



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, April 25, 2022 - 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

Ethan Walz
21762 244th Ave
Detroit Lakes, MN 56501
218.371.7619

Michelle Okeson
24842 County Rd 113
Detroit Lakes, MN 56501
218.841.6065

Mary Rotter- Treasurer
23625 Pebble Beach LN
Detroit Lakes, MN 56501
651.335.0396

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: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the April 25, 2022, Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, 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. Wellness Committee

Presenters: Cami Eckhoff, Jane Neubauer, Karen Nitzkowski

VIII. CONSENT ITEMS

Presenter: Steffl, Board Chair

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in

action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

- A. Approve the Minutes of the March 28, 2022, Regular School Board Meeting and the April 4, 2022, Board Work Session.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the District Health Insurance Renewal with PEIP for the 2022-2023 school year.
- F. Renew the Life and Long-Term Disability (LTD) Insurance with Madison National Life/National Insurance Services for the 2022-23, 2023-24, and 2024-25 school years.
- G. Acknowledge the Education Minnesota - Detroit lakes Educational Support Professionals (DLESP) Seniority List for the 2021-2022 school year.
- H. **Approve Second Reading of Policies:**
 1. 504 - Student Dress and Appearance
 2. 506 - K-12 Discipline and Violence Prevention
 3. 507 - Corporal Punishment
 4. 508 - Extended School Year for Certain Students with Individual Education Plans
 5. 509 - Enrollment of Nonresident Students
 6. 509.FM - Enrollment Options Program Form

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:**

Presenter: Steffl, Board Chair

1. 503 - Student Attendance
2. 510 - School Activities and Eligibility
3. 511 - Student Fundraising
4. 512 - School-Sponsored Student Publications and Activities
5. 514 - Bully Prohibition

B. Open Houses

X. **ACTION ITEMS**

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

A. **Construction Change Orders** - Motion to approve the Construction Change Orders for the High School.

Presenter: Steffl, Board Chair

B. **Revised 2021-2022 Revenue Expenditure Budget** - Motion to approve the Revised 2021-2022 Revenue Expenditure Budget as presented.

Presenter: Jason Kuehn, Director of Finance & Operations

XI. **ADMINISTRATIVE AND BOARD REPORTS**

A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report
2. Champions Board Meeting - 4/20/22

B. **Board Committee and Representative Reports**

1. Student Report
Presenter: Walz, Student Board Representative
2. Arena Commission Meeting - 4/5/2022
Presenter: Steffl, Board Chair
3. Health & Safety Committee Meeting - 4/12/2022
Presenter: Steffl, Board Chair
4. Facilities Committee Meeting - 4/19/2022

Presenter: Thomas, Board Clerk

5. Community Education Advisory Council Meeting - 4/20/2022

Presenter: Henderson, Board Director

6. Finance Committee Meeting - 4/21/2022

Presenter: Pedersen, Board Treasurer

7. Transportation Committee Meeting - 4/22/2022

Presenter: Steffl, Board Chair

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Finance Committee Meeting - 5/19/22 - 12:00 PM - District Office

- B. May School Board Meeting - 5/23/22 - 5:30 PM - City Council Chambers

XIII. MEETING ADJOURNED

Presenter: Steffl, 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.



Detroit Lakes School District Wellness Update

April 25, 2022



Wellness Committee Members 2021-22

- Cami Eckhoff, Chair
- Claire Danner
- Belinda Freeman
- Amy Hochgraber
- Vicki Johnson
- Jason Kuehn
- Trisha Mariotti
- Nancy Olson, now Kylie Johnson
- Jennifer Pedersen
- Jean Schwartz
- Anne Skjold
- April Sonram
- PartnerSHIP4Health Staff- Karen Nitzkowski, Karensa Tischer, Jane Neubauer

We meet four times a year for one hour (exception COVID)

Wellness on your Website

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Spam (1) - knitzkorsti@gmail.co..., Food and Nutrition Services - De..., DLPS FNS
- Address Bar:** sites.google.com/detlakes.k12.mn.us/dlps-fns/home
- Navigation Bar:** DLPS FNS logo, Home (underlined), Menus, Meals Requests, Prices & Payments, Wellness (highlighted), COVID Updates
- Hero Section:** A background image of fresh produce with the text "Food & Nutrition Services" in large white font.
- Informational Cards:**
 - Card 1: "MORE MEALS SERVED MEANS MORE FUNDING FOR ALL." (blue background)
 - Card 2: "SAVE ON YOUR HOUSEHOLD GROCERY BUDGET." (green background)
 - Card 3: "REDUCE THE STRESS AND FINANCIAL IMPACT OF COVID-19." (blue background)
 - Card 4: "SCHOOL MEALS PROVIDE PROPER NUTRITION." (orange background)
- Footer/Taskbar:** DLPS FNS.html, search bar, Windows taskbar with icons for PowerPoint, Edge, File Explorer, Excel, Word, and Chrome. System tray shows time 1:43 P and date 3/31/20.

Wellness Committee Goals for 2021-2022

New Active Chair: Cami Eckhoff

Loyal and new representative committee members

Implement Sharing Tables at Rossman and Roosevelt

Support Trauma Sensitive Schools and Mental Wellness

Vaping Awareness

Dental Care Access

- Why does it matter?

Millions spent each year on emergency rooms visits for people on who are not able to see a dentist.

- How does it affect our children and families?

Children are missing thousands of school hours each year due to dental pain. Parents are missing thousands of work hours at home caring for their children.

- What is the role of the Dental Access Coordinator?

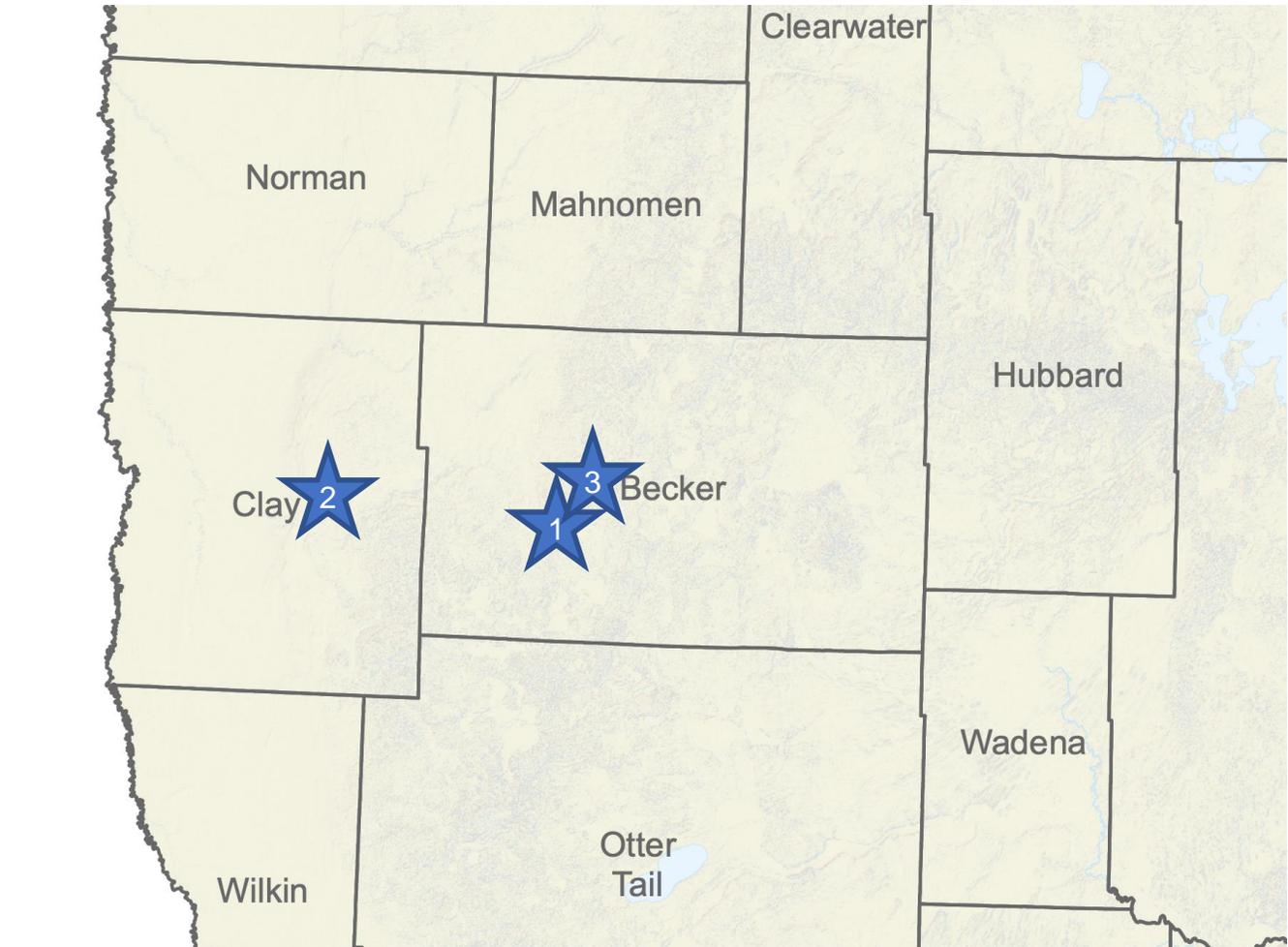
To help address dental disparities in Becker, Clay, Otter Tail and Wilkin County

- Who is hosting this initiative?

PartnerSHIP 4 Health – a four county collaboration, under funding from BCBS of Minnesota

Community Proposal to Increase Dental Access

- ★¹ Construct new 14-chair clinic in Detroit Lakes (operated by Northern Dental Access Center)
- ★² Increase existing clinic capacity from 9 to 14 chairs in Hawley (operated by Apple Tree Dental)
- ★³ Add IV sedation capabilities in Detroit Lakes to serve both Hawley and Detroit Lakes sites (operated by Apple Tree Dental)



Northwest MN Dental Access Collaborative – Role for Philanthropy

New Patient Access Created

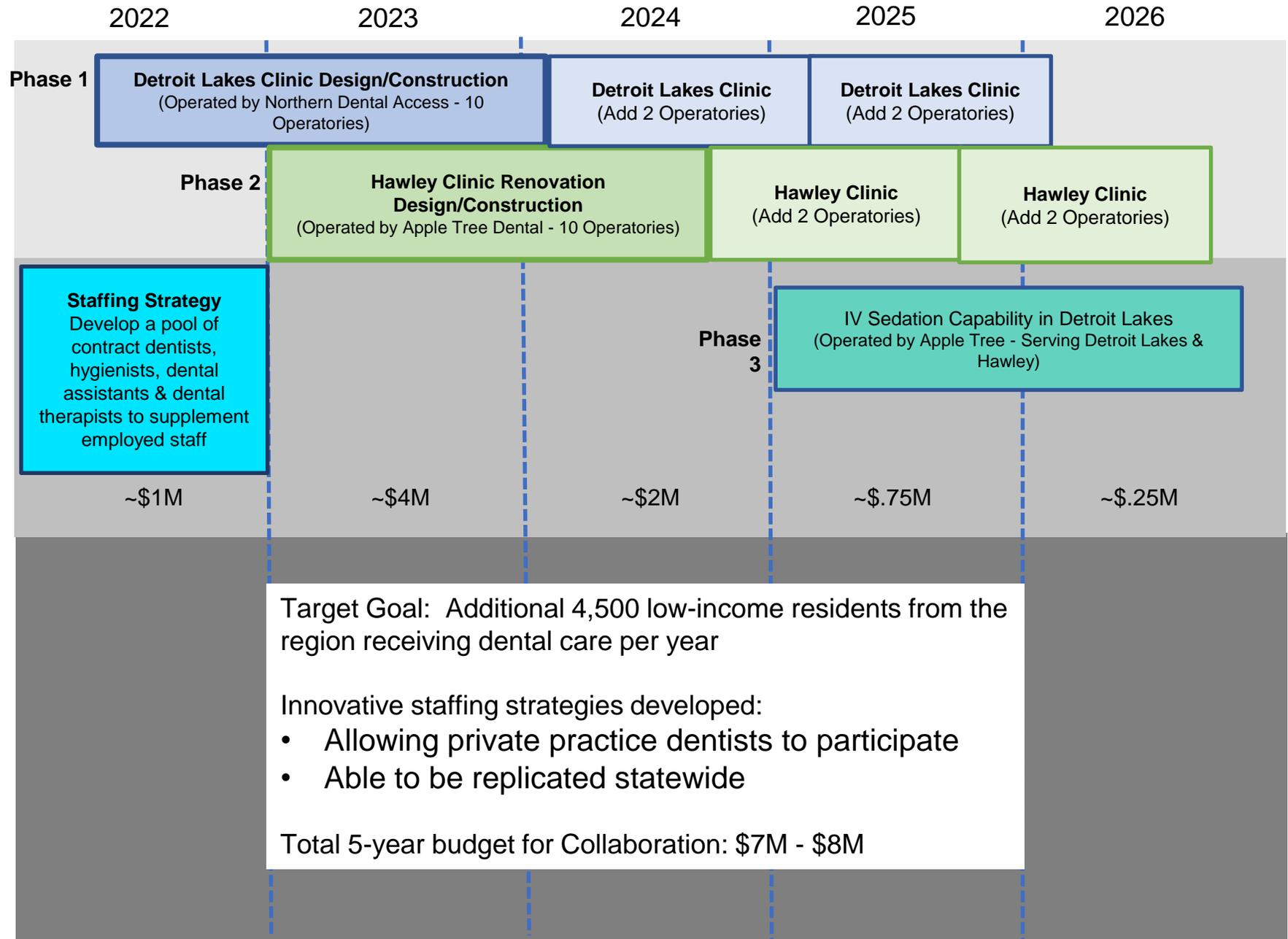
- 11,500 incremental MA/MNCare enrollees served in service area
- 45% increase in utilization overall
- IV sedation capabilities added

New Innovations

- Innovative staffing strategy
- Harmonized data collection & reporting

Role for Philanthropy

- Capital
- Planning / Programming



Next Steps

- Mobilize community steering committee
- Engage funders
- Begin detailed planning on:
 - Capital Projects
 - Collaboration Opportunities
 - Sharing Best Practices
- Incorporate stakeholders
 - Dental Providers
 - Community Partners
 - Medicaid/MinnesotaCare payers





Thank you!

Cami Eckoff, Wellness Coordinator and E-Laker Health and Physical Education Teacher

Karen Nitzkowski, School Wellness Coordinator
PartnerSHIP 4 Health

Jane Neubauer, Dental Innovation Coordinator,
PartnerSHIP 4 Health



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

Regular School Board Meeting
Monday, March 28, 2022, 5:30 PM
City Council Chambers ~ 1025 Roosevelt Avenue, Detroit Lakes, MN, 56501

Present: Amy Erickson, Courtney Henderson, Jennifer Pedersen, John Steffl.

Absent: Thomas Seaworth, April Thomas

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

The Pledge of Allegiance was recited.

A motion was made by Erickson, seconded by Henderson, to approve the Agenda for the March 28, 2022, Regular Board Meeting. Motion carried unanimously.

Board Chair Steffl announced the Winter Recognitions. (EXHIBIT)

Steve Zamzo, Middle School Teacher presented information to the Board on the Thinking, Learning and Communicating Teaching Model they use to promote Laker Pride Behavior Expectations. (EXHIBIT)

Jennifer Burnside, Mary Kvebak, Samantha Link, and Josh Omang, High School Teachers and Principal, presented information on their Nashville Study Visit. (EXHIBIT)

Braeden Hogie, High School Teacher, requests to travel with three Business Professionals of America students to BPA National Leadership Convention May 4-8, 2022, in Dallas, Texas.

