



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, November 15, 2021 - 5:30 PM
City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

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
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

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

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 November 15, 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.

VII. PROGRAM PRESENTATIONS

Presenter:

A. High School FFA Trip

Presenter: Janelle Hueners, FFA Advisor

B. Instructional Coaches

Presenters: Pam Daly, Rhonda Fode, Jill Perkins - Instructional Coaches

C. Indian Education Presentation

Presenter: Joe Carrier

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 October 18, 2021, Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the Orientation and Mobility Services Agreement between Timothy Greeley and Detroit Lakes Public Schools.
- F. Approve the Application for two High School Students fulfilling the requirements for Early Graduation as per School Board Policy 613 at the end of the first semester, January 21, 2022.
- G. Approve the Contract Renewal for Employee Assistance Program (EAP) effective January 1, 2022, through December 31, 2023.
- H. Approve the Purchase of Service Agreement between Blue Sky, Inc and ISD #22 for Job-Coaching Services to Students in Work Based Learning Activities.
- I. Approve the Expulsion of Student DP21 - 001 for the remainder of the 2021-2022 school year.
- J. Approve the Alpine Ski Service Agreement
- K. Approve the 2022 Renewal of Employee Medical Flex Spending Accounts (FSA), Dependent Care FSA and Health Savings Accounts (HSA).
- L. **Approve Second 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)

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. 206 - Public Participation In School Board Meetings/Complaints About Persons At School Board Meetings and Data Privacy Considerations
2. 206.A - Attachment MSBA School Board Meeting Guidance
3. 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
4. 416 - Drug and Alcohol Testing
5. 416.FM - Attachments to Drug and Alcohol Testing
6. 417 - Chemical Use/Abuse
7. 418 - Drug-Free Workplace/Drug-Free School
8. 418.FM - Drug-Free Workplace/Drug-Free School Policy Acknowledgement
9. 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
10. 420 - Students and Employees With Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
11. 421 - Gifts To Employees and School Board Members
12. 422 - Policies Incorporated By Reference
13. 423 - Employee-Student Relationships

14. 424 - License Status

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. Recommendation for Reduction in Programs and Positions

Presenter: Erickson, Board Chair

Each year the Board of Education and administration give careful consideration to programs and staffing needs for the District as they are influenced by budget constraints. As a result of current economic forecasts at the state and national level, as well as District #22 financial forecasts, the administration proposes the following recommendation.

B. Resolution of School Board Support of Application to MSHSL Foundation.

Presenter: Erickson, Board Chair

C. 2021-2023 Education Minnesota - Detroit Lakes Master Agreement

Presenter: Erickson, Board Chair

D. District 2021-2022 World's Best Workforce Plan and Achievement and Integration Report for 2020-2021

Presenter: Renee Kerzman, Director of Curriculum, Instruction & Technology

XI. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report
2. COVID-19 Update
3. Strategic Plan
4. E-Learning

B. Board Committee and Representative Reports

1. Student Report

Presenter: Walz, Student Board Representative

2. Academies Advisory Board Meeting - November 3, 2021

Presenter: Johnson, Board Treasurer

3. Transportation Committee Meeting - November 5, 2021

Presenter: Steffl, Board Vice-Chair

4. Facilities Committee Meeting - November 8, 2021

Presenter: Johnson, Board Treasurer

5. ECFE/SR Advisory Council Meeting - November 8, 2021

Presenter: Johnson, Board Treasurer

6. Finance Committee Meeting - November 11, 2021

Presenter: Pedersen, Board Director

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Erickson, Board Chair

A. Finance Committee Meeting - 12/16/21- 12:00 PM - District Office

B. December Board Meeting - 12/20/21 - 5:30 PM - City Council Chambers

C. Truth & Taxation Hearing - 12/20/21 - 6:00 PM - City Council Chambers

XIII. MEETING ADJOURNED

Presenter: Erickson, Board Chair

Laker PRIDE

	<p>Purpose our intention, what drives us</p>	<p>Deliver educational excellence.</p>
	<p>Relationships 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"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	<p>Innovation 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"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	<p>Development 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"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	<p>Equity 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"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice



I pledge allegiance
to the flag
of the United States of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible,
with Liberty and Justice
for all.

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

Regular School Board Meeting
Monday, October 18, 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.

Absent: April Thomas

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 Henderson, to approve the agenda with the addition of the Personnel Agenda Addendum. Motion carried unanimously.

Board Chair, Erickson made the following 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.

High School Choir Director, Kathy Larson, proposed the spring 2022, high school choir trip to the board. (EXHIBIT)

Activities Director, Rob Nielsen, presented an Activities Report to the board highlighting the Activities Fair; Alpine Skiing; Academic Lettering and fall sports participation. (EXHIBIT)

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

- A. Approve the Minutes of the September 20, 2021, Regular School Board Meeting, and the September 30, 2021, Board Work Session.
- B. Approve K-12 computer checks #665218-665300 and #665322-665484 in the amount of \$1,809,185.58. Hand Payable Checks #664921-664925, #664927, #664937-664946, #665191, #665193-665194, #665200-665204, #665206-665216, #202209001-202209006, #202209101-202209102, #202209501-202209504, and #202209601-202209604 in the amount of \$2,512,294.56, for a total of \$4,321,480.14. Senior High Activity Account Hand Payable checks #400575-86, in the amount of \$16,708.31. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the Application for a High School Student fulfilling the requirements for Early Graduation as per School Board Policy 613 at the end of the first semester, January 21, 2022.
- E. Approve the High School Choir Out-of-State Travel Request to New York City April 10-16, 2022.
- F. Approve the Snow Removal Contract for Rossman Elementary, Lincoln Education Center and Administration Center with Hough, Inc. for the 2021-22 school year. (EXHIBIT)
- G. Approve the Snow Removal Contract for the High School, Middle School and Roosevelt Elementary with Hough, Inc for the 2021-22 school year. (EXHIBIT)
- H. Approve Second Reading of Policies:
 - a. 406 – Public and Private Personnel Data
 - b. 406.FM – Consent to Release Data Form
 - c. 407 – Employee Right to Know – Exposure to Hazardous Substances
 - d. 408 – Subpoena of a School District Employee
 - e. 409 – Employee Publications, Instruction Materials, Inventions, and Creations
- I. 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.

Discussion was held on the First Reading of the following Policies:

- A. 410 – Family and Medical Leave Policy
- B. 412 – Expense Reimbursement
- C. 413 – Harassment and Violence
- D. 413.FM – Harassment and Violence Report Form
- E. 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

- F. 414.FM.1 – Maltreatment of Student Reporting Form (MDE)
- G. 414.FM.2 – Maltreatment of Student Reporting Form (Becker County)

A motion by Henderson, to Approve the Fall 2021, Lane Change Requests, seconded by Pedersen. Motion carried unanimously. (EXHIBIT)

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

A motion by Steffl, to Approve the Strategic Plan Building Goals for the 2021-22 school year, seconded by Johnson. Motion carried unanimously. (EXHIBIT)

A motion by Henderson, to Approve the School Board Goals for the 2021-22 school year, seconded by Pedersen. Motion carried unanimously. (EXHIBIT)

Superintendent Mark Jenson, gave an update on the October 1, 2021, Enrollment and COVID-19. (EXHIBIT)

Student Board Representative Luisa Walz gave an update on Academic Interventions; thanked the Becker County Museum for donating glow sticks for the Homecoming Dance; and commended the students for showing such great Laker Pride at all of the activity events.

Board Vice-Chair Steffl gave an update from the Chemical Health Committee Meeting.

Board Vice-Chair Steffl gave an update from the Transportation Committee Meeting. (EXHIBIT)

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

Board Director Pedersen gave an update from the Health & Safety Committee Meeting.

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

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

Board Chair Erickson announced upcoming meetings.

A motion by Johnson, to adjourn the meeting at 6:27 PM, seconded by Henderson. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

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.
- 1) 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 5th 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.

2) **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.

3) **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.

BANK RECONCILIATION

10/31/21

BREMER BANK STATEMENT BALANCE	12,414.22
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(324.85)
BANK ENDING STATEMENT BALANCE	<u>12,089.37</u>
BOOK BALANCE - PRIOR MONTH ENDING	10,720.13
ADD: RECEIPTS (FROM RECEIPTS REPORT)	1,627.35
LESS: PAYMENTS (CHECKS REPORT)	(258.11)
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>12,089.37</u>
DIFFERENCE	0.00

Receipt	Description	Acct Nbr	Trans Date	Amount
1542	Homecoming Dance	88 R 031 298 127 888 099	10/06/2021	1,277.25
		Totals for 1542		1,277.25
1543	Homecoming Dance	88 R 031 298 176 888 099	10/06/2021	350.00
		Totals for 1543		350.00
		Total for Cash Receipts		1,627.25

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	1,627.25	0.00	1,627.25
***	Fund Summary Totals ***	0.00	1,627.25	0.00	1,627.25

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

Acct Nbr	OBJ	Description	Reference	Trans Date	Debit	Credit
88 A	101 31		10301	10/31/2021	0.09	0.00
		0.09 Totals for 10301				
88 A	101 31	MS ACTIVITIES ACCOUNT - INT REC (OCT)	103102	10/31/2021	0.10	0.00
88 A	101 31	INTEREST ON MS ACTIVITIES ACCOUNT	103102	10/31/2021	0.00	0.09
		0.01 Totals for 103102				
		0.10 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	0.10	0.00	0.00	0.10
***	Fund Summary Totals ***	0.10	0.00	0.00	0.10

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

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
200093 ZAMZO, STEVEN	10/27/2021	88 E 031 298 173 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
200093 ZAMZO, STEVEN	10/27/2021	88 E 031 298 174 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
200093 ZAMZO, STEVEN	10/27/2021	88 E 031 298 175 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
				Totals for 200093	72.03
200094 COURNEYA, NICOLE	10/27/2021	88 E 031 298 175 888 401	10272021	WHITE TEAM/RECESS EQUIP SUPPLIES	45.86
				Totals for 200094	45.86
200095 AASTUEN, BENJAMIN	10/27/2021	88 E 031 298 170 888 401	10272021	QUEST/SNACKS FOR TRIP	107.97
				Totals for 200095	107.97
200096 BERGMANN, TUCKER	10/27/2021	88 E 031 298 175 888 401	10272021	WHITE TEAM/STUDENT OF MONTH REWARDS	32.25
				Totals for 200096	32.25
				Totals for checks	258.11

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	258.11	258.11
***	Fund Summary Totals ***	0.00	0.00	258.11	258.11

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

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

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

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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

Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$10,911.46
Low balance	\$10,911.46	Total additions	1,627.35
Average balance	\$12,228.02	Total subtractions	124.59
Avg collected balance	\$12,228	Ending balance	\$12,414.22
Interest paid year to date	\$1.00		

CHECKS

Number	Date	Amount	Number	Date	Amount
200081	10-20	124.59			

CREDITS

Date	Description	Additions
10-06	Deposit	1,627.25
10-31	Interest Credit	0.10

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
09-30	10,911.46	10-20	12,414.12		
10-06	12,538.71	10-31	12,414.22		

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665661	A-OX WELDING SUPPLY CO. INC.	11/15/2021	00257623	CYLINDER RENTAL	0	10.60	1,086.31
			01207486	ORDER -	412200117	436.93	
				00822370-00			
			01209285	DELIVERY ORDER	0	638.78	
				00826312-00			
665662	Vendor Continued Void	11/15/2021					0.00
665663	A.B.M. INC.	11/15/2021	AR1493548	COPIER LEASE	0	81,431.48	82,002.41
				CONTRACT			
			AR1512193	MONTHLY COPIER	0	468.03	
				FEEES			
			AR1512194	TRANSITION COPIER	0	102.90	
				1 MO LEASE			
665664	ALL FLAGS, LLC	11/15/2021	611439	CLASSSSROOM FLAGS	152200181	390.95	536.70
				AND HOLDERS			
			997289	CLASSROOM FLAGS	152200281	145.75	
665665	ALLIANCE PEST PROTECTION	11/15/2021	12683	RODENT	0	60.00	120.00
				SERVICE-REGULAR			
				SERVICE CHARGE			
			12760	RODENT	0	60.00	
				SERVICE-REG			
				SERVICE CHRG			
665666	AMAZON	11/15/2021	44897476473	supplies	4002200027	127.71	2,883.68
			475437473738	supplies	4002200027	20.97	
			499967659997	supplies	4002200027	24.58	
			644785934763	DLPEF GRANT	152200251	2,198.00	
				EQUIPMENT			
				PURCHASE FOR			
				BRADY BAXTER			
			748558786356	DLPEF GRANT	152200251	512.42	
				EQUIPMENT			
				PURCHASE FOR			
				BRADY BAXTER			
665667	ANDERSON COACH OF FRAZEE, INC.	11/15/2021	OCTOBER 21	ACTIVITIES	0	10,398.33	31,821.68
				TRANSPORTATION			
			SEPTEMBER21	ACTIVITIES	0	21,423.35	
				TRANSPORTATION			
665668	APPLE COMPUTER, INC.	11/15/2021	AG08695214	IPADS	3002200029	20,580.00	35,280.00
			AG14255915	IPADS	3002200029	14,700.00	
665669	ARVIG COMMUNICATION SYSTEMS	11/15/2021	0001103278 001 5	TELEPHONE	0	2,248.50	2,929.53
				SERVICES			
			0001103285 001 6	TELEPHONE	0	171.15	
				SERVICES			
			003009493 001 2	FIBER LEASE	0	509.88	
665670	Vendor Continued Void	11/15/2021					0.00
665671	ARVIG COMMUNICATION SYSTEMS	11/15/2021	320887	WO 13207 RSVLT	0	155.00	4,195.00
				CAMERS			
			320889	WO 13245 & 13260	0	250.00	
			320890	INDEPTH LENEEL	0	405.00	
				TRAINING			
			321089	WO 86031 MS	0	2,980.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			321094	WO 13285 RSVLT	0	250.00	
			321095	WO 88737 LINCOLN SECURTY	0	155.00	
665672	BDT MECHANICAL, LLC	11/15/2021	REQ. #19	HIGH SCHOOL ADDITIONS & RENOVATIONS	0	124,312.81	124,312.81
665673	BECKER COUNTY ENVIRONMENTAL SE	11/15/2021	03-00276546	LANDFILL	0	11.99	338.89
			INHIGH SCHOOL	GARBAGE	0	82.10	
			INLINCOLN	GARBAGE	0	0.30	
			INMIDDLE SCHOOL	GARBAGE	0	81.50	
			INROOSEVELT	GARBAGE	0	81.50	
			INROSSMAN	GARBAGE	0	81.50	
665674	BERGSTROM ELECTRIC, INC.	11/15/2021	REQ. #20	HIGH SCHOOL ADDITION & RENOVATIONS	0	67,496.55	67,496.55
665675	BEUG'S ACE HARDWARE	11/15/2021	211986	CUST SUPPLIES	0	12.58	41.15
			212766	CUST SUPPLIES	0	28.57	
665676	BEVERAGE WHOLESALERS, INC	11/15/2021	190273	ax Water for resale in the Laker Shop	1412200019	84.00	84.00
665677	BIX PRODUCE	11/15/2021	05201267	PRODUCE	7702200125	84.70	7,722.09
			05205234	PRODUCE	7702200125	158.55	
			05209459	PRODUCE	7702200125	1,743.60	
			05216824	PRODUCE	7702200136	2,460.32	
			05219369	PRODUCE	7702200147	296.80	
			05224276	PRODUCE	7702200147	2,978.12	
665678	BLUE 84 SPIRIT	11/15/2021	1503501	Burnout Washed Fleece Crew Sweatshirts - Light Blue and Charcoal	1412200018	943.50	943.50
665679	BRENCO CORP.	11/15/2021	0106835-IN	SUPPLIES	7702200129	1,156.16	2,413.86
			0106932-IN	SUPPLIES	7702200137	-345.00	
			0107081-IN	SUPPLIES	7702200137	836.05	
			0107099-IN	SUPPLIES	7702200137	603.39	
			0107348-IN	CONTAINERS	7702200150	163.26	
665680	BUCHHOLZ, JAMES E	11/15/2021	101821	TRANSP ACTIVITIES-MEAL REIMBURSE	0	42.02	42.02
665681	BUCKANAGA, ANTHONY J	11/15/2021	110821	MILEAGE MAHNOMEN RT	0	44.80	44.80
665682	BUREAU OF EDUCATION & RESEARCH	11/15/2021	5050556	PROFESSIONAL DEVELOPMENT-11/29/ 21	312200064	777.00	777.00
665683	CARL BUDDING AND COMPANY	11/15/2021	106716	FOOD	7702200141	532.80	532.80
665684	CENTRAL MARKET	11/15/2021	TKT0036	Central Market-To purchase groceries to support student cooking	4002200038	168.08	585.09

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				goals/objectives. Also to help transitional functional life skills/goals on their IEPs			
			TKT0050	GROCERIES FOR HOMELESS FAMILY	312200072	177.34	
			TKT0072	Pastry Lab Ingredients	312200065	157.24	
			TKT0223	CENTRAL MARKET	4002200026	82.43	
665685	CITY OF DETROIT LAKES	11/15/2021	12-069577-00	UTILITIES-LINCOLN	0	1,075.74	1,075.74
665686	CLAYPOOL, KERRY	11/15/2021	REFUND	LUNCH ACCT BAL	0	341.60	341.60
665687	CONTINENTAL CLAY COMPANY	11/15/2021	INV000161643	Art Supplies	412200053	593.71	593.71
665688	CONNECT INTERIORS	11/15/2021	62716	HS OFFICES	412200007	12,790.94	17,085.28
			62762	CLASSROOM EQUIPMENT	152200172	2,943.32	
			62763	BOOKCASE	152200078	1,351.02	
665689	CULINEX	11/15/2021	INV851561	EQUIPMENT AND SUPPLIES	7702200140	2,929.63	4,519.62
			INV851652	EQUIPMENT AND SUPPLIES	7702200140	64.99	
			REQ. #4	HIGH SCHOOL ADDITIONS & RENOVATIONS	0	1,525.00	
665690	CURRICULUM ASSOCIATES	11/15/2021	90063587	screening protocols	4002200067	166.88	166.88
665691	D & D APPLIANCE	11/15/2021	07291002-1	APPLIANCES	0	377.00	377.00
665692	DACOTAH PAPER COMPANY	11/15/2021	71954	NAPKINS	7702200138	516.70	1,556.85
			75871	SUPPLIES	7702200149	346.64	
			76166	SUPPLIES	7702200149	693.51	
665693	DAN SCHLAUDERAFF SERVICES LLC	11/15/2021	964679	WELD REPAIRS/WINTERIZIN G	0	850.00	1,185.00
			964680	WELD REPAIRS	0	155.00	
			964681	REPAIRS	0	180.00	
665694	DEPARTMENT OF HUMAN SERVICES	11/15/2021	00000676200	IEP SFY 2021	0	270.00	270.00
665695	DETROIT LAKES CHIROPRACTIC	11/15/2021	11114-DOT	1111-15, 11114-16, 11114-17 DOT PX	0	285.00	285.00
665696	DOW ACOUSTICS, INC.	11/15/2021	REQ. #11	HIGH SCHOOL ADDITION & RENOVATION	0	3,800.00	3,800.00
665697	Vendor Continued Void	11/15/2021					0.00
665698	Vendor Continued Void	11/15/2021					0.00
665699	Vendor Continued Void	11/15/2021					0.00
665700	EAST SIDE JERSEY DAIRY ESJD	11/15/2021	4521410	MILK	7702200132	258.65	4,084.49
			4521412	MILK	7702200132	134.00	
			4521416	MILK	7702200132	325.90	
			4521417	MILK	7702200132	169.56	

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			4521450	MILK	7702200132	261.53	
			4521451	MILK	7702200132	256.92	
			4521455	MILK	7702200132	54.60	
			4521485	MILK	7702200143	108.02	
			4521487	MILK	7702200143	227.04	
			4521489	MILK	7702200143	238.71	
			4521492	MILK	7702200143	252.26	
			4521493	MILK	7702200143	203.47	
			4521525	MILK	7702200143	405.79	
			4521526	MILK	7702200143	260.95	
			4521527	MILK	7702200143	109.20	
			4521531	MILK	7702200143	625.34	
			4521532	MILK	7702200143	192.55	
665701	EDUCATORS BENEFIT CONSULTANTS,	11/15/2021	20973	ACS TPA MONTHLY FEE	0	345.88	345.88
665702	EIDENSCHINK, STEFANIE L	11/15/2021	09222021	STUDENT KICKBALLS	312200052	21.06	21.06
665703	EMERGENT SYSTEMS EXCHANGE, LLC	11/15/2021	19-2591	FIREWALL SERVICES	3002200005	588.00	588.00
665704	FAB WURX, INC.	11/15/2021	1096	MOUNT PROJ BRACKET	0	225.00	225.00
665705	FARGO GLASS & PAINT CO., INC.	11/15/2021	REQ. #14	MIDDLE SCHOOL RENOVATIONS	0	5,180.75	5,180.75
665706	FAR-MOOR ACOUSTICS & FLOORS, L	11/15/2021	REQ. #6	HIGH SCHOOL ADDITION & RENOVATION	0	59,850.00	66,146.75
			REQ. #8-FINAL	ROOSEVELT ADDITION & RENOVATIONS	0	6,296.75	
665707	FLINN SCIENTIFIC INC.	11/15/2021	2621342	ITO CHEMISTRY SUPPLIES	412200040	336.96	782.30
			2622712	AMY LAKIN ANATOMY AND BIO SUPPLIES	412200046	433.89	
			2635020	AMY LAKIN ANATOMY AND BIO SUPPLIES	412200046	11.45	
665708	FORUM COMMUNICATIONS COMPANY -	11/15/2021	CL01777904	9/20 MEETING	0	289.69	359.22
			CL01777905	9/30 MEETING	0	69.53	
665709	G & R CONTROLS, INC.	11/15/2021	125524	REPAIRS	0	1,423.25	1,423.25
665710	GEHRTZ CONSTRUCTION SERVICES	11/15/2021	3629	MIDDLE SCHOOL RENOVATIONS	0	6,242.71	71,501.88
			3630	ROOSEVELT ADDITION & RENOVATIONS	0	273.61	
			3631	HIGH SCHOOL ADDITION & RENOVATION	0	64,985.56	
665711	GENERAL PARTS LLC	11/15/2021	6290453	PARTS AND SERVICE	7702200139	2,885.29	3,517.50
			H11918	PARTS AND LABOR CONCESSIONS WARMER	7702200151	632.21	
665712	GIVEN, RIKKI	11/15/2021	101321	TRANSLATION	0	87.36	87.36
665713	GLENNS BODY REPAIR	11/15/2021	55396	04 BUS MODEL	0	6,398.25	6,398.25

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				GA39530			
665714	GRAINGER, INC.	11/15/2021	9094785392	SUPPLIES	0	228.75	722.43
			9097886882	SUPPLIES	0	493.68	
665715	GROTH MUSIC	11/15/2021	3211391	Rossman Vocal Music Supplies	212200032	105.88	105.88
665716	H&B SPECIALIZED PRODUCTS, INC.	11/15/2021	REQ. #2	HIGH SCHOOL ADDITIONS & RENOVATIONS	0	81,947.95	81,947.95
665717	HERZOG ROOFING, INC.	11/15/2021	5967	WO 7899 REPAIR HOLE	0	450.00	825.00
			5994	WO 7974 REPAIR HOLE	0	375.00	
665718	Vendor Continued Void	11/15/2021					0.00
665719	Vendor Continued Void	11/15/2021					0.00
665720	HILLYARD / HUTCHINSON	11/15/2021	604495265	SUPPLIES	0	1,284.21	18,664.32
			604503044	GLOVES	0	15.31	
			604503045	SUPPLIES	0	896.80	
			604503046	SUPPLIES	0	124.72	
			604503047	SUPPLIES	0	1,527.50	
			604503048	SUPPLIES	0	1,166.19	
			604503049	SUPPLIES	0	4,132.38	
			604512881	GLOVES	0	11.19	
			604512882	ICE MELT	0	764.50	
			604512883	SUPPLIES	0	359.68	
			604512884	SUPPLIES	0	3,465.40	
			604521406	WALL SUPPLIES	0	72.36	
			604521407	SUPPLIES	0	91.63	
			604521408	SUPPLIES	0	3,369.15	
			604521409	SUPPLIES	0	1,111.51	
			700480714	SUPPLIES	0	92.95	
			700481152	SUPPLIES	0	92.95	
			700482273	FILTER	0	85.89	
665721	HOLMQUIST, MELANIE M	11/15/2021	10292021	AMI-MILITARY CAREER DAY LUNCH	0	324.73	324.73
665722	HOUGH INC.	11/15/2021	5772	BUS GRG LOT IMPROVEMENTS	0	1,414.68	1,414.68
665723	ICEMAN, SAMANTHA	11/15/2021	1	FRYBREAD	0	175.00	175.00
665724	IDEAL SERVICES, INC.	11/15/2021	11425	REPLACE/PROGRAM VPD	0	1,725.00	5,894.00
			11426	REPLACED RTU	0	4,169.00	
665725	INTERQUEST DETECTION CANINES	11/15/2021	116NM OCT2021	CANINE SEARCH	0	990.00	1,320.00
			116NM OCT2021.	CANINE SEARCH	0	330.00	
665726	JOBS HQ	11/15/2021	32584	10/01/2021-10/31/2 021	0	3,597.70	3,597.70
665727	JOHNSON'S LOCK & KEY	11/15/2021	10222021	INV MS 44626, 44644, 44652, 44673 & 44675	0	1,121.50	1,121.50
665728	JWOOD SPORTS FLOORING, LLC	11/15/2021	REQ. #1	HIGH SCHOOL ADDITION & RENOVATION	0	171,907.25	171,907.25

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665729	DAVID B. KNOFF CONSTRUCTION	11/15/2021	267	REPAIRS & RENOVATIONS	0	8,704.00	8,704.00
665730	KRJM	11/15/2021	KRJM0425211088373	ACCT 425 JOBLINE RADIO SPOT	0	250.00	250.00
665731	KRUEGER INTERNATIONAL INC	11/15/2021	14281041	NEW CLASSROOM FURNITURE - TEACHER CHAIRS (31 TOTAL)	412100388	7,909.65	7,909.65
665732	Vendor Continued Void	11/15/2021					0.00
665733	L&M FLEET SUPPLY, INC.	11/15/2021	6779104	WATER SOFTENER SALT, ANTI FREEZE	152200270	602.17	1,306.42
			6785314	SUPPLIES	0	11.48	
			6787229	SUPPLIES	0	10.48	
			6792511	SUPPLIES	0	10.98	
			6793889	SOFTNER SALT	152200267	358.55	
			6796747	SUPPLIES	0	289.85	
			6801385	SUPPLIES	0	22.91	
665734	LAGE, RUTH N	11/15/2021	110221	ART PROJECT SUPPLIES	0	22.36	22.36
665735	LAKES GLASS, INC.	11/15/2021	11037	CHIP REPAIR	0	45.00	45.00
665736	LAKES COUNTRY SERVICE CO-OP.	11/15/2021	94525	WORKSHOPS	0	800.00	983.27
			94609	RANDOM D&A	0	88.50	
			94643	EAR MOLDS FOR CS	4002200075	44.77	
			94678	DUES ASSESSMENT	0	50.00	
665737	LEDGESTONE, INC.	11/15/2021	REQ. #19	HIGH SCHOOL ADDITION & RENOVATION	0	24,127.80	24,127.80
665738	LEIGHTON BROADCASTING	11/15/2021	177385-7	OCT RECRUITMENT ADVERTISING	0	380.00	380.00
665739	MAHUBE-OTWA COMMUNITY ACTION P	11/15/2021	056	ECFE/SR CONTRACT SEPT 21	0	8,410.00	16,820.00
			057	ECFE/SR CONTRACT OCT 21	0	8,410.00	
665740	MARK'S ELECTRIC INC.	11/15/2021	15041	ADD RECEPTACLE	0	347.81	607.81
			15055	CK RELAY AIR HANDLER	0	52.00	
			15080	REPAIR LT	0	52.00	
			15110	LOCATE LIGHT POLE PWR	0	52.00	
			15111	DISC WIRING	0	104.00	
665741	MARTHUR TILE COMPANY	11/15/2021	REQ. #11	HIGH SCHOOL ADDITION & RENOVATION	0	7,600.00	7,600.00
665742	MCGONIGLE, DANIEL	11/15/2021	11052021	TRAVEL REIMBURSEMENT	0	797.35	797.35
665743	MEEKER & WRIGHT SPECIAL ED. CO	11/15/2021	2564	SUMMER 21 TUITION-KR	0	574.02	2,563.77
			2579	SUMMER 21 TUITION-LB	0	852.75	
			2580	SUMMER 21	0	1,137.00	

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665744	MENARDS - DETROIT LAKES	11/15/2021	31416	TUITION-KF Paint, plywood and poly carbonate sheets	412200054	458.34	650.33
			31785	FB Concessions Invoice 31785	412200097	111.04	
			32693	Multi Meter, Drill bits	152200274	80.95	
665745	MICKELSON, LISA M	11/15/2021	110821	SUPPLIES	0	29.40	29.40
665746	MIDWEST BUS PARTS	11/15/2021	159624	PARTS/RADIO	0	289.85	334.60
			159775	BACKUP LIGHT	0	29.35	
			160184	WELLNUT SCREWS	0	15.40	
665747	MILLER YARD CARE AND CONSTRUCT	11/15/2021	11004	MOW,TRIM AND BLOW	0	82.00	82.00
665748	MN ASSOC. OF SECONDARY SCHOOL	11/15/2021	102721	MESSER - FEES 2021-2022 MASSP SCHOOL LAW SEMINAR	412200120	160.00	320.00
			102721.	OMANG - FEES 2021-2022 MASSP SCHOOL LAW SEMINAR	412200119	160.00	
665749	MN KOTA CONCRETE, INC.	11/15/2021	REQ. #12-FINAL	HIGH SCHOOL ADDITION & RENOVATION	0	39,771.00	39,771.00
665750	MINNESOTA ENERGY RESOURCES	11/15/2021	0504847145-00001	UTILITIES-ROSSMAN	0	423.60	4,633.93
			0505331760-00001	UTILITIES-BUS GARAGE	0	57.31	
			0505675381-00001	ENERGY CHARGES-SENIOR HIGH	0	834.24	
			0505787691-00001	ENERGY CHARGES-ROSSMAN	0	3,057.83	
			0507161024-00001	UTILITIES-ADM. CENTER	0	240.54	
			0507161024-00004	UTILITIES-LAKER TRANSITIONS	0	20.41	
665751	MOORE'S SEPTIC PUMPING	11/15/2021	2462	PORTA POTTY RENTAL	0	1,600.00	1,600.00
665752	MN STATE COMMUNITY & TECHNICAL	11/15/2021	00860466	FALL SEMESTER 2021	0	15,000.00	15,000.00
665753	MYERS, CARA L	11/15/2021	102821	TREATS/SUPP/CURR/L ESSON SUPP-UNITED WAY ALC GRANT	0	98.93	98.93
665754	NARDINI FIRE EQUIPMENT CO.	11/15/2021	IV00187379	ONSITE LABOR & INSPECTIONS	0	125.80	125.80
665755	NATIONAL AUTISM RESOURCES	11/15/2021	549067	1- Item # 410210-4 Wipe-Clean Weighted Blanket -Large	4002200033	299.00	299.00

