289	SCHOOL SPECIALTY LLC	10/04/2021	208128255109	Order made through Cooperative Purchasing - 9TH GRADE SCIENCE TABLES. (These will replace the cancelled tables	412100398	3,431.84	5,521.65

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				from Innovative Labs) Diversified Woodcrafts Metal Table, 60 x 30 x 23-37 Inches, Black Top.			
			208128360735	ART SUPPLIES	412200019	685.89	
			208128440987	School supplies	262200004	9.55	
			208128441530	CABINETS FOR PTO (PTO WILL REIMBURSE)	262200042	1,091.12	
			208128508682	WATER WATCH - STEVE FODE - 21/22	412200009	303.25	
665290	SOUTHPAW ENTERPRISES, INC.	10/04/2021	0504579	For HS new sensory rooms for DCD, ASD, EBD and OHD students.	4002200013	761.50	1,339.50
			0505308	For HS new sensory rooms for DCD, ASD, EBD and OHD students.	4002200013	578.00	
665291	ST UNLIMITED LLC	10/04/2021	1388	PC AMERICA TECH SUPPORT	3002200054	899.00	899.00
665292	STENERSON BROS. LUMBER CO.	10/04/2021	347391	CUSTODIAL SUPPLIES	0	189.00	189.00
665293	STELLHER HUMAN SERVICES, INC.	10/04/2021	161944	CTSS-SLMH GRANT FOR SEPT 2021	0	22,800.00	22,800.00
665294	SUCKERT, MICHAEL W	10/04/2021	092021	STAFF APPRECIATION	0	81.66	81.66
665295	SWANSON'S REPAIR	10/04/2021	01-70696	CUSTODIAL SUPPLIES	0	727.04	727.04
665296	TODAY'S CLASSROOM LLC	10/04/2021	21-7900	EQUIPMENT	152200017	707.44	707.44
665297	TRAINING ROOM, INC.	10/04/2021	TR08012021	TRAINING ROOM SUPPLIES INVOICE 97776, 97438, 97437	412200064	1,829.17	1,829.17
665298	Vendor Continued Void	10/04/2021					0.00
665299	TROPHY HOUSE	10/04/2021	255085	STATE CHAMPION TROPHIES INVOICE 255085	412200072	270.00	1,995.65
			255360	RETIREMENT PLAQUE FOR SUPERINTENDENT	152001131	30.25	
			256385	EMPLOYEE BAGS AND TABLE CLOTH	312100140	761.65	
			257264	CROSS COUNTRY MEET AWARDS INVOICE 257264	412200050	277.75	
			257427	STUDENT SENATE	152200157	10.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			257473	NAMEPLATE			
				DL HALL OF HONOR	0	646.00	
665300	UNIQUE SOFTWARE CORP.	10/04/2021	251730	MACBOOK AIR REPAIR	3002200053	174.00	174.00
				83 Computer	Check(s) For a Total of		154,717.51

	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
	83	Computer	Checks For a Total of	154,717.51
Total For	83	Manual, Wire Tran, ACH & Computer	Checks	154,717.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	154,717.51

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	2,319.00	91,504.96	93,823.96
02	FOOD SERVICE	0.00	0.00	11,953.27	11,953.27
03	TRANSPORTATION FUND	0.00	0.00	66.68	66.68
04	COMMUNITY SERVICE FUND	0.00	250.00	1,069.21	1,319.21
05	CAPITAL EXPENDITURE	0.00	0.00	44,122.55	44,122.55
06	BUILDING FUND	0.00	0.00	3,431.84	3,431.84

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665322	A-OX WELDING SUPPLY CO. INC.	10/18/2021	00254697	INV - 00254697 CYLINDER RENTAL	412200083	10.76	659.97
			00256157	INV - \$10.76 CYLINDER RENTAL	0	10.76	
			01205712	FINANCE CHARGE FOR LATE PAYMENT	0	12.50	
			88056194	CYLINDER YEARLY LEASE	0	625.95	
665323	A.B.M. INC.	10/18/2021	AR1505067	MONTHLY COPIER FEES	0	468.03	570.93
			AR1505068	TRANSITION BLDG COPIER 1 MO LEASE	0	102.90	
665324	ADVANCE TERRAZZO & TILE CO INC	10/18/2021	REQ. #4	HIGH SCHOOL ADDITION & RENOVATION	0	39,135.25	39,135.25
665325	Vendor Continued Void	10/18/2021					0.00
665326	Vendor Continued Void	10/18/2021					0.00
665327	Vendor Continued Void	10/18/2021					0.00
665328	Vendor Continued Void	10/18/2021					0.00
665329	Vendor Continued Void	10/18/2021					0.00
665330	Vendor Continued Void	10/18/2021					0.00
665331	Vendor Continued Void	10/18/2021					0.00
665332	Vendor Continued Void	10/18/2021					0.00
665333	AMAZON	10/18/2021	435439663847	Supplies needed	7702200055	271.76	6,565.01
			436358786655	USB-C TO HDMI	3002200052	327.91	
			437454647479	Classroom supplies	312100146	141.14	
			445363773747	Supplies needed	7702200055	10.90	
			457364384773	NURSE OFFICE SUPPLIES	4002200045	13.49	
			464989383978	scissors-bulk of 25 \$28.99 Plastic stacking bins 2 small \$12.99  2 medium \$13.99  2 large \$14.99 Cottage Road Library with doors (bookcases)	4002200031	86.95	
			467774857699	ADAPTERS, CORDS AND FAN	3002200041	8.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			535376987857	USB-C TO HDMI	3002200048	327.91	
			549579835734	Elementary School Counseling Program	212200024	311.73	
			554957944367	KEYPADS	3002200050	42.00	
			584395996593	RAQUET BALLS FOR CLASSROOM MOVEMENT USE	262200053	148.98	
			589956873754	CLASSROOM SUPPLIES	262200058	15.67	
			597889734494	Elementary Cultural Activity supplies, snacks, books	4002200035	24.99	
			644846457457	ADAPTERS, CORDS AND FAN	3002200041	285.84	
			664976395743	AUDIO FIBER CABLES	3002200049	164.19	
			687539683553	scissors-bulk of 25 \$28.99 Plastic stacking bins 2 small \$12.99  2 medium \$13.99  2 large \$14.99 Cottage Road Library with doors (bookcases)  2 \$192.28	4002200031	539.18	
			733555948538	Elementary School Counseling Program	212200024	12.52	
			739995773455	scissors-bulk of 25 \$28.99 Plastic stacking bins 2 small \$12.99  2 medium \$13.99  2 large \$14.99 Cottage Road Library with doors (bookcases)	4002200031	25.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				2			
				\$192.28			
			745854847898	CABLES AND ADAPTERS	3002200051	283.52	
			756443778788	OFFICE & SPED SUPPLIES	312200046	125.78	
			759574998648	BOOKS FOR RENEE KERZMAN	152200227	74.00	
			765479937863	CABLES AND ADAPTERS	3002200051	9.00	
			783589983643	Books, stuffed animals, 10 items Roosevelt Elem	4002200037	103.55	
			787648733396	Elementary Cultural Activity supplies, snacks, books	4002200035	139.00	
			796885353538	Classroom supplies	262200051	31.96	
			843956569799	CLASSROOM SUPPLIES	262200058	80.19	
			863486336995	CLASSROOM SUPPLIES	262200059	41.56	
			863895498474	Elementary Cultural Activity supplies, snacks, books	4002200035	50.40	
			869974938438	Elementary Cultural Activity supplies, snacks, books	4002200035	219.04	
			937746944334	AUDIO FIBER CABLES	3002200049	66.55	
			954748957699	2 Poster frames and 2 magnetic calendars for business classrooms	412200038	93.97	
			956759863996	Classroom supplies	312100146	1,990.86	
			967383984937	NURSE OFFICE SUPPLIES	4002200045	162.51	
			985358567866	EARTH AND SPACE SUPPLIES	412200039	311.04	
			997445486855	Classroom supplies	262200051	21.99	
665334	Vendor Continued Void	10/18/2021					0.00
665335	ARVIG COMMUNICATION SYSTEMS	10/18/2021	IN0001103278 001 5	TELEPHONE SERVICES AND NEW	0	9,509.24	10,190.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				EQUIPMENT			
			IN0001103285 001 6	TELEPHONE	0	171.16	
				SERVICES			
			IN0003009493 001 2	FIBER LEASE	0	509.88	
665336	ARVIG COMMUNICATION SYSTEMS	10/18/2021	320016	LABOR-ACCESS	0	95.00	506.08
				CAMERAS ON			
				COMPUTER			
			320483	LABOR AND	0	411.08	
				EXPENSES			
665337	ASCD	10/18/2021	0014105825	MEMBERSHIP	152200193	89.00	89.00
				RENEWAL FOR RENEE			
				KERZMAN			
665338	AUTO VALUE DETROIT LAKES	10/18/2021	53438590	AUTO SUPPLIES	0	15.26	15.26
665339	BDT MECHANICAL, LLC	10/18/2021	J003795	POOL EXCHANGER	0	12,923.00	360,691.92
				REPAIRS			
			REQ. #18	HIGH SCHOOL	0	347,768.92	
				ADDITION &			
				RENOVATION			
665340	BECKER COUNTY ENVIRONMENTAL SE	10/18/2021	03-00271074	HS GARBAGE	0	52.00	52.00
665341	BERGAN KDV	10/18/2021	1140823	CONTRACT	0	17,400.00	17,400.00
				8/8/21-9/18/21			
665342	BERGSTROM ELECTRIC, INC.	10/18/2021	REQ. #19	HIGH SCHOOL	0	234,929.30	234,929.30
				ADDITION &			
				RENOVATION			
665343	BEUG'S ACE HARDWARE	10/18/2021	208058	SUPPLIES	0	66.95	235.06
			210197	CUSTODIAL	0	76.41	
				SUPPLIES			
			210811	CUSTODIAL	0	2.99	
				SUPPLIES			
			210903	SUPPLIES	0	49.91	
			210908	SUPPLIES	0	38.80	
665344	BEVERAGE WHOLESALERS, INC	10/18/2021	184828	ax Water for	1412200006	63.00	63.00
				resale in the			
				Laker Shop			
665345	Vendor Continued Void	10/18/2021					0.00
665346	BIX PRODUCE	10/18/2021	05174935	PRODUCE	7702200080	1,041.43	7,704.73
			05180485	PRODUCE	7702200080	326.12	
			05180561	PRODUCE	7702200080	1,279.96	
			05182966	PRODUCE	7702200089	1,331.10	
			05183259	PRODUCE	7702200089	548.61	
			05188147	PRODUCE	7702200089	834.00	
			05188180	PRODUCE	7702200089	2,343.51	
665347	BRENCO CORP.	10/18/2021	0106113	SUPPLIES	7702200090	1,774.94	1,774.94
665348	BRISTLIN CONSTRUCTION, INC.	10/18/2021	093021	TRANSITIONS	0	99,415.18	99,415.18
				RENOVATIONS			
665349	BRUSHMARKS SIGN	10/18/2021	13336	VINYL GRAPHICS	0	1,369.70	1,369.70
665350	BUCKANAGA, ANTHONY J	10/18/2021	100421	MILEAGE-MAHNOMEN	0	44.80	44.80
				ROUND TRIP			
665351	CAPITAL ONE TRADE CREDIT	10/18/2021	B20886/4	MASONRY DRILL ACC	0	18.76	18.76
665352	CARLSON, CARRIE	10/18/2021	092721	SUPPLIES FOR	0	26.83	26.83

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665353	CENTRAL MARKET	10/18/2021	006000110705	ENGLISH DEPT Rolls from Central Market-pick up by Burl Buhr	152200098	26.47	26.47
665354	Vendor Continued Void	10/18/2021					0.00
665355	Vendor Continued Void	10/18/2021					0.00
665356	CITY OF DETROIT LAKES	10/18/2021	01-004198-00	UTILITIES-BUS GARAGE	0	125.07	44,626.31
			02-009345-00	UTILITES MIDDLE SCHOOL/ROOSEVELT	0	17,032.45	
			02-009346-00	UTILITIES-ROOSEVELT T	0	1,080.52	
			06-031740-00	UTILITIES-ADM. CENTER	0	725.67	
			12-069577-00	UTILITIES-LINCOLN	0	996.22	
			18-149212-00	UTILITIES-SENIOR HIGH	0	15,130.29	
			18-150088-00	UTILITIES-SENIOR HIGH	0	146.21	
			18-150843-00	UTILITIES-SENIOR HIGH	0	1,319.60	
			18-151142-00	UTILITIES-SENIOR HIGH	0	438.12	
			19-156423-00	UTILITIES-ROSSMAN	0	6,680.00	
			21-215790-01	UTILITIES-TRANSITI ONS 1104	0	233.88	
			21-215794-02	UTILITIES-TRANSITI ONS 1102	0	718.28	
665357	CITI CARGO & STORAGE	10/18/2021	S1261482	CONTAINER RENTAL	0	100.00	100.00
665358	COURNEYA, NICOLE K	10/18/2021	092421	READING CURRICULUM	0	138.72	138.72
665359	CRISIS PREVENTION INSTITUTE	10/18/2021	CUS0269820 IUS0204501	NCI WORKBOOKS CPI RECERT FEE	0 0	587.25 150.00	737.25
665360	CULINEX	10/18/2021	INV849321 INV849487 INV849581 INV849830	WEDGE BLADE RSV SUPPLIES SUPPLIES SUPPLIES	7702200082 7702200092 7702200092 7702200092	294.91 1,108.82 649.32 124.21	2,177.26
665361	DACOTAH PAPER COMPANY	10/18/2021	54485 58665	SUPPLIES CLEANER	7702200091 152200180	530.16 66.98	597.14
665362	DAKOTA BUSINESS SOLUTIONS	10/18/2021	AR2031	DAKOTA BUSINESS SOLUTIONS - TAPES FOR MAIL MACHINE	412200080	50.00	50.00
665363	DETROIT PAINT & GLASS CO.	10/18/2021	72834 72852	MINI BLINDS THERMOPANE & SUPPLIES	0 0	1,425.00 774.30	2,199.30
665364	DOW ACOUSTICS, INC.	10/18/2021	REQ. #10	HIGH SCHOOL ADDITION & RENOVATION	0	8,550.00	8,550.00
665365	EARTHWORK SERVICES INC.	10/18/2021	REQ. #12	HIGH SCHOOL	0	6,860.43	26,296.48

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ADDITION & RENOVATION			
			REQ. #9	ROOSEVELT	0	19,436.05	
				ADDITION & RENOVATIONS			
665366	EASTMAN FENCE AND SONS LLC	10/18/2021	446295	FENCE REPAIR	0	220.00	220.00
665367	Vendor Continued Void	10/18/2021					0.00
665368	Vendor Continued Void	10/18/2021					0.00
665369	Vendor Continued Void	10/18/2021					0.00
665370	EAST SIDE JERSEY DAIRY ESJD	10/18/2021	4521081	MILK	7702200076	228.38	4,608.99
			4521085	MILK	7702200076	401.87	
			4521086	MILK	7702200076	202.09	
			4521120	MILK	7702200076	270.58	
			4521121	MILK	7702200076	169.56	
			4521122	MILK	7702200076	64.02	
			4521124	MILK	7702200076	307.11	
			4521125	MILK	7702200076	133.58	
			4521147	MILK	7702200085	168.41	
			4521148	MILK	7702200076	325.39	
			4521149	MILK	7702200085	190.06	
			4521151	MILK	7702200085	332.00	
			4521153	MILK	7702200085	333.36	
			4521180	MILK	7702200085	309.12	
			4521181	MILK	7702200085	168.41	
			4521182	MILK	7702200085	36.84	
			4521184	MILK	7702200085	447.55	
			4521185	MILK	7702200085	202.09	
			4521213	MILK	7702200085	150.16	
			4521215	MILK	7702200085	168.41	
665371	ERICKSON, SARA	10/18/2021	REFUND	LUNCH ACCT	0	75.30	75.30
				BALANCE			
665372	FINGALSON, TROY	10/18/2021	REFUND	LUNCH ACCT	0	360.00	360.00
				BALANCE			
665373	FIRST CHOICE FOOD & BEVERAGE S	10/18/2021	2110:017044	POP POPCORN	7702200095	254.50	254.50
665374	FLOOR TO CEILING-CARPET ONE	10/18/2021	REQ. #9	MIDDLE SCHOOL	0	2,145.10	2,145.10
				ADDITION & RENOVATION			
665375	FLR SANDERS, INC	10/18/2021	5524	LABOR GYM	0	1,112.40	7,650.72
				RECOATING			
			5525	MATERIALS GYM	0	2,002.32	
				RECOATING			
			5526	LABOR GYM	0	1,620.00	
				RECOATING-MS			
			5527	MATERIALS GYM	0	2,916.00	
				RECOATING-MS			
665376	FRONTLINE TECHNOLOGIES GROUP,	10/18/2021	US147498	APPLICANT	0	2,308.64	2,308.64
				TRACKING RENEWAL			
665377	GEHRTZ CONSTRUCTION SERVICES	10/18/2021	3583	MIDDLE SCHOOL	0	1,689.36	51,299.21
				ADDITION & RENOVATION			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3584	ROOSEVELT ADDITION & RENOVATIONS	0	7,632.57	
			3585	HIGH SCHOOL ADDITION & RENOVATION	0	41,977.28	
665378	GEMINI ATHLETIC WEAR	10/18/2021	42884	GHOCKEY UNIFORMS	412200021	5,000.00	6,164.00
			42884.	GHOCKEY SOCKS INVOICE 42884	412200087	1,164.00	
665379	GERRELL'S SPORT CENTER	10/18/2021	9283	FOOTBALL WRIST COACHES INVOICE 9283	412200068	160.00	298.00
			9940	FOOTBALL KNEEPADS INVOICE 9940	412200067	138.00	
665380	GOPHER SPORT	10/18/2021	69083	Supplies for After School LatchKEY	152200099	342.12	342.12
665381	GRAINGER, INC.	10/18/2021	9053800042	CONTROL KEYED TO MANUFACTURER	0	2,649.16	2,649.16
665382	HAZELDEN PUBLISHING	10/18/2021	2938201	BARR SUBSCRIPTION	152200075	52,666.67	52,666.67
665383	HEBERT, NANCY	10/18/2021	091521	YOGA & FOAM ROLLER CLASSES W/STUDENTS	0	50.00	50.00
665384	HERMAN, SADIE A	10/18/2021	082421	SUPPLIES	0	60.43	60.43
665385	HERZOG ROOFING, INC.	10/18/2021	5917	HOLE REPAIR	0	215.00	710.00
			5922	REPAIR DRAINS	0	495.00	
665386	HERZOG COATINGS	10/18/2021	REQ. #5-FINAL	HIGH SCHOOL ADDITION & RENOVATION	0	1,690.00	1,690.00
665387	HIGHSCOPE	10/18/2021	W13898	LetterLinks	152200250	30.00	30.00
665388	Vendor Continued Void	10/18/2021					0.00
665389	HILLYARD / HUTCHINSON	10/18/2021	604469279	SUPPLIES	0	287.79	5,313.38
			604469280	SUPPLIES	0	2,953.66	
			604474757	SUPPLIES	0	535.40	
			604474758	SUPPLIES	0	265.04	
			604477859	RECEPTACLE	0	23.08	
			604477860	CUSTODIAL SUPPLIES	0	295.61	
			700478285	SUPPLIES	0	207.70	
			700478437	SUPPLIES	0	677.43	
			700479119	CORD SET	0	67.67	
665390	HOLMQUIST, MELANIE M	10/18/2021	011021	SUPPLIES	0	110.90	122.10
			090121	MILEAGE	0	11.20	
665391	HOWIES HOCKEY, INC.	10/18/2021	INV081932	BHOCKEY PAD TAPE, STICK TAPE AND SKATE LACES INVOICE 081932	412200066	1,050.54	1,050.54
665392	HUENERS, JANELLE E	10/18/2021	092221	SUPPLIES	0	36.30	36.30
665393	I'LL TILE & STONE INC.	10/18/2021	REQ. #7	MIDDLE SCHOOL ADDITION &	0	19,870.20	19,870.20