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

- A. Approve the Minutes of the January 24, 2022, Regular School Board Meeting.
- B. Approve K-12 Computer Checks #666892-667030, #667059-667069, and #667175-667296 in the amount of \$921,193.79. Hand Payable Checks #666560-666562, #666570-666573, #666723-666733, #666739-666748, #666851-666871, #202202001-202202006, #202202101-202202102, #202202501-202202504, #202202601-202202604, #202202801 for \$3,527,786.36, for a total of \$4,448,980.15. Senior High Activity Account Hand Payable checks #400715-400754, in the amount of \$78,170.88. Middle School Activity Account Hand Payable Check #200113, in the amount of \$108.58. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Acknowledge the 2021-22 Spring Coaches. (EXHIBIT)
- E. Approve the Memorandum of Agreement between Education Minnesota (EMDL) and Detroit Lakes Public Schools ISD #22 addressing block schedules at the Middle School for MCA Testing. (EXHIBIT)
- F. Approve the Second Reading of Policies:
 1. 501 – School Weapons
 2. 502 – Search of Student Lockers, Desks, Personal Possessions and Student’s Person
 3. 505 – Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees

Discussion was held on the following items with recommended changes to 504 and 505:

- A. First Reading of Policies:
 1. 506 – K-12 Discipline and Violence Prevention
 2. 507 – Corporal Punishment
 3. 508 – Extended School Year for Certain Students with Individual Education Plans
 4. 509 – Enrollment of Nonresident Students
 5. 509.FM – Enrollment Options Program Form

Board Director Henderson requests to bring Policy 506 to the Work Session for further discussion.

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

A motion by Pedersen, seconded by Henderson, to approve the High School Request for Out-of-State Travel for Mr. Hogie and three students to attend the Business Professionals of America National Leadership Convention in Dallas, Texas, May 4-8, 2022. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Henderson, to Adopt the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Cassandra Brausen, Samantha Johnson, Bailee Lewis, and Sydney Prussia. Motion carried with members voting on a roll-call vote in favor: Erickson, Henderson, Pedersen, and Steffl; members voting against: None. (EXHIBIT)

Superintendent Jenson gave a report on March Enrollment and COVID-19. (EXHIBITS)

Student Board Representative Walz gave an update from the High School.

Board Vice-Chair Erickson gave an update from the ECFE and SR Advisory Council Meeting. (EXHIBIT)

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

Board Chair Steffl gave an update from the Health and Safety Committee Meeting.

Director of Finance and Operations Kuehn gave an update from the Facilities Committee Meeting. (EXHIBIT)

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

Board Chair Steffl announced upcoming meetings.

A motion by Erickson, seconded by Pedersen, to adjourn the meeting at 6:26 PM. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA March 28, 2022

1) Resignations:

Shania Gilliss – High School Family and Consumer Science Teacher, effective May 27, 2022.

Annika Gulseth – Rossman Elementary Education Assistant/Media Center Assistant/Breakfast Supervisor, effective March 15, 2022.

Christina Hein – Rossman Elementary 4th Grade Teacher, effective May 27, 2022.

Melanie Holmquist - .45 Ojibwe Culture Teacher to return to 1.0 Native American College/Career Facilitator, effective at the end of the 2021-22 school year.

Sheri Ingebretsen – Lincoln Education Center ECFE/SR Educational Assistant, effective March 10, 2022.

Angie Shoemaker – Executive Assistant to the Superintendent, effective April 22, 2022.

Rob Ulliyott – Head Varsity Wrestling Coach, effective March 17, 2022.

1) Appointments:

Joan Clark – High School Special Education Teacher, at the rate of MA+20, Step 13, or a contract amount of \$71,857.00, effective August 24, 2022.

Joshua Erhardt – High School Special Education Teacher at the rate of BA+40, Step 2, or a contract rate of \$48,733.00, effective August 24, 2022.

Matt Huberty – .55 Junior Varsity Baseball Coach, at the rate of .55 of 7% of BA, Step 1, or a contract amount of \$1,571.34, effective March 14, 2022.

Shauntel Johannes – Lincoln Education Center ECSE Teacher, at the rate of BA, Step 1, or a contract amount of \$41,630.00, effective August 24, 2022.

Rachel Moen – 9th Grade Girls Track Coach, at the rate of 6% of BA, Step 3, or a contract amount of \$2,544.06, effective March 14, 2022.

Art Specht – 9th Grade Baseball Coach, at the rate of 6% of BA, Step 1, or a contract amount of \$2,448.84, effective March 14, 2022.

2) Amended Assignment:

Sara Aelony – Rossman Elementary Media Center Assistant, to amend her schedule from 15 hours per week increasing it to 20 hours per week, effective January 24, 2022, continuing through the end of the 2021-22 school year.

Kelly Gag – Lincoln Education Center .5 Occupational Therapist, to amend her schedule increasing it to .8 OT, effective for the 2022-23 School Year.

Jill Jaeger – Central Kitchen Programs Assistant, to amend her mileage voucher from \$200 per year, increasing it to \$400 per year, effective March 1, 2022.

Phil Kirchner – Junior Varsity Baseball Coach, to amend his assignment to .45 JV Baseball Coach, at a rate of .45 of 7% of BA, Step 7, or a contract amount of \$1,475.11, effective March 14, 2022.

Andrea McIntosh – Middle School Special Education Paraprofessional, to amend her assignment to Full-Time Special Education Paraprofessional, increasing her schedule from 27.5 to 37.5 hours per week, effective February 28, 2022.

Nancy Olson – Retiring April 1, 2022, as Human Resources Director, amending to Temporary Part-Time Human Resources Director, at a rate of \$67.00 per hour, working on an as needed basis beginning April 4, 2022, working through Education Assistant Negotiations.

Sandi Scherer – Part-time District Office Receptionist, to amend her schedule from 20 hours per week, increasing it to 40 hours per week working full-time, effective March 1, 2022.

Dylan Surface – Amending his assignment from High School .5 Physical Education Teacher/.5 General Paraprofessional to 1.0 Physical Education Teacher, effective August 24, 2022.

3) Sixth Period Pay:

Carrie Carlson – High school English Teacher assigned a sixth class for the spring 2022 semester.

Braeden Hogie – High School Business Teacher assigned a sixth class for the spring 2022 semester.

Amy VanValkenburg – High School FACS Teacher assigned a sixth class for the spring 2022 semester.

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

School Board Work Session
Monday, April 4, 2022, 5:30 PM
Laker Transitions Building, Classroom B, 1104 West River Road, Detroit Lakes, MN, 56501

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

Absent: None

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

The Pledge of Allegiance was recited.

A motion was made by Seaworth, seconded by Erickson, to approve the agenda. Motion carried unanimously.

Discussion was held on the following items:

- Policy 504 – Student Dress and Appearance
- Policy 506 – K-12 Discipline and Violence Prevention
- Policy 510 – School Activities and Eligibility
- E-Learning vs. Bad Weather Make-up Days
- Community Childcare Options
- Spring Open House Dates

A motion by Thomas, to adjourn the meeting at 6:46 PM, seconded by Pedersen. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

Check Nbr	Vendor Name	Check Date	Check Amount
667342	3-D SPECIALTIES INC.	04/11/2022	1,842.36
667343	ALLIED 100 LLC	04/11/2022	964.36
667344	Vendor Continued Check	04/11/2022	0.00
667345	Vendor Continued Check	04/11/2022	0.00
667346	AMAZON	04/11/2022	779.33
667347	AMSTERDAM PRINTING & LITHO	04/11/2022	347.92
667348	BELLAND, MELYSSA A	04/11/2022	100.00
667349	BIX PRODUCE	04/11/2022	7,631.32
667350	BLUE 84 SPIRIT	04/11/2022	374.50
667351	BRENCO CORP.	04/11/2022	561.85
667352	BUCHHOLZ, JAMES E	04/11/2022	13.48
667353	BURNSIDE, JENNIFER M	04/11/2022	50.73
667354	CARLSON, CARRIE	04/11/2022	195.65
667355	CARRIER, JOSEPH E.	04/11/2022	54.16
667356	Vendor Continued Check	04/11/2022	0.00
667357	Vendor Continued Check	04/11/2022	0.00
667358	CENTRAL MARKET	04/11/2022	392.23
667359	CITY OF DETROIT LAKES	04/11/2022	18,647.63
667360	CRISIS PREVENTION INSTITUTE	04/11/2022	1,299.50
667361	CULINEX	04/11/2022	6,501.48
667362	DACOTAH PAPER COMPANY	04/11/2022	552.85
667363	DAKOTA BUSINESS SOLUTIONS	04/11/2022	195.00
667364	DECKER EQUIPMENT	04/11/2022	183.11
667365	DOW ACOUSTICS, INC.	04/11/2022	180.00
667366	DRIVEWAY SERVICE	04/11/2022	6,318.75
667367	Vendor Continued Check	04/11/2022	0.00
667368	Vendor Continued Check	04/11/2022	0.00
667369	EAST SIDE JERSEY DAIRY ESJD	04/11/2022	5,707.80
667370	ESSENTIA HEALTH	04/11/2022	125.00
667371	GRAINGER, INC.	04/11/2022	42.87
667372	GRIFFIN GREENHOUSE SUPPLIES	04/11/2022	21,388.99
667373	GROTH MUSIC	04/11/2022	114.93
667374	HEBERT, NANCY	04/11/2022	60.00
667375	HERZOG ROOFING, INC.	04/11/2022	1,342.50
667376	Vendor Continued Check	04/11/2022	0.00
667377	HILLYARD / HUTCHINSON	04/11/2022	6,603.05
667378	HOLMQUIST, MELANIE M	04/11/2022	52.06
667379	HUT AMERICAN GROUP LLC	04/11/2022	283.25
667380	INDUSTRIAL ARTS SUPPLY CO.	04/11/2022	307.17
667381	IKI INC.	04/11/2022	44.00
667382	INTERQUEST DETECTION CANINES	04/11/2022	990.00
667383	JOHNSON'S LOCK & KEY	04/11/2022	107.75
667384	JOSTENS	04/11/2022	28.23
667385	L&M FLEET SUPPLY, INC.	04/11/2022	13.86
667386	LAKES COUNTRY SERVICE CO-OP.	04/11/2022	29.50
667387	Vendor Continued Check	04/11/2022	0.00
667388	MARK'S ELECTRIC INC.	04/11/2022	3,498.93
667389	MENARDS - DETROIT LAKES	04/11/2022	1,338.76
667390	METROPOLITAN MECHANICAL CONTRA	04/11/2022	14,444.38
667391	NASCO INC.	04/11/2022	62.54

Check Nbr	Vendor Name	Check Date	Check Amount
667392	Vendor Continued Check	04/11/2022	0.00
667393	NASP, INC	04/11/2022	820.00
667394	NORSEMAN MOTORS, INC.	04/11/2022	266.33
667395	OFFICE DEPOT, INC	04/11/2022	76.76
667396	OTIS ELEVATOR COMPANY	04/11/2022	150.00
667397	Vendor Continued Check	04/11/2022	0.00
667398	PAN-O-GOLD BAKING CO.	04/11/2022	674.26
667399	PAPA MURPHY'S	04/11/2022	352.50
667400	PEPSI	04/11/2022	3,208.57
667401	Vendor Continued Check	04/11/2022	0.00
667402	PERFORMANCE FOODSERVICE	04/11/2022	4,107.54
667403	PETTIT, ABBY L	04/11/2022	157.94
667404	POSTMASTER	04/11/2022	265.00
667405	PREMIUM WATERS, INC.	04/11/2022	35.99
667406	PRO PRINT, INC.	04/11/2022	77.00
667407	PRUSSIA, SYDNEY C	04/11/2022	59.60
667408	RENNEBERG HARDWOODS	04/11/2022	1,474.50
667409	REYNOLDS, JENNIFER R	04/11/2022	63.34
667410	ROJAS, TERESA	04/11/2022	1,350.00
667411	SCHMITT DIRECTOR CENTERS	04/11/2022	45.00
667412	SCHOOL OUTFITTERS	04/11/2022	336.77
667413	SCHOOL SPECIALTY LLC	04/11/2022	60.18
667414	STEIN'S INC.	04/11/2022	236.05
667415	TROPHY HOUSE	04/11/2022	18.00
667416	TWEETON REFRIGERATION, INC.	04/11/2022	1,514.10
667417	UNITED ART & EDUCATION	04/11/2022	172.59
667418	Vendor Continued Check	04/11/2022	0.00
667419	UPPER LAKES FOODS, INC.	04/11/2022	10,712.77
667420	VOLLAM, TOM	04/11/2022	475.00
667421	ZAMZO, STEVEN J	04/11/2022	52.66
80	Computer	Check(s) For a Total of	130,534.23

	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
	80	Computer	Checks For a Total of	130,534.23
Total For	80	Manual, Wire Tran, ACH & Computer	Checks	130,534.23
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	130,534.23

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	2,900.87	63,600.78	66,501.65
02	FOOD SERVICE	0.00	0.00	38,831.49	38,831.49
03	TRANSPORTATION F	0.00	0.00	167.98	167.98
04	COMMUNITY SERVIC	0.00	0.00	167.52	167.52
05	CAPITAL EXPENDIT	0.00	0.00	24,865.59	24,865.59

Check Nbr	Vendor Name	Check Date	Check Amount
667451	A-OX WELDING SUPPLY CO. INC.	04/25/2022	321.39
667452	AJINOMOTO CAMBROOKE INC	04/25/2022	84.45
667453	ALLIANCE PEST PROTECTION	04/25/2022	95.00
667454	Vendor Continued Check	04/25/2022	0.00
667455	Vendor Continued Check	04/25/2022	0.00
667456	Vendor Continued Check	04/25/2022	0.00
667457	Vendor Continued Check	04/25/2022	0.00
667458	Vendor Continued Check	04/25/2022	0.00
667459	Vendor Continued Check	04/25/2022	0.00
667460	Vendor Continued Check	04/25/2022	0.00
667461	Vendor Continued Check	04/25/2022	0.00
667462	Vendor Continued Check	04/25/2022	0.00
667463	Vendor Continued Check	04/25/2022	0.00
667464	Vendor Continued Check	04/25/2022	0.00
667465	Vendor Continued Check	04/25/2022	0.00
667466	AMAZON	04/25/2022	8,064.25
667467	APEX ENGINEERING GROUP	04/25/2022	2,057.50
667468	BECKER COUNTY ENVIRONMENTAL SE	04/25/2022	399.00
667469	BIO CORPORATION	04/25/2022	403.73
667470	BIX PRODUCE	04/25/2022	11,146.29
667471	BLUE SKY, INC	04/25/2022	1,893.75
667472	BRAATEN, ELISSA M	04/25/2022	63.45
667473	BRENCO CORP.	04/25/2022	594.55
667474	CARRIER, JOSEPH E.	04/25/2022	92.12
667475	Vendor Continued Check	04/25/2022	0.00
667476	Vendor Continued Check	04/25/2022	0.00
667477	CENTRAL MARKET	04/25/2022	556.49
667478	CIAMPI, DELFINA	04/25/2022	200.00
667479	CITI CARGO & STORAGE	04/25/2022	100.00
667480	COLLINS, CHRIS E	04/25/2022	99.00
667481	COLE PAPERS	04/25/2022	2,959.00
667482	CONNECT INTERIORS	04/25/2022	5,116.02
667483	COURNEYA, NICOLE K	04/25/2022	117.36
667484	CULINEX	04/25/2022	474.16
667485	DACOTAH PAPER COMPANY	04/25/2022	979.25
667486	DAN SCHLAUDERAFF SERVICES LLC	04/25/2022	993.18
667487	DETROIT LAKES DISPOSAL	04/25/2022	2,553.33
667488	DIGITAL SIGNUP	04/25/2022	400.00
667489	DETROIT LAKES CHIROPRACTIC	04/25/2022	95.00
667490	DOGFISH MEDIA	04/25/2022	1,600.00
667491	Vendor Continued Check	04/25/2022	0.00
667492	Vendor Continued Check	04/25/2022	0.00
667493	EAST SIDE JERSEY DAIRY ESJD	04/25/2022	4,760.67
667494	EDUCATORS BENEFIT CONSULTANTS,	04/25/2022	872.56
667495	EMERGENT SYSTEMS EXCHANGE, LLC	04/25/2022	588.00
667496	ESSENTIA HEALTH	04/25/2022	2,760.00
667497	FELDT PLUMBING LLP	04/25/2022	1,017.50
667498	FLR SANDERS, INC	04/25/2022	215.72
667499	FORUM COMMUNICATIONS PRINTING	04/25/2022	4,554.28
667500	FORUM COMMUNICATIONS COMPANY -	04/25/2022	971.79