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665756	NERESON CHEVROLET INC.	11/15/2021	13570	REPAIRS 17 YUKON	0	1,426.88	1,426.88
665757	NIELSEN, ROBERT E	11/15/2021	110821	OCT MILEAGE	0	346.08	346.08
665758	NORCOSTCO	11/15/2021	191376	MS AUDITORIUM	0	3,250.00	3,324.00
			191521	AUDIOTORIUM	0	74.00	
				SUPPLIES			
665759	NORMAN COUNTY INDEX	11/15/2021	16970	ADVERTISING	0	45.00	45.00
665760	OFFICE DEPOT ACCT#37576297	11/15/2021	204995482001	OFFICE SUPPLIES	412200094	151.59	151.59
665761	OLYMPIC COMPANIES, INC.	11/15/2021	REQ. #15-FINAL	ROOSEVELT	0	41,270.90	41,270.90
				ADDITION & RENOVATIONS			
665762	OTIS ELEVATOR COMPANY	11/15/2021	100400540489	MONTHLY	0	150.00	41,878.75
				MAINTENANCE			
			REQ. #4	HIGH SCHOOL	0	41,728.75	
				ADDITIONS & RENOVATIONS			
665763	Vendor Continued Void	11/15/2021					0.00
665764	PAN-O-GOLD BAKING CO.	11/15/2021	20101121296001	BREAD	7702200133	49.42	442.35
			20101121296002	BREAD	7702200144	49.42	
			20101121298002	BREAD	7702200133	117.36	
			20101121298003	BREAD	7702200133	43.82	
			20101121305002	BREAD	7702200144	21.45	
			20101121305004	BREAD	7702200144	105.65	
			20101121305005	BREAD	7702200144	55.23	
665765	PEPSI	11/15/2021	39674305	POP	7702200148	214.48	2,775.58
			45042256	beverages for resale in the Laker Shop	1412200021	299.04	
			45781159	beverages for resale in the Laker Shop	1412200020	758.70	
			49431753	beverages for resale in the Laker Shop	1412200012	1,503.36	
665766	PICKLE EVENTS, LLC	11/15/2021	2212	Timing Chip for CC meet invoice 2212	412200123	1,362.50	1,362.50
665767	PRECISION PRINTING	11/15/2021	100566	Return Address - ALC Printed Envelopes	422200003	300.00	450.00
			100621	#9 RETURN ENVELOPES	152200255	150.00	
665768	PREMIUM WATERS, INC.	11/15/2021	351368094	BOTTLED WATER-ADMIN	0	40.89	98.28
			351368114	BOTTLED WATER-RSVLT	0	57.39	
665769	PRO LANDSCAPERS LLC	11/15/2021	REQ. #1	HIGH SCHOOL ADDITION & RENOVATIONS	0	306,192.00	306,192.00
665770	PRO PRINT, INC.	11/15/2021	D105286011	CARDS AND ELECTIVE CHANGE	312200067	220.84	220.84

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665771	RAMSEY FLOORING, INC.	11/15/2021	6931	REQUEST FORMS FLOORING FOR BAND HALLWAY	152200027	4,793.60	7,883.20
			7193	MS FLOORING	0	2,403.60	
			7194	MS FLOORING	0	686.00	
665772	RDO EQUIPMENT CO.	11/15/2021	W7050755	MS CUSTODIAL REPAIRS	0	437.41	437.41
665773	RED RIVER GLAZING, INC	11/15/2021	REQ. #15	HIGH SCHOOL ADDITION & RENOVATION	0	4,181.90	4,181.90
665774	REINHART FOODSERVICE, LLC	11/15/2021	798780	FOOD	7702200134	1,047.62	3,693.15
			802741	FOOD	7702200134	765.54	
			808833	FOOD	7702200145	1,021.12	
			812033	FOOD	7702200145	858.87	
665775	ROJAS, THERESA	11/15/2021	3	AMI ACTIVITIES	0	600.00	1,800.00
			4	OJIBWE CLASSES	0	600.00	
			5	OJIBWE CLASSES	0	600.00	
665776	RWP, INC.	11/15/2021	2527	1st payment for 21-22 yearbook	412200131	5,000.00	6,000.00
			2528	2022 YEARBOOK PREPAYMENT	312200073	1,000.00	
665777	SCAN AIR FILTER, INC.	11/15/2021	153634	FILTERS/SUPPLIES	0	495.37	495.37
665778	Vendor Continued Void	11/15/2021					0.00
665779	SCHULTZ BUS COMPANY	11/15/2021	117548	TRANSPORT PARADE	0	67.00	2,890.48
			117595	FIELD TRIP	0	499.50	
			117596	ACTIVITIES TRANSP	0	325.50	
			117599	FIELD TRIP	0	423.50	
			117602	FIELD TRIP	0	194.00	
			117603	ACTIVITIES TRANSP	0	364.50	
			13139	BUS 58 REPAIR	0	172.50	
			13373	SERVICE-ROSSMAN JD	0	329.53	
			13394	SERVICE BUS 52	0	514.45	
665780	SCHOLASTIC	11/15/2021	M7168597	Choices Magazine	4002200005	104.39	104.39
665781	SCHOOL SPECIALTY LLC	11/15/2021	2081288000385	Wooden rulers, positive negative dice, other math supplies	262200068	9.74	215.25
			208128800501	CONES	262200064	155.97	
			208128809064	Wooden rulers, positive negative dice, other math supplies	262200068	49.54	
665782	SEPTIC VAC	11/15/2021	3319	09/08-10/22 PORTABLE TOILET RENT	0	310.00	475.00
			3320	BUS GARAGE PORTABLE TOILET RENT	0	165.00	
665783	SHI	11/15/2021	B14233192	MINECRAFT FOR	3002200060	21.00	21.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665784	STAPLES ADVANTAGE	11/15/2021	3490212331	EDUCATION COVID TEST	152200262	405.65	405.65
665785	STELLHER HUMAN SERVICES, INC.	11/15/2021	161972	SHIPPING SUPPLIES SLMH GRANT NOV 2021	0	22,800.00	22,800.00
665786	SUMMIT FIRE PROTECTION	11/15/2021	192007546	RADIO CONTROLLED CLASS CLOCKS	0	458.00	458.00
665787	SWANSON'S REPAIR	11/15/2021	01-71370	SUPPLIES	0	58.14	58.14
665788	SWOBODA, KARI A	11/15/2021	101821	LAKER PRIDE PRIZES	312200068	51.86	51.86
665789	TEACHER DIRECT	11/15/2021	INV/2021/28526	School supplies	262200005	90.52	90.52
665790	TEACHER'S DISCOVERY	11/15/2021	405070	SPANISH SUPPLIES 2021-2022 SCHOOL YEAR	412200022	556.04	556.04
665791	TEAM LAB	11/15/2021	INV0028052	ROAD PATCH	0	26.00	26.00
665792	THOMAS, LANI M	11/15/2021	102721	YEARBOOK REFUND PD TWICE	0	53.69	53.69
665793	THORWALDSEN, SHEA L	11/15/2021	110121	SEPT/OCT MILEAGE	0	175.74	175.74
665794	TOUCHMATH ACQUISITION, LLC	11/15/2021	200193801	TOUCH MATH	4002200058	777.00	777.00
665795	TROPHY HOUSE	11/15/2021	257721	NEW VINYL ON SUBURBAN	0	167.50	167.50
665796	TWEETON REFRIGERATION, INC.	11/15/2021	T44404S	HVAC SERVICE/LABOR	0	320.90	1,377.35
			T44652S	WI COOLER SERVICE/LABOR	0	263.95	
			T44717S	MS WI COOLER SERVICE/LABOR	0	682.50	
			T44764S	CONCESSIONS COOLER SERVICE/LABOR	0	110.00	
665797	Vendor Continued Void	11/15/2021					0.00
665798	UPPER LAKES FOODS, INC.	11/15/2021	887766-00	FOOD	7702200146	715.00	17,046.17
			888412-00	FOOD	7702200146	4,552.00	
			897440	FOOD	7702200135	693.37	
			898889-00	FOOD	7702200135	4,824.63	
			901069-00	FOOD	7702200135	2,109.79	
			901959-00	FOOD	7702200146	384.21	
			904259-00	FOOD	7702200146	3,767.17	
665799	VERNIER SOFTWARE & TECNOLOGY	11/15/2021	5408208	FODE TEMP PROBES SUPPLIES 2021-2022	412200059	302.09	302.09
665800	VOLLER, DAVID J	11/15/2021	NOVEMBER	REIMBURSEMENT FOR AED SUPPLIES	0	11.83	11.83
665801	WARDS SCIENCE	11/15/2021	8806141547	FODE 9TH GRADE CHEM SUPPLIES	412200058	90.68	90.68
665802	WARREN, JACK	11/15/2021	102521	TRAVEL & CEREMONY REIMBURSE	0	60.49	94.42
			102821	MILEAGE	0	33.93	
665803	WCS1, LLC	11/15/2021	REQ. #8	HIGH SCHOOL ADDITION &	0	21,280.00	21,280.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665804	WENGER CORPORATION	11/15/2021	813602	RENOVATION NEW PERCUSSION CABINET	412200006	2,295.10	2,295.10
665805	WEST MUSIC COMPANY	11/15/2021	SI2058041	cabasa	212200031	144.40	303.63
			SI2061102	cabasa	212200031	59.98	
			SI2061102SI2050024	DUST COVERS FOR 8 ORFF INSTRUMENTS ROOM 134 KIDSTIX RESOURCE BOOK	262200057	99.25	
665806	ZERR BERG	11/15/2021	6269	HIGH SCHOOL ADDITION & RENOVATION	0	14,327.00	14,327.00
				146 Computer	Check(s) For a Total of		1,492,121.41

	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
	146	Computer	Checks For a Total of	1,492,121.41
Total For	146	Manual, Wire Tran, ACH & Computer	Checks	1,492,121.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,492,121.41

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	536.70	3,642.29	285,312.24	289,491.23
02	FOOD SERVICE	0.00	341.60	44,662.81	45,004.41
03	TRANSPORTATION FUND	0.00	0.00	7,989.96	7,989.96
04	COMMUNITY SERVICE FUND	0.00	0.00	17,658.56	17,658.56
05	CAPITAL EXPENDITURE	0.00	0.00	19,796.02	19,796.02
06	BUILDING FUND	0.00	0.00	1,112,181.23	1,112,181.23

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665523	ACME TOOLS	11/01/2021	9201932	EQUIPMENT	152200014	2,999.99	2,999.99
665524	ADVANCE GARAGE DOOR, INC.	11/01/2021	82604	SERVICED DOOR-HS KITCHEN DISHWASHER	0	350.00	350.00
665525	AILLIE TREE SERVICE, INC.	11/01/2021	1431	BRANCH REMOVAL-ROSSMAN	0	200.00	200.00
665526	ALLIANCE PEST PROTECTION	11/01/2021	12602 12604	RODENT SERVICE GENERAL PEST SERVICE	0 0	65.00 95.00	160.00
665527	Vendor Continued Void	11/01/2021					0.00
665528	Vendor Continued Void	11/01/2021					0.00
665529	Vendor Continued Void	11/01/2021					0.00
665530	Vendor Continued Void	11/01/2021					0.00
665531	Vendor Continued Void	11/01/2021					0.00
665532	Vendor Continued Void	11/01/2021					0.00
665533	Vendor Continued Void	11/01/2021					0.00
665534	AMAZON	11/01/2021	439697588836 458647895786 459476845737 459893348865 466366858838 467766944595 469576638799 469946368667 499759785754 543567386996 546446578588 557334396633 559853777835 578495493536 595576433399 597663353768 665597387568 675659485584 677439449879	TAMBOURINES SUPPLIES Materials for the Laker Transitions program CLASSROOM SUPPLIES MAIN OFFICE SUPPLIES Pizza Oven for Concessions DISINFECTANT SUPPLIES Materials for the Laker Transitions program 2021-22 OFFICE SUPPLIES AVMR training materials NURSE OFFICE SUPPLIES Materials for the Laker Transitions program SOCCER EQUIPMENT Materials for the Laker Transitions Program SUPPLIES SOUND BARS SUPPLIES Materials for the Laker Transitions	262200061 4002200043 4002200051 312200032 412200076 7702200106 152200243 4002200043 4002200051 212200028 3002200047 4002200018 4002200051 412200052 4002200052 4002200043 4002200046 4002200043 4002200051	83.56 163.00 167.00 52.59 228.84 420.00 60.00 167.37 13.98 51.30 122.81 38.93 15.83 198.89 1,055.11 114.98 632.00 129.98 1,369.35	9,700.28

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				program			
			694454443383	Materials for the Laker Transitions	4002200051	117.46	
				program			
			696994573579	CLASSROOM SUPPLIES	312200032	151.19	
				program			
			738656536838	Materials for the Laker Transitions	4002200051	339.98	
				program			
			746649453695	Materials for the Laker Transitions	4002200051	14.76	
				program			
			748785855648	INSTRUCTION SUPPLIES FOR ENGLISH	312200048	224.84	
				FODE CHEM 9 SUPPLIES			
			748948487935	2021-2022	412200056	26.47	
				Materials for the Laker Transitions			
			754868794564	program	4002200051	179.98	
				2021-22 OFFICE SUPPLIES			
			776594987694		212200028	249.56	
				Materials for the Laker Transitions			
			778648667535	program	4002200051	1,055.46	
				Materials for the Laker Transitions			
			786947339344	Program	4002200052	69.79	
				classroom supplies			
			797584375479		152200253	54.96	
				Materials for the Laker Transitions			
			799885975765	program	4002200051	64.66	
				BOOK FOR RENEE KERZMAN			
			868586633439		152200248	33.35	
				MAIN OFFICE SUPPLIES			
			876776784978		412200076	15.83	
				CLASSROOM SUPPLIES			
			898478675773		262200066	266.50	
				YEARLY CLASSROOM SUPPLIES			
			949396584593		4002200036	148.06	
				Materials for the Laker Transitions			
			969479973748	program	4002200051	1,343.92	
				Materials for the Laker Transitions			
			987688374493	Program	4002200052	108.09	
				SUPPLIES			
			995493595456		4002200043	149.90	
665535	AMPLIFIED IT	11/01/2021	36503	SUITE ENTERPRISE	3002200057	10,776.00	10,776.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FOR EDUCATION			
665536	APEX ENGINEERING GROUP	11/01/2021	13200	LEC PARKING LOT	0	4,368.50	4,368.50
665537	ARVIG COMMUNICATION SYSTEMS	11/01/2021	320200	LABOR-HDMI	0	190.00	535.00
				CONNECTION-RSVT			
				LIBRARY			
			320202	LABOR-MOVE CARD	0	190.00	
				READER/INSTALL			
				CAMERAS-HS			
			320208	LABOR-CAMERA	0	155.00	
				SECURITY			
				ACCESS-ROSSMAN			
665538	BECKER COUNTY ENVIRONMENTAL SE	11/01/2021	HIGH SCHOOL	GARBAGE	0	140.00	460.00
			LINCOLN	GARBAGE	0	20.00	
			MIDDLE SCHOOL	GARBAGE	0	100.00	
			ROOSEVELT	GARBAGE	0	100.00	
			ROSSMAN	GARBAGE	0	100.00	
665539	BERGAN KDV	11/01/2021	1142839	BUSINESS OFFICE -	0	11,600.00	11,600.00
				CONSULTING			
665540	BEUG'S ACE HARDWARE	11/01/2021	211898	CUSTODIAL	0	62.93	96.25
				SUPPLIES			
			212037	CUSTODIAL	0	33.32	
				SUPPLIES			
665541	Vendor Continued Void	11/01/2021					0.00
665542	BIX PRODUCE	11/01/2021	00341871	PRODUCE	7702200110	-15.95	5,466.84
			05190437	PRODUCE	7702200100	57.90	
			05190469	PRODUCE	7702200100	416.89	
			05195032	PRODUCE	7702200100	1,055.90	
			05195285	PRODUCE	7702200100	563.45	
			05195293	PRODUCE	7702200100	1,098.03	
			05197950	PRODUCE	7702200110	984.30	
			05202893	PRODUCE	7702200110	1,032.52	
			05202899	PRODUCE	7702200110	273.80	
665543	BLICK ART MATERIAL	11/01/2021	7124618	CLICK ESSNTL BRSH	422100012	18.75	18.75
				ST 3PC UTILITY			
				BRISTLE SH			
665544	BRAINPOP LLC	11/01/2021	US254995	BRAIN POP	312200058	320.00	320.00
				SUBSCRIPTION			
665545	BRENCO CORP.	11/01/2021	0106472	SUPPLIES	7702200111	1,616.70	4,348.23
			0106583	401 Supples	7702200107	1,975.24	
			0106758	SUPPLIES	7702200129	756.29	
665546	CAPITAL ONE TRADE CREDIT	11/01/2021	B21408/4	ANTISLIP TAPE	0	19.92	19.92
665547	CARRIER, JOSEPH E.	11/01/2021	SUPPLIES	AMI ACTIVITIES	0	68.68	97.24
			SUPPLIES.	AMI ACTIVITIES	0	28.56	
665548	CASH-WA DISTRIBUTING CO.	11/01/2021	4034371	FOOD	7702200131	5,077.02	5,123.52
			4034373	FOOD	7702200131	46.50	
665549	Vendor Continued Void	11/01/2021					0.00
665550	CENEX COMMUNITY CO-OPS	11/01/2021	44943	PROPANE	0	28.80	2,661.11
			45489	PREMIUM & DIESEL	0	41.05	
				FOR ROSSMAN			
			BUSES	FUEL PURCHASES	0	1,317.57	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			CAR WASH	INV 45044 45355 44905	0	34.00	
			FOOD SERVICE	FUEL PURCHASES	0	427.24	
			FUSION-67	FUEL PURCHASES	0	40.75	
			FUSION-75	FUEL PURCHASES	0	34.47	
			PUSH MOWER	MIDDLE SCH & RSVT	0	14.64	
			SR. HIGH	FUEL PURCHASES	0	179.60	
			SUBURBAN-62	FUEL PURCHASES	0	64.99	
			SUBURBAN-72	FUEL PURCHASES	0	277.10	
			TRUCK-65	FUEL PURCHASES	0	200.90	
665551	Vendor Continued Void	11/01/2021					0.00
665552	Vendor Continued Void	11/01/2021					0.00
665553	CENTRAL MARKET	11/01/2021	TKT0032	CENTRAL MARKET PURCHASE ORDER ACCT 8479271	4002200026	58.10	1,224.22
			TKT0115	Breakfast/Energy bars, snacks, fruit, dried perishables. Rossman, Roosevelt, MS, HS ALC, ACCT 8479271	4002200039	549.56	
			TKT0136	MILK ACCT 8479271	7702200127	2.89	
			TKT0146	BREAD BOWL ACCT 8479271	7702200099	5.16	
			TKT0149	Fall Pasta Lab ACCT 8479271	312200050	188.42	
			TKT0154	Central Market-To purchase groceries to support student cooking goals/objectives. Also to help transitional functional life skills/goals on their IEPs ACCT 8479271	4002200038	123.22	
			TKT0192	Stir Fry Lab ACCT 8479271	312200059	174.22	
			TKT0222	SUPPLIES FOR COLOR DAY ACTIVITIES ACCT 8479271	212200030	122.65	
665554	CITY OF DETROIT LAKES	11/01/2021	21/22	HOCKEY ARENA RENTAL	0	117,500.00	117,500.00
665555	CONTINENTAL CLAY COMPANY	11/01/2021	INV000161628	1,000 lbs CCMROB Mid-range Oxidation Body -	312200036	457.37	457.37

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Red Clay			
665556	CONTINENTAL PRESS, INC.	11/01/2021	667655	ELL Curric Gr6-8	152200249	446.77	446.77
665557	CONSTELLATION NEW ENERGY GAS D	11/01/2021	3297607	UTILITIES-HIGH SCHOOL	0	0.43	258.41
			3321108	UTILITIES-HIGH SCHOOL	0	257.98	
665558	CULINEX	11/01/2021	INV849920	SUPPLIES	7702200105	46.48	654.03
			INV850096	SUPPLIES	7702200105	215.52	
			INV850360	SUPPLIES	7702200105	62.57	
			INV850630	SUPPLIES	7702200115	124.92	
			INV850955	SUPPLIES	7702200115	169.34	
			INV851153	SUPPLIES	7702200128	35.20	
665559	Vendor Continued Void	11/01/2021					0.00
665560	D & D APPLIANCE	11/01/2021	07081009	REFRIGERATOR	152200046	1,829.00	9,659.00
			07291002	TRANSITIONS KITCHEN APPLIANCES	0	3,954.00	
			09011005	FRIGIDAIRE CHEST FREEZER-LATCH KEY RSV	152200213	369.00	
			09021004	Refrigerator-RSVT	262200056	1,709.00	
			09211001	WASHER/DRYER - TRANSITIONS	152200247	1,708.00	
			96505	COMM SERV CALL	0	90.00	
665561	DAN SCHLAUDERAFF SERVICES LLC	11/01/2021	964673	TRIMMED TREES, CART REPAIR-ROSSMAN	0	530.00	3,111.20
			964674	LOADING DOCK SAFETY ROPE, JD MOWER DECK WHEELS, TOOL CAT BRUSHES-MS	0	857.00	
			964675	RAILING REPAIR-HS	0	990.00	
			964676	FABRICATED & INSTALLED FRAMEWORK FOR SWING-HS	0	734.20	
665562	DETROIT LAKES CHIROPRACTIC	11/01/2021	09/27/21	DOT PHYSICAL	0	95.00	190.00
			10/06/21	DOT PHYSICAL	0	95.00	
665563	DETROIT LAKES DISPOSAL	11/01/2021	1824	GARBAGE SERVICE	0	2,490.15	2,490.15
665564	Vendor Continued Void	11/01/2021					0.00
665565	Vendor Continued Void	11/01/2021					0.00
665566	Vendor Continued Void	11/01/2021					0.00
665567	Vendor Continued Void	11/01/2021					0.00
665568	EAST SIDE JERSEY DAIRY ESJD	11/01/2021	4521209	MILK	7702200097	320.21	7,401.31
			4521212	MILK	7702200097	179.25	
			4521216	MILK	7702200097	333.36	
			4521242	MILK	7702200097	362.11	
			4521243	MILK	7702200097	232.20	
			4521244	MILK	7702200097	202.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			4521245	MILK	7702200097	286.52	
			4521247	MILK	7702200097	169.56	
			4521272	MILK	7702200108	205.78	
			4521273	MILK	7702200108	356.38	
			4521275	MILK	7702200108	131.04	
			4521278	MILK	7702200108	617.06	
			4521279	MILK	7702200108	227.04	
			4521309	MILK	7702200108	362.69	
			4521310	MILK	7702200108	229.92	
			4521311	MILK	7702200108	162.24	
			4521313	MILK	7702200108	462.12	
			4521314	MILK	7702200108	169.56	
			4521340	MILK	7702200121	213.82	
			4521341	MILK	7702200121	168.41	
			4521343	MILK	7702200121	160.90	
			4521346	MILK	7702200121	347.16	
			4521347	MILK	7702200121	169.56	
			4521376	MILK	7702200121	372.46	
			4521377	MILK	7702200121	224.16	
			4521378	MILK	7702200121	60.53	
			4521381	MILK	7702200121	505.22	
			4521382	MILK	7702200121	169.56	
665569	ECKHOFF, KEITH A	11/01/2021	MEALS 10/5-10/12	TRANSP.	0	26.09	59.92
				ACTIVITIES			
			SUPPLIES	REIMBURSEMENT FOR	312200066	33.83	
				SCIENCE SUPPLIES			
665570	EDUCATORS BENEFIT CONSULTANTS,	11/01/2021	20554	403(B) ADMIN &	152200050	345.88	345.88
				COMPLIANCE			
				SERVICE MONTHLY			
				FEE			
665571	EIDE BAILLY LLP	11/01/2021	EI01217794	PROGRESS	0	16,000.00	16,000.00
				BILLING-20/21			
				AUDIT			
665572	ESSENTIA HEALTH	11/01/2021	0322.3110.1228.08	SEPTEMBER PT	0	2,625.00	2,625.00
				SERVICES			
665573	ESSENTIA HEALTH	11/01/2021	87080757	DRUG/ALCOHOL	0	25.00	25.00
				TESTING			
665574	FARGO PUBLIC SCHOOLS	11/01/2021	INV0000062599	OUT OF STATE	0	1,067.52	1,067.52
				TUITION-AR			
665575	FERGUSON WATERWORKS	11/01/2021	0403862-1	HS IRRIGATION	0	251.12	251.12
				PARTS			
665576	FIRST CHOICE FOOD & BEVERAGE S	11/01/2021	2110:017055	CANDY	7702200104	786.99	786.99
665577	FLINN SCIENTIFIC INC.	11/01/2021	2592499	WATER WATCH -	412200008	443.27	885.12
				FODE - 21/22			
			2621045	ITO CHEMISTRY	412200041	441.85	
				SUPPLIES			
665578	GERRELL'S SPORT CENTER	11/01/2021	086464	FOOTBALLS INV	412200113	750.00	2,100.00
				086464			
			111487	VOLLEYBALL	412200112	1,350.00	
				UNIFORMS INVOICE			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				111487			
665579	GLENNS BODY REPAIR	11/01/2021	55398	BUS REPAIRS	0	8,209.58	8,209.58
665580	HAZELDEN PUBLISHING	11/01/2021	8562820	BARR SECONDARY CURRICULUM	152200075	2,018.00	2,018.00
665581	HEGG, JUSTIN L	11/01/2021	SUPPLIES	REIMBURSMENT FOR VOLLEYBALL SUPPLIES	312200057	19.29	19.29
665582	HESTEKIN, DAVID	11/01/2021	TXTBK-ALPHA OMEGA	NON PUBLIC TEXTBOOKS	0	79.13	79.13
665583	HILLYARD / HUTCHINSON	11/01/2021	604486298	CUSTODIAL SUPPLIES	0	183.04	3,574.24
			604486299	CUSTODIAL SUPPLIES	0	837.91	
			604486300	FLOOR MATS-TRANSITIONS	0	2,066.34	
			604495264	CUSTODIAL SUPPLIES	0	164.62	
			700479430	CUSTODIAL SUPPLIES	0	123.33	
			700479600	REPAIR KENT EUROCLEAN MACHINE	0	199.00	
665584	IND. SCHOOL DISTRICT #15	11/01/2021	FY21-44	20/21 TUITION-KW	0	5,573.40	5,573.40
665585	JOBS HQ	11/01/2021	2274987	EMPLOYMENT ADVERTISING - SEPTEMBER	0	1,138.10	1,138.10
665586	L&M FLEET SUPPLY, INC.	11/01/2021	6780836	MUSICAL SUPPLIES INVOICE 6780836	412200099	118.95	181.96
			678096	MS TENNIS COURTS SUPPLIES	0	29.58	
			6788436	ROSSMAN CUSTODIAL SUPPLIES	0	33.43	
665587	LAKESHORE LEARNING MATERIALS	11/01/2021	142761092021	VISUAL TIMERS FOR TASK COMPLETION AND BEHAVIOR MANAGEMENT	4002200040	309.90	309.90
665588	LAKES MEDI-VAN INC.	11/01/2021	1305	8/1/21 - 8/31/21	0	450.40	450.40
665589	LEARNING A-Z VOYAGER SOPRIS LE	11/01/2021	4323517	Six Minute Solutions is a fluency and comprehension curriculum	4002200025	329.89	494.84
			4346948	Six Minutes Solutions is a fluency and comprehension reading curriculum.	4002200047	164.95	
665590	LEGWORK INSTALLATION SERVICES	11/01/2021	1168	KI INSTALLATION OF NEW FURNITURE	412100381	10,710.00	10,710.00
665591	LEIGHTON BROADCASTING	11/01/2021	177386-6	SEPTEMBER	0	380.00	380.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				RECRUITMENT			
				ADVERTISING			
665592	MEEKER & WRIGHT SPECIAL ED. CO	11/01/2021	2484	2020-21 TUITION -	0	513.04	1,936.15
			2485	20/21 TUTIION -	0	421.47	
			2486	2020-21 TUITION -	0	1,001.64	
				RP			
665593	Vendor Continued Void	11/01/2021					0.00
665594	Vendor Continued Void	11/01/2021					0.00
665595	MENARDS - DETROIT LAKES	11/01/2021	30860	LINCOLN MAILBOX	0	54.42	2,449.89
				SUPPLIES			
			30885	metal buckets for	412200036	156.58	
				welding booths			
			31763	Musical supplies	412200098	428.94	
				invoice 31763			
			31941	MUSICAL SUPPLIES	412200100	436.29	
				INVOICES: 31941			
				\$436.29 32178			
				\$80.88 32315			
				\$277.96 32137			
				\$903.76 TOTAL:			
				\$1698.89			
			32137	MUSICAL SUPPLIES	412200100	903.76	
				INVOICES: 31941			
				\$436.29 32178			
				\$80.88 32315			
				\$277.96 32137			
				\$903.76 TOTAL:			
				\$1698.89			
			32178	MUSICAL SUPPLIES	412200100	80.88	
				INVOICES: 31941			
				\$436.29 32178			
				\$80.88 32315			
				\$277.96 32137			
				\$903.76 TOTAL:			
				\$1698.89			
			32245	ROSSMAN CUSTODIA	0	111.06	
				SUPPLIES			
			32315	MUSICAL SUPPLIES	412200100	277.96	
				INVOICES: 31941			
				\$436.29 32178			
				\$80.88 32315			
				\$277.96 32137			
				\$903.76 TOTAL:			
				\$1698.89			
665596	MIGUEL'S	11/01/2021	559517	STAFF MEAL	312100174	441.21	441.21
665597	MINN KOTA RECYCLING	11/01/2021	427773		0	96.00	96.00
665598	MN STATE HIGH SCHOOL LEAGUE	11/01/2021	039198	MSHSL ALPINE SKI	412200114	320.00	320.00
				FEE INVOICE			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665599	MN ELEM. SCHOOL PRINCIPALS' AS	11/01/2021	12656	039198 MESPA LAW SEMINAR REGISTRATION-STERN BERG,E	0	150.00	150.00
665600	MINNESOTA ENERGY RESOURCES	11/01/2021	0504376254-00001	ENERGY CHARGES-LINCOLN	0	81.04	1,195.53
			0505675381-00004	ENERGY-SENIOR HIGH	0	708.20	
			0506001707-00001	ENERGY CHARGES-MIDDLE SCH./RSVT.	0	294.86	
			0506576777-00001	ENERGY CHARGES-LINCOLN	0	49.39	
			0507161024-00003	UTILITIES-LAKER TRANSITIONS	0	62.04	
665601	MINNESOTA FLYERS GYMNASTICS, I	11/01/2021	21/22	ANNUAL GYMNASTICS LEASE PAYMENT	0	16,500.00	16,500.00
665602	MN STATE COMMUNITY & TECHNICAL	11/01/2021	00859490	ABE SEPTEMBER POSTAGE/PRINTING FEES	0	312.07	312.07
665603	NATIONAL FOOD GROUP, CORPORATE	11/01/2021	0866478	FOOD	7702200112	5,897.77	5,897.77
665604	NCS PEARSON, INC.	11/01/2021	15851894	TESTING PROTOCOLS	4002200020	283.85	283.85
665605	NEWS-2-YOU, LLC	11/01/2021	1042663	ADDITIONAL UNIQUE LICENSES	4002200044	1,126.20	1,126.20
665606	NIELSEN, ROBERT E	11/01/2021	SEPT MILEAGE	AD ACTIVITIES	0	212.80	212.80
665607	NORDBY, AMY	11/01/2021	TEXTBOOK - AMAZON	NON PUBLIC CURRICULUM MATERIALS	0	237.39	237.39
665608	OFFICE DEPOT ACCT#37576297	11/01/2021	201564749001	OFFICE SUPPLIES	152200258	108.89	108.89
665609	OFFICE DEPOT ACCT#37576297	11/01/2021	193160452001	Organizer for the Laker Shop	1412200003	13.75	228.34
			195891936001	cork board and paper	4002200041	107.75	
			195891937001	cork board and paper	4002200041	53.43	
			201039685001	2021-22 OFFICE SUPPLIES	212200033	53.41	
665610	Vendor Continued Void	11/01/2021					0.00
665611	Vendor Continued Void	11/01/2021					0.00
665612	PAN-O-GOLD BAKING CO.	11/01/2021	201011211291002	BREAD	7702200122	26.86	645.17
			20101121277001	BREAD	7702200098	35.30	
			20101121277002	BREAD	7702200098	60.34	
			20101121277004	BREAD	7702200098	17.16	
			20101121277005	BREAD	7702200109	59.43	
			20101121282001	BREAD	7702200109	14.12	
			20101121282002	BREAD	7702200109	56.48	
			20101121282003	BREAD	7702200122	56.48	
			20101121284001	BREAD	7702200109	61.01	
			20101121284002	BREAD	7702200109	52.34	
			20101121291001	BREAD	7702200122	95.78	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20101121291003	BREAD	7702200122	22.64	
			20101121291004	BREAD	7702200122	45.76	
			20101121291005	BREAD	7702200122	41.47	
665613	PAPA MURPHY'S	11/01/2021	40015	PIZZA CONCESSIONS	7702200116	25.50	82.00
			40031	PIZZA CONCESSIONS	7702200126	56.50	
665614	PEAR DECK, INC	11/01/2021	44944	PEAR DECK ANNUAL RENEWAL	3002200058	2,404.50	2,404.50
665615	PEPSI	11/01/2021	47131606	Beverages for resale in the Laker Shop	1412200013	818.92	1,659.47
			47257254	POP	7702200117	157.12	
			49431754	FB CONCESSIONS BEVERAGE INVOICE 49431754	412200086	683.43	
665616	PIZZA HUT	11/01/2021	274121100100000301	FB CONCESSIONS PIZZA INVOICE 274121100100000301 10/1/2021	412200111	235.50	235.50
665617	POPPLERS MUSIC STORE	11/01/2021	2509330	NEW MUSIC	412200033	394.95	974.65
			2520991	NEW MUSIC	412200060	308.95	
			2521474	NEW MUSIC BOOKS	412200061	241.80	
			2523854	NEW PERCUSSION BOOKS	412200073	28.95	
665618	PRO-ED	11/01/2021	2905179	The TPI-2 Profile and Further Recommendations Form provides a way to display the results obtained from the individual rating forms and plan any further assessments that might be needed.	4002200024	77.00	77.00
665619	PROMOTIONZ PLUZ	11/01/2021	2021-01050	Laker Socks for resale in the Laker Shop	1412200015	310.16	310.16
665620	REALLY GOOD STUFF	11/01/2021	7741064	BOOK POUCHES	262200048	373.38	373.38
665621	Vendor Continued Void	11/01/2021					0.00
665622	REINHART FOODSERVICE, LLC	11/01/2021	773413	FOOD	7702200101	-23.93	5,693.68
			777303	FOOD	7702200101	428.79	
			780892	FOOD	7702200113	1,449.83	
			786464	FOOD	7702200113	1,726.19	
			788373	FOOD	7702200123	1,404.10	
			794845	FOOD	7702200123	594.28	
			795099	FOOD	7702200123	114.42	
665623	RENNEBERG HARDWOODS	11/01/2021	SINV-061184	wood supply	312200045	1,115.27	1,115.27
665624	ROJAS, THERESA	11/01/2021	2	10/11-10/15 OJIBWE STUDIES	0	800.00	800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
665625	R SCHOOL TODAY	11/01/2021	62031	FIELD TRIP, 6TH GRADE PROJECTS, TALKING CIRCLES HS PREPARATION ACTIVITY SCHEDULER INTEGRATION RENEWAL	312200051	94.00	94.00
665626	SCHMITT MUSIC	11/01/2021	MI898271	DLMS BAND REPAIRS	312200056	90.00	120.00
			MI898281	DLMS BAND REPAIR	312200063	30.00	
665627	SCHOENBERGER, ASHLEY	11/01/2021	TXTBK-ALPHA OMEGA	NON PUBLIC TEXTBOOKS	0	332.42	474.78
			TXTBK-BOB JONES UNIV	NON PUBLIC TEXTBOOKS	0	142.36	
665628	SCHOOL SPECIALTY LLC	11/01/2021	208128548414	ELECTRIC PENCIL SHARPENER	262200054	226.10	2,234.21
			208128630704	SUPPLIES	262200021	116.63	
			208128639908	SUPPLIES	262200021	35.16	
			208128646232	PARTITION	4002200022	1,729.64	
			208128670811	BULLETIN BOARD FOR MAILROOM	262200060	126.68	
665629	SCHWARTZ, JEAN E	11/01/2021	TRAVEL	REGIONAL SCHOOL NURSE MTG-10/14	0	61.98	61.98
665630	SEPTIC VAC	11/01/2021	3244	PORTABLE TOILET RENT/SERVICE	0	130.00	130.00
665631	TEAM LAB	11/01/2021	INV0027623	FOGGER SANITIZING MACHINE-LAKER TRANSITIONS	0	989.00	1,249.00
			INV0027897	WEED KILLER-ROSSMAN	0	260.00	
665632	TIERNEY BROTHERS INC	11/01/2021	142761092021	DISPLAYS FOR HS OFFICE	3002100226	1,490.00	5,041.00
			853087	DISPLAYS FOR TRANSITIONS	4002200042	3,026.00	
			854270	DISPLAYS FOR TRANSITIONS	4002200042	525.00	
665633	TROPHY HOUSE	11/01/2021	257685	NAMEPLATE - MICHELLE STRAND	152200264	18.00	18.00
665634	TWIN CITY SHARPENING	11/01/2021	140485	knife sharpening	312200049	57.90	57.90
665635	Vendor Continued Void	11/01/2021					0.00
665636	Vendor Continued Void	11/01/2021					0.00
665637	UPPER LAKES FOODS, INC.	11/01/2021	868704-00	FOOD	7702200114	715.00	24,154.79
			885202-0A	FOOD	7702200102	-26.48	
			885738-00	FOOD	7702200114	5,403.24	
			886349-00	FOOD	7702200102	3,482.63	
			887570-00	FOOD	7702200102	301.18	
			889331-00	FOOD	7702200102	1,156.86	
			892823-00	FOOD	7702200114	4,711.10	
			892875-00	FOOD	7702200114	944.23	
			894551-00	FOOD	7702200124	3,655.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			895273-00	FOOD	7702200124	680.00	
			896482-00	FOOD	7702200124	3,073.46	
			897456-00	FOOD	7702200124	58.40	
665638	VERIZON WIRELESS	11/01/2021	9889619962	MIFI CHARGES-OCT ACCT 442366010	0	1,474.10	1,474.10
665639	WALKER BOOKSTORE	11/01/2021	CQ202108831A	HS Geometry texts	152200260	488.00	488.00
665640	WARREN, JACK	11/01/2021	MILEAGE	AMI ACTIVITIES-10/1-10 /15	0	101.36	101.36
665641	WATER BILLBOARDS	11/01/2021	8485 8546	LAKER WATER LAKER WATER	7702200081 7702200103	504.00 529.00	1,033.00
665642	WEST MUSIC COMPANY	11/01/2021	SI2050024	DUST COVERS FOR 8 ORFF INSTRUMENTS ROOM 134 KIDSTIX RESOURCE BOOK	262200057	99.25	99.25
665643	WESTRUM, SANDRA E	11/01/2021	SUPPLIES	LATCHKEY SUPPLIES	0	79.07	79.07
665644	WILLIAM V. MACGILL & CO.	11/01/2021	IN0769440	NURSE OFFICE SUPPLIES	4002200019	309.20	309.20
665645	WORLDWIDE TICKETCRAFT	11/01/2021	318995	FALL MUSICAL TICKETS INVOICE 318995	412200116	444.28	444.28
665646	WPS PUBLISHING	11/01/2021	WPS-412900	TESTING PROTOCOLS AND STANDARDIZED TEST	4002200016	383.90	383.90
665647	YOUSCIENCE PRECISION EXAMS	11/01/2021	20717	YOUSCIENCE	3002200034	6,950.00	6,950.00
				125 Computer	Check(s) For a Total of		350,844.17