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				RENOVATION			
665394	Vendor Continued Void	10/18/2021					0.00
665395	ICS CONSULTING, INC.	10/18/2021	REQ. #11	HIGH SCHOOL	0	3,220.50	10,028.00
				ADDITION & RENOVATION			
			REQ. #12	HIGH SCHOOL	0	3,220.50	
				ADDITION & RENOVATION			
			REQ. #16	ROOSEVELT	0	768.00	
				ADDITION & RENOVATIONS			
			REQ. #17	ROSSMAN ADDITION	0	489.00	
				& RENOVATION			
			REQ. #17.	MIDDLE SCHOOL	0	781.00	
				ADDITION & RENOVATION			
			REQ. #17..	ROOSEVELT	0	768.00	
				ADDITION & RENOVATIONS			
			REQ. #18	MIDDLE SCHOOL	0	781.00	
				ADDITION & RENOVATION			
665396	IND. SCHOOL DISTRICT #181	10/18/2021	08272021	20/21 TUITION-HH	0	1,978.32	1,978.32
665397	IND. SCHOOL DISTRICT #709	10/18/2021	092821	21/22 TUITION-KG	0	600.00	2,400.00
			092821.	21/22 TUITION-QO	0	600.00	
			092821..	20/21 TUITION-KG	0	600.00	
			092821...	20/21 TUITION-QO	0	600.00	
665398	Vendor Continued Void	10/18/2021					0.00
665399	IND. SCHOOL DISTRICT #742	10/18/2021	090921	20/21 TUITION-EP	0	2,626.88	4,870.06
			090921.	20/21 TUITION-PD	0	525.38	
			090921..	20/21 TUITION-KB	0	158.40	
			090921...	20/21 TUITION-KB	0	1,138.31	
				2ND INV 48.75 HRS			
			090921....	20/21 TUITION-RB	0	158.40	
			090921.....	20/21 TUITION-RB	0	262.69	
				2ND INV 11.25 HRS			
665400	IND. SCHOOL DISTRICT #846	10/18/2021	1370	20/21 TUITION-PB	0	174.90	174.90
665401	INNOVATIVE LABORATORY SYSTEMS,	10/18/2021	IN25832	FUME HOOD	152200018	19,990.00	19,990.00
665402	ISD #361	10/18/2021	1102200558	MN COMM ED ANNUAL MTG REG	0	339.00	339.00
665403	JENSEN FRITZ, SARA L	10/18/2021	081821	MILEAGE	0	107.52	107.52
665404	JK SPORTS	10/18/2021	92801	BBB SCOREBOOKS	412200077	51.35	51.35
665405	JOHNSON CONTROLS	10/18/2021	1-107183667706	REPAIRED FRESH AIR DAMPER	0	592.39	592.39
665406	Vendor Continued Void	10/18/2021					0.00
665407	JOHNSON'S LOCK & KEY	10/18/2021	44543	SERVICE CALL AND KEYS	0	119.85	3,915.05
			44570	SERVICE CALL & KEY	0	168.00	
			44594	SERVICE CALL &	0	471.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES			
			44598/44615	SERVICE CALL & SUPPLIES	0	59.25	
			MIDDLE SCHOOL	SERVICE CALL & KEY INV 44575, 44577, 44595, 44603, 44622	0	2,529.70	
			SENIOR HIGH	SERVICE CALL AND KEYS INV 44551, 44610, 44602, 44608	0	567.25	
665408	JONES JOHNSON, PAULA ANN	10/18/2021	092321	SUPPLIES	0	21.06	21.06
665409	KENDELL DOORS & HARDWARE, INC.	10/18/2021	REQ. #14	HIGH SCHOOL ADDITION & RENOVATION	0	17,366.07	17,366.07
665410	Vendor Continued Void	10/18/2021					0.00
665411	KRUEGER INTERNATIONAL INC	10/18/2021	14304870	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	35,426.02	149,029.29
			14305396	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	337.50	
			14306429	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	45,724.89	
			14307022	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	248.16	
			14311683	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	23,424.80	
			14312207	NEW CLASSROOM FURNITURE FOR 9TH GRADE WING AND SPED REMODEL	412100380	43,867.92	
665412	L&M FLEET SUPPLY, INC.	10/18/2021	6752553	SUPPLIES FOR CROSS COUNTRY MEET	0	17.96	122.21
			6773232	NEW CARBURETOR TKT 090721-8	0	104.25	
665413	LAGE, RUTH N	10/18/2021	100521	SUPPLIES	0	82.17	82.17
665414	LEDGESTONE, INC.	10/18/2021	REQ. #18	HIGH SCHOOL ADDITION & RENOVATION	0	33,439.96	33,439.96
665415	MAAE	10/18/2021	INV081932	SUMMER CONF	0	502.00	502.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665416	MAGNUM CONTRACTING, INC.	10/18/2021	REQ. #13-FINAL	REGISTRATION ROOSEVELT ADDITION & RENOVATIONS	0	11,632.48	11,632.48
665417	Vendor Continued Void	10/18/2021					0.00
665418	MARK'S ELECTRIC INC.	10/18/2021	14929	EXTEND OUTLET	0	200.40	1,037.90
			14946	CK LIGHT REPLACE RECEPTACLE	0	82.34	
			14949	DIRECT WIRE AIR PURIFIER	0	223.88	
			14950	REPAIR FLOURESCENT	0	52.00	
			14957	CK LIGHT ROOM 114	0	52.00	
			14980	HOT CART IN KITCHEN TRIPS GFI	0	78.00	
			15011	CENTRAL KITCHEN	0	154.33	
			15012	CENTRAL KITCHEN	0	194.95	
665419	MCARTHUR TILE COMPANY	10/18/2021	REQ. #10	HIGH SCHOOL ADDITION & RENOVATION	0	28,500.00	28,500.00
665420	MCGRAW-HILL	10/18/2021	118952799001	Elementary Consumables	152200177	407.70	407.70
665421	MEDCO SUPPLY CO.	10/18/2021	IN94144103	EQUIPMENT/FURNITUR E FOR NEW ATHLETIC TRAINING ROOM	152200026	18,130.10	18,130.10
665422	MENARDS - DETROIT LAKES	10/18/2021	30972	TRANSITIONS SUPPLIES	0	202.80	799.48
			31125	FB CONCESSIONS PO# 2021091701 INVOICE 31125	412200065	107.10	
			31264	CUSTODIAL SUPPLIES	0	110.07	
			31364	CUSTODIAL SUPPLIES	0	59.75	
			31374	Paint football & Soccer Filed	152200257	319.76	
665423	MILLER & SONS DRYWALL, INC.	10/18/2021	REQ. #14	HIGH SCHOOL ADDITION & RENOVATION	0	47,500.00	47,500.00
665424	MILLER YARD CARE AND CONSTRUCT	10/18/2021	10894	MOW TRIM & BLOW	0	328.00	328.00
665425	MN ELEM. SCHOOL PRINCIPALS' AS	10/18/2021	12577	MESPA AND NAESP MEMBERSHIP-EMILY STERNBERG	0	934.00	934.00
665426	MINNESOTA ENERGY RESOURCES	10/18/2021	0505787691-00001	ENERGY CHARGES-ROSSMAN	0	2,037.00	2,113.16
			0507161024-00001	UTILITIES-ADM. CENTER	0	76.16	
665427	MOLLBERG, KENT H	10/18/2021	091521	PRESENTATION	0	300.00	300.00
665428	MORRIS PAINTING & DECORATING I	10/18/2021	GOAL POST	FOOTBALL GOAL	0	375.00	5,938.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			MIDDLE	POST WORK COMPLETED THRU 9-30	0	3,821.44	
			ROSSMAN	WORK COMPLETED THRU 9-30	0	1,742.10	
665429	MORTENSON MASONRY, INC.	10/18/2021	REQ. #16-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	29,513.00	29,513.00
665430	MSBA - MN SCHOOL BOARDS ASSOC.	10/18/2021	28481X0Y0R6	COSA NEWSLETTER MEMBERSHIP FOR SUPERINTENDENT	152200242	60.00	60.00
665431	MN STATE COMMUNITY & TECHNICAL	10/18/2021	00859410	ALC RENTAL- FY22 PAYMENT 2	0	17,017.69	17,017.69
665432	MUSIC THEATRE INTERNATIONAL	10/18/2021	767048	FALL MUSICAL-DISNEY'S "NEWSIES"	0	750.00	750.00
665433	MVP LOGISTICS LLC	10/18/2021	755508102	SHIPPING CHARGES FOR PO 0152200177	0	28.15	28.15
665434	MYERS, CARA L	10/18/2021	092921	PRIZES/INCENTIVES- UNITED WAY ALC LEADERSHIP GRANT	0	77.66	77.66
665435	NAPA AUTO PARTS	10/18/2021	456875 456996	AUTO PARTS AUTO PARTS	0 0	24.08 242.80	266.88
665436	NARDINI FIRE EQUIPMENT CO.	10/18/2021	IV00184540	NEW EXTINGUISHER	0	306.88	306.88
665437	NERESON CHEVROLET INC.	10/18/2021	1113539 1113551 5598007	16 CHEV SUB 17 CHEV SUB HOSE FOR TRUCK 66	0 0 0	112.89 112.89 63.89	289.67
665438	NORSEMAN MOTORS, INC.	10/18/2021	22390	SERVICE 17 YUKON	0	74.81	74.81
665439	NORTHWEST CABINETS, INC.	10/18/2021	REQ. #2-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	11,351.00	11,351.00
665440	OKESON, KATIE	10/18/2021	TXTBK-CHRISTIANBOOK	NON PUBLIC TEXTBOOKS	0	237.39	237.39
665441	OLANDER BUS SERVICE INC.	10/18/2021	30SEP21	COVID CLEANING	0	4,568.75	4,568.75
665442	OTIS ELEVATOR COMPANY	10/18/2021	100400505892	MONTHLY MAINTENANCE	0	150.00	150.00
665443	Vendor Continued Void	10/18/2021					0.00
665444	Vendor Continued Void	10/18/2021					0.00
665445	PAN-O-GOLD BAKING CO.	10/18/2021	20101121257001 20101121257002 20101121257003 20101121257004 20101121257005 20101121261001 20101121263001 20101121263002 20101121263003 20101121263004 20101121268001 20101121268002	BREAD BREAD BREAD BREAD BREAD BREAD BREAD BREAD BREAD BREAD BREAD BREAD	7702200067 7702200067 7702200077 7702200067 7702200067 7702200086 7702200077 7702200086 7702200077 7702200077 7702200086 7702200086	66.92 73.88 108.99 92.50 89.25 98.84 49.05 74.31 91.86 105.90 56.48 56.48	1,001.22

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20101121270001	BREAD	7702200086	21.18	
			20101121270002	BREAD	7702200086	15.58	
665446	PAPA MURPHY'S	10/18/2021	INV40011	AND INV 40021 PIZZA - CONCESSIONS	7702200093	195.00	195.00
665447	PEPSI	10/18/2021	45564551	POP	7702200094	1,159.76	4,762.22
			45564552	beverages for resale in the Laker Shop	1412200011	1,625.25	
			47222505	beverages for resale in the Laker Shop	1412200005	776.03	
			50040761	PEPSI ORDER FOR FB CONCESSIONS INVOICES: #50040761 \$952.66 #45303306 \$248.52	412200063	1,201.18	
665448	PICKLE EVENTS, LLC	10/18/2021	2194	TIMING SYSTEM FOR CROSS COUNTRY MEET INVOICE 2194	412200051	1,573.75	1,573.75
665449	PRECISION PRINTING	10/18/2021	100064	DLHS EMERGENCY FLIP CHART	412200082	300.00	862.00
			99880	DLHS EVACUATION MAPS FOR CLASSROOMS	412200081	562.00	
665450	PREMIUM WATERS, INC.	10/18/2021	351358424	BOTTLED WATER	0	34.89	34.89
665451	QUADIENET FINANCE USA, INC.	10/18/2021	11296090	POSTAGE-SENIOR HIGH	0	1,000.00	1,000.00
665452	QUADIENET LEASING USA, INC.	10/18/2021	N9061958	POSTAGE MACHINES LEASING	0	759.42	759.42
665453	RED RIVER GLAZING, INC	10/18/2021	REQ. #14	HIGH SCHOOL ADDITION & RENOVATION	0	6,898.90	6,898.90
665454	Vendor Continued Void	10/18/2021					0.00
665455	REINHART FOODSERVICE, LLC	10/18/2021	746928	FOOD	7702200070	700.16	9,533.58
			746985	FOOD	7702200070	20.10	
			750393	FOOD	7702200070	1,758.98	
			753961	FOOD	7702200079	-44.77	
			754115	FOOD	7702200079	2,199.71	
			760249	FOOD	7702200079	660.13	
			760271	FOOD	7702200088	1,486.32	
			763628	FOOD	7702200088	116.90	
			765401	FOOD	7702200088	2,636.05	
665456	Vendor Continued Void	10/18/2021					0.00
665457	RIVERSIDE PUBLISHING CO.	10/18/2021	INV091646	The Woodcock Johnson IV is an assessment used district wide in the special	4002200029	999.72	1,138.72

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				education evaluation process. It is designed to measure the intellectual abilities and academic achievement of students.			
			INV091649	The Woodcock-Johnson IV Tests of Oral Language (WJ IV(TM) OL) can be used to determine and describe an individual's strengths and weaknesses with regard to expressive language.	4002200028	139.00	
665458	ROJAS, THERESA	10/18/2021	100821	CULTURAL CLASSES AND ACCLIMATION TO STAFF	0	400.00	400.00
665459	RUPP, ANDERSON, SQUIRES & WALD	10/18/2021	13619	LEGAL SERVICES	0	533.00	533.00
665460	S & S LANDSCAPING CO., INC.	10/18/2021	REQ. #2	ROOSEVELT ADDITION & RENOVATION	0	9,065.09	9,065.09
665461	SCAN AIR FILTER, INC.	10/18/2021	153479 153533	FILTERS FILTERS	0 0	3,178.32 2,323.06	5,501.38
665462	SCHOOL SPECIALTY LLC	10/18/2021	208128426608	ENGLISH SUPPLIES 2021-2022	412200025	306.90	306.90
665463	SCHWEIGART, JOYCE L	10/18/2021	091721	SUPPLIES	0	24.64	24.64
665464	SHAW, LINDA K	10/18/2021	100421	SUPPLIES	0	27.70	27.70
665465	SHOEMAKER, ANGIE	10/18/2021	100421	NOTARY AUTHORIZATION	0	20.00	20.00
665466	SKJOLD, ANNE E	10/18/2021	09302021	CFPM FEES & FOOD	0	215.87	215.87
665467	STEAMATIC	10/18/2021	64804	RESTORATION CARPET CLEANING	0	820.19	820.19
665468	STENERSON BROS. LUMBER CO.	10/18/2021	347296 347328	WOOD SUPPLIES WOOD SUPPLIES	0 0	651.58 700.96	1,352.54
665469	STELLHER HUMAN SERVICES, INC.	10/18/2021	161956	CTSS- SLMH OCTOBER 2021	0	22,800.00	22,800.00
665470	STIGEN, OLIVIA N	10/18/2021	092221	TRAINING	0	95.00	95.00
665471	Vendor Continued Void	10/18/2021					0.00
665472	TALENT ASSESSMENT, INC.	10/18/2021	11550	PAES Lab 2020 Curriculum Component with	4002100175	33,680.00	33,680.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Windows PC Based Scoring Business/Marketing Component Computer Technology Component Construction/Industrial Component Consumer/Service Component Processing/Production Component Premium Lab Lab Set Up Plus 2-day On-site Staff Training 1 year subscription for 3 email addresses to on-going video training Shipping and Handling Setup Package _7 shelving units, 1 workbench (assembled) Replicated Reality PAES Audio Job cards			
665473	TIERNEY BROTHERS INC	10/18/2021	851262	DISPLAYS FOR HS CONSTRUCTION	3002200001	525.00	6,333.48
			851488	MS AUDITORIUM PROJECTOR	3002200042	5,242.11	
			852193	DISPLAYS FOR HS CONSTRUCTION	3002200001	566.37	
665474	TRICORNE AUDIO INC.	10/18/2021	12247	MICROPHONE	0	107.90	232.23
			12248	MICROPHONE	0	124.33	
665475	TRIMARK HOCKENBERGS	10/18/2021	REQ. #4	HIGH SCHOOL ADDITION & RENOVATION	0	15,148.70	15,148.70
665476	TWEETON REFRIGERATION, INC.	10/18/2021	T43150S	SUPPLIES AND LABOR	0	234.25	2,761.41
			T44222S	SUPPLIES AND LABOR	0	547.10	
			T44337S	SUPPLIES AND LABOR	0	786.50	
			T44350S	SUPPLIES AND LABOR	0	868.14	
			T44501S	SUPPLIES AND LABOR	0	325.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665477	Vendor Continued Void	10/18/2021					0.00
665478	Vendor Continued Void	10/18/2021					0.00
665479	Vendor Continued Void	10/18/2021					0.00
665480	UPPER LAKES FOODS, INC.	10/18/2021	852371-0A	FOOD	7702200087	-82.34	33,564.81
			866548-00	FOOD	7702200069	3,713.02	
			874277-00	FOOD	7702200069	2,749.93	
			874278-00	FOOD	7702200069	881.51	
			874531-00	FOOD	7702200069	984.03	
			875030-00	FOOD	7702200069	372.39	
			875030-0A	FOOD	7702200069	-24.69	
			876733-00	FOOD	7702200069	6,507.37	
			877333-00	FOOD	7702200078	715.00	
			878498-00	FOOD	7702200078	1,929.71	
			878527-00	FOOD	7702200078	4,789.88	
			878557-00	FOOD	7702200078	333.28	
			878605-00	FOOD	7702200078	551.15	
			881449-00	FOOD	7702200087	5,853.29	
			883514-00	FOOD	7702200087	1,410.72	
			885202-00	FOOD	7702200087	2,443.88	
			885452-00	FOOD	7702200087	436.68	
665481	VOLUMECASES	10/18/2021	3545	CHROMEBOOK CASES	3002200021	6,954.55	6,954.55
665482	WCS1, LLC	10/18/2021	REQ. #7	HIGH SCHOOL ADDITION & RENOVATION	0	13,300.00	13,300.00
665483	WILSON, RON	10/18/2021	6	PRESENTATION & GAS	0	525.00	525.00
665484	ZERR BERG	10/18/2021	6240	MIDDLE SCHOOL ADDITION & RENOVATION	0	1,652.00	18,791.00
			6241	ROOSEVELT ADDITION & RENOVATIONS	0	3,803.00	
			6242	HIGH SCHOOL ADDITION & RENOVATION	0	13,336.00	
				163 Computer	Check(s) For a Total of		1,654,468.07

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	163	Computer	Checks For a Total of	1,654,468.07
Total For	163	Manual, Wire Tran, ACH & Computer	Checks	1,654,468.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,654,468.07

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	41,903.28	2,464.28	306,781.93	351,149.49
02	FOOD SERVICE	0.00	435.30	67,531.56	67,966.86
03	TRANSPORTATION FUND	0.00	0.00	4,730.81	4,730.81
04	COMMUNITY SERVICE FUND	0.00	0.00	1,014.57	1,014.57
05	CAPITAL EXPENDITURE	0.00	0.00	70,354.05	70,354.05
06	BUILDING FUND	0.00	0.00	1,159,252.29	1,159,252.29

**BANK RECONCILIATION**

9/30/21

<b>BREMER BANK STATEMENT BALANCE</b>	10,911.46
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(191.33)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>10,720.13</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	10,720.04
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	0.09
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	0.00
<b>NSF CHECKS:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>10,720.13</u>
<b>DIFFERENCE</b>	(0.00)

<u>CHECK</u>	<u>CHECK</u>	<u>ACCOUNT</u>	<u>INVOICE</u>	<u>INVOICE</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
				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 \*\*\*\*\*

<u>Receipt</u>	<u>Description</u>	<u>Acct Nbr</u>	<u>Trans Date</u>	<u>Amount</u>
			Totals for	0.00
			Total for Cash Receipts	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 \*\*\*\*\*

Acct Nbr	OBJ	Description	Reference	Trans Date	Debit	Credit
88 A	101 J1	INTEREST ON MIDDLE SCHOOL ACTIVITY ACCOUNT-SEPTEMBER	093101	09/30/2021	0.09	0.00
		0.09 Totals for 093101				

0.09 Total for Journal Entries

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
88	ACTIVITIES	0.09	0.00	0.00	0.09
***	Fund Summary Totals ***	0.09	0.00	0.00	0.09

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

# BREMER

PO Box 1000  
Lake Elmo, MN 55042-1000

Last statement: August 31, 2021  
This statement: September 30, 2021  
Total days in statement period: 30

Page 1 of 1  
XXXXXX2547  
( 0 )

INDEPENDENT SCHOOL DISTRICT 22  
MIDDLE SCHOOL ACTIVITY FUND  
500 11TH AVE  
DETROIT LAKES MN 56501

Direct inquiries to:  
Your Local Branch or, 800-908-Bank  
(2265)

Bremer Bank National Association  
372 St Peter St  
St Paul MN 55102

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## Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$10,911.37
Low balance	\$10,911.37	Total additions	.09
Average balance	\$10,911.37	Total subtractions	0.00
Avg collected balance	\$10,911	Ending balance	\$10,911.46
Interest paid year to date	\$0.90		

## CREDITS

Date	Description	Additions
09-30	Interest Credit	0.09

## DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
08-31	10,911.37	09-30	10,911.46		

## OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

*Thank you for banking with Bremer Bank National Association*

## IMPORTANT INFORMATION ABOUT YOUR STATEMENT

Please examine this statement immediately. Because you are in the best position to discover any problem, you agree to promptly examine your statement and report to us any problem on or related to your statement. We also recommend reviewing your transactions online every few days, including deposits, ATM withdrawals, recurring payments and debit card transactions. If you notice a questionable check or charge amount, contact us to resolve the issue as soon as possible. We will assume everything is correct unless you notify us in writing of any disagreement within 30 calendar days after we mail the statement, email the statement or make the statement available to you online.

