



DETROIT LAKES PUBLIC SCHOOLS

AGENDA

REGULAR SCHOOL BOARD MEETING

Monday, June 27, 2022 - 7:00 AM

City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

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

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

BOARD MEMBERS:

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

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

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

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

John Steffl, Chair
22370 Steffl Road
Callaway, MN 56521
218.850.5060

April Thomas, Clerk
25592 Almquist Road
Detroit Lakes, MN 56501
651.271.1818

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 June 27, 2023 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. PROGRAM PRESENTATIONS

Presenter:

A. Q-Comp Presentation

Presenter: Pam Daly Q-Comp Coordinator

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 May 23, 2022 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve June 27, 2022 Personnel Agenda Items
- E. Approve the 2022 Tenure List
- F. Approve the Renewal of the Minnesota Rural Education Association (MREA) Membership for the 22-23 School year.
- G. Approve the Renewal of Membership in the Minnesota State High School League
- H. Approve Katrena Lende as Officer of Election for the November 8, 2022, School Board Election held in conjunction with the Becker County Auditor's Office Regular Election.
- I. Approve the Resolution Establishing Dates for Filing Candidacy
- J. Approve 2022 General Election Timeline in Conjunction with the Becker County Auditor Election Procedures.
- K. Approve the Resolution calling for an Election
- L. Approve Employee Policy Provisions for Confidential Clerical & IT Employees.
- M. Approve the Policy Provisions for Specialized/Professional Employees
- N. Approve the Project Search License Agreement
- O. Approve Activity Fee & Admission Price Schedules for 2022-2023 School year
- P. **Approve the Second Reading of Policies**
Presenter: Steffl, Board Chair
 - 1. 513- Student Promotion, Retention and Program Design
 - 2. 515- Protection and Privacy of Pupil Records Policy
 - 3. 515.FM- Protection and Privacy of Pupil Records Form
 - 4. 516- Student Medication
 - 5. 517-Student Recruiting
- Q. **Donations**
 - 1. \$2,500 from Bell Bank for Pay It Forward.
 - 2. \$600 from Ag Country Farm Credit Services for ECFE School Readiness Programs.
 - 3. \$500 from Arvig for Robotics
 - 4. \$500 from BTD for Robotics
 - 5. \$500 from Damien Society
 - 6. \$250 from Shrine Club for ALC and their help with the Circus.
 - 7. \$250 from Noon Rotary for Robotics
 - 8. \$200 from Anonymous for Rossman Lunch Accounts
 - 9. \$145 from Kiwanis for Roosevelt Science Fair.
 - 10. \$75.08 and \$33.36 from Benevity Community Impact Fund for Rossman
- R. Approve Motor Coach Transportation SY 2022-2023 and 2023-2024
- S. Approve agreement for Auditing Services for Fiscal Year 2022-2024.
- T. Approve Pupil Transportation Contract with Schultz Garage and Bus Company, Inc for 2022-2023 and 2023-2024 School years.
- U. Approve Adult Basic Education (ABE) Agreements for the 2022-2023 school year with Ada/Borup-West, Frazee-Vergas, Lake Park/Audubon, New York Mills, Norman County East, Pelican Rapids, Perham, Rothsay, Ulen-Hitterdal School Districts, and the Becker County Sheriff's Department.
- V. Authorize signatures for Josh Omang, High School Principal, and Rob Nielsen, Activities Director, for the High School Activity Fund; and Mike Suckert, Middle School Principal, and Justin Hegg, Middle School Assistant Principal, for the Middle School Activity Fund for the 2022-2023 school year. Two signatures are required on Activity Fund expenditures.
- W. Authorize signatures of Mark Jensen, Superintendent; Jason Kuehn, Director of Finance and Operations; Jennifer Stangel, Accountant; Marjorie Berg, Administrative Assistant– for all Contingency Fund Disbursements for the 2022-23 school year.
- X. Approve the Designation of the following banks as Official Depositories for K-12 depository accounts respectively for the 2022-2023 school year: Bell State Bank, Bremer Bank, Mid-Minnesota Federal Credit Union, American National Bank, Northwestern Bank, First

Security State Bank, Midwest Bank, First Security Bank, Minnesota Liquid Asset Fund, and MN Trust/PMA Administration.