	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
	125	Computer	Checks For a Total of	350,844.17
Total For	125	Manual, Wire Tran, ACH & Computer	Checks	350,844.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	350,844.17

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	5,573.40	1,142.83	245,321.79	252,038.02
02	FOOD SERVICE	0.00	0.00	62,337.59	62,337.59
03	TRANSPORTATION FUND	0.00	0.00	10,218.64	10,218.64
04	COMMUNITY SERVICE FUND	0.00	0.00	1,237.40	1,237.40
05	CAPITAL EXPENDITURE	0.00	0.00	9,934.02	9,934.02
06	BUILDING FUND	0.00	0.00	15,078.50	15,078.50

October 2021 Hand Payables Summary

Fund	October 1-17	October 19-31	Total
01 - General Fund	\$1,024,479.09	\$1,531,210.22	\$2,555,689.31
02 - Food Service	\$47,538.73	\$47,288.78	\$94,827.51
03 - Transportation	\$222,825.07	\$12,556.30	\$235,381.37
04 - Community Service Fund	\$42,081.12	\$46,430.75	\$88,511.87
05 - Capital Expenditure Fund	\$0.00	\$751.07	\$751.07
06 - Building Fund	\$0.00	\$892.12	\$892.12
88 - Activities Account	-	-	\$35,837.28
Total	\$1,336,924.01	\$1,639,129.24	\$3,011,890.53

October 2021 Hand Payables Total **\$3,011,890.53**

DETROIT LAKES PUBLIC SCHOOLS
BOARD HAND PAYABLE REPORT (Dates: 10/05/21 - 10/17/21)

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
665305	OLANDER BUS SERVICE INC.	10/05/2021	Multiple Invoices	133,622.40
			Totals for 665305	133,622.40
665306	SCHULTZ BUS COMPANY	10/05/2021	Multiple Invoices	79,560.00
			Totals for 665306	79,560.00
665307	LAKES COUNTRY SERVICE CO-OP.	10/05/2021	MEMBERSHIP FEE	6,500.00
			Totals for 665307	6,500.00
665309	CASH-WA DISTRIBUTING CO.	10/06/2021	Multiple Invoices	11,312.75
			Totals for 665309	11,312.75
665310	JANU, CECELIA	10/06/2021	PUMPKINS	210.00
			Totals for 665310	210.00
665311	CASH-WA DISTRIBUTING CO.	10/12/2021	Multiple Invoices	2,633.68
			Totals for 665311	2,633.68
665319	DISTRICT AUXILIARY ACCOUNT	10/12/2021	Multiple Invoices	5,529.81
			Totals for 665319	5,529.81
665320	HANOVER INSURANCE GROUP	10/12/2021	BUILDERS RISK INSURANCE POLICY	18,000.00
			Totals for 665320	18,000.00
665321	MINNESOTA ENERGY RESOURCES	10/12/2021	UTILITIES-LAKER TRANSITIONS	41.09
			Totals for 665321	41.09
665485	A. R. AUDIT SERVICES, INC.	10/15/2021	Payroll accrual	296.41
			Totals for 665485	296.41
665486	AMER. FAMILY LIFE ASSURANCE CO	10/15/2021	Payroll accrual	187.51
			Totals for 665486	187.51
665487	AFSCME COUNCIL 65	10/15/2021	Payroll accrual	266.48
			Totals for 665487	266.48
665488	D.L. PUBLIC EDUCATION FOUNDATI	10/15/2021	Payroll accrual	48.00
			Totals for 665488	48.00
665489	IND. SCHOOL DISTRICT #22	10/15/2021	Multiple Invoices	7,602.40
			Totals for 665489	7,602.40
665490	MINNESOTA CHILD SUPPORT	10/15/2021	Multiple Invoices	795.50
			Totals for 665490	795.50
665491	SUPPORT PAYMENT CLEARINGHOUSE	10/15/2021	PAYROLL ACCRUAL	335.91
			Totals for 665491	335.91
665492	UNITED WAY OF BECKER COUNTY	10/15/2021	Payroll accrual	109.00
			Totals for 665492	109.00
665496	CONTINGENT FUND	10/15/2021	Multiple Invoices	7,085.71
			Totals for 665496	7,085.71
665497	MADISON NATIONAL LIFE INSURANC	10/15/2021	LTD INS PREMIUMS-SEP 2021	2,410.29
			Totals for 665497	2,410.29

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>	
202210001 INTERNAL REVENUE SERVICE	10/15/2021	Multiple Invoices	196,449.46
		Totals for 202210001	196,449.46
202210003 MINNESOTA REVENUE	10/15/2021	Payroll accrual	30,298.07
		Totals for 202210003	30,298.07
202210005 INDEPENDENT SCHOOL DIST. #22	10/15/2021	Multiple Invoices	627,782.25
		Totals for 202210005	627,782.25
202210101 EDUCATORS BENEFIT CONSULTANTS,	10/15/2021	Multiple Invoices	34,299.91
		Totals for 202210101	34,299.91
202210501 PUBLIC EMPLOYEES RETIREMENT	10/15/2021	Multiple Invoices	40,226.73
		Totals for 202210501	40,226.73
202210503 MN TEACHERS RETIREMENT ASSOC.	10/15/2021	Multiple Invoices	109,698.73
		Totals for 202210503	109,698.73
202210601 MINNESOTA STATE RETIREMENT SYS	10/15/2021	Multiple Invoices	12,411.68
		Totals for 202210601	12,411.68
202210603 FURTHER	10/15/2021	Payroll accrual	9,210.24
		Totals for 202210603	9,210.24
		Totals for BNK5	1,336,924.01
		Totals for checks	1,336,924.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	1,002,705.38	-0.20	21,773.91	1,024,479.09
02	FOOD SERVICE	33,528.80	0.00	14,009.93	47,538.73
03	TRANSPORTATION FUND	9,642.67	0.00	213,182.40	222,825.07
04	COMMUNITY SERVICE FUND	41,541.12	0.00	540.00	42,081.12
***	Fund Summary Totals ***	1,087,417.97	-0.20	249,506.24	1,336,924.01

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

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
665499	MN PEIP	10/22/2021	NOVEMBER, 2021 HEALTH INS	310,475.64
			Totals for 665499	310,475.64
665500	CASH-WA DISTRIBUTING CO.	10/22/2021	Multiple Invoices	3,404.77
			Totals for 665500	3,404.77
665501	CONNECT INTERIORS	10/22/2021	HS OFFICES SRO OFFICE DESK - CONNECT INTERIORS - SEE ATTACHED QUOTE	892.12
			Totals for 665501	892.12
665502	FURTHER	10/22/2021	PARTICIPATION FEES	434.85
			Totals for 665502	434.85
665503	WOLFE, AMANDA	10/22/2021	LUNCH ACCOUNT BALANCE	113.40
			Totals for 665503	113.40
665504	MADISON NATIONAL LIFE INSURANC	10/27/2021	Nat'l Ins Serv Life Ins Nov 2021	2,094.64
			Totals for 665504	2,094.64
665508	CUMMINS SALE & SERVICE	10/28/2021	Multiple Invoices	776.64
			Totals for 665508	776.64
665509	LARSON, LISA	10/28/2021	Multiple Invoices	1,325.00
			Totals for 665509	1,325.00
665510	MINNESOTA ENERGY RESOURCES	10/28/2021	Multiple Invoices	648.52
			Totals for 665510	648.52
665511	A. R. AUDIT SERVICES, INC.	10/29/2021	Payroll accrual	297.80
			Totals for 665511	297.80
665512	AMER. FAMILY LIFE ASSURANCE CO	10/29/2021	Payroll accrual	187.51
			Totals for 665512	187.51
665513	AFSCME COUNCIL 65	10/29/2021	Payroll accrual	242.82
			Totals for 665513	242.82
665514	D.L. EDUCATION MINNESOTA	10/29/2021	Payroll accrual	1,213.61
			Totals for 665514	1,213.61
665515	D. L. ATHLETIC FOUNDATION	10/29/2021	Payroll accrual	153.00
			Totals for 665515	153.00
665516	D.L. PUBLIC EDUCATION FOUNDATI	10/29/2021	Payroll accrual	48.00
			Totals for 665516	48.00
665517	D.L. EDUCATION MINNESOTA	10/29/2021	Payroll accrual	19,808.89
			Totals for 665517	19,808.89
665518	IND. SCHOOL DISTRICT #22	10/29/2021	Multiple Invoices	7,602.40
			Totals for 665518	7,602.40
665519	MINNESOTA CHILD SUPPORT	10/29/2021	Multiple Invoices	795.50
			Totals for 665519	795.50
665520	MN SCHOOL EMPLOYEES ASSOC.	10/29/2021	Payroll accrual	418.37

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Totals for 665520	418.37
665521	SUPPORT PAYMENT CLEARINGHOUSE	10/29/2021	Payroll Accrual	335.91
			Totals for 665521	335.91
665522	UNITED WAY OF BECKER COUNTY	10/29/2021	Payroll accrual	109.00
			Totals for 665522	109.00
202210002	INTERNAL REVENUE SERVICE	10/29/2021	Multiple Invoices	251,612.00
			Totals for 202210002	251,612.00
202210004	MINNESOTA REVENUE	10/29/2021	Payroll accrual	40,472.98
			Totals for 202210004	40,472.98
202210006	INDEPENDENT SCHOOL DIST. #22	10/29/2021	Payroll Accrual	771,507.61
			Totals for 202210006	771,507.61
202210102	EDUCATORS BENEFIT CONSULTANTS,	10/29/2021	Multiple Invoices	34,175.37
			Totals for 202210102	34,175.37
202210502	PUBLIC EMPLOYEES RETIREMENT	10/29/2021	Multiple Invoices	40,664.04
			Totals for 202210502	40,664.04
202210504	MN TEACHERS RETIREMENT ASSOC.	10/29/2021	Multiple Invoices	126,955.86
			Totals for 202210504	126,955.86
202210602	MINNESOTA STATE RETIREMENT SYS	10/29/2021	Multiple Invoices	12,401.68
			Totals for 202210602	12,401.68
202210604	FURTHER	10/29/2021	Payroll accrual	9,210.24
			Totals for 202210604	9,210.24
			Totals for BNK5	1,638,378.17
			Totals for checks	1,638,378.17

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	1,528,044.67	0.00	3,165.55	1,531,210.22
02	FOOD SERVICE	43,751.15	113.40	3,424.23	47,288.78
03	TRANSPORTATION FUND	12,556.30	0.00	0.00	12,556.30
04	COMMUNITY SERVICE FUND	46,430.75	0.00	0.00	46,430.75
06	BUILDING FUND	0.00	0.00	892.12	892.12
***	Fund Summary Totals ***	1,630,782.87	113.40	7,481.90	1,638,378.17

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

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400587	BSN SPORTS	10/07/2021	88 E 041 296 102 888 401	GSoccer warm ups invoice 913800204	3,965.76
				Totals for 400587	3,965.76
400588	DEGROAT, LAURA	10/07/2021	88 E 041 298 242 888 401	reimb for activity fee	60.00
				Totals for 400588	60.00
400589	DETROIT LAKES FLORAL & GIFTS	10/07/2021	88 E 041 298 127 888 401	Homecoming flowers invoice 100035443	264.08
				Totals for 400589	264.08
400590	DETROIT LAKES CAKES & BAKES	10/07/2021	88 E 041 296 131 888 401	DLHS VB cookies	300.00
				Totals for 400590	300.00
400591	DETROIT LAKES HIGH SCHOOL	10/07/2021	88 E 041 296 131 888 401	VB clothing invoices: 194267, 194283	641.00
				Totals for 400591	641.00
400592	HENRY SCHEIN, INC.	10/07/2021	88 E 041 292 139 888 401	Gatorade products invoice 99298824	390.16
				Totals for 400592	390.16
400593	JOHNSON, RACHEL	10/07/2021	88 E 041 296 105 888 401	reimburse for gbb tournament fee	675.00
				Totals for 400593	675.00
400594	KELLY, CARRIER	10/07/2021	88 E 041 294 112 888 401	reimb for football team meal	472.16
				Totals for 400594	472.16
400595	KIRCHNER, NICOLE	10/07/2021	88 E 041 294 112 888 401	reimb for football team meal	107.62
				Totals for 400595	107.62
400596	LEADING EDGE FUNDRAISING	10/07/2021	88 E 041 294 112 888 401	fb fundraising cards	6,575.60
				Totals for 400596	6,575.60
400597	PRO PRINT, INC.	10/07/2021	88 E 041 294 115 888 401	bhockey poster and banner invoices: D104625011 & D104634011	397.34
				Totals for 400597	397.34
400598	TROPHY HOUSE	10/07/2021	88 E 041 296 129 888 401	GTennis awards invoice 257562	43.50
				Totals for 400598	43.50
400599	CAULFIELD STUDIO	10/12/2021	88 E 041 294 112 888 401	football Sr banner	295.00
				Totals for 400599	295.00
400600	COACH COMM, LLC	10/12/2021	88 E 041 294 112 888 401	FB Invoice 339272 FB headsets	9,964.00
				Totals for 400600	9,964.00
400601	HEFTA, REED	10/12/2021	88 E 041 294 112 888 401	Reimburse for FB food for team and supplies	478.57
				Totals for 400601	478.57
400602	LETTERMAN SPORTS	10/12/2021	88 E 041 296 115 888 401	Ghockey player hats	560.00
				Totals for 400602	560.00

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400603	RAMSEY, BRITTON	10/12/2021	88 E 041 296 122 888 401	reimburse for dance fee	45.00
				Totals for 400603	45.00
400604	ROCK, TINA	10/12/2021	88 E 041 298 242 888 401	Reimburse for partial Drivers Ed payment	150.00
				Totals for 400604	150.00
400605	SAND BAR	10/12/2021	88 E 041 294 112 888 401	Football team meal	258.00
				Totals for 400605	258.00
400606	UNRUH, GREGORY	10/12/2021	88 E 041 296 129 888 401	reimburse for g tennis meal	244.59
				Totals for 400606	244.59
400607	HAUS, MARY	10/15/2021	88 E 041 298 127 888 401	reimbursement for student council Homecoming week supplies & group meal	646.90
				Totals for 400607	646.90
400608	HENRY SCHEIN, INC.	10/15/2021	88 E 041 292 139 888 401	Gatorade order for Wt Room	38.00
				Totals for 400608	38.00
400609	JIMMY JOHNS #1897	10/15/2021	88 E 041 294 112 888 401	FB Team Meal	391.95
				Totals for 400609	391.95
400610	LAKER LOCKER	10/15/2021	88 E 041 296 102 888 401	Girls Soccer embroidery invoice 4632	858.00
				Totals for 400610	858.00
400611	SWAN, MICHAEL	10/15/2021	88 E 041 298 242 888 401	Ojiwe culture class homecoming float supplies	45.16
				Totals for 400611	45.16
400612	CROWN TROPHY	10/19/2021	88 E 041 296 129 888 401	Girls Tennis Awards	82.50
				Totals for 400612	82.50
400613	OCHSNER, NATHAN	10/19/2021	88 E 041 298 267 888 401	reimburse for interact donuts	28.47
				Totals for 400613	28.47
400614	WORLD'S FINEST CHOCOLATES	10/19/2021	88 E 041 298 265 888 401	DLHS Target chocolate invoice 91313396	1,745.00
				Totals for 400614	1,745.00
400615	BSN SPORTS	10/29/2021	88 E 041 294 102 888 401	Bsoccer Gatorade invoice 914038925	279.62
				Totals for 400615	279.62
400616	HENRY SCHEIN INC.	10/29/2021	88 E 041 292 139 888 401	S & S gatorade supplies inv 11487071	20.46
				Totals for 400616	20.46
400617	HOLIDAY INN-DL	10/29/2021	88 E 041 294 102 888 401	Boys Soccer Banquet inv 1025--KK-bk0160590019	3,181.38
				Totals for 400617	3,181.38
400618	LA BARISTA	10/29/2021	88 E 041 296 102 888 401	Gsoccer Banquet Catering inv 7853	1,268.75

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
				Totals for 400618	1,268.75
400619	MARNANTELI'S PIZZA	10/29/2021	88 E 041 294 112 888 401	FB team pizza	409.76
				Totals for 400619	409.76
400620	NOAH, BENJAMIN	10/29/2021	88 E 041 294 115 888 401	reimb for bhock locker room supplies	214.52
				Totals for 400620	214.52
400621	PRO PRINT, INC.	10/29/2021	88 E 041 294 115 888 401	BHockey team booklets invoice D105200011	130.00
				Totals for 400621	130.00
400622	TROPHY HOUSE	10/29/2021	88 E 041 294 102 888 401	Bsoccer awards inv 257688	95.00
400622	TROPHY HOUSE	10/29/2021	88 E 041 296 102 888 401	GSoccer awards inv 257706	195.00
				Totals for 400622	290.00
400623	ZACHIEA PROPERTIES II, INC.	10/29/2021	88 E 041 294 132 888 401	DL Wrestling meal plan inv 101	61.32
				Totals for 400623	61.32
				Totals for checks	35,579.17

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
200093	ZAMZO, STEVEN	10/27/2021	88 E 031 298 173 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
200093	ZAMZO, STEVEN	10/27/2021	88 E 031 298 174 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
200093	ZAMZO, STEVEN	10/27/2021	88 E 031 298 175 888 401	10272021	RED/WHITE/BLUE TEAMS HOMECOMING CANDY	24.01
Totals for 200093						72.03
200094	COURNEYA, NICOLE	10/27/2021	88 E 031 298 175 888 401	10272021	WHITE TEAM/RECESS EQUIP SUPPLIES	45.86
Totals for 200094						45.86
200095	AASTUEN, BENJAMIN	10/27/2021	88 E 031 298 170 888 401	10272021	QUEST/SNACKS FOR TRIP	107.97
Totals for 200095						107.97
200096	BERGMANN, TUCKER	10/27/2021	88 E 031 298 175 888 401	10272021	WHITE TEAM/STUDENT OF MONTH REWARDS	32.25
Totals for 200096						32.25
Totals for checks						258.11

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	35,579.17	35,579.17
***	Fund Summary Totals ***	0.00	0.00	35,579.17	35,579.17

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

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	258.11	258.11
***	Fund Summary Totals ***	0.00	0.00	258.11	258.11

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

BANK RECONCILIATION

10/31/21

BREMER BANK STATEMENT BALANCE	329,152.81
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(15,435.84)
BANK ENDING STATEMENT BALANCE	<u>313,716.97</u>
BOOK BALANCE - PRIOR MONTH ENDING	245,313.50
ADD: RECEIPTS (FROM RECEIPTS REPORT)	104,182.23
LESS: PAYMENTS (CHECKS REPORT)	(35,579.17)
MISC FEES: (ACH withdrawal Bremer deposit slips)	(174.59)
MISC: (returned check 1068 football gold card sale)	(25.00)
BOOK ENDING BALANCE	<u>313,716.97</u>
DIFFERENCE	0.00

<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>DESCRIPTION</u>	<u>AMOUNT</u>
400587 BSN SPORTS	10/07/2021	88 E 041 296 102 888 401	GSoccer warm ups invoice 913800204	3,965.76
			Totals for 400587	3,965.76
400588 DEGROAT, LAURA	10/07/2021	88 E 041 298 242 888 401	reimb for activity fee	60.00
			Totals for 400588	60.00
400589 DETROIT LAKES FLORAL & GIFTS	10/07/2021	88 E 041 298 127 888 401	Homecoming flowers invoice 100035443	264.08
			Totals for 400589	264.08
400590 DETROIT LAKES CAKES & BAKES	10/07/2021	88 E 041 296 131 888 401	DLHS VB cookies	300.00
			Totals for 400590	300.00
400591 DETROIT LAKES HIGH SCHOOL	10/07/2021	88 E 041 296 131 888 401	VB clothing invoices: 194267, 194283	641.00
			Totals for 400591	641.00
400592 HENRY SCHEIN, INC.	10/07/2021	88 E 041 292 139 888 401	Gatorade products invoice 99298824	390.16
			Totals for 400592	390.16
400593 JOHNSON, RACHEL	10/07/2021	88 E 041 296 105 888 401	reimburse for gbb tournament fee	675.00
			Totals for 400593	675.00
400594 KELLY, CARRIER	10/07/2021	88 E 041 294 112 888 401	reimb for football team meal	472.16
			Totals for 400594	472.16
400595 KIRCHNER, NICOLE	10/07/2021	88 E 041 294 112 888 401	reimb for football team meal	107.62
			Totals for 400595	107.62
400596 LEADING EDGE FUNDRAISING	10/07/2021	88 E 041 294 112 888 401	fb fundraising cards	6,575.60
			Totals for 400596	6,575.60
400597 PRO PRINT, INC.	10/07/2021	88 E 041 294 115 888 401	bhockey poster and banner invoices: D104625011 & D104634011	397.34
			Totals for 400597	397.34
400598 TROPHY HOUSE	10/07/2021	88 E 041 296 129 888 401	GTennis awards invoice 257562	43.50
			Totals for 400598	43.50
400599 CAULFIELD STUDIO	10/12/2021	88 E 041 294 112 888 401	football Sr banner	295.00
			Totals for 400599	295.00
400600 COACH COMM, LLC	10/12/2021	88 E 041 294 112 888 401	FB Invoice 339272 FB headsets	9,964.00
			Totals for 400600	9,964.00
400601 HEFTA, REED	10/12/2021	88 E 041 294 112 888 401	Reimburse for FB food for team and supplies	478.57
			Totals for 400601	478.57
400602 LETTERMAN SPORTS	10/12/2021	88 E 041 296 115 888 401	Ghockey player hats	560.00
			Totals for 400602	560.00