Check Nbr	Vendor Name	Check Date	Check Amount
667501	GENERAL PARTS LLC	04/25/2022	779.95
667502	GERRELL'S SPORT CENTER	04/25/2022	8,291.00
667503	GIVEN, RIKKI	04/25/2022	109.20
667504	Vendor Continued Check	04/25/2022	0.00
667505	HILLYARD / HUTCHINSON	04/25/2022	3,526.91
667506	HORNE, JUSTIN	04/25/2022	60.00
667507	HOUGH INC.	04/25/2022	3,504.53
667508	HUT AMERICAN GROUP LLC	04/25/2022	139.99
667509	JANAYA DAVIS	04/25/2022	180.00
667510	JUDISCH, JACKSON A	04/25/2022	219.99
667511	KIRSCH, CELICIA A	04/25/2022	22.20
667512	L&M FLEET SUPPLY, INC.	04/25/2022	385.92
667513	LAKES COUNTRY SERVICE CO-OP.	04/25/2022	1,984.90
667514	LEIGHTON BROADCASTING	04/25/2022	1,549.00
667515	MACKIN EDUCATION RESOURCES	04/25/2022	5,471.01
667516	MARK'S ELECTRIC INC.	04/25/2022	919.59
667517	MENARDS - DETROIT LAKES	04/25/2022	213.91
667518	METROPOLITAN MECHANICAL CONTRA	04/25/2022	540.00
667519	MIDWEST BUS PARTS	04/25/2022	105.55
667520	MILLER YARD CARE AND CONSTRUCT	04/25/2022	1,269.50
667521	MINNKOTA RECYCLING	04/25/2022	153.00
667522	MOHR, MATTHEW	04/25/2022	234.00
667523	MN STATE COMMUNITY & TECHNICAL	04/25/2022	123.18
667524	MUFF, ERIN	04/25/2022	237.39
667525	MYERS, CARA L	04/25/2022	63.42
667526	NERESON CHEVROLET INC.	04/25/2022	20.91
667527	NORSEMAN MOTORS, INC.	04/25/2022	3,595.07
667528	PAN-O-GOLD BAKING CO.	04/25/2022	320.59
667529	PEPSI	04/25/2022	1,225.72
667530	PERFORMANCE FOODSERVICE	04/25/2022	5,092.28
667531	POPPLERS MUSIC STORE	04/25/2022	481.85
667532	PRECISION PRINTING	04/25/2022	483.10
667533	PREMIUM WATERS, INC.	04/25/2022	157.36
667534	QUADIENT FINANCE USA, INC.	04/25/2022	2,000.00
667535	REDWOOD TOXICOLOGY LABORATORY,	04/25/2022	30.29
667536	RENNEBERG HARDWOODS	04/25/2022	1,790.32
667537	ROJAS, TERESA	04/25/2022	1,500.00
667538	RPM ATHLETICS LLC	04/25/2022	185.00
667539	R SCHOOL TODAY	04/25/2022	3,100.00
667540	RUPP, ANDERSON, SQUIRES & WALD	04/25/2022	280.50
667541	SCAN AIR FILTER, INC.	04/25/2022	295.50
667542	Vendor Continued Check	04/25/2022	0.00
667543	SCHULTZ BUS COMPANY	04/25/2022	5,233.50
667544	SCHMITT DIRECTOR CENTERS	04/25/2022	435.00
667545	SCHOOL OUTFITTERS	04/25/2022	6,229.20
667546	SCHOOL SPECIALTY LLC	04/25/2022	165.96
667547	SCHRAMEL, JILL R	04/25/2022	144.00
667548	SEPTIC VAC	04/25/2022	130.00
667549	STAPLES	04/25/2022	61.93
667550	STEWART, LOGAN P	04/25/2022	12.33

Check Nbr	Vendor Name	Check Date	Check Amount
667551	SUMMIT FIRE PROTECTION	04/25/2022	3,902.35
667552	SWANSON'S REPAIR	04/25/2022	434.55
667553	TRANSWORLD SYSTEMS INC.	04/25/2022	222.35
667554	TROPHY HOUSE	04/25/2022	347.89
667555	TWEETON REFRIGERATION, INC.	04/25/2022	2,079.63
667556	Vendor Continued Check	04/25/2022	0.00
667557	UPPER LAKES FOODS, INC.	04/25/2022	9,119.87
667558	VON RUDEN, MARY T	04/25/2022	60.00
667559	WEST MUSIC COMPANY	04/25/2022	185.29
667560	WOLLIN, JUDY A	04/25/2022	450.00
110	Computer	Check(s) For a Total of	137,055.27

	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
	110	Computer	Checks For a Total of	137,055.27
Total For	110	Manual, Wire Tran, ACH & Computer	Checks	137,055.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	137,055.27

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,959.00	1,788.71	56,356.63	61,104.34
02	FOOD SERVICE	0.00	222.35	34,158.14	34,380.49
03	TRANSPORTATION F	0.00	0.00	4,110.70	4,110.70
04	COMMUNITY SERVIC	0.00	0.00	8,870.60	8,870.60
05	CAPITAL EXPENDIT	0.00	0.00	22,370.58	22,370.58
06	BUILDING FUND	0.00	0.00	6,218.56	6,218.56

Check Nbr	Vendor Name	Check Date	Check Amount
667561	DOW ACOUSTICS, INC.	04/25/2022	29,450.00
667562	GEHRTZ CONSTRUCTION SERVICES	04/25/2022	10,964.68
667563	LEDGESTONE, INC.	04/25/2022	34,184.71
667564	MERIT PAINTING INC.	04/25/2022	23,750.00
667565	ZERR BERG	04/25/2022	4,466.00
5	Computer	Check(s) For a Total of	102,815.39

	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
	5	Computer	Checks For a Total of	102,815.39
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	102,815.39
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	102,815.39

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
06	BUILDING FUND	0.00	0.00	102,815.39	102,815.39

BANK RECONCILIATION

3/31/22

BREMER BANK STATEMENT BALANCE	9,676.91
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(179.70)
BANK ENDING STATEMENT BALANCE	<u>9,497.21</u>
BOOK BALANCE - PRIOR MONTH ENDING	9,952.15
ADD: RECEIPTS (FROM RECEIPTS REPORT)	57.38
LESS: PAYMENTS (CHECKS REPORT)	(512.32)
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>9,497.21</u>
DIFFERENCE	0.00

<u>Receipt</u>	<u>Description</u>	<u>Acct Nbr</u>	<u>Trans Date</u>	<u>Amount</u>
1548	STUDENT COUNCIL/KINDNESS & MULLET MANIA	88 R 031 298 127 888 099	03/02/2022	57.30
		Totals for 1548		57.30
		Total for Cash Receipts		57.30

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	57.30	0.00	57.30
*** Fund Summary Totals ***		0.00	57.30	0.00	57.30

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

Acct Nbr	OBJ	Description	Reference	Trans Date	Debit	Credit
----------	-----	-------------	-----------	------------	-------	--------

88 A	101 31	MONTHLY INTEREST	033101	03/31/2022	0.08	0.00
------	--------	------------------	--------	------------	------	------

0.08 Totals for 033101

0.08 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	0.08	0.00	0.00	0.08
***	Fund Summary Totals ***	0.08	0.00	0.00	0.08

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

<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>
200114	JOHNSON, JESSICA	03/04/2022	88 E 031 298 176 888 401	03042022	TEAM AWESOME/REWARD TRIP	27.58
					Totals for 200114	27.58
200115	AAKRE, ANNA	03/21/2022	88 E 031 298 176 888 401	3212022	TEAM AWESOME/CARIBOU REWARD TRIP	17.06
					Totals for 200115	17.06
200116	BARBERG, JENNIFER	03/21/2022	88 E 031 291 127 888 401	3212022	Student Council/candy for kindness & mullet mania prizes	140.05
					Totals for 200116	140.05
200117	JOHNSON, JACOB	03/21/2022	88 E 031 298 174 888 401	3212022	BLUE TEAM/AUCTION ITEMS	98.13
					Totals for 200117	98.13
200118	ZAMZO, STEVEN	03/21/2022	88 E 031 298 173 888 401	3212022	RED TEAM/AUCTION ITEMS	90.70
					Totals for 200118	90.70
200119	JOHNSON, JESSICA	03/21/2022	88 E 031 298 176 888 401	3222022	TEAM AWESOME/SPED REWARD TRIP MAIN STREET CAFE	138.80
					Totals for 200119	138.80
					Totals for checks	512.32

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	512.32	512.32
***	Fund Summary Totals ***	0.00	0.00	512.32	512.32

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

BREMER

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: February 28, 2022
This statement: March 31, 2022
Total days in statement period: 31

Page 1 of 2
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	\$10,131.85
Low balance	\$9,676.83	Total additions	57.38
Average balance	\$10,094.61	Total subtractions	512.32
Avg collected balance	\$10,094	Ending balance	\$9,676.91
Interest paid year to date	\$0.25		

CHECKS

Number	Date	Amount	Number	Date	Amount
200114	03-25	27.58	200117	03-28	98.13
200115	03-22	17.06	200118	03-24	90.70
200116	03-29	140.05	200119	03-25	138.80

CREDITS

Date	Description	Additions
03-02	Deposit	57.30
03-31	Interest Credit	0.08

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
02-28	10,131.85	03-24	10,081.39	03-29	9,676.83
03-02	10,189.15	03-25	9,915.01	03-31	9,676.91
03-22	10,172.09	03-28	9,816.88		

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

IMPORTANT INFORMATION ABOUT YOUR STATEMENT

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

FINANCE CHARGE: CREDIT LINE ACCOUNTS

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

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

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

In your letter, provide the following information:

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

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

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

ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

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

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

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

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

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

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

BANK RECONCILIATION

3/31/22

BREMER BANK STATEMENT BALANCE	247,922.15
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(8,204.16)
BANK ENDING STATEMENT BALANCE	<u>239,717.99</u>
BOOK BALANCE - PRIOR MONTH ENDING	237,849.67
ADD: RECEIPTS (FROM RECEIPTS REPORT)	49,746.00
LESS: PAYMENTS (CHECKS REPORT)	(47,877.68)
MISC FEES:	0.00
BOOK ENDING BALANCE	<u>239,717.99</u>
DIFFERENCE	

Cash Flow - Earliest To Date

7/1/1998 through 4/4/2022

4/4/2022

Page 1

Category	7/1/1998- 4/4/2022
INFLOWS	
Uncategorized	0.00
005 I-ATH	573.99
006-JSA-SGA	0.00
007 INTERACT	2,121.38
010 I-BPA	2,574.97
015 I-BAND	1,198.83
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	2.67
030 I-BBB	10,916.29
040 I-GBB	15,392.20
045 I-Cheer	239.66
050 I-CHOIR	10,867.79
051I All City Choir	0.00
053 I-CC	5,700.20
055 I-SKI	1,920.59
060 I-DANCE	12,392.89
065 I	0.00
070 I-FFA	20,136.66
075 I	0.00
080 I-FB	25,281.38
082 I-BGOLF	6,189.90
083 I-GGOLF	8,493.56
085 I-GYM	1,860.67
090 I	0.00
095 I-BHOC	10,816.67
096I-GHOC	3,402.34
097 I	0.00
100 I	0.00
102 I	0.00
103 I	0.00
105 I-NHS	1,162.95
110 I	0.00
115 I-NACLUB	10,759.78
116 I	0.00
117 I-Robotics	8,911.32
118 I	0.00
119	0.00
120 I-PROM	11,941.35
125- Trap	0.00
126 I-Trap Shooting	8,038.65
128 I-BSOC	159.40
129 I-GSOC	5,441.33
130 I	0.00
132 I-SB	9,444.90
133 I-SPAN	157.21
134 I	0.00
135 I-SPEECH	4,057.67

Cash Flow - Earliest To Date

7/1/1998 through 4/4/2022

4/4/2022

Page 2

Category	7/1/1998- 4/4/2022
140 I-STUD. CO.	9,728.30
141I-Link Crew	440.57
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	2,298.08
144 I-BSWIM	1,502.47
145 I-GSWIM	3,072.64
147 I-TARGET	629.32
149I-ALC	6,401.17
150 I-GTEN	499.40
151 I-BTEN	167.75
155 I-TRACK	5,509.32
157 I	0.00
160 I-VB	8,045.73
163 I	0.00
165 I-WREST	1,327.38
170 I-INT.	0.00
171I-Service Fee's	-61.34
180 I	0.00
TOTAL INFLOWS	239,717.99
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	239,717.99

Receipt	Description	Acct Nbr	Trans Date	Amount	Total
12893	CC Ski Bib rental	88 R 041 292 107 888 051	03/09/2022	510.00	510.00
12901	Trap fees	88 R 041 292 125 888 051	03/23/2022	7,545.00	7,545.00
12899	Wt Lft/S & S Gatorade Machine 179.50 .7	88 R 041 292 139 888 099	03/22/2022	180.25	180.25
12888	BBB youth tourney fundraiser	88 R 041 294 105 888 051	03/09/2022	7,147.00	
12904	bbb site reimb	88 R 041 294 105 888 051	03/23/2022	336.25	7,483.25
12886	BGolf fee pmt	88 R 041 294 113 888 051	03/09/2022	310.00	310.00
12902	Bhockey site reimb	88 R 041 294 115 888 051	03/23/2022	333.50	333.50
12885	McLeod swim shirt	88 R 041 294 128 888 051	03/03/2022	12.00	12.00
12890	Wrestling sect dues Roseau	88 R 041 294 132 888 051	03/09/2022	100.00	
12894	Wrestling sect dues DGF	88 R 041 294 132 888 051	03/09/2022	100.00	
12903	wrestling site reimb	88 R 041 294 132 888 051	03/23/2022	1,078.35	1,278.35
12889	GBB youth tourney fundraiser	88 R 041 296 105 888 051	03/09/2022	4,829.00	
12905	gbb site reimb	88 R 041 296 105 888 051	03/23/2022	336.25	5,165.25
12892	Gym web pmt	88 R 041 296 114 888 051	03/09/2022	640.00	
12895	Gym web pmt	88 R 041 296 114 888 051	03/09/2022	75.00	
12906	gymnastics site reimb	88 R 041 296 114 888 051	03/23/2022	650.00	1,365.00
12884	State tickets, hotel and banner money	88 R 041 296 122 888 051	03/03/2022	3,821.00	3,821.00
12891	GSwim timing check	88 R 041 296 128 888 051	03/09/2022	30.00	30.00
12881	Ecklund and Macro sponsors	88 R 041 298 046 888 051	03/03/2022	1,500.00	1,500.00
12883	Band trip pymt	88 R 041 298 263 888 051	03/03/2022	1,767.00	
12898	Band online fundraiser	88 R 041 298 263 888 051	03/08/2022	10.00	
12900	Band trip payments	88 R 041 298 263 888 051	03/23/2022	2,000.00	
12918	Band online fundraiser	88 R 041 298 263 888 051	03/31/2022	10.00	3,787.00
12882	Choir trip deposits	88 R 041 298 264 888 051	03/01/2022	11,150.00	
12880	Choir trip pymt Lowell	88 R 041 298 264 888 051	03/03/2022	1,500.00	
12887	Choir trip pymt Houglum & Braun	88 R 041 298 264 888 051	03/09/2022	2,500.00	
12896	Choir trip pymt Nunn & Sandberg	88 R 041 298 264 888 051	03/23/2022	1,275.40	16,425.40
Total for Cash Receipts				49,746.00	

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	49,746.00	0.00	49,746.00
***	Fund Summary Totals ***	0.00	49,746.00	0.00	49,746.00

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

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	415,288.98	401,821.43	240,591.99
88	A		101	--		CASH	227,124.44	415,288.98	401,821.43	240,591.99
88	-		--	--		*ACTIVITIES	227,124.44	415,288.98	401,821.43	240,591.99

<u>FD T ORG PRG CRS FIN</u>	<u>GLN</u>	<u>Beginning</u>	<u>2021-22</u>	<u>2021-22</u>	<u>Ending</u>
		<u>Balance</u>	<u>FYTD Debits</u>	<u>FYTD Credits</u>	<u>Balance</u>
Grand Asset Totals		227,124.44	415,288.98	401,821.43	240,591.99