- Y. Approve Mark Jenson, Jason Kuehn, Jennifer Stangel, and Kylie Johnson, to make incoming and outgoing wire transfers, stop payments, purchase CD's, inquiries on accounts, and check balances on behalf of the school district for the 2022-2023 school year.
- Z. Approve Kathy Owens, Payroll Coordinator, to be authorized to make electronic fund transfers for the following specific items: 1) Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2) Transfers to our third party administrator for our 403(b) Program; and 3) Transfers to Further Account - for our Health Savings Account (HSA) and Flex Spending Account (FSA) Program.
- AA. Approve Joint Powers Agreement with M State for ABE Services for the 2022-2023 and 2023-2024 school years.
- BB. 2022-2024 Food Service Contract with M-State Detroit Lakes - Approve the 2022-2024 Food Service Contract with M-State Detroit Lakes, as recommended.
- CC. Approve Dairy and Bakery Prices for the 2022-2023 School Year.
- DD. Approve Food Service Meal Prices for the 2022-2023 School Year.
- EE. Approve amended DLESP Seniority List

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. **Building Goals**

- 1. Rossman
- 2. Roosevelt
- 3. DLMS
- 4. DLHS
- 5. ALC

X. **ACTION ITEMS**

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

- A. **Construction Change Orders**- Approve the Construction Change Orders for the High School.
Presenter: Steffl, Board Chair
- B. **Out of State travel** - Approve the Out of State Travel Request for Mark Jenson
Presenter: Mark Jenson
- C. **2021-2023 Education Assistant Contract Settlement (DLESP)**-- Approve the Education Assistant Master Agreement for 2021 through 2023.
Presenter: Steffl, Board Chair
- D. **Approve the Renewal of the Property Liability and Employee Workers Compensation and Volunteer Coverage Insurance**
Presenter: Steffl, Board Chair
- E. **Approve the Initial Budget for 2022-2023 School Year.**
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. Sports Arena Meeting- June 7, 2022
Presenter: Steffl, Board Chair
- 2. Activities Committee- June 13, 2022
Presenter Erickson, Vice-Chair
- 3. Facilities Committee Meeting- June 16, 2022

Presenter: Erickson- Vice Chair

- C. Finance Committee Report- June 23, 2022

Presenter: Pedersen, Board Treasurer

- D. Transportation Committee Report - June 17, 2022

Presenter: Steffl, Board Chair

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. July Finance Committee Meeting- July 21, 2022- 3pm District Office

- B. July Board Meeting - July 25, 2022 7am Location TBD

- C. Joint Governance- July 6, 2022 7am in the High School Commons

XIII. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

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

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



Q Comp in DLPS



2021-22
Year Six

Q Comp Leadership Team 2021-22

Lisa Lindstrom--Lincoln
DeAnna Baukol--Roosevelt
Kristi Joppru Downey--Rossman
Katie Biggar and Keith Eckhoff--Middle School
Kelly Kalina--High School
Cara Myers--ALC
Pam Daly--Q Comp Coordinator
Renee Kerzman--Administration
Mark Jenson--Administration

Briefly, Q Comp is four things . . .

Career Ladder Opportunities

Roles

- Leadership Team
- Mentorship Team
- Research Team
- PLC leaders

Performance Pay/Alternative Salary Schedule

- Goal

Job-embedded Professional Learning

- PLCs
- Book studies
- Goals
 - Literacy
 - Individual
 - Building
 - Engagement

Teacher Evaluation

What did we add this year?