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
400603	RAMSEY, BRITTON	10/12/2021	88 E 041 296 122 888 401	reimburse for dance fee	45.00
				Totals for 400603	45.00
400604	ROCK, TINA	10/12/2021	88 E 041 298 242 888 401	Reimburse for partial Drivers Ed payment	150.00
				Totals for 400604	150.00
400605	SAND BAR	10/12/2021	88 E 041 294 112 888 401	Football team meal	258.00
				Totals for 400605	258.00
400606	UNRUH, GREGORY	10/12/2021	88 E 041 296 129 888 401	reimburse for g tennis meal	244.59
				Totals for 400606	244.59
400607	HAUS, MARY	10/15/2021	88 E 041 298 127 888 401	reimbursement for student council Homecoming week supplies & group meal	646.90
				Totals for 400607	646.90
400608	HENRY SCHEIN, INC.	10/15/2021	88 E 041 292 139 888 401	Gatorade order for Wt Room	38.00
				Totals for 400608	38.00
400609	JIMMY JOHNS #1897	10/15/2021	88 E 041 294 112 888 401	FB Team Meal	391.95
				Totals for 400609	391.95
400610	LAKER LOCKER	10/15/2021	88 E 041 296 102 888 401	Girls Soccer embroidery invoice 4632	858.00
				Totals for 400610	858.00
400611	SWAN, MICHAEL	10/15/2021	88 E 041 298 242 888 401	Ojiwe culture class homecoming float supplies	45.16
				Totals for 400611	45.16
400612	CROWN TROPHY	10/19/2021	88 E 041 296 129 888 401	Girls Tennis Awards	82.50
				Totals for 400612	82.50
400613	OCHSNER, NATHAN	10/19/2021	88 E 041 298 267 888 401	reimburse for interact donuts	28.47
				Totals for 400613	28.47
400614	WORLD'S FINEST CHOCOLATES	10/19/2021	88 E 041 298 265 888 401	DLHS Target chocolate invoice 91313396	1,745.00
				Totals for 400614	1,745.00
400615	BSN SPORTS	10/29/2021	88 E 041 294 102 888 401	Bsoccer Gatorade invoice 914038925	279.62
				Totals for 400615	279.62
400616	HENRY SCHEIN INC.	10/29/2021	88 E 041 292 139 888 401	S & S gatorade supplies inv 11487071	20.46
				Totals for 400616	20.46
400617	HOLIDAY INN-DL	10/29/2021	88 E 041 294 102 888 401	Boys Soccer Banquet inv 1025-KK-bk0160590019	3,181.38
				Totals for 400617	3,181.38
400618	LA BARISTA	10/29/2021	88 E 041 296 102 888 401	Gsoccer Banquet Catering inv 7853	1,268.75

<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>DESCRIPTION</u>	<u>AMOUNT</u>
			Totals for 400618	1,268.75
400619 MARNANTELI'S PIZZA	10/29/2021	88 E 041 294 112 888 401	FB team pizza	409.76
			Totals for 400619	409.76
400620 NOAH, BENJAMIN	10/29/2021	88 E 041 294 115 888 401	reimb for bhock locker room supplies	214.52
			Totals for 400620	214.52
400621 PRO PRINT, INC.	10/29/2021	88 E 041 294 115 888 401	BHockey team booklets invoice D105200011	130.00
			Totals for 400621	130.00
400622 TROPHY HOUSE	10/29/2021	88 E 041 294 102 888 401	Bsoccer awards inv 257688	95.00
400622 TROPHY HOUSE	10/29/2021	88 E 041 296 102 888 401	GSoccer awards inv 257706	195.00
			Totals for 400622	290.00
400623 ZACHIEA PROPERTIES II, INC.	10/29/2021	88 E 041 294 132 888 401	DL Wrestling meal plan inv 101	61.32
			Totals for 400623	61.32
			Totals for checks	35,579.17

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	35,579.17	35,579.17
***	Fund Summary Totals ***	0.00	0.00	35,579.17	35,579.17

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

Receipt	Description	Acct Nbr	Trans Date	Amount	Total
12775	Speed & Strength T Shirt fundraiser	88 R 041 292 139 888 099	10/07/2021	65.00	65.00
12789	BSoccer Banquet money	88 R 041 294 102 888 051	10/28/2021	1,829.00	1,829.00
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	1,550.00	
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	1,700.00	
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	3,115.00	
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	3,193.99	
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	5,065.00	
12765	FB gold card sales	88 R 041 294 112 888 051	10/07/2021	21,955.00	
12778	FB booster pymt for headsets	88 R 041 294 112 888 051	10/14/2021	4,500.00	41,078.99
12776	Bhockey poster sponsors	88 R 041 294 115 888 051	10/07/2021	500.00	500.00
12763	GSoccer warm up money	88 R 041 296 102 888 051	10/07/2021	7,000.00	7,000.00
12785	GBB M.Bauer & Midwest pymt	88 R 041 296 105 888 051	10/28/2021	1,000.00	1,000.00
12771	GHockey poster sponsors	88 R 041 296 115 888 051	10/07/2021	1,100.00	1,100.00
12769	Dance uniform sale	88 R 041 296 122 888 051	10/07/2021	595.63	
12779	Dance uniform sale- crookston	88 R 041 296 122 888 051	10/07/2021	382.36	977.99
12774	Gswim timing checks	88 R 041 296 128 888 051	10/07/2021	150.00	
12792	Gswim fb concession shift	88 R 041 296 128 888 051	10/28/2021	125.00	275.00
12766	GTennis Pizza fundraiser	88 R 041 296 129 888 051	10/07/2021	75.00	75.00
12781	VB youth camp	88 R 041 296 131 888 051	10/13/2021	425.00	
12781	VB youth camp	88 R 041 296 131 888 051	10/13/2021	1,260.00	
12793	VB fb concession shifts- worked 2 shifts	88 R 041 296 131 888 051	10/28/2021	250.00	1,935.00
12777	Stu Co. Powder Puff Concessions	88 R 041 298 127 888 051	10/07/2021	291.00	
12797	Stu Co. homecoming week activities	88 R 041 298 127 888 051	10/07/2021	3,571.25	3,862.25
12767	FFA Tractor Parade Help	88 R 041 298 249 888 051	10/07/2021	50.00	
12783	FFA FB Movie night concessions	88 R 041 298 249 888 051	10/14/2021	325.00	
12794	FFA FB concession shift	88 R 041 298 249 888 051	10/28/2021	125.00	500.00
12764	Link Crew Pies & Polka fundraiser help	88 R 041 298 257 888 051	10/07/2021	355.00	
12768	Link Crew games to go fundraiser help	88 R 041 298 257 888 051	10/07/2021	400.00	755.00
12773	Band trip deposits	88 R 041 298 263 888 051	10/07/2021	18,105.00	
12780	Band trip deposits	88 R 041 298 263 888 051	10/13/2021	2,475.00	
12788	Band trip deposits	88 R 041 298 263 888 051	10/28/2021	13,800.00	
12790	Band trip deposits	88 R 041 298 263 888 051	10/28/2021	6,805.00	41,185.00
12782	Target candy bar sales	88 R 041 298 265 888 051	10/14/2021	1,261.00	
12786	Target candy bar sales	88 R 041 298 265 888 051	10/28/2021	300.00	
12786	Target candy bar sales	88 R 041 298 265 888 051	10/28/2021	479.00	2,040.00
12784	Interact Happy Dollars	88 R 041 298 267 888 051	10/28/2021	4.00	4.00

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	104,182.23	0.00	104,182.23
*** Fund Summary Totals ***		0.00	104,182.23	0.00	104,182.23

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

DETROIT LAKES PUBLIC SCHOOLS
 SENIOR HIGH BALANCE SHEET-CASH (Date: 10/2021)

FD	T	ORG	PRG	CRS	FIN	GLN	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
88	A		101	41		CASH	227,124.44	172,405.41	85,037.88	314,491.97
88	A		101	--		CASH	227,124.44	172,405.41	85,037.88	314,491.97
88	-		---	---		*ACTIVITIES	227,124.44	172,405.41	85,037.88	314,491.97

<u>FD T ORG PRG CRS FIN</u>	<u>GLN</u>	<u>Beginning Balance</u>	<u>2021-22 FYTD Debits</u>	<u>2021-22 FYTD Credits</u>	<u>Ending Balance</u>
Grand Asset Totals		227,124.44	172,405.41	85,037.88	314,491.97

Number of Accounts: 1

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

Acct Nbr	OBJ Description	Reference	Trans Date	Debit	Credit
88 A 101 31		10301	10/31/2021	0.09	0.00
	0.09 Totals for 10301				
88 E 041 298 138 888 319 319	BREMER DEPOSIT TICKET CHARGE-HS ACTIVITIES ACCT	104101	10/01/2021	174.59	0.00
88 A 101 41	BREMER DEPOSIT TICKET CHARGE-HS ACTIVITIES ACCT	104101	10/01/2021	0.00	174.59
	0.00 Totals for 104101				
	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	-174.50	0.00	174.59	0.09
***	Fund Summary Totals ***	-174.50	0.00	174.59	0.09

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

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

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

Page 1 of 3
XXXXXX5879
(65)

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	\$251,709.93
Enclosures	65	Total additions	104,182.23
Low balance	\$250,200.34	Total subtractions	26,739.35
Average balance	\$303,966.58	Ending balance	\$329,152.81
Avg collected balance	\$302,144		

CHECKS

Number	Date	Amount	Number	Date	Amount
400580	10-26	1,472.00	400600	10-18	9,964.00
400581	10-04	1,335.00	400601	10-12	478.57
400583 *	10-25	630.00	400602	10-22	560.00
400587 *	10-12	3,965.76	400604 *	10-14	150.00
400588	10-19	60.00	400605	10-18	258.00
400589	10-14	264.08	400606	10-20	244.59
400590	10-13	300.00	400607	10-21	646.90
400591	10-12	641.00	400608	10-25	38.00
400592	10-15	390.16	400609	10-19	391.95
400593	10-12	675.00	400610	10-19	858.00
400594	10-20	472.16	400611	10-18	45.16
400595	10-18	107.62	400612	10-26	82.50
400597 *	10-13	397.34	400613	10-25	28.47
400598	10-13	43.50	400614	10-25	1,745.00
400599	10-20	295.00			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
10-01	ACH Withdrawal DELUXE BUS SYS. BUS PRODS 211001 10591070	174.59
10-13	Return Deposit Item DDA CB Debit 00000000000001068	25.00

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-07	Deposit	50.00
10-07	Deposit	65.00
10-07	Deposit	75.00
10-07	Deposit	150.00
10-07	Deposit	291.00
10-07	Deposit	355.00
10-07	Deposit	400.00
10-07	Deposit	500.00
10-07	Deposit	595.63
10-07	Deposit 2203	1,100.00
10-07	Deposit	1,550.00
10-07	Deposit	1,700.00
10-07	Deposit	3,115.00
10-07	Deposit	3,193.99
10-07	Deposit	3,571.25
10-07	Deposit	5,065.00
10-07	Deposit	7,000.00
10-07	Deposit	18,105.00
10-07	Deposit	21,955.00
10-13	Deposit	382.36
10-13	Deposit	425.00
10-13	Deposit	1,260.00
10-13	Deposit	2,475.00
10-13	Deposit	4,500.00
10-14	Deposit	325.00
10-14	Deposit	1,261.00
10-28	Deposit	4.00
10-28	Deposit	125.00
10-28	Deposit	125.00
10-28	Deposit	250.00
10-28	Deposit	300.00
10-28	Deposit	479.00
10-28	Deposit	1,000.00
10-28	Deposit	1,829.00
10-28	Deposit	6,805.00
10-28	Deposit	13,800.00

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
09-30	251,709.93	10-13	321,553.40	10-20	309,638.68
10-01	251,535.34	10-14	322,725.32	10-21	308,991.78
10-04	250,200.34	10-15	322,335.16	10-22	308,431.78
10-07	319,037.21	10-18	311,960.38	10-25	305,990.31
10-12	313,276.88	10-19	310,650.43	10-26	304,435.81

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
10-28	329,152.81				

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

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 50.00

10/07/2021 600 \$50.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 400.00

10/07/2021 600 \$400.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 65.00

10/07/2021 600 \$65.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-7-21

AMOUNT \$ 500.00

10/07/2021 600 \$500.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 75.00

10/07/2021 600 \$75.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 595.63

10/07/2021 600 \$595.63

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 150.00

10/07/2021 600 \$150.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 1,550.00

10/07/2021 600 \$1,550.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-7-21

AMOUNT \$ 291.00

10/07/2021 600 \$291.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 1,700.00

10/07/2021 600 \$1,700.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-5-21

AMOUNT \$ 355.00

10/07/2021 600 \$355.00

DEPOSIT TICKET 15-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21

AMOUNT \$ 3,115.00

10/07/2021 600 \$3,115.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-13-21
AMOUNT 1261.00
CHECK # 1199
TOTAL 1261.00

10/13/21

1261.00

10/14/2021 600 \$1,261.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 479.00
CHECK # 1199
TOTAL 479.00

10/27/21

479.00

10/28/2021 600 \$479.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-25-21
AMOUNT 4.00
CHECK # 1194
TOTAL 4.00

10/25/21

4.00

10/28/2021 600 \$4.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 1000.00
CHECK # 1185
TOTAL 1000.00

10/27/21

1000.00

10/28/2021 600 \$1,000.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 125.00
CHECK # 1185
TOTAL 125.00

10/27/21

125.00

10/28/2021 600 \$125.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 1829.00
CHECK # 1185
TOTAL 1829.00

10/27/21

1829.00

10/28/2021 600 \$1,829.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 125.00
CHECK # 1185
TOTAL 125.00

10/27/21

125.00

10/28/2021 600 \$125.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 6805.00
CHECK # 1185
TOTAL 6805.00

10/27/21

6805.00

10/28/2021 600 \$6,805.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 250.00
CHECK # 1185
TOTAL 250.00

10/27/21

250.00

10/28/2021 600 \$250.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-27-21
AMOUNT 13800.00
CHECK # 1185
TOTAL 13800.00

10/27/21

13800.00

10/28/2021 600 \$13,800.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-25-21
AMOUNT 300.00
CHECK # 1180
TOTAL 300.00

10/25/21

300.00

10/28/2021 600 \$300.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 10-4-21
AMOUNT 1100.00
CHECK # 1100
TOTAL 1100.00

10/4/21

1100.00

10/07/2021 2203 \$1,100.00

PREMIER BANK, NA 400580
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** One Thousand Four Hundred Seventy-Two
*** Dollar(s) & No Cents*

PAY TO THE ORDER OF: 09/24/2021 \$1,472.00

JOE'S CUSTOM APPAREL
670 MAIN ST W
DETROIT LAKES, MN 56501

#400580# 1096010415# 00705879#

10/26/2021 400580 \$1,472.00

PREMIER BANK, NA 400590
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Three Hundred Dollar(s) & No Cents*

PAY TO THE ORDER OF: 10/07/2021 \$300.00

DETROIT LAKES CAKES & BAKES
105 BARBARA AVE
DETROIT LAKES, MN 56501

#400590# 1096010415# 00705879#

10/13/2021 400590 \$300.00

PREMIER BANK, NA 400581
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** One Thousand Three Hundred Thirty-Five
*** Dollar(s) & No Cents*

PAY TO THE ORDER OF: 09/24/2021 \$1,335.00

MN FFA
714 ELIZABETH STREET
PO BOX 608
HAWLEY, MN 56549

#400581# 1096010415# 00705879#

10/05/2021 400581 \$1,335.00

PREMIER BANK, NA 400591
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Six Hundred Forty-One Dollar(s) & No Cents*

PAY TO THE ORDER OF: 10/07/2021 \$641.00

DETROIT LAKES HIGH SCHOOL
1201 ROOSEVELT AVENUE
DETROIT LAKES, MN 56501

#400591# 1096010415# 00705879#

10/12/2021 400591 \$641.00

PREMIER BANK, NA 400583
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Six Hundred Thirty Dollar(s) & No Cents*

PAY TO THE ORDER OF: 09/24/2021 \$630.00

SD PROMOTIONS
620 4TH AVE SE
MILACA, MN 56353

#400583# 1096010415# 00705879#

10/25/2021 400583 \$630.00

PREMIER BANK, NA 400592
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Three Hundred Ninety Dollar(s) & 16 Cents*

PAY TO THE ORDER OF: 10/07/2021 \$290.16

HENRY SCHISIN, INC
DEPT CH10241
PALATKA, IL 60055-0241

#400592# 1096010415# 00705879#

10/15/2021 400592 \$390.16

PREMIER BANK, NA 400587
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Three Thousand Nine Hundred Sixty-Five
*** Dollar(s) & 76 Cents*

PAY TO THE ORDER OF: 10/07/2021 \$3,965.76

BSN SPORTS
PO BOX 841393
DALLAS, TX 75284-1393

#400587# 1096010415# 00705879#

10/12/2021 400587 \$3,965.76

PREMIER BANK, NA 400593
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Six Hundred Seventy-Five Dollar(s) & No Cents*

PAY TO THE ORDER OF: 10/07/2021 \$675.00

JOHNSON, RACHEL
19498 155TH AVE
FERGUS FALLS, MN 56537

#400593# 1096010415# 00705879#

10/12/2021 400593 \$675.00

PREMIER BANK, NA 400588
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Sixty Dollar(s) & No Cents*

PAY TO THE ORDER OF: 10/07/2021 \$60.00

DEGROAT, LAURA
502 2ND AVENUE
CALLANWAY, MN 56521

#400588# 1096010415# 00705879#

10/19/2021 400588 \$60.00

PREMIER BANK, NA 400594
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Four Hundred Seventy-Two Dollar(s) & 16 Cents*

PAY TO THE ORDER OF: 10/07/2021 \$472.16

KELLY, CARSTEN
30290 W FICKEREL LAKE RD
DETROIT LAKES, MN 56501

#400594# 1096010415# 00705879#

10/20/2021 400594 \$472.16

PREMIER BANK, NA 400589
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Two Hundred Sixty-Four Dollar(s) & 8 Cents*

PAY TO THE ORDER OF: 10/07/2021 \$264.08

DETROIT LAKES FLORAL & GIFTS
808 WASHINGTON AVENUE STE 19F
DETROIT LAKES, MN 56501

#400589# 1096010415# 00705879#

10/14/2021 400589 \$264.08

PREMIER BANK, NA 400595
751047602 CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** One Hundred -Seven Dollar(s) & 62 Cents*

PAY TO THE ORDER OF: 10/07/2021 \$107.62

KIRCHNER, NICOLE
1258 BAYTRIDGES DRIVE
DETROIT LAKES, MN 56501

#400595# 1096010415# 00705879#

10/18/2021 400595 \$107.62

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400597
CHECK NO.

*** One Hundred Thirty-Seven Dollar(s) & No Cents ***

\$397.34

PAY TO THE ORDER OF:

PROG. PRINT, INC.
3922 ALIFAPKA BLVD
DUBLUQUE, MN 55811

10/13/2021

#400597# 0096010415# 00705879#

10/13/2021 400597 \$397.34

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400604
CHECK NO.

*** One Hundred Fifty Dollar(s) & No Cents ***

\$150.00

PAY TO THE ORDER OF:

ROCK, TINA
305 NORTH STREET WEST
DETROIT LAKES, MN 56501

10/12/2021

#400604# 0096010415# 00705879#

10/14/2021 400604 \$150.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400598
CHECK NO.

*** Forty-Three Dollar(s) & 50 Cents ***

\$43.50

PAY TO THE ORDER OF:

TROPHY HOUSE
PO BOX 205
DETROIT LAKES, MN 56502

10/07/2021

#400598# 0096010415# 00705879#

579107

10/13/2021 400598 \$43.50

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400605
CHECK NO.

*** Two Hundred Fifty-Eight Dollar(s) & No Cents ***

\$258.00

PAY TO THE ORDER OF:

SAND BAR
115C RANDOLPH ROAD
DETROIT LAKES, MN 56501

10/12/2021

#400605# 0096010415# 00705879#

10/18/2021 400605 \$258.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400599
CHECK NO.

*** Two Hundred Ninety-Five Dollar(s) & No Cents ***

\$295.00

PAY TO THE ORDER OF:

CAULFIELD STUDIO
1500 EAST SHORE DRIVE
DETROIT LAKES, MN 56501

10/13/2021

#400599# 0096010415# 00705879#

10/20/2021 400599 \$295.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400606
CHECK NO.

*** Two Hundred Forty-Four Dollar(s) & 58 Cents ***

\$244.59

PAY TO THE ORDER OF:

GREGORY, GREGORY
1712 LONG BRIDGE ROAD
DETROIT LAKES, MN 56501

10/12/2021

#400606# 0096010415# 00705879#

10/20/2021 400606 \$244.59

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400600
CHECK NO.

*** Nine Thousand Nine Hundred Sixty-Four Dollar(s) & No Cents ***

\$9,964.00

PAY TO THE ORDER OF:

COACH COMM, LLC
205 TECHNOLOGY PARKWAY
AUBURN, AL 36830

10/12/2021

#400600# 0096010415# 00705879#

10/18/2021 400600 \$9,964.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400607
CHECK NO.

*** Six Hundred Forty-Six Dollar(s) & 90 Cents ***

\$646.90

PAY TO THE ORDER OF:

HAUS, MARY
1350 LORI AVE
DETROIT LAKES, MN 56501

10/15/2021

#400607# 0096010415# 00705879#

10/21/2021 400607 \$646.90

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400601
CHECK NO.

*** Four Hundred Seventy-Eight Dollar(s) & 57 Cents ***

\$478.57

PAY TO THE ORDER OF:

HEFTA, REED
332 HILLON ST EAST
DETROIT LAKES, MN 56502

10/12/2021

#400601# 0096010415# 00705879#

10/12/2021 400601 \$478.57

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400608
CHECK NO.

*** Thirty-Eight Dollar(s) & No Cents ***

\$38.00

PAY TO THE ORDER OF:

HEMPY SCHEIN, INC.
DEPT CH10241
3 PALATINE IL 60055-0241

10/15/2021

#400608# 0096010415# 00705879#

10/25/2021 400608 \$38.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400602
CHECK NO.

*** Five Hundred Sixty Dollar(s) & No Cents ***

\$560.00

PAY TO THE ORDER OF:

LETTERMAN SPORTS
9199 CENTRAL AVENUE N
BLAINE, MN 55434

10/12/2021

#400602# 0096010415# 00705879#

10/22/2021 400602 \$560.00

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

400609
CHECK NO.

*** Three Hundred Ninety-One Dollar(s) & 95 Cents ***

\$391.95

PAY TO THE ORDER OF:

JIMMY JOHNS #1897
147 VETERANS MEMORIAL PARK
DETROIT LAKES, MN 56501

10/15/2021

#400609# 0096010415# 00705879#

10/19/2021 400609 \$391.95

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY THE SCHOOL TREASURER OR AN AUTHORIZED OFFICER OF THE SCHOOL DISTRICT. IF THE SIGNED OFFICER IS NOT THE SCHOOL TREASURER, THE CHECK MUST BE SIGNED BY THE SCHOOL DISTRICT CLERK OR THE SCHOOL DISTRICT ATTORNEY.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

DREXLER BANK, NA
751011900

400610
CHECK NO.

*** Eight Hundred Fifty-Eight Dollar(s) & No Cents*

10/15/2021 \$858.00

PAY TO THE ORDER OF:

LAKER LOCKER
1238 WASHINGTON AVENUE
DETROIT LAKES, MN 56501

[Signature]

⑆400610⑆ ⑆096010415⑆ 00705879⑆

10/19/2021 400610 \$858.00

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY THE SCHOOL TREASURER OR AN AUTHORIZED OFFICER OF THE SCHOOL DISTRICT. IF THE SIGNED OFFICER IS NOT THE SCHOOL TREASURER, THE CHECK MUST BE SIGNED BY THE SCHOOL DISTRICT CLERK OR THE SCHOOL DISTRICT ATTORNEY.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

DREXLER BANK, NA
751011900

400611
CHECK NO.

*** Forty-Five Dollar(s) & 16 Cents*

10/15/2021 \$45.16

PAY TO THE ORDER OF:

SIRAN, MICHAEL
27920 485TH AVE.
DONSFORD, MN 56575

[Signature]

⑆400611⑆ ⑆096010415⑆ 00705879⑆

10/18/2021 400611 \$45.16

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY THE SCHOOL TREASURER OR AN AUTHORIZED OFFICER OF THE SCHOOL DISTRICT. IF THE SIGNED OFFICER IS NOT THE SCHOOL TREASURER, THE CHECK MUST BE SIGNED BY THE SCHOOL DISTRICT CLERK OR THE SCHOOL DISTRICT ATTORNEY.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

DREXLER BANK, NA
751011900

400612
CHECK NO.

*** Eighty-Two Dollar(s) & 50 Cents*

10/15/2021 \$82.50

PAY TO THE ORDER OF:

CROWN TROPHY
26 NCKIA UNIVERSITY DRIVE
FARGO, ND 58102

[Signature]

⑆400612⑆ ⑆096010415⑆ 00705879⑆

10/26/2021 400612 \$82.50

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY THE SCHOOL TREASURER OR AN AUTHORIZED OFFICER OF THE SCHOOL DISTRICT. IF THE SIGNED OFFICER IS NOT THE SCHOOL TREASURER, THE CHECK MUST BE SIGNED BY THE SCHOOL DISTRICT CLERK OR THE SCHOOL DISTRICT ATTORNEY.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

DREXLER BANK, NA
751011900

400613
CHECK NO.

*** Twenty-Eight Dollar(s) & 47 Cents*

10/19/2021 \$28.47

PAY TO THE ORDER OF:

OCHSNER, NATHAN
1340 LORI AVE
DETROIT LAKES, MN 56501

[Signature]

⑆400613⑆ ⑆096010415⑆ 00705879⑆

10/25/2021 400613 \$28.47

THIS CHECK IS NOT VALID UNLESS IT IS SIGNED BY THE SCHOOL TREASURER OR AN AUTHORIZED OFFICER OF THE SCHOOL DISTRICT. IF THE SIGNED OFFICER IS NOT THE SCHOOL TREASURER, THE CHECK MUST BE SIGNED BY THE SCHOOL DISTRICT CLERK OR THE SCHOOL DISTRICT ATTORNEY.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

DREXLER BANK, NA
751011900

400614
CHECK NO.

*** One Thousand Seven Hundred Forty-Five Dollar(s) & No Cents*

10/19/2021 \$1,745.00

PAY TO THE ORDER OF:

WORLD'S FINEST CHOCOLATES
8264 SOLUTIONS CENTER
CHICAGO, IL 60677

[Signature]

⑆400614⑆ ⑆096010415⑆ 00705879⑆

10/25/2021 400614 \$1,745.00

PERSONNEL AGENDA

November 15, 2021

- 1) **Retirement Resignations:**
Steven Fode – High School Science Teacher, effective at the end of the 2021-2022 school year.
- 2) **Resignations:**
Austin Askelson – Assistant Nordic Ski Coach, effective November 9, 2021.
Michelle Butler – Lincoln Education Center Full-Time Special Education Paraprofessional, effective November 12, 2021.
Sonia Christensen – High School Food Service Worker, effective October 11, 2021.
Melissa Crow – High School Special Education Paraprofessional, effective October 11, 2021.
Peggy Cummings – High School Food Service Worker, effective September 10, 2021.
Steve Fuhs – Middle School Football Coach, effective October 13, 2021.
Joe Lindgaard – Middle School Gymnastics Coach, effective October 25, 2021.
Shea Maisonneuve – Middle School .5 Student Council Advisor, effective May 28, 2021.
Carol McCarthy Fischer – Varsity Boys and Girls Swim Coach, effective at the end of the 2021 Girls Season.
Austin Richter – Middle School Boys Basketball Coach, effective October 17, 2021.
- 2) **Appointments:**
Kyra Bahls – Middle School Dance Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,805.04, effective October 26, 2021.
Barb Groth – Roosevelt Elementary SAIL Program Education Assistant, at the rate of \$17.10 per hour, working up to 5 hours per week, effective October 25, 2021, through April 30, 2022.
Raquel Mellegaard – Long-Term Substitute High School Art Teacher for Claire Danner, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective November 1, 2021, through approximately January 21, 2022.
Sarah Olson – Laker Transitions Special Education Administrative Assistant, at the rate of \$16.94 per hour, working up to 37.5 hours per week, effective November 8, 2021.
Aaron Swenson – Assistant Varsity Boys Basketball Coach, at the rate of 9% of BA, Step 7, or a contract amount of \$4,142.07, effective November 22, 2021.
- 3) **Amended Assignment:**
Jen Barberg – .5 Middle School Student Council Advisor, amending assignment to 1.0 Middle School Student Council Advisor, at a rate of 4% of BA, Step 3, or a contract amount of \$1,666.84, effective September 7, 2021.
Mark Kemper – Bus Garage Type III, Level 4 Driver, amending his schedule from 6.25 hours per day, increasing it to 7.5 hours per day, effective October 18, 2021.
- 4) **Leave of Absence:**
James Bergerson – High School Custodian, requests a leave of absence beginning September 28, 2021.
Tracy Dallmann – Laker Transitions PAES Lab Special Education Paraprofessional, requests a leave of absence beginning September 7, 2021, and continuing until October 25, 2021.
Belinda Freeman – Roosevelt Elementary Title I Teacher, requests a leave of absence beginning February 1, 2022, and continuing through March 15, 2022.
Jennifer Mitchell – Lincoln Education Center ECFE/SR Assistant, requests to extend her leave of absence through November 24, 2021.

