



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, May 23, 2022 - 5:30 PM**  
**City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501**

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

District Office ~ 702 Lake Avenue, Detroit Lakes, MN 56501 ~ 218.847.9271 ~ Website: [www.dlschools.net](http://www.dlschools.net)  
Superintendent: Mark Jenson    Director of Finance & Operations: Jason Kuehn    Education Director: Renee Kerzman

**BOARD MEMBERS:**

**Amy Erickson, Vice-Chair**  
1380 East Shore Drive  
Detroit Lakes, MN 56501  
218.841.2944

**Ethan Walz**  
21762 244<sup>th</sup> 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

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**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 May 23, 2022, Regular School Board Meeting as presented.

**V. RECOGNITIONS**

Presenter: Steffl, Board Chair

A. Acknowledge Luisa Walz for her service as our Student School Board Member for the 2021-2022 School year.

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. Rossman Elementary**

Presenter: Emily Sternberg, Principal

1. Rossman PBIS Revamp

Emily Sternberg, Rossman Principal

## 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 April 25, 2022, Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the Memorandum of Agreement between the AFSCME Employee Group and Detroit Lakes Public Schools ISD #22 addressing HCSP Contributions.
- F. Approve the Canine Detection Services Contract for the 2022-23 School Year.
- G. Award the three-year Student/Class Photography Contract between ISD #22 and Caulfield Studio for 2022-2025
- H. Approve the continued online option of educational programming through E-Laker Online and the Detroit Lakes Public Schools.
- I. Approve the software lease purchase agreement between Cisco Systems Capital Cooperation and ISD 22
- J. Approve the Memorandum of Agreement between Detroit Lakes Education Support Professionals (DLESP) and ISD22 for a one time stipend payment.
- K. **Approve Second Reading of Policies:**
  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
- L. **Donations**
  1. \$10,000 from Anonymous Donor for High School Band-Drumline

## 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. 513 - Student Promotion, Retention and Program Design
  2. 515 - Protection and Privacy of Pupil Records
  3. 515.FM - Protection and Privacy of Pupil Records Form
  4. 516 - Student Medication
  5. 517 - Student Recruiting

## 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. **2021-2023 Classified Employee Contract Finalization** - Approve the 2021-2023 Classified Employee Contract Finalization, as recommended.

Presenter: Steffl, Board Chair
- B. **Construction Change Orders** - Approve the Construction Change Orders for the High School.

Presenter: Steffl, Board Chair
- C. **Termination and Non-Renewal of Teaching Contract** - On Roll-Call Vote, Motion to Adopt the Resolution Relating to the Termination and Non-Renewal of the Teaching Contract of Brenda Brooks.

Presenter: Steffl, Board Chair

- D. **Out Of State Travel Request** - Motion to approve out of state travel for Karen Nudell and Wendy Fritz to Baltimore, MD for the Project Search Annual Conference July 25-29, 2022

Presenter: Karen Nudell, Director of Special Education

- E. **Out of State Travel Request** Motion to approve out of state travel for Renee Kerzman. to Appleton, WI for Learning First Back to School Summit on August 1-4, 2022

Presenter: Renee Kerzman, Director of Curriculum, Instruction, and Technology.

- F. **2021-23 DLSEAA Contract Finalization** - approve the 2021-2023 DLSEAA Contract Finalizations.

Presenter: Steffl, Board chair

#### XI. **ADMINISTRATIVE AND BOARD REPORTS**

##### A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report

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

1. Student Report

Presenter: Walz, Student Board Representative

2. Wellness Committee Report-05/10/2022

Presenter: Pedersen, Board Treasurer

3. Transportation Committee Meeting - 5/11/2022

Presenter: Steffl - Board Chair

4. Facilities Committee Meeting - 5/17/2022

Presenter: Thomas - Board Clerk

5. Finance Committee Meeting - 5/19/2022

Presenter: Pedersen - Board Treasurer

#### XII. **UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair

- A. June Finance Committee Meeting - 6/23/2022 - 12 PM - District Office

- B. June School Board Meeting - 6/27/2022 - 7:00 AM - City Council Chambers

#### XIII. **MEETING ADJOURNED**

Presenter: Steffl, Board Chair

# Laker PRIDE

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

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.



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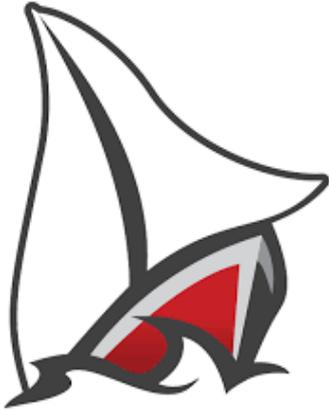
# **Rossman PBIS Revamp**

## **Building Goal 21-22**



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# **PBIS at Rossman - Background**

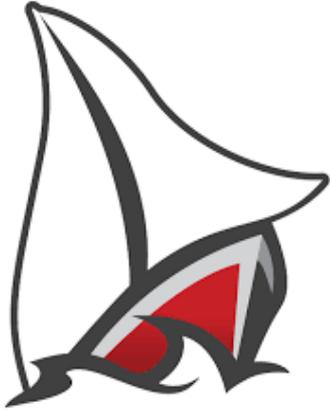


What is PBIS?

What has it looked like at Rossman?

Why is it time to make some changes?

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# Rossman Building Goal 2021-22

## Site Leadership & PBIS Team Collaboration

- Stakeholder Survey - 9 Areas of High Performing Schools
  - Competency Area 1: There is a clear and shared focus in our building
  - Competency Area 2: We have high standards and expectations for our students.
- 2021-22 Goal: *To revise, improve and clearly define the building PBIS model.*

# Laker PRIDE

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

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# PBIS - Purpose

*To revise, improve, and clearly define the PBIS model of Rossman Elementary.*



**Purpose**  
our intention, what drives us

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# PBIS - Relationships

- Revise and simplify the PBIS language to improve connection and understanding
- Increase engagement with PBIS for all stakeholders



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## Relationships

the ways we connect and behave  
toward each other

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# PBIS - Innovation

- Create three new building-wide PBIS expectations for all students
- Create plans for systematic implementation at all Tiers



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## Innovation

the creation, development and implementation of a new idea or concept to enhance educational opportunities

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# PBIS - Development

- Collaboration of Rossman Site Leadership and PBIS Team to develop the revised PBIS model and implementation plan



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## Development

a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components

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# PBIS - Equity

- Stakeholder surveys and feedback develop and define the expectations and language for new PBIS components



**Equity**  
the quality of being fair (not equal)  
and impartial

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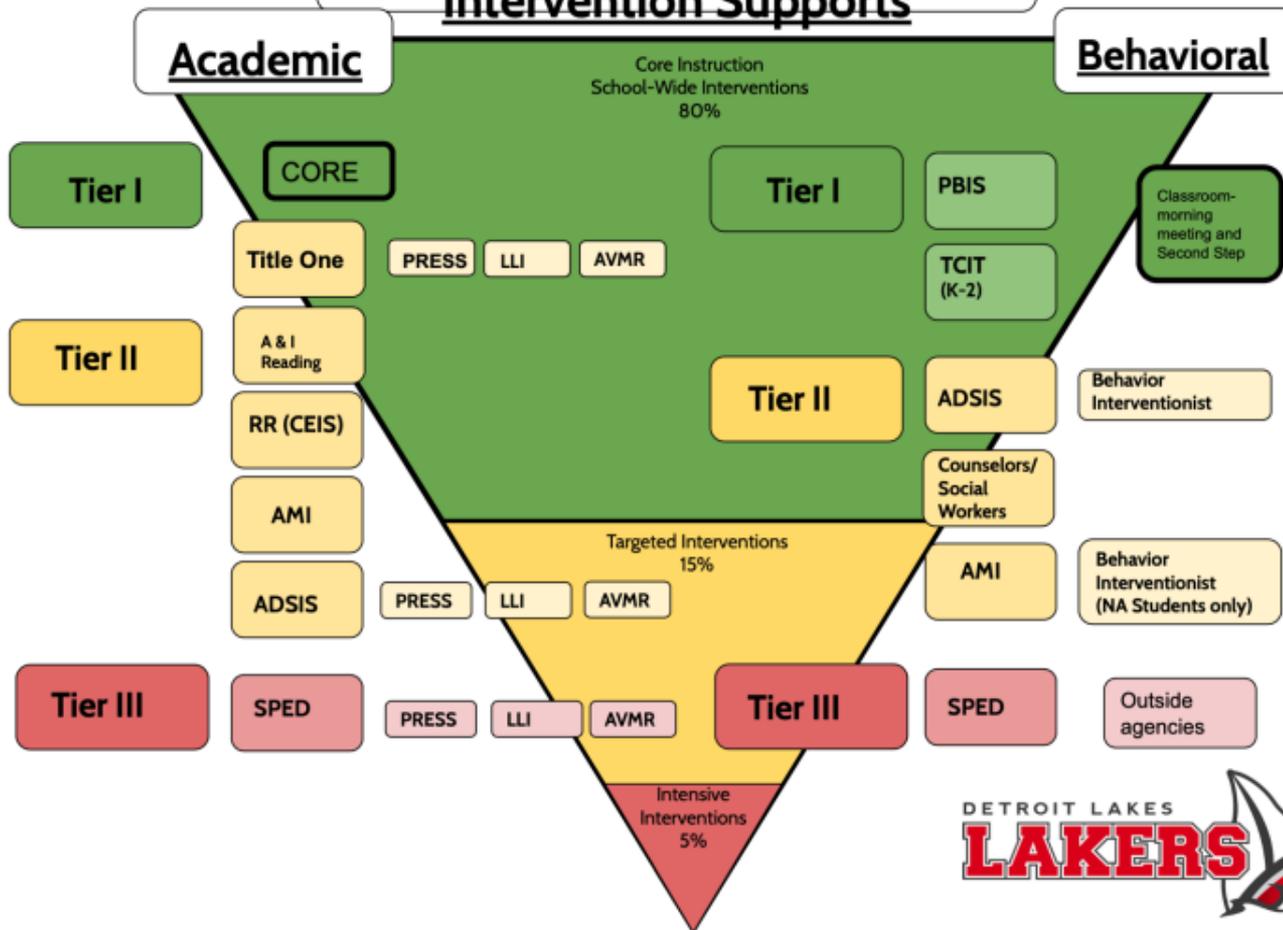
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# Gathering Input - PBIS Survey Results

- PBIS EXPECTATIONS - *Kind, Safe, Ready*
- MOTTO - *The Laker Way*
- LOGO - *Sailboat - Kind, Safe, Ready*
- PBIS REWARDS & EVENTS
  - Golden Tickets - Individual
  - Golden Tickets - Classroom
  - School-wide rewards and assemblies - community involvement
- PBIS PLEDGE



# Rossman Elementary MTSS / Intervention Supports





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# Implementation - Instruction

- **Tier 1 - Universal Instruction**
  - Staff Training
  - Morning Meetings
  - Explicit modeling, practicing, reteaching expectations, common language
  - Emotional Regulation strategies
  - Curriculum - Zones of Regulation; SEL; TCIT; Second Step
  - Reinforce expected behaviors



Kind - Safe - Ready



**Sails Up!**

# Implementation - Matrix

 <b>Sails Up!</b>	<b>Learning Environment</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Lunchroom</b>	<b>Playground</b>	<b>Assembly</b>	<b>Bus</b>
<p><b>Kind</b></p>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Use respectful words</li> <li>- Help and include others</li> <li>- Work quietly</li> <li>- Admit mistakes</li> <li>- Care for school supplies</li> <li>-Be a polite listener</li> <li>-Use "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>- Follow expectations</li> <li>- Wave a quiet hand</li> <li>- Smile!</li> <li>- Walk with a quiet body</li> </ul>	<ul style="list-style-type: none"> <li>- Respect privacy</li> <li>- Keep restroom clean</li> <li>- Use water and supplies wisely</li> <li>- Take turns</li> <li>- Use an inside voice (0-2)</li> </ul>	<ul style="list-style-type: none"> <li>- Use an inside voice (0-2)</li> <li>- Use manners</li> <li>- Please and thank you</li> <li>- Clean up your space</li> </ul>	<ul style="list-style-type: none"> <li>- Respect others</li> <li>- Take turns and share</li> <li>- Include everyone</li> <li>- Use kind words</li> <li>- Help each other</li> <li>- Play fair and be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Be an active and polite listener</li> <li>- Smile, clap, and compliment performers after the program or presentation</li> </ul>	<ul style="list-style-type: none"> <li>- Be respectful</li> <li>* Driver</li> <li>* Peers</li> <li>* Bus</li> <li>- Use manners</li> <li>- Use kind words</li> </ul>
<p><b>Safe</b></p>	<ul style="list-style-type: none"> <li>- Hands and feet to self</li> <li>- Take turns and share</li> <li>- Use equipment safely</li> <li>- Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>- Stay with your line</li> <li>- Hands and feet to yourself</li> <li>- Walk at all times</li> <li>- Get there, get back</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilets</li> <li>-Wash with soap and water</li> <li>-Report problems to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands</li> <li>-Eat your own food</li> <li>-Keep hands and feet to yourself</li> <li>-Walk calmly</li> </ul>	<ul style="list-style-type: none"> <li>-Play so others feel safe</li> <li>-Use equipment properly</li> <li>-Stay in designated areas</li> <li>-Keep rocks, sticks, snow, and other objects on the ground</li> <li>-Tackling not allowed (two hand touch only)</li> </ul>	<ul style="list-style-type: none"> <li>-Sit in one spot</li> <li>-Stay seated</li> <li>-Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to bus line</li> <li>-Stay in line</li> <li>-Younger students Line up first</li> <li>-Wait for bus Doors to open</li> <li>-Stay seated</li> <li>-Keep objects and body inside the bus</li> <li>-Report problems</li> </ul>
<p><b>Ready</b></p>	<ul style="list-style-type: none"> <li>- Be on time</li> <li>- Be prepared</li> <li>- Calm body</li> <li>- Stay on task</li> <li>-Produce and complete quality work</li> </ul>	<ul style="list-style-type: none"> <li>- Body basics</li> <li>* Eyes watching</li> <li>* Ears listening</li> <li>*Bodies still</li> </ul>	<ul style="list-style-type: none"> <li>- Go - flush - wash</li> <li>-Have adult Permission to use the restroom</li> </ul>	<ul style="list-style-type: none"> <li>-Know your lunch number (if needed)</li> <li>-Wait patiently until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>-Dress for the weather</li> <li>-Return equipment</li> <li>-Whistle blows, Line up quickly</li> <li>- Body basics while in line</li> </ul>	<ul style="list-style-type: none"> <li>- Body basics</li> <li>*Eyes watching</li> <li>* Ears listening</li> <li>*Bodies still</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit quickly and orderly</li> <li>-Keep the bus clean</li> <li>-Leave with all your belongings</li> </ul>



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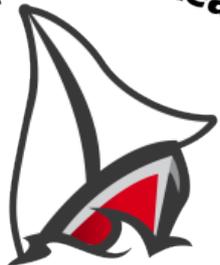
# Implementation - Instruction

- **Tier 2 - Intervention Support**
    - SST
    - Behavior Interventionist - Individualized programming for students needing extra support
    - School Counselor - small groups support focused on specific needs
    - SEL needs and mental health needs have increased in elementary students - small group support
  
  - **Tier 3 - Intervention Support**
    - Stellher Mental Health
    - Special Education services
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# PBIS - For All Kids!

Kind - Safe - Ready



Sails Up!



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

**Regular School Board Meeting**  
**Monday, April 25, 2022, 5:30 PM**  
**City Council Chambers ~ 1025 Roosevelt Avenue, Detroit Lakes, MN, 56501**

**Present:** Amy Erickson, Courtney Henderson, Jennifer Pedersen, Dr. 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 Henderson, seconded by Johnson, to approve the agenda. Motion carried unanimously.

A motion was made by Seaworth, seconded by Henderson, to approve the following consent agenda items with the removal of the 2nd reading of policy #504 for discussion. Motion carried unanimously.

- A. Approve the Minutes of the March 28, 2022 Regular School Board Meeting, and the April 4, 2022, Board Work Session Meeting..
- B. Approve K-12 computer checks #667342-667421 and #667451-667565 in the amount of \$370,404.89. Hand Payable Checks #666872, #666880-666891, #667031-667058, #667297-667319, #202202102, #202203001-202203006, #202203101-202203102, #202203501-202203506, #202203601-202203604, #202203801 for \$3,049,306.07, for a total of \$3,419,710.96. Senior High Activity Account Hand Payable checks #400755-400790, in the amount of \$47,877.68. Middle School Activity Account Hand Payable Checks #200114-200119, in the amount of \$512.32. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the District Health Insurance Renewals with PEIP for the 2022-2023 school year. (EXHIBITS)
- E. 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. (EXHIBIT)
- F. Acknowledge the Education Minnesota - Detroit Lakes Educational Support Professionals (DLESP) Seniority List for the 2021-2022 school year. (EXHIBIT)
- G. Approve the Second 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

Discussion was held on Policy 504. Motion by Seaworth, seconded by Erickson to approve the second reading of Policy 504 - Student Dress and Appearance. Motion carried with the following members voting in favor: Erickson, Henderson, Pedersen, Seaworth, and Thomas; Members voting against: Steffl.

Discussion was held on the following items:

- A. First Reading of Policies:
  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

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

A motion by Henderson, seconded by Thomas, to approve the Revised 2021-2022 Revenue Expenditure Budget. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on the April Enrollment Report and the 4/20/22 Champions Board Meeting. (EXHIBIT)

Board Chair Steffl gave an update on the Arena Commission Meeting, and the Health and Safety Meeting.

Board Clerk Thomas gave an update on the Facilities Committee Meeting. (EXHIBIT)

Board Director Henderson gave an update on the Community Ed Advisory Council Meeting.

Board Treasurer Pedersen gave an update on the Finance Committee Meeting. (EXHIBIT)

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

Board Director Seaworth announced the upcoming Dollars For Scholars Event.

Board Chair Steffl announced upcoming meetings.

A motion by Erickson, to adjourn the meeting at 6:52 PM, seconded by Thomas. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## 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 9<sup>th</sup> 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 Special Education Paraprofessional, 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.

Check Nbr	Vendor Name	Check Date	Check Amount
667601	Vendor Continued Check	05/09/2022	0.00
667602	ADVANCED BUSINESS METHODS	05/09/2022	1,141.86
667603	Vendor Continued Check	05/09/2022	0.00
667604	Vendor Continued Check	05/09/2022	0.00
667605	Vendor Continued Check	05/09/2022	0.00
667606	Vendor Continued Check	05/09/2022	0.00
667607	Vendor Continued Check	05/09/2022	0.00
667608	Vendor Continued Check	05/09/2022	0.00
667609	Vendor Continued Check	05/09/2022	0.00
667610	Vendor Continued Check	05/09/2022	0.00
667611	Vendor Continued Check	05/09/2022	0.00
667612	Vendor Continued Check	05/09/2022	0.00
667613	Vendor Continued Check	05/09/2022	0.00
667614	Vendor Continued Check	05/09/2022	0.00
667615	Vendor Continued Check	05/09/2022	0.00
667616	Vendor Continued Check	05/09/2022	0.00
667617	AMAZON	05/09/2022	12,734.28
667618	ASL INTERPRETING SERVICES, INC	05/09/2022	144.00
667619	BALANCING PROFESSIONALS, INC	05/09/2022	1,750.00
667620	BEUG'S ACE HARDWARE	05/09/2022	130.75
667621	Vendor Continued Check	05/09/2022	0.00
667622	BIX PRODUCE	05/09/2022	10,095.68
667623	BRENCO CORP.	05/09/2022	1,660.62
667624	CENTRAL MARKET	05/09/2022	275.49
667625	CITY OF DETROIT LAKES	05/09/2022	19,499.94
667626	CLEAR ADVANTAGE	05/09/2022	102.00
667627	CULINEX	05/09/2022	3,191.84
667628	DACOTAH PAPER COMPANY	05/09/2022	346.53
667629	DEMCO INC.	05/09/2022	251.38
667630	DETROIT LAKES CHIROPRACTIC	05/09/2022	95.00
667631	DL REGIONAL CHAMBER OF COMMERC	05/09/2022	25.00
667632	Vendor Continued Check	05/09/2022	0.00
667633	Vendor Continued Check	05/09/2022	0.00
667634	EAST SIDE JERSEY DAIRY ESJD	05/09/2022	4,993.99
667635	EDUCATORS BENEFIT CONSULTANTS,	05/09/2022	213.10
667636	FAR FROM NORMAL	05/09/2022	650.20
667637	FARGO PUBLIC SCHOOLS	05/09/2022	800.64
667638	FIRST	05/09/2022	4,000.00
667639	GATEKEEPER SYSTEMS INC.	05/09/2022	197.61
667640	GRAINGER, INC.	05/09/2022	579.16
667641	GREENE, MELISSA M	05/09/2022	28.75
667642	HEBERT, NANCY	05/09/2022	120.00
667643	HERZOG ROOFING, INC.	05/09/2022	3,110.00
667644	HIGH POINT NETWORKS LLC	05/09/2022	6,953.00
667645	Vendor Continued Check	05/09/2022	0.00
667646	Vendor Continued Check	05/09/2022	0.00
667647	HILLYARD / HUTCHINSON	05/09/2022	3,233.67
667648	HOBART SALES & SERVICE AGENCY	05/09/2022	979.35
667649	HOUGH INC.	05/09/2022	1,214.08
667650	INNOVATIVE LABORATORY SYSTEMS,	05/09/2022	31,460.00

Check Nbr	Vendor Name	Check Date	Check Amount
667651	INSTRUMENTALIST AWARDS LLC	05/09/2022	155.00
667652	Vendor Continued Check	05/09/2022	0.00
667653	J.W. PEPPER & SON, INC.	05/09/2022	416.69
667654	JOHN KOOPMANN PIANO TUNING	05/09/2022	200.00
667655	JOHNSON'S LOCK & KEY	05/09/2022	945.50
667656	JOSTENS	05/09/2022	1,451.65
667657	Vendor Continued Check	05/09/2022	0.00
667658	L&M FLEET SUPPLY, INC.	05/09/2022	1,059.25
667659	LAKESHORE LEARNING MATERIALS	05/09/2022	921.30
667660	LEARNING SERVICES	05/09/2022	325.00
667661	MAHUBE-OTWA COMMUNITY ACTION P	05/09/2022	8,410.00
667662	MENARDS - DETROIT LAKES	05/09/2022	351.08
667663	MIDWEST BUS PARTS	05/09/2022	438.50
667664	MIGUEL'S	05/09/2022	802.41
667665	MILESTONES & MEMORIES, LLC	05/09/2022	40.60
667666	MIDWEST TECHNOLOGY PRODUCTS	05/09/2022	439.56
667667	MOHN, KENDRA J	05/09/2022	112.00
667668	NARDINI FIRE EQUIPMENT CO.	05/09/2022	239.25
667669	NERESON CHEVROLET INC.	05/09/2022	1.51
667670	OFFICE DEPOT, INC	05/09/2022	387.09
667671	OFFICE OF MN. IT SERVICES	05/09/2022	1,800.13
667672	OTIS ELEVATOR COMPANY	05/09/2022	150.00
667673	Vendor Continued Check	05/09/2022	0.00
667674	PAN-O-GOLD BAKING CO.	05/09/2022	629.72
667675	PEPSI	05/09/2022	491.14
667676	Vendor Continued Check	05/09/2022	0.00
667677	PERFORMANCE FOODSERVICE	05/09/2022	3,061.08
667678	PITSCO EDUCATION	05/09/2022	772.00
667679	PRECISION PRINTING	05/09/2022	55.00
667680	PREMIUM WATERS, INC.	05/09/2022	32.74
667681	PRO PRINT, INC.	05/09/2022	624.33
667682	ROJAS, TERESA	05/09/2022	1,200.00
667683	S & G DISTRIBUTIONS	05/09/2022	75.00
667684	SAGE PUBLICATIONS, INC	05/09/2022	51.90
667685	STENERSON BROS. LUMBER CO.	05/09/2022	1,414.33
667686	STELLHER HUMAN SERVICES, INC.	05/09/2022	32,800.00
667687	THE RETROFIT COMPANIES, INC	05/09/2022	187.72
667688	THORWALDSEN, SHEA L	05/09/2022	329.95
667689	TROPHY HOUSE	05/09/2022	474.30
667690	Vendor Continued Check	05/09/2022	0.00
667691	UPPER LAKES FOODS, INC.	05/09/2022	6,442.60

91 Computer Check(s) For a Total of 177,266.25

	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
	91	Computer	Checks For a Total of	177,266.25
Total For	91	Manual, Wire Tran, ACH & Computer	Checks	177,266.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	177,266.25

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	901.93	99,892.39	100,794.32
02	FOOD SERVICE	0.00	0.00	32,705.02	32,705.02
03	TRANSPORTATION F	0.00	0.00	197.61	197.61
04	COMMUNITY SERVIC	0.00	0.00	9,241.92	9,241.92
05	CAPITAL EXPENDIT	0.00	0.00	1,453.05	1,453.05
06	BUILDING FUND	0.00	0.00	32,874.33	32,874.33

Check Nbr	Vendor Name	Check Date	Check Amount
667744	A-OX WELDING SUPPLY CO. INC.	05/23/2022	700.56
667745	AERUS	05/23/2022	59,080.00
667746	ALLIANCE PEST PROTECTION	05/23/2022	95.00
667747	Vendor Continued Check	05/23/2022	0.00
667748	Vendor Continued Check	05/23/2022	0.00
667749	Vendor Continued Check	05/23/2022	0.00
667750	AMAZON	05/23/2022	3,427.40
667751	ARVIG	05/23/2022	379.00
667752	AUTO VALUE DETROIT LAKES	05/23/2022	39.98
667753	BECKER COUNTY ENVIRONMENTAL SE	05/23/2022	411.00
667754	BIX PRODUCE	05/23/2022	10,566.94
667755	BLUE 84 SPIRIT	05/23/2022	335.00
667756	Vendor Continued Check	05/23/2022	0.00
667757	CAPITAL ONE TRADE CREDIT	05/23/2022	55.50
667758	CENEX COMMUNITY CO-OPS	05/23/2022	4,142.18
667759	Vendor Continued Check	05/23/2022	0.00
667760	Vendor Continued Check	05/23/2022	0.00
667761	CENTRAL MARKET	05/23/2022	1,937.15
667762	CULINEX	05/23/2022	308.09
667763	DACOTAH PAPER COMPANY	05/23/2022	786.01
667764	DETROIT LAKES DISPOSAL	05/23/2022	2,739.93
667765	DRIVEWAY SERVICE	05/23/2022	1,056.25
667766	EASTMAN FENCE AND SONS LLC	05/23/2022	350.00
667767	Vendor Continued Check	05/23/2022	0.00
667768	EAST SIDE JERSEY DAIRY ESJD	05/23/2022	4,879.77
667769	EDUCATORS BENEFIT CONSULTANTS,	05/23/2022	580.86
667770	EMERGENT SYSTEMS EXCHANGE, LLC	05/23/2022	588.00
667771	FAITH CHRISTIAN SCHOOL	05/23/2022	3,363.02
667772	FELDT PLUMBING LLP	05/23/2022	1,248.75
667773	FORUM COMMUNICATIONS COMPANY -	05/23/2022	252.34
667774	GAG, KELLY J.	05/23/2022	219.99
667775	GERRELL'S SPORT CENTER	05/23/2022	160.00
667776	GRAND FORKS PUBLIC SCHOOL	05/23/2022	387.36
667777	GREENE, MELISSA M	05/23/2022	32.71
667778	HILLYARD / HUTCHINSON	05/23/2022	4,052.39
667779	HOLY ROSARY SCHOOL	05/23/2022	8,229.52
667780	JOSTENS	05/23/2022	1,282.18
667781	L&M FLEET SUPPLY, INC.	05/23/2022	282.48
667782	LEIGHTON BROADCASTING	05/23/2022	544.00
667783	MAHLUM, MIRANDA E	05/23/2022	88.64
667784	MAPLELAG RESORT	05/23/2022	1,500.00
667785	MARK'S ELECTRIC INC.	05/23/2022	87.87
667786	MARK HOLM'S GOLF SHOP	05/23/2022	1,680.00
667787	MENARDS - DETROIT LAKES	05/23/2022	631.13
667788	MIDWEST SPECIAL INSTRUMENTS	05/23/2022	418.10
667789	MILLER YARD CARE AND CONSTRUCT	05/23/2022	1,562.00
667790	MINNESOTA DEPT OF EDUCATION	05/23/2022	250.00
667791	MN STATE COMMUNITY & TECHNICAL	05/23/2022	17,017.69
667792	NCS PEARSON, INC.	05/23/2022	300.89
667793	NUSTEP, LLC	05/23/2022	7,021.00