Leadership Team

- Looked at feedback on mentor program, PLCs, and our building-wide vocabulary efforts (from students' perspectives)
- Read engagement and literacy/vocabulary goals

Research Team

- Researched our next step strategies
- Met with new teachers to the district to explain literacy/vocabulary impacts
- Started a plan for vertical distribution of “power words”

What did we add this year (continued)?

Mentorship Team

- Created common list of go-to strategies for classroom management
- Actively read and discussed articles, in addition to established monthly practices

PLC leaders

- Restarted the true PLC process (after COVID)
- Reflected on what we need to get on track

Q Comp Coordinator

- Sent weekly emails with ideas for engagement and literacy goals
- Shared anonymous literacy/vocabulary goals with entire district
- Created a “teachers/rooms to visit” for year three of TE cycle; shared with all

What plans do we have for 2022-23?

PLC leader training (*PLC+*)

Mentor book study (*Daring Greatly*)

Propose strategies from Hattie's Top 20 for goals

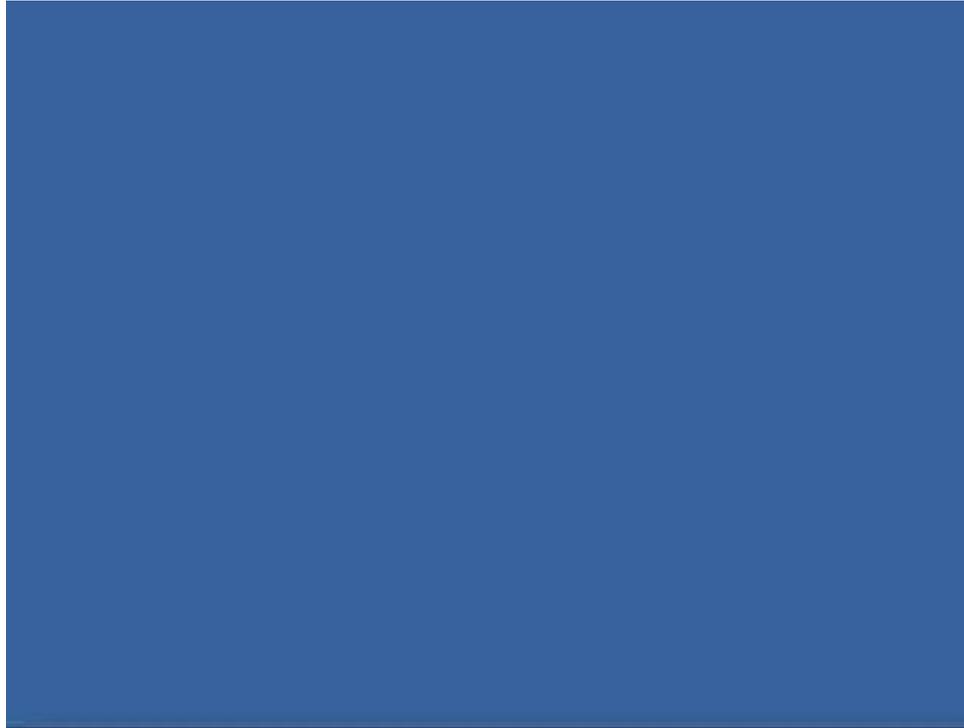
Everything we “do” in Q Comp

is focused on the positive impact we can have
on our students and their learning.

Early Childhood Special Education



Kindergarten



Questions?

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

Regular School Board Meeting
Monday, May 23, 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 Seaworth, to approve the agenda. Motion carried unanimously.

A motion was made by Erickson, seconded by Pederson, to approve the following consent agenda

Motion carried unanimously.