Service Agreement

Minnesota

This Service Agreement, hereinafter referred to as "Agreement," is entered into and made effective as of _____ (the "Effective Date") by and between the following parties: Timothy Greeley, having a primary address at the following:

3723 Farmington Road
Minnetonka, MN 55305

and

Detroit Lakes Public Schools, a business, organized under the laws of the state of Minnesota, having its principal place of business at the following address:

702 Lake Ave
Detroit Lakes, MN 56501

Hereinafter, "Client" will refer to and be used to describe the following party: Detroit Lakes Public Schools. "Service Provider" will refer to and be used to describe the following party: Timothy Greeley. Client and Service Provider may be referred to individually as "Party" and collectively as the "Parties."

RECITALS:

WHEREAS, Client wishes to retain the Services (as defined below) of Service Provider;

WHEREAS, Service Provider has the skills, qualifications, and expertise required to provide the Services to the Client;

WHEREAS, Service Provider wishes to render such Services to Client.

NOW, therefore, in consideration of the promises and covenants contained herein, as well as other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties do hereby agree as follows:

Article 1 - DEFINITIONS:

As used in this Agreement:

A) "Services" shall be used to refer to the following specific services that the Service Provider will provide to the Client under the terms and conditions set forth herein:

Eight (8) hours of Orientation and Mobility service to complete two (2) comprehensive Orientation and Mobility Evaluations and detailed evaluation reports.

B) "Commencement Date" shall be used to refer to the date the Service Provider begins work on the Services for the Client. The Commencement Date shall be 11/10/2021.

C) "Completion Date" shall be used to refer to the date that the Service Provider will complete or cease the provision of Services to the Client. The Completion Date will be November 20th, 2021.

D) "Minimum Required Time" shall be used to refer to the minimum amount of time that the Service Provider must devote to the provision of Services under the terms of this Agreement. The Minimum Required Time is as follows:

Eight (8) hours

The Service Provider will keep the Client apprised of how much time is being spent on the provision of Services, and will provide a breakdown of time upon Client's Request. If the Service Provider dedicates more than the Minimum Required Time to the provision of Services, the Fees will not be increased unless prior written approval is given by the Client, and any such increase has been agreed to by both Parties. If the Service Provider does not spend at least the Minimum Required Time in providing the Services, the Fees will be reduced pro-rata for the percentage of the Minimum Required Time actually completed, or otherwise in accordance with the terms and conditions of this Agreement, unless otherwise agreed.

E) "Key Dates" shall be used to refer to specific dates during the time period that the Services are being rendered that the Service Provider agrees to meet specific events or deadlines. The Key Dates will be as follows:

All services will be completed by and reports returned to the respective parties by November 20, 2021

F) "Fees" shall be used to refer to the payment Client will pay to Service Provider for the rendering of the Services. Specifically, the fees shall be as follows:

\$560 (five hundred sixty US dollars), as a fixed fee for all Services rendered

Article 2 - AGREEMENT:

Subject to the terms and conditions of this Agreement, Service Provider hereby agrees to render the Services to Client, beginning on the Commencement Date and ending on the Completion date, along with meeting the specified Key Dates, utilizing at least the Minimum Required Time, at the Location directed by the Client, as described below and Client agrees to pay Service Provider the Fees required for the Services.

Article 3 - LOCATION:

Service Provider will render the Services at the following location (throughout this agreement, "Location"):

as per the students daily environment

Article 4 - SUBCONTRACTORS

The Service Provider is not permitted to use subcontractors to provide some or all of the Services without the prior written approval of the Client.

Article 5 - STAFF OR EMPLOYEES:

The Service Provider may use any staff or employees that the Service Provider deems fit and capable in the provision of the Services to the Client.

Article 6 - FEES:

The Client agrees to pay the Service Provider the required Fees, as outlined elsewhere in this Agreement, for the provision of the Services, subject to the following terms and conditions:

A) Invoice Interval: The Service Provider will be entitled to invoice the client at the following time period: At the completion of services.

B) Invoice Period: The Client shall have the following time period in which to pay the Service Provider's invoice:

15 days

C) Method of Payment: Service Provider will accept the following forms of payment:

Check

D) Expenses: The Service Provider is responsible for the management and payment of any and all expenses incurred in the rendering of the Services and is not permitted to charge any such expenses back to the Client.

E) Penalties: If the Client does not pay the invoiced and required amount by the date stated in the invoice or as otherwise provided for in this Agreement, the Service Provider shall be entitled to:

I) charge interest on the outstanding amount at the rate of 20%, yearly (twenty percent, yearly);

II) require Client to pay for the Services, or any remaining part of the Services, in advance;

III) cease performance of the Services completely or until payment is made, at the Service Provider's sole and exclusive discretion.

F) Tax Statement: Any and all charges payable under this Agreement are exclusive of taxes, surcharges, or other amounts assessed by state or federal governments. Taxes imposed upon or required to be paid by Client or Service Provider shall be the sole and exclusive responsibility of each, respectively.

Article 7 - CLIENT OBLIGATIONS:

During the provision of the Services, the Client hereby agrees to:

A) Cooperate with the Service Provider for anything the Service Provider may reasonably require;

B) Provide any information and/or documentation needed by the Service Provider relevant to the provision of Services or payment for the provision of Services;

C) Require any staff or agents of the Client to co-operate with and assist the Service Provider as the Service Provider may need;

D) Make available to the Service Provider, without fee or cost, any facilities, which may include, but are not limited to, a workspace, computer, or other physical equipment, the Service Provider may reasonably require

Article 8 - INTELLECTUAL PROPERTY:

In accordance with the terms and conditions of this Agreement, the Service Provider may create certain intellectual property ("Created IP"), including, but not limited to, plans, drawings, specifications, reports, advice, analyses, designs, methodologies, code, artwork, or any other intellectual property as required to render the provision of Services to the Client. Unless the Parties otherwise agree, any such Created IP generated by the Service Provider in connection with the provision of Services to the Client shall belong to the Client.

Any intellectual property provided by the Client to the Service Provider to assist in the provision of Services, that was not created by Service Provider pursuant to this Agreement, shall belong to the Client. Any ancillary intellectual property belonging to the Service Provider, provided or shown to the Client in any way, that was not created by Service Provider pursuant to this Agreement, shall belong to the Service Provider.

Article 9 - CONFIDENTIALITY:

Each Party hereby acknowledges and agrees that they and the other party each possess certain non-public Confidential Information (as hereinafter defined) and may also possess Trade Secret Information (as hereinafter defined) (collectively the "Proprietary Information") regarding their business operations and development. The Parties agree that the Proprietary Information is secret and valuable to each of their respective businesses, and the Parties have entered into a business relationship, through which they will each have access to the other party's Proprietary Information. Each of the Parties desires to maintain the secret and private nature of any Proprietary Information given. "Receiving Party" refers to the Party that is receiving the Proprietary Information and "Disclosing Party" refers to the Party that is disclosing the Proprietary Information.

A) Confidential Information refers to any information which is confidential and commercially valuable to either of the Parties. The Confidential Information may be in the form of documents, techniques, methods, practices, tools, specifications, inventions, patents, trademarks, copyrights, equipment, algorithms, models, samples, software, drawings, sketches, plans, programs or other oral or written knowledge and/or secrets and may pertain to, but is not limited to, the fields of research and development, forecasting, marketing, personnel, customers, suppliers, intellectual property and/or finance or any other information which is confidential and commercially valuable to either of the Parties.

Confidential Information may or may not be disclosed as such, through labeling, but is to be considered any information which ought to be treated as confidential under the circumstances through which it was disclosed.

Confidential Information shall not mean any information which:

I) is known or available to the public at the time of disclosure or became known or available after disclosure through no fault of the Receiving Party;

II) is already known, through legal means, to the Receiving Party;

III) is given by the Disclosing Party to third parties, other than the Receiving Party, without any restrictions;

IV) is given to the Receiving Party by any third party who legally had the Confidential Information and the right to disclose it; or

V) is developed independently by the Receiving Party, and the Receiving Party can show such independent development.

B) "Trade Secret Information" shall be defined specifically as any formula, process, method, pattern, design or other information that is not known or reasonably ascertainable by the public, consumers, or competitors through which, and because of such secrecy, an economic or commercial advantage can be achieved.

C) Both Parties hereby agree they shall:

I) Not disclose the Proprietary Information via any unauthorized means to any third parties throughout the duration of this Agreement and the Parties' relationship with each other;

II) Not disclose the Confidential Information via any unauthorized means to any third parties for a period of 3 (three) years following the termination of this Agreement;

III) Not disclose the Trade Secret Information forever, or for as long as such information remains a trade secret under applicable law, whichever occurs first, to any third party at any time;

IV) Not use the Confidential Information or the Trade Secret Information for any purpose except those contemplated herein or expressly authorized by the Disclosing Party.

Article 10 - COMPETITION

The Service Provider (and/or their employees, agents, representatives) shall be free to provide services or engage in any form of activity (including, but not limited to, any business, investment or financial activities) whether for themselves or on behalf of or to other organizations, companies or individuals who are or are potentially direct or indirect competitors of the Client.

Article 11 - WARRANTIES:

The Service Provider represents and warrants that it will perform the Services using reasonable care and skill for a Service Provider in their field and that any end products or materials given by the Service Provider to the Client under the terms and conditions of this Agreement will not infringe on or violate the intellectual property rights or any other right of any third party.

Article 12 - LIMITATION OF LIABILITY

Except in cases of death or personal injury caused by either party's negligence, either party's liability in contract, tort or otherwise arising through or in connection with this Agreement or through or in connection with the completion of obligations under this Agreement shall be limited to Fees paid by the Client to the Service Provider.

Article 13 - INDEMNITY:

Client hereby agrees to indemnify Service Provider, and all of Service Provider's agents, employees, and representatives against any and all damage, liability, and loss, as well as legal fees and costs incurred as a result of the Services rendered this Agreement or any transaction or matter connected with the Services or the relationship between Service Provider and client. This clause shall not be read to provide indemnification for any Party in the event that a competent court of law, rendering a final judgment, holds that the bad faith, gross negligence, or willful misconduct of the Party caused the damage, liability, or loss.

Article 14 - TIME FOR PERFORMANCE:

Time shall be of the essence for the performance by the Service Provider of its obligations under the Agreement. Any dates, periods or times for performance specified

in the Agreement are to be met, and in default, the Service Provider will be in breach of the Agreement.

Article 15 - TERMINATION:

A) This Agreement may be terminated by either party, upon notice in writing:

I) if the other party commits a material breach of any term of this Agreement that is not capable of being remedied within fourteen (14) days or that should have been remedied within fourteen (14) days after a written request and was not;

II) if the other party becomes unable to perform its duties hereunder, including a duty to pay or a duty to perform;

III) if the other party or its employees or agents engage in any conduct prejudicial to the business of the other, or in the event that either party considers that a conflict or potential conflict of interest has arisen between the parties.

B) This Agreement may be terminated by the Service Provider if the Client fails to pay any requisite Fees within seven (7) days after the date they are due. The Service Provider may terminate the Agreement immediately, with no notice period, in writing.

If this Agreement is terminated before the expiration of its natural term, Client hereby agrees to pay for all Services rendered up to the date of termination, and for any and all expenditure due for payment after the date of termination for commitments reasonably made and incurred by Service Provider related to the rendering of Services prior to the date of termination.

Any termination of under this subpart shall not affect the accrued rights or liabilities of either Party under this Agreement or at law and shall be without prejudice to any rights or remedies either Party may be entitled to. Any provision or subpart of this Agreement that is meant to continue after termination or come into force at or after termination shall not be affected by this subpart.

Article 16 - RELATIONSHIP OF THE PARTIES:

The Parties hereby acknowledge and agree that nothing in this Agreement shall be deemed to constitute a partnership, joint venture, agency relationship or otherwise between the Parties and that this Agreement is for the sole and express purpose of the rendering of the specific Services by the Service Provider to the Client under the terms

and conditions herein.

Article 17 - GENERAL PROVISIONS:

A) **GOVERNING LAW:** This Agreement shall be governed in all respects by the laws of the state of Minnesota and any applicable federal law. Both Parties consent to jurisdiction under the state and federal courts within the state of Minnesota. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory in nature.

B) **LANGUAGE:** All communications made or notices given pursuant to this Agreement shall be in the English language.

C) **ASSIGNMENT:** This Agreement, or the rights granted hereunder, may not be assigned, sold, leased, or otherwise transferred in whole or part by either Party.

D) **AMENDMENTS:** This Agreement may only be amended in writing signed by both Parties.

E) **NO WAIVER:** None of the terms of this Agreement shall be deemed to have been waived by any act or acquiescence of either Party. Only an additional written agreement can constitute waiver of any of the terms of this Agreement between the Parties. No waiver of any term or provision of this Agreement shall constitute a waiver of any other term or provision or of the same provision on a future date. Failure of either Party to enforce any term of this Agreement shall not constitute waiver of such term or any other term.

F) **SEVERABILITY:** If any provision or term of this Agreement is held to be unenforceable, then this Agreement will be deemed amended to the extent necessary to render the otherwise unenforceable provision, and the rest of the Agreement, valid and enforceable. If a court declines to amend this Agreement as provided herein, the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining terms and provisions, which shall be enforced as if the offending term or provision had not been included in this Agreement.

G) **PUBLIC ANNOUNCEMENT:** Neither Party will make any public announcement or disclosure about the existence of this Agreement or any of the terms herein without the prior written approval of the other Party.

H) **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement

between the Parties and supersedes any prior or contemporaneous understandings, whether written or oral.

I) HEADINGS: Headings to this Agreement are for convenience only and shall not be construed to limit or otherwise affect the terms of this Agreement.

J) COUNTERPARTS: This Agreement may be executed in counterparts, all of which shall constitute a single agreement.

K) FORCE MAJEURE: Service Provider is not liable for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, acts of civil authorities, acts of military authorities, riots, embargoes, acts of nature and natural disasters, and other acts which may be due to unforeseen circumstances.

L) NOTICES ELECTRONIC COMMUNICATIONS PERMITTED: i) Any notice to be given under this Agreement shall be in writing and shall be sent by first-class mail, airmail, or email, to the address of the relevant Party set out at the head of this Agreement, or to the relevant email address set out below or other email address as that Party may from time to time notify to the other Party in accordance with this clause. The relevant contact information for the Parties is as follows:

Service Provider:

dtgreeley@msn.com

Client:

ISD 22: Detroit Lakes Public Schools

Notices sent as above shall be deemed to have been received 3 working days after the day of posting (in the case of inland first-class mail), or 7 working days after the date of posting (in the case of airmail), or next working day after sending (in the case of email).

In proving the giving of a notice it shall be sufficient to prove that the notice was left, or that the envelope containing the notice was properly addressed and posted, or that the applicable means of telecommunication was addressed and dispatched and dispatch of the transmission was confirmed and/or acknowledged as the case may be.

EXECUTION:

Name: Timothy Greeley

Signature: Timothy P. Greeley

Name: Detroit Lakes Public Schools

Representative Name: Karen Nudell

Representative Signature: Karen Nudell

Representative Title: Director of Special Education



School Board Meeting Agenda Memorandum

Nancy Olson, HR Director
Detroit Lakes Public Schools
nolson@detlakes.k12.mn.us

DATE: October 26, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Nancy Olson – Human Resources Director

SUBJECT: **Employee Assistance Program Renewal**

Attached is information pertaining to the contract renewal with Lakeland Mental Health Center, Inc. (LMHC) who is the district's current provider for the Employee Assistance Program (EAP). This program provides confidential counseling services for the district's full and part-time employees (and family members). The first 1-hour session of counseling is provided confidentially and with no cost to the employee or family member. The cost of the session is paid by the district at a rate of \$100.00 per one hour session. This rate reflects a slight increase compared to the prior contract (\$97.00). This is a two-year contract effective January 1, 2022 through December 31, 2023.

Administration recommends approval of the renewal of the contract with LMHC for EAP services.

CC: Kathy Owens



LAKELAND MENTAL HEALTH CENTER, INC.
980 South Tower Road
Fergus Falls MN 56537

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

The Detroit Lakes School District #22 and Lakeland Mental Health Center, Inc (LMHC) are the contracting parties of this agreement.

TERMS OF AGREEMENT

LMHC will provide Employee Assistance Program development, training, promotion, organizational services and assessment/referral services in order to establish and maintain a successful Employee Assistance Program for the employees of the Detroit Lakes School District #22. EAP sessions are defined as short term counseling sessions, therefore, are not available to individuals already involved in an episode of care. Psychiatry Services and other evaluations are also not included as an EAP service.

ASSESSMENT AND REFERRAL SERVICES

1. LMHC will provide standard employee assistance counseling services by qualified staff members. In addition, provision of chemical health screening is available in the Fergus Falls office.
2. The Detroit Lakes School District agrees to pay \$100.00 per hour for each confidential EAP session to an employee or family member. Continued counseling will be billed to the employee or the employee's insurance. One (1) session is authorized for each employee or family member.

ORGANIZATIONAL SERVICES AVAILABLE

The following EAP organizational services are available upon request. LMHC will provide one or more of these services only with prior authorization from the Detroit Lakes School District #22. For each requested service, the Detroit Lakes School District #22 agrees to reimburse LMHC at a rate of \$100.00 per hour, per clinician.

- * Trainings/Seminars
- * On-site visits by professional to resolve conflicts, facilitate discussions, increase morale, and provide crisis intervention services.
- * Provision of Critical Incident Stress Debriefing (CISD)

This contract will be effective January 1, 2022 through December 31, 2023. This contract may be terminated by either party upon thirty (30) days written notice.

Date
11-16-2021

Date

Lakeland Mental Health Center, Inc.
Wanneya

Detroit Lakes School District

Current number of employees: 500



Detroit Lakes Public Schools

702 Lake Avenue
Detroit Lakes, MN 56501
218-847-9271 (Fax) 847-9273
knudell@detlakes.k12.mn.us

Karen Nudell

**Director of Special
Education**

www.dlschools.net

Purchase of Services Agreement 2021-2022 School Year

This Agreement is entered into as of October 20, 2021, between Detroit Lakes Public Schools: ISD 22 ("the District") and Blue Sky, Inc. ("the Contractor").

- 1. Independent Contractor.** Subject to the terms of this Agreement, the District engages the Contractor as an independent contractor to perform the described services, and the Contractor accepts such engagement.
- 2. Services.** Contractor will provide job-coaching services to students within the Detroit Lakes Public Schools district who are engaged in Work Based Learning activities.
- 3. Term.** This Agreement shall remain in effect until terminated pursuant to paragraph 5 below.
- 4. Compensation.** Contractor will provide services to ISD 22 at an hourly rate of \$75.00. Contractor will invoice the District on a monthly basis, and payment will be due in full within 30 days of the invoice.
- 5. Termination.** The Detroit Lakes Public Schools: ISD 22 may terminate this Agreement at any time by providing 30 days' written notice to the Contractor. In addition, if the Contractor fails or refuses to comply with the written policies or reasonable directives of the Company, is guilty of serious misconduct in connection with performance, or materially breaches provisions of this Agreement, the Company may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor. The Contractor may terminate this Agreement in the event that the District breaches any provision of this Agreement after providing the District with 10 days' written notice and an opportunity to cure the breach.
- 6. Independent Contractor.** This Agreement shall not render the Contractor an employee, partner, agent of, or joint venturer with the District for any purpose. The Contractor is and will remain an independent contractor in its relationship to the District. The District shall not be responsible for withholding taxes with respect to the Contractor's compensation. The Contractor shall have no claim against the District for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
- 7. Successors and Assigns.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns. However, the

Contractor shall not assign any of its rights under this Agreement, or delegate the performance of any of its duties, without the prior written consent of the District.

8. **Choice of Law.** The laws of the state of Minnesota shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties.

9. **Entire Understanding.** This document constitutes the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties agree that facsimile signatures shall be as effective as if originals.

Blue Sky, Inc.

A handwritten signature in blue ink, appearing to read "Steven Schmit", written over a horizontal line.

By: Steven Schmit
Its: CEO

Detroit Lakes Public School: ISD # 22

A handwritten signature in blue ink, appearing to read "Karen Mudell", written over a horizontal line.

By: Karen Mudell
Its: Director of Special Education

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION

WHEREAS, verbal notice of intent to expel a male high school student November 3, 2021, was served on the student and his parent on in person by Joshua A. Omang, Principal, on **November 4, 2021**; and

WHEREAS, the notice of intent to expel complied with the Minnesota Pupil Fair Dismissal Act, Minn. Statute 121A, subd. 2; and

WHEREAS, the student and parent have signed a Waiver of Rights to Expulsion Hearing; and

WHEREAS, school board members have had an opportunity to review the Report and Recommendation submitted by the administration;

NOW THEREFORE, be it hereby resolved as follows:

1. The administration's Report and Recommendation is hereby adopted in full and incorporated herein by reference; and
2. Based upon the written Report and Recommendation, the male high school student is hereby expelled for the remainder of the 2021-2022 School Year.

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

And the following voted against:

WHEREUPON said resolution was declared passed and adopted.

DETROIT LAKES PUBLIC SCHOOLS - ISD NO. 22
DETROIT LAKES HIGH SCHOOL
INDEPENDENT PROVIDER APPLICATION AND APPROVAL FORM
FOR A EXTRA-CURRICULAR PROGRAM

Today's Date: _____

Independent Provider: Detroit Mountain Recreation Area
Contact Person: Tony Schmitz
Address: 29409 170th St Detroit Lakes mn
Telephone: 218 844 7669
Name of Program: Detroit Lakes Alpine Race Team

CRITERIA

1. The program may not duplicate an existing high school activities program and may not discriminate against student membership based on sexual, racial, or religious background, color, disability, national origin or any other protected category.
2. All students will be responsible for following all school district rules and policies concerning student activities, including, but not limited to: attendance, conduct, scholastic standing, and other eligibility requirements.
3. Each student will register with the office of student activities and pay a registration fee.
4. All costs associated with the program will be borne by the Independent Provider or by the participants on a fee basis.
5. The Independent Provider shall use School District or the School District's approved carrier for transportation to and from events at the independent providers expense.
6. The Independent Provider will provide to the school district proof of adequate liability insurance to provide for the safety of the student participants naming School District 22 as an additional insured party.
7. The independent provider will provide to the school district proof of adequate worker's compensation coverage.
8. The school district will provide copies of its Code of Conduct, Data Privacy, and Sexual, Racial, Religious Harassment and Violence policies to the Independent Provider for distribution to all personnel who will be working with the students.
9. The Independent Provider will provide the school district with written authorization for criminal background checks on all employees/volunteers who will be working with the students at the expense of the independent provider. Can they do this? We can provide for \$15/coach *Yes - how do we share?*
10. In general, the activities of the program will be conducted at the site of the Independent Provider, but the District's facilities may be used on an availability basis.
11. If students compete only on an individual basis, students from other schools may be in the program provided a MSHSL Cooperative agreement can be obtained, but only District students will be eligible for District awards.
12. Student participants will be eligible to receive school awards. To be eligible to receive a varsity letter the participant must meet the following criteria:
 - a. There must be a time commitment roughly equivalent to other District activities of at least 150 hours during the "season" of participation.

**AGREEMENT FOR THE PROVISION OF SERVICES TO
DETROIT LAKES PUBLIC SCHOOLS ISD 22**

THIS AGREEMENT, is made and entered into by and between Detroit Lakes Public Schools ISD 22, Detroit Lakes (hereinafter referred to as the "School District", and Detroit Lakes Alpine Race Team (hereinafter referred to as the Provider/Contractor"

RECITALS

WHEREAS, the School District desires to enter into an agreement with a qualified party to provide certain services; and

WHEREAS, the Provider/Contractor is duly qualified and willing to provide said extra-curricular services; and

WHEREAS, the School District is willing to enter into an agreement with the Provider/Contractor to provide said services on the terms, covenants, and conditions hereinafter set forth; and

WHEREAS, the School District is authorized and empowered to secure from time to time certain services through contracts with qualified individuals; and

WHEREAS, the Provider/Contractor understands and agrees that;

1. The Provider/Contractor will act as an independent contractor in the performance of all duties under this agreement;
2. The Provider/Contractor is not an agent, servant or employee of the School District and shall not make any such representations nor hold himself/herself out as such;
3. The Provider/Contractor shall have no authority to bind the School District for the performance of any services or to otherwise obligate the School District, the Provider/Contractor's authority being specifically limited to the duties assigned to the Provider/Contractor under this agreement;
4. The Provider/Contractor shall not be considered, under the provisions of this agreement or otherwise, as having employee status, and accordingly, the Provider/Contractor shall be responsible for payment of all taxes, including federal, state and local taxes arising out of the Provider/Contractor's activities under this agreement, including, but not limited to, federal and state income tax, FICA, unemployment insurance taxes, and any other taxes or business license fees as required; and
5. The Provider/Contractor shall not accrue any continuing contract rights for the services performed pursuant to the agreement.

6. The Provider/Contractor shall use the School District or the School District's approved carrier for transportation to and from events at the independent contractor
7. The Provider/Contractor shall provide the School District **with proof of general liability** and workers compensation insurance and name the School District as an additional insured party.
8. The Provider/Contractor shall comply with all School Board policies, procedures, rules and regulations as outlined in the information packet provided.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

ARTICLE I **SERVICES TO BE PROVIDED**

- **Section I. Provision of Services:** The Provider/Contractor agrees to provide to the School District services relating to an Alpine Ski Team. The Provider/Contractor agrees to perform and complete the objectives described in the Independent Provider Application and Approval Form, attached hereto as Exhibit A and incorporated herein by reference.

ARTICLE II **COMPENSATION**

- **Section I. Compensation/Fees:** The Provider/Contractor shall set fees for its program and is responsible for collecting fees from student participants. The School District is not responsible for any unpaid fees.

ARTICLE III **TIME DEVOTED BY THE PROVIDER/CONTRACTOR**

- **Section I. Hours:** It is anticipated that the Provider/Contractor will spend approximately 12 hours per week in fulfilling the Provider/Contractor's obligations under this agreement. The particular hours may vary from day to day or week to week. However, the Provider/Contractor shall devote approximately one hundred fifty (150) hours per "season" to the Provider/Contractor's duties in accordance with this agreement.

ARTICLE IV **EXPENSES**

- **Section 1. Expenses:** The Provider/Contractor shall be responsible for all costs and expenses related to performing the services required under this agreement.

ARTICLE V **DURATION OF THE AGREEMENT**

- **Section 1. Duration:** This agreement shall commence upon the date of execution by all parties and will terminate on June 30, 2022. This agreement will remain in full force and effect, but may be terminated by either party upon written notice to the other party; provided, however, any termination shall not be effective less than thirty (30) days following said notice.

- **Section 2. Authorized Agent of the School District:** The School District's authorized agent for the purpose of administration of the agreement is the Detroit Lakes High School Activities Director. Said agent shall have final authority for approval and acceptance of the Provider/Contractor's services performed under this agreement and shall further have responsibility for administration of the terms and conditions of this agreement.
- **Section 3. Amendments:** No amendments or variations of the terms and conditions of this agreement shall be valid unless in writing and signed by parties.
- **Section 4. Severability:** All terms and covenants contained in this agreement are severable. In the event any provision of this agreement shall be held invalid by any court of competent jurisdiction, this agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.
- **Section 5. Assignability:** The Provider/Contractor's rights and obligations under this agreement are personal and not assignable or transferable.
- **Section 6. Choice of Law:** The laws of the State of Minnesota shall govern as to the interpretation, validity and effect of this agreement. The captions and headings of the provisions under this agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.
- **Section 7. Data:** The Provider/Contractor agrees that any information and data received by the Provider/Contractor during the term of this agreement shall be treated and maintained by the Provider/Contractor in accordance with all applicable federal, state and local laws, rules and regulations governing same, including, but not limited to, the provisions of the Minnesota Government Data Practices ACT, Minnesota Statutes Chapter 13
- **Section 8. Entire Agreement:** This agreement is the entire agreement between the School District and the Provider/Contractor and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside this agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this agreement.

ARTICLE VI
INSURANCE AND OTHER BENEFITS

- **Section 1. Insurance:** During the term of this agreement, it is specifically agreed and understood that the Provider/Contractor shall not be eligible for nor provided school district insurance coverage of any kind, including, but not limited to, health, medical, dental, life, and long-term disability.
- **Section 2. Other Benefits:** It is specifically agreed and understood that the Provider/Contractor shall not be eligible for nor provided any other school district benefits, including but not limited, workers compensation and unemployment benefits.

ARTICLE VII
INDEMNIFICATION

- **Section 1. Release and Indemnity:** The Provider/Contractor agrees to hold harmless the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the Provider/Contractor, or the Provider/Contractor's employees or agents, in regard to the Provider/Contractor's performance under this agreement, and for any action commenced against the School District or any of its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives, the Provider/Contractor shall assume full responsibility and shall indemnify the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines, or judgments, including costs, attorney's and witness fees, and expenses incident thereto.

ARTICLE VIII
GENERAL

- **Section 1. Notices:** All notices or other communications shall be adequately served and shall be deemed served when mailed by certified or registered mail, postage prepaid, with proper address as indicated below. The School District or the Provider/Contractor may, by written notice given by each to the other, designate any address or addresses to which notices or other communications to them shall be addressed when required as contemplated by this agreement. Until otherwise provided by the respective parties, all notices or communications to each of them shall be addressed as follows:

To the School District:

Detroit Lakes Public Schools
Detroit Lakes High School Activities
1301 Roosevelt Ave
Detroit Lakes, MN 56501
Attn: Activities Director

To the Provider/Contractor:

~~D-Team~~ Detroit ~~Base~~ Mountain Recreation
Address 29409 170th St Area

WHEREFORE, this agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this agreement on behalf of the respective parties and state that this agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby acknowledges receipt of a copy hereof.

Dated: _____

DETROIT LAKES PUBLIC SCHOOLS

By: _____

Position/Title: _____

PROVIDER/CONTRACTOR

By: _____

Position/Title: _____



School Board Meeting Agenda Memorandum

Nancy Olson, HR Director
Detroit Lakes Public Schools
nolson@detlakes.k12.mn.us

DATE: November 10, 2021

TO: Mark Jenson, Superintendent and Board of Education

FROM: Nancy Olson – Human Resources Director

SUBJECT: 2022 Renewal for Employee Medical Flex Spending Accounts (FSA),
Dependent Care FSA and Health Savings Accounts (H.S.A.)

Detroit Lakes Public Schools contracts with Further (formerly Select Account) for benefit plan administration for employee Medical Flex Spending Accounts (FSA), Dependent Care Accounts and Health Savings Accounts (H.S.A.) plans. No changes to plan designs will be made.

The renewal rates for 2022 reflect a 0% increase as follows:

Flexible Spending Accounts (FSA) - \$4.30 per member per month

H.S.A. - \$2.40 per member per month

Plan administration costs are off-set by savings in the employer FICA match.