Check Nbr	Vendor Name	Check Date	Check Amount
667794	ODP BUSINESS SOLUTIONS LLC	05/23/2022	67.71
667795	OFFICE OF MN. IT SERVICES	05/23/2022	1,800.13
667796	Vendor Continued Check	05/23/2022	0.00
667797	PAN-O-GOLD BAKING CO.	05/23/2022	829.46
667798	PERFORMANCE FOODSERVICE	05/23/2022	2,690.63
667799	PRECISION PRINTING	05/23/2022	1,469.00
667800	PREMIUM WATERS, INC.	05/23/2022	116.99
667801	QUALITY INN & SUITES	05/23/2022	109.05
667802	REDWOOD TOXICOLOGY LABORATORY,	05/23/2022	7.00
667803	ROJAS, TERESA	05/23/2022	400.00
667804	R SCHOOL TODAY	05/23/2022	581.67
667805	RUPP, ANDERSON, SQUIRES & WALD	05/23/2022	504.41
667806	SCHMITT DIRECTOR CENTERS	05/23/2022	359.85
667807	SCHWARTZ, JEAN E	05/23/2022	107.64
667808	SEPTIC VAC	05/23/2022	130.00
667809	SUCKERT, MICHAEL W	05/23/2022	307.90
667810	TESSMAN COMPANY	05/23/2022	255.26
667811	TROPHY HOUSE	05/23/2022	292.20
667812	Vendor Continued Check	05/23/2022	0.00
667813	UPPER LAKES FOODS, INC.	05/23/2022	10,042.04
667814	WOLLIN, JUDY A	05/23/2022	360.00
71	Computer	Check(s) For a Total of	163,501.62

	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
	71	Computer	Checks For a Total of	163,501.62
Total For	71	Manual, Wire Tran, ACH & Computer	Checks	163,501.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	163,501.62

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	-277.00	119,649.42	119,372.42
02	FOOD SERVICE	0.00	0.00	30,731.67	30,731.67
03	TRANSPORTATION F	0.00	0.00	1,401.12	1,401.12
04	COMMUNITY SERVIC	0.00	0.00	11,646.41	11,646.41
05	CAPITAL EXPENDIT	0.00	0.00	350.00	350.00

Check Nbr	Vendor Name	Check Date	Check Amount
667733	BDT MECHANICAL, LLC	05/23/2022	2,991.91
667734	BERGSTROM ELECTRIC, INC.	05/23/2022	9,518.05
667735	GEHRTZ CONSTRUCTION SERVICES	05/23/2022	7,992.94
667736	HAATAJA CONTRACTING INC.	05/23/2022	45,182.94
667737	HUESMAN SCHREIBER MASONRY, LLC	05/23/2022	115,089.75
667738	ICS CONSULTING, INC.	05/23/2022	3,220.50
667739	KENDELL DOORS & HARDWARE, INC.	05/23/2022	1,381.90
667740	LEDGESTONE, INC.	05/23/2022	24,685.07
667741	MILLER & SONS DRYWALL, INC.	05/23/2022	18,705.50
667742	MN KOTA CONCRETE, INC.	05/23/2022	18,300.00
667743	ZERR BERG	05/23/2022	4,999.00
11	Computer	Check(s) For a Total of	252,067.56

	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
	11	Computer	Checks For a Total of	252,067.56
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	252,067.56
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	252,067.56

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	252,067.56	252,067.56

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
200120 SCHOLASTIC BOOK FAIR	04/01/2022	BLUE TEAM/BOOK FAIR	1,125.40
		Totals for 200120	1,125.40
200121 BARBERG, JENNIFER	04/21/2022	STUDENT COUNCIL/LICORICE DAY POETRY MONTH ORIENTATION SUPPLIES	157.81
		Totals for 200121	157.81
200122 BERNTSON, JULIE	04/21/2022	QUEST/MINTS	17.69
		Totals for 200122	17.69
200123 AAKRE, ANNA	04/21/2022	TEAM AWESOME/ZORBAZ REWARD TRIP	203.09
		Totals for 200123	203.09
200124 SCHWEIGART, JOYCE	04/21/2022	LIBRARY/MEDIA CENTER/STUDENT CANDY & POSTERS	31.21
		Totals for 200124	31.21
		Totals for BNK31	1,535.20
400791 BEUG'S ACE HARDWARE	04/04/2022	robotics invoices 218758 \$29.50 219646 \$10.00	39.50
		Totals for 400791	39.50
400792 BLUE 84 SPIRIT	04/04/2022	NA Club blankets invoice 1562913	2,250.00
		Totals for 400792	2,250.00
400793 BURNSIDE, JENNIFER	04/04/2022	Reimburse for Speech material	47.63
		Totals for 400793	47.63
400794 FRAZEE-VERGAS PUBLIC SCHOOLS	04/04/2022	DLHS Student Council Western Division Shirts for State Conference	44.00
		Totals for 400794	44.00
400795 HAUS, MARY	04/04/2022	reimb for St Co supplies, snacks and prizes for snoball	149.12
		Totals for 400795	149.12
400796 LINK, SAMANTHA	04/04/2022	Reimb for prom committee meeting meal	66.85
		Totals for 400796	66.85
400797 OCHSNER, NATHAN	04/04/2022	reimburse for interact meeting donuts for students	43.92
		Totals for 400797	43.92
400798 ULLYOTT, ROBERT	04/04/2022	reimb for section wrestling team dues	100.00
		Totals for 400798	100.00
400799 WARREN, JACK	04/04/2022	Reimb for NA Club St Pattys Day candy for student booth	54.12
		Totals for 400799	54.12
400800 GERRELL'S SPORT CENTER	04/05/2022	baseball batting tees invoice 287939	498.00
		Totals for 400800	498.00
400801 HAUS, MARY	04/05/2022	reimb for student council food and lodging @ state convention	1,092.97

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Totals for 400801	1,092.97
400802	HERKENHOFF, PHILIP	04/05/2022	Speed & Strength Presentation	100.00
			Totals for 400802	100.00
400803	JB'S CUSTOM APPAREL	04/05/2022	Clothing invoice 16866	1,050.00
			Totals for 400803	1,050.00
400804	LEACH, DANIELLE	04/05/2022	reimburse of choir trip deposit	500.00
			Totals for 400804	500.00
400805	MILESTONES & MEMORIES, LLC	04/05/2022	NA Club caps and gowns for student members	450.69
			Totals for 400805	450.69
400806	MUFF, TOBIAS	04/05/2022	reimb for FFA pie social supplies	51.02
			Totals for 400806	51.02
400807	PRECISION PRINTING	04/05/2022	Dance certificates invoice 101694	2.00
			Totals for 400807	2.00
400808	SUBWAY	04/05/2022	All city choir students lunch	55.08
			Totals for 400808	55.08
400809	TROPHY HOUSE	04/05/2022	B Hockey Award Invoice 0405	186.50
			Totals for 400809	186.50
400810	ULLYOTT, ROBERT	04/05/2022	reimb for DGF sect dues	100.00
			Totals for 400810	100.00
400811	WOODBURY HIGH SCHOOL	04/05/2022	DLHS Dance blue Biketards	200.00
			Totals for 400811	200.00
400812	BEUG'S ACE HARDWARE	04/07/2022	robotics invoices: 220333 \$59.17 220263 \$80.60	139.77
			Totals for 400812	139.77
400813	BLACK FLAG BARBELL PERFORMANCE	04/07/2022	Speed & Strength presentation invoice 45774	100.00
			Totals for 400813	100.00
400814	CENTRAL MARKET	04/07/2022	Speech PO's- snacks for the speech team season and speech home tournament \$59.94 \$30.35 \$83.38 \$74.26 \$59.92 \$274.99 \$29.04 \$38.78	650.66
			Totals for 400814	650.66
400815	GERRELL'S SPORT CENTER	04/07/2022	Baseball bat and pants invoices: 296979 \$150 295750 \$895	1,045.00
			Totals for 400815	1,045.00
400816	MAASS, BRETT	04/07/2022	Reimburse for BBB Banquet food	128.42
			Totals for 400816	128.42
400817	SIEWERT, TIMOTHY	04/07/2022	Reimburse for band trip student food, student tickets to concert at Eau	1,079.50

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Claire Jazz Festival	
			Totals for 400817	1,079.50
400818	STEWART, LOGAN	04/07/2022	Robotics supplies	155.00
			Totals for 400818	155.00
400819	TROPHY HOUSE	04/07/2022	GBB award plaques invoice 258393	235.00
			Totals for 400819	235.00
400820	GERRELL'S SPORT CENTER	04/12/2022	Baseball invoices: 296979 \$150 297969 \$337	487.00
			Totals for 400820	487.00
400821	MIGUEL'S	04/12/2022	wrestling banquet catering	942.50
			Totals for 400821	942.50
400822	STEWART, LOGAN	04/12/2022	reimb for team meal @ FIRST competition @ UMN	128.33
			Totals for 400822	128.33
400823	LA BARISTA	04/12/2022	Boys Hockey Banquet Catering 4/11/2022	918.75
			Totals for 400823	918.75
400824	MORSE, ANDREW	04/12/2022	Reimb for robotics team meals, trailer parking at competition	585.24
			Totals for 400824	585.24
400825	USA CLAY TARGET LEAGUE	04/12/2022	DLHS Clay Target League Invoice TR-2022-S-MN-0024av	1,540.00
			Totals for 400825	1,540.00
400826	AMERICINN BY WYNDHAM	04/22/2022	DLHS Jazz Band Rooms	1,782.00
			Totals for 400826	1,782.00
400827	BPA-BUSINESS PROFESSIONALS OF	04/22/2022	DLHS BPA Registration & Tours for National Leadership Conference	1,208.00
			Totals for 400827	1,208.00
400828	GREAT NORTHERN PIZZA	04/22/2022	GGolf pizza fundraiser invoice 22903	1,319.50
			Totals for 400828	1,319.50
400829	HOLIDAY INN-DL	04/22/2022	GBB Banquet Invoice 28562	2,144.78
			Totals for 400829	2,144.78
400830	LINK, SAMANTHA	04/22/2022	Reimb for prom food and decorations	84.55
			Totals for 400830	84.55
400831	MARTIN, DUSTIN	04/22/2022	reimburse for ggolf polos	1,200.00
			Totals for 400831	1,200.00
400832	BREAKDOWN SPORTS USA, INC	04/22/2022	Multiple Invoices	3,360.00
			Totals for 400832	3,360.00
400833	GERRELL'S SPORT CENTER	04/22/2022	Multiple Invoices	1,087.00
			Totals for 400833	1,087.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
400834	GREAT NORTHERN PIZZA	04/22/2022	BGolf Pizza fundraiser invoice 22902	4,524.00
			Totals for 400834	4,524.00
400835	IND. SCHOOL DISTRICT #22	04/22/2022	Wrestling Banquet Catering Invoice 7352	84.00
			Totals for 400835	84.00
400836	LABINE, MICHAEL	04/22/2022	reimburse for commitment to graduate supplies and food	186.17
			Totals for 400836	186.17
400837	TAG UP	04/22/2022	BGolf bag tags invoice 236659D	191.63
			Totals for 400837	191.63
			Totals for BNK41	32,388.20
667320	CASH-WA DISTRIBUTING CO.	04/01/2022	Multiple Invoices	233.50
			Totals for 667320	233.50
667321	DETROIT LAKES ACTIVITY FUND	04/01/2022	PROM 2021 TICKET SALES	1,598.06
			Totals for 667321	1,598.06
667322	GENERAL PARTS LLC	04/01/2022	SERVICE & REPAIR	194.90
			Totals for 667322	194.90
667323	OLANDER BUS SERVICE INC.	04/01/2022	FEBRUARY 2022 TRANSPORTATION	9,827.58
			Totals for 667323	9,827.58
667324	SIEWERT, JAMES	04/01/2022	GUEST CONDUCTOR ON 4/11/22	892.50
			Totals for 667324	892.50
667330	DISTRICT AUXILIARY ACCOUNT	04/04/2022	Multiple Invoices	6,424.56
			Totals for 667330	6,424.56
667332	CITY OF DETROIT LAKES	04/05/2022	Multiple Invoices	16,482.26
			Totals for 667332	16,482.26
667333	OLANDER BUS SERVICE INC.	04/05/2022	Multiple Invoices	155,071.78
			Totals for 667333	155,071.78
667334	CASH-WA DISTRIBUTING CO.	04/05/2022	Multiple Invoices	2,789.03
			Totals for 667334	2,789.03
667335	DETROIT LAKES ACTIVITY FUND	04/05/2022	ARVIG DONATION FOR ROBOTICS	500.00
			Totals for 667335	500.00
667336	FRANK, STACEY	04/05/2022	LUNCH ACCT REFUND	100.00
			Totals for 667336	100.00
667338	MINNESOTA ENERGY RESOURCES	04/05/2022	Multiple Invoices	3,511.86
			Totals for 667338	3,511.86
667339	SALATHE, SAMANTHA	04/05/2022	GBB STATE TOURNAMENT MEALS REIMB	29.01
			Totals for 667339	29.01
667340	SCHULTZ BUS COMPANY	04/05/2022	MARCH 2022	89,779.00
			Totals for 667340	89,779.00

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
667341	ULLYOTT, ROBERT	04/05/2022	STATE WRESTLING 3/3 -3/6 REIMB	344.48
			Totals for 667341	344.48
667424	CASH-WA DISTRIBUTING CO.	04/08/2022	Multiple Invoices	2,376.18
			Totals for 667424	2,376.18
667425	MASPA/STATE NEGOTIATORS	04/08/2022	MASPA MEMBERSHIP (APR -AUG) FOR KYLIE JOHNSON	190.00
			Totals for 667425	190.00
667426	MINNESOTA ENERGY RESOURCES	04/08/2022	SERVICE 3/2/22 -3/31/22	423.09
			Totals for 667426	423.09
667427	NORTHLAND GLASS & GLAZING, LLC	04/08/2022	INSTALL ALUMINUM DOORS & GLAZING -LAKER TRANSITIONS	12,075.00
			Totals for 667427	12,075.00
667428	STELLHER HUMAN SERVICES, INC.	04/08/2022	MENTAL HEALTH SERVICES -APRIL 2022	22,800.00
			Totals for 667428	22,800.00
667429	CASH-WA DISTRIBUTING CO.	04/12/2022	Multiple Invoices	5,548.48
			Totals for 667429	5,548.48
667430	MADISON NATIONAL LIFE INSURANC	04/12/2022	LTD INS PREMIUM -APR 2022	2,711.09
			Totals for 667430	2,711.09
667431	AMER. FAMILY LIFE ASSURANCE CO	04/14/2022	Payroll accrual	243.18
			Totals for 667431	243.18
667432	AFSCME COUNCIL 65	04/14/2022	Payroll accrual	300.00
			Totals for 667432	300.00
667433	D. L. ATHLETIC FOUNDATION	04/14/2022	Payroll accrual	168.00
			Totals for 667433	168.00
667434	D.L. PUBLIC EDUCATION FOUNDATI	04/14/2022	Payroll accrual	46.00
			Totals for 667434	46.00
667435	IND. SCHOOL DISTRICT #22	04/14/2022	Multiple Invoices	6,864.25
			Totals for 667435	6,864.25
667436	MINNESOTA CHILD SUPPORT	04/14/2022	Multiple Invoices	1,023.50
			Totals for 667436	1,023.50
667437	SUPPORT PAYMENT CLEARINGHOUSE	04/14/2022	PAYROLL ACCRUAL	335.91
			Totals for 667437	335.91
667438	U.S. TREASURY	04/14/2022	Payroll accrual	107.37
			Totals for 667438	107.37
667439	UNITED WAY OF BECKER COUNTY	04/14/2022	Payroll accrual	297.00
			Totals for 667439	297.00
667440	AMAZON	04/14/2022	classroom supplies	90.00
			Totals for 667440	90.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
667441	ANDERSON COACH OF FRAZEE, INC.	04/14/2022	MARCH ACTIVITIES TRANSPORTATION	27,366.35
			Totals for 667441	27,366.35
667442	CASH-WA DISTRIBUTING CO.	04/14/2022	FOOD	2,334.13
			Totals for 667442	2,334.13
667443	ARVIG COMMUNICATION SYSTEMS	04/19/2022	Multiple Invoices	2,331.45
			Totals for 667443	2,331.45
667444	CASH-WA DISTRIBUTING CO.	04/19/2022	Multiple Invoices	3,493.07
			Totals for 667444	3,493.07
667445	CENEX COMMUNITY CO-OPS	04/19/2022	MARCH FUEL	3,658.03
			Totals for 667445	3,658.03
667447	CITY OF DETROIT LAKES	04/19/2022	Multiple Invoices	16,750.76
			Totals for 667447	16,750.76
667448	MN PEIP	04/19/2022	HEALTH INS - MAY 2022	303,306.78
			Totals for 667448	303,306.78
667449	MINNESOTA ENERGY RESOURCES	04/19/2022	Multiple Invoices	16,679.90
			Totals for 667449	16,679.90
667450	VERIZON WIRELESS	04/19/2022	Multiple Invoices	1,847.40
			Totals for 667450	1,847.40
667566	CASH-WA DISTRIBUTING CO.	04/22/2022	Multiple Invoices	3,083.32
			Totals for 667566	3,083.32
667567	GULER, RACHEL	04/22/2022	REIMB FOR SCIENCE CURRICULUM	45.65
			Totals for 667567	45.65
667568	JONES JOHNSON, PAULA	04/22/2022	REIMB FOR MATERIALS	115.45
			Totals for 667568	115.45
667569	NIELSEN, ROBERT	04/22/2022	REIMB FOR MILEAGE & MEALS 3/28 -4/12	217.73
			Totals for 667569	217.73
667570	CARRIER, JOSEPH	04/26/2022	Multiple Invoices	40.06
			Totals for 667570	40.06
667571	CASH-WA DISTRIBUTING CO.	04/26/2022	FOOD	3,412.36
			Totals for 667571	3,412.36
667572	CITY OF DETROIT LAKES	04/26/2022	3/8/22 -4/8/22 SERVICE	1,124.92
			Totals for 667572	1,124.92
667573	CONSTELLATION NEW ENERGY GAS D	04/26/2022	ACCT #BG-97463 -MARCH 2022 SERVICE	7,768.69
			Totals for 667573	7,768.69
667574	FODE, RHONDA	04/26/2022	MEAL REIMB DURING CONFERENCE	55.59
			Totals for 667574	55.59
667575	HOLMQUIST, MELANIE	04/26/2022	MEAL REIMB DURING CONFERENCE	61.18

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Totals for 667575	61.18
667576	NINJA ANYWHERE, LLC	04/26/2022	NINJA ANYWHERE	2,170.00
			Totals for 667576	2,170.00
667577	SIEWERT, TIMOTHY	04/26/2022	REIMB FOR MEALS DURING ALL CITY BAND	127.28
			Totals for 667577	127.28
667578	SWAN, MICHAEL	04/26/2022	REIMB FOR MEALS DURING CONFERENCE	42.00
			Totals for 667578	42.00
667579	BECKER COUNTY AUDITOR-TREASURE	04/29/2022	Multiple Invoices	27,466.00
			Totals for 667579	27,466.00
667580	CASH-WA DISTRIBUTING CO.	04/29/2022	Multiple Invoices	1,328.88
			Totals for 667580	1,328.88
667581	KRITTER KRAZY REPTILE AND EXOT	04/29/2022	EXOTIC ANIMAL PRESENTATION	300.00
			Totals for 667581	300.00
667582	MINNESOTA ENERGY RESOURCES	04/29/2022	3/17/22 -4/1822 SERVICE	907.03
			Totals for 667582	907.03
667583	OLANDER BUS SERVICE INC.	04/29/2022	MARCH 2022 COVID CLEANING	5,431.25
			Totals for 667583	5,431.25
667584	AMER. FAMILY LIFE ASSURANCE CO	04/29/2022	Payroll accrual	243.18
			Totals for 667584	243.18
667585	AFSCME COUNCIL 65	04/29/2022	Payroll accrual	348.58
			Totals for 667585	348.58
667586	D.L. EDUCATION MINNESOTA	04/29/2022	Payroll accrual	1,167.55
			Totals for 667586	1,167.55
667587	D. L. ATHLETIC FOUNDATION	04/29/2022	Payroll accrual	168.00
			Totals for 667587	168.00
667588	D.L. PUBLIC EDUCATION FOUNDATI	04/29/2022	Payroll accrual	41.00
			Totals for 667588	41.00
667589	D.L. EDUCATION MINNESOTA	04/29/2022	Payroll accrual	19,787.57
			Totals for 667589	19,787.57
667590	IND. SCHOOL DISTRICT #22	04/29/2022	Multiple Invoices	6,789.25
			Totals for 667590	6,789.25
667591	MINNESOTA CHILD SUPPORT	04/29/2022	Multiple Invoices	1,603.55
			Totals for 667591	1,603.55
667592	MN SCHOOL EMPLOYEES ASSOC.	04/29/2022	Payroll accrual	418.37
			Totals for 667592	418.37
667593	SUPPORT PAYMENT CLEARINGHOUSE	04/29/2022	Payroll Accrual	335.91
			Totals for 667593	335.91

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>	
667594 U.S. TREASURY	04/29/2022	Payroll accrual	655.08
		Totals for 667594	655.08
667595 UNITED WAY OF BECKER COUNTY	04/29/2022	Payroll accrual	287.00
		Totals for 667595	287.00
20004102 EDUCATORS BENEFIT CONSULTANTS,	04/29/2022	Payroll accrual	600.00
		Totals for 20004102	600.00
20220401 CORPORATE PAYMENT SYSTEMS	04/30/2022	DLHS FACS - INSTRUCTIONAL SUPPLIES	86.03
		Totals for 20220401	86.03
202201001 INTERNAL REVENUE SERVICE	04/14/2022	Payroll accrual	9,788.57
		Totals for 202201001	9,788.57
202204001 INTERNAL REVENUE SERVICE	04/14/2022	Multiple Invoices	217,518.76
		Totals for 202204001	217,518.76
202204002 INTERNAL REVENUE SERVICE	04/29/2022	Multiple Invoices	249,538.02
		Totals for 202204002	249,538.02
202204003 MINNESOTA REVENUE	04/14/2022	Payroll accrual	36,045.47
		Totals for 202204003	36,045.47
202204004 MINNESOTA REVENUE	04/29/2022	Payroll accrual	40,161.08
		Totals for 202204004	40,161.08
202204005 INDEPENDENT SCHOOL DIST. #22	04/14/2022	Multiple Invoices	726,422.24
		Totals for 202204005	726,422.24
202204006 INDEPENDENT SCHOOL DIST. #22	04/29/2022	Payroll Accrual	777,260.57
		Totals for 202204006	777,260.57
202204101 EDUCATORS BENEFIT CONSULTANTS,	04/14/2022	Multiple Invoices	34,747.55
		Totals for 202204101	34,747.55
202204102 EDUCATORS BENEFIT CONSULTANTS,	04/29/2022	Multiple Invoices	33,852.75
		Totals for 202204102	33,852.75
202204501 PUBLIC EMPLOYEES RETIREMENT	04/14/2022	Multiple Invoices	44,833.13
		Totals for 202204501	44,833.13
202204502 PUBLIC EMPLOYEES RETIREMENT	04/29/2022	Multiple Invoices	41,359.30
		Totals for 202204502	41,359.30
202204503 MN TEACHERS RETIREMENT ASSOC.	04/14/2022	Multiple Invoices	120,868.10
		Totals for 202204503	120,868.10
202204504 MN TEACHERS RETIREMENT ASSOC.	04/29/2022	Multiple Invoices	126,395.75
		Totals for 202204504	126,395.75
202204601 MINNESOTA STATE RETIREMENT SYS	04/14/2022	Multiple Invoices	12,690.84
		Totals for 202204601	12,690.84
202204602 MINNESOTA STATE RETIREMENT SYS	04/29/2022	Multiple Invoices	12,560.84
		Totals for 202204602	12,560.84

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
202204603 FURTHER	04/14/2022	Payroll accrual	11,160.24
		Totals for 202204603	11,160.24
202204604 FURTHER	04/29/2022	Payroll accrual	11,065.24
		Totals for 202204604	11,065.24
202204801 CORPORATE PAYMENT SYSTEMS	04/30/2022	Multiple Invoices	24,078.58
		Totals for 202204801	24,078.58
		Totals for BNK5	3,337,720.93
		Totals for checks	3,371,644.33

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	2,650,362.67	499.95	191,003.73	2,841,866.35
02	FOOD SERVICE	85,235.82	100.00	29,622.62	114,958.44
03	TRANSPORTATION FUND	24,182.43	0.00	258,182.11	282,364.54
04	COMMUNITY SERVICE FUND	95,923.71	0.00	972.90	96,896.61
05	CAPITAL EXPENDITURE	0.00	0.00	1,634.99	1,634.99
88	ACTIVITIES	0.00	47.63	33,875.77	33,923.40
***	Fund Summary Totals ***	2,855,704.63	647.58	515,292.12	3,371,644.33

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

# **BANK RECONCILIATION**

**4/30/22**

<b>BREMER BANK STATEMENT BALANCE</b>	9,316.09
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(228.60)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>9,087.49</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	9,497.21
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	1,125.48
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(1,535.20)
<b>NSF CHECKS:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>9,087.49</u>
<b>DIFFERENCE</b>	0.00

Receipt	Description	Acct Nbr	Trans Date	Amount
1549	BLUE TEAM/BOOK FAIR	88 R 031 298 174 888 099	04/01/2022	1,125.40
		Totals for 1549		1,125.40
		Total for Cash Receipts		1,125.40

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
88	ACTIVITIES	0.00	1,125.40	0.00	1,125.40
*** Fund Summary Totals ***		0.00	1,125.40	0.00	1,125.40

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

Acct Nbr	OBJ	Description	Reference	Trans Date	Debit	Credit
88 A	101 31	BREMER - INTEREST RECEIVED (APR 2022)	043101	04/30/2022	0.08	0.00

0.08 Totals for 043101

0.08 Total for Journal Entries

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
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>
200120	SCHOLASTIC BOOK FAIR	04/01/2022	88 E 031 298 174 888 401	412022	BLUE TEAM/BOOK FAIR	1,125.40
					Totals for 200120	1,125.40
200121	BARBERG, JENNIFER	04/21/2022	88 E 031 291 127 888 401	04212022	STUDENT COUNCIL/LICORICE DAY POETRY MONTH ORIENTATION SUPPLIES	157.81
					Totals for 200121	157.81
200122	BERNTSON, JULIE	04/21/2022	88 E 031 298 170 888 401	04212022	QUEST/MINTS	17.69
					Totals for 200122	17.69
200123	AAKRE, ANNA	04/21/2022	88 E 031 298 176 888 401	04212022	TEAM AWESOME/ZORBAZ REWARD TRIP	203.09
					Totals for 200123	203.09
200124	SCHWEIGART, JOYCE	04/21/2022	88 E 031 298 169 888 401	04212022	LIBRARY/MEDIA CENTER/STUDENT CANDY & POSTERS	31.21
					Totals for 200124	31.21
					Totals for checks	1,535.20

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	1,535.20	1,535.20
***	Fund Summary Totals ***	0.00	0.00	1,535.20	1,535.20

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

# BREMER BANK

PO Box 1000  
Lake Elmo, MN 55042-1000

Last statement: March 31, 2022  
This statement: April 30, 2022  
Total days in statement period: 30

Page 1 of 1  
XXXXXX2547  
( 0)

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

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

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

## Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$9,676.91
Low balance	\$9,316.01	Total additions	1,125.48
Average balance	\$9,904.92	Total subtractions	1,486.30
Avg collected balance	\$9,899	Ending balance	\$9,316.09
Interest paid year to date	\$0.33		

## CHECKS

Number	Date	Amount	Number	Date	Amount
200120	04-08	1,125.40	200123 *	04-29	203.09
200121	04-27	157.81	* Skip in check sequence		

## CREDITS

Date	Description	Additions
04-01	Deposit	1,125.40
04-30	Interest Credit	0.08

## DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
03-31	9,676.91	04-08	9,676.91	04-29	9,316.01
04-01	10,802.31	04-27	9,519.10	04-30	9,316.09

## OVERDRAFT/RETURN ITEM FEES

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

Thank you for banking with Bremer Bank National Association



**BANK RECONCILIATION**

**4/30/22**

<b>BREMER BANK STATEMENT BALANCE</b>	261,023.41
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(13,064.13)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>247,959.28</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	239,717.99
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	40,629.49
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(32,388.20)
<b>MISC FEES:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>247,959.28</u>