Number of Accounts: 1

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

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400755	BEUG'S ACE HARDWARE	03/04/2022	88 E 041 298 046 888 401	robotics invoices 218156 \$4.00 218258 \$10.56 218424 \$3.75 Totals for 400755	18.31 18.31
400756	BSN SPORTS	03/04/2022	88 E 041 294 105 888 401	bbb jacket invoice 916195856 Totals for 400756	63.60 63.60
400757	CAPITAL ONE TRADE CREDIT	03/04/2022	88 E 041 298 046 888 401	robotics supplies invoice B35117/4 Totals for 400757	4.99 4.99
400758	CAULFIELD STUDIO	03/04/2022	88 E 041 294 105 888 401	bbb banners \$25 \$180 Totals for 400758	205.00 205.00
400759	CENTRAL MARKET	03/04/2022	88 E 041 298 109 888 401	Speech PO's \$33.97 Totals for 400759	33.97 33.97
400760	GERRELL'S SPORT CENTER	03/04/2022	88 E 041 294 112 888 401	football clothing invoice 192080 Totals for 400760	902.00 902.00
400761	HENRY SCHEIN INC.	03/04/2022	88 E 041 292 139 888 401	wt rm gatorade inv 17036151 Totals for 400761	362.14 362.14
400762	HOGIE, BRAEDEN	03/04/2022	88 E 041 294 105 888 401	reimburse for team pizza Totals for 400762	415.60 415.60
400763	IND. SCHOOL DISTRICT #22	03/04/2022	88 E 041 294 115 888 401	BHockey reimburse for Sparx order on District Credit Card	52.97
400763	IND. SCHOOL DISTRICT #22	03/04/2022	88 E 041 296 122 888 401	dance state hotel room reimb to district for 2nd night hotel Totals for 400763	600.66 653.63
400764	LEN BUSCH ROSES	03/04/2022	88 E 041 298 264 888 401	poinsettia fundraiser Totals for 400764	146.15 146.15
400765	NOAH, BENJAMIN	03/04/2022	88 E 041 294 115 888 401	reimburse for team meal and snacks Totals for 400765	397.35 397.35
400766	RAMSEY, BRITTON	03/04/2022	88 E 041 296 122 888 401	reimburse for team gifts and supplies Totals for 400766	64.73 64.73
400767	STEWART, LOGAN	03/04/2022	88 E 041 298 046 888 401	reimburse for robotics supplies Totals for 400767	249.96 249.96
400768	SWENSON, AARON	03/04/2022	88 E 041 298 257 888 401	reimburse for link crew snacks	139.53
400768	SWENSON, AARON	03/04/2022	88 E 041 294 105 888 401	reimburse for team pizza Totals for 400768	318.80 458.33
400769	TROPHY HOUSE	03/04/2022	88 E 041 294 113 888 401	bgolf awards invoice 258226	451.95

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				Totals for 400769	451.95
400770	LINK, SAMANTHA	03/04/2022	88 E 041 298 117 888 401	reimb for Prom committee food	36.80
				Totals for 400770	36.80
400771	SMALL JOURNEYS INC.	03/08/2022	88 E 041 298 264 888 401	DLHS Choir Trip Pymt	15,018.00
				Totals for 400771	15,018.00
400772	BLUE 84 SPIRIT	03/08/2022	88 E 041 292 108 888 401	CC shirts invoice 1490563	4,320.00
				Totals for 400772	4,320.00
400773	HOLIDAY INN-DL	03/08/2022	88 E 041 296 122 888 401	Laker Dance Banquet invoice 28300	1,318.20
				Totals for 400773	1,318.20
400774	JOHNSON, RACHEL	03/08/2022	88 E 041 296 105 888 401	reimb for gbb teams & bus snacks	583.44
				Totals for 400774	583.44
400775	PRECISION PRINTING	03/08/2022	88 E 041 294 105 888 401	BBB signature posters invoice 101675	83.00
				Totals for 400775	83.00
400776	EVERSON, MARK	03/16/2022	88 E 041 298 264 888 401	reimburse for choir trip plane tickets	4,395.23
				Totals for 400776	4,395.23
400777	SMALL JOURNEYS INC.	03/16/2022	88 E 041 298 264 888 401	DLHS Choir Trip Pymt	11,501.00
				Totals for 400777	11,501.00
400778	BEUG'S ACE HARDWARE	03/21/2022	88 E 041 298 046 888 401	Robotics Supplies invoices 219124 \$18.50 218547 \$20.25	38.75
				Totals for 400778	38.75
400779	BLUE 84 SPIRIT	03/21/2022	88 E 041 296 105 888 401	GBB Tshirts invoice 1559848	477.25
				Totals for 400779	477.25
400780	DENARDO, AMY	03/21/2022	88 E 041 294 115 888 401	reimb bhockey warm ups	390.00
				Totals for 400780	390.00
400781	HUT AMERICAN GROUP LLC	03/21/2022	88 E 041 298 242 888 401	NA Club Pizza invoices: 274122021700003901 \$283.25 274122022300003001 \$122.08	405.33
				Totals for 400781	405.33
400782	IND. SCHOOL DISTRICT #22	03/21/2022	88 E 041 294 105 888 401	BBB Youth Tourney Catering Invoice 7342	1,106.51
400782	IND. SCHOOL DISTRICT #22	03/21/2022	88 E 041 296 105 888 401	GBB Youth Tourney Catering Invoice 7342	1,106.51
				Totals for 400782	2,213.02
400783	JB'S CUSTOM APPAREL	03/21/2022	88 E 041 296 113 888 401	GGolf polo embroidery invoice 16911	120.00
				Totals for 400783	120.00
400784	LAKER LOCKER	03/21/2022	88 E 041 296 122 888 401	Dance shirt invoice 0321	245.00

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
Totals for 400784					245.00
400785	LARSON, KATHRYN	03/21/2022	88 E 041 298 264 888 401	reimb for trip pymnt postage	84.06
Totals for 400785					84.06
400786	STEWART, LOGAN	03/21/2022	88 E 041 298 046 888 401	reimb for robotic supplies	730.89
Totals for 400786					730.89
400787	SURFACE, DYLAN	03/21/2022	88 E 041 292 139 888 401	reimb for state wt lifting	937.00
Totals for 400787					937.00
400788	TAG UP	03/21/2022	88 E 041 296 105 888 401	Bag tags for GBB invoice 235886D	130.00
Totals for 400788					130.00
400789	TROPHY HOUSE	03/21/2022	88 E 041 294 112 888 401	FB award invoice 258216	25.00
400789	TROPHY HOUSE	03/21/2022	88 E 041 294 105 888 401	BBB Plaques invoice 258340	228.00
Totals for 400789					253.00
400790	UNIV. OF MINNESOTA-CROOKSTON	03/21/2022	88 E 041 298 249 888 401	DLHS FFA Ag and Natural resources activity day invoice 004	170.00
Totals for 400790					170.00
Totals for checks					47,877.68

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	47,877.68	47,877.68
***	Fund Summary Totals ***	0.00	0.00	47,877.68	47,877.68

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

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: February 28, 2022
This statement: March 31, 2022
Total days in statement period: 31

Page 1 of 3
XXXXXX5879
(68)

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	\$251,842.08
Enclosures	68	Total additions	49,746.00
Low balance	\$237,346.37	Total subtractions	53,665.93
Average balance	\$257,024.03	Ending balance	\$247,922.15
Avg collected balance	\$255,896		

CHECKS

Number	Date	Amount	Number	Date	Amount
400670	03-03	291.84	400762	03-04	415.60
400722 *	03-02	100.00	400765 *	03-14	397.35
400724 *	03-10	440.00	400767 *	03-14	249.96
400738 *	03-07	1,696.50	400768	03-09	458.33
400740 *	03-07	50.00	400769	03-15	451.95
400742 *	03-02	225.00	400770	03-07	36.80
400746 *	03-04	3,913.09	400771	03-14	15,018.00
400747	03-03	901.23	400772	03-14	4,320.00
400749 *	03-01	315.91	400773	03-16	1,318.20
400750	03-01	103.30	400774	03-15	583.44
400751	03-21	60.00	400775	03-16	83.00
400752	03-14	525.97	400776	03-17	4,395.23
400753	03-01	180.00	400777	03-21	11,501.00
400754	03-02	1,080.00	400778	03-25	38.75
400755	03-14	18.31	400779	03-25	477.25
400756	03-11	63.60	400781 *	03-28	405.33
400757	03-10	4.99	400784 *	03-24	245.00
400758	03-29	205.00	400786 *	03-25	730.89
400759	03-11	33.97	400787	03-25	937.00
400760	03-11	902.00	400788	03-25	130.00
400761	03-14	362.14			

* Skip in check sequence

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
03-01	Deposit	11,150.00
03-03	Deposit	12.00
03-03	Deposit	1,500.00
03-03	Deposit	1,500.00
03-03	Deposit	1,767.00
03-03	Deposit	1,840.00
03-03	Deposit	1,981.00
03-08	ACH Deposit	10.00
	Stack Pay Transfer 220308	
	469619497	
03-09	Deposit	30.00
03-09	Deposit	75.00
03-09	Deposit	100.00
03-09	Deposit	100.00
03-09	Deposit	310.00
03-09	Deposit	510.00
03-09	Deposit	640.00
03-09	Deposit	2,500.00
03-09	Deposit	4,829.00
03-09	Deposit	7,147.00
03-22	Deposit	179.50
03-22	Miscellaneous Credit	0.75
03-23	Deposit	333.50
03-23	Deposit	336.25
03-23	Deposit	336.25
03-23	Deposit	650.00
03-23	Deposit	1,078.35
03-23	Deposit	1,275.40
03-23	Deposit	2,000.00
03-23	Deposit	7,545.00
03-31	ACH Deposit	10.00
	Stack Pay Transfer 220331	
	476271791	

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
02-28	251,842.08	03-10	277,630.49	03-23	251,081.37
03-01	262,392.87	03-11	276,630.92	03-24	250,836.37
03-02	260,987.87	03-14	255,739.19	03-25	248,522.48
03-03	268,394.80	03-15	254,703.80	03-28	248,117.15
03-04	264,066.11	03-16	253,302.60	03-29	247,912.15
03-07	262,282.81	03-17	248,907.37	03-31	247,922.15
03-08	262,292.81	03-21	237,346.37		
03-09	278,075.48	03-22	237,526.62		

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 TO 1041990
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 BREMER BANK
 DATE 3-22-22
 \$ 2000.00
 ⑆096010415⑆ 00705879⑆ 600

03/23/2022 600 \$ 2,000.00

BREMER BANK, NA 75-161990 400740 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Fifty Dollar(s) & No Cents*
 PAY TO THE ORDER OF: 02/16/2022 \$50.00
 ROSSMAN PTO
 1221 ROSSMAN AVE
 DETROIT LAKES, MN 56501
 ⑆400740⑆ ⑆096010415⑆ 00705879⑆

03/07/2022 400740 \$ 50.00

DEPOSIT TICKET TO 1041990
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 BREMER BANK
 DATE 3-22-22
 \$ 7545.00
 ⑆096010415⑆ 00705879⑆ 600

03/23/2022 600 \$ 7,545.00

BREMER BANK, NA 75-161990 400742 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 Twenty-Five Dollar(s) & No Cents*
 PAY TO THE ORDER OF: 02/17/2022 \$225.00
 CAULFIELD STUDIO
 1900 EAST SHORE DRIVE
 DETROIT LAKES, MN 56501
 ⑆400742⑆ ⑆096010415⑆ 00705879⑆

03/02/2022 400742 \$ 225.00

BREMER BANK, NA 75-161990 400670 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 Ninety-One Dollar(s) & 84 Cents*
 PAY TO THE ORDER OF: 12/15/2021 \$291.84
 HUZNERS, JANELLE
 1002 SUMMIT AVE #A
 DETROIT LAKES, MN 56501
 ⑆400670⑆ ⑆096010415⑆ 00705879⑆

03/03/2022 400670 \$ 291.84

BREMER BANK, NA 75-161990 400746 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 Thirteen Dollar(s) & 9 Cents*
 PAY TO THE ORDER OF: 02/17/2022 \$3,913.09
 ROGUE FITNESS
 545 E 5TH AVENUE
 COLUMBUS, OH 43201
 ⑆400746⑆ ⑆096010415⑆ 00705879⑆

03/04/2022 400746 \$ 3,913.09

BREMER BANK, NA 75-161990 400722 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 Dollar(s) & No Cents*
 PAY TO THE ORDER OF: 02/03/2022 \$100.00
 JACOBSON, AMY
 2116S 244TH AVENUE
 DETROIT LAKES, MN 56501
 ⑆400722⑆ ⑆096010415⑆ 00705879⑆

03/02/2022 400722 \$ 100.00

BREMER BANK, NA 75-161990 400747 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Nine Hundred -One Dollar(s) & 23 Cents*
 PAY TO THE ORDER OF: 02/17/2022 \$901.23
 ZACHIEA PROPERTIES II, INC.
 115 WILLOW STREET STE 2A
 DETROIT LAKES, MN 56501
 ⑆400747⑆ ⑆096010415⑆ 00705879⑆

03/03/2022 400747 \$ 901.23

BREMER BANK, NA 75-161990 400724 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 Forty Dollar(s) & No Cents*
 PAY TO THE ORDER OF: 02/03/2022 \$440.00
 MN HIGH SCHOOL WEIGHTLIFTING ORGANIZATION
 2360 204TH STREET W
 LAKEVILLE, MN 55044
 ⑆400724⑆ ⑆096010415⑆ 00705879⑆

03/10/2022 400724 \$ 440.00

BREMER BANK, NA 75-161990 400749 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 Fifteen Dollar(s) & 91 Cents*
 PAY TO THE ORDER OF: 02/23/2022 \$315.91
 JIMMY JOHNS #1897
 147 VETERANS MEMORIAL PARK
 DETROIT LAKES, MN 56501
 ⑆400749⑆ ⑆096010415⑆ 00705879⑆

03/01/2022 400749 \$ 315.91

BREMER BANK, NA 75-161990 400738 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 Six Hundred Ninety-Six Dollar(s) & 50 Cents*
 PAY TO THE ORDER OF: 02/16/2022 \$1,696.50
 MN STATE HIGH SCHOOL LEAGUE
 2100 FREEWAY BLVD.
 BROOKLYN CENTER, MN 55430-1735
 ⑆400738⑆ ⑆096010415⑆ 00705879⑆

03/07/2022 400738 \$ 1,696.50

BREMER BANK, NA 75-161990 400750 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 -Three Dollar(s) & 30 Cents*
 PAY TO THE ORDER OF: 02/23/2022 \$103.30
 LINDGAARD, LEESA
 700 GRANGER RD
 DETROIT LAKES, MN 56501
 ⑆400750⑆ ⑆096010415⑆ 00705879⑆

03/01/2022 400750 \$ 103.30

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400751
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: 02/23/2022 \$60.00

SECTION BA
504 W 8TH STREET
PARK RAPIDS, MN 56470

#400751# #096010415# 00705879#

03/21/2022 400751 \$60.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400757
CHECK NO.

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

*** Four Dollar(s) & 99 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$4.99

CAPITAL ONE TRADE CREDIT
PO BOX 105525
ATLANTA, GA 30348-5525

#400757# #096010415# 00705879#

03/10/2022 400757 \$4.99

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400752
CHECK NO.

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

*** Five Hundred Twenty-Five Dollar(s) & 97 Cents*

PAY TO THE ORDER OF: 02/24/2022 \$525.97

CHARLIE'S PIZZA
1006 HAVEN ROAD
LITTLE FALLS, MN 56345

#400752# #096010415# 00705879#

03/14/2022 400752 \$525.97

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400758
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 -Five Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/04/2022 \$205.00

CALFIELD STUDIO
1300 EAST SHORE DRIVE
DETROIT LAKES, MN 56501

#400758# #096010415# 00705879#

03/29/2022 400758 \$205.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400753
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 Eighty Dollar(s) & No Cents*

PAY TO THE ORDER OF: 02/24/2022 \$180.00

HUTCHINSON, DAVID
20852 CLARKS GROVE ROAD
DETROIT LAKES, MN 56501

#400753# #096010415# 00705879#

03/01/2022 400753 \$180.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400759
CHECK NO.

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

8472194

*** Thirty-Three Dollar(s) & 97 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$33.97

CENTRAL MARKET
310 HWY 10 E
DETROIT LAKES, MN 56501

#400759# #096010415# 00705879#

03/11/2022 400759 \$33.97

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400754
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 Eighty Dollar(s) & No Cents*

PAY TO THE ORDER OF: 02/24/2022 \$1,080.00

TROPHY HOUSE
PO BOX 205
DETROIT LAKES, MN 56502

#400754# #096010415# 00705879#

03/02/2022 400754 \$1,080.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400760
CHECK NO.