Administration recommends approval of the renewal of the contract with Further for the 2022 FSA and H.S.A plan administration.

CC: Kathy Owens

Minnesota Service Cooperatives Pricing*

Members with Single Account
VEBA Thrift Saver
VEBA Basic Saver
VEBA Premium Saver
VEBA Investment Fee - optional
HSA Thrift Saver
HSA Basic Saver
HSA Premium Saver
HSA Investment Fee - optional
FSA
HRA
Wellness
Quarterly Paper Statement - optional
Pay the Provider - optional

Members with Stacked Accounts
VEBA Thrift Saver & FSA
VEBA Basic Saver & FSA
VEBA Premium Saver & FSA
HSA Thrift Saver & FSA
HSA Basic Saver & FSA
HSA Premium Saver & FSA
HRA & FSA

No annual employer fee for single or stacked accounts

Adopting the Coop Health care NOT through Coop

Monthly Participant Fee
\$0.95
\$2.40
\$3.95
\$1.50
\$0.95
\$2.40
\$3.95
\$1.50
\$4.30
\$4.30
\$0.95
\$0.25
NA

Adopting the Coop Health care NOT through Coop

Monthly Participant Fee
\$4.30
\$4.30
\$4.30
\$4.30
\$4.30
\$4.30
\$4.30

*Rates are effective through 2022 renewal and are contingent upon the following electronic usage requirements:

The following fees will be waived -
set up, renewal, cafeteria
nondiscrimination testing, annual trust,
debit card, transaction fees, account
closing fee.

^a Group/Employer must register and utilize group portal.

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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 (No 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 (~~Minnestoa 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, ~~Minnestoa 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 _____

U.S. Mail
 City _____ State _____ Zip _____ Phone No. _____
 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



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

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: _____

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 206
Date Revised: 02/09/04; 01/10/05; 05/15/06; 03/09/09; 03/08/10; 05/12/14; 8/13/18; 5/17/21	

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title, job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of

public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data ~~about~~ applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence; except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; ~~and~~ any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address, either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against the appointee; and upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

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

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. §13D.05 (Not Public Data).
 4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person must be a resident of the district or a parent of a student. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. ~~Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.~~
- ~~32.~~ The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
- ~~43.~~ The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

54. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
65. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
76. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
87. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

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

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

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

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



School Board Meeting Guidance

In light of the disruptions and other inappropriate conduct occurring at too many school board meetings, MSBA offers this guidance in addition to the other supports available to school boards.

School Board Meeting Management

Public Comment Opportunity and Rules

It is important to note that Minnesota's Open Meeting Law (OML) does not require a public comment opportunity during a school board meeting. The [Minnesota Department of Administration's Data Practices Office](#) confirms this point:

Generally, the OML gives the public the right to attend meetings of public bodies in order to watch and listen to the proceedings. It does not guarantee the right to speak at an open meeting. If a public body chooses to allow public comments, the body can set the rules for commenters.

Most Minnesota public bodies, including school boards, choose to allow public comments. MSBA Model Policy 206—*Public Participation in School Board Meetings*—provides a starting point for school boards that allow public comment at board meetings. Policy 206 includes examples of rules for public comment.

Public comment rules enable the public and the board to have common expectations regarding comments. MSBA encourages school boards to review their policy and procedures and adjust them to fit local circumstances.

School boards should confirm that public speakers know the rules. In some school districts, the board chair reads the rules before public comment begins. In other districts, a copy of the rules accompanies a sign-up page and/or is posted on the podium or desk from which members of the public speak.

School boards should follow the rules consistently. This approach avoids the appearance of preferential treatment of some speakers and maintains the understanding that the board has established rules that require compliance.

It may be useful for the board chair to note that board members and staff will not engage in dialogue with speakers during the public comment period. Notes may be taken to allow for contact speakers after the meeting.

The Chair's Role

The school board chair plays a pivotal meeting management role. Calm, clear, and consistent interaction with public speakers, even those who may be hostile, can maintain order and allow the meeting to proceed.

A gavel can be an indispensable tool in meeting management. Through consistent use of a gavel to open and close meetings, to announce a vote, and to restore order, a board chair enacts the role of meeting facilitator. A quick tap of the gavel can return focus to the chair, especially in circumstances in which order must be regained. A chair should not strike the gavel repeatedly as a means of silencing a disruptive speaker, for this approach tends to inflame tension and to achieve counterproductive results.

A Break to Restore Order

If the school board chair cannot restore order, two options are available: a recess and a meeting continuation.

Motion to Recess

If disruption occurs during a meeting, a recess may be implemented either through a motion or through a chair decision (the chair may call in exigent circumstances that require immediate action).

Motion to Recess Procedure

1. Motion and second required
2. Not debatable
3. Can be amended regarding the length of time
4. Majority vote

The motion to recess can be for a specific amount of time. Alternatively, it can be "to the call of the chair." This option allows the board chair to determine when the meeting can be resumed.

If the disruption is at the start of the school board meeting, the board chair can call the meeting to order and then call an immediate recess "to the call of the chair without objection." The phrase "without objection" invites other board members to object if they so choose. This approach can also be used if the disruption or other factor requires an immediate break in the meeting.

During a recess, the board goes to multiple rooms (so that there is not a quorum in any one room). The chair, superintendent, or other school employee monitors to see whether people are prepared to listen quietly.

If the disruption ends and the meeting can be resumed, the board returns to the meeting room and the board chair calls the meeting to order.

Motion to Continue

If a disruption continues and order cannot be restored, the board has choices:

1. The board can return to the board table and adjourn the meeting.

2. The board can return to the meeting room and move to continue the meeting until the next day (this is a motion to continue and must state the date, time, and place for the continued meeting---it is best to know the new time, date, and place before re-entering the board room: the superintendent can check board member availability before returning to the board room).

Motion to Continue Procedure

1. Motion and second required
2. Not debatable
3. Cannot be amended
4. Majority vote required
5. "I move to continue the meeting tomorrow at 8:00 a.m. in this room"

Legal Options and Law Enforcement

In some circumstances, the presence of law enforcement can help a school board run a positive, engaged meeting without undue disruption. In some school districts and other local governmental bodies, law enforcement attends every meeting. In other situations, law enforcement is asked to attend a particular meeting. In either case, it is essential that expectations and process are clearly understood by the board and law enforcement before the meeting begins. This includes discussion about who will determine whether conduct is disruptive and the actions to be taken.

The school board and law enforcement must follow the law, including the First Amendment, and school district policy. For example, a school board may not challenge a public comment speaker on the basis of the viewpoint that the speaker is expressing. On the other hand, a speaker who violates school district policy and/or the law may be subject to action, including action involving trespass or disorderly conduct laws.

Trespass

MSBA Model Policy 903—*Visitors to School District Buildings and Sites*—states in part:

An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

This policy is based in part upon [Minnesota Statutes 609.605](#), Subd. 4, which states in part:

Subd. 4. Trespasses on school property.

(d) It is a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the

property. As used in this paragraph, "school property" has the meaning given in section [152.01, subdivision 14a](#), clauses (1) and (3).

(e) A school principal or a school employee designated by the school principal to maintain order on school property, who has reasonable cause to believe that a person is violating this subdivision may detain the person in a reasonable manner for a reasonable period of time pending the arrival of a peace officer. A school principal or designated school employee is not civilly or criminally liable for any action authorized under this paragraph if the person's action is based on reasonable cause.

(f) A peace officer may arrest a person without a warrant if the officer has probable cause to believe the person violated this subdivision within the preceding four hours. The arrest may be made even though the violation did not occur in the peace officer's presence.

Disorderly Conduct

Minnesota law on disorderly conduct illustrates the balance that school boards must take. [Minnesota Statutes 609.72](#)—Disorderly Conduct—states:

Whoever does any of the following in a public or private place, including on a school bus, knowing, or having reasonable grounds to know that it will, or will tend to, alarm, anger or disturb others or provoke an assault or breach of the peace, is guilty of disorderly conduct, which is a misdemeanor:

- (1) engages in brawling or fighting; or
- (2) [[disturbs an assembly or meeting, not unlawful in its character](#)]; or
- (3) engages in offensive, obscene, abusive, boisterous, or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

In *State v. Hensel* (2017), the Minnesota Supreme Court invalidated the highlighted language as it was applied in a Minnesota city council meeting. As the *Star-Tribune* reported in April 2017, the Minnesota Supreme Court wrote:

The statute is broad and ambiguous, prohibiting any conduct or speech that "disturbs an assembly or meeting," whether expressive or not. An individual could violate the statute by, for example, wearing an offensive t-shirt, using harsh words in addressing another person, or even raising one's voice in a speech.

The *Hensel* decision does not bar a school board or law enforcement from taking action, which may include removal of a disruptive individual. For example, an individual who engages in the type of conduct or language described under (3) above could be removed and potentially cited under this statute. Before removal, the board chair and law enforcement should attempt other means to restore order.

Public Comment Participation

The public comment period that Minnesota public bodies, including school boards, have created are a *limited public forum* under First Amendment law. This means that the school board may place reasonable time, place, and manner and other limitations upon the public's participation in public comment. It is important to consider that individuals have multiple means of communicating with the school board and the school district. These alternative means, together with the limited public forum of the public comment period, foster open communication.

The following options are available to school boards as they develop a local process for public comment.

Who can participate?

A school board may choose to provide public comment opportunities to individuals who have a direct relationship with the school district. Perhaps the most efficient method of setting this rule is to announce it as an expectation (rather than attempt to enforce it through requesting a speaker's address or other forms of 'proving' residency).

In keeping with this recommendation, the school board chair may open the public comment period by stating that the board expects that only individuals who meet one or more of these categories will seek to address the board:

1. District resident
2. District taxpayer
3. District Student
4. District Parent/Guardian
5. District Staff

What can be discussed?

A school board may choose to ensure that public comments are related directly to the school board's business. To achieve this, some school boards implement one or more of the following requirements:

1. Public comment must focus upon an item on the board agenda
2. Individual may speak on a subject at one meeting (not at multiple meetings)

How can a person participate?

Some school districts require that individuals contact the district before the meeting in order to sign up to speak during the public comment period. The sign-up period could be the day or week before the meeting. Options include:

1. Individuals must contact the district to request an opportunity to speak
2. Individuals must sign-up at the board meeting

School districts considering a sign-up list that includes information in addition to the speaker's name are encouraged to contact MSBA.

Many Minnesota public bodies establish time limitations upon public comment. Time limitation options include:

1. ___ minutes maximum per speaker
2. ___ minutes per public comment period

When should public comment occur?

The common practice is to allow public comment early in the school board's meeting. This approach may enable individuals to share their thoughts and depart rather than remain for the entire meeting. At the same time, the school board's priority must be to take the board actions necessary to govern and manage the district. For this reason, boards may consider holding the public comment opportunity at a different time. Options include:

1. Before the board meeting (Listening Session)
2. Late in the agenda

MSBA is proud to support Minnesota's school boards as they serve their students and their communities. Please contact MSBA for additional guidance and support.

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 415
Date Revised: 2/9/04, 01/11/10, 04/09/12; 11/12/20	

415 - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults 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 maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care of services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. §626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of: an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. §626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or

other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally 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. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
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)

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Date Revised: 08/11/2003; 05/15/2006; 11/10/2008	

416 DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. ~~It is the belief of t~~The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver’s license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver’s license, submit to drug and alcohol testing ~~-in~~ accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or

other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the ~~Evidential Breath Testing Device~~ (EBT).
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. "~~Department of Transportation~~ ~~DOT~~" (DOT) means United States Department of Transportation.

7. "Driver" is any person who operates a ~~CMVCommercial Motor Vehicle~~, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and ~~it a determination has been made determined that there was no~~ adequate medical explanation for the failure ~~exists~~; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the ~~Medical Review Officer MRO~~ or the ~~Designated Employer Representative DER~~; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the ~~MROMedical Review Officer~~ as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ~~ASDA~~alcohol Screening Device.

13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before ~~the MRO~~~~a Medical Review Officer~~ completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a ~~DOT~~~~Department of Transportation~~ drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a ~~CMV~~~~Commercial Motor Vehicle~~.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus

drivers. The program manager is the principal contact for the collection site, the testing laboratory, the ~~MRO~~Medical Review Officer, the ~~BAT~~Breath Alcohol Technician, the ~~SAP~~Substance Abuse Professional, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a ~~CMV~~Commercial ~~Motor Vehicle~~ while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a ~~CMV~~Commercial ~~Motor Vehicle~~. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale,

exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed ~~if~~ if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a ~~CMVCommercial Motor Vehicle~~. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

b. Tests shall be conducted only after the applicant has received a conditional offer of employment.

c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's

successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

a. As soon as practicable following an accident involving a CMV Commercial Motor Vehicle, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.

b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.

c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.

d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.

e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.

f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA.] The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances

violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a ~~SAP~~ Substance Abuse Professional has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

6. Follow-Up Testing. When a ~~Substance Abuse Professional (SAP)~~ has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing –establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a ~~SAP~~Substance Abuse Professional and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: ~~Effective August 1, 2001, t~~The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three- (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The ~~DER~~Designated Employer Representative shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the ~~Medical Review Officer (MRO)~~ by the testing laboratory. The MRO reports the results to the ~~DER~~Designated Employer Representative. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-

two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the ~~Medical Review Officer (MRO)~~ shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that ~~there is~~ a legitimate explanation for the donor's failure to contact him/her within seventh-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether ~~there is~~ an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the ~~DER Designated Employer Representative~~ and the employee when ~~there is~~ no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the ~~Medical Review Officer (MRO)~~ is unable to reach the donor directly, the MRO must contact the ~~Designated Employer Representative (DER)~~ who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The ~~MRO Medical Review Officer~~ may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the ~~MRO Medical Review Officer~~ within seventy-two (72) hours of being instructed to do so by the ~~DER Designated Employer Representative~~; or
 - (3) The ~~MRO Medical Review Officer~~ and the ~~DER Designated Employer Representative~~, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: ~~Effective February 1, 2002, t~~The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a ~~BAT Breath Alcohol Technician~~ using an Evidential

~~Breath Testing Device (EBT)~~ or an ~~SST Screening Test Technician~~ using an ~~Alcohol Screening Device (ASD)~~. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ~~ASD Alcohol Screening Device~~, the ~~DER Designated Employer Representative~~ will immediately arrange to use an ~~EBT Evidential Breath Testing Device~~. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an ~~Evidential Breath Testing Device-EBT~~ will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the ~~DER Designated Employer Representative~~.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the ~~SAP Substance Abuse Professional~~; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test

after completion of the program.

- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [**Medtox, St. Cloud, Minnesota, 800-508-9675/320-251-9675**], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The ~~Federal Department of Transportation (DOT)~~ publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]

- 2. The required records shall be retained for the following minimum periods:

Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of ~~SAPs Substance Abuse Professionals~~ readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an ~~Substance Abuse Professional (SAP)~~ and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

c. Drivers are responsible for payment for ~~SAPs Substance Abuse~~

~~Professional~~ evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of ~~CMVs Commercial Motor Vehicles~~ who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and

alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).

5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another

laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay

must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
[Minn. Stat. Ch. 43A \(State Personnel Management\)](#)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)

[Minn. Stat. § 152.32 \(Protections for Registry Program Participation\)](#)

Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031 (Motor Carrier Rules)

49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)

49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

[MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a "Driver Acknowledgment-Drug and Alcohol Testing Policy Materials" form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a "Bus Driver or Driver Applicant-Authorization to Release Information" form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment C is a "Bus Driver or Driver Applicant-Refusal to Submit to Testing" form. It is referred to in Article III., Section H., Paragraph 7. of the policy.

Attachments D through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment D is a "Pretest Notice" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment E is a "Notice of Test Results and Various Rights" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment F is an "Explanation of Positive Test Result" form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment G, entitled "Acknowledgment-Drug and Alcohol Testing Policy," to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

(Place on District Letterhead)

**— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION**

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *Section I-A*. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | | | |
|---|-------------------|------|-----|------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES | ____ | NO | ____ |
| 2. Did the employee have verified positive drug tests? | YES | ____ | NO | ____ |
| 3. Did the employee refuse to be tested? | <u> </u> YES | ____ | NO | ____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES | ____ | NO | ____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES | ____ | NO | ____ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A | ____ | YES | ____ |
| | | | NO | ____ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in *Section II-A*: _____

Title: _____

Phone #: _____

Date: _____

(Place on District Letterhead)

— BUS DRIVER OR DRIVER APPLICANT —
REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form; ~~or~~
- Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

G Employee refusal to sign

Supervisor's Initials: _____

(Place on District Letterhead)

— PRETEST NOTICE —

I the undersigned employee/job applicant of Independent School District No. _____, 22,
_____, Detroit Lakes, Minnesota ("School District") do hereby acknowledge that I have
been provided a copy of the School District's Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

(Place on District Letterhead)

[Employee Name]
[Employee Address]

**RE: Drug and/or Alcohol Test
[Date of Testing]**

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. ~~_____~~, ~~22, _____~~ Detroit Lakes, Minnesota has received the test result report from the testing laboratory:

- Your initial screening test result was negative.
- Your confirmatory test result was negative.
- Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who

has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

(Place on District Letterhead)

EXPLANATION OF POSITIVE TEST RESULT

I the undersigned employee/job applicant of Independent School District No. 22, Detroit Lakes, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

(Place on District Letterhead)

(Place on District Letterhead)

**— ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY**

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 22, Detroit Lakes, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy. (employee).
- Upon my hire. (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

Date Adopted: 06/13/83	File Number: Detroit Lakes Policy - 417
Date Revised: 10/13/97, 08/10/2009, 07/10/2013	

417 - CHEMICAL USE/ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes, but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

- 2. Each school shall have age-appropriate, and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and

- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
 3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.
- C. Preassessment Team.
 1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices.

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records.
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school, board shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and

- b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 - 1. The dangers and health risks of chemical abuse in the workplace/school.
 - 2. The school district's drug-free workplace/drug-free school policy.
 - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- 4. The penalties that may be imposed on employees for drug abuse violations.
 - B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. 121A.25-121A.29 (Chemical Abuse)
 Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 138.163 (Records Management Act)
 Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)
~~MSBA/MASA Policy 506 (Student Discipline)~~
 MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
[MSBA/MASA Policy 506 \(Student Discipline\)](#)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Date Adopted: 10/11/93	File Number: Detroit Lakes Policy - 418
Date Revised: 01/11/99, 08/10/2009, 07/10/2013	

418 - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when ~~for~~ any student, teacher, administrator, other school district personnel, or member of the public ~~to use~~ uses or possesses alcohol, toxic substances, or controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- ~~D.~~ "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~E.~~ "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- ~~F.~~ "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

~~FG.~~ "School location" includes any school building or on any school premises; ~~in~~ any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy ~~for does not occur when~~ a person ~~to~~ brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person ~~to~~ possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. §§_8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- ~~G.~~ Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission ~~shall apply~~ in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students-

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees-

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public-

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
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- Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (~~Liquor~~[Alcohol](#) in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)
- Cross-References:** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use ~~and~~ Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

/Date Adopted: 06/15/87	File Number: Detroit Lakes Policy - 419
Date Revised: 06/08/98, 04/13/09, 5/10/10, 07/10/13; 8/13/18	

419 - TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, ~~tobacco-related devices, or carries or uses an activated electronic delivery device~~ ~~cigarette~~ in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy ~~occurs when for~~ any elementary school, middle school, or secondary school student to possess any type of tobacco, tobacco-related devices, or electronic ~~cigarette~~ ~~delivery devices~~ in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic delivery devices ~~cigarettes~~. The school district will not promote or allow promotion of tobacco products or electronic delivery devices ~~cigarettes~~ on school property or at school-sponsored events.***

III. ~~TOBACCO AND TOBACCO-RELATED DEVICES DEFINED~~ DEFINITIONS

- A. ~~"Electronic delivery devicecigarette" means any oral device-product containing or delivering that provides a vapor of liquid nicotine, lobelia, and/or any other similar substance, whether natural or synthetic, intended for human consumption, ~~and the use or through~~ inhalation of ~~which simulates smoking~~ aerosol or vapor from the product. Electronic delivery device The term shall include but is not limited to ~~any such devices, whether they are~~ manufactured, ~~distributed,~~ marketed, or sold as electronic- cigarettes, electronic -cigars, electronic- pipes, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.~~
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- ~~CD.~~ "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco-related products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- ~~DE.~~ "Smoking" means inhaling, ~~smoke or~~ exhaling, burning, or carrying from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or plant, whether natural or synthetic, that is intended for inhalation product. Smoking ~~also~~ includes carrying a lighted cigar, cigarette, pipe, or using an activated any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product."

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco--cessation product, as a tobacco--dependence product, or for other medical purposes, and is being marketed and sold solely for such

an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[Note: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students Rights; Responsibilities and Behavior.

Date Adopted: 01/09/81	File Number: Detroit Lakes Policy - 420
Date Revised: 2/9/04; 01/10/05; 05/15/06, 5/10/10	

420 - STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, ~~(Human Immunodeficiency Virus)~~ ~~(HIV)~~, Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

~~It is~~ ~~that~~ The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

~~It is the~~ policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions-

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions-

1. Detroit Lakes Schools, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the ~~AIDS or HIV infected~~ student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation-

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions-

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing-

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting-

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention-

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting, sexually transmitted diseases and infections for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;

8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening-

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings ~~containment~~ in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 140~~01~~ et seq. (~~IDEA~~) (Individuals with Disabilities Education Act of 2004)
29 U.S.C. § 794 et seq. (~~§ 504 of~~ Rehabilitation Act of 1973 § 504)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 421
Date Revised: 03/09/2015; 8/13/18	

421 - GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITION

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - MSBA - 422
Date Revised: 8/11/03	

422 - POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints-Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising.
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interview of Students by Outside Agencies
<u>Model Policy 522</u>	<u>Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process</u>
Model Policy 524	Internet Acceptable Use <u>and Safety</u> Policy
Model Policy 525	Violence Prevention
<u>Model Policy 535</u>	<u>Service Animals in Schools</u>
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
<u>Model Policy 711</u>	<u>Video Recording on School Buses</u>
<u>Model Policy 712</u>	<u>Video Surveillance Other Than on Buses</u>
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

Date Adopted: May 13, 2002	File Number: Detroit Lakes Policy - 423
Date Revised: 8/11/03; 10/21/19	

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting

with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints–Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the [Minnesota Professional Educator Licensing and Standards Board of Teaching](#) or the appropriate licensing authority [and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults](#). School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: [Minn. Stat. § 13.43, Subd. 16 \(School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact\)](#)
[Minn. Stat. § 122A.20, Subd. 2 \(Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of Teaching\)](#)
[Minn. Stat. § 122A.40, Subds. 5\(b\) and 13 \(b\) \(Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions\)](#)
[Minn. Stat. §§ 609.341–609.352 \(Defining “intimate parts” and “position of authority” as well as detailing various sex abuse convictions\)](#)
[Minn. Stat. § 626.556 \(Reporting of Maltreatment of Minors\)](#)
[Minn. Stat. § 626.557 \(Reporting of Maltreatment of Vulnerable Adults\)](#)
[Minn. Rules Part 3512.5200 \(Code of Ethics for School Administrators\)](#)
[Minnesota Rules, Part 8710.2100 \(Code of Ethics for Minnesota Teachers\)](#)

Cross Reference: MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

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 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

Date Adopted: May 13, 2002	File Number: Detroit Lakes Policy - 424
Date Revised: 02/09/04	

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota ~~Department of Education~~ Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. §122A.16 (Qualified Teacher Defined)
Minn. Stat. §122A.22 (District ~~Verification~~Recording of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment: Contracts; Termination – Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver-Ploeg), June 8, 1992, affirmed, 1993 WL 129639, ~~1993 Minn. App. Lexis 442~~ (Minn. App. 1993), ~~April 27~~

X. A. RECOMMENDATION FOR REDUCTION IN PROGRAMS AND POSITIONS

Description: Each year the Board of Education and administration give careful consideration to programs and staffing needs for the District as they are influenced by budget constraints. As a result of current economic forecasts at the state and national level, as well as District #22 financial forecasts, the administration proposes the following recommendation.

Recommended Motion: Motion that the Board of Education directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions as a result of the reduction of school revenues, and to provide information to the School Board for the Discontinuance of Programs, Curtailment of Programs, Discontinuance of Positions, or Curtailment of Position with the School District.

DETROIT LAKES PUBLIC SCHOOLS
November 15, 2021 – Regular School Board Meeting

Member **John Steffl** introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASON
THEREFOR.**

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure and must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

Kylie Johnson and upon vote being taken thereon, the following

voted in favor thereof:

Erickson, Henderson, Johnson, Pedersen, Steffl, and Thomas

and the following voted against the same:

None

whereupon said resolution was declared duly passed and adopted.

FORM A

RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #22 School Board recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Detroit Lakes Public School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair

Date

Board Clerk - Treasurer



School Board Meeting Agenda Memorandum

Nancy Olson, HR Director
Detroit Lakes Public Schools
nolson@detlakes.k12.mn.us

DATE: November 7, 2021
TO: Board of Education
FROM: District Bargaining Committee - Board Members: Amy Erickson, Kylie Johnson, John Steffl
Administrators: Mark Jenson (Supt), Jason Kuehn (Finance Director), Nancy Olson (HR Director)
SUBJECT: **2021-23 Teacher Contract Settlement (Education Minnesota-Detroit Lakes)**

The district bargaining committee for contract negotiations is recommending the approval of the Teacher Master Agreement for 2021-2023. EMDL ratified the tentative agreement on November 2, 2021.

Financial Improvements:

Salary Schedule & Hourly Pay Increases:

- 2021-22: 1.75% (Steps 1-14) / 2.2% longevity (for teachers not receiving a step increase)
- 2022-23: 2.00% (Steps 1-14) / 2.2% longevity (for teachers not receiving a step increase)
- Step movement each year for applicable teachers
- ECFE/LR, ABE hourly pay increases: 1.75% year 1 / 2.0% year 2
- Increases to the district's contribution to health insurance: 2021-22: \$580(single)/\$1,195(family) and 2022-23: \$580(single)/\$1,210(family)
- Extra Compensation Pay
 - Teachers "subbing" for absent teachers during their prep time: \$27/hour
 - Combined classroom / absorbing students of an absent teacher: \$120/day - \$60/half-day. Proportional split for affected teachers
- Stipends (one-time):
 - \$500 retention pay per FT teacher who was employed in 2020-21 and returned for 2021-22
 - \$500 stipend for each FT teacher who is fully vaccinated by December 27, 2021
- Changes to Schedules C as recommended by the Schedule C Committee

Language / Other Benefit Changes:

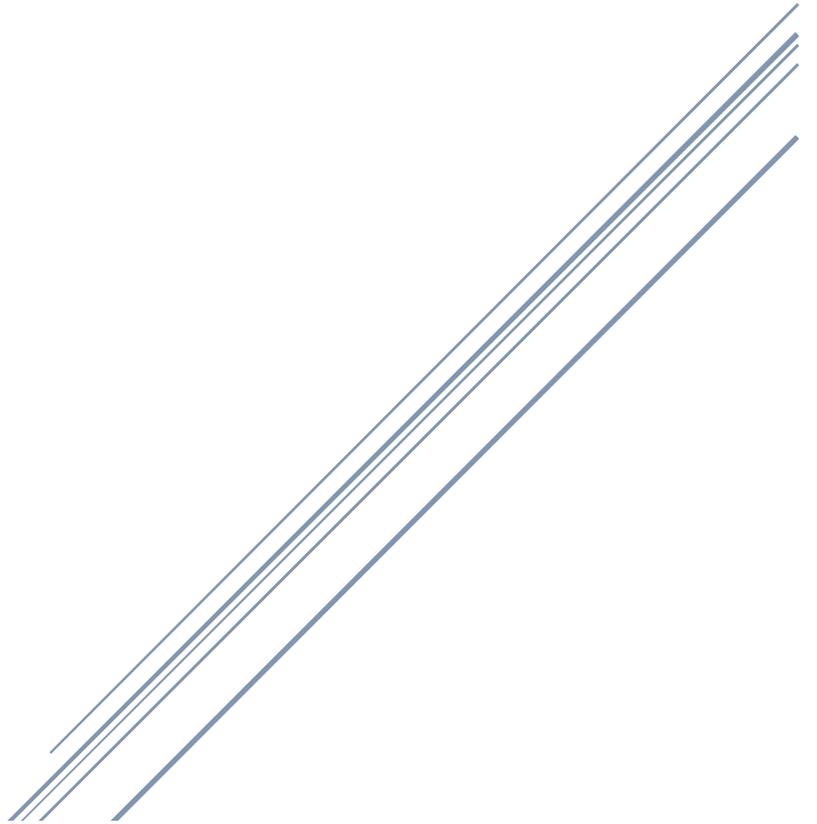
- Paid Leaves:
 - Family Military Leave – up to 2 days for foreign deployment of eligible family member
 - Bereavement Leave – eligible for use for death of teacher's 1st cousin
 - Parental and Adoption Leave – up to 3 days of sick leave may be used
- Fair Share Fee / Due Check off changes
- Steps/Increment advances for # of days worked
- Long-Term Disability Insurance premiums calculated on base salary only
- Personal Leave allowance for certain "lifetime" events
- Total 2-year Package Increase: 7.54% (\$1,623,990) plus up to \$232,000 for stipends

The district bargaining committee recommends approval of this agreement

Detroit Lakes Public Schools

World's Best Workforce Plan 2021-2022

Charting a Course for Excellence



The World's Best Workforce Plan (MN Statute 120B.11) is a comprehensive, long-term, strategic plan to support and improve teaching and learning with the ultimate goal of creating the world's best workforce. It is intended to serve as a foundational document that aligns educational initiatives that serve students pre-K through high school. District and school sites will strive to create the world's best workforce by addressing the following:

- Closing the identified achievement gap(s)
- Ensuring all students are ready for kindergarten
- Ensuring all students in third grade achieve grade level literacy
- Ensuring all students attain career and college readiness before graduation
- Ensuring all students graduate from high school

Performance Measures

The District seeks to ensure effective educational practices that integrate high-quality instruction, rigorous curriculum, instructional technology, and a collaborative professional culture. National, state, and local assessment results will be used to determine progress. Performance measures include:

- Achievement gap performance by subgroup;
- Student performance on the Minnesota Comprehensive Assessments; High School Graduation rates; and
- Career and College readiness information.