DIFFERENCE

# Cash Flow - Earliest To Date

7/1/1998 through 5/2/2022

5/2/2022

Page 1

Category	7/1/1998- 5/2/2022
<b>INFLOWS</b>	
Uncategorized	0.00
005 I-ATH	573.99
006-JSA-SGA	0.00
007 INTERACT	2,091.46
010 I-BPA	1,966.97
015 I-BAND	637.33
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	-2,430.33
030 I-BBB	10,792.87
040 I-GBB	13,552.42
045 I-Cheer	239.66
050 I-CHOIR	15,671.91
051I All City Choir	0.00
053 I-CC	5,700.20
055 I-SKI	1,920.59
060 I-DANCE	12,190.89
065 I	0.00
070 I-FFA	20,085.64
075 I	0.00
080 I-FB	25,281.38
082 I-BGOLF	8,955.27
083 I-GGOLF	8,024.06
085 I-GYM	1,860.67
090 I	0.00
095 I-BHOC	9,476.42
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	7,354.97
116 I	0.00
117 I-Robotics	8,895.96
118 I	0.00
119	0.00
120 I-PROM	13,388.01
125- Trap	0.00
126 I-Trap Shooting	7,498.65
128 I-BSOC	159.40
129 I-GSOC	5,441.33
130 I	0.00
132 I-SB	19,099.90
133 I-SPAN	157.21
134 I	0.00
135 I-SPEECH	3,745.13

# Cash Flow - Earliest To Date

7/1/1998 through 5/2/2022

5/2/2022

Page 2

Category	7/1/1998- 5/2/2022
140 I-STUD. CO.	8,442.21
141I-Link Crew	254.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	6,498.08
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	100.88
170 I-INT.	0.00
171I-Service Fee's	-61.34
180 I	0.00
<b>TOTAL INFLOWS</b>	<b>247,959.28</b>
<b>OUTFLOWS</b>	
175 I	0.00
<b>TOTAL OUTFLOWS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>247,959.28</b>

DETROIT LAKES PUBLIC SCHOOLS  
SENIOR HIGH BALANCE SHEET-CASH (Date: 4/2022)

<u>FD</u>	<u>T</u>	<u>ORG</u>	<u>PRG</u>	<u>CRS</u>	<u>FIN</u>	<u>GLN</u>	<u>Beginning</u> <u>Balance</u>	<u>2021-22</u> <u>FYTD Debits</u>	<u>2021-22</u> <u>FYTD Credits</u>	<u>Ending</u> <u>Balance</u>
88	A		101	41		CASH	227,124.44	455,918.47	434,209.63	248,833.28
88	A		101	--		CASH	227,124.44	455,918.47	434,209.63	248,833.28
88	-		---	--		*ACTIVITIES	227,124.44	455,918.47	434,209.63	248,833.28

<u>FD T ORG PRG CRS FIN</u>	<u>GLN</u>	<u>Beginning Balance</u>	<u>2021-22 FYTD Debits</u>	<u>2021-22 FYTD Credits</u>	<u>Ending Balance</u>
Grand Asset Totals		227,124.44	455,918.47	434,209.63	248,833.28

Number of Accounts: 1

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

Receipt	Description	Acct Nbr	Trans Date	Amount	Total
12910	Trap ammo and range fees	88 R 041 292 125 888 051	04/05/2022	800.00	
12920	Trap ammo and range fees	88 R 041 292 125 888 051	04/05/2022	200.00	1,000.00
12908	Wt Lft/S & S sponsorship	88 R 041 292 139 888 099	04/05/2022	3,750.00	
12913	Speed & Strength registration fees	88 R 041 292 139 888 099	04/05/2022	650.00	4,400.00
12911	BBB sponsorship	88 R 041 294 105 888 051	04/05/2022	1,685.00	1,685.00
12914	BGolf Sponsorships	88 R 041 294 113 888 051	04/05/2022	540.00	
12921	BGolf north/south roseau fee	88 R 041 294 113 888 051	04/05/2022	700.00	
12919	BGolf clothing	88 R 041 294 113 888 051	04/06/2022	400.00	
12930	BGolf pizza fundraiser	88 R 041 294 113 888 051	04/22/2022	1,040.00	
12930	BGolf pizza fundraiser	88 R 041 294 113 888 051	04/22/2022	5,485.00	8,165.00
12935	Softball card fundraiser	88 R 041 296 103 888 051	04/22/2022	3,140.00	
12935	Softball card fundraiser	88 R 041 296 103 888 051	04/22/2022	6,515.00	9,655.00
12912	GBB sponsorship	88 R 041 296 105 888 051	04/05/2022	1,720.00	
12932	GBB Banquet	88 R 041 296 105 888 051	04/22/2022	265.00	1,985.00
12931	GGolf pizza fundraiser	88 R 041 296 113 888 051	04/22/2022	2,050.00	2,050.00
12909	Mid MN Credit Union Sponsorship	88 R 041 298 046 888 051	04/05/2022	500.00	
12924	Robotics Arvig Sponsorship	88 R 041 298 046 888 051	04/08/2022	500.00	
12929	Robotics We Care	88 R 041 298 046 888 051	04/12/2022	32.48	1,032.48
12928	Speech tourney sponsor	88 R 041 298 109 888 051	04/12/2022	373.75	
12933	Speech dues	88 R 041 298 109 888 051	04/22/2022	12.00	385.75
12922	Prom 2021 admissions from District	88 R 041 298 117 888 051	04/06/2022	1,598.06	1,598.06
12917	NA Quiz Bowl	88 R 041 298 242 888 051	04/05/2022	400.00	400.00
12927	BPA Midwest Bank State Sponsorship	88 R 041 298 245 888 051	04/12/2022	400.00	
12934	BPA Bremer Bank State Sponsorship	88 R 041 298 245 888 051	04/22/2022	200.00	600.00
12936	Band fundraiser	88 R 041 298 263 888 051	04/22/2022	2,300.00	2,300.00
12926	Choir NYC deposit	88 R 041 298 264 888 051	04/12/2022	5,359.20	5,359.20
12915	Interact Happy Dollars	88 R 041 298 267 888 051	04/05/2022	5.00	
12925	Interact Happy Dollars	88 R 041 298 267 888 051	04/12/2022	9.00	14.00
Total for Cash Receipts				40,629.49	

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	40,629.49	0.00	40,629.49
***	Fund Summary Totals ***	0.00	40,629.49	0.00	40,629.49

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

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>ACCOUNT NUMBER</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
400791	BEUG'S ACE HARDWARE	04/04/2022	88 E 041 298 046 888 401	robotics invoices 218758 \$29.50 219646 \$10.00 Totals for 400791	39.50 39.50
400792	BLUE 84 SPIRIT	04/04/2022	88 E 041 298 242 888 401	NA Club blankets invoice 1562913 Totals for 400792	2,250.00 2,250.00
400793	BURNSIDE, JENNIFER	04/04/2022	88 R 041 298 109 888 051	Reimburse for Speech material Totals for 400793	47.63 47.63
400794	FRAZEE-VERGAS PUBLIC SCHOOLS	04/04/2022	88 E 041 298 127 888 401	DLHS Student Council Western Division Shirts for State Conference Totals for 400794	44.00 44.00
400795	HAUS, MARY	04/04/2022	88 E 041 298 127 888 401	reimb for St Co supplies, snacks and prizes for snoball Totals for 400795	149.12 149.12
400796	LINK, SAMANTHA	04/04/2022	88 E 041 298 117 888 401	Reimb for prom committee meeting meal Totals for 400796	66.85 66.85
400797	OCHSNER, NATHAN	04/04/2022	88 E 041 298 267 888 401	reimburse for interact meeting donuts for students Totals for 400797	43.92 43.92
400798	ULLYOTT, ROBERT	04/04/2022	88 E 041 294 132 888 401	reimb for section wrestling team dues Totals for 400798	100.00 100.00
400799	WARREN, JACK	04/04/2022	88 E 041 298 242 888 401	Reimb for NA Club St Pattys Day candy for student booth Totals for 400799	54.12 54.12
400800	GERRELL'S SPORT CENTER	04/05/2022	88 E 041 294 104 888 401	baseball batting tees invoice 287939 Totals for 400800	498.00 498.00
400801	HAUS, MARY	04/05/2022	88 E 041 298 127 888 401	reimb for student council food and lodging @ state convention Totals for 400801	1,092.97 1,092.97
400802	HERKENHOFF, PHILIP	04/05/2022	88 E 041 292 139 888 401	Speed & Strength Presentation Totals for 400802	100.00 100.00
400803	JB'S CUSTOM APPAREL	04/05/2022	88 E 041 298 242 888 401	Clothing invoice 16866 Totals for 400803	1,050.00 1,050.00
400804	LEACH, DANIELLE	04/05/2022	88 E 041 298 264 888 401	reimburse of choir trip deposit Totals for 400804	500.00 500.00
400805	MILESTONES & MEMORIES, LLC	04/05/2022	88 E 041 298 242 888 401	NA Club caps and gowns for	450.69

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				student members	
				Totals for 400805	450.69
400806	MUFF, TOBIAS	04/05/2022	88 E 041 298 249 888 401	reimb for FFA pie social	51.02
				supplies	
				Totals for 400806	51.02
400807	PRECISION PRINTING	04/05/2022	88 E 041 296 122 888 401	Dance certificates invoice	2.00
				101694	
				Totals for 400807	2.00
400808	SUBWAY	04/05/2022	88 E 041 298 264 888 401	All city choir students lunch	55.08
				Totals for 400808	55.08
400809	TROPHY HOUSE	04/05/2022	88 E 041 294 115 888 401	B Hockey Award Invoice 0405	186.50
				Totals for 400809	186.50
400810	ULLYOTT, ROBERT	04/05/2022	88 E 041 294 132 888 401	reimb for DGF sect dues	100.00
				Totals for 400810	100.00
400811	WOODBURY HIGH SCHOOL	04/05/2022	88 E 041 296 122 888 401	DLHS Dance blue Biketards	200.00
				Totals for 400811	200.00
400812	BEUG'S ACE HARDWARE	04/07/2022	88 E 041 298 046 888 401	robotics invoices: 220333	139.77
				\$59.17 220263 \$80.60	
				Totals for 400812	139.77
400813	BLACK FLAG BARBELL PERFORMANCE	04/07/2022	88 E 041 292 139 888 401	Speed & Strength presentation	100.00
				invoice 45774	
				Totals for 400813	100.00
400814	CENTRAL MARKET	04/07/2022	88 E 041 298 109 888 401	Speech PO's- snacks for the	650.66
				speech team season and speech	
				home tournament \$59.94 \$30.35	
				\$83.38 \$74.26 \$59.92 \$274.99	
				\$29.04 \$38.78	
				Totals for 400814	650.66
400815	GERRELL'S SPORT CENTER	04/07/2022	88 E 041 294 104 888 401	Baseball bat and pants	1,045.00
				invoices: 296979 \$150 295750	
				\$895	
				Totals for 400815	1,045.00
400816	MAASS, BRETT	04/07/2022	88 E 041 294 105 888 401	Reimburse for BBB Banquet	128.42
				food	
				Totals for 400816	128.42
400817	SIEWERT, TIMOTHY	04/07/2022	88 E 041 298 263 888 401	Reimburse for band trip	1,079.50
				student food, student tickets	
				to concert at Eau Claire Jazz	
				Festival	
				Totals for 400817	1,079.50
400818	STEWART, LOGAN	04/07/2022	88 E 041 298 046 888 401	Robotics supplies	155.00
				Totals for 400818	155.00

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400819	TROPHY HOUSE	04/07/2022	88 E 041 296 105 888 401	GBB award plaques invoice 258393	235.00
				Totals for 400819	235.00
400820	GERRELL'S SPORT CENTER	04/12/2022	88 E 041 294 104 888 401	Baseball invoices: 296979 \$150 297969 \$337	487.00
				Totals for 400820	487.00
400821	MIGUEL'S	04/12/2022	88 E 041 294 132 888 401	wrestling banquet catering	942.50
				Totals for 400821	942.50
400822	STEWART, LOGAN	04/12/2022	88 E 041 298 046 888 401	reimb for team meal @ FIRST competition @ UMN	128.33
				Totals for 400822	128.33
400823	LA BARISTA	04/12/2022	88 E 041 294 115 888 401	Boys Hockey Banquet Catering 4/11/2022	918.75
				Totals for 400823	918.75
400824	MORSE, ANDREW	04/12/2022	88 E 041 298 046 888 401	Reimb for robotics team meals, trailer parking at competition	585.24
				Totals for 400824	585.24
400825	USA CLAY TARGET LEAGUE	04/12/2022	88 E 041 298 125 888 401	DLHS Clay Target League Invoice TR-2022-S-MN-0024av	1,540.00
				Totals for 400825	1,540.00
400826	AMERICINN BY WYNDHAM	04/22/2022	88 E 041 298 263 888 401	DLHS Jazz Band Rooms	1,782.00
				Totals for 400826	1,782.00
400827	BPA-BUSINESS PROFESSIONALS OF	04/22/2022	88 E 041 298 245 888 401	DLHS BPA Registration & Tours for National Leadership Conference	1,208.00
				Totals for 400827	1,208.00
400828	GREAT NORTHERN PIZZA	04/22/2022	88 E 041 296 113 888 401	GGolf pizza fundraiser invoice 22903	1,319.50
				Totals for 400828	1,319.50
400829	HOLIDAY INN-DL	04/22/2022	88 E 041 296 105 888 401	GBB Banquet Invoice 28562	2,144.78
				Totals for 400829	2,144.78
400830	LINK, SAMANTHA	04/22/2022	88 E 041 298 117 888 401	Reimb for prom food and decorations	84.55
				Totals for 400830	84.55
400831	MARTIN, DUSTIN	04/22/2022	88 E 041 296 113 888 401	reimburse for ggolf polos	1,200.00
				Totals for 400831	1,200.00
400832	BREAKDOWN SPORTS USA, INC	04/22/2022	88 E 041 296 105 888 401	GBB Summer tournament teams	1,680.00
400832	BREAKDOWN SPORTS USA, INC	04/22/2022	88 E 041 294 105 888 401	BBB Summer Tourney	1,680.00
				Totals for 400832	3,360.00
400833	GERRELL'S SPORT CENTER	04/22/2022	88 E 041 294 104 888 401	Baseball wheeled equipment bags invoice 301444	403.00

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
400833 GERRELL'S SPORT CENTER	04/22/2022	88 E 041 294 113 888 401	Bgolf hats invoice 303110	684.00
			Totals for 400833	1,087.00
400834 GREAT NORTHERN PIZZA	04/22/2022	88 E 041 294 113 888 401	BGolf Pizza fundraiser invoice 22902	4,524.00
			Totals for 400834	4,524.00
400835 IND. SCHOOL DISTRICT #22	04/22/2022	88 E 041 294 132 888 401	Wrestling Banquet Catering Invoice 7352	84.00
			Totals for 400835	84.00
400836 LABINE, MICHAEL	04/22/2022	88 E 041 298 257 888 401	reimburse for commitment to graduate supplies and food	186.17
			Totals for 400836	186.17
400837 TAG UP	04/22/2022	88 E 041 294 113 888 401	BGolf bag tags invoice 236659D	191.63
			Totals for 400837	191.63
			Totals for checks	32,388.20

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	47.63	32,340.57	32,388.20
***	Fund Summary Totals ***	0.00	47.63	32,340.57	32,388.20

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

# BREMER BANK

PO Box 1000  
Lake Elmo, MN 55042-1000

Last statement: March 31, 2022  
This statement: April 30, 2022  
Total days in statement period: 30

Page 1 of 3  
XXXXXX5879  
( 75)

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

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

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

## Commercial Business Banking

Account number	XXXXXX5879	Beginning balance	\$247,922.15
Enclosures	75	Total additions	40,629.49
Low balance	\$245,055.50	Total subtractions	27,528.23
Average balance	\$256,806.69	Ending balance	\$261,023.41
Avg collected balance	\$255,116		

## CHECKS

Number	Date	Amount	Number	Date	Amount
400718	04-22	62.01	400808	04-29	55.08
400739 *	04-14	50.00	400809	04-12	186.50
400763 *	04-01	653.63	400811 *	04-27	200.00
400766 *	04-22	64.73	400812	04-14	139.77
400780 *	04-18	390.00	400813	04-19	100.00
400782 *	04-01	2,213.02	400814	04-12	650.66
400783	04-08	120.00	400815	04-13	1,045.00
400785 *	04-11	84.06	400816	04-11	128.42
400789 *	04-05	253.00	400817	04-11	1,079.50
400790	04-06	170.00	400818	04-15	155.00
400791	04-18	39.50	400819	04-22	235.00
400792	04-08	2,250.00	400820	04-18	487.00
400793	04-12	47.63	400822 *	04-22	128.33
400794	04-13	44.00	400823	04-12	918.75
400795	04-06	149.12	400824	04-19	585.24
400796	04-11	66.85	400825	04-14	1,540.00
400799 *	04-11	54.12	400828 *	04-29	1,319.50
400800	04-12	498.00	400829	04-28	2,144.78
400801	04-06	1,092.97	400830	04-25	84.55
400803 *	04-14	1,050.00	400833 *	04-29	1,087.00
400804	04-18	500.00	400834	04-29	4,524.00
400805	04-14	450.69	400836 *	04-27	186.17
400806	04-21	51.02	400837	04-28	191.63
400807	04-19	2.00			

\* Sklp in check sequence

**CREDITS**

<u>Date</u>	<u>Description</u>	<u>Additions</u>
04-05	Deposit	5.00
04-05	Deposit	200.00
04-05	Deposit	400.00
04-05	Deposit	500.00
04-05	Deposit	540.00
04-05	Deposit	650.00
04-05	Deposit	700.00
04-05	Deposit	800.00
04-05	Deposit	1,685.00
04-05	Deposit	1,720.00
04-05	Deposit	3,750.00
04-06	Deposit	400.00
04-06	Deposit	1,598.06
04-08	Deposit	500.00
04-12	Deposit	9.00
04-12	Deposit	32.48
04-12	Deposit	373.75
04-12	Deposit	400.00
04-12	Deposit	5,359.20
04-22	Deposit	12.00
04-22	Deposit	200.00
04-22	Deposit	265.00
04-22	Deposit	1,040.00
04-22	Deposit	2,050.00
04-22	Deposit	2,300.00
04-22	Deposit	3,140.00
04-22	Deposit	5,485.00
04-22	Deposit	6,515.00

**DAILY BALANCES**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03-31	247,922.15	04-12	256,928.41	04-21	250,299.19
04-01	245,055.50	04-13	255,839.41	04-22	270,816.12
04-05	255,752.50	04-14	252,608.95	04-25	270,731.57
04-06	256,338.47	04-15	252,453.95	04-27	270,345.40
04-08	254,468.47	04-18	251,037.45	04-28	268,008.99
04-11	253,055.52	04-19	250,350.21	04-29	261,023.41

**OVERDRAFT/RETURN ITEM FEES**

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

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 5.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 5.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-5-22

AMOUNT: \$ 700.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 700.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-5-22

AMOUNT: \$ 200.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 200.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 800.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 800.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 400.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 400.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 1,685.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 1,685.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 500.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 500.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 1,720.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 1,720.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 540.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 540.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 3,750.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 3,750.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-1-22

AMOUNT: \$ 650.00

1:096010415: 00705879# 600

04/05/2022 600 \$ 650.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 PROSPECT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE: 4-5-22

AMOUNT: \$ 400.00

1:096010415: 00705879# 600

04/06/2022 600 \$ 400.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-5-22  
CURRENCY 1598.06  
CHECK NO. 1001331  
AMOUNT 1598.06

04/06/2022 600 \$ 1,598.06

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-11-22  
CURRENCY 5359.20  
CHECK NO. 1001332  
AMOUNT 5359.20

Choir

04/12/2022 600 \$ 5,359.20

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-6-22  
CURRENCY 500.00  
CHECK NO. 1007335  
AMOUNT 500.00

Robotics

04/08/2022 600 \$ 500.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-21-22  
CURRENCY 12.00  
CHECK NO. 1007337  
AMOUNT 12.00

Speech

04/22/2022 600 \$ 12.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-11-22  
CURRENCY 9.00  
CHECK NO. 1007338  
AMOUNT 9.00

Interest

04/12/2022 600 \$ 9.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-21-22  
CURRENCY 200.00  
CHECK NO. 10010181  
AMOUNT 200.00

BPA

04/22/2022 600 \$ 200.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-11-22  
CURRENCY 32.48  
CHECK NO. 1007339  
AMOUNT 32.48

Robotics

04/12/2022 600 \$ 32.48

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-21-22  
CURRENCY 265.00  
CHECK NO. 1007340  
AMOUNT 265.00

688

04/22/2022 600 \$ 265.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-11-22  
CURRENCY 373.75  
CHECK NO. 1007341  
AMOUNT 373.75

Speech

04/12/2022 600 \$ 373.75

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-21-22  
CURRENCY 1040.00  
CHECK NO. 1007342  
AMOUNT 1040.00

Book

04/22/2022 600 \$ 1,040.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-11-22  
CURRENCY 400.00  
CHECK NO. 1007343  
AMOUNT 400.00

BPA

04/12/2022 600 \$ 400.00

DEPOSIT TICKET 75-1041960  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
1301 ROOSEVELT AVE  
DETROIT LAKES, MI, 48601  
BREMER BANK

DATE 4-21-22  
CURRENCY 2050.00  
CHECK NO. 1007344  
AMOUNT 2050.00

Book

04/22/2022 600 \$ 2,050.00

DEPOSIT TICKET 75-041690  
 BREMER BANK  
 INDEPENDENT SCHOOL DISTRICT #22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

DATE	4-21-22
CHECK NO.	100
AMOUNT	600.00
TOTAL	2300.00

\$\$\$ 2300.00  
 @096010415@ 00705879@ 600

04/22/2022 600 \$ 2,300.00

BREMER BANK, NA 75-1041690 400763 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

\*\*\* Six Hundred Fifty-Three Dollar(s) & 63 Cents\*

PAY TO THE ORDER OF: 03/04/2022 \$653.63

IND. SCHOOL DISTRICT #22  
 702 LAKE AVENUE  
 PO BOX 766  
 DETROIT-LAKES, MN-56501

\$\$\$ 653.63

04/01/2022 400763 \$ 653.63

DEPOSIT TICKET 76-041690  
 BREMER BANK  
 INDEPENDENT SCHOOL DISTRICT #22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

DATE	4-21-22
CHECK NO.	3140
AMOUNT	600.00
TOTAL	3140.00

\$\$\$ 3140.00  
 @096010415@ 00705879@ 600

04/22/2022 600 \$ 3,140.00

BREMER BANK, NA 75-1041690 400766 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

\*\*\* Sixty-Four Dollar(s) & 73 Cents\*

PAY TO THE ORDER OF: 03/04/2022 \$64.73

RAMSEY, BRITTON  
 24682 E MUNSON DRIVE  
 DETROIT LAKES, MN 56501

\$\$\$ 64.73

04/22/2022 400766 \$ 64.73

DEPOSIT TICKET 75-041690  
 BREMER BANK  
 INDEPENDENT SCHOOL DISTRICT #22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

DATE	4-21-22
CHECK NO.	5485
AMOUNT	600.00
TOTAL	5485.00

\$\$\$ 5485.00  
 @096010415@ 00705879@ 600

04/22/2022 600 \$ 5,485.00

BREMER BANK, NA 75-1041690 400780 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

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

PAY TO THE ORDER OF: 03/21/2022 \$390.00

DENARDO, AMY  
 12780 BRASETH BAY ROAD  
 LAKE PARK, MN 56554

\$\$\$ 390.00

04/18/2022 400780 \$ 390.00

DEPOSIT TICKET 75-041690  
 BREMER BANK  
 INDEPENDENT SCHOOL DISTRICT #22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

DATE	4-21-22
CHECK NO.	6515
AMOUNT	600.00
TOTAL	6515.00

\$\$\$ 6515.00  
 @096010415@ 00705879@ 600

04/22/2022 600 \$ 6,515.00

BREMER BANK, NA 75-1041690 400782 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

\*\*\* Two Thousand Two Hundred Thirteen Dollar(s) & 2 Cents\*

PAY TO THE ORDER OF: 03/21/2022 \$2,213.02

IND. SCHOOL DISTRICT #22  
 702 LAKE AVENUE  
 PO BOX 766  
 DETROIT-LAKES, MN-56501

\$\$\$ 2,213.02

04/01/2022 400782 \$ 2,213.02

BREMER BANK, NA 75-1041690 400718 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

\*\*\* Sixty-Two Dollar(s) & 1 Cents\*

PAY TO THE ORDER OF: 02/01/2022 \$62.01

RAMSEY, BRITTON  
 24682 E MUNSON DRIVE  
 DETROIT LAKES, MN 56501

\$\$\$ 62.01

04/22/2022 400718 \$ 62.01

BREMER BANK, NA 75-1041690 400783 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 Twenty Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 03/21/2022 \$120.00

JB'S CUSTOM APPAREL  
 620 MAIN ST N  
 DETROIT LAKES, MN 56501

\$\$\$ 120.00

04/08/2022 400783 \$ 120.00

BREMER BANK, NA 75-1041690 400739 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

ROOSEVELT PTO  
 510 12TH AVE  
 DETROIT LAKES, MN 56501

\$\$\$ 50.00

04/14/2022 400739 \$ 50.00

BREMER BANK, NA 75-1041690 400785 CHECK NO.  
 INDEPENDENT SCHOOL DISTRICT NO. 22  
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND  
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501  
 (218) 847-4491

\*\*\* Eighty-Four Dollar(s) & 6 Cents\*

PAY TO THE ORDER OF: 03/21/2022 \$84.06

LARSON, KATHRYN  
 1119 CTY HWY 17  
 DETROIT LAKES, MN 56501

\$\$\$ 84.06

04/12/2022 400785 \$ 84.06

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400789  
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 Fifty-Three Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 03/21/2022 \$253.00

TROPHY HOUSE  
PO BOX 205  
DETROIT LAKES, MN 56502

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

256 3401 2562 44 100789# 1096010415# 00705879#

04/05/2022 400789 \$253.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400795  
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-Forty-Nine Dollar(s) & 12 Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$149.12

HAUS, MARY  
1350 LORI AVE  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400795# 1096010415# 00705879#

04/06/2022 400795 \$149.12

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400790  
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-Seventy Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 03/21/2022 \$170.00

UNIV. OF MINNESOTA-CROOKSTON  
2900 UNIVERSITY AVENUE  
100B UTCC  
CROOKSTON, MN 56716

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400790# 1096010415# 00705879#

04/06/2022 400790 \$170.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400796  
CHECK NO.

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

\*\*\* Sixty-Six Dollar(s) & 85 Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$66.85

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

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400796# 1096010415# 00705879#

04/12/2022 400796 \$66.85

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400791  
CHECK NO.

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

\*\*\* Thirty-Nine Dollar(s) & 50 Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$39.50

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

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400791# 1096010415# 00705879#

04/18/2022 400791 \$39.50

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400799  
CHECK NO.

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

\*\*\* Fifty-Four Dollar(s) & 12 Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$54.12

WARREN, JACK  
415 CENTRAL STREET WEST  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400799# 1096010415# 00705879#

04/12/2022 400799 \$54.12

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400792  
CHECK NO.

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

\*\*\* Two Thousand Two Hundred Fifty Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$2,250.00

BLUE 89 SPIRIT  
PO BOX 346  
DETROIT LAKES, MN 56502

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400792# 1096010415# 00705879#

04/08/2022 400792 \$2,250.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400800  
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 Ninety-Eight Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 04/05/2022 \$498.00

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

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400800# 1096010415# 00705879#

04/12/2022 400800 \$498.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400793  
CHECK NO.

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

\*\*\* Forty-Seven Dollar(s) & 63 Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$47.63

BURNSIDE, JENNIFER  
123 MINNESOTA AVE  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400793# 1096010415# 00705879#

04/12/2022 400793 \$47.63

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400801  
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 Ninety-Two Dollar(s) & 97 Cents\*

PAY TO THE ORDER OF: 04/05/2022 \$1,092.97

HAUS, MARY  
1350 LORI AVE  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400801# 1096010415# 00705879#

04/06/2022 400801 \$1,092.97

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400794  
CHECK NO.

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

\*\*\* Forty-Four Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 04/04/2022 \$44.00

Mrs. Student Council  
FRAZEE-VENGA'S PUBLIC SCHOOLS  
305 NORTH LAKES STREET  
FRAZEE, MN 56544

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400794# 1096010415# 00705879#

04/13/2022 400794 \$44.00

THIS INSTRUMENT WHEN ISSUED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE INDICATED FOR THE ACCOUNT STATED

BREMER BANK, NA  
75-1017962

400803  
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 Fifty Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 04/05/2022 \$1,050.00

JB'S CUSTOM APPAREL  
620 HAIN ST W  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sarah Stathl*  
*Asst. Treas.*

1400803# 1096010415# 00705879#

04/14/2022 400803 \$1,050.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400804  
CHECK NO.