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

*** Nine Hundred -Two Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/04/2022 \$902.00

GERRELL'S SPORT CENTER
1004 S WASHINGTON
GRAND FORKS, ND 58201

#400760# #096010415# 00705879#

03/11/2022 400760 \$902.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400755
CHECK NO.

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

*** Eighteen Dollar(s) & 31 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$18.31

BEUG'S ACE HARDWARE
801 WASHINGTON AVE.
DETROIT LAKES, MN 56501

#400755# #096010415# 00705879#

03/14/2022 400755 \$18.31

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400761
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 Sixty-Two Dollar(s) & 14 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$362.14

HENRY SCHEIN INC.
DEPT. CH 10241
PALATKA, IL 60555-0241

#400761# #096010415# 00705879#

03/14/2022 400761 \$362.14

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400756
CHECK NO.

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

*** Sixty-Three Dollar(s) & 60 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$63.60

BSN SPORTS
PO BOX 841393
DALLAS, TX 75284-1393

#400756# #096010415# 00705879#

03/11/2022 400756 \$63.60

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A RECEIPT FOR THE PAYEE AND THE PAYEE SHALL BECOME A CREDITOR OF THE SCHOOL DISTRICT.

BREMER BANK, NA
75-1041000

400762
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 Fifteen Dollar(s) & 60 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$415.60

HOGIE, BRAEDEN
15841 MAPLE RIDGE RD
AUBURN, MN 56511

#400762# #096010415# 00705879#

03/04/2022 400762 \$415.60

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400765
CHECK NO.

*** Three Hundred Ninety-Seven Dollar(s) & 35 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$397.35

NOAH, BENJAMIN
74955 15150225 DR.
DETROIT LAKES, MN 56501

#400765# ⑆096010415⑆ 00705879#

03/14/2022 400765 \$397.35

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400772
CHECK NO.

*** Four Thousand Three Hundred Twenty Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/08/2022 \$4,320.00

BLUE 84 SPIRIT
PO BOX 346
DETROIT LAKES, MN 56502

#400772# ⑆096010415⑆ 00705879#

03/14/2022 400772 \$4,320.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400767
CHECK NO.

*** Two Hundred Forty-Nine Dollar(s) & 96 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$249.96

STEWART, LOGAN
12825 ABBEY LAKE DRIVE
DETROIT LAKES, MN 56501

#400767# ⑆096010415⑆ 00705879#

03/14/2022 400767 \$249.96

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400773
CHECK NO.

*** One Thousand Three Hundred Eighteen Dollar(s) & 20 Cents*

PAY TO THE ORDER OF: 03/08/2022 \$1,318.20

HOLIDAY INN-DL
1155 HWY. 10 E.
DETROIT LAKES, MN 56501

#400773# ⑆096010415⑆ 00705879#

03/16/2022 400773 \$1,318.20

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400768
CHECK NO.

*** Four Hundred Fifty-Eight Dollar(s) & 33 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$458.33

SWENSON, AARON
19457 COUNTY RD 131
DETROIT LAKES, MN 56501

#400768# ⑆096010415⑆ 00705879#

03/09/2022 400768 \$458.33

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400774
CHECK NO.

*** Five Hundred Eighty-Three Dollar(s) & 44 Cents*

PAY TO THE ORDER OF: 03/09/2022 \$583.44

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

#400774# ⑆096010415⑆ 00705879#

03/15/2022 400774 \$583.44

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400769
CHECK NO.

*** Four Hundred Fifty-One Dollar(s) & 95 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$451.95

TROPHY HOUSE
PO BOX 205
DETROIT LAKES, MN 56502

#400769# ⑆096010415⑆ 00705879#

03/15/2022 400769 \$451.95

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400775
CHECK NO.

*** Eighty-Three Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/08/2022 \$83.00

PRECISION PRINTING
219 FRONT ST. W. STE 2
DETROIT LAKES, MN 56501

#400775# ⑆096010415⑆ 00705879#

03/16/2022 400775 \$83.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400770
CHECK NO.

*** Thirty-Six Dollar(s) & 80 Cents*

PAY TO THE ORDER OF: 03/04/2022 \$36.80

LINK, SAMANTHA
238 STONE CREEK DR #202
DETROIT LAKES, MN 56501

#400770# ⑆096010415⑆ 00705879#

03/07/2022 400770 \$36.80

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400776
CHECK NO.

*** Four Thousand Three Hundred Ninety-Five Dollar(s) & 23 Cents*

PAY TO THE ORDER OF: 03/16/2022 \$4,395.23

EVERSON, MARK
721 WEST MAIN STREET
DETROIT LAKES, MN 56501

#400776# ⑆096010415⑆ 00705879#

03/16/2022 400776 \$4,395.23

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400771
CHECK NO.

*** Fifteen Thousand Eighteen Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/08/2022 \$15,018.00

SMALL JOURNEYS INC.
20 INGHAM RD
BRIARCLIFF, NY 10510

#400771# ⑆096010415⑆ 00705879#

03/14/2022 400771 \$15,018.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE PAPER

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

BREMER BANK, NA
75-104-960

400777
CHECK NO.

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

PAY TO THE ORDER OF: 03/16/2022 \$11,501.00

SMALL JOURNEYS INC.
20 INGHAM RD
BRIARCLIFF, NY 10510

#400777# ⑆096010415⑆ 00705879#

03/21/2022 400777 \$11,501.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME VALID ONLY IF IT IS SIGNED BY THE PERSON NAMED ON THE FRONT HEREOF.

BREMER BANK, N.A.
29-10-1000

400778
CHECK NO.

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

*** Thirty-Eight Dollar(s) & 75 Cents*

PAY TO THE ORDER OF: 03/21/2022 \$38.75

BEUG'S ACE HARDWARE
801 WASHINGTON AVE.
DETROIT LAKES, MN 56501

*J. Peterson
S. Stettin
A. D. L...*

⑆400778⑆ ⑆096010415⑆ 00705879⑆

03/25/2022 400778 \$38.75

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME VALID ONLY IF IT IS SIGNED BY THE PERSON NAMED ON THE FRONT HEREOF.

BREMER BANK, N.A.
29-10-1000

400779
CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1801 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4491

*** Four Hundred Seventy-Seven Dollar(s) & 25 Cents*

PAY TO THE ORDER OF: 03/21/2022 \$477.25

BLUD 84 SPIRIT
PO BOX 346
DETROIT LAKES, MN 56502

*J. Peterson
S. Stettin
A. D. L...*

⑆400779⑆ ⑆096010415⑆ 00705879⑆

03/25/2022 400779 \$477.25

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME VALID ONLY IF IT IS SIGNED BY THE PERSON NAMED ON THE FRONT HEREOF.

BREMER BANK, N.A.
29-10-1000

400781
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 -Five Dollar(s) & 33 Cents*

PAY TO THE ORDER OF: 03/21/2022 \$405.33

HUT AMERICAN GROUP LLC
6200 OAK TREE BLVD STE 250
INDEPENDENCE, OH 44131

*J. Peterson
S. Stettin
A. D. L...*

⑆400781⑆ ⑆096010415⑆ 00705879⑆

03/28/2022 400781 \$405.33

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME VALID ONLY IF IT IS SIGNED BY THE PERSON NAMED ON THE FRONT HEREOF.

BREMER BANK, N.A.
29-10-1000

400784
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 Forty-Five Dollar(s) & No Cents*

PAY TO THE ORDER OF: 03/21/2022 \$245.00

LAKER LOCKER
1238 WASHINGTON AVENUE
DETROIT LAKES, MN 56501

*J. Peterson
S. Stettin
A. D. L...*

⑆400784⑆ ⑆096010415⑆ 00705879⑆

03/24/2022 400784 \$245.00

IMPORTANT INFORMATION ABOUT YOUR STATEMENT

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

FINANCE CHARGE: CREDIT LINE ACCOUNTS

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

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

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

In your letter, provide the following information:

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

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

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

ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

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

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

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

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

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

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

PERSONNEL AGENDA

April 25, 2022

1) Retirement Resignation:

Kathryn Larson – High School Vocal Music Teacher, effective May 27, 2022.

2) Resignations:

Wendy Fritz – Knowledge Bowl Coach, effective March 23, 2022.

Karin Fritz-Staley – Middle School Counselor & Homeless Liaison, effective May 27, 2022.

Desiree Jacobson – After-School and Summer Latchkey Assistant, effective May 27, 2022.

Andrea McIntosh – Middle School Full-time Special Education Paraprofessional, effective April 21, 2022.

Keli Richards – Middle School Volleyball Coach, effective April 10, 2022.

Katie Swanhorst – Middle School Volleyball Coach, effective April 13, 2022.

Aaron Swenson – Assistant Boys Varsity Basketball Coach, effective April 5, 2022.

2) Appointments:

Dawnelle DeSautel – Lincoln Education Center Summer Child Educator, at the rate of \$32.81 per hour, working up to 145 hours, effective May 25, 2022, through July 1, 2022.

Austin Dodd – Middle School Baseball Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,836.63, effective April 11, 2022.

Cami Eckhoff – Middle School Track Coach, at the rate of 4.5% of BA, Step 1, or a contract amount of \$1,836.63, effective April 11, 2022.

Stephanie Goodrich – Lincoln Education Center ECFE/SR Instructional Assistant, at the rate of \$14.80 per hour, working up to 29.5 hours per week, effective April 12, 2022.

Amber Holmstrom – High School Full-Time Custodian, at the rate of \$17.80 per hour, working up to 2,080 hours per year, effective April 18, 2022.

Chris Hohnadel – Middle School Full-Time Custodian, at the rate of \$17.80 per hour, working up to 2,080 hours per year, effective April 19, 2022.

Brigitte Kellenberger – Roosevelt Elementary Special Education Teacher, at the rate of BA, Step 1, or a contract amount of \$41,630.00, effective August 24, 2022, *Pending Licensure.

Carol Kuhlmeier – .5 High School Adapted Bowling Coach, at the rate of 1.5% of BA, Step 1, or a contract amount of \$612.21, effective March 24, 2022.

Anna Moser – High School 9th Grade Social Studies Teacher, at the rate of BA+20, Step 7, or a contract amount of \$51,045.00, effective August 24, 2022.

Samantha Murphy – Roosevelt Elementary Behavior Interventionist, at the rate of MA, Step 6, or a contract amount of \$53,637.00, effective August 24, 2022, Pending Tier 3 Licensure.

Jennifer Reynolds – Lincoln Education Center Summer ECFE/SR Instructional Assistant, at the rate of \$14.80 per hour, working up to 113 hours, effective May 25, 2022, through July 1, 2022.

Jacob Thompson – Assistant Boys Varsity Tennis Coach, at the rate of 7% of BA, Step 1, or a contract amount of \$2,856.98, effective March 28, 2022.

Bailey Warzecka – Lincoln Education Center Summer ECFE/SR Instructional Assistant, at the rate of \$14.30 per hour, working up to 113 hours, effective May 25, 2022, through July 1, 2022.

Angel Weidenbach – Lincoln Education Center Summer ECFE/SR Instructional Assistant, at a rate of \$13.80 per hour, working up to 113 hours, effective May 31, 2022, through June 30, 2022.

Sarah Williams – High School FACS Teacher, at the rate of MA, Step 10, or a contract amount of \$60,549.00, effective August 24, 2022, Pending Licensure.

Anna Wilson – Lincoln Education Center Summer Child Educator, at a rate of \$32.81 per hour, working up to 145 hours, effective May 25, 2022, through July 1, 2022.

3) Amended Assignment:

Cali Harrier – High School Adapted Bowling Coach, amending her assignment to .5 Adapted Bowling Coach, reducing the rate of pay from 3% to 1.5% of BA, Step 4, or a contract amount of \$648.77, effective March 14, 2022.

Brandon Johnson – Middle School Baseball Coach, amending his assignment from .75 to 1.0 Baseball Coach, at a rate of 4.5% of BA, Step 2, or a contract amount of \$1,869.26, effective April 11, 2022.

Jacob Johnson – Middle School Baseball Coach, amending his assignment from 1.0 to .5 Baseball Coach, at the rate of 2.25% of BA, Step 6, or a contract amount of \$1,011.71, effective April 11, 2022.

4) Leave of Absence:

Terry Eiter – High School Social Studies Teacher, requests a three-year leave of absence for the 2022-23, 2023-24, and 2024-25 school years.

Jennifer Greydanus – Lincoln Education Center, requests a leave of absence beginning April 21, 2022, and continuing through May 20, 2022.

Andrea Judisch – Rossman Elementary Third Grade Teacher, requests a leave of absence beginning September 8, 2022, and continuing through November 23, 2022.

Michael Small – High School Custodian, requests a leave of absence beginning January 5, 2022, for an unknown duration.



DATE: April 4, 2022

TO: Board of Education
FROM: Kylie Johnson - HR Director
SUBJECT: Renewal of 2022-23 Group Health Insurance Coverage

The District has received the health insurance information from its current insurer, PEIP (Public Employee Insurance Program) for the July 1, 2022 plan year. Rates effective 7/1/22 reflect a 9% increase. According to PEIP, "In the past PEIP was very successful in pooling claims from all groups and giving similar renewals to those groups based on the program's total claims experience. This approach shielded groups from the sometimes significant volatility of their claims/rates from year to year. Over the last two years groups have left the program for expected short-term savings, rather than continuing to benefit from the long-term solution of "one pool". Most groups leaving had better than average claims experience, leaving higher risk groups remaining."

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

Plans:	7/1/2021	7/1/2022	\$ Increase	% Increase
	PEIP	PEIP		
	Current Rates	Renewal Rates		
PEIP High Plan- Single	\$ 819.46	\$ 893.21	\$ 73.75	9.0%
PEIP High Plan- Family	\$ 2,187.50	2384.38	\$ 196.88	9.0%
PEIP Value Plan- Single	\$ 733.86	799.91	\$ 66.05	9.0%
PEIP Value Plan- Family	\$ 1,958.94	2135.24	\$ 176.30	9.0%
PEIP HSA Plan- Single	\$ 577.20	629.15	\$ 51.95	9.0%
PEIP HSA Plan- Family	\$ 1,540.80	1679.47	\$ 138.67	9.0%

Liberty Health has been introduced at cost level 3. White Earth Health Center and Pine Point Clinic have moved from cost level 4, to cost level 3. No other cost level changes were made to existing provider networks.

District Administration recommends approval of renewing with PEIP for the 2022-23 plan year for employee health insurance coverage for the non-union groups. Board approval is not necessary for Union groups, only to acknowledge the renewal. (MN Statute allows for union groups to select PEIP as their health insurer).

cc: Kathy Owens



School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director
Detroit Lakes Public Schools
kyliejohnson@detlakes.k12.mn.us

DATE: April 4, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Kylie Johnson – Human Resources Director

SUBJECT: **Life and Long-Term Disability Insurance Renewal**

The Life and Long-Term Disability (LTD) Insurance Benefits offered to eligible district employees are administered by National Insurance Services and are up for renewal. For the most recent renewal, in 2020, there was a rate increase of 4.9% for life insurance and no change to LTD rates. For the 2022 renewal, LTD rates will decrease 10%, and there will be no change to life insurance rates. These renewal rates are guaranteed for 3 years, assuming no changes to the current benefit structure.

Rates effective 7-1-22 will be:

LIFE INSURANCE: \$.085 per thousand for life insurance and \$.02 per thousand for Accidental Death and Dismemberment. Life insurance premiums are paid for by the district. These rates are guaranteed for three years.

LONG-TERM DISABILITY INSURANCE: \$.00176 of covered payroll. The premiums for LTD insurance are paid by employees via payroll deduction. There is no cost to the district for LTD insurance premiums. These rates are guaranteed for three years.

Attached are copies of the contract renewal with National Insurance Services.

Administration recommends approval of the renewal of the Life and LTD contracts with Madison National Life / National Insurance Services.