- A. Approve the Minutes of the April 18, 2022 Regular School Board Meeting
- B. Approve K-12 Computer Checks #667601-667691 and #667733-667814 in the amount of \$592,835.43. Hand Payable Checks #667320-667341, #667424-667450, #667566-667595, #20004102, #20220401, #202201001, #202204001-202204006, #202204101-202204102 #202204501-202204504, #202204601-202204604, and #202204801 for \$3,337720.92, for a total of \$3,930,556.36. Senior High Activity Account Hand Payable checks #400791-400837, in the amount of \$32,388.20. Middle School Activity Account Hand Payable Checks #200120-200124, in the amount of \$1535.20. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the memorandum of Agreement between AFSCME and ISD#22 (EXHIBITS)
- E. Approve the Canine Detection Service contract for 22-23 school year. (EXHIBITS)
- F. Approve 22-25 Photography Contract between IDS#22 and Caulfield. (EXHIBIT)
- G. Approve continued online option of educational programming through E-Laker Online and IDS#22. (EXHIBITS)
- H. Approve Cisco Systems Capital Corporation software lease agreement between ISD#22. (EXHIBITS)
- I. Approve the Memorandum of Agreement between ISD#22 and DLESP. (EXHIBITS)
- J. Approve the second reading of the 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
- K. \$10,000 Donation from Anonymous Donor for High School Band- Drumline

Discussion was held on the following items:

- A. First Reading of Policies:
 - a. 513- Student Promotion, Retention and Program Design
 - b. 515- Protection and Privacy of Pupil Records
 - c. 515FM- Protection and Privacy of Pupil Records Form
 - d. 516- Student Medication
 - e. 517- Student Recruiting

A Motion by Erickson, second by Tomas to approve classified Employee Contract Finalization. Motion carried Unanimously. (EXHIBIT)

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

A motion by Seaworth, second by Erickson, to approve the Termination and Non-Renewal of the teaching contract of Brenda Brooks. Motion carried unanimously.

A motion by Seaworth, second by Henderson, to approve out of state travel for Karen Nudell and Wendy Fritz. Motion carried unanimously.

A motion by Henderson, second by Thomas, to approve out of state travel for Renee Kerzman. Motion carried unanimously.

A motion by Erickson, second by Henderson, to approve 21-23 DLSEAA Contract. Motion carried unanimously.

Superintendent Jenson reported on the May Enrollment Report. (EXHIBIT)

Board Treasurer Pedersen gave an update on the Wellness Committee Report. (EXHIBIT)

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

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

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

Board Chair Steffl announced upcoming meetings.

A motion by Erickson, to adjourn the meeting at 6:13 PM, seconded by Seaworth. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

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.

Stacey Bergquist- Education Assistant, Effective end of 2021-2022 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.

Maggie Olson - Education Assistant, Effective end of 2021-2022 School year.

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 Youth 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 Youth 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.

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

Melanie Holmquist- Advisor, AI Student Council, at the rate of \$2,500 per Season, effective September 10, 2021.

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. Kiono– 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 Youth 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 Youth 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