District and School Site Plans

Successful school systems align goals and resources within the school district to achieve maximum performance. The Detroit Lakes Public School District will implement a collaborative and ongoing process for improvement that aligns district goals and school site goals. The Detroit Lakes Public School District School Board annually approves goals that drive the continuous improvement process, which requires the alignment of student achievement goals, building resources, staff development resources and supporting programs. After reviewing student achievement data, each school site develops a minimum of two achievement goals, complete with building level action plans that will be implemented during the following school year.

Detroit Lakes Public School District Strategic Goals

Through a strategic planning process, community stakeholders have revised a long-term plan for Detroit Lakes School District. The previous process created a mission statement and belief statements for the District’s stakeholders; these are listed below. Building goals are then derived in alignment with the district goals and based upon school site performance data.



District Mission Statement

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

Vision: Charting a Course for Excellence

Laker PRIDE

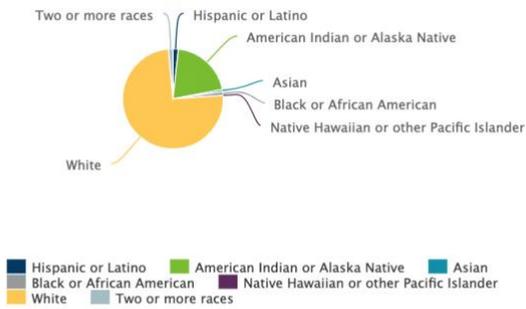
	Purpose <small>our intention, what drives us</small>	Deliver educational excellence.
	Relationships <small>the ways we connect and behave toward each other</small>	Care and communicate positively and respectfully within and across our schools and community. <ul style="list-style-type: none"> • District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

District Demographics

The MDE Minnesota Report Card gives you easy access to understandable district and school data. This tool is designed to provide parents, educators, schools, districts and citizens with easy access to important information about schools to help them make decisions and be engaged in the education of Minnesota students. Choose from several reports to learn more about the state of education in your local district, a specific school, or the state as a whole. [MDE Report Card](#)

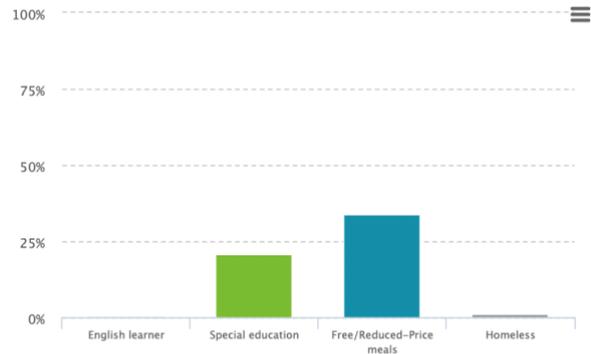
2021 Enrollment by Race/Ethnicity

Note: Data are reported by fiscal year based on October 1 enrollment for the most recent year available. The fiscal year is the year in which the school year ends (e.g., 2017 is the 2016-2017 school year).



Race/Ethnicity	Count	Percent
Hispanic or Latino	49	1.7%
American Indian or Alaska Native	569	20.3%
Asian	20	0.7%
Black or African-American	35	1.2%
Native Hawaiian or other Pacific Islander	1	0.0%
White	2,095	74.6%
Two or more races	38	1.4%
All students	2,807	100.0%

2021 Enrollment by Other Criteria



	Count	Percent
English learner	6	0.2%
Special education	579	20.6%
Free/Reduced-Price meals	946	33.7%
Homeless	33	1.2%

Assessing and Evaluating Student Progress

The District, and each school site, will assess and evaluate students' progress toward meeting academic standards and toward college and career readiness. Detroit Lakes Public School District has identified assessments to provide data for instructional decisions relating to learning and instruction and continuous program improvement.

Assessment objectives:

- System wide assessment: Measure the effectiveness of district curriculum in meeting local, state and national standards.
- Classroom/student assessments: To inform teachers regarding instructional decisions for the classroom and individual students.

Assessments

K Readiness Assessments

- Utilize K readiness standards for assessments
- Kindergarten Entry Profile, COR Advantage, produced by High Scope Read Well by Third Grade Plan
- K-3 Reading Assessments for phonemic awareness, phonics, fluency, vocabulary, comprehension

Classroom Assessments

- Formative
- Common Summative

Access for English Language Learners (ELL)

- K-12

Minnesota Comprehensive Assessments (MCAs)

- Reading: 3-8, 10
- Math: 3-8, 11
- Science: 5,8, HS

STAR Assessments from Renaissance Learning

- K-8, HS
- Reading
- Math

EXPLORE

- College and Career Readiness Inventory

ACT or other College and Career Readiness Assessment

- Grade 11

YouScience

- Grades 9-12



Kindergarten Readiness

Detroit Lakes Public Schools Kindergarten Readiness Guide

The Detroit Lakes Public School District Kindergarten Readiness Guide has been developed to support caregivers with the necessary skills and concepts students need for success in Kindergarten. It is based on local, state and national standards. This guide was developed by the local Kindergarten Readiness Leadership Team and is represented by the following educational systems: Mahube-Otwa Headstart, ECFE – Early Childhood Family Education/School Readiness, Community Health of Becker County, Detroit Lakes Public School District and Becker County Early Childhood Initiative.

Listening/Speaking

- Consistently listens to stories read aloud
- Understands verbal and non-verbal cues
- Follows 2-3 step directions
- Uses language for a variety of communication purposes
- Initiates and participates in conversations
- Responds accurately to simple questions
- Demonstrates use of positional vocabulary (up/down, top/bottom, etc.)

Math/Science

- Names basic shapes, colors, patterns
- Counts to 15
- Counts objects one at a time to 10
- Identifies numbers 0 to 10
- Compares, sorts and organizes things by common similarities (ie. soft/hard, small/big, wet/dry)
- Explores in nature and understands living and non-living things
- Experiments with scientific, age-appropriate materials and concepts

Physical Development

- Develop small muscle control and coordination - through use of a variety of tools (pencils, silverware, paint brushes, scissors, etc.)
- Develop large muscle control and coordination - through a variety of activities (running, jumping, dancing, balancing, throwing)
- Under caregiver guidance, leads a healthy lifestyle (exercise, 8-10 hours of sleep, healthy diet, well-child checkup, limit screen time)
- Performs self-care skills (dressing, feeding, toileting, tying shoes)

Social/Emotional Development

- Able to communicate their needs and feelings using words
- Works and plays well with others (taking turns, sharing, respect)
- Is able to follow rules and routines
- Comfortably separates from caregiver
- Names and expresses a range of emotions
- Consistent participation in early childhood (Birth - 5 years) academic opportunities

Writing

- Tries to write, scribble or draw
- Identifies and writes name
- Understands and uses writing as a form of communication

Reading

- Predicts what will happen next in stories and retells a simple story using pictures
- Recognizes familiar signs and logos
- Familiar with the components of books
- Recognizes and identifies at least 12 letters (upper/lower)
- Says real or made-up rhyming words
- Understands that letters have sounds and printed text carries meaning

Art

- Imaginative in their play
- Willingness to explore various art mediums (paint, crayons, etc.)
- Participates in music and movement



For more detailed information please see the District website at www.dlschools.net.
Any questions please contact Roosevelt Elementary: 218-847-1106 or Rossman Elementary: 218-847-9268.



Due to COVID-19 and Distance Learning, no state or local standardized assessments (i.e., MCAs, STAR and ACT) were administered in the Spring of 2020. The ACT was not administered to the junior class in April 2020; this assessment was postponed until October 2020. Additional information regarding the district's Safe Return to Learn plan can be found on our website.

Goal #1: Increase the percentage of kindergarten students at or above the kindergarten readiness level from 49% in fall of 2021 to 52% in the fall of 2022 as measured by the STAR Early Literacy Assessment.

Our district currently works with the following partners: Headstart-MAHUBE-OTWA, licensed home daycares and area preschools.

We currently have a Pre K-3 alignment group. This group includes school district staff, Early Headstart center childcare providers, family childcare providers, Early Childhood Special Ed (ECSE) teachers, and Early Childhood Family Education (ECFE) teachers, family educators and social service representation. Team members will attend work sessions to review our Guide to School Readiness and analyze current data of incoming kindergarten students. We will identify areas of strength and areas of need and develop a plan to move forward to enhance opportunities in low areas. We will align the curriculum components being utilized by entities to provide opportunities for children to develop and master readiness skills. Expected outcomes are a shared depth of understanding regarding how to support a continuum of development for these students.



Kindergarten Entry Profile

ECFE/School Readiness, ECSE, and Head Start utilized COR Assessments for an on-going assessment to analyze trends, utilize classroom COR data and determine instructional needs as well as professional learning needs.

ECFE is focused on providing proven, best practice instruction. Community education opportunities for preschool and families are available throughout the year.

Becker County Health and area clinics partner to provide Early Childhood Screenings.

- [Early Childhood Community Education](#)

Kindergarten screenings take place individually at the beginning of each school year. From that data, teachers plan instruction to fit the needs of the students. Students are tested on ability to read, letter identification and sounds, recognizing high frequency words, and writing letters.

Alternative Delivery of Specialized Instructional Services (ADSIS), Title One utilizing LLI materials, Special Education services, behavior interventionist services, guided reading and math groups within the classroom, and whole and small group instruction all are utilized to benefit the growth of incoming kindergarteners. Specific crucial benchmarks and resulting learning targets are continually focused on until students find success.

Early Admission Policy

Per district policy, entrants must be five years of age on or before September 1. Exception: Children who transfer into the Detroit Lakes School District, who have been currently participating in a kindergarten educational program in an accredited school, will be permitted to continue their enrollment in kindergarten. Evidence of this enrollment is the responsibility of the parent. Private nursery schools and similar organizations are not recognized as meeting this exception.

Under-age children with superior ability and above average social/emotional maturity may be admitted according to the following procedure: Children who will be five years of age between September 1 and December 31 may be considered for early entrance to kindergarten. The parent or guardian of such children shall meet with the principal of the school that the child would normally attend, to discuss the program, and to obtain an early admission application form. The completed form shall be returned to the principal. If the principal feels that kindergarten entrance is a possibility, the child will be recommended for psychological evaluation. The evaluation will be made by the school psychologist, who will make a recommendation to the building principal. The recommendation of the principal will be reviewed by the superintendent or designee. The parents will then be notified as to whether or not the child will be admitted.

First Grade Enrollment

Entrants must be six years of age on or before September 1. Exception: Children who transfer into the Detroit Lakes School District, who have been successfully participating in a kindergarten or first grade educational program in an accredited school, will be permitted to continue their education at the same grade level in this school system. Evidence of this enrollment is the responsibility of the parent. Private nursery schools and similar organizations are not recognized as meeting this exception.

- [Link to district policy](#)

Read Well by Third Grade

Goal #2: Grade level literacy will improve in third grade from 51.7% proficiency in 2020-2021 to 58% in 2021-22 as measured by 2022 Reading MCAs.

The Detroit Lakes School District has a Read Well by Third Grade plan that is reviewed annually. The data is reviewed and analyzed for instructional improvement. The determining benchmark used is MCA proficiency in reading.

Tier 1 strategies in place

We believe effective universal instruction for all students is critical for students to become proficient in expected learner outcomes. Enhancement in the area of cultural literacy is occurring through ensuring access, specifically, to American Indian literature at all levels. Guided Reading is in place in every classroom. Classroom teachers meet with students in small groups, determined by reading level and mastery of skills, to differentiate instruction. Formative assessments, along with standardized assessments, such as STAR, BAS, Read Well data and Marie Clay's Observation Survey are also used to form groups for differentiation and help screen for dyslexia. DLPS also has professional learning communities (PLCs) in

place where teachers meet weekly to plan instruction, plan assessments, analyze data, and use this information to change and grow in their instruction.

English as a Second Language services are provided by a licensed, experienced teacher.

Educlimber is used for easy access to data to help easily analyze data and make instructional decisions and help keep track of intervention data.

Tier 2 strategies in place

Tier 2 strategies in place in DLPS include Title One programming. This programming includes elementary teachers and educational assistants. Scheduled intervention time is provided for students that demonstrate a need. These staff members work with students who need additional support in reading and math. Formative assessments along with standardized assessments, such as STAR, are used to select students. Leveled Literacy Intervention is used to teach guided reading lessons. PRESS, a skill-based intervention, is implemented by educational assistants and Title One teachers. DLPS has Alternate Delivery of Specific Instructional Services to provide instruction to those who need additional academic support. Targeted Services is an optional before-school and after-school program provided to students who need extra support.

Tier 3 strategies in place

Reading Interventionists work with our students who have not qualified for special education and are not at grade level. Behavior interventionists are available at each elementary school to assist with positive behavior interventions. Special education services are provided for all students that have an approved Individualized Education Plan.

Additional support to close the achievement gap is provided by American Indian Education Department staff which supports students in all three tiers, as determined by need. DLPS also utilizes Achievement and Integration funding to provide additional reading support to focus on closing the achievement gap in the area of students receiving free and reduced lunch, as well as our American Indian students. Mental Health Partnerships are in place to support the District work aligned with PBIS. Professional learning on mental health issues is occurring throughout the district, specifically focusing on social/emotional learning training. Truancy interventions are available to support students and families.

Gifted and Talented Education Programming

Process to Assess and Identify Students for Participation in Gifted and Talented Programs

DLPS use multiple factors for determining eligibility for Gifted and Talented programming. Assessment data from MCA and STAR Assessments in reading and math, as well as grade-level summative assessments are used in combination with teacher feedback/observation to select students for programming. Additionally, parent input and requests are considered. All of our teachers use formative assessments to differentiate instruction based on student needs.



In addition, both elementary schools have hired a STEAM teacher so all students are able to have access to an enrichment program focused on science, technology, engineering, art, and math.

Acceleration

Academic acceleration of gifted and talented students is determined at the individual school and student level. Determination of acceleration is based on assessment data (MCA and Star testing), observation and feedback from teachers and principal, and input from parents. At higher levels, students are encouraged to participate in the gifted and talented activities that are offered such as Math Masters, Math Competition, Knowledge Bowl, and Robotics.

Increasing Proficiency

Goal #3: Increase reading proficiency of American Indian students district-wide from 38.1% in 2021 to 40.1% in 2022 as measured by the 2022 MCAs.

At our high school, a program called BARR (Building Assets, Reducing Risks) is being implemented. It is a proven model that improves the education system predicated on two pillars -- relationships and data. It is designed to create strong schools and communities by empowering students, teachers and families with data, so that schools can realign existing resources to nurture a unified and personalized culture of support for success for every student.



Other strategies used throughout the district to increase reading and math proficiency of our American Indian students include but are not limited to:

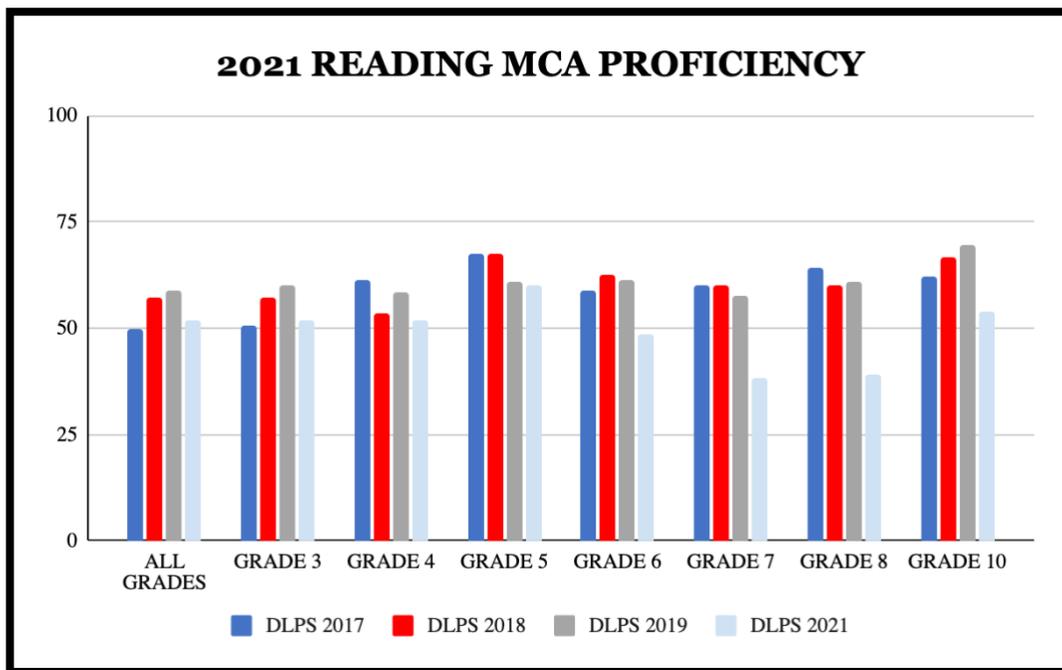
- Title 6 (PreK to grade 12)
- Focus on increased cultural awareness
- Reading Intervention in Summer School (K-5)
- Title 1 for reading and math
- Free breakfast, lunch and healthy snacks
- Achievement and Integration Reading Interventionists
- Integrate diverse curriculum materials
- American Indian Counselor
- American Indian Liaison
- Parent involvement
- Social Emotional Learning
- Targeted Services/Success and Achievement in Learning
- Home visits
- Family Involvement Activities
- Needs Surveys
- Cultural Competency training for staff with a focus on learning about American Indian culture

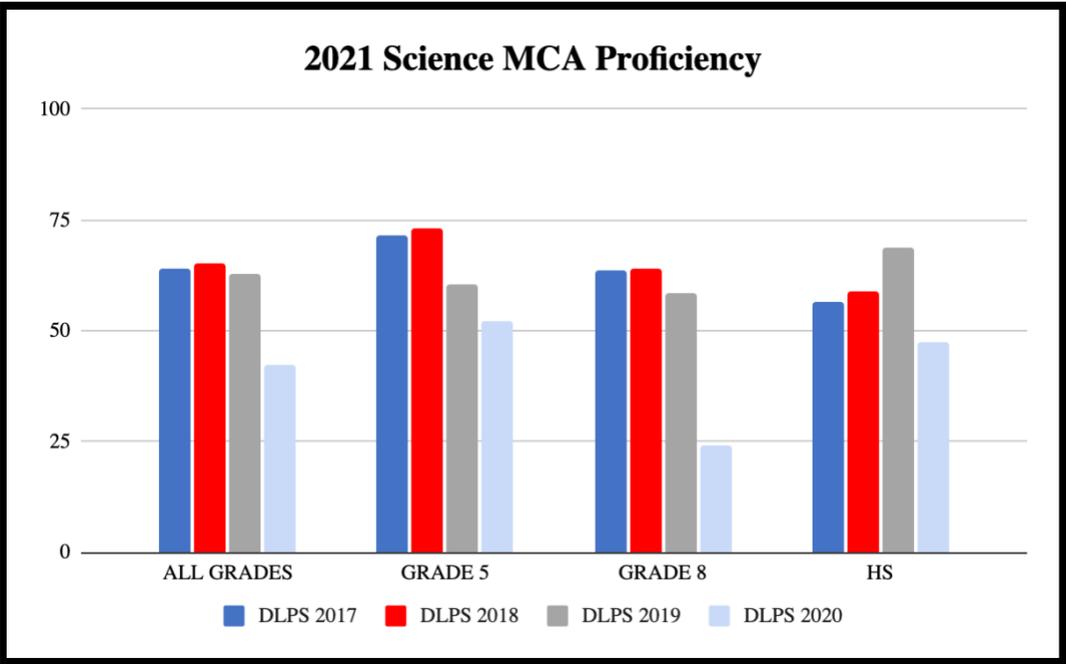
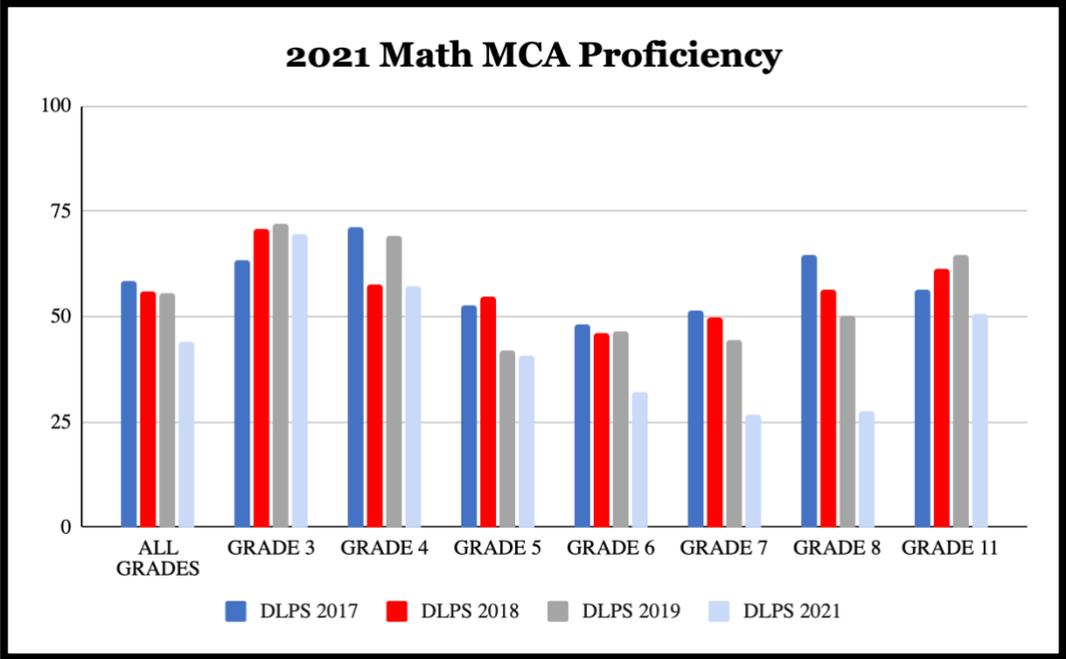
2021 MCA Science, Math and Reading Data

Due to COVID 19, we do not have MCA test scores to report for 2019-2020. On the MCA science, math and reading tests, students do not receive a pass or failing grade. A student's test score places them into one of four categories which are not meeting state standards, partially meeting state standards, meeting state standards or exceeding state standards. The following charts illustrate student proficiency percentages for Detroit Lakes' students as compared to the state averages. Proficiency is defined as test scores that meet or exceed state standards in the subject area. For most grade levels and subject areas, Detroit Lakes' students are scoring at or above the state averages.

The [Minnesota Report Card](#) gives all stakeholders easy access to understandable district and school data.

This tool is designed to provide parents, educators, schools, districts and citizens with easy access to district and school information, test results, demographic information and other critical data in a centralized location. Choose from several reports to learn more about the state of education in your local district, a specific school, or the state as a whole.





College and Career Readiness

Goal #4: 95% of the graduating class of 2022 from DLPS will participate in college and career work experiences as compared to 90% participation in 2020.

College and Career Readiness Map

College & Career Readiness: Students' Successful Transition to Postsecondary and Employment:

School counselors will guide all students to take rigorous coursework. Due to COVID restrictions, field trips may and other activities may be virtual. Guest speakers may also present virtually. When restrictions lift, students will resume face-to-face participation.

GRADE 5

Through a field experience:

- Each spring the 5th graders are introduced to a variety of local industries and occupations where they develop an awareness of jobs within the community (Lakeshirts, Becker Pet & Garden, a variety of banks, and more).
- Students visit MState where they participate in team-building activities while learning about economics. At the same time, they get to explore MState as an educational opportunity following high school.

GRADE 7

Students will learn about the variety of traditional and nontraditional occupations. Students will develop an awareness of personal abilities, skills, interests and motivation. Students will identify personal skills, interests and abilities, and relate them to current career choice.

- Career exploration lessons in social studies

GRADE 8

Students will identify post-secondary options consistent with interests, achievement, aptitude and abilities. Students will understand how school success and academic achievement enhance future career and vocational opportunities. Students will learn about the variety of traditional and nontraditional occupations. Students will understand the relationship between educational achievement and career success.

- Using MCIS JR
- Annual College Visit (NDSU, MSUM, MState)
- Discussions in Social Studies classes each Fall

GRADE 9

Freshman Seminar: As we continue to look at improving our high school programming, this is an area that we will continue to review. One of our goals is to help our students develop a ten-year plan as they are ready to graduate from high school. We believe this will help our students have a higher percentage of completion by knowing their own personal goals and being able to follow through with it. This is being done in the Freshman Seminar courses that we added for all 9th grade. These activities are completed in Seminar class, English class, and in conjunction w/the counselors coming into the classroom.

- Complete Career Cluster Inventory and/or YOUSCIENCE
- Complete Reality Check
- Complete Learning Styles Inventory
- Explore occupations related to above inventories
- Learn/complete a resume
- Mock job interview
- Discuss goal setting (SMART goals)
- Create 1 SMART goal
- Create 10th grade course plan/personal learning plan and review transcript
- Review graduation requirements
- Social/Emotional Learning activity
- Take Seminar class, exploring college/career options and job skills needed today
- Job/Career Expo with local/regional businesses
- Business tours



• **GRADE 10**

- Create 11th grade course plan and review transcript and review graduation requirements.
- Provide information about post-secondary options for students and parents.
- MState program showcase
- Students take the Sophomore introductory course in their chosen pathway
- 2 Industry related field trips in the sophomore pathway course.

GRADE 11

- Complete Career Cluster Inventory, Work Importance Locator, and Occupational sort in MCIS during Economics class in the fall and the spring when counselors go into that class.
- Discuss different post-secondary testing options--determine which is the best fit for each students' needs. Completed during registration and ACT prep in the spring.
- Complete a 12th grade course plan--registration
- Plan and take a college visit(s)--we encourage students to take visits. American Indian students do take visits to various colleges.
- Introduction to Financial Aid--Econ classes financial aid night in October takes place during Parent teacher conferences. Financial aid information is sent home to students as well as scholarship information.
- Create/update MCIS account--Econ Class
- CNA & First Responders certification courses students may take as an elective option.

GRADE 12

- Career goals (senior meeting)
- Postsecondary education goals plan (senior meeting)
- Senior Meeting (talk about options for post-high school, solidify schedule for the year, credit checks, etc.)
- College Fair at Scheels Arena information is sent home to all students
- College visit to FM area schools.
- College representatives come to our school
- Attend Financial Aid Night with parents.
- Seniors attend human resource sessions on interviewing, job applications and the use of social media in job searches
- Seniors participate in a job fair
- All students will participate in the Vantage program where they will get an internship through our academy program.
- CNA & First Responders certification courses students may take as an elective option.

Additional High School Transition Planning - 9th grade through 21 years old programming

- Interest inventories
- How to Find a Job
- How to Get a Job - Resume, References, Applications, Interviews
- How to Keep a Job - Personal Appearance, Supervisor Interactions, Co-Worker Interactions, Customer Service, Job Descriptions, Coping Strategies, Bullying and Harassment
- How to Leave a Job - Resignation Letter, Getting Laid Off or Fired, Coping with Unemployment
- Work Experience in the Laker Shop (School Store)
- Transition Experience with 1:1 job coach in community sites
- On our school wide ACT day, career exploration opportunities occur for our high school students.
- PAES Lab experiences --Practical Assessment Exploration System
- Additional career learning opportunities for our students, 18-21, who are enrolled in Laker Transitions



High School Academy Model

Typical high school models have prepared all students for a university experience. Data and research are becoming increasingly clear that this path may not be the path for all. In fact, there is a growing body of evidence to support that the "university for all" model of student prep can be misleading. Problems like: high amounts of student loan debt, students who change majors and have no plan for success as an adult, workers who settle for careers in jobs that are not in high demand with high wages, and people who feel "stuck" in careers that are not rewarding have all surfaced as troubling in our new economy.

Degrees are no longer enough. For success in the 21st century workforce students need hands-on experience using 21st century skills that provide challenge, opportunity, and exposure to career fields that are high demand-high wage.