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

04/05/2022 \$500.00

PAY TO THE ORDER OF:

LEACH, DANIELLE  
933 SURMIT AVENUE  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400804⑆ ⑆096010415⑆ 00705879⑆

04/18/2022 400804 \$ 500.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400811  
CHECK NO.

\*\*\* Two Hundred Dollar(s) & No Cents\*

04/05/2022 \$200.00

PAY TO THE ORDER OF:

WOODBURY HIGH SCHOOL  
2565 WOODLARK DRIVE  
WOODBURY, MN 55125

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400811⑆ ⑆096010415⑆ 00705879⑆

04/27/2022 400811 \$ 200.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400805  
CHECK NO.

\*\*\* Four Hundred Fifty Dollar(s) & 69 Cents\*

04/05/2022 \$450.69

PAY TO THE ORDER OF:

MILESTONES & MEMORIES, LLC  
PO BOX 11081  
BRAINERD, MN 56401

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400805⑆ ⑆096010415⑆ 00705879⑆

04/14/2022 400805 \$ 450.69

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400812  
CHECK NO.

\*\*\* One Hundred Thirty-Six Dollar(s) & 77 Cents\*

04/07/2022 \$139.77

PAY TO THE ORDER OF:

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

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400812⑆ ⑆096010415⑆ 00705879⑆

04/14/2022 400812 \$ 139.77

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400806  
CHECK NO.

\*\*\* Fifty-One Dollar(s) & 2 Cents\*

04/05/2022 \$51.02

PAY TO THE ORDER OF:

MUFF, TOBIAS  
29590 MAPLEWOOD ROAD  
CALLAWAY, MN 56521

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400806⑆ ⑆096010415⑆ 00705879⑆

04/21/2022 400806 \$ 51.02

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400813  
CHECK NO.

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

04/07/2022 \$100.00

PAY TO THE ORDER OF:

BLACK FLAG BARBELL PERFORMANCE, LLC  
122 MONTGOMERY PLACE  
BISMARCK, ND 58504

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400813⑆ ⑆096010415⑆ 00705879⑆

04/19/2022 400813 \$ 100.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400807  
CHECK NO.

\*\*\* Two Dollar(s) & No Cents\*

04/05/2022 \$2.00

PAY TO THE ORDER OF:

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

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400807⑆ ⑆096010415⑆ 00705879⑆

04/19/2022 400807 \$ 2.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400814  
CHECK NO.

847.2194

\*\*\* Six Hundred Fifty Dollar(s) & 66 Cents\*

04/07/2022 \$650.66

PAY TO THE ORDER OF:

CENTRAL MARKET  
310 HWY 10 E  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400814⑆ ⑆096010415⑆ 00705879⑆

04/12/2022 400814 \$ 650.66

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400808  
CHECK NO.

\*\*\* Fifty-Five Dollar(s) & 8 Cents\*

04/05/2022 \$55.08

PAY TO THE ORDER OF:

SUBWAY  
916 WASHINGTON AVE. S. STE 5  
PO BOX 1881  
DETROIT LAKES, MN 56501

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400808⑆ ⑆096010415⑆ 00705879⑆

04/29/2022 400808 \$ 55.08

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400815  
CHECK NO.

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

04/07/2022 \$1,045.00

PAY TO THE ORDER OF:

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

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400815⑆ ⑆096010415⑆ 00705879⑆

04/13/2022 400815 \$ 1,045.00

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400809  
CHECK NO.

\*\*\* One Hundred Eighty-Six Dollar(s) & 50 Cents\*

04/05/2022 \$186.50

PAY TO THE ORDER OF:

TROPHY HOUSE  
PO BOX 205  
DETROIT LAKES, MN 56502

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400809⑆ ⑆096010415⑆ 00705879⑆

04/12/2022 400809 \$ 186.50

THIS INSTRUMENT WHEN SIGNED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED FOR THE ACCOUNT STATED

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

BREMER BANK, NA  
75-1041990

400816  
CHECK NO.

\*\*\* One Hundred Twenty-Eight Dollar(s) & 42 Cents\*

04/07/2022 \$128.42

PAY TO THE ORDER OF:

MARSS, BRETT  
PO BOX 444  
HAWLEY, MN 56549

*J. Nelson*  
*Sohn Stathl*  
*Apd. L...*

⑆400816⑆ ⑆096010415⑆ 00705879⑆

04/12/2022 400816 \$ 128.42

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400817  
CHECK NO.

\*\*\* One Thousand Seven Hundred and Seventy-Nine Dollar(s) & 50 Cents \*\*\*

PAY TO THE ORDER OF: 04/07/2022 \$1,079.50

STEWART, TIMOTHY  
22333 PETERSON CIRCLE  
DETROIT LAKES, MN 56501

#400817# 1096010415# 00705879#

04/12/2022 400817 \$1,079.50

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400824  
CHECK NO.

\*\*\* Five Hundred Eighty-Five Dollar(s) & 24 Cents \*\*\*

PAY TO THE ORDER OF: 04/12/2022 \$585.24

MORSE, ANDREW  
30426 EAGLE LAKE DRIVE  
FRAZEE, MN 56544

#400824# 1096010415# 00705879#

04/19/2022 400824 \$585.24

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400818  
CHECK NO.

\*\*\* One Hundred Fifty-Five Dollar(s) & No Cents \*\*\*

PAY TO THE ORDER OF: 04/07/2022 \$155.00

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

#400818# 1096010415# 00705879#

04/15/2022 400818 \$155.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400825  
CHECK NO.

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

PAY TO THE ORDER OF: 04/12/2022 \$1,540.00

USA CLAY TARGET LEAGUE  
990 LOAN OAK RD STE 120  
ERGAN, MN 55121

#400825# 1096010415# 00705879#

04/14/2022 400825 \$1,540.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400819  
CHECK NO.

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

PAY TO THE ORDER OF: 04/07/2022 \$235.00

TROPHY HOUSE  
PO BOX 205  
DETROIT LAKES, MN 56502

#400819# 1096010415# 00705879#

04/22/2022 400819 \$235.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400828  
CHECK NO.

\*\*\* One Thousand Three Hundred Nineteen Dollar(s) & 50 Cents \*\*\*

PAY TO THE ORDER OF: 04/22/2022 \$1,319.50

GREAT NORTHERN PIZZA  
939 CORMORANT AVENUE  
DETROIT LAKES, MN 56501

#400828# 1096010415# 00705879#

04/29/2022 400828 \$1,319.50

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400820  
CHECK NO.

\*\*\* Four Hundred Eighty-Seven Dollar(s) & No Cents \*\*\*

PAY TO THE ORDER OF: 04/12/2022 \$487.00

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

#400820# 1096010415# 00705879#

04/18/2022 400820 \$487.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400829  
CHECK NO.

\*\*\* Two Thousand One Hundred Forty-Four Dollar(s) & 78 Cents \*\*\*

PAY TO THE ORDER OF: 04/22/2022 \$2,144.78

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

#400829# 1096010415# 00705879#

04/28/2022 400829 \$2,144.78

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400822  
CHECK NO.

\*\*\* One Hundred Twenty-Eight Dollar(s) & 33 Cents \*\*\*

PAY TO THE ORDER OF: 04/12/2022 \$128.33

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

#400822# 1096010415# 00705879#

04/22/2022 400822 \$128.33

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400830  
CHECK NO.

\*\*\* Eighty-Four Dollar(s) & 55 Cents \*\*\*

PAY TO THE ORDER OF: 04/22/2022 \$84.55

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

#400830# 1096010415# 00705879#

04/25/2022 400830 \$84.55

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400823  
CHECK NO.

\*\*\* Nine Hundred Eighteen Dollar(s) & 75 Cents \*\*\*

PAY TO THE ORDER OF: 04/12/2022 \$918.75

LA BARISTA  
908 WASHINGTON AVE. 19C  
DETROIT LAKES, MN 56501

#400823# 1096010415# 00705879#

04/12/2022 400823 \$918.75

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE NAMED ON THE FRONT OF THE INSTRUMENT FOR THE AMOUNT STATED

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

BREMER BANK, NA  
75-104960

400833  
CHECK NO.

\*\*\* One Thousand Eighty-Seven Dollar(s) & No Cents \*\*\*

PAY TO THE ORDER OF: 04/22/2022 \$1,087.00

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

#400833# 1096010415# 00705879#

04/29/2022 400833 \$1,087.00

THIS INSTRUMENT WHICH RESULTS BY THE SCHOOL TREASURER SHALL BE VALID AND FULLY ENFORCEABLE ONLY IF THE SIGNATURE OF THE SIGNER APPEARS ON THE FRONT OF THE INSTRUMENT.

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

BREMER BANK, NA  
75-1001-000

400834  
CHECK NO.

\*\*\* Four Thousand Five Hundred Twenty-four  
\*\*\* Dollar(s) & No Cents\*

PAY TO THE ORDER OF: 04/22/2022 \$4,524.00

GREAT NORTHERN PIZZA  
939 CONROBERT AVENUE  
DETROIT LAKES, MN 56501

*J. Peterson*  
*John Stettin*  
*April Loman*

⑆400834⑆ ⑆096010415⑆ 00705879⑆

04/29/2022 400834 \$ 4,524.00

THIS INSTRUMENT WHICH RESULTS BY THE SCHOOL TREASURER SHALL BE VALID AND FULLY ENFORCEABLE ONLY IF THE SIGNATURE OF THE SIGNER APPEARS ON THE FRONT OF THE INSTRUMENT.

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

BREMER BANK, NA  
75-1001-000

400836  
CHECK NO.

\*\*\* One Hundred Eighty-Six Dollar(s) & 17 Cents\*

PAY TO THE ORDER OF: 04/22/2022 \$186.17

LABINE, MICHAEL  
14955 ELM DR  
DETROIT LAKES, MN 56501-7414

*J. Peterson*  
*John Stettin*  
*April Loman*

⑆400836⑆ ⑆096010415⑆ 00705879⑆

04/27/2022 400836 \$ 186.17

THIS INSTRUMENT WHICH RESULTS BY THE SCHOOL TREASURER SHALL BE VALID AND FULLY ENFORCEABLE ONLY IF THE SIGNATURE OF THE SIGNER APPEARS ON THE FRONT OF THE INSTRUMENT.

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

BREMER BANK, NA  
75-1001-000

400837  
CHECK NO.

\*\*\* One Hundred Ninety-One Dollar(s) & 63 Cents\*

PAY TO THE ORDER OF: 04/22/2022 \$191.63

TAG UP  
PO BOX 714  
FERGUS FALLS, MN 56538-0714

*J. Peterson*  
*John Stettin*  
*April Loman*

⑆400837⑆ ⑆096010415⑆ 00705879⑆

04/28/2022 400837 \$ 191.63

# PERSONNEL AGENDA

## May 23, 2022

### 1) **Resignations:**

Jade Arntson – Middle School Family and Consumer Science Teacher, effective at the end of the 2021-22 school year.

James Cartwright – Middle School Full-Time Custodian, effective May 2, 2022.

Tom Johnson – Middle School Football Coach, effective April 19, 2022.

Katie Larson – Summer Latchkey Assistant, effective April 21, 2022.

Ryan Ortiz – Middle School Wrestling Coach, effective April 27, 2022.

Melissa Ostlie – Middle School Special Education Teacher, effective May 27, 2022.

Bailey Warzecka – Lincoln Education Center Full-time ECFE/SR Instructional Assistant, effective May 24, 2022.

### 2) **Appointments:**

Casey Berntson – High School Social Studies Teacher, at the rate of MA+10, Step 7, or a contract amount of \$57,094.00, effective August 24, 2022, **\*Pending Transcript Verification.**

Alissa Braukmann – Special Education Facilitator, at the rate of MA, Step 14, or a contract amount of 79,581 effective August 24, 2022.

Anna Campbell – YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

Maggie Cory – YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

Margaret Doll – Roosevelt Elementary Assistant Principal, at the rate of 91,191.36 per year effective July 1, 2022.

Cami Eckhoff – Healthy Living Teacher, at the rate of MA+10, Step 3, or a contract amount of 45,156 per year, effective August 24, 2022

Melisa Gatheridge – Long-Term Substitute Rossman Elementary Third Grade Teacher, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective August 29, 2022, through November 23, 2022.

Matie Hanson – District Office HR Benefits Specialist, at the rate of \$23.50 per hour, working up to 2,080 hours per year, effective June 6, 2022.

Jonah Hauser – YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

Brian Jones – District-wide Food Service Courier, at the rate of \$17.80 per hour, working up to 2,080 hours per year, effective May 9, 2022.

Phil Kirchner – Summer Youth Build Supervisor, at the rate of \$30 per hour, working up to 40 hours per week, effective June 1, 2022 through September 1, 2022.

Celicia Kirsch – Temporary E-Laker Assistant, at the rate of \$16.13 per hour, working up to 10 hours per week, effective April 25, 2022, through May 27, 2022.

Megan Kucera – Roosevelt/Rossman Elementary Art Teacher, at the rate of BA, Step 1, or a contract amount of \$41,630.00, effective August 24, 2022.

Rebecca Leier – YES NETWORK Youth Mentor, at the rate of \$16 per hour, effective May 23, 2022 through August 15, 2022.

Katrena Lende – District Office Executive Assistant to the Superintendent, at the rate of \$23.00 per hour, working up to 2,080 hours per year, effective May 16, 2022.

Kimberly A. Kjono – Food Service Worker, at the rate of \$16.40 per hour, Step 1, working up to 25 hours per week, effective September 1, 2022.

Allison Marcussen – District-wide Homeless Liaison/Truancy Coordinator, at the rate of BA+20, Step 2, or a contract amount of \$45,865.00, with 2 extended days (\$257.67/day), for a total amount of \$46,380.34, effective August 1, 2022, **\*Pending Transcript Verification.**

Alissa Maurstad– YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

Ali Schmitz – Middle School Counselor, at the rate of MA, Step 9, or a contract amount of \$57,666.00, with 10 extended days (\$323.97/day), for a total contract amount of \$60,905.70, effective August 24, 2022.

Valerie Teiken – Middle School Mathematics Teacher, at the rate of BA, Step 5, or a contract amount of \$44,993.00, effective August 24, 2022.

Devyn Ulyott– YES NETWORK Youth Mentor, at the rate of \$16 per hour, effective May 23, 2022 through August 15, 2022.

Jack Warren – YES NETWORK Youth Mentor, at the rate of \$16 per hour, effective May 23, 2022 through August 15, 2022.

Megan Wilke– YES NETWORK Youth Mentor, at the rate of \$16 per hour, effective May 23, 2022 through August 15, 2022.

Ahziel Wouters– YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

Anna Yost– YES NETWORK Leader, at the rate of \$12 per hour, working approximately 20 hours per week, effective May 23, 2022 through August 15, 2022.

3) **Amended Assignment:**

Katie Biggar–Sixth Grade Teacher, amending assignment to Student Success Coordinator, Effective July 1, 2022.

4) **Leave of Absence:**

Carli Daniel Manjorin – ALC English Teacher, requests a leave of absence beginning October 7, 2022, and continuing through December 14, 2022.

Terri Jernberg – Middle School Math/Title I Teacher, requests a leave of absence beginning April 5, 2022, continuing for an undetermined time.

Tom Johnson – High School Social Studies Teacher, request a three-year leave of absence for the 2022-2023, 2023-2024, and 2024-2025 school years.

Jim D. Bergerson–High School Custodian, requests to extend his leave of absence through June 6, 2022.

5) **Terminations:**

Brian Jones– Food Service Courier, effective May 13, 2022

**LETTER OF AGREEMENT  
ADDRESSING HCSP CONTRIBUTION**

This Letter of Agreement is entered into by and between Independent School District No. 22, Detroit Lakes, Minnesota (hereinafter referred to as the "School District") and Local No. 568 of Minnesota Council No. 65 American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) (hereinafter referred to as the "Union").

**RECITALS:**

**WHEREAS**, the School District and the AFSCME are parties to collective bargaining agreements (hereinafter referred to as "CBA") for time periods from July 1, 2019 to June 30, 2021; and July 1, 2021 to June 30, 2023, and

**WHEREAS**, Article 21, Section 2 of the CBA provides for language pertaining to full time employees' required participation in a Health Care Savings Plan (HCSP) and

**WHEREAS**, Article 21, Section 2 of the CBA provides notice that beginning with the 2020-21 (effective July 1, 2020), contract both eligible employee and School District shall increase monthly HCSP contribution from \$10 to \$20, and

**WHEREAS**, the School District and the Union now desire to address an administrative error in oversight of HCSP contributions. Neither School District nor Union participant HCSP contributions increased from \$10 to \$20/monthly as stated in CBA.

**NOW, THEREFORE**, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. School District Contribution:** The School District will contribute a HCSP lump sum contribution, resulting from adjustment, to participants' HCSP account, and
- 2. AFSCME:** The School District would like to extend participants the choice of contributing a one-time, lump sum HCSP payroll deduction, or to contribute \$10/per pay period until indicated outstanding payroll deduction has been satisfied.
- 3. Notification:** AFSCME participants will notify the School District, in writing, via School District prepared form, of preferred method of collection no later than April 29, 2022. If notice is not received, the School District will default to \$10/per pay period contributions until outstanding requirement has been fulfilled.
- 4. Terms of this Letter of Agreement; Modification.** This Letter of Agreement shall commence on the date the parties fully execute it and shall remain in effect until all retroactive HCSP contributions have been satisfied. This Letter of Agreement may be modified by mutual written agreement between the parties hereto.
- 5. No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.

6. **Grievances.** The parties agree this Letter and its intent is not grievable.
7. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

**INDEPENDENT SCHOOL DISTRICT  
NO. 22**

Dated: \_\_\_\_\_, 2022

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

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

**AFSCME – Detroit Lakes**

Dated: 7/6/22, 2022

By: Matt J. [Signature] 4/26/22  
Madea [Signature] 4/26/22  
By: Ginger Thrasher 4/26/2022  
AFSCME Council 65 Representative

DATE: May 16, 2022  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Jason Kuehn, Director of Finance and Operations  
SUBJECT: **Approve Canine Detection Services Contract**

Administration recommends renewal of the agreement for Interquest Detection Canine for substance awareness and detection services for the 2022-23 school year. Random inspections occur at Detroit Lakes High School, Detroit Lakes Middle School, and the Detroit Lakes Area Learning Center. The cost of the agreement is for six (6) half days at \$330.00. These services are budgeted annually with funds supported by the Safe School Levy.

Administration recommends approval of this agreement.

cc: Mike Suckert  
Josh Omang  
Peter Lundin  
Colin Gedrose  
District Liaison Office

**Interquest Detection Canines®**  
(INTERQUEST)  
**Detroit Lakes Public Schools**  
(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of September 2022 through May 2023.

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

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

INTERQUEST agrees to provide 6 Half day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$330.00 per team. Multiple canine teams will be charged on a per team basis. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

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

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

INTERQUEST DETECTION CANINES®

*Sara Fox*

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

DATE: May 13, 2022  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Jason Kuehn, Director of Finance and Operations  
SUBJECT: **Award of Student/Class Photography Contract for 2022-25**

The School District requested a proposal from our current provider (Caulfield Studios) for student/class and District photography services for the 2022-23, 2023-24, and 2024-25 school years. Their pricing can be seen on the attached "Request for Proposals" and is comparable to our previous agreement for 2019-2022.

The cost to the School District for photography services is zero and the School District does not receive commission off of picture sales.

Recommend approval of this contract for the 2022-25 school years.

cc: Building Principals  
Rob Nielsen  
Amy Knopf

INDEPENDENT SCHOOL DISTRICT #22  
Detroit Lakes Public Schools

## Request for Proposals

Detroit Lakes Public Schools requests proposals for individual student and group activity photographs for three years (2022-23, 2023-24, 2024-25).

**Proposal Requirements**

**I. Proposal Requirements:**

Photography and finishing to be of highest standards. Any portraits or team photos ordered that do not meet the School District's and the parent's expectations, for any reason, will be returned for a full refund.

**II. Retakes:**

No charge if the subject's eyes are closed or tongue shows. If a retake charge is made, vendor to state cost and conditions.

**Re-Take Cost    Description:**

\$5.00	If subject does not like their clothes or hairstyle, we charge a \$5.00 retake fee.
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District reserves the right to schedule a re-take photo day at each site (likely on or about the second week of October).

**III. CD/Digital Image:**

All student photographs will be available by 2 weeks after retake *retake day* to each individual building principal.

A digital image/picture on a CD/Digital Image of each varsity team.

**IV. Other School Requirements:**

**TOTAL COST**

Photographer shall provide to the School District:

- |   |        |
|---|--------|
| 1. Approx. 950 total photo student ID cards for High School laminated and die cut for use as student ID cards to be delivered to the High School two weeks before school starts, plus approx. 105 staffID's with lanyards and/or belt clips. (Must be contrasting color to High School ID Cards) <sup>4</sup> | 0      |
| 2. Approx. 70 photo student ID cards for Area Learning Center laminated and die cut for use as a student passport with 10 teacher faculty ID's with lanyards. (Must be contrasting color to High School ID Cards)   | 0      |
| 3. Approx. 100 photo ID cards for Middle School staff laminated and die cut with lanyards and/or belt clips.  | 0      |
| 4. Approx. 140 elementary teacher faculty ID's with lanyards and/or belt clips.   | 0      |
| 5. A 6 x 8 class composite photo will be available K-5 at no charge for each classroom. There will be an extra charge for students requesting a class photo.  | 0      |
| 6. Approx. 300 staffID's with bar coding for use with the District's automated time tracking system with lanyards and/or belt clips.  | 0      |
| 7. (2) 5 x 7 color photos of each varsity team plus (1) 8 x 10 for each state tournament team as needed.  | 0      |
| 8. (1) Building wide (mounted) 24 x 30 color photo each of all staff/students at Rossman and Roosevelt elementary schools.  | 0      |
| 9. Photos of individual students who move into the district after the school year commences will be taken by the district.  | 0      |
| 10. Individual student picture retakes will be charged: <i>N/C if eyes are closed</i>   | \$5.00 |
| 11. Vendor shall be available as needed.  |        |

Estimate High School 40; Middle School 25; Elementary 80; ALC 5; Total 145

<sup>4</sup> At the High School we will use existing pictures of 8<sup>th</sup> through 11<sup>th</sup> grades to create next year's photo ID cards.

A CD/Digital Image of existing photos will be provided for those pictures.

**GRAND TOTAL SCHOOL COST (If any)**

\$0

Vendor to state cost to School District for each item required above.

**V. Portrait Packages:**

	20xx-20xx	Costs
a. (2) 8 x 10 (2) 5 x 7 (12) wallet (16) exchange		\$21.00
b. (1) 8 x 10 (2) 5 x 7 (8) wallet (2) 3½ x 5		\$17.00
c. (8) exchange (1) 5 x 7 (4) wallet (2) 3½ x 5		\$14.00
d. (1) 8 x 10		\$8.00
e. (2) 5 x 7		\$8.00
f. (8) wallet		\$8.00
g. (2) 3½ x 5		\$8.00
h. (8) exchange		\$8.00

**Memory Mate Packages: Prices will change each year due to technology changes (there may be new options, not known as of this time)**

i. Memory Mate 5x7 & 10x8 (2) 3" buttons,(4)wallets,(8)lx2 minis,(1)fridge mate		
j. Memory Mate 3x5 & 7x5, (2) 3" buttons, (4)wallets, (8)lx2 minis		
k. Memory Mate 3x5 & 7x5, (1) 3" buttons, (4)wallets		
l. Memory Mate 3x5 & 7x5, (4) wallets		
m. Memory Mate 3x5 & 7x5 (base packaged)		\$18.00

*\*See attached Memory Mate order Form\**

If other options are available, vendor to specify.

Color background option act? (Vendor to provide samples)	\$3.00
Grades K-5 6x 8 color class composite (with names)	\$8.00
Vendor will provide discount pricing for families with three or more children.	50%
Family Discount Details	3rd child and over would pay 50% of package price.
School commission (per student per package and paid to each school separately)	None

The successful vendor shall provide each school with a prepaid envelope for each student before the 1st day of school, as well as providing the School District with hall posters and other necessary advertising identifying when pictures will be taken, costs, and when pictures will be delivered (should be 3-4 weeks after picture day). Memory Mates shall be delivered within 2 weeks after picture day.

It is understood that every student in school will be photographed utilizing a high resolution photography for the CD/Digital Image, which will be provided to each principal for school use.

**It is understood that students are not obligated to purchase the pictures.**

Photo schedule will generally be 8:30 AM - 2:30 PM on the days selected by the school principal.

### Tentative Extra Curricular Photo Schedule:

Approx. Date	Activity/Function	Recommended Staff/Equipment
7/29	Deliver DL High School student/faculty ID's (est. 1020)	CD/Digital Image containing all pictures required on or about the first week of October
8/18	DL Varsity Football	2 photographers and portable risers
8/25	DL Varsity Volleyball	
9/9	Elementary/MS class composite pictures	
9/12	DL 7 & 8 Football	2 photographers and portable risers
9/12	DL Girls Swimming	
9/13	Pictures for new or no ID students	1 photographer and 1 computer assistant
9/14	DL High School students and staff individual portraits. 1020 students/staff	*2 photographers and 2 computer assists. at school
9/15	DL Boys Soccer	
9/16	DL Middle School students/staff ID's (est. 800)	
9/16	DL Middle School students and staff individual portraits.	*2 photographers and 2 computer assists. at school
9/19	DL Girls Soccer	
9/19	DL Girls Tennis	
9/20	DL 7 & 8 Girls Volleyball	2 photographers
9/23	DL High School class pictures	Pictures delivered to school for yearbook by second week of Oct.
10/4 & 10/6	Roosevelt Elem. Students and staff individual portraits	*1 photographer & 1 computer assist. 2 days
10/6 (est.)	DL Homecoming	All color photographs taken are given to yearbook at no charge
10/13	Area Learning Center student/faculty ID's (est. 72)	1 photographer and 1 computer assistant
10/18 & 10/20	Rossman Elem. Students and staff individual portraits.	*1 photographer & 1 computer assist. 2 days
10/21	DL High School picture re-take day	1 photographer and 1 computer assistant at school
10/21	DL Middle School individual absentee and retakes	* 1 photographer and 1 computer assistant at school
11-8	DL Yearbook group pictures	*Photographers time and all group photos provided to yearbook at no charge. Pictures delivered to yearbook staff by first week of Dec.
11/14	Roosevelt individual absentee and retakes	*1 photographer and 1 computer assistant at school
11/15	Rossman individual absentee and retakes	* 1 photographer and 1 computer assistant at school
11/24	DL Girls Basketball	
12/5	DL Boys Hockey	
12/5	DL Wrestling	
12/6	DL 7 & 8 Girls Basketball	
12/13	DL Middle School Students of the Month	*Session fee and photographs of each student provided at no charge.
12/13	DL Boys & Girls Cross-Country Ski Team	2 photographers and portable risers.

12/16	DL Yearbook group pictures	*Photographers time and all group photos provided to yearbook at no charge.
12/19	DL Boys Swimming	
1/6	DL 7 & 8 Boys Basketball	2 photographers
1/20 (est.)	DL Snoball Coronation	*Photographers time and all group photos provided to yearbook at no charge
Mar. 12-16	Girls Softball	
May 6 (Sat)	Prom (200 Couples est.)	1 photographer plus 1 assistant

\* Photographer to furnish portable risers for large groups over 50 individuals (Example: Football teams)

\* Photographer to use custom painted backgrounds to match school colors for individual sports photographs taken indoors.

Photographer to contact coach to confirm extra-curricular pictures (day and time) and provide picture marketing packet at least 3 days in advance of pictures shoot.

**NOTE:**

All fall sports teams and Homecoming pictures need to be delivered to yearbook staff on or about the third week of October. All winter sports team's pictures need to be delivered to yearbook staff on or about the second week of January.

Snoball Coronation pictures need to be delivered ASAP (preferably one week after event).



E-Laker Online

# Memo

**To:** Detroit Lakes Public Schools Board of Education  
**From:** Peter Lundin, Principal of Detroit Lakes Area Learning Center  
**Date:** 5/17/2022  
**Re:** E-Laker Online Approval

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This is a request for approval of E-Laker Online to independently deliver online programming for Detroit Lakes Public Schools.

This Board approval is the final component required by the Minnesota Department of Education in the approval process for Detroit Lakes new online high school.

Prior to this, the State has required the following:

1. Student experience –Descriptions of differentiated approaches
2. Student Support – Roles and responsibilities for Special education and Teacher interventions
3. Curriculum & Instruction–Aligning curriculum, instruction, and assessments to academic standards in each content area

Thank you for your consideration

A handwritten signature in black ink that reads "Peter Lundin". The signature is written in a cursive style.