Check Nbr	Vendor Name	Check Date	Check Amount
667870	ACT	06/13/2022	7,626.00
667871	ADVANCED BUSINESS METHODS	06/13/2022	102.90
667872	AL'S WATER SYSTEMS	06/13/2022	90.00
667873	ALLIANCE PEST PROTECTION	06/13/2022	155.00
667874	Vendor Continued Check	06/13/2022	0.00
667875	Vendor Continued Check	06/13/2022	0.00
667876	Vendor Continued Check	06/13/2022	0.00
667877	Vendor Continued Check	06/13/2022	0.00
667878	Vendor Continued Check	06/13/2022	0.00
667879	Vendor Continued Check	06/13/2022	0.00
667880	Vendor Continued Check	06/13/2022	0.00
667881	Vendor Continued Check	06/13/2022	0.00
667882	Vendor Continued Check	06/13/2022	0.00
667883	Vendor Continued Check	06/13/2022	0.00
667884	Vendor Continued Check	06/13/2022	0.00
667885	Vendor Continued Check	06/13/2022	0.00
667886	Vendor Continued Check	06/13/2022	0.00
667887	Vendor Continued Check	06/13/2022	0.00
667888	Vendor Continued Check	06/13/2022	0.00
667889	Vendor Continued Check	06/13/2022	0.00
667890	Vendor Continued Check	06/13/2022	0.00
667891	Vendor Continued Check	06/13/2022	0.00
667892	Vendor Continued Check	06/13/2022	0.00
667893	Vendor Continued Check	06/13/2022	0.00
667894	Vendor Continued Check	06/13/2022	0.00
667895	Vendor Continued Check	06/13/2022	0.00
667896	Vendor Continued Check	06/13/2022	0.00
667897	Vendor Continued Check	06/13/2022	0.00
667898	AMAZON	06/13/2022	29,687.46
667899	AMRAMP	06/13/2022	1,950.00
667900	APPLE COMPUTER, INC.	06/13/2022	799.00
667901	ASL INTERPRETING SERVICES, INC	06/13/2022	144.00
667902	BECKER PET & GARDEN	06/13/2022	22.96
667903	BEUG'S ACE HARDWARE	06/13/2022	114.88
667904	Vendor Continued Check	06/13/2022	0.00
667905	BIX PRODUCE	06/13/2022	9,533.16
667906	BLUE 84 SPIRIT	06/13/2022	548.50
667907	BLUE SKY, INC	06/13/2022	2,793.75
667908	BRENCO CORP.	06/13/2022	891.18
667909	BRIGHTLY SOFTWARE, INC	06/13/2022	4,330.86
667910	CAROLINA BIOLOGICAL SUPPLY CO.	06/13/2022	457.30
667911	CAPITAL ONE TRADE CREDIT	06/13/2022	27.34
667912	CARRIER, JOSEPH E.	06/13/2022	117.58
667913	Vendor Continued Check	06/13/2022	0.00
667914	Vendor Continued Check	06/13/2022	0.00
667915	CENTRAL MARKET	06/13/2022	849.22
667916	CIAMPI, DELFINA	06/13/2022	275.00
667917	CITI CARGO & STORAGE	06/13/2022	620.00
667918	CLEAR ADVANTAGE	06/13/2022	237.33
667919	COLLEGE BOARD	06/13/2022	5,496.00