By The End of

9th

- Attend the Academy Career Expo
- Participate in Freshmen Seminar Class
- Complete Job Hunting and Mock Interview Unit
- Revisit 10 Year Plan
- Launch Digital Portfolio
- Complete You Science Aptitude Test
- Select Academy and Pathway



By The End of

10th

- Participate in two pathway site visits
- Complete entry level course in pathway sequence
- Attend M-State Career Pathway Activity Day
- Update Digital Portfolio
- Revisit 10 Year Plan



By The End of

11th

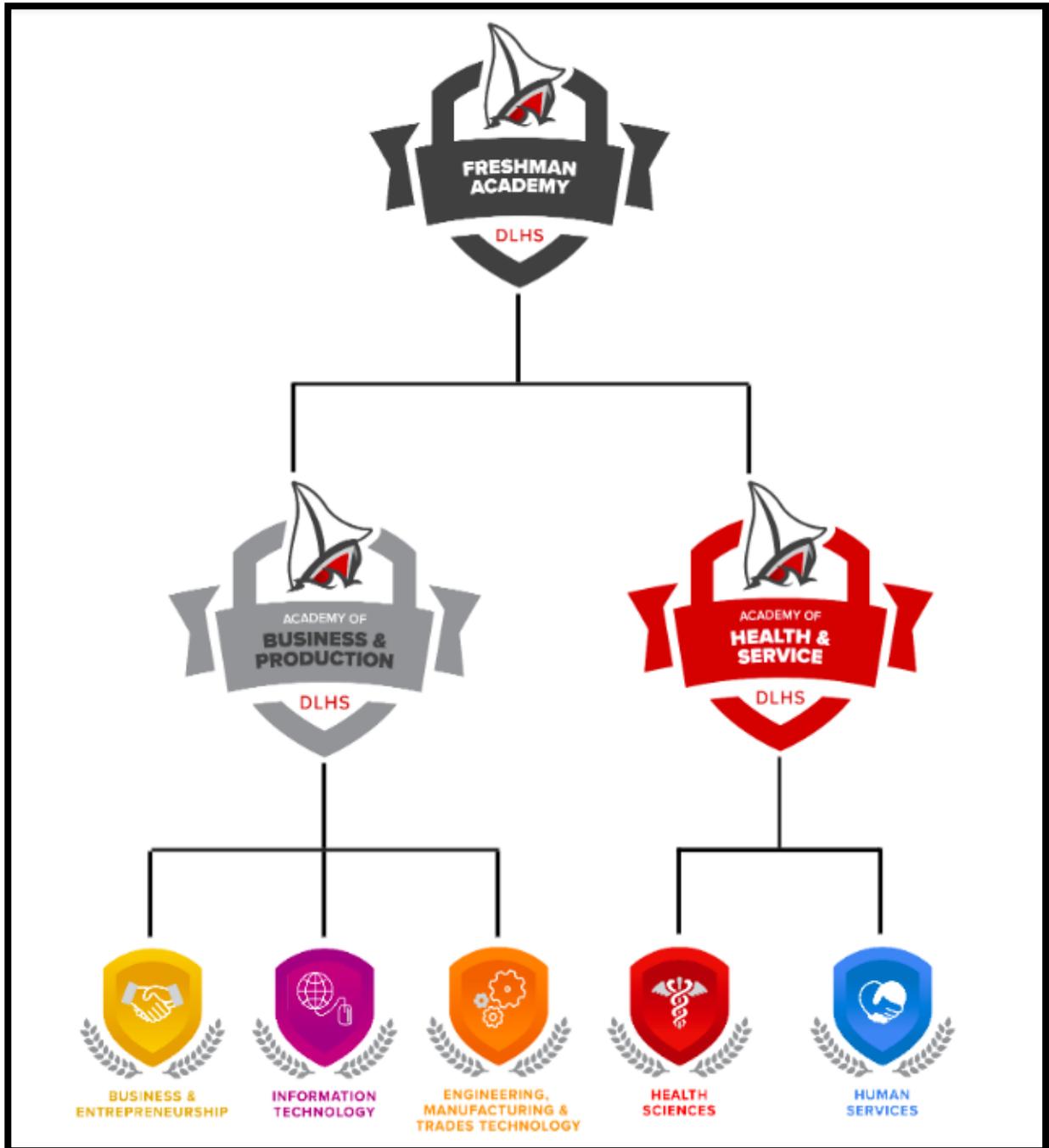
- Complete Job Shadow Experience
- Update Digital Portfolio to Include Resume and Personal Statement
- Complete second course in the pathway sequence
- Attend College Fair
- Revisit 10 Year Plan



By The End of

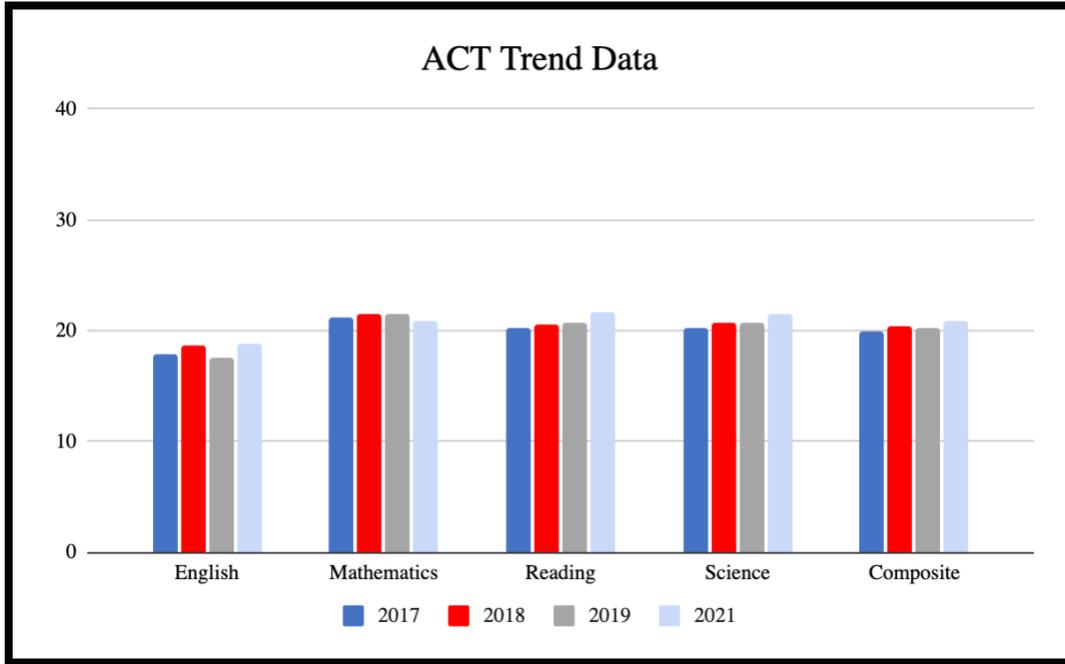
12th

- Complete capstone project and internship
- Finalize electronic portfolio
- Complete third course in the pathway sequence
- Apply for financial aid and scholarships
- Review 10 year plan
- Have a post HS plan and several ways to get there



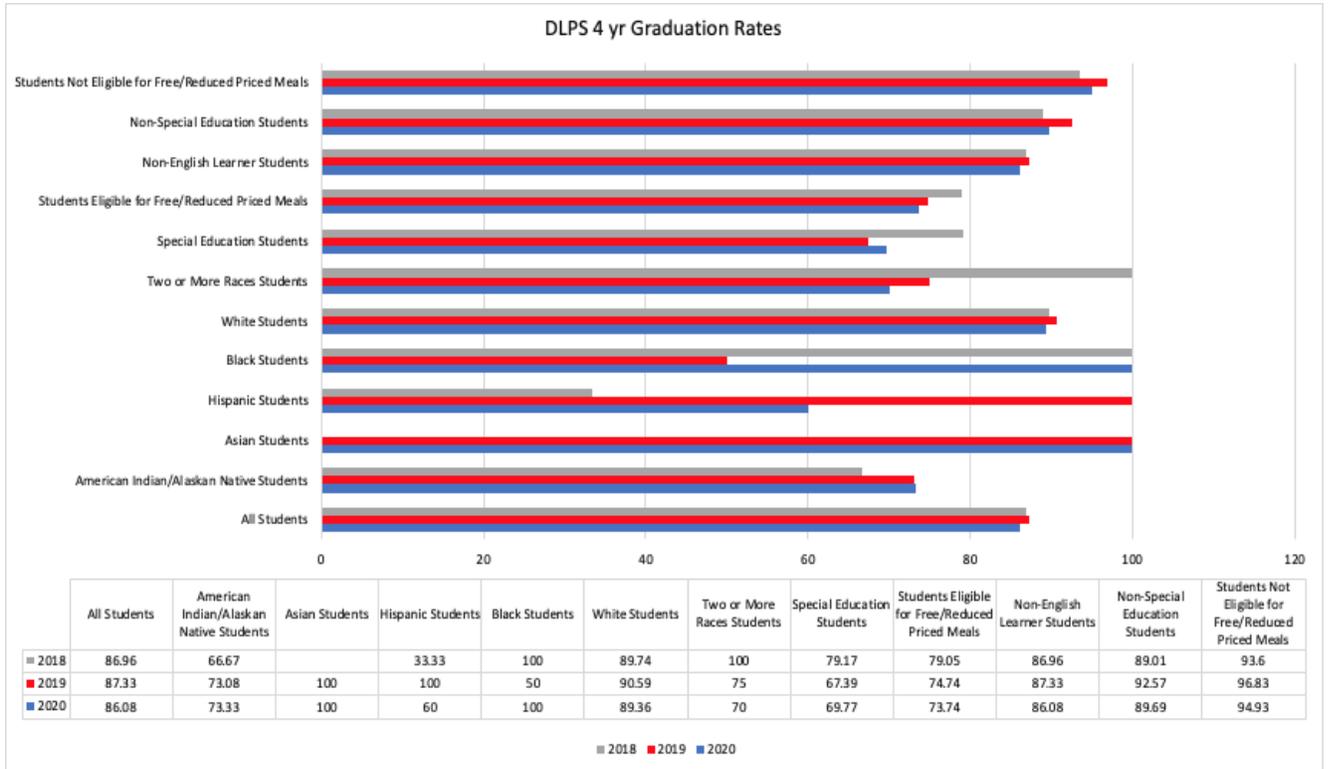
Detroit Lakes Public Schools ACT Results

The American College Test or ACT is the admissions test most widely required by colleges in the Midwest. The test has a point range from 1-36. ACT College and Career Readiness Benchmarks.



Graduation Rate Goals

Goal #5: 90% of all students will successfully graduate in 4 years from Detroit Lakes Public Schools in 2022 as compared to 86.08% in 2020.



Effectiveness of Instruction and Curriculum: Review Process

District curriculum is reviewed on a continuous cycle, utilizing teams of teachers at elementary, middle school and the high school level. Input is sought through the District Curriculum Site Council and our Curriculum and Instruction Committee. Throughout the process, review teams support the implementation of the District mission, vision, values and strategic plan. Curriculum strengths and weaknesses are identified, along with best practice instructional methods, to best prepare our students for career and college readiness. The committee working on the specific curricular area utilizes the MN state benchmarks as a guide in determining the curriculum for each grade and/or subject area.

Detroit Lakes Curriculum Cycle

We believe that our curriculum cycle is an ongoing review cycle. Each year, we review MN state standards and benchmarks along with identified essential learning outcomes and learning targets. The curriculum cycle plan correlates with the state’s plan in writing and revising state standards and benchmarks. When a curricular area is on the cycle, a committee will be formed to analyze the scope and sequence as well as select the necessary materials.

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Math, K-5 Music Art	Social Studies K-12	Science K-5 Business FACS Careers & Guidance	Math 6-12	PE World Language Health	ELA K-5

Effectiveness of Instruction and Curriculum: Teacher Evaluation

District curriculum and instruction will be reviewed and evaluated for effectiveness in relation to principal evaluations and teacher evaluations. A teacher development and evaluation process has been developed that encompasses all requirements of MN State Statute 122A.40.

This plan includes:

Evaluation and Observation Process: Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson, was selected as the basis for our supervision and professional growth plan. Teachers are observed and evaluated by their principal/administrator. Principals will observe using the framework, which includes a set of performance scales that describe four levels of performance for each of the twelve adopted components. The four levels--unsatisfactory, basic, proficient, and distinguished--are written to describe four typical levels of performance as teachers gain experience and acquire advanced skills. Charlotte Danielson’s most current framework will be the tool used for observation (this includes a wide

variety of rubrics for many school positions). Tenured teachers will have a minimum of two observations leading up to one formal, summative evaluation of all 12 adopted components during year one of the cycle. Untenured teachers will be evaluated three times per year on five components the first year, an additional four components (nine total) the second year, and 12 components the last year. All aspects of this cycle (for both tenured and untenured teachers) are conducted by principals/administrators.



Student Achievement and Growth: The teacher evaluation process will use data from valid and reliable assessments aligned to state and local academic standards and will use state and local measures of student growth to determine 35% percent of teacher evaluation results. Teachers and supervising administrators will collectively determine which student achievement data to collect.

Individual Goal Development Plans and Student Engagement: At the end of year one--the formal summative conducted by the principal--the teacher will set a teaching goal. The goal will be a focus through peer review (year two), and student engagement/reflection (year three). A variety of forms may be used to measure student engagement. Teachers will choose a tool for measuring student engagement at the end of year one of the evaluation cycle and collect data throughout the following two years. Teachers will then reflect upon the data in written form.

Peer Review: The peer review process involves a teacher teaming up with an instructional coach to collaborate together for the year. The instructional coach may record the teacher's instruction three times throughout the year, followed by post observation dialogues, including goal setting.

Information is confidential and stays between coach and teacher. A confirmation of the observation date will go to the principal for documentation.

Professional Learning Communities: Teachers participate in professional learning communities. We believe that our PLC/ELO/assessment work will suffice for the state's "measures of student growth" which determine 35% of a teacher's evaluation. Teachers will be asked to set a goal for student growth and monitor that growth over the year.

Teachers have an opportunity to apply for [Best Practices Grant](#) that would allow them to have additional professional learning in order to build the capacity throughout our district. The staff development budget has funding set aside for this purpose. The District Advisory team approves and manages this process.

District new teacher induction – Mentor Program

- Mini-sessions prior to back-to-school in-services
- Separate, two-day in-service prior to back-to-school in-services
- Monthly meetings on various topics for the large group

Mentor Obligations

1st year mentee	2nd year mentee	3rd year mentee
Mentee observed three times during the school year prior to principal visits.	Mentee observed twice during the school year.	Mentee observed once during the school year.
Show mentee the building routines.	Explain and reinforce District routines.	Explain and reinforce District routines.
Explain/show mentee the district routines.	Encourage involvement in school committees.	Encourage involvement in school committees.
Meet regularly with mentee. Try to touch base a minimum of two or three times a week.	Check with mentee once a week.	Check with mentee once every week to two weeks.

Mentor will make every effort to meet with mentee at new teacher workshop.

Mentor may accompany mentee to mentor/mentee activities.

Mentor will make every effort to attend mentor meetings.

Mentor will encourage mentee(s) to observe other teachers, utilizing Danielson Framework (peer review). Mentors may assist mentees with components to focus on for each visited teacher; time should be allowed for discussion between observed teacher and new teacher



Effectiveness of Instruction and Curriculum

Principal Evaluation: District curriculum and instruction will be reviewed and evaluated for effectiveness in relation to principal evaluations and teacher evaluations. A principal development and evaluation process has been developed that encompasses all requirements of MN State Principal Evaluation Statute 123B.147.

This plan includes:

Evaluation and Observation Process: The MN established Principal competencies were used as the basis for our supervision and professional growth plan for principals. Principals are observed and evaluated by the superintendent, at a minimum, once per year, with a formative review every year. Performance measurement areas of Functional Domains, Programmatic Domains, Interpersonal Domains, and Contextual Domains are addressed using four levels – unsatisfactory, developing, proficient, and exemplary.



School Performance Measures: Principal evaluation will include school performance measures. These measures are set by the building leadership team, principal and superintendent.

Principal Growth and Improvement Plan: Principals will annually develop two goals, complete with action plans for professional growth. This process will be done collaboratively with the Superintendent and/or the Director of Curriculum and Instruction.

2021-2022 District Professional Development Plan

We value and support . . .

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

4. Equity

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

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

A comprehensive and sustained professional development program is necessary to enhance a teacher's ability to deliver high quality instruction and to design and use assessments that are purposeful, assess appropriate learning targets, and to assign grades consistent with policy.

Professional development activities must be an integral part of broad school-wide and district-wide educational improvement goals and embedded and ongoing throughout the year. Effective professional development must be school-based, collaborative, and differentiated in its delivery. District and site professional development plans for effective classroom instruction must include research-based training components of theory, demonstration, guided practice, feedback and coaching. Professional Learning Communities will be essential to this process.

Site Teams

Each school site will utilize a Building Leadership Team to analyze school site data, set building goals, and create annual action plans to improve instruction and student achievement as well as allocate budgets according to the goals and approved plans. The site teams ensure that the building goals align with the district goals. Site teams set the priority for their building staff's professional learning and budgets based on their student needs. Surveys are utilized for input as well as measurement of professional learning.



District and Building Goals aligned with the Strategic Plan

[Roosevelt Building Goals](#)

[Rossman Building Goals](#)

[Detroit Lakes Middle School Building Goals](#)

[Detroit Lakes Senior High School Building Goals](#)

[Detroit Lakes Alternative Learning Center Building Goals](#)

District Advisory Committee

The Detroit Lakes Public School District Curriculum Advisory Committee, composed of a group of citizens; school district staff, parents, administrators and school board members, is established to give input and feedback in areas of curriculum development, instruction and student achievement. This committee makes recommendations to administrators and the School Board on goals and outcomes for student achievement.

The school site teams advise the district advisory board about developing plans for budget allocations and analyzing data for curriculum and instruction as well as data that assists with implementation of Achievement and Integration plans. School site teams have an allocation of staff development funds that are utilized to meet the needs of their staff in correlation with their goals.

As a member of this committee, many are leaders of subcommittees that ensure the implementation and analysis of the components and results of the World's Best Workforce Plan including Achievement and Integration and building goals. Members of the committee are selected by principals and administration to ensure representation of our district. The school board approves the membership during the WBWF Plan approval on an annual basis. Each year, the membership is reviewed and adjusted to ensure representation. We, also, have a large community and parent presence within our Academy Advisory Boards that is able to provide ongoing input regarding progress toward college and career readiness. Minutes from the District Advisory Committee meetings are included in the School Board agenda and minutes.

District Advisory Committee Members 2021-2022

First Name	Last Name	Role
Joe	Carrier	American Indian Education Coordinator
Pam	Daly	Instructional Coach
Katie	Biggar	Teacher/parent
Rhonda	Fode	Instructional Coach/Indian Education Adv Committee
Courtney	Henderson	School Board
Mark	Jenson	Superintendent
Barb	Groth	Educational Assistant
Renee	Kerzman	Director of Education and Technology
Kris	Swenson	Rossman Teacher/parent
Jason	Kuehn	Director of Finance/parent
Amy	Lakin	Teacher
Peter	Lundin	Principal
Trish	Mariotti	Principal/parent
Cara	Myers	Special Ed Teacher/parent
Karen	Nudell	Director of Special Education
Jill	Perkins	Instructional Coach
Fran	Rethwisch	ECFE and Parent Ed Coordinator
Mike	Suckert	Principal/parent
April	Thomas	Board Member/parent
Joshua	Omang	Principal/parent
Emily	Sternberg	Principal
Maria	Amundson	Teacher/parent

Annual Staff Development Budget

The Detroit Lakes School District is required by law to annually set aside two percent general education aid for staff development which is approximately \$425,000. Expenditures are approved at board meetings within the budget items of the agenda each month. A portion of that allocation will be earmarked within the operating budget each year for World's Best Workforce implementation with emphasis on exploration of career academies and achievement gap reduction by increasing proficiency of all students, as well as district and building goals aligned with the strategic plan. Building allocations exceed the required 2% allotment and are managed by site teams. Detailed budget breakdown of expenditures is available upon request. Site team members are represented on the District Advisory Committee.

Equitable Access to Excellent Teachers

On June 1, 2015, MDE submitted a plan to the U.S. Department of Education that required all states to address long term needs for improving equitable access of all students to excellent educators. The Every Student Succeeds Act (ESSA), signed on December 10, 2015, now requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers.

In our Human Resource department, the required STAR and other personnel reports are created each year. As an administrative team, hiring and transfer processes are completed with the student and district needs in mind. Attention is given to creating an equalization of experience and diversity for students in all buildings across the district when possible. Our hiring practices and mentoring program support our teachers to provide excellence in the classroom to ensure positive learning experiences for all learners. Due to teacher shortages, retention issues, and union contracts, it is sometimes difficult to ensure equalization of staffing across the district. We have begun tracking the number of inexperienced teachers in each building and will cross reference with student demographics and needs to ensure that our students with the highest needs are being served by excellent educators.

Experienced teachers are defined as teachers with three or more years of teaching experience. Effective teachers are defined as teachers that have had consistently proficient evaluations. Whenever possible, the intervention teachers are experienced teachers so that we have our experienced, proven effective teachers working with our most at-risk students. In addition, in our school with the most diverse and low-income families, a concerted effort is made to hire experienced teachers and teachers of color. With new hires and multiple schools, collaboration occurs at the administrative level to ensure distribution of effective, in-field, experienced teachers are placed according to student needs.





American Indian Education Program

[American Indian Education Program](#) – this link and information will be updated after AIPAC and Tribal Council Approval

The [American Indian Education Department](#) website has more information about programming.

Achievement and Integration

Purpose: The purpose of the Achievement and Integration for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools. Detroit Lakes is part of a collaboration group including Pelican Rapids. Our plan includes integration activities between Pelican Rapids High School students and Detroit Lakes Public Schools high schools students. More details are found in the full plan listed below.



[Achievement and Integration Plan 2020-2023](#)

Goal Statement #1: The proficiency gap between the American Indian students and the non-American Indian students enrolled October 1 in the Detroit Lakes Public Schools using all state reading accountability tests (MCA, MTAS) will decrease from 23% in 2019 to 21% in 2021.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity.

Goal Statement #2: 80% of teachers who are placed in Achievement and Integration positions will be experienced and effective teachers as indicated by their years of service and their evaluations with a goal of hiring cultural diverse, experienced teacher in these roles.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Teacher Equity



Goal Statement #3: Build on deeper college and career exploration through collaborative experiences between Pelican Rapids and Detroit Lakes students and staff in increasing amounts each year to prepare for post high school life.

- Aligns with WBWF area: All students are ready for career and college.

Goal type: Integration

Quality Compensation Program

There must be an annual report to a local school board on the implementation and effectiveness of ATPPS and recommendations must include each of the following required components. During the 2021-2022 school year we are undertaking our fifth year of MN Quality Compensation Program. We utilize each of the following required components.



- Teacher leader/career advancement options
- PLC Leaders, Mentors, Research Team, Q Comp Leadership Team
- Job-embedded learning opportunities

Our professional learning communities met for a minimum of 180 minutes per month. We used six early outs to assist in the process. Trained research team members led sessions on how to implement vocabulary strategies.

Teacher Evaluation System

[DLPS adopted teacher evaluation plan](#)

- Increased teacher compensation for performance using measures of student growth and literacy
- A report on the implementation and effectiveness of the alternative teacher professional pay
- 97% of teachers participated in alternative pay goals; 96 leadership roles were fulfilled by teachers.

Quality Compensation Program -- Building Goals 2021-2022

The percentage of all students ages 6 months to 5 years old in Early Childhood Special Education at Lincoln Education Center who exceed the present numerical level (0-7) on the COR Advantage for Language, Literacy and Communication will increase from 75.0% in 2021 to 77.0% in 2022.

The percentage of all students enrolled October 1 in grades 3-5 at Roosevelt Elementary School who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 54.1% in 2021 to 56.1% in 2022.

The percentage of all students enrolled October 1 in grades 3-5 at Rossman Elementary School who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 55.4% in 2021 to 57.4% in 2022.

The percentage of all students enrolled October 1 in grades 6-8 at Detroit Lakes Middle School who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 41.8% in 2021 to 43.8% in 2022.

The percentage of all students enrolled October 1 in grade 10 at Detroit Lakes High School who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCA and MTAS) will increase from 56.2% in 2021 to 58.2% in 2022.

The percentage of all students enrolled October 1 in grades 9-12 at the Detroit Lakes Area Learning Center who meet or exceed the proficient score in the STAR Reading Inventory in May will increase from 7.4% in 2021 to 9.4% in 2022.

Annual Reporting

This report shall be published annually on the [Detroit Lakes School District website](#). A report will be presented in a public setting to review student achievement goals, local assessment outcomes and plans for improvement. The World's Best Workforce Plan, The World's Best Workforce Plan and Achievement and Integration Summary was presented to and approved by, the Detroit Lakes Board of Education on November 15, 2021.





Detroit Lakes Public Schools Monthly Enrollment Summary 2021-2022

Month: November 1

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	48	70	118

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	5	6

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	78	19	97
Rossman	79	18	97
Totals	157	37	194

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	88	89	103	97	111	488
Rossman	92	95	102	98	99	486
Totals	180	184	205	195	210	974

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
194	974	1168

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	210	180	197	587

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	253	242	208	166	869	0	29	898

2021-2022

K-12 Total

2730

2020-2021

K-12 Total

2736

2019-2020

K-12 Total

2940

MONTHLY TOTALS*

EIC	49
ECSE	75
Kind. Sp. Ed.	37
Kindergarten	157
Grades 1-5	974
Middle School	587
Senior High	898
ALC	70
Transitions	7
TOTAL	2847

*Does not include non-resident students on tuition agreement

LAKER TRANSITIONS

D.L.	5
Other	2
Total	7

ALC

D.L.	45
Other	25
Total	70



Detroit Lakes Public Schools Yearly Enrollment Summary 2021-2022

Date: November 1

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
41	44	48								50	57	70							

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	1								4	4	5							

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	19							Roosevelt	79	80	78						
Rossman	20	18	18							Rossman	82	80	79						
Totals	39	37	37	-	-	-	-	-	-	Totals	161	160	157	-	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	98	99	97	-	-	-	-	-	-
Rossman	102	98	97	-	-	-	-	-	-
Totals	200	197	194	-	-	-	-	-	-

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	88	-	-	-	-	-	-	Roosevelt	91	92	89	-	-	-	-	-	-
Rossman	91	91	92	-	-	-	-	-	-	Rossman	96	97	95	-	-	-	-	-	-
Totals	180	180	180	-	-	-	-	-	-	Totals	187	189	184	-	-	-	-	-	-

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	103	-	-	-	-	-	-	Roosevelt	97	98	97	-	-	-	-	-	-
Rossman	105	104	102	-	-	-	-	-	-	Rossman	98	98	98	-	-	-	-	-	-
Totals	207	206	205	-	-	-	-	-	-	Totals	195	196	195	-	-	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	109	110	111	-	-	-	-	-	-
Rossman	98	98	99	-	-	-	-	-	-
Totals	207	208	210	-	-	-	-	-	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2021-2022

Date: November 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	488	-	-	-	-	-	-	Resident	38	41	45						
Rossman	488	488	486	-	-	-	-	-	-	Non-Resid.	12	20	25						
Totals	976	979	974	-	-	-	-	-	-	Total	50	61	70						

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	211	210	210	-	-	-	-	-	-
Grade Seven	183	182	180	-	-	-	-	-	-
Grade Eight	202	199	197	-	-	-	-	-	-
Totals	596	591	587	-	-	-	-	-	-

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	255	253	253	-	-	-	-	-	-
Gr. Ten	250	247	242	-	-	-	-	-	-
Gr. Eleven	220	208	208	-	-	-	-	-	-
Gr. Twelve	190	167	166	-	-	-	-	-	-
Subtotals	915	875	869	-	-	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	29	29	-	-	-	-	-	-
Totals	915	904	898	-	-	-	-	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2021-2022

Date: November 1

		Roosevelt		Rossman		Grade Average
Kindergarten						19.40
	Section 1&3	19	19	19	20	
	Section 2&4	19	20	20	19	
	Section 5&6	20		19		
Building Average		19.40		19.40		
Grade 1						17.90
	Section 1&3	17	17	18	18	
	Section 2&4	18	18	18	19	
	Section 5	18		18		
Building Average		17.60		18.20		
Grade 2						18.30
	Section 1&3	18	19	19	18	
	Section 2&4	19	16	20	19	
	Section 5	17		18		
Building Average		17.80		18.80		
Grade 3						20.50
	Section 1&3	21	20	21	21	
	Section 2&4	21	20	20	21	
	Section 5	21		19		
Building Average		20.60		20.40		
Grade 4	Section 1&3	25	24	24	25	24.38
	Section 2&4	24	24	24	25	
	Section 5					
	Building Average		24.25		24.50	
Grade 5						20.38
	Section 1&3	22	21	25	25	
	Section 2&4	23	22	25	0	
	Section 5					
Building Average		22.00		18.75		

The district class size average for K-5 is:

18.17

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 November 5, 2021

A Transportation Committee Meeting was held on Friday, November 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), and Jason Kuehn (Director of Finance and Operations).

1. District Transportation Update

Transportation Secretary Boelter and Supervisor of Operations Gedrose provided a brief update to the committee in regards to transportation. They shared that operations continue to be fairly smooth and that student behavior has been appropriate for the most part. The online bus reporting system will be presented to the principals in November and then shared with the contractors. Additionally, a discussion was held on training for potential new drivers and updated regulations for new driver training

2. Pupil Transportation Contract (SY 2022-24)

The committee discussed the desire to extend the contract for the 2022-23 and 2023-24 school year with our current contractors. Director of Finance and Operations Kuehn and Supervisor of Operations Gedrose will communicate with the contractors about current conditions of the contract and suggestions that both parties would like to see improved.

3. Other Items to Come Before the Committee

Supervisor of Operations Gedrose shared with the committee about the current conditions of the district-owned busses. Concern was expressed about Bus #52 and the committee recommended Gedrose to seek quotes for a bus to replace Bus #52. Additionally, the committee was reminded that the contract for Coach Bus services is also expiring at the end of the current school year. The district will work to establish a timeline in early 2022 to request proposals for services in 2022-23 and 2023-24.

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING AGENDA
Facilities Committee Meeting November 8th, 2021

A Facilities Committee Meeting was held on Monday, November 8th, 2021 at Detroit Lakes High School - Lakeshirts Lab. In attendance were John Steffl, Kylie Johnson, Mark Jenson, Jason Kuehn, Colin Gedrose, Rob Nielsen, Josh Omang, and Anne Skjold. Amy Erickson was absent from the meeting.

1. DLHS Construction Update

An update on the progress of the High School Construction project was provided by Nielsen, Omang, Kuehn, and Gedrose. Highlights include the occupancy of the Administrative area following Thanksgiving. An update on the new gym was provided - including the installation of the wood floor this week and the bleachers in early December. Occupancy is expected over the holiday break in December. Kuehn updated the committee on the overall progress of the construction project at all four buildings, as well as follow up discussions with the construction manager about change orders. At the time of the meeting, there were no change orders to recommend for approval.

2. DLHS Multi-Purpose Room Remodel

The committee reviewed the costing proposal provided by Zerr Berg and Gehrtz Construction in regards to the remodeling of the current DLHS weight room and multi-purpose room. Activities Director highlighted some changes from previous discussions and options for proposed alternates to the project. The Facilities Committee recommends approval to move forward with the project which will be completed by October 2022.

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

The committee reviewed Policy #902 and provided recommendations for edits and updates to the Policy. Superintendent Jenson, Director of Finance and Operations Kuehn, and Supervisor of Operations will provide proposed edits/updates to the Policy Committee.



Monday, November 8, 2021
12:00-1:00 pm

Minutes

Present: Sara Hoffman, parent; Annie Vigen, Early Childhood Screener; Dan McGonigle, Community Education; Fran Rethwisch, ECFE/School Readiness Coordinator.

- A. Meeting called to order.
- B. Introduction of members
- C. Business
 - a. Reviewed Advisory Council purpose and role
 - b. Current Classes and Events
 - i. School Readiness: enrollment 84
 - ii. ECFE fall classes: enrollment 22 children plus adults
 - c. Current ECFE/SR staffing needs: Substitutes and Parent Educator Position is unfilled.
 - d. Planning for Winter ECFE Classes and Events
 - i. Catalog, Polar Fest ideas, Open Gym location and time: Discussed and suggestions offered including dental health, social/emotional/mental health, and Saturday morning options.
 - e. Applications for fall 2022 School Readiness: will be available toward the end of December.
 - f. Community Needs Assessment: CNA for Becker County is being completed through a group led by Becker County Energize.
 - g. Other: New members have been recruited.
 - h. Schedule next meeting dates: Fran will send out a survey to determine optional times that may work better to meet.
- D. Adjourn

**INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - November 11, 2021**

Members Present:

**Jennifer Pedersen
Mark Jenson**

**Courtney Henderson (Virtual)
April Thomas (Virtual)**

Jason Kuehn

A Finance Committee Meeting was held on Thursday November 11, 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 September and receipts for the month of September.

2. Review of Disbursements

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for October. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of October. Lastly, the committee recommends approval of the check summaries for both November 1st and November 15th.

3. Other Items to Come Before the Committee

Director of Finance Kuehn shared with the committee an update on the status of the Business Office while the District searches to fill the Accountant position. Kuehn also provided an update on the audit, with the upcoming deadline for districts to submit finalized data to MDE on November 30th. Eide Bailly is scheduled to present at the December school board meeting.