Peter Lundin  
E-Laker Online Principal

DATE: May 17, 2022  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Jason Kuehn, Director of Finance and Operations  
SUBJECT: **Software Lease Purchase Agreement**

The School District's Technology Department has been working to review the current infrastructure of our district's network and phone systems. The Technology Department recommends upgrading the district's network and phone systems to meet the increasing needs.

The proposed agreement is for five (5) years at 0% interest with an annual payment of \$274,754.85. Funds for this lease payment will come from reserved operating capital revenue.

Administration recommends approval of the software lease purchase agreement.

cc: Tim Vagle

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

**RESOLUTION APPROVING LEASE-PURCHASE AGREEMENT**

WHEREAS, the School District must upgrade certain technology infrastructure and be financed through a lease-purchase arrangement; and

WHEREAS, Minnesota school districts have statutory authority to enter into lease-purchase agreements;

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

1. The School Board approves the Software Lease Purchase Agreement between the School District and Cisco Systems Capital Corporation, Lease Number 500-50387157 (“Cisco Agreement”).
2. The Superintendent and Director of Finance and Operations are hereby authorized to sign the Cisco Agreement and related documents on behalf of the School District and to take all other steps necessary to finalize the Cisco Agreement.

The motion for the adoption of this Resolution was duly seconded by \_\_\_\_\_ and upon a vote being taken thereon, this Resolution was declared duly passed and adopted.

This Resolution was duly approved at the May 23, 2022 School Board meeting.

\_\_\_\_\_  
April Thomas, School Board Clerk

# DOCUMENTATION INSTRUCTIONS FOR LEASE NUMBER 500-50387157

The instructions listed below should be followed when completing the enclosed documentation. Documentation completed improperly will delay funding. If you have any questions regarding the instructions or the documentation, please call us.

**EXCEPT AS NOTED, ALL SIGNATURES MUST BE BY THE PERSON OR PERSONS AUTHORIZED IN LESSEE'S RESOLUTION.**

## I. SOFTWARE LEASE PURCHASE AGREEMENT

### a. Terms and Conditions

- Print name, title, sign and date
- Another authorized officer must attest the signature – must be signed by other than lease signor

### b. Tax Designation and Covenants – The purpose of this document is to determine if the Tax-Exempt Lease Purchase Agreement meets the requirements for "Bank Qualification" under Section 265(b)(3)(B) of the Internal Revenue Code. How the Lessee answers the questions will not impact the current transaction; however, it does allow for proper categorization of the obligation and accurate reporting to the Internal Revenue Service.

- Initial as appropriate

### c. Opinion of Counsel

- Lessee's legal counsel must sign, date and type in their name, the name of the firm, address and telephone number.

## II. EXHIBIT A – SCHEDULE OF RENTAL PAYMENTS

- Print name, title, sign and date

## III. EXHIBIT B – PROPERTY DESCRIPTION — (WHEN PROVIDED)

- Print name, title, sign and date

## IV. INCUMBENCY CERTIFICATE

To be signed by a person other than the person who signed the agreement and related Documents.

## V. STATE SPECIFIC ADDENDA – Required for: AZ, CO, FL, GA, KS, LA, MI, MN, MS, NC, NJ, NY, OH, OK, and TX.

- Print name, title, sign and date. Attest where required

## VI. ACCEPTANCE CERTIFICATE – PLEASE RETAIN UNTIL ALL EQUIPMENT HAS BEEN RECEIVED AND IS IN FULL WORKING ORDER

- Print name, title, sign and date

## VII. 8038 - IRS FORM. Post funding: Form will be sent to you via email to sign and return with an original signature.

The enclosed form is a SAMPLE only. The actual 8038G or GC will be completed and sent to you for your signature after closing, with instructions to return the original to us at your earliest convenience. This is being done in accordance with the Internal Revenue Service regulations and is a requirement of this financing.

## VIII. ADDITIONAL DOCUMENTATION THAT MUST BE SENT PRIOR TO FUNDING — (WHEN APPLICABLE) :

- Resolution of governing body approving the purchase of the equipment and the resolution ratifying the financing. (Note: If the purchase resolution and financing were done in one resolution that is sufficient.)
- Vendor invoice listing customer as both bill to and ship to party (to be provided by vendor)
- Advance payment check made payable to \_\_\_\_\_
- Completed Billing Information form
- State sales tax exemption certificate
- Original documents
- Escrow Agreement – Return signed Escrow Agreement Incumbency Certificate & Lessee W9
- Property Insurance Certificate -List Cisco Systems Capital and/or Its Assigns as "loss payee". \_\_\_\_\_
- Liability Insurance Certificate -List Cisco Systems Capital and/or Its Assigns as "additional insured". \_\_\_\_\_

## ALL DOCUMENTATION SHOULD BE RETURNED TO:

Lease Processing Center, 1111 Old Eagle School Road, Wayne, PA 19087 • 800-736-0220

Attn: Jazmine Washington

Email: jazwashi@cisco.com



# Software Lease Purchase Agreement

DATED: April 21, 20 22

<b>LESSEE</b>	Full Legal Name <b>Detroit Lakes Public Schools District #22</b>	Phone Number
	DBA Name (if any)	
	Billing Address <b>702 Lake Ave</b>	City State Zip <b>Detroit Lakes MN 56501-3016</b>

Nonexclusive licenses to the following programs and all disks, updates, upgrades, improvements, additions, instructions, licensing agreements and other items related thereto provided by the Vendor:

<b>PROPERTY INFORMATION</b>	Quantity	Model No.	Serial Number	Description (Attach Separate Schedule if Necessary)
				see Marco quote 125763 dated April 19, 2022.
Property Location (if not same as above)				City State Zip

<b>VENDOR</b>	Vendor Name <b>Marco</b>	<b>RENTAL PAYMENTS</b>	Rental Payment Periods:	Rental Payments shall be made in accordance with Section 4.01 and the Schedule of Rental Payments attached hereto as Exhibit A
	Address		<input type="checkbox"/> Monthly	
	City State Zip		<input type="checkbox"/> Quarterly <input type="checkbox"/> Semiannually <input checked="" type="checkbox"/> Annually	

### TERMS & CONDITIONS

THE TERMS AND CONDITIONS OF THIS AGREEMENT SET FORTH ON PAGES TWO THROUGH FIVE, INCLUDING ANY EXHIBITS ATTACHED HERETO, SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS IF SET FORTH HERE.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Agreement to be executed in their names by their duly authorized representatives as of the date written above.

<b>LESSOR</b>	Lessor <b>CISCO SYSTEMS CAPITAL CORPORATION</b>	<b>LESSEE SIGNATURE</b>	Lessee <b>Detroit Lakes Public Schools District #22</b>
	Signature		Signature
	Title		Title
	Lease Number		

(Terms and Conditions continued on the reverse side of this Agreement.)

### TAX DESIGNATIONS AND COVENANTS

**Bank Qualification:** Lessee initial here if this provision is applicable: \_\_\_\_\_  
If not initiated, this provision does NOT apply to this Agreement.

(a) Lessee hereby designates this Agreement as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code. The aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds) issued or to be issued by Lessee and all subordinate entities thereof during the calendar year during which the Commencement Date of this Agreement occurs, including this Agreement, is not reasonably expected to exceed \$10,000,000.

(b) Lessee hereby covenants that Lessee and all subordinate entities thereof will not issue in excess of \$10,000,000 of "qualified tax-exempt obligations" (including this Agreement but excluding private activity bonds other than qualified 501(c)(3) bonds) during the calendar year during which the Commencement Date of this Agreement occurs without first obtaining an opinion of nationally recognized counsel in the area of tax-exempt obligations of state and local governments acceptable to Lessor that the designation of this Agreement as a "qualified tax-exempt obligation" will not be adversely affected.

**OPINION OF COUNSEL**  
As legal counsel of Lessee, I have examined (a) the Agreement, which, among other things provides for the sale to and purchase by the Lessee of the Property, (b) an executed counterpart of the ordinance or resolution of Lessee which, among other things, authorizes Lessee to execute the Agreement and (c) such other opinions, documents and matters of law as I have deemed necessary in connection with the following opinions. Based on the foregoing, I am of the following opinions: (1) Lessee is a public body corporate and politic, duly organized and existing under the laws of the State, and has a substantial amount of one or more of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) police power; (2) Lessee has the requisite power and authority to purchase the Property and to execute and deliver the Agreement and to perform its obligations under the Agreement; (3) the Agreement and the other documents either attached thereto or required therein have been duly authorized, approved and executed by and on behalf of Lessee, and the Agreement is a valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditor's rights generally; (4) the authorization, approval and execution of the Agreement and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting laws, public bidding laws and all other applicable state and federal laws; and (5) there is no proceeding pending or threatened in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Agreement, or the security interest of Lessor or its assigns, as the case may be, in the Property. All capitalized terms herein shall have the same meanings as in the Agreement. Lessor, its successors and assigns, and any counsel rendering an opinion on the tax-exempt status of the interest components of Rental Payments are entitled to rely on this opinion.

<b>OPINION OF COUNSEL</b>	Signature	Date
	Name	Phone Number
	Address	City State Zip

## ARTICLE I

**Section 1.01. Definitions.** The following terms will have the meanings indicated below unless the context clearly requires otherwise:

**"Agreement"** means this Software Lease Purchase Agreement and any other schedule, exhibit or escrow agreement made a part hereof by the parties hereto, together with any amendments to the Agreement.

**"Code"** means the Internal Revenue Code of 1986, as amended.

**"Commencement Date"** is the date when the term of this Agreement and Lessee's obligation to pay rent commences, which date shall be the earlier of (i) the date on which the Property is accepted by Lessee in the manner described in Section 5.01, or (ii) the date on which sufficient moneys to purchase the Property are deposited by Lessor for that purpose with an escrow agent.

**"Event of Default"** means an Event of Default described in Section 12.01.

**"Issuance Year"** is the calendar year in which the Commencement Date occurs.

**"Lease Term"** means the Original Term and all Renewal Terms, but ending on the occurrence of the earliest event specified in Section 3.02.

**"Lessee"** means the entity described as such on the front of this Agreement, its successors and its assigns.

**"Lessor"** means the entity described as such on the front of this Agreement, its successors and its assigns.

**"Maximum Lease Term"** means the Original Term and all Renewal Terms through the Renewal Term including the last Rental Payment date set forth on the Payment Schedule.

**"Net Proceeds"** means the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorneys' fees) incurred in the collection of such claim or award.

**"Original Term"** means the period from the Commencement Date until the end of the fiscal year of Lessee in effect at the Commencement Date.

**"Payment Schedule"** means the schedule of Rental Payments and Purchase Price set forth on Exhibit A.

**"Property"** means the property as described on the front of this Agreement, and all replacements, substitutions, updates, upgrades, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

**"Purchase Price"** means the amount set forth on the Payment Schedule as the Purchase Price for the Property.

**"Renewal Terms"** means the optional renewal terms of this Agreement, each having a duration of one year and a term co extensive with Lessee's fiscal year.

**"Rental Payment Period"** means the period beginning on the day a Rental Payment is due and ending the day before the next Rental Payment is due. The first Rental Payment Period shall begin on the Commencement Date in all cases. If Rental Payment Periods are monthly, subsequent Rental Payment Periods shall begin on the same day of each month after the Commencement Date. If Rental Payment Periods are quarterly, subsequent Rental Payment Periods shall begin on the same day of each third month after the Commencement Date. If Rental Payment Periods are semi-annual, subsequent Rental Payment Periods shall begin on the same day of each sixth month after the Commencement Date. If Rental Payment Periods are annual, subsequent Rental Payment Periods shall begin on the anniversary of the Commencement Date in each year. If the Commencement Date is the 29th, 30th, or 31st day of a month, any subsequent Rental Payment Period that would otherwise begin on the 29th, 30th or 31st of a month that does not include such a date shall begin on the last day of the month.

**"Rental Payments"** means the basic rental payments payable by Lessee pursuant to Section 4.01.

**"State"** means the state in which Lessee is located.

**"Vendor"** means the manufacturer of the Property as well as the agents or dealers of the manufacturer of the Property, as listed on the front of this Agreement.

## ARTICLE II

**Section 2.01. Representations and Covenants of Lessee.** Lessee represents, warrants and covenants for the benefit of Lessor as follows:

(a) Lessee is a municipal corporation and political subdivision duly organized and existing under the constitution and laws of the State. Lessee will do or cause to be done all things to preserve and keep in full force and effect its existence as a body corporate and politic. Lessee is a political subdivision of the State within the meaning of Section 103(a) of the Code or a constituted authority authorized to issue obligations on behalf of a political subdivision within the meaning of the regulations promulgated pursuant to said Section of the Code. Lessee has a substantial amount of one or more of the following sovereign powers: (i) the power to tax, (ii) the power of eminent domain, and (iii) police power.

(b) Lessee is authorized under the constitution and laws of the State to enter into this Agreement and the transaction contemplated hereby and to perform all of its obligations hereunder.

(c) Lessee has been duly authorized to execute and deliver this Agreement by proper action and approval of its governing body at a meeting duly called, regularly convened and attended throughout by a requisite majority of the members thereof or by other appropriate official approval.

(d) This Agreement constitutes the legal, valid and binding obligation of the Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.

(e) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default exists at the Commencement Date.

(f) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current fiscal year to make the Rental Payments scheduled to come due during the Original Term and to meet its other obligations for the Original Term, and such funds have not been expended for other purposes.

(g) Lessee will do or cause to be done all things necessary to preserve and keep in full force and effect its existence as a body corporate and politic.

(h) Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Property hereunder.

(i) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or threatened against or affecting the Lessee, nor to the best knowledge of the Lessee is there any basis therefor, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement or any

other document, agreement or certificate which is used or contemplated for use in the consummation of the transactions contemplated by this Agreement or materially adversely affect the financial condition or properties of Lessee.

(j) All authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by the Lessee of this Agreement or in connection with the carrying out by the Lessee of its obligations hereunder have been obtained.

(k) The entering into and performance of this Agreement or any other document or agreement contemplated hereby to which the Lessee is or is to be a party will not violate any judgment, order, law or regulation applicable to the Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest of other encumbrance on any assets of the Lessee or the Property pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which the Lessee is a party or by which it or its assets may be bound, except as herein provided.

(l) The Property described in this Agreement is essential to the function of the Lessee or to the service Lessee provides to its citizens. The Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish in the foreseeable future. The Property will be used by Lessee only for the purpose of performing one or more of Lessee's governmental or proprietary functions consistent with the permissible scope of Lessee's authority and will not be used in the trade or business of any other entity or person.

(m) Lessee will comply with all applicable provisions of the Code, including without limitation Sections 103, 141, 148 and 149 thereof, and the applicable regulations of the Treasury Department to maintain the exclusion of the interest components of Rental Payments from gross income for purposes of federal income taxation. Lessee acknowledges these provisions of the Code provide restrictions on the use of the Property and the expenditure and investment of moneys related to the Agreement.

(n) Lessee agrees to insure the timely and accurate filing of IRS Form 8038-G or Form 8038-GC, as applicable, as required by the Code, and will fully cooperate with Lessor to insure such timely and accurate filing.

(o) Lessee has never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement.

**Section 2.02. Certification as to Arbitrage.** Lessee hereby represents as follows:

(a) The estimated total costs of the Property will not be less than the total principal portion of the Rental Payments.

(b) The Property has been ordered or is expected to be ordered within six months of the Commencement Date, and the Property is expected to be delivered and installed, and the Vendor fully paid, within one year of the Commencement Date.

(c) Lessee has not created or established, and does not expect to create or establish, any sinking fund or other similar fund (i) that is reasonably expected to be used to pay the Rental Payments, or (ii) that may be used solely to prevent a default in the payment of the Rental Payments.

(d) The Property has not been and is not expected to be sold or otherwise disposed of by Lessee, either in whole or in major part, prior to the last maturity of the Rental Payments.

(e) To the best of our knowledge, information and belief, the above expectations are reasonable.

(f) If required, Lessee will engage an arbitrage rebate analyst or nationally recognized firm of bond counsel to determine the arbitrage rebate or yield reduction amounts and make any required payments to the U.S. Treasury no later than 60 days following each fifth anniversary of the Commencement Date.

## ARTICLE III

**Section 3.01. Lease of Property.** Lessor hereby demises, leases and lets the Property to Lessee, and Lessee rents, leases and hires the Property from Lessor, in accordance with the provisions of this Agreement, for the Lease Term. The Original Term of this Agreement shall commence on the Commencement Date and shall terminate on the last day of Lessee's current fiscal year. The Lease Term may be continued at the end of the Original Term or any Renewal Term for an additional Renewal Term up to the Maximum Lease Term; provided, however, that at the end of the Original Term and at the end of each Renewal Term until the Maximum Lease Term has been completed, Lessee shall be deemed to have continued this Agreement for the next Renewal Term unless Lessee shall have terminated this Agreement pursuant to Section 3.04 or Section 10.01. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term, except that the Rental Payments shall be as provided in the Payment Schedule.

**Section 3.02. Termination of Lease Term.** The Lease Term shall terminate upon the earliest of any of the following events:

(a) the expiration of the Original Term or any Renewal Term and the nonrenewal of this Agreement in the event of nonappropriation of funds pursuant to Section 3.04;

(b) the exercise by Lessee of the option to purchase the Property under Article X and payment of the Purchase Price and all amounts payable in connection therewith;

(c) a default by Lessee and Lessor's election to terminate this Agreement under Article XII; or

(d) the payment by Lessee of all Rental Payments authorized or required to be paid by Lessee hereunder during the Maximum Lease Term.

**Section 3.03. Continuation of Lease Term.** Lessee currently intends, subject to Section 3.04, to continue the Lease Term through the Original Term and all of the Renewal Terms and to pay the Rental Payments hereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Rental Payments during the Original Term and each of the Renewal Terms can be obtained. The responsible financial officer of Lessee shall do all things lawfully within his or her power to obtain and maintain funds from which the Rental Payments may be made, including making provision for such Rental Payments to the extent necessary in each proposed annual budget submitted for approval in accordance with applicable procedures of Lessee and to exhaust all available reviews and appeals in the event such portion of the budget is not approved. Notwithstanding the foregoing, the decision whether or not to budget or appropriate funds or to extend this Agreement for any Renewal Term is solely within the discretion of the then current governing body of Lessee.

**Section 3.04. Nonappropriation.** Lessee is obligated only to pay such Rental Payments under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during Lessee's then current fiscal year. In the event sufficient funds shall not be appropriated or are not otherwise legally available to pay the Rental Payments required to be paid in the next occurring Renewal Term, as set forth in the Payment Schedule, this Agreement shall be deemed to be terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver

written notice to Lessor of such termination at least 90 days prior to the end of the then current Original Term or Renewal Term, but failure to give such notice shall not extend the Lease Term beyond such Original Term or Renewal Term. If this Agreement is terminated in accordance with this Section, Lessee's rights to the Property will simultaneously terminate and Lessee agrees, at Lessee's cost and expense, (i) to immediately discontinue use of the Property, remove the Property from Lessee's computers and other electronic devices and deliver the Property to Vendor at the location or locations specified by Vendor and (ii) within 30 days of any such termination, to deliver a certificate to Lessor certifying that Lessee has complied with clause (i).

#### ARTICLE IV

**Section 4.01. Rental Payments.** Lessee shall pay Rental Payments, exclusively from legally available funds, in lawful money of the United States of America to Lessor on the dates and in the amounts set forth on the Payment Schedule. Any Rental Payment not received on or before its due date shall bear interest at the rate of 18% per annum or the maximum amount permitted by law, whichever is less, from its due date. As set forth on the Payment Schedule, a portion of each Rental Payment is paid as, and represents payment of, interest.

**Section 4.02. Rental Payments to Constitute a Current Expense of Lessee.** The obligation of Lessee to pay Rental Payments hereunder shall constitute a current expense of Lessee, and do not constitute a mandatory payment obligation of Lessee in any fiscal year beyond the then current fiscal year of Lessee. Lessee's obligation hereunder shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general credit, tax revenues, funds or moneys of Lessee.

**Section 4.03. Rental Payments to Be Unconditional.** EXCEPT AS PROVIDED IN SECTION 3.04, THE OBLIGATIONS OF LESSEE TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED HEREIN SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON, INCLUDING WITHOUT LIMITATION ANY FAILURE OF THE PROPERTY TO BE DELIVERED OR INSTALLED, ANY DEFECTS, MALFUNCTIONS, BREAKDOWNS OR INFIRMITIES IN THE PROPERTY OR ANY ACCIDENT, CONDEMNATION OR UNFORESEEN CIRCUMSTANCES.

#### ARTICLE V

**Section 5.01. Delivery, Installation and Acceptance of the Property.** Lessee shall order the Property, cause the Property to be delivered and installed at the location specified on the front of this Agreement and pay any and all delivery and installation costs in connection therewith. When the Property has been delivered and installed, Lessee shall immediately accept the Property and evidence said acceptance by executing and delivering to Lessor an acceptance certificate acceptable to Lessor. After it has been installed, the Property will not be moved from the location specified on the front of this Agreement without Lessor's consent, which consent shall not be unreasonably withheld.

**Section 5.02. Enjoyment of Property.** Lessee shall peaceably and quietly have and hold and enjoy the Property during the Lease Term, without suit, trouble or hindrance from Lessor, except as otherwise expressly set forth in this Agreement.

**Section 5.03. Right of Inspection.** Lessor shall have the right at all reasonable times during regular business hours to enter into and upon the property of Lessee for the purpose of inspecting the Property.

**Section 5.04. Use and Maintenance of the Property.** Lessee will not install, use, operate or maintain the Property improperly, carelessly, in violation of any licensing or other agreement, or in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee shall obtain all permits and licenses, if any, necessary for the installation and operation of the Property. In addition, Lessee shall comply in all respects with all applicable laws, regulations and rulings of any legislative, executive, administrative or judicial body; provided that Lessee may contest in good faith the validity or application of any such law, regulation or ruling in any reasonable manner that does not, in the opinion of Lessor, adversely affect the interest or rights of Lessor under this Agreement. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Property in good repair, working order and condition and install all updates, upgrades, improvements and additions to the Property made available to it by Vendor. Lessor shall have no responsibility to maintain or repair or to provide or make updates, upgrades, improvements or additions to the Property. If requested to do so by Lessor, Lessee will enter into a maintenance contract for the Property with Vendor.

#### ARTICLE VI

**Section 6.01. Title to the Property.** During the Lease Term, title to the Property shall vest in Lessee, subject to the provisions of this Agreement and any applicable license or other agreement. But upon (a) any termination of this Agreement other than termination pursuant to Section 10.01, or (b) the occurrence of an Event of Default, Lessee's title shall immediately and without any action by Lessee terminate and Lessee shall immediately discontinue use of the Property, remove the Property from Lessee's computers and other electronic devices and deliver the Property to Vendor. Within 30 days of any event described in clause (a) or (b) of the preceding sentence, Lessee shall deliver to Lessor a certificate certifying that it has complied with the preceding sentence.

**Section 6.02. Security Interest.** To secure the payment of all of Lessee's obligations under this Agreement, Lessor retains a security interest constituting a first lien on the Property and proceeds therefrom. Lessee agrees to execute such additional documents, in form satisfactory to Lessor, that Lessor deems necessary or appropriate to establish and maintain its security interest. Lessee agrees that financing statements may be filed with respect to the security interest in the Property.

#### ARTICLE VII

**Section 7.01. Liens, Taxes, Other Governmental Charges and Utility Charges.** Lessee shall keep the Property free and clear of all liens, charges and encumbrances, except those created under this Agreement. The parties to this Agreement contemplate that the Property will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Property will be exempt from all property taxes and other similar charges. If the licensing, use, possession or acquisition of the Property is found to be subject to taxation in any form, Lessee will pay all taxes and governmental

charges lawfully assessed or levied against or with respect to the Property. Lessee shall pay all utility and other charges incurred in the use and maintenance of the Property. Lessee shall pay such taxes and charges as the same become due; provided that, with respect to any such taxes and charges that may lawfully be paid in installments over a period of years, Lessee shall be obligated to pay only such installments that accrue during the Lease Term.

**Section 7.02. [INTENTIONALLY OMITTED].**

**Section 7.03. Advances.** In the event Lessee shall fail to maintain the insurance required by this Agreement, pay the taxes or charges required to be paid by it under this Agreement or keep the Property in good repair and operating condition, Lessor may, but shall be under no obligation to, purchase the required policies of insurance and pay the cost of the premiums thereof, pay such taxes and charges and maintain and repair the Property and pay the cost thereof. All amounts so advanced by Lessor shall become additional rent for the then current Original Term or Renewal Term. Lessee agrees to pay such amounts with interest thereon from the date paid at the rate of 12% per annum or the maximum permitted by law, whichever is less.

**Section 7.04. Financial Information.** Lessee will annually provide Lessor with current financial statements, budgets, proofs of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be requested by Lessor.

**Section 7.05. Release and Indemnification.** To the extent permitted by law, Lessee shall indemnify, protect and hold harmless Lessor from and against any and all liability, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and expenses in connection therewith (including, without limitation, counsel fees and expenses and any federal income tax and interest and penalties connected therewith imposed on interest received) arising out of or as the result of (a) the entering into this Agreement, (b) the ownership of any item of the Property, (c) the ordering, licensing, acquisition, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Property, (d) any accident in connection with the licensing, operation, use, condition, possession, storage or return of any item of the Property resulting in damage to property or injury or death to any person or (e) the breach of any covenant herein or any material misrepresentation contained herein. The indemnification arising under this paragraph shall continue in full force and effect notwithstanding the full payment of all obligations under this Agreement or the termination of the Lease Term for any reason.

#### ARTICLE VIII

**Section 8.01. Risk of Loss.** Lessee assumes, from and including the Commencement Date, all risk of loss of or damage to the Property from any cause whatsoever. No such loss of or damage to the Property nor defect therein nor unfitness or obsolescence thereof shall relieve Lessee of the obligation to make Rental Payments or to perform any other obligation under this Agreement.

**Section 8.02. Damage, Destruction, Unfitness for Use and Condemnation.** If (a) the Property or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty or is otherwise rendered unfit for use by any cause whatsoever, or (b) title to, or the temporary use of, the Property or any part thereof or the interest of Lessee or Lessor in the Property or any part thereof shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied to the prompt replacement, repair or restoration of the Property, unless Lessee shall have exercised its option to purchase Lessor's interest in the Property pursuant to Section 10.01. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to Lessee.

**Section 8.03. Insufficiency of Net Proceeds.** If the Net Proceeds are insufficient to pay in full the cost of any replacement, repair or restoration referred to in Section 8.01, Lessee shall either (a) complete such replacement, repair or restoration and pay any costs thereof in excess of the amount of the Net Proceeds, or (b) purchase Lessor's interest in the Property pursuant to Section 10.01. The amount of the Net Proceeds, if any, remaining after completing such replacement, repair or restoration or after purchasing the Property shall be retained by Lessee. If Lessee shall make any payments pursuant to this Section, Lessee shall not be entitled to any reimbursement therefrom from Lessor nor shall Lessee be entitled to any diminution of the amounts payable under Article IV.

#### ARTICLE IX

**Section 9.01. Disclaimer of Warranties.** LESSOR MAKES NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY OR FITNESS FOR PARTICULAR USE OR PURPOSE OF THE PROPERTY OR AGAINST INFRINGEMENT, OR ANY OTHER WARRANTY OR REPRESENTATION WITH RESPECT THERETO. IN NO EVENT SHALL LESSOR BE LIABLE FOR ANY ACTUAL, INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT OR THE EXISTENCE, FURNISHING, FUNCTIONING OR LESSEE'S USE OR MAINTENANCE OF ANY PROPERTY PROVIDED FOR IN THIS AGREEMENT.

**Section 9.02. Vendor's Warranties.** Lessee may have rights under the contract evidencing the purchase of the Property or licensing or other agreements; Lessee is advised to contact the Vendor for a description of any such rights. Lessor hereby assigns to Lessee during the Lease Term all rights under any licensing or other agreement and warranties, if any, running from Vendor to Lessor included in or respecting the Property. Lessor hereby irrevocably appoints Lessee its agent and attorney in fact during the Lease Term, so long as Lessee shall not be in default hereunder, to assert from time to time whatever claims and rights (including without limitation warranties) related to the Property that Lessor may have against the Vendor. Lessee's sole remedy for the breach of any such licensing or other agreement, warranty, indemnification or representation shall be against the Vendor, and not against Lessor. Any such matter shall not have any effect whatsoever on the rights and obligations of Lessor with respect to this Agreement, including the right to receive full and timely payments hereunder. Lessee expressly acknowledges that Lessor makes, and has made, no representations or warranties whatsoever as to the existence or availability of such agreements or warranties by any Vendor.