CC: Kathy Owens
Jason Kuehn

DLESP SENIORITY LIST - March 2022

	FIRST NAME	LAST NAME	SENIORITY DATE
1	Stacey	Bergquist	9/2/1997
2	Paulette	Beeson	9/9/1997
3	Susan	Biewer	11/17/1997
4	Carol	Maristuen	9/2/1998
5	Ruth	Lage	9/2/1998
6	Kari	Lane	10/1/1998
7	Bev	Even	9/7/1999
8	Julie	Hokanson	9/7/2004
9	Wendy	Jacobson	12/1/2005
10	Susan	Woytassek	9/5/2006
11	Annette	Sailer	9/4/2007
12	Angela	Johnson	9/4/2007
13	Barb	Groth	2/12/2008
14	Joyce	Schweigart	8/22/2008
15	Stacey	Brahmer	8/26/2008
16	Barbara	Olson	9/15/2008
17	Lacey	Gilson	9/22/2008
18	Anna	Berger	9/22/2008
19	Traci	Totland	9/29/2008
20	Sandy	Hedstrom	10/20/2008
21	Carol	Kempenich	8/29/2011
22	Stacy	Conn	9/13/2011
23	Arlene	Bakker	9/16/2011
24	Margery	Smith	8/30/2012
25	Maja	Rolland	1/2/2013
26	Mary	Edwards	8/28/2013
27	Laura	Blomseth	9/3/2013
28	Sara	Boeckel	9/9/2013
29	Jennifer	Lehmann	9/30/2013
30	Steven	Jenson	10/23/2013
31	Mary	Haynes	1/17/2014
32	Tracy	Dallmann	8/27/2014
33	Ashley	McDougall	9/2/2014
34	Elizabeth "Betty"	Disse	9/11/2014
35	Jennifer	Mitchell	10/9/2014
36	Cindy	Macheel	12/8/2014
37	Elysia	McDonald	2/2/2015
38	Sue	Livermore	4/7/2015
39	Amalea	Johnson	12/1/2015
40	Frances	Parker	2/16/2016

41	Brianna	Ehnert	8/29/2016
42	Miranda	Mahlum	8/29/2016
43	Valerie	Soberg	8/29/2016
44	Natasha	Haverkamp	8/29/2016
45	Brenda	Bergum	9/6/2016
46	Sheyenne	Hirsch	9/14/2016
47	Dori	Fugere	10/4/2016
48	Tracy	Gunderson	11/21/2016
49	Rachel	Kohler	12/13/2016
50	Alycia	Holm	8/16/2017
51	Rose	Hawkins	8/16/2017
52	Maggie	Olson	8/22/2017
53	Cody	Bahls	8/28/2017
54	Kelly	Bristlin	9/14/2017
55	Haley	Anderson	10/9/2017
56	Andrea	Leitheiser	12/4/2017
57	Tara	Amundson	12/18/2017
58	Annette	Jernberg	1/2/2018
59	Victoria	Skinner	3/6/2018
60	Dona	Rosell	8/21/2018
61	Laura	Pester	8/26/2018
62	Melissa	Conley	8/29/2018
63	Machelle	Krengel	8/30/2018
64	Jessica	Foster	8/30/2018
65	Jennifer	Reynolds	8/30/2018
66	Mary	Sundby	9/28/2018
67	Shauna	Moran	10/1/2018
68	Connie	Bishop	1/14/2019
69	Ashley	Francis	2/11/2019
70	Deb	Baker	8/20/2019
71	Olivia	Ullrey	8/20/2019
72	Karla	Brogren	8/20/2019
73	Marcia	Singh	8/20/2019
74	Lynn	Monley	8/22/2019
75	Jackson	Judisch	8/26/2019
76	Diane	Morton	8/28/2019
77	Leah	Haisley	9/3/2019
78	Britt	Moore	9/9/2019
79	Shiloh	Barrows	9/17/2019
80	Danielle	Adams	9/17/2019
81	Jessie	Marx	9/24/2019
82	Connie	Skersick	10/1/2019
83	Tonia	Nelson	10/10/2019

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 504
Date Revised: 09/11/06, 08/10/2009, 01/11/2010, 05/20/2019	

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals ~~and community standards.~~

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities ~~and in keeping with community standards.~~ This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
1. ~~"Short shorts", skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards. or~~
 2. ~~—~~ Clothing ~~which~~ bearings a message ~~which that~~ is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 4. Any apparel or footwear that would damage school property.
- D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal ~~(i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).~~
- E. ~~It is not t~~he intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang" as defined in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or

identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, ~~grooming~~, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References:

U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
[*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d734 \(8th Cir. 2009\)](#)
[*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d752 \(8th Cir. 2008\)](#)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
[*B.H. ex rel. Hawk v. Easton Area School Dist.*, 725 F.3d 293 \(3rd Cir. 2013\)](#)
D.B. ex rel. Brogdon v. LafenLafon, 217 Fed.Appx. 518 (6th Cir. 2007)
[*B.W.A. v. Farmington R-7 Sch. Dist.*, 508 F.Supp.2d 740 \(E.D. Mo. 2007\)](#)
[*Hardwick v. Heyward*, 711 F.3d 426 \(4th Cir. 2013\)](#)
[*Madrid v. Anthony*, 510 F.Supp.2d 425 \(S.D. Tex. 2007\)](#)
[*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415\(W.D. Okla. 1992\)](#)
[*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 \(E.D. N.C. 1999\)](#)
[*Olesen v. Bd of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 \(N.D. Ill. 1987\)](#)
[*Harper v. Poway Unified Sch. Dist.*, 545 F.Supp.2d 1072 \(S.D. Cal. 2007\)](#)
[*Madrid v. Anthony*, 510 F.Supp.2d 425 \(S.D. Tex. 2007\)](#)
[*Lowry v. Watson Chapel Sch. Dist.*, 508 F.Supp.2d 713 \(E.D. Ark. 2007\)](#)
[*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 \(E.D. N.C. 1999\)](#)
[*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 \(W.D. Okla. 1992\)](#)
[*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 \(N.D. Ill. 1987\)](#)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Date Adopted: 04/16/84	File Number: Detroit Lakes Policy - 506
Date Revised: 01/12/98; 08/08/05; 05/15/06; 5/20/19; 10/21/19; 12/21/2020	

506 - K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. ~~It is the~~ The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and

procedures;

- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress ~~and groom~~ in a manner which meets standards of safety and health ~~and common standards of decency and which is consistent with applicable school district policy~~;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of

substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school districts' Bullying Prohibition Policy;
30. Student attire ~~or personal grooming~~ which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic

means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable

and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- ~~R. Saturday school;~~
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or

- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. – L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

C. Procedures for Removal of a Student from a Class.

1. ~~When circumstances permit, students shall be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the pupil. Specific procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;~~

2. ~~Specific required approvals necessary~~The removal from class may be imposed without an informal conference where it appears that the student will create an immediate substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and an escort is needed the teacher will notify the office immediately;
3. ~~Specific paperwork and reporting procedures~~The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.
4. ~~A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.~~

D. Responsibility for and Custody of a Student Removed from Class.

~~The student must report directly to the office and at that time the building administrator or his/her designee will determine the appropriate consequences. The building administrator or his/her designee will have responsibility for and custody of the student once removed from the classroom and has reported to the office.~~

1. ~~Designation of where student is to go when removed;~~
2. ~~Designation of how student is to get to designated destination;~~
3. ~~Whether student must be accompanied;~~
4. ~~Statement of what student is to do when and while removed;~~
5. ~~Designation of who has control over and responsibility for student after removal from class.~~

E. Procedures for Return of a Student to a Class from Which the Student Was Removed.

~~The building administrator will determine the appropriate classroom re-entry plan.~~

1. ~~Specification of procedures;~~
2. ~~Actions or approvals required such as notes, conferences, readmission plans.~~

F. Procedures for Notification.

~~Parents are to be notified whenever a child is referred to the office for disciplinary reasons. Notification may be in written or verbal form. Administrators will determine who will notify the parents and if follow up conferences are necessary.~~

1. ~~Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~
2. ~~Actions or approvals required, such as notes, conferences, readmission plans.~~

G. ~~Disabled Students~~ with Disabilities; Special Provisions.

All Special Education rules and regulations are to be followed in cases where students have IEP's.

- ~~1. Procedures for consideration of whether there is a need for further assessment;~~
- ~~2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and~~
- ~~3. Any procedures determined appropriate for referring students in need of special education services to those services.~~

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises. According to Policy 417 – Chemical Use/Abuse: Section IV:C

1. Every school shall have a chemical abuse pre-assessment 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 school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. (In many cases, this will be the buildings Student Assistance Team) Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
3. Within 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.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

The building administrator will determine the appropriate interventions tied to a violation of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

The building administrator will assist in determining appropriate procedures for encouraging early involvement of parents/guardians in attempts to improve student's behavior which may include, but is not limited to referral to the buildings Student Assistant Team.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

The building administrator will assist in determining appropriate procedures for encouraging early detection of behavioral problems which may include, but is not limited to referral to the buildings Student Assistance Team.

L. Reasonable Force Standard

A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during the dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a

meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than 10 (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the

suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

- ~~7.~~ ~~After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:~~
 - ~~a. strongly encourage a parent or guardian of the student to attend school with the student for one day;~~
 - ~~b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and~~
 - ~~c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.~~
- ~~87.~~ A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- ~~98.~~ The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- ~~109.~~ In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- ~~110.~~ Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

- 1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
- 4. No expulsion or exclusion shall be imposed without a hearing, unless the right to

a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal

action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's

behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. ~~DISABLED~~ STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn.

Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students with Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 505 (Distribution of Non-school Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
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 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 507
Date Revised: 05/13/02	

507 - CORPORAL PUNISHMENT

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

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions against districts and teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized use of force)

Cross References: MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
[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 Model Policy 506 (Student Discipline)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 508
Date Revised: 02/09/04, 4/13/09	

**508 - EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH
INDIVIDUALIZED EDUCATION PROGRAMS**

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

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary as to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student’s IEP team determines ~~that the~~ services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
 - 1. There will be significant regression of a skill or acquired knowledge from the student’s level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 - 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student’s age and level of development, and the timeliness for teaching the skill; OR
 - 3. The IEP team otherwise determines, given the student’s unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Require Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
 - 1. Prior observations of the student’s regression and recoupment over the summer;
 - 2. Observation of the student’s tendency to regress over extended breaks in instruction during the school year; and
 - 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
 - 1. The student’s progress and maintenance of skills during the regular school year.

2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125.14 (Extended School Year)
Minnesota Rule Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 ([IDEA Regulations](#))

Cross References:

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 509
Date Revised: 02/09/04; -2/12/18; 2/11/19	

509 - ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. §124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; -class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;

2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.

D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process.

Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal Reference: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)

Minn. Stat. § Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

General Statewide Enrollment Options Application For K-12 and Early Childhood Special Education

The *General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education* is the required application for all Minnesota school districts. Please use this application for inter-district K-12 open enrollment and inter-district enrollment in Early Childhood Special Education (ECSE). Please use the *Statewide Enrollment Options Application for State-funded Voluntary Pre-Kindergarten and School Readiness Plus* for voluntary pre-kindergarten or school readiness plus open enrollment.

IMPORTANT NOTE: Do not disclose other information to the non-resident district until a seat is offered in writing. At that point, the district will request information such as special needs, birth date, race, ethnicity, academic and other records.

Section 1: To be Completed by One or Both of the Student's Parents or Guardians

Student Information

Student Last Name: _____

First: _____ Full Middle: _____

Will the student be at least age 5 and under age 21 by September 1 of the enrollment year or be applying for ECSE? Yes No*

***If No, please read information in the [Statewide Enrollment Options Instructions](#) before proceeding.**

Student's current grade level (If applying for ECSE, write EC): _____

Grade Level Desired: _____

Student Resident District Information

Resident District Name: _____

District Number: _____ City: _____

District of Choice (non-resident school district)

Resident District Name: _____

District Number: _____ City: _____

Identify the reason for the request to enroll in a nonresident district:

Site or Program Preferences

If the non-resident school district has multiple sites/programs that serve your child's needs, you may rank sites/programs in order of preference (add more preferences if desired).

1. _____

2. _____

3. _____

Enrollment Timeline

When are you seeking to enroll your child?

- Immediately Next school year
 Not immediately, but sometime during the current school year

Special Situations

Please check all that apply.

- Sibling preference: student has a sibling currently open-enrolled in this non-resident district.
 Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.
 Family move: The student's resident district changed after December 1 prior to the school year requested, waiving deadlines.
 Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.
 Student is requesting a move into and/or a move out of a district that receives [Achievement and Integration Revenue](#), waiving deadlines.
 You can check here if you do not know the answer to this:
 Student is currently expelled under Minnesota Statutes, section 121A.45 for a reason listed in [Minnesota Statutes, section 124D.03, Subdivision 1](#), which allows but does not require the non-resident district to deny the application.

Parent/Legal Guardian Information

The student must live with at least one parent/guardian who lives in Minnesota.

Minnesota Parent/Guardian 1

Last Name: _____

First Name: _____ Middle Initial: _____

Home Phone: _____ Cell Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian 2

Last Name: _____

First Name: _____ Middle Initial: _____

Home Phone: _____ Cell: _____ Work: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Physical Signature of at Least One Parent/Guardian is Required

I hereby verify that the above information is true and correct to the best of my knowledge.

Signature of Parent/
Legal Guardian 1: _____ Date: _____

Signature of Parent/
Legal Guardian 2 (optional): _____ Date: _____

Submission Information

For priority consideration, please complete this application and send it to the Superintendent's Office in the [non-resident District](#) by **January 15** before the first fall enrollment. Please do not send this application to the Minnesota Department of Education. Use one application per student per requested district.

Applications received by the non-resident district after the January 15 deadline may qualify for exceptions to deadline or, if not, districts may voluntarily agree to allow enrollment through a voluntary [School District Non-resident Agreement for Inter-district Enrollment](#).

Section 2: To be Completed by the Non-resident District

Non-resident District: Notify parents/guardians of application approval or disapproval in writing by **February 15 or no more than 90 days after receiving applications** that come later through an Achievement and Integration School Choice Program. If rejected, you must let families know legal reason for denial. Reminder: ECSE open enrollment applications cannot be denied solely due to lack of capacity to provide special education services. (See Minn. Stat. § 124D.03, subd. 6).

Please expedite any requests for open enrollment into Early Childhood Special Education Services. Families must accept or decline the offer by **March 1 or 45 days after notification that their application has been approved**. After receiving the commitment to attend, the non-resident district must notify the resident district by March 15 (or 30 days after initial receipt if form filed after January 15) of the student's intent to enroll. Districts must report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15 or each year.

Date application Received: _____

District Name: _____ District Number: _____

Contact Name: _____ Title: _____

Phone: _____ Email Address: _____

Does the January 15 deadline apply?

- Yes, the deadline applies and it was met.
- Yes, but it was not met. **If this is the case, contact the superintendent's office in the resident district immediately regarding Section 3 of this form** to determine whether the resident district and your district will agree to a **Non-resident Agreement** to serve the student prior to open enrollment becoming available.
- No, one or both districts receive Achievement and Integration funding from MDE.
- No, family moved to resident district on December 1 or later.
- No, the commissioner of education and commissioner of human rights have determined the resident district's policies, procedures or practices are in violation of Title IV of the Civil Rights Act ([Minn. Stat. §124D.03, subd.7](#)).

Will the student have priority in a lottery? No Yes, based on:

- Sibling of currently open-enrolled student in this district.
- MDE-approved Achievement and Integration with specific school choice plan involving the districts.
- Child of Minnesota resident who is a district employee.
- City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

Approval/Disapproval of Open Enrollment Application

APPROVED

APPROVED, BUT WITH A NON-RESIDENT AGREEMENT for upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment provided that a lottery is not needed for the student's grade level in the first fall enrollment or the grade level has not been closed by board action. Students will be entered into lottery if one is held. (Non-resident district: keep documentation of the agreement. Districts may document agreement using Section 3 or another format of their choosing.)

STUDENT ASSIGNMENT SITE/PROGRAM

On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

School Building Name: _____

Starting Date: _____

Grade Level: _____

NOT APPROVED

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. Reminder: ECSE open enrollment applications cannot be denied based on special education program capacity. Check all that apply:

- The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Statewide Enrollment Options Instructions or Minnesota Statutes, section 124D.03, subdivision 3.
- Statutory enrollment cap has been reached for open enrollment. ([Minn. Stat. § 124D.03, subd.2](#))
- Grade is closed district-wide by board action. ([Minn. Stat. § 124D.03, subd. 2 and subd.6](#))
- District has denied the application because of specific expulsion reasons allowed in law. ([Minn. Stat. § 124D.03, subd.1](#))

NOTIFICATION TO RESIDENT DISTRICT

Non-resident district must notify resident district or last district of attendance by March 15 or 30 days later of the pupil's intent to enroll in the non-resident district. The same procedures apply to a pupil who applies to transfer from one participating non-resident district to another participating non-resident district.