### FINANCE CHARGE: CREDIT LINE ACCOUNTS

Interest on Notes is computed on a 365/365 simple interest basis; that is, by applying the ratio of the Interest rate over the number of days in a year (365 for all years; including leap years), multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

### BILLING RIGHTS SUMMARY: IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR CREDIT LINE BILL

If you think your statement is wrong, or if you need more information about a transaction on your statement, write to us on a separate sheet at the address shown on your statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can call us, but to preserve your rights we will need your information in writing. Please follow the instructions below.

In your letter, provide the following information:

- 1) Your name and account number;
- 2) The dollar amount of the suspected error;
- 3) A description of the error. Explain, if you can, why you believe there is an error. If you need more information, describe the item about which you are unsure.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question. While we investigate your question, we cannot report you as delinquent on the disputed amount or take any action to collect the amount you question.

**SPECIAL RULE FOR CREDIT CARD PURCHASES** (including debit card purchases authorized with a signature and are not PIN-based): If you have any issues with the quality of goods or services that you purchased with a credit card, or a debit card utilizing your signature to authorize the transaction, and have tried in good faith to correct the problem with the merchant, you may not have to pay the remaining amount due on the goods or services. This protection applies only when the purchase price of goods or services exceeds \$50.00 and the purchase was made in your home state or within 100 miles of your mailing address. If we own or operate the merchant, or if we communicated via mail the property or services, all purchases are protected regardless of amount or location of purchase.

### ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

If you think your statement or receipt is wrong, if you need more information about a transfer listed on the statement or receipt, or in case of any errors or questions about your electronic transfers, contact us as soon as possible in one of the following ways:

- Call us at 800-908-BANK (2265), or
- Write to us on a separate sheet of paper at the address shown on your statement, or
- Email us in Online Banking (Customer Service > Contact Us)

We must hear from you no later than 60 days after we sent you the first statement on which the problem or error appeared. In your communication, provide the following information:

- 1) Your name and account number (if any);
- 2) The dollar amount of the suspected error;
- 3) A description of the error or transfer. Explain, if you can, why you believe there is an error. If you need more information, describe the item about which you are unsure.

If you tell us orally, we may require that you send us your inquiry in writing within ten (10) business days. We will determine whether an error occurred within ten (10) business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not credit your account.

*For errors involving new accounts, point-of-sale or foreign-initiated transactions:* We may take up to 90 days to investigate your complaint or question. For new accounts, we may take up to 20 business days to credit your account for the amount you think is in error. We will tell you the results within three (3) business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation.

**BANK RECONCILIATION**  
**9/30/21**

<b>BREMER BANK STATEMENT BALANCE</b>	251,709.93
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(6,396.43)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>245,313.50</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	241,964.38
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	19,802.00
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(16,708.31)
<b>MISC FEES: (account analysis fee)</b>	(27.57)
<b>MISC: (voided check from 8/25 &amp; reissued 9/10)</b>	283.00
<b>BOOK ENDING BALANCE</b>	<u>245,313.50</u>
<b>DIFFERENCE</b>	0.00

<u>CHECK</u>	<u>CHECK</u>	<u>ACCOUNT</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	
400575 WORLD STRIDES	09/10/2021	88 E 041 298 263 888 401	DLHS Band Hawaii Deposit	9,000.00
			Totals for 400575	9,000.00
400576 MARTIN, DUSTIN	09/10/2021	88 E 041 296 113 888 401	Reimb for GGolf range balls, practice rounds	501.57
			Totals for 400576	501.57
400577 SMITH, MARGERY	09/10/2021	88 E 041 296 113 888 401	reimb for ggolf shirts	283.00
			Totals for 400577	283.00
400578 TAG UP	09/10/2021	88 E 041 296 129 888 401	GTen invoice 228690D	291.26
			Totals for 400578	291.26
400579 HUENERS, JANELLE	09/24/2021	88 E 041 298 249 888 401	reimb for national ffa student convention hotels downpayment	1,272.00
400579 HUENERS, JANELLE	09/24/2021	88 E 041 298 249 888 401	Reimb for ffa retreat supplies	49.72
			Totals for 400579	1,321.72
400580 JB'S CUSTOM APPAREL	09/24/2021	88 E 041 296 129 888 401	GTennis Clothing inv 16603	1,472.00
			Totals for 400580	1,472.00
400581 MN FFA	09/24/2021	88 E 041 298 249 888 401	DLHS FFA region CDE/LDE registration invoice 2342	32.00
400581 MN FFA	09/24/2021	88 E 041 298 249 888 401	DLHS FFA Region and State Dues inv 1972, 2524 & 2256	1,303.00
			Totals for 400581	1,335.00
400582 REGION 1 FFA	09/24/2021	88 E 041 298 249 888 401	Region 1 FFA Fall conference	300.00
			Totals for 400582	300.00
400583 SD PROMOTIONS	09/24/2021	88 E 041 292 108 888 401	DLHS CC Shirts	630.00
			Totals for 400583	630.00
400584 SWENSON, AARON	09/24/2021	88 E 041 298 257 888 401	reimb for link crew supplies	253.76
			Totals for 400584	253.76
400585 TROPHY HOUSE	09/24/2021	88 E 041 298 263 888 401	Band awards invoice 257451	432.00
400585 TROPHY HOUSE	09/24/2021	88 E 041 298 263 888 401	Band SR Awards invoice 256652	28.00
			Totals for 400585	460.00
400586 JOHNSON, RACHEL	09/27/2021	88 E 041 296 105 888 401	reimburse for GBB entry fees	860.00
			Totals for 400586	860.00
			Totals for checks	16,708.31

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	16,708.31	16,708.31
*** Fund Summary Totals ***		0.00	0.00	16,708.31	16,708.31

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

Receipt	Description	Acct Nbr	Trans Date	Amount
12753	Make the Lake Fundraiser- Wadena	88 R 041 292 108 888 051	09/09/2021	540.00
		Totals for 12753		540.00
12754	VB video money	88 R 041 296 131 888 051	09/09/2021	15.00
		Totals for 12754		15.00
12755	Make the Lake Fundraiser	88 R 041 292 108 888 051	09/09/2021	4,005.00
		Totals for 12755		4,005.00
12756	GTenn Pizza fundraiser	88 R 041 296 129 888 051	09/10/2021	100.00
		Totals for 12756		100.00
12757	Poster Sponsorship	88 R 041 294 115 888 051	09/17/2021	5,100.00
		Totals for 12757		5,100.00
12758	Make the Lake Fundraiser- Fergus Falls	88 R 041 292 108 888 051	09/10/2021	780.00
		Totals for 12758		780.00
12760	FB adrenaline fundraiser	88 R 041 294 112 888 051	09/17/2021	2,376.00
		Totals for 12760		2,376.00
12761	CC home meet concessions by team	88 R 041 292 108 888 051	09/17/2021	454.00
		Totals for 12761		454.00
12762	Band trip pymts and Gene Gaffney award m	88 R 041 298 263 888 051	09/24/2021	6,432.00
		Totals for 12762		6,432.00
		Total for Cash Receipts		19,802.00

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	19,802.00	0.00	19,802.00
***	Fund Summary Totals ***	0.00	19,802.00	0.00	19,802.00

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

FD	T	ORG	PRG	CRS	FIN	GLN	Beginning	2021-22	2021-22	Ending
							Balance	FYTD Debits	FYTD Credits	Balance
88	A		101	41		CASH	227,124.44	64,183.18	45,244.12	246,063.50
88	A		101	--		CASH	227,124.44	64,183.18	45,244.12	246,063.50
88	-					*ACTIVITIES	227,124.44	64,183.18	45,244.12	246,063.50

<u>FD</u>	<u>T</u>	<u>ORG</u>	<u>PRG</u>	<u>CRS</u>	<u>FIN</u>	<u>GLN</u>	<u>Beginning</u> <u>Balance</u>	<u>2021-22</u> <u>FYTD Debits</u>	<u>2021-22</u> <u>FYTD Credits</u>	<u>Ending</u> <u>Balance</u>
Grand Asset Totals							227,124.44	64,183.18	45,244.12	246,063.50

Number of Accounts: 1

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

# BREMER BANK

PO Box 1000  
Lake Elmo, MN 55042-1000

Last statement: August 31, 2021  
This statement: September 30, 2021  
Total days in statement period: 30

Page 1 of 2  
XXXXXX5879  
( 23)

INDEPENDENT SCHOOL DISTRICT 22  
SCHOOL ORGANIZATIONS  
DETROIT LAKES ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES MN 56501

Direct inquiries to:  
Your Local Branch or, 800-908-Bank  
(2265)

Bremer Bank National Association  
372 St Peter St  
St Paul MN 55102

## Commercial Business Banking

Account number	XXXXXX5879	Beginning balance	\$250,755.18
Enclosures	23	Total additions	19,802.00
Low balance	\$246,596.84	Total subtractions	18,847.25
Average balance	\$252,168.49	Ending balance	\$251,709.93
Avg collected balance	\$250,841		

## CHECKS

Number	Date	Amount	Number	Date	Amount
400543	09-17	55.50	400578	09-16	291.26
400569 *	09-07	280.60	400579	09-28	1,321.72
400571 *	09-02	171.74	400582 *	09-30	300.00
400572	09-03	550.00	400584 *	09-29	253.76
400573	09-07	3,156.00	400585	09-28	460.00
400574	09-09	1,836.10	400586	09-30	860.00
400575	09-23	9,000.00			
400577 *	09-16	283.00			

\* Skip in check sequence

## DEBITS

Date	Description	Subtractions
09-22	Account Analysis Fee ANALYSIS ACTIVITY FOR 08/21	27.57

## CREDITS

Date	Description	Additions
09-09	Deposit 2192	15.00
09-09	Deposit 2193	4,005.00
09-10	Deposit 2196	100.00
09-10	Deposit 2195	540.00
09-10	Deposit 2197	780.00
09-17	Deposit 2201	454.00
09-17	Deposit 2200	2,376.00

<u>Date</u>	<u>Description</u>	<u>Additions</u>
09-17	Deposit 2199	5,100.00
09-24	Deposit 2202	6,432.00

**DAILY BALANCES**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08-31	250,755.18	09-10	250,200.74	09-24	254,905.41
09-02	250,583.44	09-16	249,626.48	09-28	253,123.69
09-03	250,033.44	09-17	257,500.98	09-29	252,869.93
09-07	246,596.84	09-22	257,473.41	09-30	251,709.93
09-09	248,780.74	09-23	248,473.41		

**OVERDRAFT/RETURN ITEM FEES**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

*Thank you for banking with Bremer Bank National Association*

DEPOSIT TICKET

UB

09-09-2021

15.00

09/09/2021 2192 \$15.00

DEPOSIT TICKET

FB

09-17-21

2376.00

09/17/2021 2200 \$2,376.00

DEPOSIT TICKET

CC

09-09-2021

4,005.00

09/09/2021 2193 \$4,005.00

DEPOSIT TICKET

CC

09-17-21

454.00

09/17/2021 2201 \$454.00

DEPOSIT TICKET

CC

09-10-2021

540.00

09/10/2021 2195 \$540.00

DEPOSIT TICKET

Bond

09-24-21

6,432.00

09/24/2021 2202 \$6,432.00

DEPOSIT TICKET

6201

09-10-2021

100.00

09/10/2021 2196 \$100.00

Item's Image Is Not Available

09/17/2021 400543 \$55.50

DEPOSIT TICKET

CC

09-10-21

780.00

09/10/2021 2197 \$780.00

400569

CHECK NO.

280.60

09/07/2021 400569 \$280.60

DEPOSIT TICKET

6100

09-17-21

5,100.00

09/17/2021 2199 \$5,100.00

400571

CHECK NO.

171.74

09/02/2021 400571 \$171.74

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400572

\*\*\* One Thousand Three Hundred Twenty-One Dollars (1,321.72) \*\*\*

PAY TO THE ORDER OF: 09/03/2021 \$1,321.72

ROBERT L. MICHENER  
12522 ELM DR  
DETROIT LAKES, MI 48624-7414

⑆400572⑆ ⑆096010415⑆ ⑆00705879⑆

09/03/2021 400572 \$550.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400579

\*\*\* One Thousand Three Hundred Twenty-One Dollars (1,321.72) \*\*\*

PAY TO THE ORDER OF: 09/28/2021 \$1,321.72

JANELLE RUSSELL  
1002 GUYTON AVE. JR  
DETROIT LAKES, MI 48624

⑆400579⑆ ⑆096010415⑆ ⑆00705879⑆

09/28/2021 400579 \$1,321.72

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400573

\*\*\* Three Thousand One Hundred Sixty Dollars (3,160.00) \*\*\*

PAY TO THE ORDER OF: 09/07/2021 \$3,160.00

DEBORAH J. EPP  
39523 STATE HIGHWAY 24  
DETROIT LAKES, MI 48624

⑆400573⑆ ⑆096010415⑆ ⑆00705879⑆

09/07/2021 400573 \$3,156.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400582

\*\*\* Three Hundred Twenty Dollars (320.00) \*\*\*

PAY TO THE ORDER OF: 09/30/2021 \$320.00

DEBORAH J. EPP  
39523 STATE HIGHWAY 24  
DETROIT LAKES, MI 48624

⑆400582⑆ ⑆096010415⑆ ⑆00705879⑆

09/30/2021 400582 \$300.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400574

\*\*\* One Thousand Eight Hundred Sixty Dollars (1,860.00) \*\*\*

PAY TO THE ORDER OF: 09/09/2021 \$1,860.00

WENDY POWERS  
20 BOYD ST  
DETROIT LAKES, MI 48624

⑆400574⑆ ⑆096010415⑆ ⑆00705879⑆

09/09/2021 400574 \$1,836.10

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400584

\*\*\* Two Hundred Twenty Three Dollars (223.76) \*\*\*

PAY TO THE ORDER OF: 09/29/2021 \$223.76

DENYSON, JARREN  
13357 CO ROAD 111  
DETROIT LAKES, MI 48624

⑆400584⑆ ⑆096010415⑆ ⑆00705879⑆

09/29/2021 400584 \$253.76

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400575

\*\*\* Nine Thousand Dollars (9,000.00) \*\*\*

PAY TO THE ORDER OF: 09/23/2021 \$9,000.00

WANDA POWERS  
20 BOYD ST  
DETROIT LAKES, MI 48624

⑆400575⑆ ⑆096010415⑆ ⑆00705879⑆

09/23/2021 400575 \$9,000.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400585

\*\*\* Eight Hundred Sixty Dollars (860.00) \*\*\*

PAY TO THE ORDER OF: 09/28/2021 \$860.00

JOHNSON, JACHEL  
14450 155TH AVE  
SKAGEN PARK, MI 48624

⑆400585⑆ ⑆096010415⑆ ⑆00705879⑆

09/28/2021 400585 \$460.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400577

\*\*\* Two Hundred Eighty Three Dollars (283.00) \*\*\*

PAY TO THE ORDER OF: 09/16/2021 \$283.00

IVETH HARGREY  
133 NEASON LANE  
DETROIT LAKES, MI 48624

⑆400577⑆ ⑆096010415⑆ ⑆00705879⑆

09/16/2021 400577 \$283.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400586

\*\*\* Eight Hundred Sixty Dollars (860.00) \*\*\*

PAY TO THE ORDER OF: 09/30/2021 \$860.00

JOHNSON, JACHEL  
14450 155TH AVE  
SKAGEN PARK, MI 48624

⑆400586⑆ ⑆096010415⑆ ⑆00705879⑆

09/30/2021 400586 \$860.00

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 HOOVERVILLE AVE. DETROIT LAKES, MI 48624  
(517) 847-4451

CHECK NO. 400578

\*\*\* Two Hundred Ninety One Dollars (291.26) \*\*\*

PAY TO THE ORDER OF: 09/16/2021 \$291.26

TAS HP  
PO BOX 714  
DETROIT LAKES, MI 48624-0714

⑆400578⑆ ⑆096010415⑆ ⑆00705879⑆

09/16/2021 400578 \$291.26

# September 2021 Hand Payables Summary

Fund	September 1-19	September 21-30	Total
01 - General Fund	\$56,639.51	\$334,038.07	\$390,677.58
02 - Food Service	\$4,897.55	\$14,208.07	\$19,105.62
03 - Transportation	\$25,129.65	\$2,223.00	\$27,352.65
04 - Community Service Fund	\$117.90	\$2,133.63	\$2,251.53
05 - Capital Expenditure Fund	\$0.00	\$751.07	\$751.07
88 - Activities Account	-	-	\$16,708.31
<b>Total</b>	<b>\$86,784.61</b>	<b>\$353,353.84</b>	<b>\$456,846.76</b>