Check Nbr	Vendor Name	Check Date	Check Amount
667920	COPPER STREET BRASS	06/13/2022	2,235.00
667921	CULINEX	06/13/2022	3,862.94
667922	DACOTAH PAPER COMPANY	06/13/2022	1,459.01
667923	DAN SCHLAUDERAFF SERVICES LLC	06/13/2022	2,051.03
667924	DETROIT PAINT & GLASS CO.	06/13/2022	1,875.40
667925	Vendor Continued Check	06/13/2022	0.00
667926	Vendor Continued Check	06/13/2022	0.00
667927	Vendor Continued Check	06/13/2022	0.00
667928	Vendor Continued Check	06/13/2022	0.00
667929	EAST SIDE JERSEY DAIRY ESJD	06/13/2022	5,994.73
667930	ECKHOFF, KEITH A	06/13/2022	88.97
667931	EDUCATORS BENEFIT CONSULTANTS,	06/13/2022	213.10
667932	ESSENTIA HEALTH	06/13/2022	3,000.00
667933	EVEN, MICHAEL W J	06/13/2022	30.72
667934	F-M DRAPERIES, LLC	06/13/2022	1,295.00
667935	FELBER PIANO TUNING	06/13/2022	485.00
667936	FERGUSON WATERWORKS	06/13/2022	1,033.84
667937	FLAG HOUSE	06/13/2022	3,014.14
667938	FODE, RHONDA J	06/13/2022	174.92
667939	FUN EXPRESS, LLC	06/13/2022	37.83
667940	GERRELL'S SPORT CENTER	06/13/2022	1,075.00
667941	GIVEN, RIKKI	06/13/2022	32.76
667942	GRAINGER, INC.	06/13/2022	1,356.76
667943	HAWKINS, INC.	06/13/2022	1,490.29
667944	HCI CLEANING PRODUCTS, LLC	06/13/2022	105.00
667945	HEFTA, REED G	06/13/2022	71.85
667946	HEIMARK, JENNIFER L	06/13/2022	52.00
667947	HELLEKSON, JENNIFER	06/13/2022	385.10
667948	HELM, MICHAEL	06/13/2022	165.00
667949	HERZOG ROOFING, INC.	06/13/2022	6,015.00
667950	HEYER ENGINEERING, INC	06/13/2022	699.90
667951	Vendor Continued Check	06/13/2022	0.00
667952	HILLYARD / HUTCHINSON	06/13/2022	5,982.58
667953	HOLMQUIST, MELANIE M	06/13/2022	631.63
667954	HUT AMERICAN GROUP LLC	06/13/2022	334.88
667955	HUTCHINSON, TERRI J	06/13/2022	243.60
667956	J.W. PEPPER & SON, INC.	06/13/2022	942.99
667957	JANAYA DAVIS	06/13/2022	45.00
667958	JERGER, SAMANTHA L	06/13/2022	41.86
667959	JOHNSON, KYLIE M	06/13/2022	53.82
667960	JOHNSON'S LOCK & KEY	06/13/2022	926.70
667961	JOSTENS	06/13/2022	201.09
667962	KEMPENICH, JACOB	06/13/2022	228.70
667963	KIRSCH, CELICIA A	06/13/2022	23.52
667964	KNOPF, AMY J	06/13/2022	67.27
667965	KVEBAK, MARY E	06/13/2022	121.91
667966	L&M FLEET SUPPLY, INC.	06/13/2022	2,368.95
667967	LABINE, MICHAEL L	06/13/2022	162.35
667968	LAKER LOCKER	06/13/2022	519.00
667969	LAKESHIRTS ZEPHYR, LLC	06/13/2022	829.23