Name of Superintendent/Responsible Authority: _____

Signature: _____ Date: _____

Please Note: districts may not modify this form, add data fields or create alternative formats.

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student.

Parent/Guardian: Before making a selection it would be beneficial to request school and program information from districts, visit schools, and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education's (MDE) Website: <http://education.state.mn.us> has information about school districts, schools and programs. Once you decide to apply, you must inform your child's current school that you are applying to a nonresident district for enrollment. Complete Section 1 and sign Section 2 of the *School District Enrollment Options Program* form and send the completed application to the nonresident district's superintendent's office. Please do not send the form to MDE. If you have questions or need assistance, call the MDE School Choice Division at (651)582-8200.

Deadlines and exceptions to deadlines:

Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:

- one or both districts receives Statewide Integration Revenue, in which case there is no deadline and enrollment may begin at any time; Minn. Stat. § 124D.03, Subd. 4. or,
- the student moved into the resident district on or later than December 1; Minn. Stat. § 124D.03, Subd. 7. or,
- other unusual situations apply under Minn. Stat. § 124D.03, Subd. 7.

Acceptance of Open Enrollment cannot be based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings or the student's district of residence; Minn. Stat. § 124D.03, Subd. 6.

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options at other sites unless the grade level or open enrollment has been closed by board action. However, families may apply in more than one district.

Families need not disclose special needs of students on the *School District Enrollment Options Programs* form; this information is provided after an enrollment spot is offered.

Currently expelled students: Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minn. Stat. § 121A.45 and Minn. Stat. § 124D.03, Subd. 1.

Notice as to acceptance of application: You can expect to receive an approval/disapproval from the nonresident district by **February 15 or 30 days** after applying. After receiving approval of your application you must notify the nonresident district of your commitment to attend by **March 1 or 15 days** after applying. School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots.

If the nonresident district notifies you that your application has been accepted:

- Notify the nonresident district as to whether you are accepting the offer of enrollment by March 15 or 15 days after notification.
- The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 15 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable).
- Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.
- Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an I.E.P. team can be convened.
- The school district will provide you information regarding transportation; Minn. Stat. § 123B.88, Subd. 6, Minn. Stat. § 124D.03, Subd. 8. Minneapolis families who meet income guidelines and attend suburban districts through The Choice is Yours may qualify for free transportation.
- By accepting this enrollment, your student is obligated to attend the nonresident district during the upcoming school year.
- You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. Note: that you **do need** to apply again for siblings.

If your application was denied, districts:

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the **only** reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form an agreement with the nonresident district for the upcoming year—both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year to year mutual agreements between districts; Minn. Stat. § 124D.03, Subd. 6.

Date Adopted: 06/13/88	File Number: Detroit Lakes Policy - 503
Date Revised: 01/12/98	

503 - STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain

accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.

(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, section 102A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family without prior approval.

(6) Personal trips to schools or colleges.

(7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardies

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend class with the child for one day.

[Note: Where truancy services and programs under Minnesota Statutes Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

PHILOSOPHY

~~School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. Therefore, for a student to realize their full potential, daily class attendance is important.~~

DEFINITION

~~Excused Absence~~

~~An absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused include those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home, and family vacations.~~

~~Any absence for participation in a school sponsored activity shall be considered an excused absence.~~

~~Unexcused Absence~~

~~Absent from school without a valid excuse.~~

~~Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.~~

~~Continuing Truant~~

~~A child who is subject to the compulsory attendance laws of Minnesota Statute §120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, junior high school, or senior high school.~~

PROCEDURES

Absence Reporting Procedures

~~Whenever possible, the school should be contacted the day of the absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or phone call from the parent/guardian indicating the reason for the absence is required upon the return of the child to school. The building administrator/dean of students shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. The district also reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons.~~

~~If a student has been absent due to participation in a school sponsored activity, no note or phone call from parent/guardian is required.~~

Advance Notice

~~If a family knows that a child will be absent in advance for reasons such as dental or medical appointments, the district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence. The building administrator shall determine if the absence will be excused or unexcused.~~

Continued Truancy

~~Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:~~

- ~~(1) that the child is truant;~~
- ~~(2) that the parent or guardian should notify the school if there is a valid excuse for the child's absence;~~
- ~~(3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute §120.01 and parents and guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute §127.20;~~
- ~~(4) that this notification serves as notification required by Minnesota Statute §127.20;~~
- ~~(5) that alternative educational programs and services may be available in the district;~~
- ~~(6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;~~
- ~~(7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;~~
- ~~(8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privileges; and~~
- ~~(9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.~~

~~A copy of this letter shall also be sent to county social services.~~

~~On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed for those students required to be in school by the laws of the State of Minnesota.~~

Make-Up Work

~~Students who are absent for any reason will be required to make up work missed in each class. It is the student's responsibility to make up work missed. Teachers will encourage and assist the students in this process. The student is responsible for finding out what work needs to be made up. Individual buildings shall determine how much time the child will have to make up work missed. Procedures for make up work will be explained in each buildings student handbook.~~

~~If a child will miss more than one day the parent is encouraged to contact the teacher to obtain assignments for their child.~~

Absence Following a School Activity

There are occasions when students return home late in the evening from participation in school sponsored activities. An absence the day following a school sponsored activity with an excuse of sleeping in will be considered unexcused without approval of the building administrator/dean of students prior to the absence.

Consequences for Unexcused Absences

All unexcused absences are subject to disciplinary action by the school. Consequences will be set by each building and described in student handbooks.

Consequences for Unexcused Tardies

Being on time is an important lesson all people must learn. Students are expected to be on time for school and for class. Students late to school or class without a valid excuse shall receive an unexcused tardy and shall be subject to disciplinary action by the school.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian when Child is Continuing Truant)
Minn. Stat § 260C.007, subd. 19 (Habitual Truant defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd of Educ. of Tp. High Sch. Dist. No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)
~~Ill. App. 3d 603, Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)~~
~~Minn. Stat. § 120A.30 (Attendance Officers)~~
~~Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)~~
~~Minn. Stat § 260C.007, Subd. 19 (Habitual Truant defined)~~
~~Minn. Stat. § 260A.02 (Definitions)~~
~~Minn. Stat. § 260A.03 (Notice to Parent or Guardian when Child is Continuing Truant).~~
~~Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)~~
~~Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)~~
~~Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)~~
~~Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)~~
~~Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)~~
~~Knight v. Board of Education, 348 N.E.2d 299 (1976)~~
~~Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)~~

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

Date Adopted: 07/14/86	File Number: Detroit Lakes Policy - 510
Date Revised: 08/12/02, 09/02/2008	

510 - SCHOOL ACTIVITIES AND ELIGIBILITY

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

Detroit Lakes Public Schools firmly believes that involvement in activities plays a significant role in the academic, social, and emotional development of students. We view the "field of competition" -whether it is a field, court, rink, stage, or theatre-as an extension of the classroom. As Education based activities our goal is to make our teams/activities as competitive as possible, but our purpose is to instill positive values and important skills that will contribute to success later in life.

Laker Activities strive to develop young adults who are respectful, responsible, committed teammates who will go on to be "Champions In Life.

~~I. ACTIVITY PHILOSOPHY~~

~~The philosophy of the activities program at Detroit Lakes is such that activities are considered an integral part of the school's program of education, which provides experiences that will help participants physically, mentally, socially, emotionally, and morally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. We consider this to be educationally and psychologically sound, because of the training it offers for living in a competitive society. Participants are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of programs.~~

~~We believe that participation in activities, both as a participant and as a spectator, is an integral part of the educational experience of each student. Such participation is a privilege (not a right) that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. The school has the authority to revoke the privilege when a participant does not conduct him\herself in an acceptable manner. Rules, regulations, and programs are valueless unless the individual affected by them are made better because of the experience.~~

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. As a member district of the Minnesota State High School League (MSHSL), the Detroit Lakes Public Schools agrees to abide by and enforce all of the Articles of Incorporation, Constitution, Bylaws and Regulations of the League.

In addition, the MSHSL rules regarding eligibility shall:

- A. Be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Detroit Lakes High School.
- B. Extend to any middle school student who participates in an event or program at the middle or high school level.
- C. Apply to the 12 month calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

III. RESPONSIBILITY EXPECTATIONS OF STUDENTS INVOLVED IN SCHOOL ACTIVITIES

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The Activities Director shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The Activities Director shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

~~A positive and supportive educational image of the Detroit Lakes Public Schools is important to all school district entities as well as the community of Detroit Lakes as a whole. For this reason, the school district expects that every student will be held to a high standard of behavior and conduct, both at school and away from school, including nights, weekends, and vacation periods.~~

~~Students, who choose to participate in athletics and/or activities and thus represent the school district and our community, are held to a higher standard of behavior and conduct than students who choose to not be participants. In order to participate, all students involved in activities must agree to abide by the bylaws of the MSHSL, the policies of the Detroit Lakes Public Schools, and the laws of our state and country. Failure to comply with the stated bylaws, policies and/or laws could jeopardize a student's privilege of participation in school activities.~~

~~For students who are selected to represent the school district in positions of status, we expect that their behavior and conduct will be exceptional. Students in positions of status include, but are not necessarily limited to team captains, student organization officers, students chosen to represent the school for student events ("royalty"), or any other student who is selected to represent our school district in a community, state, or national capacity. Students who are in positions of status who fail to comply with the stated bylaws, policies, and/or laws could jeopardize the privilege of participation in school activities as well as the position status.~~

~~In all situations relating to violations of bylaw, policy or law, consequences for students will be determined on an individual basis and in accordance with established rules and policies.~~

IV. IMPLEMENTATION AND MONITORING

- A. ~~The Detroit Lakes Public Schools Activities Manual will provide information, rules, and procedures pertaining to student participation in co-curricular activities in the district.~~

- ~~B.—The Detroit Lakes Public Schools Activities Manual will be reviewed on an annual basis. Changes of substance shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.~~
- ~~C.—The Detroit Lakes Public Schools activities director will provide an annual report to the superintendent detailing the school district’s compliance with MSHSL bylaws as well as a review of the status of the district’s activity programs.~~

Legal References: Minn. Stat. 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)
~~MSBA Service Manual, Chapter 6, District Education Program~~

Date Adopted: 11/12/84	File Number: Detroit Lakes Policy - 511
Date Revised: 01/12/98	

511 - STUDENT FUNDRAISING/SOLICITATION

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

SOLICITATION OF STUDENTS:

~~The Detroit Lakes Public Schools shall endeavor to safeguard the rights of students and their parents from money raising plans of community and out-of-school organizations; commercial~~

~~enterprises and individuals; as well as school sponsored groups.~~

~~This policy applies particularly to ticket sales and/or the sale of articles or services except those that are directly sponsored and/or approved by the school authorities.~~

~~Community and outside organizations may advertise events through the school, but children may not be enlisted to solicit sales or sell tickets except for those events that are jointly sponsored by the school or through school approved parent-teacher activities.~~

~~All approved organizations using the school either for advertising or solicitation must clearly have the name of the sponsor printed on advertising, tickets, and other materials being sold or displayed.~~

PRIOR APPROVAL REQUIRED:

~~All requests for fund raising activities must be approved in advance, by the advisor of the activity, by the building principal, and by the Superintendent of Schools. All such requests shall be submitted on forms available from the office of the principal.~~

~~Because many fund raising activities directly or indirectly affect the business community or may conflict with dates set by community organizations for like fund raising activities, all such events should be planned and/or dates set with community consultation and should be cleared on the community calendar.~~

ACTIVITY FINANCES:

~~All school activity funds will be carried in the Activity Account. All monies received by classes and organization will be turned into the fund, for which a receipt will be issued. Disbursements will be made by check. The fund is open for audit at any time. Expenditures for any activity must have the approval of the activity advisor and the building administrator. The advisor should see that all expenditures are of a general educational nature, and do not have personal overtones. It is usually considered that all students help raise funds and all students should share in some way, the expenditure of these funds. NO MONEY IS TO BE KEPT IN TEACHER'S DESK DRAWERS OR IN A SEPARATE ACCOUNT.~~

AUDIT ACCOUNTS:

~~All school accounts, including all extra-curricular accounts, shall be subject to an annual audit by a Certified Public Accountant. This audit shall be done as soon as possible after June 30th of each year.~~

~~The building administrator shall be responsible for supervising and accounting for all funds, fund raising activities, conducted by any students, staff or organizations, or solicitation, consistent with the provisions of this policy.~~

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 120.~~367~~3 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

DETROIT LAKES PUBLIC SCHOOLS
Detroit Lakes, Minnesota

REQUEST TO RAISE FUNDS

School organizations or classes interested in any type of fund-raising activity must complete the following information sheet and receive prior approval:

DATE OF REQUEST: _____

NAME OF ORGANIZATION OR CLASS: _____

President: _____ Advisor: _____

TYPE OF ACTIVITY BEING CONSIDERED: (Please Describe) _____

Financial Goal: _____

If the activity involves the sale of some item, please describe: _____

Cost: _____ % of Profit: _____

Sale Price: _____ % of Profit: _____

Beginning date of fund-raising activity: _____

Ending date of fund-raising activity: _____

Funds to be used for: (Please Explain) _____

ADVISOR:

Recommendation: _____

Signature: _____

BUILDING PRINCIPAL:

Recommendation: _____

Signature: _____

ACTIVITY	
_____ Approved	
_____ Rejected - Reasons: _____	
_____ Refer to Board of Education for review and consideration	
*Please _____ attach _____ supporting _____ documentation	
and use reversed side if more space is needed.	Superintendent's Signature _____
	Date _____

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 512
Date Revised: 8/11/03, 08/10/2009	

512 - SCHOOL SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]

- A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities is not an expression of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.

- B. "Official school publications" means school newspapers, yearbooks, material produced in communication, journalism ~~of or~~ other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:
1. The ~~average person, applying contemporary community standards, would find that the material, taken as a whole,~~ appeals to the prurient interest of minors of the age to whom distribution is requested;
 - ~~2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and~~
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material is:
- (1) obscene to minors;
 - (2) libelous or slanderous;

- (3) advertises or promotes any product or service not permitted for minors by law~~;~~
- (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities~~;~~
- (5) expresses or advocates sexual, racial~~,~~ or religious harassment or violence or prejudice~~;~~
- (6) is distributed or displayed in violation of time, place and manner regulations~~.~~

B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content ~~asso~~ long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:

- 1. assuring that participants learn whatever lessons the activity is designed to teach;
- ~~2.~~ 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
- ~~3.~~ 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
- ~~3.~~ 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
- ~~4.~~ 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
- ~~5.~~ 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

~~2.~~

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

- 1. Time
Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.
- 2. Place
Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways~~,~~ and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- 3. Manner
No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U.S. Const., -amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 108 S.Ct. 562, 98 L.Ed. 2d 592 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)
Morse v. Frederick, ~~—~~551 U.S. ~~—~~, 393, 127 S.Ct. 2618, 168 L.Ed. 2d 290 (2007)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Date Adopted: 04/13/2009	File Number: Detroit Lakes Policy - 514
Date Revised: 12/13/2010, 07/14/2014, 8/11/2014; 12/21/2020	

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and

procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses, restore to practice, or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at

school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying 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 in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or

other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, restore to practice, 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. 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 parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 violations and to appropriately discipline the individual(s) who engage in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and

provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with ~~Minnesota Statutes~~ ~~§section~~ 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or 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, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school

district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 Student~~ Sex Nondiscrimination Policy)
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 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video ~~taping~~ Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

DATE: April 15, 2022
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Construction Change Orders – High School**

Attached and summarized below are the Change Orders for the April 25, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #031 - CE #109 Signage Backer Panel Contractor: Ledgestone Provide Signage Backer Panel	\$823.00
--	----------

Total High School Change Orders	\$823.00
--	-----------------

TOTAL CHANGE ORDERS	<u>\$823.00</u>
----------------------------	------------------------

Recommend approval of the above listed Change Orders.