#### ARTICLE X

**Section 10.01. Purchase Option.** Lessee shall have the option to purchase Lessor's interest in all (but not less than all) of the Property, upon giving written notice to Lessor at least 60 (but not more than 180) days before the date of purchase, at the following times and upon the following terms:



# CERTIFICATE OF INCUMBENCY AND AUTHORITY

The undersigned, being a knowledgeable and authorized agent of Detroit Lakes Public Schools District #22 ("Obligor"), does hereby certify that:

1. He or she is the duly elected, qualified and acting in a position as indicated by the undersigned's title.
2. Set forth below are the names and genuine signatures of individuals ("Authorized Officers") who hold the offices set forth opposite their respective names.
3. Each of the Authorized Officers is legally authorized to enter into any and all agreements with Cisco Systems Capital Corporation ("Lender") on behalf of Obligor.

NAME	TITLE	SIGNATURE

IN WITNESS WHEREOF, the undersigned has hereunto set his or her hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

YOU AGREE THAT A FACSIMILE COPY OF THIS DOCUMENT WITH FACSIMILE SIGNATURES MAY BE TREATED AS AN ORIGINAL AND WILL BE ADMISSIBLE AS EVIDENCE IN A COURT OF LAW.

(COMPANY SEAL)

<b>OBLIGOR</b>	Obligor <u>Detroit Lakes Public Schools District #22</u>
	Signature X _____
	Print Name _____
	Title _____
	Date _____
	(THIS SIGNATURE IS TO BE EXECUTED BY A PERSON OTHER THAN THE PERSON OR PERSONS THAT SIGNED IN SECTION 3 ABOVE. THIS MAY BE THE CITY CLERK OR BOARD SECRETARY/BOARD CLERK)

16PFDOC274v1

# MINNESOTA ADDENDUM TO SOFTWARE LEASE PURCHASE AGREEMENT

This Addendum to that certain Software Lease Purchase Agreement (together with all Exhibits and this Addendum, the "Agreement") dated as of April 21, 20 22, between Cisco Systems Capital Corporation (together with its successors and assigns, "Lessor"), and Detroit Lakes Public Schools District #22 (together with its successors and assigns, "Lessee"), is incorporated in and is hereby made a part of the Agreement.

Lessor and Lessee hereby agree that capitalized terms used herein and not otherwise defined herein shall have the terms assigned to such terms in the Agreement and that the following changes and additions shall be made to the Agreement:

1. **Section 6.01** of the Agreement is hereby deleted and the following **Section 6.01** is hereby inserted in lieu thereof:

**Section 6.01. Title to the Property in Lessor.** Upon acceptance of the Property by Lessee, title to the Property shall vest in Lessor subject to Lessee's rights under this Agreement. Lessee shall not have any right, title or interest in the Property except as expressly set forth in this Agreement and any applicable license or other agreement. Upon the occurrence of (a) any termination of this Agreement other than termination pursuant to Section 10.01 or (b) an Event of Default, Lessee shall immediately discontinue use of the Property, remove the Property from Lessee's computers and other electronic devices and deliver the Property to Vendor. Within 30 days of any event described in clause (a) or (b) of the preceding sentence, Lessee shall deliver to Lessor a certificate certifying that it has complied with the preceding sentence. Upon the exercise of the purchase option by Lessee pursuant to Section 10.01 or continuation of this Agreement through the Maximum Lease Term and the payment of all Rental Payments and other amounts payable under this Agreement through the end of the Maximum Lease Term, title to the Property shall immediately and without further action by Lessor vest in Lessee AS IS, WHERE IS, without warranty, express or implied, free and clear of any claim by or through Lessor. It is the intent of the parties hereto that any transfer of title to Lessee pursuant to this Section shall occur automatically without the necessity of any bill of sale, certificate of title or other instrument of conveyance. Lessor shall, nevertheless, execute and deliver any such instruments as Lessee may request to evidence such transfer.

2. **Section 6.02** of the Agreement is hereby deleted.

Except as specifically set forth in this Addendum, all terms and conditions contained in the Agreement remain in full force and effect and are hereby ratified and confirmed.

<b>LESSEE SIGNATURE</b>	Legal Name of Lessee <u>Detroit Lakes Public Schools District #22</u>
	Signature _____ Date _____
	Print Name _____
	Title _____
	(Seal)
	Attest _____
Title _____ Date _____	

<b>LESSOR SIGNATURE</b>	Name of Lessor <u>Cisco Systems Capital Corporation</u>
	Lessor Signature _____ Date _____
	Print Name _____
	Title _____
	Lease Number _____

21PFDOC351

**EXHIBIT A**

**SOFTWARE LEASE PURCHASE AGREEMENT**

**Payment Schedule**

LESSOR: Cisco Systems Capital Corporation

LESSEE: Detroit Lakes Public Schools District #22

LEASE NUMBER: 500-50387157

LEASE DATE: April 21, 2022

Rental Payment Number	Rental Payment Due Date	Rental Payment	Interest Portion	Principal Portion	Balance	Purchase Price
<b>Loan</b>					<b>\$1,373,774.21</b>	
1	06/02/2022	\$274,754.84	\$0.00	\$274,754.84	\$1,099,019.37	\$1,139,133.58
2	06/02/2023	\$274,754.84	\$0.00	\$274,754.84	\$824,264.53	\$854,350.19
3	06/02/2024	\$274,754.84	\$0.00	\$274,754.84	\$549,509.69	\$569,566.79
4	06/02/2025	\$274,754.84	\$0.00	\$274,754.84	\$274,754.85	\$284,783.40
5	06/02/2026	\$274,754.84	\$-0.01	\$274,754.85	\$0.00	\$0.00
		\$1,373,774.20	\$-0.01	\$1,373,774.21		
<b>Grand Totals</b>						

Sales tax of \_\_\_\_\_ is included in the financed amount shown above.

Lessee acknowledges that the amount financed by Lessor is \$1,237,800.68\* and that such amount, net of any advance payments, is the issue price for Federal Income Tax purposes. The yield for this schedule for Federal Income Tax purposes is 5.101%\*. Such issue price and yield will be stated in the applicable IRS Form 8038-G. The promotional amortization schedule (including the equipment cost, the promotional interest rate, the payment dates and the payment amounts) shall remain as detailed above. The two figures noted with an \* above (amount financed by Lessor and the Yield for Federal income tax purposes) may need to be adjusted prior to closing in the event financial market conditions change. If such revisions are deemed necessary by Lessor (it its sole discretion), it is understood and agreed that a revised version of the amortization schedule reflecting these changes will be executed prior to closing.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Independent School District No. 22, Detroit Lakes Public Schools (hereafter "School District"), and Detroit Lakes Education Support Professionals (DLESP) (hereafter "Association").

**WHEREAS**, the School District and the Association are parties to a Master Agreement and;

**WHEREAS**, the parties are working towards settlement of the Association's Master Agreement for the 2021-2023 time period; and

**WHEREAS**, during negotiations, the parties agreed to two (2) one-time stipend payments that are not contractual but were agreed upon at the negotiations table and will be submitted for School Board approval at the May 23, 2022 School Board meeting; and

**WHEREAS**, both parties agree the specific stipulations for the agreed-upon stipend payments should be documented by way of a Memorandum of Agreement and;

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

1. \$500 will be paid to each full-time, *defined as scheduled 29.75+ hours per week for the purpose of this agreement*, education support professional (ESP) who was employed by the District during the 2020-2021 school year, returned to employment for the 2021-22 school year, and is currently employed. \*\*The stipend will be prorated for those scheduled fewer than 29.75 hours per week in the 2021-22 school year.
2. \$500 will be paid to each full-time, *defined as scheduled 29.75+ hours per week for the purpose of this agreement*, ESP who is "fully" vaccinated against COVID-19 by May 18, 2022. This does not include the booster. There are no exceptions to this date. \*\*The stipend will be prorated for ESP's scheduled to work fewer than 29.75 hours per week in 2021-22. Proof of vaccination will be required. Said proof shall be one of the following to be determined by the District: 1) proof provided by the ESP such as a copy of a vaccination card or other medical record or 2) proof as documented in the Minnesota Immunization Information Connection (MIIC).  
  
\*\*Employees scheduled fewer than 29.75 hours per week shall have stipends prorated based on 29.75 hours. Example: an employee scheduled 20 hours per week:  $20/29.75 = 67.2\%$ .  $\$500 \times 67.2\% = \$336$ .
3. The stipends shall be paid as regular wages subject to the usual payroll taxes and any other required deductions and will be paid via the payroll system.
4. Neither stipend shall be costed into the settlement.

5. The stipends shall be paid no later than the May 27, 2022 payroll.
6. The terms of this Memorandum of Agreement are without precedent or prejudice to future cases involving payment of stipends. This Memorandum of Agreement shall not constitute a precedent with respect to any other request, claim, grievance or dispute arising between the School District and the Association or any member of the bargaining unit covered by the Master Agreement between the School District and the Association. Further this memorandum shall not set precedent for future decisions made by Superintendent Mark Jenson within the Detroit Lakes Schools or any other district with which he may be associated.

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Agreement on the dates indicated by their respective signatures.

DLESP

Susan R. Wytassek  
President

Dated: 5-16-22

INDEPENDENT SCHOOL DISTRICT  
DISTRICT NO. 22

Mark Jenson  
Superintendent

Dated: 5-17-22

EDUCATION MINNESOTA

DETROIT LAKES

Michelle Jensen

Date: 5-16-22

BOARD OF EDUCATION

Joseph Thomas  
Clerk

Date: 5/16/22

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)

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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)

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## 513 - STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

It is the belief of the Board of Education, administration, and teaching staff of School District #22, that promotion, retention, and placement of students must be planned to permit the flexibility that recognizes individual differences. The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

### II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

#### C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
  - a. Multiple objective criteria; and
  - b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

- a. Assess a student's readiness and motivation for acceleration; and
  - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

~~I. STUDENT PROMOTION OR PLACEMENT: FOR ELEMENTARY GRADES (K-5)~~

- ~~A. The following factors shall be considered in evaluating the promotion or placement of students:~~
- ~~1. Academic achievement with special emphasis placed upon the reading and mathematics progress at each grade level:~~
  - ~~2. Student performance as shown by district approved assessments including teacher observational checklists, standardized tests, and state tests.~~
  - ~~3. Social, emotional, and other factors may be considered.~~
  - ~~4. A student with a prescribed Special Education Individual Education Plan (IEP) shall have promotion or placement determined by that plan.~~
- ~~B. The educational programs in School District #22 are designed to maximize individual growth. Efforts shall be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made.~~
- ~~3. No student shall be retained whose interests would be better served by promotion.~~
- ~~1. Before retention shall be considered, it is essential that all avenues of remediation be explored that may encourage student growth.~~
  - ~~2. Parents shall be informed of the child's difficulty and be told how they can help the child at home as well as what the school is doing to remediate the problem.~~
  - ~~3. Lines of communication between school and home should be kept open informing parent/guardian of student progress through conferences, mid-term progress reports, phone calls, and/or letters.~~
  - ~~4. The final decision as to promotion, retention, or placement shall be made by the principal after consultation and review of recommendations from teachers, parents, and other resource persons.~~
- ~~If parents disagree with this decision, an appeal may be made in writing to the Superintendent and ultimately to the School Board within (30) calendar days of the principal's decision.~~

~~II. STUDENT PROMOTION CRITERIA FOR MIDDLE SCHOOL (GRADES 6-8)~~

- ~~A. Students in grades 6-8 are promoted to the next grade level by earning credits and passing the core courses of English, math, science, and social studies.~~
- ~~1. Students who do not earn the credit in three of their four core classes will repeat the entire grade unless they earn the credits during summer school.~~
  - ~~2. Students who do not earn credit in one or two of their core classes can use the following options for earning the credit(s):~~
    - ~~1. Summer school~~
    - ~~2. Independent study during the summer~~
    - ~~3. Independent study during directed study time the following school year.~~
    - ~~4. Repeat the course(s) during the school year if it fits into the student's schedule.~~
  - ~~2. The parents or guardians of students not passing a core course will be contacted to review possible options.~~
  - ~~3. Students must complete the required Middle School curriculum and be recommended to enter the high school program by the Middle School principal.~~

**Legal References:** Minn. Stat. § 120B.15 (Gifted and Talented Programs)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

**Cross References:** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 PlansAccommodation, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

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## 515 - PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn~~esota~~- Stat~~utes~~- Chap~~ter~~- 13, and Minn~~esota~~- Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

"Authorized representative" means ~~any~~ entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for ~~authorized-automated~~ recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

"Dates of attendance", as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, ~~videoconference~~, satellite, ~~i~~Internet, or other electronic ~~communication information and telecommunications~~ technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which~~~~that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s). Directory information does not include:

1. A student’s social security number;
2. A student’s identification number (ID), or user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

***[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. —A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an***



- (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records ~~created or received by the school district that only contain information about an individual after an individual he or she~~ is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by the teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System.

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or-
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided

with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

"Responsible authority" means Superintendent of Schools.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

***[Note: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]***

O. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and

The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a

"dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31 (a).

B. Disabled Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality-privacy, notice, access, record keeping and accuracy of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized

representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

- a. in plain language;
- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under ~~Minnesota Statutes Chapter 256B~~ or Minnesota Care under ~~Minnesota Statutes Chapter 256L~~, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. Performs an institutional service or function for which the school district would otherwise use employees;

- b. Is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, ~~school districts,~~ or post-secondary educational institutions ~~in which the student seeks or intends to enroll, or is already enrolled,~~ as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (~~see~~ Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, [20 U.S.C. § 7917](#), and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under ~~Minnesota Statutes, §section~~ 260B.171, unless the data are required to be destroyed under ~~Minnesota Statutes, §section~~ 120A.22, ~~Subdivision~~ 7(c) or ~~§section~~ 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which that~~ have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
- a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.
- "Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
- a. before November 19, 1974 if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers~~7.~~
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purpose for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena to not be disclosed, or the disclosure is in compliance with an ex parte court order obtained

by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child~~ren~~ abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student's appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events

sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, ~~Section~~ 260B.171, ~~Subdivision~~ 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. -The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if -the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to

protect others persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under ~~Minnesota Statutes, §section~~ 260B.171, ~~Ssubdivision~~ 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; ~~or~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable

data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; ~~or-~~

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25 U.S.C. § 5304~~), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## VII. **RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district

and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent- as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

***[Note: Federal law ~~now~~ allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C1.d. ~~which that~~ specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]***

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
    - 4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.
- D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

  - 1. Name of the student and/or parent, as appropriate;
  - 2. Home address;
  - 3. School presently attended by student;
  - 4. Parent's legal relationship to student, if applicable; and
  - 5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.
- E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

- A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.
- B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, §§sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to ~~Minnesota Statutes, Chapter 260E-626.556~~, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of ~~Minnesota Statutes, Chapter 260E-626.556, Subd. 11.~~

Regardless of whether a written report is made under ~~Minnesota Statutes, Chapter 260E-626.556, Subd. 7,~~ as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or ~~which~~ are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in ~~Minnesota Statutes, Section~~ 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, §section 121A.40, *et. seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C, below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; ~~and~~

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and

2-3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the high school principal in writing by September 15 of each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

**XII. LIMITS ON REDISCLOSURE**

A. Re-disclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Re-disclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and

- b. The school district has complied with the recordkeeping requirements of Section XIII. of this policy.
- 2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a ~~foia~~ parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XIII.D. of this policy if a re-disclosure is made based upon a court order or lawfully issued subpoena.

***[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]***

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly re-discloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, ~~which that~~ indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. The names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34

C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under -Section VI.B.1. of this policy, ~~or~~ to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

***[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]***

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the

issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the ~~Minnesota Statutes, Chapter 14~~ relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent of Schools ~~Mark Jensen~~ Doug Froke.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the ~~Family Policy Compliance and Regulations Office, U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520/4605.~~

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XIX. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
[Minn. Stat. § 13.393 \(Attorneys\)](#)

Minn. Stat. Ch. 14 (Administrative Procedures Act)  
 Minn. Stat. § 120A.22 (Compulsory Attendance)  
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
 Minn. Stat. § 121A.75 (~~Sharing Juvenile Disposition Order and Peace Officer Records~~[Receipt of Records; Sharing](#))  
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
[Minn. Stat. Ch. 256B \(Medical Assistance for Needy Persons\)](#)  
[Minn. Stat. Ch. 256L \(MinnesotaCare\)](#)  
 Minn. Stat. § 260B.171, ~~Subds.~~[Subds.](#) 3 and 5 (Disposition Order and Peace Officer Records of Children)  
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)  
 Minn. Stat. § 363A.42 (Public Records; Accessibility)  
~~Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)~~  
 Minn. Rules Parts. 1205.0100-1205.2000 (Data Practices)  
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
 18 U.S.C. § 2331 (Definitions)  
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
 20 U.S.C. § 1232g *et. seq.* (Family Educational Rights and Privacy Act)  
 20 U.S.C. § 6301 *et. seq.* (Every Student Succeeds Act)  
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
[25 U.S.C. § 5304 \(Definitions – Tribal Organization\)](#)  
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
[42 U.S.C. § 1711 \*et seq.\* \(Child Nutrition Act\)](#)  
[42 U.S.C. § 1751 \*et seq.\* \(Richard B. Russell National School Lunch Act\)](#)  
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
  
*Gonzaga University v. Doe*, 536 U.S. 273 ~~122 S.Ct. 2268, 153 L.Ed. 2d~~  
 309 (2002)

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
 MSBA/MASA Model Policy 520 (Student Surveys)  
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
[MSBA/MASA Model Policy 722 \(Public Data Request\)](#)  
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
 MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records-Privacy-Access to Data)

## PUBLIC NOTICE

Independent School District No. 22 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - ~~1.~~ a. That parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - ~~2.~~ b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy ~~or other~~ rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - ~~3.~~ c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to- the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
  - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the

student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:†

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

- [optional] g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

- [optional] h. That copies of the school district's policy regarding the protection and privacy of school records are located at District Administrative Center.

- [optional]2. Independent School District No. 22 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- ~~4.~~ a. It classifies records as public, private or confidential.
- ~~5.~~ b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- ~~6.~~ c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- ~~7.~~ d. It establishes procedures and regulations for access to and disclosure of education records.
- ~~8.~~ e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- ~~2.~~ 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
- ~~3.~~ 4. Pursuant to applicable law, Independent School District No. 22 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially

recognized activities and sports; weight and height of members of athletic teams; ~~dates of attendance~~; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. ~~identifying information~~ It also does not include identifying information on a student's religion, race, color, social position or nationality.

**[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]**

- ~~1.~~ **a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- ~~2.~~ **b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- ~~3.~~ **c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - 1. NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - 2. HOME ADDRESS;**
  - 3. SCHOOL PRESENTLY ATTENDED BY STUDENT;**
  - 4. PARENTS LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**

**5. SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. 22 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WIHTOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, BY SEPTEMBER 15 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

**(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**

**(2) HOME ADDRESS;**

**(3) STUDENT'S GRADE LEVEL;**

**(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**

**(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**

**(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**

**(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

**Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.**

INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

**[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]**

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

- \_\_\_\_\_ Juvenile delinquency investigation/prosecution
- \_\_\_\_\_ Child protection assessment/investigation
- \_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** (mark all that apply) **RESPONSE PROVIDED:** (yes / no) Indicate whether you have data that document the student's:

- \_\_\_\_\_ Use of a controlled substance, alcohol, or tobacco \_\_\_\_\_
- \_\_\_\_\_ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 \_\_\_\_\_
- \_\_\_\_\_ Possession or use of weapons or look-alike weapons \_\_\_\_\_
- \_\_\_\_\_ Theft \_\_\_\_\_
- \_\_\_\_\_ Vandalism and damage to property \_\_\_\_\_

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

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Signature/Title

***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]***

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 516
Date Revised: 02/09/04; 01/10/05; 05/15/06; 03/10/2014	

## 516 - STUDENT MEDICATION

***[Note: The necessary provisions for complying with ~~Minnesota Statutes, §§sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students~~ are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]***

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health ~~assistant clerk~~, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes, ~~§~~section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

~~J.~~ If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

~~K.~~ Specific Exceptions:

- 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
- 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
- 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
- 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
- ~~5.~~ Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - ~~5.~~ a. \_\_\_\_\_ the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - ~~a.~~ b. \_\_\_\_\_ the inhaler is properly labeled for that student; and
  - ~~b.~~ c. \_\_\_\_\_ the parent has not requested school personnel to administer the medication to the student.

~~e.~~

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. \_\_\_\_ Medications:
- a. \_\_\_\_ that are used off school grounds;
  - ~~a.~~  
b. \_\_\_\_ that are used in connection with athletics or extracurricular activities; or
  - ~~b.~~  
c. \_\_\_\_ that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

**[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]**

7. \_\_\_\_ Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

**[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]**

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
- a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

KL. "Parent" for students 18 years old or older is the student.

LM. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

~~Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)~~

~~Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)~~

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free\_School)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 517
Date Revised: 01/11/99	

## 517 - STUDENT RECRUITING

### I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

#### IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second, or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include 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. ~~Standards may not include 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.~~
- B. Employees who violate the provisions of the 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, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § ~~120.062~~ 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. State High School League Bylaws

**Cross References:** MSBA/MASA Model Policy 509 -(Enrollment of Nonresident Students)  
MSBA Service Manual Chapter 10, Minnesota State High School League (MSHSL)  
~~6, District Education Program (A-6: Enrollment Options Program)~~

## School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director  
Detroit Lakes Public Schools  
[kyliejohnson@detlakes.k12.mn.us](mailto:kyliejohnson@detlakes.k12.mn.us)



DATE: May 11, 2020

TO: Mark Jenson, Superintendent and Board of Education

FROM: Classified Bargaining Committee: Amy Erickson (Board Member), Nancy Olson (Retired HR Director), Kylie Johnson (HR Director), Jason Kuehn (Business Manager), Mark Jenson (Superintendent)

SUBJECT: **2021-23 Classified Employee Contract Finalization**

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The Classified Bargaining Committee is recommending a two year salary and benefit increase for the employee groups listed below:

- Specialized Staff (Substance Abuse Counselor, Recovery School Coordinator, ISS Supervisor, Native American Support Positions, Sign Language Interpreters)
- Food Service (Cooks, Servers, Dishwashers)
- District and Mid-Level Administrators
- Confidential Custodial
- Confidential Clerical
- Technology Staff
- Specified Activity Mentors
- Latch-Key staff

Hourly base wage and base salary increases averaged 2.85% for 2021-22 and 4.84% for 2022-23. Benefit changes include increased health insurance contributions as well as healthcare savings plan and 403(b) plan enhancements. Retro pay applies effective 7/1/2021.

The total two-year package increase percent for the combined groups is 6.65% (\$194,359 total increase – total two-year salary and benefit cost of \$5,361,830.)

The Classified Bargaining Committee recommends approval of the 2021-23 wage/benefit packages
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DATE: May 17, 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 May 23, 2022 School Board meeting, listed by project location and by contractor.

**High School:**

Change Order #018 - CE #110: Coil Replacement Contractor: BDT Mechanical, LLC Area C Coil Replacement	\$10,042.00
Change Order #019 - CE #112: Additional Smoke Dampers Contractor: BDT Mechanical, LLC Add 4 Smoke Dampers	\$1,048.00
Change Order #020 - CE #114: Glycol Repair Contractor: BDT Mechanical, LLC Credit - Omit Glycol Repair for Damaged Pipe	(\$5,191.00)
Change Order #024 - CE #111: Area B & C Lighting Contractor: Bergstrom Electric, Inc. Lighting Changes in Areas B & C	\$619.00
Change Order #025 - CE #113: Media Center Plan Revisions Contractor: Bergstrom Electric Electrical Revisions - Media Center	\$7,119.00
Change Order #030 - CE #106: Media Center Ceiling Modifications Contractor: Ledgestone, Inc. Soffit Demolition - Media Center	\$1,893.00
Change Order #032 - CE #110: Coil Replacement Contractor: Ledgestone Wall Demo and Repair - Area C Coil Replacement	\$132.00
Change Order #033 - CE #113: Media Center Revisions (Credit) Contractor: Ledgestone	(\$588.00)
Change Order #006 - CE #110: Coil Replacement Contractor: McArthur Tile Company, Inc.	

Tilework following Coil Replacement	\$250.00
Change Order #002 - CE #110: Coil Replacement Contractor: Miller & Sons Drywall, Inc. Drywall Work Following Coil Replacement	\$580.00
Change Order #023 - CE #106: Media Center Ceiling Modifications Contractor: Miller & Sons Drywall, Inc. Drywall Labor/Materials for Ceiling Modifications	\$790.00
Change Order #024 - CE #113: Media Center Revisions Contractor: Miller & Sons Drywall, Inc Drywall Work - Media Center Revisions	\$1,140.00
Change Order #025 - CE #116: Area C Classroom Repairs Contractor: Miller & Sons Drywall, Inc Wall and Soffit Repairs - LTFM	\$19,690.00
Change Order #015 - CE #113: Media Center Revisions Contractor: Northwest Cabinets Updated Millwork in Media Center	\$2,441.28
Change Order #009 - CE #113: Media Center Revisions Contractor: Red River Glazing Deduct Following Revisions	(\$1,550.00)
<b>TOTAL CHANGE ORDERS</b>	<b><u>\$38,415.28</u></b>

Recommend approval of the above listed Change Orders.



CCO #018

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

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

## Subcontract Change Order #018: CE #110 - Coil Replacement AHU-2 Area C

<b>CONTRACT COMPANY:</b>	BDT Mechanical, LLC PO Box 2964 Fargo, North Dakota 58108	<b>CONTRACT FOR:</b>	SC-18-065-031:22 Plumbing / 23 Mechanical
<b>DATE CREATED:</b>	3/03/2022	<b>CREATED BY:</b>	James Lansing (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$10,042.00

**DESCRIPTION:**  
CE #110 - Coil Replacement AHU-2 Area C  
See attached PR-60 documents from ZBA and Obernel.

Please send me pricing by the end of next week. Let me know if you have any questions.

James Lansing

**ATTACHMENTS:**

[DL High School PR-60 Proposal BDT.pdf](#) [PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_ARCH.pdf](#) [PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_MECH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 496,342.00
The contract sum prior to this Change Order was	\$ 5,859,103.00
The contract sum will be increased by this Change Order in the amount of	\$ 10,042.00
The new contract sum including this Change Order will be	\$ 5,869,145.00
The contract time will not be changed by this Change Order by	

**BDT Mechanical, LLC**  
Fargo, North Dakota

DocuSigned by:

*Andrew Binstock*

E64062B525EA4E0...

**Gehrtz Construction Services**  
Fargo, North Dakota

DocuSigned by:

*Dan Kleist*

8E9E8070A5C7ACC

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

DocuSigned by:

*Jason Kuehn*

46FA95C41EDA482...

**Zerr Berg Architects**  
Fargo, North Dakota

DocuSigned by:

*ZB*

32113E3583E3494



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

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

Telephone: 701.232.8891

Fax: 701.237.4711

**TO:** Dan Kleist  
**COMPANY:** Gehrtz Construction Services  
**RE:** DL High School PR-60

**DATE:** 2/28/22  
**FROM:** Andrew Binstock  
**TOTAL # OF PAGES:**  
 1

**COMMENTS:**

The following is a proposal for work associated with PR-60 at the Detroit Lakes High School project. This proposal is based on information provided by CMTA.

Total Labor(\$70/hr).....	\$1,960.00
Total Material w/tax.....	\$5,982.00
Total Overhead (10%).....	\$794.00
Total Profit (6%).....	\$524.00
Total Subcontractor (5% markup).....	\$782.00
 Total Price.....	 \$10,042.00

Sincerely,

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

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



CCO #019

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

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

Subcontract Change Order #019: CE #112 - Additional Smoke Dampers

CONTRACT COMPANY: BDT Mechanical, LLC
PO Box 2964
Fargo, North Dakota 58108
CONTRACT FOR: SC-18-065-031:22 Plumbing / 23 Mechanical
DATE CREATED: 3/22/2022
CREATED BY: Dan Kleist (Gehrtz Construction Services)
CONTRACT STATUS: Approved
CHANGE REASON: Construction Change
ACCOUNTING METHOD: Amount Based
TOTAL AMOUNT: \$1,048.00

DESCRIPTION:
CE #112 - Additional Smoke Dampers
Please supply four 24" x 8" F/S dampers in lieu of two 22" x 14" F/S dampers as per the notes from Obernel.

Let us know if you have any questions.

ATTACHMENTS:
SKM\_C308UP22032311121.pdf 2018324\_PR M63 Smoke Damper Size Change.pdf

CHANGE ORDER LINE ITEMS:

Table with 2 columns: Description and Amount. Rows include: The original (Contract Sum) \$ 5,362,761.00; Net change by previously authorized Change Orders \$ 506,384.00; The contract sum prior to this Change Order was \$ 5,869,145.00; The contract sum will be increased by this Change Order in the amount of \$ 1,048.00; The new contract sum including this Change Order will be \$ 5,870,193.00; The contract time will not be changed by this Change Order by.