Check Nbr	Vendor Name	Check Date	Check Amount
667970	LAKES COUNTRY SERVICE CO-OP.	06/13/2022	1,077.00
667971	LEIGHTON BROADCASTING	06/13/2022	6,715.00
667972	MAHUBE-OTWA COMMUNITY ACTION P	06/13/2022	16,820.00
667973	Vendor Continued Check	06/13/2022	0.00
667974	MARK'S ELECTRIC INC.	06/13/2022	6,039.06
667975	MARENEM INC.	06/13/2022	2,100.00
667976	MASSP	06/13/2022	550.00
667977	MCARTHUR TILE COMPANY	06/13/2022	3,400.00
667978	MENARDS - DETROIT LAKES	06/13/2022	255.15
667979	METROPOLITAN MECHANICAL CONTRA	06/13/2022	6,843.30
667980	MICKELSON, LISA M	06/13/2022	40.04
667981	MID STATES WIRELESS, INC.	06/13/2022	121.00
667982	MIDWEST SPECIAL INSTRUMENTS	06/13/2022	177.29
667983	MINNKOTA RECYCLING	06/13/2022	50.00
667984	MN DEPT OF LABOR AND INDUSTRY	06/13/2022	55.00
667985	MINNESOTA FLYERS GYMNASTICS, I	06/13/2022	162.50
667986	MOBILE RADIO ENGINEERING. INC.	06/13/2022	668.00
667987	MORBEN, ASHLEY	06/13/2022	329.32
667988	MN STATE COMMUNITY & TECHNICAL	06/13/2022	163.89
667989	MYERS, CARA L	06/13/2022	327.71
667990	NCS PEARSON, INC.	06/13/2022	90.00
667991	NERESON CHEVROLET INC.	06/13/2022	373.00
667992	NORSEMAN MOTORS, INC.	06/13/2022	82.35
667993	ODP BUSINESS SOLUTIONS LLC	06/13/2022	311.93
667994	OTIS ELEVATOR COMPANY	06/13/2022	150.00
667995	OTTERTAIL MINN-DAKOTA COACHES	06/13/2022	1,185.70
667996	PAN-O-GOLD BAKING CO.	06/13/2022	171.14
667997	PEPSI	06/13/2022	2,213.14
667998	Vendor Continued Check	06/13/2022	0.00
667999	PERFORMANCE FOODSERVICE	06/13/2022	6,213.05
668000	PETTIT, ABBY L	06/13/2022	152.73
668001	POPP BINDING & LAMINATING	06/13/2022	5,366.24
668002	POTVIN, MARK	06/13/2022	567.69
668003	POWERSCHOOL GROUP LLC	06/13/2022	10,603.00
668004	Vendor Continued Check	06/13/2022	0.00
668005	PRECISION PRINTING	06/13/2022	2,841.50
668006	PREMIUM WATERS, INC.	06/13/2022	52.59
668007	PRO PRINT, INC.	06/13/2022	214.30
668008	RDO EQUIPMENT CO.	06/13/2022	817.54
668009	REBECCA SCHUELLER TRAINING & C	06/13/2022	1,925.00
668010	RENNEBERG HARDWOODS	06/13/2022	1,530.79
668011	RETHWISCH, FRANCINE J	06/13/2022	18.54
668012	RIFTON EQUIPMENT	06/13/2022	310.25
668013	ROJAS, TERESA	06/13/2022	1,500.00
668014	RPM ATHLETICS LLC	06/13/2022	276.00
668015	RWP, INC.	06/13/2022	13,179.30
668016	SCAN AIR FILTER, INC.	06/13/2022	1,690.31
668017	SCHILTZ, KRISTIN	06/13/2022	88.50
668018	SCHMITT DIRECTOR CENTERS	06/13/2022	867.86
668019	SCHOOL SPECIALTY LLC	06/13/2022	935.76

Check Nbr	Vendor Name	Check Date	Check Amount
668020	SHOPSABRE	06/13/2022	645.00
668021	SMITH, QUENTIN	06/13/2022	300.00
668022	SPED FORMS LLC	06/13/2022	8,540.00
668023	SQUIRES, ALAN K	06/13/2022	72.55
668024	STENERSON BROS. LUMBER CO.	06/13/2022	86.30
668025	SUMMIT FIRE PROTECTION	06/13/2022	486.25
668026	SUOJA, WENDY	06/13/2022	342.19
668027	SWANSON'S REPAIR	06/13/2022	30.99
668028	SWOBODA, KARI A	06/13/2022	109.69
668029	THORWALDSEN, SHEA L	06/13/2022	301.86
668030	TRAFERA	06/13/2022	3,990.79
668031	TRICORNE AUDIO INC.	06/13/2022	1,303.28
668032	TROPHY HOUSE	06/13/2022	40.50
668033	Vendor Continued Check	06/13/2022	0.00
668034	UPPER LAKES FOODS, INC.	06/13/2022	5,306.61
668035	US MATH RECOVERY COUNCIL	06/13/2022	5,217.00
668036	WATER BILLBOARDS	06/13/2022	432.00
668037	WESTRUM, SANDRA E	06/13/2022	214.45
668038	WHITE EARTH WILD RICE	06/13/2022	180.00
668039	WOLLIN, JUDY A	06/13/2022	360.00
668040	YLINIEMI, JULIE	06/13/2022	674.99

171 Computer Check(s) For a Total of 247,151.71

	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
	171	Computer	Checks For a Total of	247,151.71
Total For	171	Manual, Wire Tran, ACH & Computer	Checks	247,151.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	247,151.71