**September 2021 Hand Payables Total            \$456,846.76**

CHECK		CHECK	INVOICE		AMOUNT
NUMBER	VENDOR	DATE	DESCRIPTION		
664921	CASH-WA DISTRIBUTING CO.	09/03/2021	Multiple Invoices		4,822.01
			Totals for 664921		4,822.01
664922	FURTHER	09/03/2021	PARTICIPATION FEES		434.85
			Totals for 664922		434.85
664923	MINNESOTA ENERGY RESOURCES	09/03/2021	Multiple Invoices		108.59
			Totals for 664923		108.59
664924	OLANDER BUS SERVICE INC.	09/03/2021	Multiple Invoices		40,006.16
			Totals for 664924		40,006.16
664925	SCHULTZ BUS COMPANY	09/03/2021	Multiple Invoices		21,520.04
			Totals for 664925		21,520.04
664927	AMAZON	09/09/2021	Multiple Invoices		2,188.66
			Totals for 664927		2,188.66
664937	DISTRICT AUXILIARY ACCOUNT	09/09/2021	Multiple Invoices		5,465.57
			Totals for 664937		5,465.57
664938	MADISON NATIONAL LIFE INSURANC	09/09/2021	LTD INS PREMIUMS-AUG 2021		2,637.30
			Totals for 664938		2,637.30
664939	MINNESOTA ENERGY RESOURCES	09/09/2021	UTILITIES-ROSSMAN		293.00
			Totals for 664939		293.00
664940	AMER. FAMILY LIFE ASSURANCE CO	09/15/2021	Payroll accrual		187.51
			Totals for 664940		187.51
664941	AFSCME COUNCIL 65	09/15/2021	Payroll accrual		265.11
			Totals for 664941		265.11
664942	D.L. PUBLIC EDUCATION FOUNDATI	09/15/2021	Payroll accrual		48.00
			Totals for 664942		48.00
664943	IND. SCHOOL DISTRICT #22	09/15/2021	Multiple Invoices		7,602.40
			Totals for 664943		7,602.40
664944	MINNESOTA CHILD SUPPORT	09/15/2021	Multiple Invoices		765.50
			Totals for 664944		765.50
664945	SUPPORT PAYMENT CLEARINGHOUSE	09/15/2021	PAYROLL ACCRUAL		335.91
			Totals for 664945		335.91
664946	UNITED WAY OF BECKER COUNTY	09/15/2021	Payroll accrual		104.00
			Totals for 664946		104.00
			Totals for BNK5		86,784.61
			Totals for checks		86,784.61

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>
665191	DISTRICT AUXILIARY ACCOUNT	09/21/2021	Multiple Invoices
			Totals for 665191
			5,551.84
665193	EASTMAN FENCE AND SONS LLC	09/21/2021	HS FENCE REMOVAL
			Totals for 665193
			350.00
665194	FURTHER	09/21/2021	PARTICIPATION FEES
			Totals for 665194
			411.95
665200	MN PEIP	09/24/2021	HEALTH INS OCT 2021 COVERAGE
			Totals for 665200
			301,596.62
665201	ALLIANCE PEST PROTECTION	09/24/2021	RODENT SERVICE
			Totals for 665201
			60.00
665202	CASH-WA DISTRIBUTING CO.	09/24/2021	Multiple Invoices
			Totals for 665202
			3,595.66
665203	HILLYARD / HUTCHINSON	09/24/2021	Multiple Invoices
			Totals for 665203
			4,648.25
665204	MADISON NATIONAL LIFE INSURANC	09/27/2021	Nat'l Ins Serv Life Ins Oct 2021
			Totals for 665204
			1,881.93
665206	CASH-WA DISTRIBUTING CO.	09/29/2021	Multiple Invoices
			Totals for 665206
			5,116.65
665207	MINNESOTA ENERGY RESOURCES	09/29/2021	Multiple Invoices
			Totals for 665207
			834.97
665208	AMER. FAMILY LIFE ASSURANCE CO	09/30/2021	Payroll accrual
			Totals for 665208
			187.51
665209	AFSCME COUNCIL 65	09/30/2021	Payroll accrual
			Totals for 665209
			261.62
665210	D.L. PUBLIC EDUCATION FOUNDATI	09/30/2021	Payroll accrual
			Totals for 665210
			48.00
665211	D.L. EDUCATION MINNESOTA	09/30/2021	Payroll accrual
			Totals for 665211
			19,547.66
665212	INDEPENDENT SCHOOL DIST. #22	09/30/2021	PAYROLL ACCRUAL
665212	INDEPENDENT SCHOOL DIST. #22	09/30/2021	PAYROLL ACCRUAL
			Totals for 665212
			677,052.79
			-677,052.79
			0.00
665213	IND. SCHOOL DISTRICT #22	09/30/2021	Multiple Invoices
			Totals for 665213
			7,602.40
665214	MINNESOTA CHILD SUPPORT	09/30/2021	Multiple Invoices
			Totals for 665214
			795.50
665215	MN SCHOOL EMPLOYEES ASSOC.	09/30/2021	Payroll accrual
			Totals for 665215
			418.37
665216	SUPPORT PAYMENT CLEARINGHOUSE	09/30/2021	PAYROLL ACCRUAL
			335.91

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	323,006.32	0.00	11,031.75	334,038.07
02	FOOD SERVICE	5,475.58	0.00	8,732.49	14,208.07
03	TRANSPORTATION FUND	2,168.99	0.00	54.01	2,223.00
04	COMMUNITY SERVICE FUND	2,133.63	0.00	0.00	2,133.63
05	CAPITAL EXPENDITURE	0.00	0.00	751.07	751.07
***	Fund Summary Totals ***	332,784.52	0.00	20,569.32	353,353.84

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

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
400575	WORLD STRIDES	09/10/2021	88 E 041 298 263 888 401	DLHS Band Hawaii Deposit	9,000.00
				Totals for 400575	9,000.00
400576	MARTIN, DUSTIN	09/10/2021	88 E 041 296 113 888 401	Reimb for GGolf range balls, practice rounds	501.57
				Totals for 400576	501.57
400577	SMITH, MARGERY	09/10/2021	88 E 041 296 113 888 401	reimb for ggolf shirts	283.00
				Totals for 400577	283.00
400578	TAG UP	09/10/2021	88 E 041 296 129 888 401	GTen invoice 228690D	291.26
				Totals for 400578	291.26
400579	HUENERS, JANELLE	09/24/2021	88 E 041 298 249 888 401	reimb for national ffa student convention hotels downpayment	1,272.00
400579	HUENERS, JANELLE	09/24/2021	88 E 041 298 249 888 401	Reimb for ffa retreat supplies	49.72
				Totals for 400579	1,321.72
400580	JB'S CUSTOM APPAREL	09/24/2021	88 E 041 296 129 888 401	GTennis Clothing inv 16603	1,472.00
				Totals for 400580	1,472.00
400581	MN FFA	09/24/2021	88 E 041 298 249 888 401	DLHS FFA region CDE/LDE registration invoice 2342	32.00
400581	MN FFA	09/24/2021	88 E 041 298 249 888 401	DLHS FFA Region and State Dues inv 1972, 2524 & 2256	1,303.00
				Totals for 400581	1,335.00
400582	REGION 1 FFA	09/24/2021	88 E 041 298 249 888 401	Region 1 FFA Fall conference	300.00
				Totals for 400582	300.00
400583	SD PROMOTIONS	09/24/2021	88 E 041 292 108 888 401	DLHS CC Shirts	630.00
				Totals for 400583	630.00
400584	SWENSON, AARON	09/24/2021	88 E 041 298 257 888 401	reimb for link crew supplies	253.76
				Totals for 400584	253.76
400585	TROPHY HOUSE	09/24/2021	88 E 041 298 263 888 401	Band awards invoice 257451	432.00
400585	TROPHY HOUSE	09/24/2021	88 E 041 298 263 888 401	Band SR Awards invoice 256652	28.00
				Totals for 400585	460.00
400586	JOHNSON, RACHEL	09/27/2021	88 E 041 296 105 888 401	reimburse for GBB entry fees	860.00
				Totals for 400586	860.00
				Totals for checks	16,708.31

<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

# PERSONNEL AGENDA

## October 18, 2021

### 1) Rescind Resignations:

Connie Skersick – Roosevelt Elementary Special Education Paraprofessional, effective September 24, 2021.

### 2) Resignations:

Tucker Bergmann – Assistant Boys Varsity Basketball Coach, effective September 29, 2021.

William Kvebak – Head Boys Varsity Track and Field Coach, effective August 17, 2021.

Holly Moe – High School Breakfast and Lunch Server, effective September 9, 2021.

Austin Richter – Head Girls Softball Coach. Effective October 4, 2021.

### 2) Appointments:

Sydney Anderson – Roosevelt Elementary Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 22, 2021.

Sonia Christensen – High School Food Service Worker, at the rate of \$14.90 per hour, working up to 20 hours per week, effective October 11, 2021.

Kendra Dresow – Assistant Varsity Girls Hockey Coach, at the rate of 9% of BA, Step 1, or a contract amount of \$3,610.08, effective November 1, 2021.

Morgan Eiter – High School Special Education Paraprofessional, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective September 30, 2021.

Melisa Gatheridge – Long-Term Substitute Roosevelt Elementary 5<sup>th</sup> Grade Teacher, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective September 20, 2021.

Annika Gulseth – Rossman Elementary Education Assistant/Media Center Assistant/Breakfast Supervisor, at the rate of \$13.80 per hour, working up to 29.75 hours per week, effective October 7, 2021.

Heather Malone – Middle School .5 Title I Teacher, at the rate of .5 of BA, Step 1, or a pro-rated contract amount of \$17,239.28, effective October 5, 2021.

Heidi Voz – E-Laker Online Art Teacher, at the rate of \$30.00 per hour, working up to 9 hours per week, effective September 7, 2021.

Jack Warren – High School/ALC American Indian Student Liaison, at the rate of \$21.00 per hour, working up to 29.5 hours per week, effective September 7, 2021.

Denise Watchorn – High School Food Service Worker, at the rate of \$14.90 per hour, working up to 25 hours per week, effective October 11, 2021.

Judy Wollin – Long-Term Substitute Laker Transitions Special Education Teacher, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective approximately November 30, 2021, and continuing through February 22, 2022.

### 3) Amended Assignment:

Michelle Breiger – High School Food Service Worker, temporarily increasing schedule to Full-Time Food Service Worker, working over 30 hours per week, with a shift differential of \$0.75 per hour if shift commencing at or before 6:30 AM, effective September 9, 2021, until position is filled.

Natasha Dahring – High School Food Service Worker, temporarily increasing schedule to Full-Time Food Service Worker, working over 30 hours per week, with a shift differential of \$0.75 per hour if shift commencing at or before 6:30 AM, effective September 9, 2021, until position is filled.

Miranda Mahlum – Rossman Elementary Education Assistant/Media Center Assistant/Breakfast Supervisor, amending assignment to High School Media Center Assistant, effective October 11, 2021.

Elysia McDonald – Rossman Elementary Special Education Paraprofessional, amending assignment to Full-Time Special Education Paraprofessional, increasing her schedule to work up to 37.50 hours per week, effective September 9, 2021.

Sandy Northup – Rossman Elementary Education Assistant, amending assignment to include Breakfast/Noon Duty Supervisor, increasing her schedule to work up to 28.25 hours per week, effective September 9, 2021.

Wendy Steffens – Rossman Elementary Special Education Paraprofessional, amending assignment to Special Education Paraprofessional/Noon Duty Supervisor, effective September 9, 2021.

Amber Sund – Middle School Full-Time Custodian, amending assignment from night shift to day shift, removing shift pay, effective September 13, 2021.

John Weber – High School Substitute Custodian, to amend assignment to Part-Time Custodian, increasing the rate of pay from \$15.50 to \$16.10 per hour (beginning 8/12/2020), working up to 29.75 hours per week for 38 weeks plus as needed during summer months, effective August 12, 2019.

### 4) Amended Contract:

Gene Snetsinger – High School Industrial Technology Teacher, to amend his contract from Tier 3 to Tier 2.

Olivia Stigen – Roosevelt Elementary School Counselor, amending contract from Tier 1 to Tier 3.

DATE: October 11, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Rossman Elementary, Lincoln Education Center, and Administration Center**

The district was notified by Hough, Inc. that they would be unable to fulfill their contract obligations for snow and ice removal for the 2021-22 school year. Administration is recommending snow and ice removal services be contracted with Taves Construction (dba Driveway Services) for the Rossman Elementary, Lincoln Education Center, and Administration Center sites. The annual cost would be a minimum contract of \$15,000 would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

The Facilities Committee and District Administration recommend approval.

**DETROIT LAKES PUBLIC SCHOOL DISTRICT 22**

702 Lake Avenue  
Detroit Lakes, MN 56501  
Phone (218) 847-9271; Fax (218) 847-9273

**QUOTATION REQUEST FOR SNOW/ICE REMOVAL WORK**

For services provided for the winter of 2021-22

Vendor agrees to furnish sufficient manpower and the following list of snow removal equipment for snow/ice removal during the winter of 2021-22 at the following District locations: Administration Center, Rossman School and Lincoln Education Center.

<u>Snow Removal Equipment</u>		
Vehicle (Make/Year)	Description (Size/Capacity)	Cost Per Hour
1. 2018 926M Cat Loader	14' pusher	175
2. 2015 521 Case Loader	12' pusher	175
3. 2014 721 Case Loader	14' pusher	175
4. 2008 821 Case Loader	5 yard bucket	175
5. 2010 824 John Deere Loader	7 yard bucket	200
6. 2011 844 John Deere Loader	10' pusher	150
7. 2014 750 Bobcat skidsteer	10' pusher	150
8. 2014 750 Bobcat skidsteer	8' pusher	150
9. Haul Snow		\$3.75/yard
10. Plow pickup		185
11.		
12.		

**\* MINIMUM CONTRACT PRICE \$15,000 PER YEAR**

Vendor understands that it their responsibility to clear all parking lots, driveways and designated sidewalks on a priority established by the Supervisor of Operations before 7:00 A.M. each normal school or business day and before 8:00 A.M. each weekend or holiday break. It is understood that the District may limit the extent of snow removal as necessary on weekends or holiday breaks.

Vendor agrees to remove snow each day an accumulation of 2" of snow occurs, or upon demand. Daily snow removal will be followed by a light sanding of parking lots. Any additional sanding, plowing or sweeping (for parking lots or sidewalks) will be done on a call request basis.

Hauling or relocating of snow by means of truck or loader at the schools will be done on a request basis by the Supervisor of Operations only. However, hauling of snow at the Administration Center can be done on an as needed basis.

The following phone number JOHN 218 841 2449  
DENNIS 218 850 3092 may be used at all hours by the Supervisor of Operations or those authorized by him to request services or to give special instructions.

Vendor understands that they are responsible for damages to school property occurring during snow removal. Vendor agrees to carry sufficient liability insurance to indemnify Detroit Lakes Public Schools and that all workers will be covered by the vendor's workers compensation plan and will attach proof of liability and worker's compensation policy to the submitted quote.

Vendor agrees to treat Detroit Lakes Public Schools as a priority in relationship to other snow removal customers, and the schools will be plowed first. In the event that the vendor is unable to remove snow within the time constraints as stated, vendor will reimburse the District for any remedial costs.

Vendor will submit bills individually for each building location on or before the 25<sup>th</sup> of each month for actual work performed. Payment will be made on or about the 15<sup>th</sup> of the following month. Submit all invoices to the Supervisor of Operations at the above address.

Official name of Vendors Business: TAVES CONSTRUCTION, INC. dba DRIVEWAY SERVICE

Authorized Vendor Signature: Denise Taves

DATE: October 11, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - High School, Middle School, and Roosevelt Elementary**

The district was notified by Hough, Inc. that they would be unable to fulfill their contract obligations for snow and ice removal for the 2021-22 school year.

Administration is recommending snow and ice removal services be contracted with Feldt Plumbing and Excavating for the High School, Middle School, and Roosevelt Elementary sites. The annual cost would be a minimum contract of \$32,000 would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

The Facilities Committee and District Administration recommend approval.

## DETROIT LAKES PUBLIC SCHOOL DISTRICT 22

702 Lake Avenue  
Detroit Lakes, MN 56501  
Phone (218) 847-9271; Fax (218) 847-9273

### QUOTATION REQUEST FOR SNOW/ICE REMOVAL WORK

For services provided for the winter of 2021-22

Vendor agrees to furnish sufficient manpower and the following list of snow removal equipment for snow/ice removal during the winter of 2021-22 at the following District locations: High School, Middle School & Roosevelt Elementary School

Vehicle (Make/Year)	Snow Removal Equipment Description (Size/Capacity)	Cost Per Hour
1. Front End Loaders	16'-18' Snow Pushers	\$200
2. " "	10'-16' Snow Pusher	175
3. Skidsteer	8'-10' Snow Puger	150
4. Mini loader	" " " "	150
5. Front End loader	Blower	275
6. Dump Trucks		125
7. Front end loader	10' Bucket to load snow	200
8.		
9. There is a \$32,000.00 guarantee. Once we have removed		
10. \$30,000.00 in snow removed we will start charging the		
11. hourly rate listed above. The additional \$2,000 is for placing all		
12. the curb markers		

Vendor understands that it their responsibility to clear all parking lots, driveways and designated sidewalks on a priority established by the Supervisor of Operations before 7:00 A.M. each normal school or business day and before 8:00 A.M. each weekend or holiday break. It is understood that the District may limit the extent of snow removal as necessary on weekends or holiday breaks.

Vendor agrees to remove snow each day an accumulation of 2" of snow occurs, or upon demand. Daily snow removal will be followed by a light sanding of parking lots. Any additional sanding, plowing or sweeping (for parking lots or sidewalks) will be done on a call request basis.

Hauling or relocating of snow by means of truck or loader at the schools will be done on a request basis by the Supervisor of Operations only. However, hauling of snow at the Administration Center can be done on an as needed basis.

The following phone number 218-849-1859 may be used at all hours by the Supervisor of Operations or those authorized by him to request services or to give special instructions.

Vendor understands that they are responsible for damages to school property occurring during snow removal. Vendor agrees to carry sufficient liability insurance to indemnify Detroit Lakes Public Schools and that all workers will be covered by the vendor's workers compensation plan and will attach proof of liability and worker's compensation policy to the submitted quote.

Vendor agrees to treat Detroit Lakes Public Schools as a priority in relationship to other snow removal customers, and the schools will be plowed first. In the event that the vendor is unable to remove snow within the time constraints as stated, vendor will reimburse the District for any remedial costs.

Vendor will submit bills individually for each building location on or before the 25<sup>th</sup> of each month for actual work performed. Payment will be made on or about the 15<sup>th</sup> of the following month. Submit all invoices to the Supervisor of Operations at the above address.

Official name of Vendors Business: Feldt Plumbing + Excavating

Authorized Vendor Signature: [Signature]

We understand & agree with damage to curb.

Any damage done to glass or turf by having to push snow across or pile snow on it will not be our responsibility to repair

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:**

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 410
Date Revised: 11/10/08; 11/12/20	

## **410 - FAMILY AND MEDICAL LEAVE POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

#### **A. “Covered active duty” means:**

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

#### **B. “Covered servicemember” means:**

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers ~~or~~and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address parental care needs; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve-week Leave under Federal Law**

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted child or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces including a member of the National Guard or Reserves, means:
  - a. Injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the

member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduce schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. ~~When~~ Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the

employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as

necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; ~~or to care for the employee's parent with a serious health condition~~; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition, during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
 38 U.S.C. § 101 (Definitions)  
 29 C.F.R. pt. 825 (Family and Medical Leave Act)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees-Family Medical Leave Act Summary)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 412
Date Revised: 07/10/2013; 12/20/2016 ( <del>No</del> Change)	

## 412 - EXPENSE REIMBURSEMENT

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

### I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

### III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

### IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
  - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
  - C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

Date Adopted: 08/31/87	File Number: Detroit Lakes Policy - 413
Date Revised: 02/09/04; 07/12/04;05/11/2009, 04/14/2011, 07/10/2013; 12/21/2020	

## 413 - HARASSMENT AND VIOLENCE

*[Note: State law (~~Minnesota Statutes, § 121A.03~~) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, ~~Minnesota Statutes, Ch. section~~ 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by ~~Minnesota Statutes, section §~~ 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with ~~Minnesota Statutes, section §~~ 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression,~~ or disability (Protected Class).