BDT Mechanical, LLC
Fargo, North Dakota

DocuSigned by:
Andrew Binstock
E64062B525FA4E9...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
Jason Kuehn
46FA95C41FDA482...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
Zerr Berg Architects
32113E3583E3494





**CCO #020**

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

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

**Subcontract Change Order #020: CE #114 - omit glycol repair**

<b>CONTRACT COMPANY:</b>	BDT Mechanical, LLC PO Box 2964 Fargo, North Dakota 58108	<b>CONTRACT FOR:</b>	SC-18-065-031:22 Plumbing / 23 Mechanical
<b>DATE CREATED:</b>	3/24/2022	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	(\$5,191.00)

**DESCRIPTION:**  
 CE #114 - omit glycol repair  
 Omit Glycol repair from student damaged pipe.

**ATTACHMENTS:**  
[SKM\\_C308UP22032416041.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 5,362,761.00
Net change by previously authorized Change Orders	\$ 507,432.00
The contract sum prior to this Change Order was	\$ 5,870,193.00
The contract sum will be decreased by this Change Order in the amount of	(\$5,191.00)
The new contract sum including this Change Order will be	\$ 5,865,002.00
The contract time will not be changed by this Change Order by	

**BDT Mechanical, LLC**  
 Fargo, North Dakota

DocuSigned by:  
*Andrew Binstock*  
 F64062B525FA4E9

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
*Dan kleist*  
 8E9E8070A5C74CC

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

DocuSigned by:  
*Jason Kuehn*  
 46FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
*ZB*  
 32113E3583E3494...



Shipping Address: 5513 14th Avenue N  
Fargo, ND 58102  
Mailing Address: PO Box 2964  
Fargo, ND 58108-2964  
Telephone: 701.232.8891  
Fax: 701.237.4711

TO: Dan Kleist  
COMPANY: Gehrtz Construction Services  
RE: DL Glycol Leak

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

**COMMENTS:**

**Glycol Leak in Area C**

Price includes labor for helping shut down the system in that area, clean up and refilling of approximately 225 gallons of glycol lost. This was due to a student tampering with the heating lines.

Total Labor(\$70/hr).....	\$1,890.00
Total Materials w/tax.....	\$2,562.00
Total Overhead (10%).....	\$445.00
Total Profit (6%).....	\$294.00
 Total.....	 \$5,191.00

*omit from previous C.O.*

Sincerely,

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

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



CCO #024

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

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

## Subcontract Change Order #024: CE #111 - Area B & C Lighting

CONTRACT COMPANY: Bergstrom Electric, Inc.  
4120 14th Ave N  
Fargo, North Dakota 58102

CONTRACT FOR: SC-18-065-034:26 Electrical

DATE CREATED: 3/09/2022

CREATED BY: James Lansing (Gehrtz Construction Services)

CONTRACT STATUS: Approved

CHANGE REASON: Owner Requested

ACCOUNTING METHOD: Amount Based

TOTAL AMOUNT: \$619.00

DESCRIPTION:  
CE #111 - Area B & C Lighting  
See attached PR in relation to RFI #35 regarding the area B and C lighting changes.

ATTACHMENTS:  
[PR 62 \(BEI CO#140B\) - Area B and C Lighting Changes \(REVISED\).pdf](#) [2018323 DL High School PR-62 Area B & C Lighting \(RFI 35\).pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 315,745.00
The contract sum prior to this Change Order was	\$ 3,842,870.00
The contract sum will be increased by this Change Order in the amount of	\$ 619.00
The new contract sum including this Change Order will be	\$ 3,843,489.00
The contract time will not be changed by this Change Order by	

Bergstrom Electric, Inc.  
Fargo, North Dakota

Gehrtz Construction Services  
Fargo, North Dakota

DocuSigned by:

*Josh Sundeen*

208A3C9C2D4E4B4...

DocuSigned by:

*Dan Kleist*

8E9E8070A5C74CC...

Detroit Lakes Public Schools  
Detroit Lakes, Minnesota

Zerr Berg Architects  
Fargo, North Dakota

DocuSigned by:

*Jason Kuehn*

46FA95C41FDA482...

DocuSigned by:

*ZB*

32113E3583E3494...



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

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>			PHONE: <b>701-297-0704</b>	DATE: <b>03/08/22</b>
STREET: <b>510 4th Avenue N</b>			FAX:	BEI PROJECT #: <b>4449</b>
CITY: <b>Fargo</b>	STATE: <b>ND</b>	ZIP: <b>58102</b>	JOB NAME: <b>DL High School</b>	
Engineer <b>ONE</b>	BEI CO#: <b>140</b>	PR#: <b>62</b>	JOB LOCATION: <b>Detroit Lakes, MN</b>	
WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:			ATTN: <b>James Lansing</b>	PHONE #: <b>701-212-0814</b>

**Lighting for vestibule per PR 62, eliminate bathroom ceiling lighting:** Add: **\$619.00**  
 - Originally scheduled fixtures and lighting control devices to be turned over to owner.  
 - Vanity lights have been previously completed.

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:  
**Six Hundred Nineteen Dollars** ( **\$619.00** )

PAYMENT TO BE MADE AS FOLLOWS:

**AS WORK PROGRESSES**

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

*Josh Sundeen*  
**Josh Sundeen**  
 NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIIN >>>>> **15** DAYS.

**Acceptance of Proposal**

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

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

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

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

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

Crookston  
 302 North Main  
 Crookston, MN 56716  
 Ph 218.281.7571  
 Fx 218.281.1911

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

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Detroit Lakes Public Schools  
 Detroit Lakes High School  
 Project #:4449  
 BEI CO#140B (PR 62) - Vestibule and Bath Lighting Changes

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	Vestibule Lighting Changes									
	Eliminate Bathroom Lighting 101 and 101A									
	(Unassigned) Total									
	Wire Pulling									
150	Category 5E - Plenum	-80.00	Inft	-0.880	75.00	-66.00	-13.75			-79.75
182	Type MIC #12 3/C w/Green Ground	-120.00	Inft	-4.800	75.00	-360.00	-129.89			-489.89
182	3/8" Insulated Flex Conn	-24.00	Inft	-1.200	75.00	-90.00	-24.11			-114.11
	Wire Pulling Total			-6.880	75.00	-516.00	-167.75			-683.75
250	Trimout									
251	Type "A"	-12.00	each	-9.000	75.00	-675.00				-675.00
251	Type "C2"	10.00	each	7.500	75.00	562.50	1,826.90			2,389.40
251	Type "L4"	-10.00	each	-7.500	75.00	-562.50				-562.50
265	Type A3 Occ Sensor	-1.00	each	-0.500	75.00	-37.50				-37.50
265	Type A4 Occ Sensor	-1.00	each	-0.500	75.00	-37.50				-37.50
265	Type C3 Occ Sensor	-2.00	each	-1.000	75.00	-75.00				-75.00
	Trimout Total			-11.000	75.00	-825.00	1,826.90			1,001.90
	Grand Total			-17.880		-1,341.00	1,659.15			318.15

Detroit Lakes Public Schools

Detroit Lakes High School  
Project # 4449

3/8/2022 10:06AM

BEI CO#140B (PR 62) - Vestibule and Bath Lighting Changes

Percent	Amount	Category	Hours
-421.50 %	-1,341.00	Labor	-17.9
521.50 %	1,659.15	Material	
		Subcontractor	
		Equipment	
		Other	
		User	
	318.15	Net Costs	
6.88 %	114.07	State Sales Tax (verify amount)	
1.00 %	16.59	Local Sales Tax (verify amount)	
	448.81	Subtotal	
5.00 %	89.49	Overhead (Materials)	
4.50 %	80.54	Profit (Materials)	
0.04 %	0.16	misc	
	619.00	Subtotal	
	619.00	Total Estimate	



CCO #025

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

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

## Subcontract Change Order #025: CE #113 - Media Center Plan Revisions

<b>CONTRACT COMPANY:</b>	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	<b>CONTRACT FOR:</b>	SC-18-065-034:26 Electrical
<b>DATE CREATED:</b>	3/22/2022	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$7,119.00

**DESCRIPTION:**

CE #113 - Media Center Plan Revisions

The owner has requested to make the following changes in the attached drawings. Please send me pricing information ASAP to get proper materials ordered.

Let me know if you have any questions.

**ATTACHMENTS:**

[SKM\\_C308UP22032310490.pdf](#) [PR-61\\_DLHS\\_Media Center Plan Revisions\\_ARCH.pdf](#) [PR-61\\_DLHS\\_Media Center Plan Revisions\\_ELEC.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 316,364.00
The contract sum prior to this Change Order was	\$ 3,843,489.00
The contract sum will be increased by this Change Order in the amount of	\$ 7,119.00
The new contract sum including this Change Order will be	\$ 3,850,608.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:  
*Josh Sundeen*  
298A3C9C2D4E4B4...

**Gehrtz Construction Services**  
Fargo, North Dakota

DocuSigned by:  
*Dan Kleist*  
8F9E8070A5C74CC

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

DocuSigned by:  
*Jason Kuehn*  
46FA95C41FDA482...

**Zerr Berg Architects**  
Fargo, North Dakota

DocuSigned by:  
*Zerr Berg*  
32113E3583E3494



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

## CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: <b>Gehrtz Construction Services</b>			PHONE: <b>701-297-0704</b>	DATE: <b>03/08/22</b>
STREET: <b>510 4th Avenue N</b>			FAX:	
CITY: <b>Fargo</b>		STATE: <b>ND</b>	ZIP: <b>58102</b>	JOB NAME: <b>DL High School</b>
Engineer <b>ONE</b>		BEI CO#: <b>139</b>	PR#: <b>61</b>	JOB LOCATION: <b>Detroit Lakes, MN</b>
WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:			ATTN: <b>James Lansing</b>	BEI PROJECT #: <b>4449</b>
			PHONE #: <b>701-212-0814</b>	

**Media Center revisions per PR 61:** **Add: \$7,119.00**

- Proposal assumes that the intention is to reuse the (49) Type F fixtures not change to F1.

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

**We Propose -** HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:  
**Seven Thousand One Hundred Nineteen Dollars** ( **\$7,119.00** )

PAYMENT TO BE MADE AS FOLLOWS:

**AS WORK PROGRESSES**

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

**Josh Sundeen**

**NOTE:** THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIIN >>>>>> **15** DAYS.

**Acceptance of Proposal**

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

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

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

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

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

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

**Crookston**  
 302 North Main  
 Crookston, MN 56716  
 Ph 218.281.7571  
 Fx 218.281.1911

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

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CCO #030

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 #030: CE #106 - Media Center Ceiling Modifications

<b>CONTRACT COMPANY:</b>	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b>	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
<b>DATE CREATED:</b>	1/14/2022	<b>CREATED BY:</b>	James Lansing (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$1,893.00

**DESCRIPTION:**  
CE #106 - Media Center Ceiling Modifications  
See attached Architectural, Mechanical, and Electrical narratives and drawings.  
  
Bergstrom Electric - Please verify what option there are for the 49 changed fixtures.

**ATTACHMENTS:**  
[CMR#36 PR 57 SoffitDemo.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_ARCH.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_MECH.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_ELEC.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 176,187.80
The contract sum prior to this Change Order was	\$ 1,706,322.80
The contract sum will be increased by this Change Order in the amount of	\$ 1,893.00
The new contract sum including this Change Order will be	\$ 1,708,215.80
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

DocuSigned by:  
*Jason Kuehn*  
46FA95C41FDA482...

Zerr Berg Architects  
Fargo, North Dakota

DocuSigned by:  
*Zerr Berg*  
32113E3583E3494

Ledgestone Inc.  
22930 CO Hwy 6  
Detroit Lakes MN 56501

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



LEDGESTONE INC.

# Change Order Request

**COR Number:** 36

**Date:** 1/5/2022

**Project Number:** 2003

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

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

**Description of Change:**

Media Center soffit demo per PR-57 by Zerr Berg Architects dated 12/1/2021

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	170,921.80
Contract Amount Prior to this Change Order	1,701,056.80
Proposed Contract Amount of this Change Order	1,893.00
Proposed Contract Amount Including this Change Order	1,702,949.80

**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:** 36

**Date:** 1/5/2022

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

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>02 - Existing Conditions</b>					
	Soffit Demo	1.00	LS	1,632.00	1,632.00
	Profit & Overhead	0.00		0.00	261.00
<b>Existing Conditions Total:</b>					<b>1,893.00</b>
<b>Change Order Total:</b>					<b>1,893.00</b>





**CCO #032**

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 #032: CE #110 - Coil Replacement AHU-2 Area C

<b>CONTRACT COMPANY:</b> LedgeStone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	<b>CONTRACT FOR:</b> SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
<b>DATE CREATED:</b> 3/03/2022	<b>CREATED BY:</b> James Lansing (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b> Approved	<b>CHANGE REASON:</b> Owner Requested
<b>ACCOUNTING METHOD:</b> Amount Based	<b>TOTAL AMOUNT:</b> \$132.00

**DESCRIPTION:**  
 CE #110 - Coil Replacement AHU-2 Area C  
 See attached PR-60 documents from ZBA and Obernel.

Please send me pricing by the end of next week. Let me know if you have any questions.

James Lansing

**ATTACHMENTS:**

- [CMR#39 PR-60 CoilReplacement LedgeStone.pdf](#)
- [PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_ARCH.pdf](#)
- [PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_MECH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 176,055.80
The contract sum prior to this Change Order was	\$ 1,706,190.80
The contract sum will be increased by this Change Order in the amount of	\$ 132.00
The new contract sum including this Change Order will be	\$ 1,706,322.80
The contract time will not be changed by this Change Order by	

**LedgeStone, Inc.**  
 Detroit Lakes, Minnesota

DocuSigned by:  
  
 EC8D236258EB4CE

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 8F9E8070A5C74CC

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

DocuSigned by:  
  
 46FA95C41FDA482...

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 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:** 39

**Date:** 2/10/2022

**Project Number:** 2003

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

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

**Description of Change:**

Wall cut and partion repair per PR-60

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	176,055.80
Contract Amount Prior to this Change Order	1,706,190.80
Proposed Contract Amount of this Change Order	132.00
Proposed Contract Amount Including this Change Order	1,706,322.80

**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:** 39  
**Date:** 2/10/2022

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

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>02 - Existing Conditions</b>					
	Wall access cut in	1.00	LS	38.00	38.00
<b>Existing Conditions Total:</b>					<b>38.00</b>
<b>06 - Woods, Plastics, and Composites</b>					
	Partition removal and replace	1.00	LS	76.00	76.00
	Profit & Overhead	0.00		0.00	18.00
<b>Woods, Plastics, and Composites Total:</b>					<b>94.00</b>
<b>Change Order Total:</b>					<b>132.00</b>





CCO #033

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 #033: CE #113 - Media Center Plan Revisions

Table with contract details: CONTRACT COMPANY (Ledgestone, Inc.), CONTRACT FOR (SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor), DATE CREATED (3/22/2022), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$588.00)

DESCRIPTION:

CE #113 - Media Center Plan Revisions

The owner has requested to make the following changes in the attached drawings. Please send me pricing information ASAP to get proper materials ordered.

Let me know if you have any questions.

ATTACHMENTS:

SKM\_C308UP22032311110.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ARCH.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ELEC.pdf

CHANGE ORDER LINE ITEMS:

Summary table of change order items: The original (Contract Sum) \$ 1,530,135.00; Net change by previously authorized Change Orders \$ 178,080.80; The contract sum prior to this Change Order was \$ 1,708,215.80; The contract sum will be decreased by this Change Order in the amount of (\$588.00); The new contract sum including this Change Order will be \$ 1,707,627.80

Ledgestone, Inc.
Detroit Lakes, Minnesota

DocuSigned by:
JOSH LESSMAN
EC8D336258FB4CF

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
Jason Kuehn
46FA95C41FDA482

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
Zerr Berg Architects
32413E3583E3494

Ledgestone Inc.  
 22930 CO Hwy 6  
 Detroit Lakes MN 56501

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



# Change Order Request

COR Number: 40

Date: 3/1/2022

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

Item	Description	Quantity	UOM	Unit Price	Extended Price
<b>06 - Woods, Plastics, and Composites</b>					
	Marker board install	2.00-	EA	60.00	120.00-
	Reduce C-top for 112A chromebook storage	1.00-	LS	27.00	27.00-
	Omit C-top south of 112B	1.00-	LS	81.00	81.00-
	Omit C-top @ half wall	1.00-	LS	54.00	54.00-
	Omit C-top @ NW corner	1.00-	LS	243.00	243.00-
	Profit & Overhead	0.00		0.00	63.00-
		<b>Woods, Plastics, and Composites Total:</b>			<b>588.00-</b>
<b>10 - Specialties</b>					
	Marker boards owner to retain	1.00-	LS	0.00	0.00
	Omit fire cabinet owner to retain	1.00-	LS	0.00	0.00
		<b>Specialties Total:</b>			<b>0.00</b>
<b>Change Order Total:</b>					<b>588.00-</b>



**CCO #006**

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 #006: CE #110 - Coil Replacement AHU-2 Area C

<b>CONTRACT COMPANY:</b>	McArthur Tile Co., Inc. PO Box 1664 Fargo, North Dakota 58107	<b>CONTRACT FOR:</b>	SC-18-065-018:9C Tilework
<b>DATE CREATED:</b>	3/03/2022	<b>CREATED BY:</b>	James Lansing (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$250.00

**DESCRIPTION:**  
 CE #110 - Coil Replacement AHU-2 Area C  
 See attached PR-60 documents from ZBA and Obernel.

Please send me pricing by the end of next week. Let me know if you have any questions.

James Lansing

**ATTACHMENTS:**  
[PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_ARCH.pdf](#) [PR-60\\_DLHS\\_Coil Replacement AHU-2 Area C\\_MECH.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 311,100.00
Net change by previously authorized Change Orders	\$ 81,516.04
The contract sum prior to this Change Order was	\$ 392,616.04
The contract sum will be increased by this Change Order in the amount of	\$ 250.00
The new contract sum including this Change Order will be	\$ 392,866.04
The contract time will not be changed by this Change Order by	

**McArthur Tile Co., Inc.**  
 Fargo, North Dakota

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 0AED4C899DB34A5...

DocuSigned by:  
  
 8E9E8070A5C74CC...

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

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 46FA95C41FDA482...

DocuSigned by:  
  
 32113E3583E3494...



## INSTRUCTION – IN60

Date	January 31, 2022
Project #	2018324
Project Name	Detroit Lakes High School – Additions and Remodel
Project Location	Detroit Lakes, MN
Description	AHU-2 New Heating Coil

---

Please submit an itemized quotation for the change(s) described below to the proposed modifications to the Contract Documents. Cost proposal to include a detailed itemized breakdown indicating the specific amounts, lengths, quantities, types, sizes, etc. of material including labor, O&P, taxes, and other incidental charges to be used. Proposal shall also indicate credits, deducts, and/or offsets for material and labor originally included in contract. THIS IS NOT A CHANGE ORDER OR DIRECTION TO PROCEED WITH WORK STATED HEREIN.

---

## DESCRIPTION

### ITEM NO. 1 AHU-2 Heating Coil

- A. Provide a price to remove the old heating coil and install a new heating coil that matches the coil selection attached to the narrative. This coil is for AHU-2 located on 2<sup>nd</sup> floor in Area C. Once installed re-balance the coil with the new GPM on the attached coil selection.

Respectfully,  
Obernel Engineering

Phil Keller

Attachment(s): AHU-2 Coil Selection  
Cc: file

# Technical Data Sheet for HWC-1



Job Information		Technical Data Sheet	
<b>Job Name</b>	DLHS Area C AHU-2 HW Coil		
<b>Date</b>	1/21/2022		
<b>Submitted By</b>	Noah Roth		
<b>Software Version</b>	09.10	<b>Coil DLL Version</b>	09.10
<b>Unit Tag</b>	HWC-1		

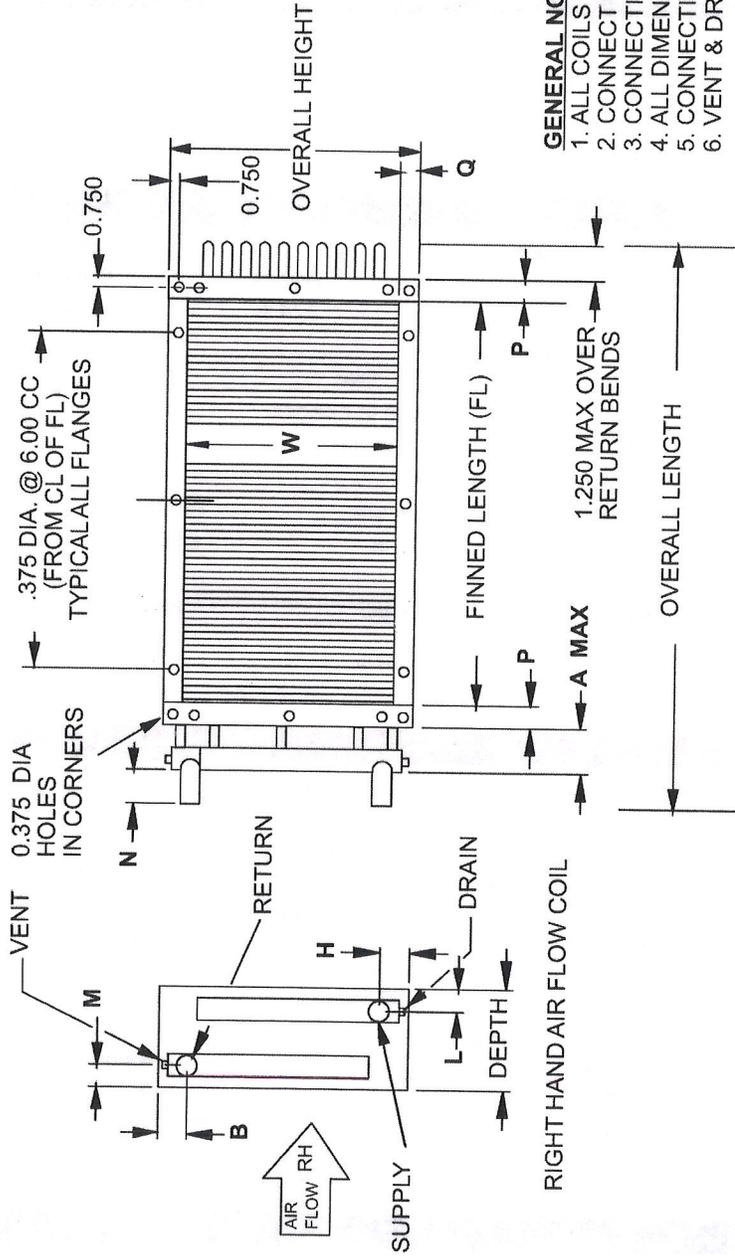
Coil Overview					
Model Number	Application	Total Capacity Btu/hr	Air Flow CFM	Fin Height in	Fin Length in
5WH1303B	Hot Water coil	480290	9700	21	84.50

Coil	
<b>Model Number:</b>	5WH1303B
<b>Application:</b>	Hot Water coil
<b>Type:</b>	Standard
<b>Crating:</b>	Standard Crate

Physical (Per Coil)					
<b>Depth</b>	<b>Height</b>	<b>Length</b>	<b>Shipping</b>	<b>Operating</b>	<b>Dry</b>
6.00 in	24.00 in	95.25 in	374 lb	198 lb	153 lb
<b>Tube Diameter</b>	<b>Fin</b>	<b>Material</b>	<b>Tube</b>	<b>Case</b>	
0.625 in	0.0075 in Aluminum		0.020 in Copper nominal	Galvanized steel	
<b>Fin Design</b>	<b>Fins per Inch</b>	<b>Number of Rows</b>	<b>Fin Height</b>	<b>Fin Length</b>	<b>Tube Spacing</b>
Corrugated	13	3	21 in	84.50 in	1.50 X 1.299
<b>Type</b>	<b>Size</b>	<b>Connection</b>	<b>Hand</b>	<b>Length</b>	<b>Header</b>
Carbon Steel (threaded)	1.500 in		Right Hand	3.00 in	1.50 in
					<b>Side</b>
					1.50 in

Performance						
<b>Air Flow</b> CFM		<b>Altitude</b> ft		<b>Face Area</b> ft <sup>2</sup>		<b>Face Velocity</b> ft/min
9700		0		12.3		787.2
<b>Total Capacity</b> Btu/hr		<b>Temperature</b>				<b>Air Pressure Drop</b> inH <sub>2</sub> O
480290		<b>Entering</b>	<b>Leaving</b>			0.73
	<b>Air Dry Bulb</b> °F	<b>Water</b> °F	<b>Air Dry Bulb</b> °F	<b>Water</b> °F		
	45.0	160.0	90.3	104.8		
<b>Volume</b> gal	<b>Flow rate</b> gpm	<b>Velocity</b> ft/s	<b>Type</b>	<b>Glycol Concentration</b> %		<b>Pressure Drop</b> ft H <sub>2</sub> O
5.00	20.0	3.0	Ethylene	50.0		6.0
<b>Hot Water Fouling Factor:</b>	0.0000					

**AHRI Certification**  
Coil is NOT certified by AHRI.



- GENERAL NOTES:**
1. ALL COILS DRAINABLE
  2. CONNECT COILS FOR COUNTERFLOW
  3. CONNECTIONS ARE PIPE, NPT (EXT.)
  4. ALL DIMENSIONS IN INCHES (MM)
  5. CONNECTION LOCATION  $\pm 0.125$
  6. VENT & DRAIN,  $\frac{1}{4}$  NPT

Dimensions																																	
Coil Model	5WH1303B	Coil Airflow	Horizontal	Rows	3	Fin Height (in)	21	Fin Length (in)	84.50	Overall Height (in)	24.00	Overall Length (in)	95.25	Conn Size (in)	1.500	A (in)	3.500	B (in)	2.300	H (in)	2.300	L (in)	1.70	M (in)	1.70	N (in)	3.00	P (in)	1.50	Q (in)	1.50	Depth (in)	6.000

**Product Drawing**  
 Unit Tag: HWC-1  
 Project Name: DLHS Area C AHU-2 HW  
 Model: 5WH  
 Jan. 21, 2022  
 Ver/Rev: 1 of 1  
 Sheet: 1 of 1  
 Scale: NTS  
 Tolerance: +/- 0.25"  
 Dwg Units: (in)
 Sales Office: Schwab-Vollhaber-Lubbratt, Inc.  
 Sales Engineer:  
 13600 Industrial Park Blvd. Minneapolis, MN 55441  
 www.DaikinApplied.com  
 Software Version: 09.10

No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.