**CCO #031**

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

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

Subcontract Change Order #031: CE #109 - Signage backer panel

CONTRACT COMPANY:	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	CONTRACT FOR:	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
DATE CREATED:	2/03/2022	CREATED BY:	Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$823.00

DESCRIPTION:

CE #109 - Signage backer panel

Provide signage backer panels at location where installed on glass.

ATTACHMENTS:[CMR#38_SignageBacker.pdf](#)**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 175,232.80
The contract sum prior to this Change Order was	\$ 1,705,367.80
The contract sum will be increased by this Change Order in the amount of	\$ 823.00
The new contract sum including this Change Order will be	\$ 1,706,190.80
The contract time will not be changed by this Change Order by	

Ledgestone, Inc.
 Detroit Lakes, Minnesota

DocuSigned by:

JOSH LESSMAN

EC8D336258FB4CE

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

Zerr Berg

32113E3583E3494...

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

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



LEDGESTONE, INC.

Change Order Request

COR Number: 38

Date: 2/2/2022

Project Number: 2003

Contract Date: 1/21/2020

To:	Project:
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo ND 58102	DL High School Renovation 1301 Roosevelt Avenue Detroit Lakes MN 56501

Description of Change:

Backer for signage where occurs on sidelights or glass conditions

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	175,232.80
Contract Amount Prior to this Change Order	1,705,367.80
Proposed Contract Amount of this Change Order	823.00
Proposed Contract Amount Including this Change Order	1,706,190.80

Accepted By:

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

Ledgestone Inc.
 22930 CO Hwy 6
 Detroit Lakes MN 56501

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



LEDGESTONE, INC.

Change Order Request

COR Number: 38

Date: 2/2/2022

To: Gehrtz Construction Services, Inc.	Project: DL High School Renovation
---	---

Item	Description	Quantity	UOM	Unit Price	Extended Price
10 - Specialties					
	Signage backer	33.00	EA	14.50	478.50
	Signage Install	33.00	EA	7.00	231.00
	Profit & Overhead	0.00		0.00	113.50
Specialties Total:					823.00
Change Order Total:					823.00

DETROIT LAKES PUBLIC SCHOOLS
Construction Project Summary
2/28/2022

Districtwide Project Total

Original Project Total	\$58,570,727.00	
Alternates	1,972,637.68	
Original Project Reallocation	135,028.27	
Change Orders	2,981,634.55	
Contingency Usage	<u>(1,235,982.29)</u>	
Amended Project Total	62,424,045.21	
Project Complete	57,562,266.29	92.21%
Contingency Total	1,095,160.02	
Contingency Used	(1,235,982.29)	112.86%
Original Project Reallocation	<u>135,028.27</u>	
Remaining Contingency	(5,794.00)	-0.53%

Roosevelt Elementary

Original Project Total	\$ 11,741,149.46
Alternates	158,472.60
Original Project Reallocation	86,921.41
Change Orders	381,399.80
Contingency Usage	<u>(302,633.41)</u>
Amended Project Total	\$ 12,065,309.86
Project Complete	11,749,826.59
Percentage Complete	97.39%

Contingency Total	215,712.00
Contingency Used	<u>(302,633.41)</u>
Remaining Contingency	\$ (86,921.41)
Percentage Remaining	-40.30%

Middle School

Original Project Total	\$ 6,259,113.32
Alternates	1,512,233.33
Original Project Reallocation	0.00
Change Orders	227,050.25
Contingency Usage	<u>(140,412.71)</u>
Amended Project Total	\$ 7,857,984.19
Project Complete	7,611,844.21
Percentage Complete	96.87%

Contingency Total	\$ 140,989.02
Contingency Used	<u>(140,412.71)</u>
Remaining Contingency	\$ 576.31
Percentage Remaining	0.41%

Rossman Elementary

Original Project Total	\$ 9,314,803.79
Alternates	301,931.75
Original Project Reallocation	48,106.86
Change Orders	221,386.86
Contingency Usage	<u>(221,386.86)</u>
Amended Project Total	\$ 9,664,842.40
Project Complete	9,399,887.99
Percentage Complete	97.26%

Contingency Total	173,280.00
Contingency Used	<u>(221,386.86)</u>
Remaining Contingency	\$ (48,106.86)
Percentage Remaining	-27.76%

High School

Original Project Total	\$ 31,255,660.43
Alternates	0.00
Original Project Reallocation	0.00
Change Orders	2,151,797.64
Contingency Usage	<u>(571,549.31)</u>
Amended Project Total	\$ 32,835,908.76
Project Complete	28,800,707.50
Percentage Complete	87.71%

Contingency Total	\$ 565,179.00
Contingency Used	<u>(571,549.31)</u>
Remaining Contingency	\$ (6,370.31)
Percentage Remaining	-1.13%

**Detroit Lakes Public Schools
Independent School District #22**

2021-22 Revenue and Expenditure Budget Summary by Fund

	21-22 Revenue	21-22 Expenditures	Transfers	Difference
General Fund				
Original Budget	34,271,064	35,049,429	-	(778,365)
Revised Budget	<u>36,242,904</u>	<u>36,720,324</u>	-	<u>(477,420)</u>
Change	1,971,840	1,670,895	-	300,945
Transportation				
Original Budget	2,311,051	2,407,456		(96,405)
Revised Budget	<u>2,311,051</u>	<u>2,395,706</u>		<u>(84,655)</u>
Change	-	(11,750)	-	11,750
Capital Outlay				
Original Budget	1,960,427	1,684,209	-	276,218
Revised Budget	<u>1,960,427</u>	<u>1,684,209</u>	-	<u>276,218</u>
Change	-	-	-	-
SUB-TOTAL GENERAL FUND				
Original Budget	38,542,542	39,141,094	-	(598,552)
Revised Budget	<u>40,514,382</u>	<u>40,800,239</u>	-	<u>(285,857)</u>
Change	1,971,840	1,659,145	-	312,695
Food Service				
Original Budget	1,907,493	1,725,962		181,531
Revised Budget	<u>1,708,823</u>	<u>1,901,850</u>		<u>(193,027)</u>
Change	(198,670)	175,888	-	(374,558)
Community Education				
Original Budget	1,316,424	1,238,014		78,410
Revised Budget	<u>1,387,483</u>	<u>1,303,818</u>		<u>83,665</u>
Change	71,059	65,804	-	5,255
Building Fund				
Original Budget	225,000	14,158,287	-	(13,933,287)
Revised Budget	<u>260,000</u>	<u>14,158,287</u>	-	<u>(13,898,287)</u>
Change	35,000	-		35,000
Debt Service				
Original Budget	4,008,165	3,736,181		271,984
Revised Budget	<u>3,894,655</u>	<u>3,702,531</u>		<u>192,124</u>
Change	(113,510)	(33,650)		(79,860)
Custodial Account				
Original Budget	70,000	70,000		-
Revised Budget	<u>70,000</u>	<u>70,000</u>		-
Change	-	-		-
Student Activities				
Original Budget	395,720	356,095		39,625
Revised Budget	<u>395,720</u>	<u>356,095</u>		<u>39,625</u>
Change	-	-		-
TOTAL ALL FUNDS				
Original Budget	\$ 46,465,344	\$ 60,425,633	\$ -	\$ (13,960,289)
Revised Budget	<u>\$ 48,231,063</u>	<u>\$ 62,292,820</u>	\$ -	<u>\$ (14,061,757)</u>
Change	\$ 1,765,719	\$ 1,867,187	\$ -	\$ (101,468)



Detroit Lakes Public Schools Monthly Enrollment Summary 2021-2022

Month: April 1

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	37	82	119

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	9	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	78	19	97
Rossman	77	21	98
Totals	155	40	195

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	88	89	103	97	111	488
Rossman	91	97	103	99	101	491
Totals	179	186	206	196	212	979

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
195	979	1174

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	199	181	189	569

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	245	230	203	144	822	2	39	863

2021-2022

K-12 Total

2696

2020-2021

K-12 Total

2681

2019-2020

K-12 Total

2905

MONTHLY TOTALS*

EIC	38
ECSE	91
Kind. Sp. Ed.	40
Kindergarten	155
Grades 1-5	979
Middle School	569
Senior High	863
ALC	84
Transitions	6
TOTAL	2819

*Does not include non-resident students on tuition agreement

LAKER TRANSITIONS

D.L.	4
Other	2
Total	6

ALC

D.L.	58
Other	26
Total	84



Detroit Lakes Public Schools Yearly Enrollment Summary 2021-2022

Date: April 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	42	43	45	37			50	57	70	74	69	72	76	82		

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	1	1	1	1	1	1		4	4	5	7	7	8	9	9		

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	21	19	19	19	19		Roosevelt	79	80	78	77	79	78	77	78	
Rossman	20	18	18	18	18	20	20	21		Rossman	82	80	79	78	78	79	78	77	
Totals	39	37	37	39	37	39	39	40	-	Totals	161	160	157	155	157	157	155	155	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	98	99	97	98	98	97	96	97	-
Rossman	102	98	97	96	96	99	98	98	-
Totals	200	197	194	194	194	196	194	195	-

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	87	87	87	87	88	-	Roosevelt	91	92	89	89	89	89	89	89	-
Rossman	91	91	92	93	92	94	91	91	-	Rossman	96	97	95	96	96	98	98	97	-
Totals	180	180	180	180	179	181	178	179	-	Totals	187	189	184	185	185	187	187	186	-

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	105	104	105	105	103	-	Roosevelt	97	98	97	99	98	97	97	97	-
Rossman	105	104	102	102	104	104	103	103	-	Rossman	98	98	98	97	97	98	97	99	-
Totals	207	206	205	207	208	209	208	206	-	Totals	195	196	195	196	195	195	194	196	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	109	110	111	111	110	109	108	111	-
Rossman	98	98	99	99	99	100	100	101	-
Totals	207	208	210	210	209	209	208	212	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2021-2022

Date: April 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	491	488	487	486	488	-	Resident	38	41	45	48	47	76	44	58	
Rossman	488	488	486	487	488	494	489	491	-	Non-Resid.	12	20	25	30	30	37	29	26	
Totals	976	979	974	978	976	981	975	979	-	Total	50	61	70	78	77	113	73	84	

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	211	210	210	207	204	201	199	199	-
Grade Seven	183	182	180	178	178	176	179	181	-
Grade Eight	202	199	197	195	195	192	192	189	-
Totals	596	591	587	580	577	569	570	569	-

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	255	253	253	254	256	248	248	245	-
Gr. Ten	250	247	242	237	233	234	232	230	-
Gr. Eleven	220	208	208	208	208	207	206	203	-
Gr. Twelve	190	167	166	162	162	153	152	144	-
Subtotals	915	875	869	861	859	842	838	822	-
PSEO-FT	0	-	-	-	-	2	2	2	-
PSEO-PT	0	29	29	29	29	39	39	39	-
Totals	915	904	898	890	888	883	879	863	-



Detroit Lakes Public Schools Elementary Grade Sections 2021-2022

Date: April 1

		Roosevelt		Rossman		Grade Average
Kindergarten						19.50
	Section 1&3	19	19	21	21	
	Section 2&4	19	20	20	16	
	Section 5&6	20		20		
Building Average		19.40		19.60		
Grade 1						17.80
	Section 1&3	17	17	18	19	
	Section 2&4	18	18	17	18	
	Section 5	18		18		
Building Average		17.60		18.00		
Grade 2						18.50
	Section 1&3	18	19	19	19	
	Section 2&4	19	16	20	21	
	Section 5	17		17		
Building Average		17.80		19.20		
Grade 3						20.60
	Section 1&3	21	20	21	21	
	Section 2&4	21	20	21	21	
	Section 5	21		19		
Building Average		20.60		20.60		
Grade 4	Section 1&3	25	24	24	25	24.50
	Section 2&4	24	24	25	25	
	Section 5					
	Building Average		24.25		24.75	
Grade 5						20.50
	Section 1&3	22	21	26	25	
	Section 2&4	23	22	25	0	
	Section 5					
Building Average		22.00		19.00		

The district class size average for K-5 is:

18.25

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
FACILITIES COMMITTEE MEETING AGENDA
Facilities Committee Meeting April 19, 2022**

A Facilities Committee Meeting was held at 12:00 PM on Tuesday, April 19th, 2022 at the District Office. In attendance were Colin Gedrose, Mark Jenson, John Steffl, Amy Erickson, April Thomas, Rob Nielsen, Josh Omang and Jason Kuehn.

1. DLHS Construction Update

The committee was provided an update on the construction project at DLHS. Steady progress continues to be made on the MP Gymnasium remodel and the flooring installation for both the MP Gymnasium and track should happen in the upcoming weeks. The remodel of the Media Center begins next week.

Board Chair Steffl shared that the White Earth Nation will be donating flags and the local VFW will be donating flags that will be placed in all gymnasiums in the district

The group reviewed renderings for signage at Detroit Lakes High School. After reviewing it was proposed to include the updated Lakers logo and have the signage vendor provide an updated rendering.

2. Construction Change Orders

The committee reviewed the presented change orders for the month of February and reviewed the summary of all projects. The committee recommends approval of the February change orders.

3. DLHS Greenhouse Project

Principal Omang and Supervisor Gedrose provided the committee with an update after meeting the engineers of the Greenhouse project design. Demolition of the garage will begin in the upcoming weeks while it is determined the impact of preparing the facility to be able to have sewer access at a later date if it is deemed necessary.

**INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - April 21, 2022**

Members Present:

**Jennifer Pederson
Mark Jenson**

**Courtney Henderson
Jason Kuehn**

April Thomas

A Finance Committee Meeting was held on Thursday, April 21st, 2022 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 February and receipts for the month of February.

2. Review of Disbursements

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for March. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of March. Lastly, the committee recommends approval of the check summaries for both April 11th and April 25th.

3. FY 2022 Budget Revisions Update

Director of Finance Kuehn reviewed proposed budget revisions for all district funds, highlighting changes in revenues and expenditures within each fund. Following the revisions, the budgeted revenues for the district would increase \$1,706,901 to \$48,610,015. The budgeted revenues would increase \$1,897,559 to \$61,972,517. The impact on these revisions would increase the budget deficit \$100,658 for FY 22 to a total deficit of \$13,361,702. The committee recommends approval of the FY 22 budget revisions.

4. FY 2022-24 Auditing Services Proposals

The committee reviewed auditing services proposals from Eide Bailly and BerganKDV. Kuehn had some follow-up questions for both firms in regards to the rates proposed and will report back findings to the committee in May.

5. Review of FY 22 Medical Assistance Expenditures and Revenues

Kuehn reviewed Medical Assistance Expenditures and Revenues with the committee for the current year. The beginning balance for this restricted fund for FY 22 was 1,600,760. As of 4/1/2022 there has been a total \$333,785 in expenditures and revenues of \$101,746 bringing the balance to \$1,328,721.

Next Meeting - Thursday, May 19, 2022

INDEPENDENT SCHOOL DISTRICT #22
TRANSPORTATION COMMITTEE MEETING AGENDA
Transportation Committee Meeting - April 22, 2022

A Transportation Committee Meeting was held on Friday, April 22, 2022 at the District Office. In attendance were Mark Jenson (Superintendent), Colin Gedrose (Supervisor of Operations), John Steffl (School Board Member), Rob Nielsen (Activities Director), Justin Hegg (Middle School Principal/Activities Director), and Jason Kuehn (Director of Finance and Operations). Amy Erickson (School Board Member) was absent from the meeting.

1. 2022-23 and 2023-24 Motor Coach Bid Opening

Bids for the 2022-23 and 2023-24 Motor Coach services were opened at 10:00 AM on Friday, April 22nd. Bids were received from Anderson Bus and Coach and Olander Busing Services. The committee reviewed the initial bids and it was determined to have Director of Finance Kuehn put together a financial comparison between the two bids for the committee to review in May.

2. 2022-23 and 2023-24 Pupil Transportation Contract Extension

The committee met with Schultz Transportation to review proposals presented by both sides in regards to the extension of the current contract for the 2022-23 and 2023-24 school years. The district will provide an updated proposal to Schultz in the next week.

Additionally, the committee reviewed a proposal from Olander Bus Service for their current routes and Special Education transportation services. The committee will provide a proposal to Olander and schedule a time to review both sides' proposals.