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

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of Protected Class ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~. The school district prohibits any form of harassment or violence on the basis of Protected Class ~~race, color, creed, religion, national origin, sex,~~

~~age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.~~

- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender or expression, or disability~~.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel ~~who is~~ found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.

- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions

1. “Disability” means ~~with respect to an any condition or characteristic that renders a person a disabled person. A disabled person is any person who~~individual who:
  - a. ~~has~~ a physical, sensory, or mental impairment ~~which that~~ materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment ~~includes~~ consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

- c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
    - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
    - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
    - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in ~~Minnesota Statutes, -§section~~ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which that~~ may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the

superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building - The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to a human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Human Resources Manager as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of ~~the~~an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, - or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violation and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under ~~Minnesota Statutes Chapter 260E~~ ~~§ 626.556~~ may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. ~~Ch. 260E§ 626.556 et seq.~~ (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, ~~§ 504~~)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process~~Student Sex Nondiscrimination~~)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 22  
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 22 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence – circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group. \_\_\_\_\_  
\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature) (Date)  
Received by \_\_\_\_\_

Date Adopted: 06/20/83	File Number: Detroit Lakes Policy - 414
Date Revised: 02/09/04; 05/15/06, 04/13/09, 04/09/12; 11/12/20	

**414 - MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL  
OR SEXUAL ABUSE**

*[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

1. is not likely to occur and could not have been prevented by exercise of due care; and
2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporters” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
  - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd.4 6, Clause (5);

7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed ~~myby~~ Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation

which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodians of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury,” means a statement, overt act, condition or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for a child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department or county sheriff or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred ~~and~~ that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV.A., above, and there is no requirement to file more than one report, if the initial report is made to MDE, it would be helpful to MDE if schools also report to MDE.]***

## **V. INVESTIGATION**

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local

agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- | B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- | C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- | D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- | E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the

Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency’s intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in ~~p~~Paragraph ~~VI~~A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapons)  
Minn. Stat. § 609.341, Subd. 10 Definitions – Position of Authority)  
Minn. Stat. § 609.341. Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et. seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adult)



# Confidential Student Maltreatment of Students Reporting Form

*Maltreatment information is confidential data. Use this form only to report to MDE.*

**MDE Staff use only**

Intake Person \_\_\_\_\_ MDE File # \_\_\_\_\_ Investigator \_\_\_\_\_ Date Assigned \_\_\_\_\_

No Maltreatment   
  No Jurisdiction   
  I and R   
  Other (Please explain) \_\_\_\_\_

Date Reporter Notified \_\_\_\_\_

Verbal  
 Written (Attach written correspondence)

Date Submitted \_\_\_\_\_ MDE File #: \_\_\_\_\_ (MDE staff use only)

I.S.D. Name and Number \_\_\_\_\_

Via:  Facsimile    School Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No. \_\_\_\_\_

U.S. Mail    Principal \_\_\_\_\_

**REPORTER (name of person completing form)**    Reporter is confidential under Minnesota Statutes, §section 626.556)

Mandated     Non-Mandated

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_ Mandated

Reporter: Yes \_\_\_\_\_ No \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SCHOOL INFORMATION**

ISD# \_\_\_\_\_ School District: \_\_\_\_\_ Program Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Transportation Company (if necessary): Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALLEGED VICTIM (Complete one reporting form for each alleged victim)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender:  Male  Female Ethnicity: \_\_\_\_\_

Special Education:  Yes  No    Disability Description: \_\_\_\_\_ Ethnicity/State \_\_\_\_\_

Student ID: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other/Alternate Phone: \_\_\_\_\_

Licensed: Yes \_\_\_\_\_ No \_\_\_\_\_ If licensed, name of licensing board: \_\_\_\_\_ Folder #: \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location (i.e. – bus, classroom): \_\_\_\_\_

Address (if different than school): \_\_\_\_\_ County: \_\_\_\_\_

Witness Contact Information: \_\_\_\_\_

Police Notified: Yes \_\_\_\_\_ No \_\_\_\_\_ Police Department: \_\_\_\_\_

Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case No: \_\_\_\_\_

**Type of Alleged Maltreatment**     Physical Abuse \_\_\_\_\_     Sexual Abuse \_\_\_\_\_     Neglect \_\_\_\_\_

Unknown \_\_\_\_\_ Injury: Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Description of Incident and Injury: (please attach additional page if needed).

Injury  Yes  No Description of Injury \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

Witness Information \_\_\_\_\_

**Description of Incident**

\_\_\_\_\_

Police Notified  Yes  No Police Department \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**~~Please Fax Report to: Student Maltreatment Program -- (651) 634-2277~~**

Minnesota Department of Education

Student Maltreatment Program, ~~Division of Compliance and Assistance~~

1500 Highway 36 West, Roseville, Minnesota 55113-4266

~~Phone~~ **Reporting Line:** (651) 582-8546 Fax: (651) 634-2277

Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)



## Becker County – Report of Suspected Child Maltreatment

Becker County Human Services • 712 Minnesota Ave., Detroit Lakes, MN 56501  
 Phone: 218-847-5628 (ext. 5410) • Fax: 218-847-6738 • [CPIntake@co.becker.mn.us](mailto:CPIntake@co.becker.mn.us)

**Mandated reporters call immediately to make verbal report. Submit written report within 24 hours.**

### Reporter/Complainant

Name: \_\_\_\_\_ Relationship/Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mandated Reporter:  Yes  No If yes, Employer: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Mandated reporters are required to provide written report.*

### Family Information

Parent 1: \_\_\_\_\_ DOB / Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent 2: \_\_\_\_\_ DOB / Age: \_\_\_\_\_

Address (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Others residing in home: \_\_\_\_\_

Custody Arrangement (if applicable): \_\_\_\_\_

Name of Child(ren)	DOB / Age	Race	School (if applicable)	M / F

Native American Heritage?  Yes  No Tribe: \_\_\_\_\_

### Alleged Offender

*\*\*If not noted above*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Does the child reside with the offender?  Yes  No

### Description of Suspected Abuse or Neglect

**Please describe on the next page:**

- Alleged Date
- Time
- Place
- Severity/Frequency
- Visible Injuries
- Harm
- Mental or Developmental Disabilities of Child or Parent
- Parent Willingness to Protect
- Family Stressors
- History of Violence
- Current and Previous Services
- Family Strengths

Description of Suspected Abuse or Neglect

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

FALL 2021 LANE CHANGE REQUESTS

First Name	Last Name	Building	Current Lane	Current Salary	Proposed Lane	Proposed Salary	Increase	
Whitney	Benscoter	Rossman	BA, Step 3	\$41,671.00	BA+10, Step 3	\$43,509.00	\$1,838.00	
William	Blasczyk	High School	MA+20, Step 11	\$63,262.00	MA+30, Step 11	\$65,221.00	\$1,959.00	
Elissa	Braaten	Rossman	MA, Step 12	\$61,964.00	MA+10, Step 12	\$63,508.00	\$1,544.00	
Cassandra	Brausen	High School	BA, Step 4	\$42,508.00	BA+10, Step 4	\$44,385.00	\$1,877.00	
Brianna	Byer	Middle School	BA, Step 3	\$41,671.00	BA+10, Step 3	\$43,509.00	\$1,838.00	
Carrie	Carlson	High School	BA+40, Step 4	\$48,693.00	BA+50, Step 4	\$50,234.00	\$1,541.00	
Shawn	Ford-Milligan	High School	BA, Step 13	\$58,791.00	BA+10, Step 13	\$60,518.00	\$1,727.00	
Mark	Gulseth	Middle School	MA+20, Step 10	\$61,669.00	MA+30, Step 10	\$63,332.00	\$1,663.00	
Meredith	Gulseth	Middle School	MA+20, Step 11	\$63,262.00	MA+30, Step 11	\$65,221.00	\$1,959.00	
Jason	Hendrickson	Middle School	MA+20, Step 12	\$66,250.00	MA+30, Step 12	\$68,207.00	\$1,957.00	
Nicolle	Hillier	Roosevelt	BA+20, Step 3	\$45,056.00	MA+10, Step 3	\$49,368.00	\$4,312.00	
Jennifer	Jackson	Rossman	BA+50, Step 13	\$66,427.00	BA+60, Step 13	\$69,236.00	\$2,809.00	
Laura	Jensen	Middle School	MA, Step 8	\$55,011.00	MA+10, Step 8	\$56,674.00	\$1,663.00	
Jacob	Johnson	Middle School	BA+10, Step 4	\$44,385.00	BA+20, Step 4	\$45,929.00	\$1,544.00	
Dan	Jorgenson	High School	BA+50, Step 14	\$72,197.00	BA+60, Step 14	\$74,557.00	\$2,360.00	
Andrea	Judisch	Rossman	MA, Step 2	\$46,956.00	MA+10, Step 2	\$48,501.00	\$1,545.00	
Andrea	Klug	Middle School	MA, Step 4	\$48,693.00	MA+10, Step 4	\$50,234.00	\$1,541.00	
Mary	Kvebak	High School	MA+10, Step 12	\$63,508.00	MA+30, Step 12	\$68,207.00	\$4,699.00	
William	Kvebak	High School	MA+20, Step 14	\$74,557.00	MA+30, Step 14	\$76,679.00	\$2,122.00	
Fletcher	Nelson	Rossman	MA+10, Step 7	\$55,011.00	MA+20, Step 7	\$56,674.00	\$1,663.00	
Graham	Newman	Rossman	MA, Step 5	\$50,013.00	MA+10, Step 5	\$51,681.00	\$1,668.00	
Mindy	Nielsen	Rossman	BA+40, Step 14	\$70,390.00	BA+50, Step 14	\$72,197.00	\$1,807.00	
McKenzie	Oistad	Roosevelt	MA+10, Step 4	\$50,234.00	MA+20, Step 4	\$51,781.00	\$1,547.00	
Jennifer	Olson	Roosevelt	MS+10, Step 9	\$58,341.00	MS+30, Step 9	\$61,669.00	\$3,328.00	
Addie	Onchuck	Rossman	MA+10, Step 4	\$50,234.00	MA+20, Step 4	\$51,781.00	\$1,547.00	
McKensie	Pischel	Rossman	MA+20, Step 5	\$53,344.00	MA+30, Step 5	\$55,011.00	\$1,667.00	
Annette	Rice	Roosevelt	MA, Step 8	\$55,011.00	MA+30, Step 8	\$60,008.00	\$4,997.00	
Lauren	Rud	Rossman	MA+20, Step 5	\$53,344.00	MA+30, Step 5	\$55,011.00	\$1,667.00	
Rachel	Solum	Roosevelt	BA, Step 2	\$40,825.00	BA+20, Step 2	\$44,192.00	\$3,367.00	
April	Sunram	Rossman	MA+20, Step 13	\$69,236.00	MA+30, Step 13	\$71,195.00	\$1,959.00	
Katie	Swanhorst	Rossman	BA, Step 5	\$43,352.00	BA+10, Step 5	\$45,252.00	\$1,900.00	
Hailey	Swiers	Roosevelt	BA+20, Step 5	\$46,797.00	MA, Step 5	\$50,013.00	\$3,216.00	
Kari	Swoboda	Middle School	MA, Step 6	\$51,681.00	MA+10, Step 6	\$53,344.00	\$1,663.00	
Preston	Teske	Roosevelt	BA, Step 1	\$40,112.00	BA+10, Step 1	\$41,860.00	\$1,748.00	
Kayla	Thompson	Roosevelt	MA, Step 10	\$58,341.00	MA+10, Step 10	\$60,008.00	\$1,667.00	
Heather	Torgerson	Lincoln	BA+10, Step 2	\$42,644.00	BA+40, Step 2	\$46,956.00	\$4,312.00	
Aimee	Truedson	Middle School	MA+10, Step 8	\$56,674.00	MA+20, Step 8	\$58,341.00	\$1,667.00	
Molly	Wenschlag	Rossman	BA+30, Step 5	\$48,021.00	BA+50, Step 5	\$51,681.00	\$3,660.00	
				\$2,060,136.00			\$2,145,684.00	\$85,548.00

DATE: October 11, 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 & Roosevelt Elementary**

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

**High School:**

Change Order #015 - CE #083: Area C Science Classrooms Contractor: BDT Mechanical Labor & Materials	\$3,759.00
Change Order #021 - CE #083: Area C Science Classrooms Contractor: Bergstrom Electric Science Room Revisions - Addition of Cord Reels	\$48,319.00
Change Order #007 - CE #068: School Store and Wood Veneer Contractor: Dow Acoustics Deduct for School Store and Wood Veneer	(\$22,301.00)
Change Order #003 - CE #083: Area C Science Classrooms Contractor: Innovative Laboratory Systems Credit for equipment order	(\$6,820.00)
Change Order #009 - CE #088: Cylinders for Keyed Switches (Admin Area) Contractor: Kendell Doors & Hardware Provide cylinders for keyed switches	\$490.64
Change Order #008 - CE #083: Area C Science Classrooms Contractor: Kendell Doors & Hardware Science Rooms Revisions	\$6,662.93
Change Order #025 - CE #083: Area C Science Classrooms Contractor: Ledgestone, Inc. Marker Boards and Carpentry	\$28,304.00
Change Order #018 - CE #090: Area B & C Drywall Changes Contractor: Miller & Sons Drywall Area B & C Drywall changes and repairs	\$56,310.00

Change Order #007 - CE #083: Area C Science Classrooms Contractor: Northwest Cabinets Additional Millwork	\$66,052.52
Change Order #009 - CE #089: Modify Drawers at Concession Stand Contractor: Northwest Cabinets Modify drawers at Concession Stand near Electrical Outlets	\$885.74
<b>Total High School Change Orders</b>	<b>\$181,662.83</b>

### **Middle School**

Change Order #011- CE #046: Upper Level VCT Contractor: Floor To Ceiling - Carpet One Add VCT Tile to the Upper Level where Lockers were removed	\$2,258.00
Change Order #004 - CE #039: Upper Level Ceramic Tile Contractor: I'll Tile and Stone Add Ceramic Wall Tile to Upper-Level Corridors	\$41,358.66
Change Order #05 - CE #044: Remove Existing Tile & Replace Contractor: I'll Tile and Stone Demo of Existing Tile and Replacement	\$6,764.00
Change Order #018 - CE #044: Removed Existing Tile and Replace Contractor: Ledgestone, Inc. Demo existing Mosaic Tile in Commons Area	\$1,172.75
Change Order #019 - CE #045: Door Replacement Contractor: Ledgestone, Inc. Replace Wood Doors & Hardware	\$512.00
<b>Total Middle School Change Orders</b>	<b>\$52,065.41</b>

### **Roosevelt Elementary**

Change Order #008 - CE #075: Remove Masonry Wall Contractor: Haataja Contracting, Inc. RFP #1 - Remove Masonry Wall	\$1,552.50
Change Order #009 - CE #074: Addition Work at Roosevelt Contractor: Haataja Contracting, Inc. Therapy Swing & Install Scoreboard	\$314.89

**Total Roosevelt Elementary Change Orders**

**\$1,867.39**

**TOTAL CHANGE ORDERS**

**\$235,595.65**

Recommend approval of the above listed Change Orders.

**CCO #015**

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

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

## Subcontract Change Order #015: CE #083 - Area C Science Classrooms

<b>CONTRACT COMPANY:</b>	<b>BDT Mechanical, LLC (Grants)</b> PO Box 2964 Fargo, North Dakota 58108	<b>CONTRACT FOR:</b>	SC-18-065-031:22 Plumbing / 23 Mechanical
<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>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$3,759.00

**DESCRIPTION:**CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

**ATTACHMENTS:**

[BDT DL High School PR-46 Proposal.docx](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_MECH.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ELEC.pdf](#)  
[PR-46\\_DLHS\\_Area C Science Rooms\\_ARCH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 486,351.00
The contract sum prior to this Change Order was	\$ 5,849,112.00
The contract sum will be increased by this Change Order in the amount of	\$ 3,759.00
The new contract sum including this Change Order will be	\$ 5,852,871.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

EG4692B525E4NE9...

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

DocuSigned by:

46FA96C41FDA482...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

3E0E8070A6C74CC...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

32113E3583E3404...



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-46

**DATE:** 6/22/21  
**FROM:** Andrew Binstock  
**TOTAL # OF PAGES:**  
 1

**COMMENTS:**

The following is a proposal for work associated with PR-46 at the Detroit Lakes high School project. Our breakout is as shown below:

Total Labor.....	(\$5,000.00)
Total Material w/tax.....	\$6,504.00
Total Overhead (10%).....	\$150.00
Total Profit (6%).....	\$99.00
Total Subcontractor.....	\$2,006.00
 Total Add.....	 \$3,759.00

Sincerely,

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

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

**DESIGN . BUILD . MAINTAIN**

**CCO #021**

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

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

## Subcontract Change Order #021: CE #083 - Area C Science Classrooms

<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>	6/25/2021	<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>	\$48,319.00

**DESCRIPTION:**CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

**ATTACHMENTS:**

[PR 46 \(BEI CO#127R\) - Science Room Revisions.pdf](#) [PR-46 DLHS Area C Science Rooms MECH.pdf](#) [PR-46 DLHS Area C Science Rooms ELEC.pdf](#) [PR-46 DLHS Area C Science Rooms ARCH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 244,163.00
The contract sum prior to this Change Order was	\$ 3,771,288.00
The contract sum will be increased by this Change Order in the amount of	\$ 48,319.00
The new contract sum including this Change Order will be	\$ 3,819,607.00
The contract time will not be changed by this Change Order by	

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

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

236A303C2D4E4D4...

DocuSigned by:

8E0E8070A5C74CC...

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

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

48FA85C41FDA402...