**High School Additions & Renovations  
Detroit Lakes, MN  
Project No. 18-065**

**PROPOSAL REQUEST - PR-60**

Description: Coil Replacement AHU-2, Area C  
Date: February 2, 2022

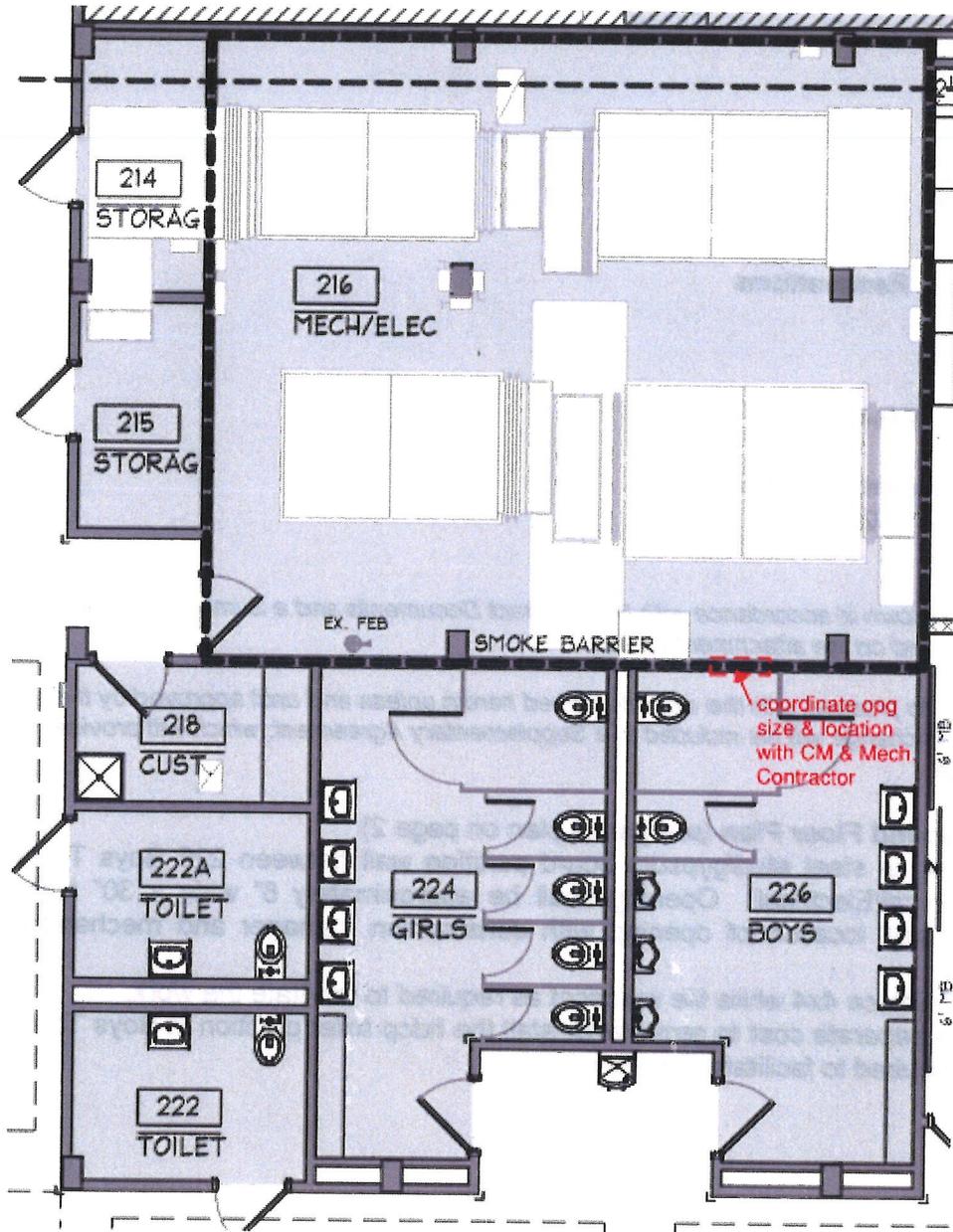
***Proposal Requests:***

*Please provide a cost breakdown in accordance with the Contract Documents and a Summary for the changes described herein, and on the attachments listed.*

*This is not an authorization to proceed with the work described herein unless and until approved by the Owner. Upon approval, this change will be included in a Supplementary Agreement, which will provide the formal Contract change.*

**Sheet A3.21 Area C Second Floor Plan (see partial plan on page 2)**

1. Cut/patch opening in steel stud/gypsum board partition wall between 226 Boys Toilet and 216 Mechanical/Electrical. Opening shall be approximately 6" wide x 30" high. Coordinate size and location of opening with construction manager and mechanical contractor.
  - a. Remove/replace 4x4 white tile wainscot as required to facilitate the work.
  - b. Provide a separate cost to remove/reinstall the hdcp toilet partition in Boys Toilet room if required to facilitate the work.





CCO #022

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 #022: CE #110 - Coil Replacement AHU-2 Area C

Table with contract details: CONTRACT COMPANY: Miller & Sons Drywall, Inc.; CONTRACT FOR: SC-18-065-017:9B Drywall; DATE CREATED: 3/03/2022; CREATED BY: James Lansing; CONTRACT STATUS: Approved; CHANGE REASON: Owner Requested; ACCOUNTING METHOD: Amount Based; TOTAL AMOUNT: \$580.00

DESCRIPTION:
CE #110 - Coil Replacement AHU-2 Area C
See attached PR-60 documents from ZBA and Obernel.

Please send me pricing by the end of next week. Let me know if you have any questions.

James Lansing

ATTACHMENTS:

PR 60 Miller and Sons.pdf PR-60\_DLHS\_Coil Replacement AHU-2 Area C\_ARCH.pdf PR-60\_DLHS\_Coil Replacement AHU-2 Area C\_MECH.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with amounts: The original (Contract Sum) \$ 1,118,400.00; Net change by previously authorized Change Orders \$ 177,800.00; The contract sum prior to this Change Order was \$ 1,296,200.00; The contract sum will be increased by this Change Order in the amount of \$ 580.00; The new contract sum including this Change Order will be \$ 1,296,780.00

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

DocuSigned by:
Travis Miller
71079AEC721E4F0...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
Jason Kuehn
46FA95C41FDA482...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
Zerr Berg Architects
32113E3583E3494...



## James Lansing

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Thursday, February 17, 2022 9:34 AM  
**To:** James Lansing  
**Subject:** DLHS PR 61

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,  
To repair hole cut in boys restroom 226 is an add of (matl 40, labor 540) \$580  
Price is dependent upon doing the work when we are on site doing other work this summer.  
Please let me know if this is approved or not.

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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





CCO #023

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 #023: CE #106 - Media Center Ceiling Modifications

<b>CONTRACT COMPANY:</b>	Miller & Sons Drywall, Inc. 2007 East Main West Fargo, North Dakota 58078	<b>CONTRACT FOR:</b>	SC-18-065-017:9B Drywall
<b>DATE CREATED:</b>	3/22/2022	<b>CREATED BY:</b>	Dan Kleist (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b>	Approved	<b>CHANGE REASON:</b>	Owner Requested
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>TOTAL AMOUNT:</b>	\$790.00

**DESCRIPTION:**  
CE #106 - Media Center Ceiling Modifications  
See attached Architectural, Mechanical, and Electrical narratives and drawings.

Bergstrom Electric - Please verify what option there are for the 49 changed fixtures.

**ATTACHMENTS:**  
[SKM\\_C308UP22032311111.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_ARCH.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_MECH.pdf](#) [PR-57\\_DLHS\\_Media Center Ceiling Modifications\\_ELEC.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,118,400.00
Net change by previously authorized Change Orders	\$ 178,380.00
The contract sum prior to this Change Order was	\$ 1,296,780.00
The contract sum will be increased by this Change Order in the amount of	\$ 790.00
The new contract sum including this Change Order will be	\$ 1,297,570.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:  
*Travis Miller*  
71079AEC721E4E0

Gehrtz Construction Services  
Fargo, North Dakota

DocuSigned by:  
*Dan Kleist*  
8E0E8070A5C74CC

Detroit Lakes Public Schools  
Detroit Lakes, Minnesota

DocuSigned by:  
*Jason Kuehn*  
46FA95C41FDA482

Zerr Berg Architects  
Fargo, North Dakota

DocuSigned by:  
*Zerr Berg*  
32113E3583E3494

## James Lansing

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Tuesday, January 18, 2022 7:54 AM  
**To:** James Lansing  
**Subject:** PR57

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,  
PR 57 results in aprox 120' of soffit made wider. This is an add of (matl 400, labor 390) \$790  
Please let me know if you have any questions and if this is approved or not.

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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



CCO #024

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

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

Subcontract Change Order #024: CE #113 - Media Center Plan Revisions

Table with contract details: CONTRACT COMPANY: Miller & Sons Drywall, Inc.; CONTRACT FOR: SC-18-065-017:9B Drywall; DATE CREATED: 3/22/2022; CREATED BY: Dan Kleist; CONTRACT STATUS: Approved; CHANGE REASON: Owner Requested; ACCOUNTING METHOD: Amount Based; TOTAL AMOUNT: \$1,140.00

DESCRIPTION:

CE #113 - Media Center Plan Revisions

The owner has requested to make the following changes in the attached drawings. Please send me pricing information ASAP to get proper materials ordered.

Let me know if you have any questions.

ATTACHMENTS:

SKM\_C308UP22032311120.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ARCH.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ELEC.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items: The original (Contract Sum) \$ 1,118,400.00; Net change by previously authorized Change Orders \$ 179,170.00; The contract sum prior to this Change Order was \$ 1,297,570.00; The contract sum will be increased by this Change Order in the amount of \$ 1,140.00; The new contract sum including this Change Order will be \$ 1,298,710.00

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

DocuSigned by:
Travis Miller
71079AEC721E4F0...

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by:
Jason Kuehn
46FA95C41FDA482...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
32113E3583E3494...

## James Lansing

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Wednesday, March 2, 2022 11:51 AM  
**To:** James Lansing  
**Subject:** PR 61

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,  
PR 61 would be an add of (matl 400, labor 740) \$1140  
Its not called out in the narrative but the east side of the room now has an s31 furring wall.  
Let me know if you have any questions and if this is approve or not.

Thanks



**Miller & Sons**  
DRYWALL INC.

**Travis Miller**

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



**CCO #025**

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

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

## Subcontract Change Order #025: CE #116 - Area C 1F East Classroom Sheet rock repairs (LTFM)

<b>CONTRACT COMPANY:</b> Miller & Sons Drywall, Inc. 2007 East Main West Fargo, North Dakota 58078	<b>CONTRACT FOR:</b> SC-18-065-017:9B Drywall
<b>DATE CREATED:</b> 3/29/2022	<b>CREATED BY:</b> James Lansing (Gehrtz Construction Services)
<b>CONTRACT STATUS:</b> Approved	<b>CHANGE REASON:</b> Construction Change
<b>ACCOUNTING METHOD:</b> Amount Based	<b>TOTAL AMOUNT:</b> \$19,690.00

**DESCRIPTION:**  
CE #116 - Area C 1F East Classroom Sheet rock repairs (LTFM)  
 Misc repairs to duct opening patches, half wall re-framing from stage in 102, tapering soffits from each room to each other, patching glue holes from marker boards, and repairing walls where walls were demolished.

**ATTACHMENTS:**  
[SKM\\_C308UP22041408370.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 1,118,400.00
Net change by previously authorized Change Orders	\$ 180,310.00
The contract sum prior to this Change Order was	\$ 1,298,710.00
The contract sum will be increased by this Change Order in the amount of	\$ 19,690.00
The new contract sum including this Change Order will be	\$ 1,318,400.00
The contract time will not be changed by this Change Order by	

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

**Gehrtz Construction Services**  
 Fargo, North Dakota

DocuSigned by:  
  
 71079AEC721E4F0...

DocuSigned by:  
  
 8F9F8070A5C74CC

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

**Zerr Berg Architects**  
 Fargo, North Dakota

DocuSigned by:  
  
 32113E3583E3494

## James Lansing

---

**From:** Miller & Sons Drywall <msdrywall@midconetwork.com>  
**Sent:** Monday, March 21, 2022 3:14 PM  
**To:** James Lansing  
**Subject:** DLHS Area C

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,  
Todd is done with the T&M work in area C 1<sup>st</sup> floor.  
Material was \$3495 and labor was 269 hours \$16,195 for a total of \$19,690  
Please let me know if you have any questions.

Thanks



**Miller & Sons**  
DRYWALL INC.

***Travis Miller***

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



CCO #015

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

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

Subcontract Change Order #015: CE #113 - Media Center Plan Revisions

Table with contract details: CONTRACT COMPANY, CONTRACT FOR, DATE CREATED, CREATED BY, CONTRACT STATUS, CHANGE REASON, ACCOUNTING METHOD, TOTAL AMOUNT.

DESCRIPTION: CE #113 - Media Center Plan Revisions
The owner has requested to make the following changes in the attached drawings. Please send me pricing information ASAP to get proper materials ordered.

Let me know if you have any questions.

ATTACHMENTS: SKM\_C308UP22032310300.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ARCH.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ELEC.pdf

CHANGE ORDER LINE ITEMS:

Table with change order line items and amounts: The original (Contract Sum) \$ 540,555.00, Net change by previously authorized Change Orders \$ 128,003.98, etc.

Northwest Cabinets, Inc.
Bemidji, Minnesota

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Angela Tonkelson
D9E91516A92E4C3...

DocuSigned by: Dan Kleist
8E9E8070A5C74CC...

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: Jason Kuehn
46FA95C41FDA482

DocuSigned by: ZBA
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# NORTHWEST CABINETS, INC.

Work# 2472

**Job Name:** Detroit Lakes High School  
**Proposal for** AREA C, change per owners request/ pr 61

**Date:** 2/15/2022

**\$2,441.28**

Description	MaterialQ uantity	Materia l Unit	Material rate	Material Total	Labor Hours	Labor Rate	Labor Total	Grand Total
add book drop opening, changel layout and elvation on ctr top. Omit labor to build wall cap, and plam top at 112 media, add drasws in 112b work room	1.00	ea	2093.00	2093.00				2,093.00
Subtotal				2,093.00				2,093.00
Overhead								167.44
Profit								180.84
Insurance								
Bond								
State Tax								
County Tax								
City Tax								
Total								2,441.28



CCO #009

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

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

Subcontract Change Order #009: CE #113 - Media Center Plan Revisions

Table with contract details: CONTRACT COMPANY (Red River Glazing, Inc.), CONTRACT FOR (SC-18-065-016:8E Aluminum Framing System / Glass & Glazing), DATE CREATED (3/22/2022), CREATED BY (Dan Kleist), CONTRACT STATUS (Approved), CHANGE REASON (Owner Requested), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$1,550.00)

DESCRIPTION:

CE #113 - Media Center Plan Revisions

The owner has requested to make the following changes in the attached drawings. Please send me pricing information ASAP to get proper materials ordered.

Let me know if you have any questions.

ATTACHMENTS:

SKM\_C308UP22032311040.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ARCH.pdf PR-61\_DLHS\_Media Center Plan Revisions\_ELEC.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with descriptions and amounts: The original (Contract Sum) \$ 861,465.00, Net change by previously authorized Change Orders (\$1,160.00), The contract sum prior to this Change Order was \$ 860,305.00, The contract sum will be decreased by this Change Order in the amount of (\$1,550.00), The new contract sum including this Change Order will be \$ 858,755.00

Red River Glazing, Inc.
Fargo, North Dakota

DocuSigned by: Myron Schapp
964B03AE43FF4C0

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by: Dan Kleist
8E9E8070A5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

DocuSigned by: Jason Kuehn
46FA95C41FDA482...

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by: Zerr Berg Architects
32113E3583E3494



PO Box 7279 – 300 43<sup>rd</sup> St. N  
Fargo, ND 58106-7279  
(Phone) 701-232-4717  
(Fax) 701-232-4633

**Change Order Proposal**

To: Gehrtz  
Project: Project  
Detroit Lakes, MN  
Reference PR 61

Thursday, March 17, 2022

**Inclusions:**

- 1 - RRG to Delete 2 Thus Pairs of Doors at frame type S42
- 2 - RRG to ADD 22 Square feet of Interior Storefront at Frame S16
- 3 - Labor, Material, Tax & Freight

**Exclusions:**

- 1 - Bonds / Permits / Prevailing Wages (U.N.O Above)
- 2 - Demolition / Framing / Temporary Enclosures (U.N.O Above)
- 3 - Structural Calculations / Field Testing / Delegated Design (U.N.O Above)
- 4 - Interior Finish Caulking (U.N.O Above)
- 5 - Any/All work not specifically listed in above inclusions
- 6 - Hollow Metal/Wood/FRP Doors & Frames
- 7 - Final Cleaning

**Base Bid Total: \$ (1,550.00)**

Quote valid for 30 days, unless noted otherwise. Prices Subject to Change Based on Market.  
Red River Glazings standard terms and conditions are incorporated by reference as if fully written herein.

Sincerely,

*Jason Schapp*  
\_\_\_\_\_  
Jason Schapp  
Red River Glazing

Accepted By: \_\_\_\_\_  
Print Title  
Signed: \_\_\_\_\_  
Sign Date

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

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE  
TEACHING CONTRACT OF **Brenda Brooks**, A **Tier 1** TEACHER.

WHEREAS, Brenda Brooks is a Tier 1 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Brenda Brooks is hereby terminated at the close of the current 2021-22 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Brenda Brooks  
1260 Minnesota Avenue  
Detroit Lakes, MN 56501

Dear Brenda:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on May 23, 2022, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-23 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

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

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted



## Special Education Out of State Travel Request

### Description: Project Search 15th Annual Conference

An important part of Project SEARCH's mission is education through which best practices and continuous improvement of programs are shared. The goal is to provide the tools and technical assistance needed to maximize employment outcomes for people with intellectual and developmental disabilities.

- Project Search's primary objective is to secure competitive employment for people with disabilities.
- DLPS will be partnering with Essentia Health to become a Project Search site.

### DETAILS OF REQUEST

#### Request permission for out of state travel to:

- Fly to Baltimore, MD
- July 25-29, 2022
- Conference dates: July 25-29, 2022

#### Who will be attending: *Wendy Fritz, Transition Facilitator & Karen Nudell, Director of Special Education*

All expenses are paid for by the Vocational and Life Skills Recovery for Students ages 18-21 grant that Detroit Lakes has recently received.

#### Learning strands offered:

- Aspirational Job Search
- Business Perspective
- Education / Curriculum
- General Information
- Internship Development
- Marketing
- Recruitment
- Skills Training
- Technology

## What is Project SEARCH?

Project SEARCH is a business led collaboration that enables young adults with disabilities to gain and maintain employment through training and career exploration.

A 9-12 month program, Project SEARCH provides total immersion in a large community business. Students with disabilities are offered a workforce alternative for their last year of high school.

The Project SEARCH partnership includes a local host business, a school, VRS, a Community Service Provider and a disability services agency. The business provides an on-site training classroom, business liaison and rotational internships for on the job training. The school provides an instructor and job skills trainer(s).

Each day, students report to the host business, learn employability skills in the classroom and job skills through their internships (usually 3-4 internships during the year). Students are encouraged to use public transportation when available, just as they would when employed after high school.

Students and their teams meet monthly for progress reports and to continually refine their career goals and determine concrete next steps. Managers from the host business work with the teacher and skills trainers to support the students every step of the way.

The ultimate goal upon program completion being the students' competitive placements at the host business or in the community, based on the skills and experience learned in their Project SEARCH experiences.



## District Staff Development Out of State Travel Request

### Description: Learning First Back to School Summit “We Got This”

- High quality conference with several strands of professional learning that align with Detroit Lakes Public School’s [Strategic Plan](#). The learning will be shared throughout the year within the buildings and the district.
- First Education Resource is the educational organization that we are partnering with for our June 20- 21, 2023 conference hosted here in Detroit Lakes. The team of people attending will be the planning and hosting committee for our event.

### DETAILS OF REQUEST

#### Request permission for out of state travel to:

- Drive to Appleton, WI
- August 1-4
- Conference dates: August 2nd & 3rd

**Who will be attending:** 10 – 12 Site Team representatives from throughout the district.

#### Learning strands offered:

- Assessment, Grading and Reporting
- Best Practices in Literacy Instruction
- Best Practices in Mathematics Instruction
- Best Practices in Science Instruction
- Civil Rights in Education
- Collective Teacher Efficacy
- Differentiated Instruction
- Instructional Coaching
- Leadership
- Mental Wellness
- Social Emotional Learning
- Unique Learning Abilities

## School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director  
Detroit Lakes Public Schools  
[kyliejohnson@detlakes.k12.mn.us](mailto:kyliejohnson@detlakes.k12.mn.us)



DATE: May 17, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Classified Bargaining Committee: Jennifer Pederson (Board Member), Nancy Olson (Retired HR Director), Kylie Johnson (HR Director), Jason Kuehn (Business Manager), Mark Jenson (Superintendent)

SUBJECT: **2021-23 DLSEAA Contract Finalization**

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The Classified Bargaining Committee is recommending a two-year salary and fringe benefit increase as a result of Detroit Lakes Special Education Administrators Association (DLSEAA) contract bargaining.

Base salary increases of 3.5% for 2021-22 and 3.5% for 2022-23. Benefit changes for DLSEAA include increased monthly health insurance contributions to \$1,085/family, and \$680/single, plans effective 2022-23. Retro pay applies effective 7/1/2021.

The total two-year package increase percent is 6.98% (\$10,834 total increase – total package cost of \$326,988.)

The Classified Bargaining Committee recommends approval of the above 2021-23 contract.
--



# Detroit Lakes Public Schools

## Monthly Enrollment Summary

### 2021-2022

Month: May 1

**D.L. Preschool Special Ed.**

	EIC	ECSE	Total
Roosevelt	37	86	123

**Non-resident Preschool Special Ed.**

	EIC	ECSE	Total
Roosevelt	2	10	12

**KINDERGARTEN**

	Kind.	Kind SpEd	Total
Roosevelt	76	20	96
Rossman	75	23	98
<b>Totals</b>	151	43	194

**GRADES 1 - 5**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	86	87	104	96	109	482
Rossman	91	97	103	99	101	491
<b>Totals</b>	177	184	207	195	210	973

**ELEMENTARY TOTALS**

Kindergarten	Gr.1-5	Total
194	973	1167

**MIDDLE SCHOOL**

	Grade 6	Grade 7	Grade 8	Total
Middle School	198	179	190	567

**SENIOR HIGH**

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	245	229	204	145	823	2	39	864

**2021-2022**

**K-12 Total**

2687
------

**2020-2021**

**K-12 Total**

2677
------

**2019-2020**

**K-12 Total**

2908
------

**MONTHLY TOTALS\***

EIC	39
ECSE	96
Kind. Sp. Ed.	43
Kindergarten	151
Grades 1-5	973
Middle School	567
Senior High	864
ALC	83
Transitions	6
<b>TOTAL</b>	<b>2816</b>

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

**LAKER TRANSITIONS**

D.L.	4
Other	2
<b>Total</b>	<b>6</b>

**ALC**

D.L.	54
Other	29
<b>Total</b>	<b>83</b>



# Detroit Lakes Public Schools Yearly Enrollment Summary 2021-2022

Date:           May 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	37		50	57	70	74	69	72	76	82	86

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	2		4	4	5	7	7	8	9	9	10

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	20	Roosevelt	79	80	78	77	79	78	77	78	76
Rossman	20	18	18	18	18	20	20	21	23	Rossman	82	80	79	78	78	79	78	77	75
<b>Totals</b>	39	37	37	39	37	39	39	40	43	<b>Totals</b>	161	160	157	155	157	157	155	155	151

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

Grade One										Grade Two									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	89	89	88	87	87	87	87	88	86	Roosevelt	91	92	89	89	89	89	89	89	87
Rossman	91	91	92	93	92	94	91	91	91	Rossman	96	97	95	96	96	98	98	97	97
<b>Totals</b>	180	180	180	180	179	181	178	179	177	<b>Totals</b>	187	189	184	185	185	187	187	186	184

Grade Three										Grade Four									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	102	102	103	105	104	105	105	103	104	Roosevelt	97	98	97	99	98	97	97	97	96
Rossman	105	104	102	102	104	104	103	103	103	Rossman	98	98	98	97	97	98	97	99	99
<b>Totals</b>	207	206	205	207	208	209	208	206	207	<b>Totals</b>	195	196	195	196	195	195	194	196	195

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



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2021-2022

Date:           May 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	482	Resident	38	41	45	48	47	76	44	58	54
Rossman	488	488	486	487	488	494	489	491	491	Non-Resid.	12	20	25	30	30	37	29	26	29
<b>Totals</b>	976	979	974	978	976	981	975	979	973	<b>Total</b>	50	61	70	78	77	113	73	84	83

Middle School									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Grade Six	211	210	210	207	204	201	199	199	198
Grade Seven	183	182	180	178	178	176	179	181	179
Grade Eight	202	199	197	195	195	192	192	189	190
<b>Totals</b>	596	591	587	580	577	569	570	569	567

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	255	253	253	254	256	248	248	245	245
Gr. Ten	250	247	242	237	233	234	232	230	229
Gr. Eleven	220	208	208	208	208	207	206	203	204
Gr. Twelve	190	167	166	162	162	153	152	144	145
<b>Subtotals</b>	915	875	869	861	859	842	838	822	823
PSEO-FT	0	-	-	-	-	2	2	2	2
PSEO-PT	0	29	29	29	29	39	39	39	39
<b>Totals</b>	915	904	898	890	888	883	879	863	864



# Detroit Lakes Public Schools Elementary Grade Sections 2021-2022

Date:           May 1          

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>19.40</b>
	Section 1&3	19	19	21	21	
	Section 2&4	19	19	20	16	
	Section 5&6	20		20		
Building Average		19.20		19.60		
<b>Grade 1</b>						<b>17.60</b>
	Section 1&3	17	17	18	19	
	Section 2&4	18	17	17	18	
	Section 5	17		18		
Building Average		17.20		18.00		
<b>Grade 2</b>						<b>18.30</b>
	Section 1&3	18	19	19	19	
	Section 2&4	17	17	20	21	
	Section 5	16		17		
Building Average		17.40		19.20		
<b>Grade 3</b>						<b>20.70</b>
	Section 1&3	20	21	21	21	
	Section 2&4	22	20	21	21	
	Section 5	21		19		
Building Average		20.80		20.60		
<b>Grade 4</b>	Section 1&3	24	24	24	25	<b>24.38</b>
	Section 2&4	23	25	25	25	
	Section 5					
	Building Average		24.00		24.75	
<b>Grade 5</b>						<b>20.25</b>
	Section 1&3	21	21	26	25	
	Section 2&4	22	22	25	0	
	Section 5					
Building Average		21.50		19.00		

The district class size average for K-5 is:

**18.15**

The class size average on this page is different than the class size average calculated by the State. The class size average on this page reflects students in a classroom with the regular classroom teacher and does not count specialists such as music, phy.ed. and art teachers which the state uses in calculating class size average.

**INDEPENDENT SCHOOL DISTRICT #22**  
**TRANSPORTATION COMMITTEE MEETING AGENDA**  
**Transportation Committee Meeting - May 11, 2022**

A Transportation Committee Meeting was held on Wednesday, May 11, 2022 at the District Office. In attendance were Mark Jenson (Superintendent), Colin Gedrose (Supervisor of Operations), John Steffl (School Board Chair), Amy Erickson (School Board Member), and Jason Kuehn (Director of Finance and Operations).

**1. 2022-23 and 2023-24 Motor Coach Services**

The Transportation Committee reviewed a financial comparison between the two motor coach bids submitted by Anderson Bus and Coach and Olander Bus Service. After discussion, the committee recommended approving the bid submitted by Anderson Bus and Coach. Director of Finance and Operations Kuehn will notify both contractors of the committee's decision and work to finalize the contract with Anderson Bus and Coach for the June School Board meeting.

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

The committee met with Olander Bus Service 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.

Additionally, the committee reviewed a revised proposal from Schultz Bus Garage for their current routes. The committee will provide a response to Schultz in regards to their proposal.



**INDEPENDENT SCHOOL DISTRICT #22**  
**FACILITIES COMMITTEE MEETING AGENDA**  
**Facilities Committee Meeting May 17, 2022**

A Facilities Committee Meeting was held at 12:00 PM on Tuesday, May 17th, 2022 at the District Office. In attendance were Colin Gedrose, Mark Jenson, John Steffl, Amy Erickson, April Thomas, Rob Nielsen, Tim Vagle, Josh Omang and Jason Kuehn.

**1. DLHS Updates**

The committee was updated on construction progress at DLHS which included the demolition of the Media Center area and the wrap-up of the first phase of the fitness area. Existing equipment will be moved into the fitness area until the new equipment arrives. Once that transition happens, the second phase of the remodel of the fitness area will begin. This will include the transformation of the current weight room into a dance/fitness studio. Beginning June 1st the remodel of the Media Center will continue, as well as the demolition work in the remaining classrooms that will be remodeled.

The committee was also updated on plans for the DLHS Greenhouse. Principal Omang and Supervisor Gedrose shared updated drawings to include rough-in plumbing for the greenhouse and updated water connection to the high school. The committee recommended moving forward with the project with the updated drawings pending approval from the State of Minnesota.

**2. Construction Change Orders**

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

**3. Network and Telephone System Upgrade Project**

Director of Technology Vagle presented to the committee on the Technology Departments review of the district's network and telephone infrastructure, as well as the recommendation of necessary upgrades to improve network speeds and telephone system. Director of Finance Kuehn reviewed how the district would fund the project, which includes the reimbursement through E-Rate funding and a Software Lease Agreement with zero percent interest through Cisco Capital for five (5) years and an annual payment of \$274,754.84. The committee recommends approval for the district to sign the lease agreement.

**4. 2022-23 Capital Improvement Project List**

Supervisor of Operations Gedrose and Director of Finance Kuehn presented on the list of proposed capital improvement projects for both the district and each site. Highlighted were projects outside of the scope of the current construction project that included site improvements, building

**INDEPENDENT SCHOOL DISTRICT #22  
FINANCE COMMITTEE MEETING AGENDA  
Finance Committee Meeting - May 19, 2022**

**Members Present:**

<b>Jennifer Pederson</b>	<b>April Thomas</b>
<b>Mark Jenson</b>	<b>Jason Kuehn</b>

**Members Absent:** Courtney Henderson

A Finance Committee Meeting was held on Thursday, May 19th, 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 March and receipts for the month of March.**

**2. Review of Disbursements**

**Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for April. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of April. Lastly, the committee recommends approval of the check summaries for both May 9th and May 23rd.**

**3. FY 2022-24 Auditing Services Proposals**

**After reviewing the proposals again the committee recommends moving forward with the proposal from Eide Bailly. Director of Finance Kuehn will work to prepare a finalized agreement for the June School Board meeting.**

**Next Meeting - Thursday, June 23rd 2022**