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>06/14/21</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>127 - R</b>	PR#: <b>46</b>
			ATTN: <b>Dan Kleist</b>	PHONE #: <b>701-212-0814</b>
JOB LOCATION: <b>Detroit Lakes, MN</b>				

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

**PR 46 - Science Room Revision: \$48,319.00**  
- Cord reels are KH Industries equivalent to the specified.

**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: Forty Eight Thousand Three Hundred Nineteen Dollars ( \$48,319.00 )**

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

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

*Our Reputation is Complete*

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Subs Total	Equip Total	Grand Total
	(Unassigned)								
	E3.53 - Area C - Roof Plan								
	E5.24 - Area D - 2nd Floor Safety and Security								
	E6.01 - Electrical Details								
	E7.01 - Electrical Schedules								
	E7.04 - Electrical Details								
	E10.01 - 2nd Fl Science Electrical - Alternate								
	Quotes								
	(Unassigned) Total								
	Rough - in								
100	EWT Conduit 3/4"	480.00	Inf	28.800	75.00	2,160.00			2,721.98
101	EWT Conduit 3/4"	-420.00	Inf	-25.200	75.00	-1,890.00			-2,381.74
101	EWT Conduit 2"	130.00	Inf	10.400	75.00	780.00			1,397.49
101	EWT Steel Set Screw Coupling 3/4" STC TK122	53.00	each	2.650	75.00	198.75			212.66
101	EWT Steel Set Screw Coupling 2" STC TK126	16.00	each	1.440	75.00	108.00			142.28
101	EWT Factory Elbows 2" 90 degree	4.00	each	2.000	75.00	150.00			179.08
101	EWT Steel Set Screw Box Connector 3/4" STC TC122SC	21.00	each	2.100	75.00	157.50			162.08
101	EWT Steel Set Screw Box Connector 2" STC TC126SC	-112.00	each	-11.200	75.00	-840.00			-864.44
101	Flexible Steel Conduit 1/2"	4.00	each	1.000	75.00	75.00			83.31
104	Flexible Steel Conduit 1/2"	105.00	Inf	4.200	75.00	315.00			376.46
104	FSC Box Connector 1/2"	5.00	Inf	1.000	75.00	75.00			93.30
104	FSC Box Connector 2"	42.00	each	5.040	75.00	378.00			432.39
104	FSC Box Connector 2"	1.00	each	0.300	75.00	22.50			48.49
104	FSC Box Connector 2"	21.00	each	0.300	75.00	22.50			98.73
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	21.00	each	5.250	75.00	393.75			420.08
111	4" Square Boxes - w/bracket - 2 1/8" Deep - 1/2" & 3/4" KO's 52171V-1	-56.00	each	-14.000	75.00	-1,050.00			-1,396.85
111	4" Square Blank Covers 52C1	21.00	each	1.050	75.00	78.75			87.17
113	4" Square Plaster Rings - 1 Gang - 5/8" Raised 52C14-5/8	-56.00	each	-5.600	75.00	-420.00			-455.69
116	Screw Cover J Boxes 12" x 12" x 4" ASE12X12X4	1.00	each	1.000	75.00	75.00			117.40
121	EWT 1 Hole Conduit Straps 3/4" TS102	-112.00	each	-3.360	75.00	-252.00			-268.45
121	Caddy Hanger - Bar Joist 3/4"	74.00	each	2.220	75.00	166.50			228.64
121	Mineralac Straps 2" 6H5B	18.00	each	0.810	75.00	60.75			112.13
122	Beam Clamp - Steel 3/8" STC 502	42.00	each	6.300	75.00	472.50			540.90
122	Beam Clamp - Steel 3/8" STC 502	18.00	each	2.700	75.00	202.50			230.89
122	Fender Washers 1/4" x 1"	84.00	each	0.084	75.00	6.30			14.52
122	Fender Washers 3/8" x 1-1/4"	84.00	each	0.084	75.00	6.30			20.78
123	Unstrut Channel - B52 - 12 Ga. - 13/16"H x 1 5/8"W	84.00	Inf	8.400	75.00	630.00			803.60
123	Twist Nuts - TN224 - #1/4-20	5.040	each	5.040	75.00	378.00			448.39
124	All Threaded Rod - ATR 3/8"	420.00	Inf	25.200	75.00	1,890.00			2,308.93
124	All Threaded Rod - ATR 3/8"	90.00	Inf	5.400	75.00	405.00			502.74
126	Machine Bolts 1/4" x 2" RMC14212	168.00	each	0.840	75.00	63.00			68.01
126	Hex Nuts 3/8" HN38	64.00	each	1.660	75.00	124.50			149.99
126	Sheet Metal Screws #8 x 1" 2WS-81	-168.00	each	0.540	75.00	40.50			48.51
132	Plastic Bushing 3/4" 932	-28.00	each	-0.336	75.00	-25.20			-42.87
132	Plastic Bushing 2" 936	6.00	each	1.500	75.00	112.50			-255.64
	Rough - In Total			64.272	75.00	4,820.40			6,702.42
	Wire Pulling								
150	1/2 Copper THHN #12 Solid	2,438.00	Inf	17.554	75.00	1,316.52			1,867.24
152	1/2 Aluminum XHHW #6 STRD.	145.00	Inf	1.740	75.00	130.50			166.68
152	1/2 Aluminum XHHW #1 STRD.	580.00	Inf	11.600	75.00	870.00			1,482.61
	Wire Pulling Total			30.894	75.00	2,317.02			3,216.54
	Switchgear / Buss duct								
200	Panelboards - 3 Phase 4 Wire - 100 Amp - 72 Circuit - MLO - 208 / 480	1.00	each	12.000	75.00	900.00			925.00
203	BQ - Bolt-on Circuit Breaker 20/1	4.00	each	1.400	75.00	105.00			105.00
203	BQ - Bolt-on Circuit Breaker 20/2	8.00	each	3.600	75.00	270.00			270.00
221	Fused 3 Pole Safety Switch 240V Nema 1 100 Amps	1.00	each	2.000	75.00	150.00			175.00
231	Connections at 3P Floor Mounted Indoor Transformer 75KVA	1.00	each	1.000	75.00	75.00			105.00
	Switchgear / Buss duct Total			20.000	75.00	1,500.00			1,560.00
	Trimout								
250	Fire/Smoke Damper	3.00	each	3.750	75.00	281.25			326.25
271	Cord Reel (2 circuit)	21.00	each	42.000	75.00	3,150.00			18,421.20
	Trimout Total			45.750	75.00	3,431.25			18,747.45

BEI CO#127 (PR 46) - Area C Science

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
400	Special Systems									
401	Duct Smoke Detector	3.00	each	6.000	75.00	450.00	525.00			975.00
401	Fan Shutdown Relay	3.00	each	3.000	75.00	225.00	255.00			480.00
	Special Systems Total			9.000	75.00	675.00	780.00			1,455.00
2000	Switchgear Quote									
2000	Switchgear Quote - Dakota Electric	1.00	each		75.00		1,723.50			1,723.50
	Switchgear Quote Total						1,723.50			1,723.50
2500	Telephone Quote									
2501	Data / Telephone Quote - All State	1.00	each		75.00			6,568.58		6,568.58
	Telephone Quote Total							6,568.58		6,568.58
2600	Sound System Quote									
2601	AV System Quote - Tricorne Audio	1.00	each		75.00			2,155.00		2,155.00
2602	Paging System Quote - Tricorne Audio	1.00	each		75.00			1,455.00		1,455.00
	Sound System Quote Total							3,610.00		3,610.00
	Grand Total			169.916		12,743.67	20,681.24	10,178.58		43,603.49

Detroit Lakes Public Schools

Detroit Lakes High School  
Project # 4449

6/14/2021 2:37PM

BEI CO#127 (PR 46) - Area C Science

Percent	Amount	Category	Hours
29.23 %	12,743.67	Labor	169.9
47.43 %	20,681.24	Material	
23.34 %	10,178.58	Subcontractor	
		Equipment	
		Other	
		User	
	43,603.49	Net Costs	
6.88 %	1,421.83	State Sales Tax (verify amount)	
1.00 %	206.81	Local Sales Tax (verify amount)	
	45,232.13	Subtotal	
5.00 %	1,624.42	Overhead (Material/Subs)	
4.50 %	1,461.98	Profit (Material/Subs)	
0.00 %	0.46	Rounding	
	48,319.00	Subtotal	
	48,319.00	Total Estimate	



June 10, 2020

Josh Sundeen  
Bergstrom Electric

Re: Detroit Lakes High School PR#46

**Pricing detail for 2<sup>ND</sup> Floor Science areas**

Material	\$2,312.88
Labor	<u>\$4,255.70</u>
Total	\$6,568.58

Changes include:

- Add (6) 1D WAP locations
- Add (7) 2D wall locations
- Add required jacks, faceplates, and cable supports
- Demo of existing cabling

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

Pete Helmin  
All State Communications  
320-333-8130

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**

**PR-46**

**REVISED 6-14-21**

PROJECT: DLPS HIGH SCHOOL, DETROIT LAKES, MN

DATE: Tuesday June 8th, 2021

ESTIMATOR: Phil Nelson

SECTIONS:

CLASSROOM AV CABLING

**Add.....\$ 2,155.00**

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

Added/Removed Equipment

<u>QTY</u>	<u>MANUFACTURER</u>	<u>MODEL</u>	<u>DESCRIPTION</u>
2	Extron	101-023-01	XTP DTP 24 Jack, Package of 10
15	Hubbel	IFP16W	1-Gang 6-Port Wallplate, White
60	Hubbel	SFBW10	Keystone Blanks 10-pack, White
5	Hubbel	SFRCRW	Red RCA Keystone, White
5	Hubbel	SFRCWW	White RCA Keystone, White
300	West Penn	25225B	16/2 Plenum
500	Extron	22-235-03	XTP Wire
-1050	Extron	22-235-03	XTP Wire
-3.5	Extron	101-005-02	DTP Plugs - 10 pack

2

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

CONTINUED

INTERCOMMUNICATION AND PROGRAM SYSTEM

**Add.....\$ 1,455.00**

Added/Removed Equipment

<u>QTY</u>	<u>MANUFACTURER</u>	<u>MODEL</u>	<u>DESCRIPTION</u>
6	Lowell	R1810-72	Speaker
6	Lowell	8XD4	Backbox
6	Lowell	LBS8-R1	Tile Bridge
250	West Penn	254246	Cat6 Plenum

**CCO #007**

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

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

## Subcontract Change Order #007: CE #068 - School Store and Wood Veneer

<b>CONTRACT COMPANY:</b>	<b>DOW Acoustics</b> PO Box 477 Detroit Lakes, Minnesota 56502	<b>CONTRACT FOR:</b>	SC-18-065-020:9E Acoustical
<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>	(\$22,301.00)

**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:**[Omit sounds panels.pdf](#) [PR-41\\_DLHS\\_School Store and Wood Veneer ARCH.pdf](#)**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 521,900.00
Net change by previously authorized Change Orders	\$ 2,756.00
The contract sum prior to this Change Order was	\$ 524,656.00
The contract sum will be decreased by this Change Order in the amount of	(\$22,301.00)
The new contract sum including this Change Order will be	\$ 502,355.00
The contract time will not be changed by this Change Order by	

**DOW Acoustics**  
 Detroit Lakes, Minnesota

DocuSigned by:

Jim Wood

1EE9447A0E364B6...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC...

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

DocuSigned by:

Jason Kuehn

46EA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

ZB Architects

32413E3583E3404...

**Dan Kleist**

---

**From:** Terry Haus <thaus@dowacousticsinc.com>  
**Sent:** Wednesday, March 3, 2021 8:37 AM  
**To:** Dan Kleist  
**Cc:** cbraaten@dowacousticsinc.com; jwood@dowacousticsinc.com  
**Subject:** RE: PR #41

Dan,

PR#41 would be an add of \$6,910

The original quote

Ceiling		
Navy Island, Grid and Labor		(\$15,905)
Store Front		
Navy Island, Labor		(\$6,396)
	Total	(\$22,301) <i>ok</i>

~~PR #41~~

<del>Ceiling</del>		
<del>Navy Island, Acoustical Ceiling</del>		<del>\$16,223</del>
<del>Store Front</del>		
<del>Navy Island</del>		<del>\$12,988</del>
	<del>Total</del>	<del>\$29,211</del>

Let us know if you have any questions.

*Terry*

**Terry Haus**  
**DOW Acoustics, Inc.**  
(Office) 218-847-8976  
(Cell) 218-329-1518



**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 #083 - Area C Science Classrooms

<b>CONTRACT COMPANY:</b>	Innovative Laboratory Systems, Inc. 5821 Tower St. - Suite A, PO Box 487 Rockford, Minnesota 55373-0487	<b>CONTRACT FOR:</b>	SC-18-065-009:6C Science Countertops
<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>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	(\$6,820.00)

**DESCRIPTION:**CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

**ATTACHMENTS:**

[SKM\\_C30821071408360.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_MECH.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ELEC.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ARCH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 115,720.00
Net change by previously authorized Change Orders	(\$14,852.00)
The contract sum prior to this Change Order was	\$ 100,868.00
The contract sum will be decreased by this Change Order in the amount of	(\$6,820.00)
The new contract sum including this Change Order will be	\$ 94,048.00
The contract time will not be changed by this Change Order by	

**Innovative Laboratory Systems, Inc.**  
 Rockford, Minnesota

DocuSigned by:

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**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

8E0E9070A6C74CC...

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

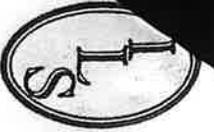
DocuSigned by:

48FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

32113E3583E3404...



**INNOVATIVE  
LABORATORY  
SYSTEMS, INC.**

*"Your Complete Laboratory Furniture & Equipment Company"*

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

**PROPOSAL**

**DATE:** June 22, 2021  
**TO:** Dan Kleist  
**CO:** Gehrtz Construction  
**FROM:** Mark Kettenacker  
**SUBJECT:** Detroit Lakes H.S. - PR #46

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

Total: \$78,450.00\*

\*This does not include the mobile tables or tops

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

Total: (\$85,270.00)

Net Credit: (\$6,820.00)

Alternate add for mobile tables:  
Add for (36) mobile, adjustable height tables, (6) Adjustabenches: \$61,640.00.

**CCO #009**

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 #009: CE #088 - Cylinders for Keyed switches at Admin

<b>CONTRACT COMPANY:</b>	Kendell Doors & Hardware, Inc 1312 Northland Drive, Suite #100 Mendota Heights, Minnesota 55120	<b>CONTRACT FOR:</b>	SC-18-065-014:8A Hardware/Doors/Frames - Materials
<b>DATE CREATED:</b>	8/19/2021	<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>	\$490.64

**DESCRIPTION:**  
 CE #088 - Cylinders for Keyed switches at Admin  
 Provide cylinders for keyed switches

**ATTACHMENTS:**  
 PR# 16 Pricing for Keyed Cylinders for Keyswitches.pdf

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 273,529.00
Net change by previously authorized Change Orders	\$ 14,370.01
The contract sum prior to this Change Order was	\$ 287,899.01
The contract sum will be increased by this Change Order in the amount of	\$ 490.64
The new contract sum including this Change Order will be	\$ 288,389.65
The contract time will not be changed by this Change Order by	

**Kendell Doors & Hardware, Inc**  
 Mendota Heights, Minnesota

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

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DocuSigned by:

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

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

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DocuSigned by:

32443E3583E3464...



KENDELL Doors & Hardware, LLC  
1312 Northland Drive, Suite 100  
Mendota Heights, MN 55120  
Phone: 651-905-0144

# PROPOSAL

Page:	1
Proposal No.:	30015
Proposal Change No.:	16
Customer P.O. No.:	18-065
Proposal Date:	8/18/2021
Customer ID:	GCS
Salesperson:	Craig Baumgard
Project Mgr Phone:	507-519-3122
Project Mgr Email:	cbaumgard@kendelldrs.com

Submitted To: GEHRTZ CONSTRUCTION SERVICES  
James Lansing  
510 4TH AVE N  
Fargo, ND 58102

**Job Name: Detroit Lakes HS Add & Reno**

ATTN: Dan - Pricing per your call and email to supply keyed cylinders for the keyswitches.

<b>Description</b>	<b>Quantity</b>
CR1000-118-A02-6-D1 626 mortise cylinder Keyswitch	6
Key all cylinders to B,B8	6
Freight	1

Respectfully Submitted:   
\_\_\_\_\_ **Craig Baumgard**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Subtotal:	490.64
Sales Tax:	0.00
Total:	490.64

**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 #083 - Area C Science Classrooms

<b>CONTRACT COMPANY:</b>	<b>Kendell Doors &amp; Hardware, Inc</b> 1312 Northland Drive, Suite #100 Mendota Heights, Minnesota 55120	<b>CONTRACT FOR:</b>	SC-18-065-014:8A Hardware/Doors/Frames - Materials
<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>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$6,662.93

**DESCRIPTION:**CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

**ATTACHMENTS:**

[Kendall Doors PR# 46.pdf](#) [PR-46\\_DLHS Area C Science Rooms MECH.pdf](#) [PR-46\\_DLHS Area C Science Rooms ELEC.pdf](#) [PR-46\\_DLHS Area C Science Rooms ARCH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 273,529.00
Net change by previously authorized Change Orders	\$ 7,707.08
The contract sum prior to this Change Order was	\$ 281,236.08
The contract sum will be increased by this Change Order in the amount of	\$ 6,662.93
The new contract sum including this Change Order will be	\$ 287,899.01
The contract time will not be changed by this Change Order by	

**Kendell Doors & Hardware, Inc**  
 Mendota Heights, Minnesota

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

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DocuSigned by:

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

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

46FA95C41FDA482...

DocuSigned by:

32143E3593E3404...

# KENDELL

Solutions for Opening & Specialty Applications

KENDELL Doors & Hardware, LLC  
1312 Northland Drive, Suite 100  
Mendota Heights, MN 55120  
Phone: 651-905-0144

## PROPOSAL

Page:	1
Proposal No.:	30015
Proposal Change No.:	13
Customer P.O. No.:	18-065
Proposal Date:	6/23/2021
Customer ID:	GCS
Salesperson:	Craig Baumgard
Project Mgr Phone:	507-519-3122
Project Mgr Email:	cbaumgard@kendelldr.com

Submitted To: GEHRTZ CONSTRUCTION SERVICES  
James Lansing  
510 4TH AVE N  
Fargo, ND 58102

**Job Name: Detroit Lakes HS Add & Reno**

ATTN: Dan - Pricing per Architect PR# 46.

Description	Quantity
CL3355 - PZD x D1-70 x 626 classroom @ 219.2, 245A	2
98L x 996L(#06) x 299 x 3-0 x US26D @ 209.1 &209.3	2
98EO x 299 x 3-0 x US26D @ 219.3	1
3F~5-3/4"~K~16~CR~KD~RHR~3'0"~7'0"~453~E8~E11	1
3F~8-1/4"~M~16~CR~FW~RH~3'0"~7'0"~453~E1~E10	1
Freight	1

Respectfully Submitted: \_\_\_\_\_



Craig Baumgard

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

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

Subtotal: 6,662.93

Sales Tax: 0.00

Total: 6,662.93

**CCO #025**

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 #025: CE #083 - Area C Science Classrooms

<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>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$28,304.00

**DESCRIPTION:**CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

**ATTACHMENTS:**

[LedgestonePR\\_46\\_Area C ScienceRooms.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_MECH.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ELEC.pdf](#)  
[PR-46\\_DLHS\\_Area C Science Rooms\\_ARCH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 75,336.80
The contract sum prior to this Change Order was	\$ 1,605,471.80
The contract sum will be increased by this Change Order in the amount of	\$ 28,304.00
The new contract sum including this Change Order will be	\$ 1,633,775.80
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

EC8D338258E8ACE

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

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

DocuSigned by:

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**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

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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:** 29  
**Date:** 6/22/2021

**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:**

All bid package 6A work per PR-46 by Zerr Berg Architects dated 6/1/2021

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	28,304.00
Proposed Contract Amount Including this Change Order	1,625,812.80

**Accepted By:**

_____ Contractor <i>(Company Name)</i>	_____ Owner <i>(Company Name)</i>	_____ Other <i>(Company Name)</i>
_____ By <i>(Signature)</i>	_____ By <i>(Signature)</i>	_____ By <i>(Signature)</i>
_____ 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:** 29

**Date:** 6/22/2021

<b>To:</b> Gehrtz Construction Services, Inc.	<b>Project:</b> DL High School Renovation
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Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>02 - Existing Conditions</b>					
	Demo	1.00	LS	1,960.00	1,960.00
<b>Existing Conditions Total:</b>					<b>1,960.00</b>
<b>06 - Woods, Plastics, and Composites</b>					
	Rough Carpentry	1.00	LS	2,210.00	2,210.00
	Finish Carpentry	1.00	LS	9,139.00	9,139.00
<b>Woods, Plastics, and Composites Total:</b>					<b>11,349.00</b>
<b>08 - Openings</b>					
	Doors & Hardware	1.00	LS	590.00	590.00
<b>Openings Total:</b>					<b>590.00</b>
<b>10 - Specialties</b>					
	Marker/Tack Boards	1.00	LS	10,501.00	10,501.00
	Profit & Overhead	0.00		0.00	3,904.00
<b>Specialties Total:</b>					<b>14,405.00</b>
<b>Change Order Total:</b>					<b>28,304.00</b>

**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 #090 - Area B and C T&M Drywall changes

<b>CONTRACT COMPANY:</b> Miller & Sons Drywall, Inc. 2007 East Main West Fargo, North Dakota 58078	<b>CONTRACT FOR:</b> SC-18-065-017:9B Drywall
<b>DATE CREATED:</b> 8/25/2021	<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> \$56,310.00

**DESCRIPTION:**CE #090 - Area B and C T&M Drywall changes

Area B and C T&M changes = \$18,670  
 Area C drywall repair in classrooms and corridors = \$45,010.00  
 Credit for omitted work= (\$7,370)

**ATTACHMENTS:**

[area\\_cb\\_drywall.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,118,400.00
Net change by previously authorized Change Orders	\$ 89,660.00
The contract sum prior to this Change Order was	\$ 1,208,060.00
The contract sum will be increased by this Change Order in the amount of	\$ 56,310.00
The new contract sum including this Change Order will be	\$ 1,264,370.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

71879A5E0721E4F9...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

8E9E9379A56749C...

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

DocuSigned by:

48FA95041FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

92112E3693E3484...

**Dan Kleist**

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Thursday, July 1, 2021 12:25 PM  
**To:** James Lansing  
**Cc:** Dan Kleist  
**Subject:** RE: DLHS Area B Breakout Rooms

To fur out around 336 as shown is and add of (matl 230, labor 960) \$1190. ✓  
Please let me know if you have any questions and if this is approved or not.

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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

**From:** James Lansing <james.lansing@gcs-fm.com>  
**Sent:** Wednesday, June 30, 2021 2:09 PM  
**To:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Cc:** Dan Kleist <dkleist@gcs-fm.com>; toddbjordahl@gmail.com  
**Subject:** DLHS Area B Breakout Rooms

Travis,

During demo of the school store we have uncovered some unseen wall conditions. Talking with the architect, this is how we would like to proceed.

All three walls around room 336 will need a new furred out wall, they are noted in the attached drawing. The walls of the break out rooms will move slightly with this modification for everything to line up.

We need to make sure we keep the same rough openings for the storefront systems as they have already been released for fabrication. I will make sure Todd has the current dimensions for these.

Let us know if you have any questions.

Thanks,

**James Lansing V**  
Construction Manager

## Dan Kleist

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Tuesday, August 24, 2021 3:47 PM  
**To:** Dan Kleist  
**Subject:** RE: Deducts

Dan,  
1 – Credit \$500  
2 – Credit \$720 We did 2 of the 4 and they were a little bigger than drawn  
3 – Credit \$5550  
4 - Credit - \$290  
5 – Credit \$310  
6 – Furring at south wall room 127 Credit \$310

Total (\$7370) ✓

Let me know if you have questions.

Thanks



**From:** Dan Kleist <dkleist@gcs-fm.com>  
**Sent:** Thursday, August 19, 2021 10:00 AM  
**To:** msdrywall (msdrywall@midconetwork.com) <msdrywall@midconetwork.com>  
**Subject:** Deducts

Below are a list of deduct items that I would like to make sure I have before I process the change.

1. Omit new infill wall at west side of kitchen.
2. Omit (6) stub walls in the admin north wall of hallway 332
3. Omit all new sheetrock and taping above all lockers as noted on 1<sup>st</sup> and 2<sup>nd</sup> floor of area C.
4. Hallway H20 omit soffit at the east side. This was existing.
5. Omit soffit at hallway h20 to h22.

That's all I can think of at this time.

## Dan Kleist

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Thursday, July 1, 2021 11:56 AM  
**To:** Dan Kleist  
**Subject:** Area C

Dan,  
Todd and I walked around reviewing the extra work at area C this morning. On 1<sup>st</sup> floor the additional work is \$27,500. On second floor its \$17,510 for a total of \$45,010. This covers the skimming, patching, additional 1/4" and 5/8" gyp that Todd and I reviewed and noted on the marked up plan you gave us. It also covers a couple of extra soffits. The only exterior room I figured for now is room 128. Let me know if you need anything broken out.

One thing Todd and I discussed was a concern about what the 1 year punch list might look like in these old areas. Most of the soffits we are fixing cracks in are built to less than our standards and we are worried that things may keep moving around and re cracking. What are your thoughts on this?

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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

## Dan Kleist

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Tuesday, August 24, 2021 3:54 PM  
**To:** Dan Kleist  
**Subject:** Recent T&M 8-24-21

Dan,

Here are some extras Todd turned in recently:

Room 127A – Added chase in NE corner (matl 110, labor 390) \$500

Room 337 Ex Commons – Added soffits near stair 344 (matl 570, labor 1950) \$2520

Room 300 Main Office – Added furring wall for cabinets (matl 420, labor 1040) \$1460

Hall H16 – touch up walls \$780

Room 313 Conference – Add structural framing above window C33 (matl 370, labor 650) \$1020

Rooms 251/265 – Left gap for expansion, wall changed to smoke wall, rocked the gap (matl 80, labor 850) \$930

Total \$7210 ✓

Let me know if you have questions.

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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

## Dan Kleist

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Wednesday, August 25, 2021 8:45 AM  
**To:** Dan Kleist  
**Subject:** FW: DLHS T&M 8-13-21

Dan,

Here are a number of T&M items I've let pile up.

Area C- north soffit that runs E/W taken apart due to C/D link up (matl. 150, labor 520) \$670  
Area B – Room 548 laundry– frame/rock/tape north wall (matl 490, labor 940) \$1430  
Area B – Room 551 – west cooler header needed to be raised due to taller cooler (all labor) \$480  
Area B – Room 338 – frame east wall in lieu of laminating (matl 490, labor 580) \$1070  
Area C – Room 128 – Extend soffit in NW corner to the south for HVAC (all labor) \$350  
Area C – Room 238 – move wall with door 238 to the north 5' for door swing issue (matl 90, labor 260) \$350  
Area C – Room 226 Boys Bathroom – replaced water damaged gyp where new light is to be installed (all labor) \$450  
Area B – Room 551B Dishroom – installed wall at west and north wall to opening (credited 10' infill we didn't do)(matl 810, labor 910) \$1720  
W3 Secure Entry Vest – Added column each side of door (credit taping) (matl 430, labor 520) \$950  
Room 105A IT/Server – Rock/tape north/south/east walls (matl 390, labor 1070) \$1460  
Area B – Room 341 Serving – N/S soffit on east end built support around plumbing (matl 200, labor 390) \$590  
Room 341 – built support around HVAC at center soffit ( matl 230, labor 520) \$750  
Total this sheet \$10,270 ✓

Let me know if you have any questions.

Thanks



**Travis Miller**

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



CCO #007

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

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

## Subcontract Change Order #007: CE #083 - Area C Science Classrooms

<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>	6/25/2021	<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>	\$66,052.52

### DESCRIPTION:

#### CE #083 - Area C Science Classrooms

Please submit your proposal response by email to Dan Kleist by 6/10 at 10:00. If you have any questions please send me an email and I will answer it or get direction from the design team.

This work will be taking place during the summer of 2022.

IF there is no change to your contract please make me aware.

Uploaded the Mech/Electrical RFP

### ATTACHMENTS:

[pr 46 dl high.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_MECH.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ELEC.pdf](#) [PR-46\\_DLHS\\_Area C Science Rooms\\_ARCH.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 540,555.00
Net change by previously authorized Change Orders	\$ 50,667.56
The contract sum prior to this Change Order was	\$ 591,222.56
The contract sum will be increased by this Change Order in the amount of	\$ 66,052.52
The new contract sum including this Change Order will be	\$ 657,275.08
The contract time will not be changed by this Change Order by	

Northwest Cabinets, Inc.  
Bemidji , Minnesota

DocuSigned by:

Angela Torkelson

D9E91510A92E4C3...

Detroit Lakes Public Schools  
Detroit Lakes, Minnesota

DocuSigned by:

Jason Kuehn

46FA05641FDA402...

Gehrtz Construction Services  
Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC

Zerr Berg Architects  
Fargo, North Dakota

DocuSigned by:

Zerr Berg Architects

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# NORTHWEST CABINETS, INC.

Work# 2248

**Job Name:** Detroit Lakes High School  
**Proposal for** PR 46 DL HIGH

**Date:** 6/18/2021

**\$66,052.52**

Description	MaterialQ uantity	Material Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
PR 46 DL HIGH	1.00	ea	56629.39	56629.39				56,629.39
Subtotal				56,629.39				56,629.39
Overhead								4,530.35
Profit								4,892.78
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total								66,052.52

**CCO #009**

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 #009: CE #089 - Modify Drawers at the Concessions

<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>	8/19/2021	<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>	\$885.74

**DESCRIPTION:**CE #089 - Modify Drawers at the Concessions

Modify drawers at the concessions area. (electrical outlet locations.)

**ATTACHMENTS:**[added draws and wall cap.pdf](#)**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 540,555.00
Net change by previously authorized Change Orders	\$ 118,696.54
The contract sum prior to this Change Order was	\$ 659,251.54
The contract sum will be increased by this Change Order in the amount of	\$ 885.74
The new contract sum including this Change Order will be	\$ 660,137.28
The contract time will not be changed by this Change Order by	

Northwest Cabinets, Inc.  
 Bemidji , Minnesota

DocuSigned by:

D9E91518A92EAC3

Gehrtz Construction Services  
 Fargo, North Dakota

DocuSigned by:

8E0E8070A5C74CC

Detroit Lakes Public Schools  
 Detroit Lakes, Minnesota

DocuSigned by:

46FA95C41FDA482

Zerr Berg Architects  
 Fargo, North Dakota

DocuSigned by:

32113E3583E3494

# NORTHWEST CABINETS, INC.

Work# 2300

Job Name: Detroit Lakes High School

Date: 8/18/2021

Proposal for Added draws per james, and solid surface wall cap piece to add on

\$885.74

Description	MaterialQ uantity	Material Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
6 added draw boxes	6.00	ea	110.00	660.00				660.00
added solid surface wall cap, labor to make , no charge for materials	1.25	ea	79.50	99.38				99.38
Subtotal				759.38				759.38
Overhead								60.75
Profit								65.61
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total								885.74

**CCO #011**

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

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

## Subcontract Change Order #011: CE #046 - Upper level VCT

<b>CONTRACT COMPANY:</b>	Floor to Ceiling Carpet One 360 36th St S Fargo, North Dakota 58103	<b>CONTRACT FOR:</b>	SC-18-066A-009:9E Acoustical / 9G Resilient Flooring & Carpeting
<b>DATE CREATED:</b>	8/17/2021	<b>CREATED BY:</b>	Sean Vadnais (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Construction Change
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$2,258.00

**DESCRIPTION:**

CE #046 - Upper level VCT

Add VCT tile to the upper level where lockers were removed for the new stair landing.

**ATTACHMENTS:**

Detroit Lakes Middle School RFP # 31 Add VCT Floor Tile at H20 Existing Upper Commons 08 06 2021.doc

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 202,200.00
Net change by previously authorized Change Orders	\$ 86,936.00
The contract sum prior to this Change Order was	\$ 289,136.00
The contract sum will be increased by this Change Order in the amount of	\$ 2,258.00
The new contract sum including this Change Order will be	\$ 291,394.00
The contract time will not be changed by this Change Order by	

Floor to Ceiling Carpet One  
 Fargo, North Dakota

Gehrtz Construction Services  
 Fargo, North Dakota

DocuSigned by:

Bryan Vidden

4FB929DE4CB6492...

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC

Detroit Lakes Public Schools  
 Detroit Lakes, Minnesota

Zerr Berg Architects  
 Fargo, North Dakota

DocuSigned by:

Jason Kuehn

46FA95C41FDA482...

DocuSigned by:

Zerr Berg

32113E2583E3494



360 36<sup>th</sup> ST S  
Fargo, ND 58103  
(701) 237-6601 / (701) 237-9077 fax

Date: August 6, 2021

To: Gehrtz Construction Services, Inc.  
Fargo, ND

From: Bryan Vidden

Re: Detroit Lakes Middle School  
Detroit Lakes, MN

.....  
**RFP # 31**

**Proposed Change**

**Ref: Add VCT Floor Tile at the H20 Existing Upper Commons**

**Item #1: Add VCT Floor Tile at the H20 Existing Upper Commons**  
Tarkett Expressions, Color: 1365 Dark Taupe

**RFP # 31 Materials, Tax and Install Add: \$ 2,258.00**

**NOTES**

Estimated delivery & install is 3 to 4 weeks from date of order placement.

Includes only Minor Floor Prep.

No demo of existing flooring.

Any additional work, including additional floor prep. to be done on a "Time and Materials" Add basis.

This Proposal is valid for 60 days.

**Accepted For** \_\_\_\_\_

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

**By:** Bryan Vidden  
Bryan Vidden

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

**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 #039 - Upper Level Ceramic Wall Tile (RFP 23)

<b>CONTRACT COMPANY:</b>	I'll Tile & Stone Inc. 1673 Dan Street Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b>	SC-18-066A-008:9C Tilework
<b>DATE CREATED:</b>	10/01/2020	<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>	\$41,358.66

**DESCRIPTION:**

CE #039 - Upper Level Ceramic Wall Tile (RFP 23)  
 Add ceramic wall tile to upper-level corridors per RFP-23.

**ATTACHMENTS:**

[I'll Tile CE-039.pdf](#) [18-066A - 23-RFP - Upper Level CWT.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 12,262.00
Net change by previously authorized Change Orders	\$ 121,518.84
The contract sum prior to this Change Order was	\$ 133,780.84
The contract sum will be increased by this Change Order in the amount of	\$ 41,358.66
The new contract sum including this Change Order will be	\$ 175,139.50
The contract time will not be changed by this Change Order by	

I'll Tile & Stone Inc.  
 Detroit Lakes, Minnesota

DocuSigned by:

F78979499895493...

Gehrtz Construction Services  
 Fargo, North Dakota

DocuSigned by:

8E9E0070A5C748C...

Detroit Lakes Public Schools  
 Detroit Lakes, Minnesota

DocuSigned by:

46FA95644FDA402...

Zerr Berg Architects  
 Fargo, North Dakota

DocuSigned by:

32112E3583E3494

Ill'file & Stone, Inc.  
 1673 Dan Street  
 Detroit Lakes, MN 56501

# Estimate

Date	Estimate #
6/11/2020	5989

Phone #	Fax #
(218) 847-0335	(218) 847-0544

Name / Address
Gehrtz Construction Services 510 4th Avenue North Fargo, ND 58102-4821

Project
Detroit Lakes Middle School Reno-19- MN

Description	Rate	Qty	Total
PR for DLMS Upper Level CWT			
PT-1	7.48	384.12	2,873.22
PT-2	8.86	759.5	6,729.17
PT-3	7.48	384.12	2,873.22
PT-4	8.86	759.5	6,729.17
PT-5	7.27	494.7	3,596.47
CWT1	14.70	27	396.90
CWT2	14.70	27	396.90
CWT3	14.70	27	396.90
Setting Material	1.55	2,545	3,944.75
Labor Install	4.50	2,545	11,452.50
Subtotal			39,389.20
Bond Charge 5%	1,969.46	1	1,969.46

	<b>Subtotal</b>	\$41,358.66
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$41,358.66

ESTIMATE EXPIRES THIRTY (30) DAYS FROM ABOVE DATE. ALL ORDERS ARE SUBJECT TO A PAYMENT OF HALF DOWN & A PAYMENT IN FULL UPON COMPLETION

**CCO #005**

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

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

## Subcontract Change Order #005: CE #044 - Remove existing tile and replace

<b>CONTRACT COMPANY:</b>	I'll Tile & Stone Inc. 1673 Dan Street Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b>	SC-18-066A-008:9C Tilework
<b>DATE CREATED:</b>	8/09/2021	<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>	\$6,764.00

**DESCRIPTION:**CE #044 - Remove existing tile and replace

Demo existing mosaic tile in the commons area and install new tile to match.

**ATTACHMENTS:**[DLMS Old Pit.pdf](#)**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 12,262.00
Net change by previously authorized Change Orders	\$ 162,877.50
The contract sum prior to this Change Order was	\$ 175,139.50
The contract sum will be increased by this Change Order in the amount of	\$ 6,764.00
The new contract sum including this Change Order will be	\$ 181,903.50
The contract time will not be changed by this Change Order by	

**I'll Tile & Stone Inc.**  
 Detroit Lakes, Minnesota

DocuSigned by:

*Ben Bergman*

F70973409035493

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

*Dan Kleist*

8E9E8070A5C74CC

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

DocuSigned by:

*Jason Kueler*

4BEA95C41EDA482

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

*Bill Berg*

32113E3583E3494

I'll Tile &amp; Stone, Inc.

1673 Dan Street  
Detroit Lakes, MN 56501**Estimate**

Date	Estimate #
8/29/2021	6264

Phone #	Fax #
(218) 847-0335	(218) 847-0544

<b>Name / Address</b>
Gehrtz Construction Services 510 4th Avenue North Fargo, ND 58102-4821

<b>Project</b>
Detroit Lakes Middle School Reno-19- MN

Description	Rate	Qty	Total
Install PT-6 in old pit			
PT-6	5.45	528	2,877.60
Setting Material	1.75	528	924.00
Labor	5.00	528	2,640.00
Bond Charge 5%	322.40	1	322.40

	<b>Subtotal</b>	\$6,764.00
ESTIMATE EXPIRES THIRTY (30) DAYS FROM ABOVE DATE. ALL ORDERS ARE SUBJECT TO A PAYMENT OF HALF DOWN & A PAYMENT IN FULL UPON COMPLETION	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$6,764.00



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

Subcontract Change Order #018: CE #044 - Remove existitng tile and replace

Table with contract details: CONTRACT COMPANY (Ledgestone, Inc.), CONTRACT FOR (SC-18-066A-001:6A General Work & Labor), DATE CREATED (8/09/2021), CREATED BY (Sean Vadnais), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$1,172.75)

DESCRIPTION: CE #044 - Remove existitng tile and replace
Demo existing mosaic tile in the commons area and install new tile to match.

ATTACHMENTS: CMR #26 DecorativeTileRemoval.pdf

CHANGE ORDER LINE ITEMS:

Table with 2 columns: Description and Amount. Rows include original contract sum (\$329,880.00), net change by authorized orders (\$251,774.55), contract sum prior to change order (\$581,654.55), increase by this change order (\$1,172.75), and new contract sum (\$582,827.30).

Ledgestone, Inc.
Detroit Lakes, Minnesota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: JOSH LESSMAN
EC8D336258EB4CE

DocuSigned by: Dan Kleist
8E9E8070A5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: Jason Kuehn
46FA95641FBA102...

DocuSigned by: ZBA
32118E9503E3494...

Ledgestone Inc.  
 22930 CO Hwy 6  
 Detroit Lakes MN 56501

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



LEDGESTONE, INC.

# Change Order Request

**COR Number:** 26

**Date:** 8/2/2021

**Project Number:** 1907

**Contract Date:** 4/22/2019

<b>To:</b>	<b>Project:</b>
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo ND 58102	DL Middle School 500 11th Avenue South Detroit Lakes MN 56501

**Description of Change:**

Remove 20x24 decorative ceramic tile at commons area.

Project Original Contract Sum	329,880.00
Total of Previously Approved Change Orders	251,774.55
Contract Amount Prior to this Change Order	581,654.55
Proposed Contract Amount of this Change Order	1,172.75
Proposed Contract Amount Including this Change Order	582,827.30

**Accepted By:**

_____ Contractor <i>(Company Name)</i>	_____ Owner <i>(Company Name)</i>	_____ Other <i>(Company Name)</i>
_____ By <i>(Signature)</i>	_____ By <i>(Signature)</i>	_____ By <i>(Signature)</i>
_____ 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:** 26

**Date:** 8/2/2021

<b>To:</b> Gehrtz Construction Services, Inc.	<b>Project:</b> DL Middle School
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Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>02 - Existing Conditions</b>					
	Demo tile and grind floor area	1.00	LS	1,011.00	1,011.00
	Profit & Overhead	0.00		0.00	161.75
<b>Existing Conditions Total:</b>					<b>1,172.75</b>
<b>Change Order Total:</b>					<b>1,172.75</b>

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

## Subcontract Change Order #019: CE #045 - Deduct for Replacing doors

<b>CONTRACT COMPANY:</b>	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b>	SC-18-066A-001:6A General Work & Labor
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Sean Vadnais (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Construction Change
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$512.00

**DESCRIPTION:**

CE #045 - Deduct for Replacing doors

Remove hardware from the doors that had the wrong hinge location from the factory and reinstall it on the new door.

**ATTACHMENTS:**[Invoice 1970\\_01\\_AdminDoors.pdf](#)**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 329,880.00
Net change by previously authorized Change Orders	\$ 252,947.30
The contract sum prior to this Change Order was	\$ 582,827.30
The contract sum will be increased by this Change Order in the amount of	\$ 512.00
The new contract sum including this Change Order will be	\$ 583,339.30
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

JOSH LESSMAN

EG8B996268FB46E...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

859E8070A5C74CC

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

DocuSigned by:

Jason Kuehn

46FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

Zerr Berg

32113E3583E3494

Ledgestone Inc.  
22930 CO Hwy 6  
Detroit Lakes, MN 56501

# INVOICE



Phone: 218-849-6140

Fax: 218-847-5013

Invoice: 1907-1

Invoice Date: 8/4/2021

Bill To:	Project Details:
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo, ND 58102  Phone: 701-297-0704  Fax:	DL Middle School 500 11th Avenue South Detroit Lakes, MN 56501

Payment Terms	Contract Number	Invoice Due Date
Net 30		9/3/2021

Description
-------------

Replace wood doors and hardware in Admin area on 7/28/2021

Description	Invoice Amount	Retainage	Current Due
Doors & Hardware @ admin	512.00	0.00	512.00
<b>Subtotal Amount</b>	<b>512.00</b>	<b>0.00</b>	<b>512.00</b>
<b>Tax Amount ('T' Indicates a taxable line)</b>			<b>0.00</b>
<b>Total Invoice Amount Due</b>			<b>512.00</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: 18-066 B - Detroit Lakes Roosevelt Elementary Addition &
Renovation
510 11th Avenue SE
Detroit Lakes, Minnesota 56501

Subcontract Change Order #008: CE #075 - PR 31

Table with contract details: CONTRACT COMPANY: Haataja Contracting, Inc., CONTRACT FOR: SC-18-066 B-007:6A General Work & Labor, DATE CREATED: 8/20/2021, CREATED BY: Brady Meyer (Gehrtz Construction Services), CONTRACT STATUS: Approved, CHANGE REASON: Construction Change, ACCOUNTING METHOD: Amount Based, TOTAL AMOUNT: \$1,552.50

DESCRIPTION:
CE #075 - PR 31

ATTACHMENTS:
SKM\_C308UP21082008230.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 508,500.00, Net change by previously authorized Change Orders \$ 26,761.08, The contract sum prior to this Change Order was \$ 535,261.08, The contract sum will be increased by this Change Order in the amount of \$ 1,552.50, The new contract sum including this Change Order will be \$ 536,813.58, The contract time will not be changed by this Change Order by

Haataja Contracting, Inc.
Menahga, Minnesota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Eric Haataja
804A40E463984C6

DocuSigned by:
Dan Kleist
8E9E8078A6C746C...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
Jason Kuehn
48FA95C44FDA482...

DocuSigned by:
Zerr Berg Architects
32113E9569E9404...



Roosevelt Elementary School  
Additions and Remodel

7/27/2020

Po Box 315/33552 109th Ave  
Menahga Mn 56464  
Office 218-564-5634  
fax 218-564-5635  
cell 218-252-0178

RFP- 31

**Removing Masonry Wall** **\$1,350.00**

<b>Subtotal</b>	<b>\$1,350.00</b>
<b>Overhead /profit</b>	<b>\$202.50</b>
<b>Total</b>	<b>\$1,552.50</b>


**CCO #009**

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

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

## Subcontract Change Order #009: CE #074 - 6A Extras

<b>CONTRACT COMPANY:</b>	Haataja Contracting, Inc. PO Box 315 Menahga, Minnesota 56464	<b>CONTRACT FOR:</b>	SC-18-066 B-007:6A General Work & Labor
<b>DATE CREATED:</b>	8/20/2021	<b>CREATED BY:</b>	Brady Meyer (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$314.89

**DESCRIPTION:**CE #074 - 6A Extras

Deducts for work not done per scope changes. (\$1323.75)  
 Install therapy swing \$1040.64  
 Install scoreboard per Colin \$598.00

**ATTACHMENTS:**

[Haataja- Roosevelt- Extras.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 508,500.00
Net change by previously authorized Change Orders	\$ 28,313.58
The contract sum prior to this Change Order was	\$ 536,813.58
The contract sum will be increased by this Change Order in the amount of	\$ 314.89
The new contract sum including this Change Order will be	\$ 537,128.47
The contract time will not be changed by this Change Order by	

**Haataja Contracting, Inc.**  
 Menahga, Minnesota

DocuSigned by:

B04A40F46390466...

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:

9E0E8070A5C74CC...

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

DocuSigned by:

48FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:

32143E3688E3484...



Roosevelt Elementary School  
Additions and Remodel

1/5/2021

Po Box 315/33552 109th Ave  
Menahga Mn 56464  
Office 218-564-5634  
fax 218-564-5635  
cell 218-252-0178

Extra Work  
revised 8-13-21

<b>HCO wood door and frame deduct</b>	-\$300.00
<b><i>Demo Frame- install new frame deduct</i></b>	-\$500.00
<b><i>demo frame- door 406.2 deduct</i></b>	-\$300.00
<b><i>Demo Flooring at ramp, room 111 deduct</i></b>	-\$500.00
<b><i>Laminate on Tall Cabinet-room 230</i></b>	\$97.50
<b><i>Repair damaged doors- Rooms 113 &amp; 409</i></b>	\$32.50
<b><i>Repair HM frame room 301</i></b>	\$65.00
<b><i>Install overhead stop Room 318</i></b>	\$48.75
<b><i>Fix wood railing cap- first floor for Ryan Tangen</i></b>	\$32.50

<b>Subtotal</b>	-\$1,323.75
<b>Overhead /profit</b>	
<b>Total</b>	-\$1,323.75



Roosevelt Elementary School  
Additions and Remodel

Po Box 315/33552 109th Ave  
Menahga Mn 56464  
Office 218-564-5634  
fax 218-564-5635  
cell 218-252-0178

Therapy Swing

<b>Therapy Swing Labor</b>	<b>\$845.00</b>
<b>Therapy Swing Material</b>	<b>\$59.90</b>

<b>Subtotal</b>	<b>\$904.90</b>
<b>Overhead /profit</b>	<b>\$135.74</b>
<b>Total</b>	<b>\$1,040.64</b>



Roosevelt Elementary School  
Additions and Remodel

Po Box 315/33552 109th Ave  
Menahga Mn 56464  
Office 218-564-5634  
fax 218-564-5635  
cell 218-252-0178

Scoreboard

**Install Scoreboard** **\$520.00**

<b>Subtotal</b>	<b>\$520.00</b>
<b>Overhead /profit</b>	<b>\$78.00</b>
<b>Total</b>	<b>\$598.00</b>

**DETROIT LAKES PUBLIC SCHOOLS**  
**Construction Project Summary**  
**8/31/2021**

**Districtwide Project Total**

Original Project Total	\$58,570,727.00	
Alternates	1,972,637.68	
Original Project Reallocation	135,028.27	
Change Orders	2,640,291.17	
Contingency Usage	<u>(1,235,982.29)</u>	
Amended Project Total	62,082,701.83	
Project Complete	53,835,343.54	86.72%
Contingency Total	1,095,160.02	
Contingency Used	(1,235,982.29)	112.86%
Original Project Reallocation	<u>135,028.27</u>	
Remaining Contingency	(5,794.00)	-0.53%

**Roosevelt Elementary**

Original Project Total	\$ 11,741,149.46	
Alternates	158,472.60	
Original Project Reallocation	86,921.41	
Change Orders	381,399.80	
Contingency Usage	<u>(302,633.41)</u>	
Amended Project Total	<u>\$ 12,065,309.86</u>	
Project Complete	11,429,311.41	
Percentage Complete	94.73%	
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	9,379,220.09	
Percentage Complete	97.04%	
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	195,580.37	
Contingency Usage	<u>(140,412.71)</u>	
Amended Project Total	<u>\$ 7,826,514.31</u>	
Project Complete	7,447,876.88	
Percentage Complete	95.16%	
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	1,841,924.14	
Contingency Usage	<u>(571,549.31)</u>	
Amended Project Total	<u>\$ 32,526,035.26</u>	
Project Complete	25,578,935.16	
Percentage Complete	78.64%	
Contingency Total	\$ 565,179.00	
Contingency Used	<u>(571,549.31)</u>	
Remaining Contingency	<u>\$ (6,370.31)</u>	
Percentage Remaining	-1.13%	

# 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		



## **School Board Goals:**

The community survey the Detroit Lakes School Board conducted in September of 2021 identified “Relationships” and “Development” as the two areas of highest priority. In light of this feedback, the board will accomplish the following:

### **Relationships:**

1. The Board will conduct open houses at all of our buildings in the spring after the majority of construction is completed.
2. The Board will conduct an annual community focus group in order to increase community input.

### **Development:**

1. The Board will monitor the implementation and progress of the strategic plan while supporting the Superintendent.
2. The Board will commit to funding SAIL programming for the 2021-2022 school year.



# Detroit Lakes Public Schools

## Monthly Enrollment Summary

### 2021-2022

Month: October 1

#### D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	44	57	101

#### Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	4	5

#### KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	80	19	99
Rossman	80	18	98
<b>Totals</b>	<b>160</b>	<b>37</b>	<b>197</b>

#### GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	89	92	102	98	110	491
Rossman	91	97	104	98	98	488
<b>Totals</b>	<b>180</b>	<b>189</b>	<b>206</b>	<b>196</b>	<b>208</b>	<b>979</b>

#### ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
197	979	1176

#### MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	210	182	199	591

#### SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	253	247	208	167	875	0	29	904

#### 2021-2022

##### K-12 Total

2739

#### 2020-2021

##### K-12 Total

2776

#### 2019-2020

##### K-12 Total

2954

#### MONTHLY TOTALS\*

EIC	45
ECSE	61
Kind. Sp. Ed.	37
Kindergarten	160
Grades 1-5	979
Middle School	591
Senior High	904
ALC	61
<b>TOTAL</b>	<b>2838</b>

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

#### LAKER TRANSITIONS

D.L.	5
Other	2
<b>Total</b>	<b>7</b>

#### ALC

D.L.	41
Other	20
<b>Total</b>	<b>61</b>



# Detroit Lakes Public Schools Yearly Enrollment Summary 2021-2022

Date: October 1

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
41	44									50	57								

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	1									4	4								

Kindergarten - Special Ed.										Kindergarten									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	19	19								Roosevelt	79	80							
Rossman	20	18								Rossman	82	80							
<b>Totals</b>	39	37	-	-	-	-	-	-	-	<b>Totals</b>	161	160	-	-	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	98	99	-	-	-	-	-	-	-
Rossman	102	98	-	-	-	-	-	-	-
<b>Totals</b>	200	197	-	-	-	-	-	-	-

Grade One										Grade Two									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	89	89	-	-	-	-	-	-	-	Roosevelt	91	92	-	-	-	-	-	-	-
Rossman	91	91	-	-	-	-	-	-	-	Rossman	96	97	-	-	-	-	-	-	-
<b>Totals</b>	180	180	-	-	-	-	-	-	-	<b>Totals</b>	187	189	-	-	-	-	-	-	-

Grade Three										Grade Four									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	102	102	-	-	-	-	-	-	-	Roosevelt	97	98	-	-	-	-	-	-	-
Rossman	105	104	-	-	-	-	-	-	-	Rossman	98	98	-	-	-	-	-	-	-
<b>Totals</b>	207	206	-	-	-	-	-	-	-	<b>Totals</b>	195	196	-	-	-	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	109	110	-	-	-	-	-	-	-
Rossman	98	98	-	-	-	-	-	-	-
<b>Totals</b>	207	208	-	-	-	-	-	-	-



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2021-2022

Date: October 1

Grades 1 - 5 Totals										ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rsvit/MS	488	491	-	-	-	-	-	-	-	Resident	38	41							
Rossman	488	488	-	-	-	-	-	-	-	Non-Resid.	12	20							
<b>Totals</b>	<b>976</b>	<b>979</b>	-	-	-	-	-	-	-	<b>Total</b>	<b>50</b>	<b>61</b>							

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	211	210	-	-	-	-	-	-	-
Grade Seven	183	182	-	-	-	-	-	-	-
Grade Eight	202	199	-	-	-	-	-	-	-
<b>Totals</b>	<b>596</b>	<b>591</b>	-	-	-	-	-	-	-

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	255	253	-	-	-	-	-	-	-
Gr. Ten	250	247	-	-	-	-	-	-	-
Gr. Eleven	220	208	-	-	-	-	-	-	-
Gr. Twelve	190	167	-	-	-	-	-	-	-
<b>Subtotals</b>	<b>915</b>	<b>875</b>	-	-	-	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	29	-	-	-	-	-	-	-
<b>Totals</b>	<b>915</b>	<b>904</b>	-	-	-	-	-	-	-



# Detroit Lakes Public Schools Elementary Grade Sections 2021-2022

Date: October 1

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>19.70</b>
	Section 1&3	20	20	19	21	
	Section 2&4	19	20	20	19	
	Section 5&6	20		19		
Building Average		19.80		19.60		
<b>Grade 1</b>						<b>17.90</b>
	Section 1&3	17	18	18	18	
	Section 2&4	18	18	18	18	
	Section 5	18		18		
Building Average		17.80		18.00		
<b>Grade 2</b>						<b>18.80</b>
	Section 1&3	18	20	19	18	
	Section 2&4	19	18	20	20	
	Section 5	17		19		
Building Average		18.40		19.20		
<b>Grade 3</b>						<b>20.60</b>
	Section 1&3	20	20	21	21	
	Section 2&4	21	20	20	22	
	Section 5	21		20		
Building Average		20.40		20.80		
<b>Grade 4</b>						<b>24.50</b>
	Section 1&3	25	24	24	25	
	Section 2&4	24	25	24	25	
	Section 5					
Building Average		24.50		24.50		
<b>Grade 5</b>						<b>20.25</b>
	Section 1&3	22	22	25	25	
	Section 2&4	22	22	24	0	
	Section 5					
Building Average		22.00		18.50		

The district class size average for K-5 is:

**18.31**

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.

**INDEPENDENT SCHOOL DISTRICT #22**  
**TRANSPORTATION COMMITTEE MEETING AGENDA**  
**Transportation Committee Meeting October 5, 2021**

A Transportation Committee Meeting was held on Tuesday, October 5th at the District Office. In attendance were Mark Jenson (Superintendent), Colin Gedrose (Supervisor of Operations), Kathy Boelter (Transportation Administrative Assistant), John Steffl (School Board Member), Kylie Johnson (School Board Member), Nathan Olander (Olander Bus Service), Ethan Walz (Olander Bus Service), Ruth Gunderson (Schultz Bus Company), Mike Gunderson (Schultz Bus Company) and Jason Kuehn (Director of Finance and Operations).

**1. District Transportation Update**

**Director of Finance and Operations Kuehn provided an update in regards to the start of the school year. Discussion was held in regards to continued improvement on the registration process, communication involving student behaviors, and the access of student information from both contractors.**

**2. Contractors Update**

**Both contractors (Olander and Schultz) provided an update for the start of the school year. The topic of reinstating some type of paperless incident reporting system was discussed. The district will look into options that could be implemented. Both contractors noted safety concerns near the exits of the Rossman bus loop on Forest Street and near the Middle School/Roosevelt campus on Central Street. Additionally, a discussion was held about reviewing the topic of Early Release days.**

**3. Pupil Transportation Contract (SY 2022-24)**

**Director of Finance and Operations Kuehn provided an update on the timeline for the Pupil Transportation Contract for the 2022-23 and 2023-34 school year. Kuehn will provide an update to both contractors in November in regards to the District's intentions, as well as seek feedback from both contractors.**

**INDEPENDENT SCHOOL DISTRICT #22**  
**FACILITIES COMMITTEE MEETING AGENDA**  
**Facilities Committee Meeting October 6th, 2021**

A Facilities Committee Meeting was held on Wednesday, October 5th, 2021 at Detroit Lakes High School - Lakeshirst Lab. In attendance were John Steffl, Kylie Johnson, Amy Erickson, Mark Jenson, Jason Kuehn, Colin Gedrose, Rob Nielsen, Josh Omang, and Dan Kleist (Gehrtz Construction).

**1. DLHS Construction Update**

Dan Kleist from Gehrtz Construction provided an update on the progress of the DLHS construction project, highlighting current work. An updated timeline for the new gym was provided - with an anticipated occupancy of that area being January 1st. Kleist also provided a list of areas that will be completed through next summer, including answering questions about the multiple change orders related to the updating of Area C Science classrooms.

Kleist and Activities Director Rob Nielsen provided an update on the progress of drawings for the remodel of the current Multi-Purpose Gym into a Fitness Area and Dance Studio. Nielsen met with the PE staff and provided a few adjustments to the most recent drawings. Kleist was working with Zerr Berg to provide updated costing for the remodel of this area. The Facilities Committee will review the updated drawings and cost projections at their November meeting.

**2. Construction Change Orders**

The Facilities Committee reviewed the change orders submitted through August. The committee recommends the approval of the change orders.

**3. Snow Removal Quotes**

The district was notified in September that Hough, Inc. would not be able to fulfill its contract for the 2021-22 school year for snow and ice removal services. A proposal for services at Rossman, Lincoln and the District Administration sites was received from Taves Construction (Driveways, Inc) for a minimum contract of \$15,000. A proposal for services at Roosevelt/Middle School and High Schools was received from Feldt Construction and Excavation for a minimum

contract of \$32,000. The Facilities Committee recommends the approval of the service proposals from both companies.

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

##### School District Policy 902 - Rental Policy (Buildings & Facilities)

The committee had a brief discussion on making recommendations to be brought to the Policy Committee for Policy 902 due to the addition of space at Rossman, Roosevelt, and the High School. The committee will review Policy 902 at their November meeting and provide updated recommendations to the Policy Committee.

**INDEPENDENT SCHOOL DISTRICT #22  
FINANCE COMMITTEE MEETING AGENDA  
Finance Committee Meeting - October 14, 2021**

**Members Present:**

**Jennifer Pedersen      Courtney Henderson  
Mark Jenson              Jason Kuehn**

**Members Absent:**

**April Thomas**

A Finance Committee Meeting was held on Thursday October 14, 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 August and receipts for the month of August.**

**2.      Review of Disbursements**

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

**3.      Updated 2021 Payable 2022 Proposed Tax Levy**

**Director of Finance Kuehn reviewed the updated proposed tax levy for 2021 Payable 2022. The levy amount presented at the September board has decreased slightly due to adjustments made by the Minnesota Department of Education. The current estimated levy will be \$8,747,239.67 which will be a decrease of 2.98% from last year.**

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

**Director of Finance Kuehn shared with the committee updates to current practices in the Business Office, as well as roles and responsibilities. A brief discussion was held in regard to how the committee would like to receive information about the district's investments and provide input on investing in the future.**