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	278.95	3,216.38	168,648.76	172,144.09
02	FOOD SERVICE	0.00	119.22	35,061.47	35,180.69
03	TRANSPORTATION F	0.00	0.00	780.49	780.49
04	COMMUNITY SERVIC	0.00	0.00	27,443.41	27,443.41
05	CAPITAL EXPENDIT	0.00	0.00	11,265.51	11,265.51
06	BUILDING FUND	0.00	0.00	37.52	37.52
18	CUSTODIAL FUNDS	0.00	0.00	300.00	300.00

Check Nbr	Vendor Name	Check Date	Check Amount
668063	A-OX WELDING SUPPLY CO. INC.	06/27/2022	451.35
668064	ADVANCED BUSINESS METHODS	06/27/2022	2,870.59
668065	ADVENTIST CHRISTIAN SCHOOL	06/27/2022	1,263.52
668066	AERUS	06/27/2022	59,080.00
668067	AIM ELECTRONICS, INC.	06/27/2022	15,620.00
668068	ALL FLAGS, LLC	06/27/2022	246.71
668069	Vendor Continued Check	06/27/2022	0.00
668070	Vendor Continued Check	06/27/2022	0.00
668071	Vendor Continued Check	06/27/2022	0.00
668072	Vendor Continued Check	06/27/2022	0.00
668073	Vendor Continued Check	06/27/2022	0.00
668074	Vendor Continued Check	06/27/2022	0.00
668075	Vendor Continued Check	06/27/2022	0.00
668076	AMAZON	06/27/2022	14,732.99
668077	AMERICAN TIME & SIGNAL CO.	06/27/2022	513.91
668078	ANGLO-AMERICAN OIL CO.	06/27/2022	46.57
668079	ARROW ELECTRIC SUPPLY COMPANY	06/27/2022	26.43
668080	ARVIG	06/27/2022	6,550.00
668081	BACH COMPANY	06/27/2022	3,562.80
668082	BECKER COUNTY TRANSIT	06/27/2022	300.00
668083	BECKER COUNTY ENVIRONMENTAL SE	06/27/2022	357.00
668084	BENCHMARK EDUCATION	06/27/2022	544.50
668085	BEUG'S ACE HARDWARE	06/27/2022	302.06
668086	BIX PRODUCE	06/27/2022	550.07
668087	BRUSHMARKS SIGN	06/27/2022	40.06
668088	CAPITAL ONE TRADE CREDIT	06/27/2022	43.44
668089	CENTRAL MARKET	06/27/2022	819.01
668090	CITI CARGO & STORAGE	06/27/2022	250.00
668091	CMTA	06/27/2022	1,982.50
668092	COLE PAPERS	06/27/2022	631.05
668093	CONTINENTAL CLAY COMPANY	06/27/2022	62.56
668094	CUMMINS SALE & SERVICE	06/27/2022	974.21
668095	DALY, PAMELA R	06/27/2022	75.24
668096	DAN SCHLAUDERAFF SERVICES LLC	06/27/2022	1,004.97
668097	DETROIT PAINT & GLASS CO.	06/27/2022	155.00
668098	DETROIT LAKES DISPOSAL	06/27/2022	2,658.63
668099	DETROIT LAKES FLORAL & GIFTS	06/27/2022	129.45
668100	DETROIT LAKES CHIROPRACTIC	06/27/2022	95.00
668101	EAST SIDE JERSEY DAIRY ESJD	06/27/2022	274.45
668102	EDMENTUM, INC.	06/27/2022	18,436.00
668103	EDUCATORS BENEFIT CONSULTANTS,	06/27/2022	577.66
668104	EMERGENT SYSTEMS EXCHANGE, LLC	06/27/2022	588.00
668105	ESSENTIA HEALTH	06/27/2022	2,265.00
668106	FARGO PUBLIC SCHOOLS	06/27/2022	1,067.52
668107	FOLLETT CONTENT SOLUTIONS, INC	06/27/2022	1,408.06
668108	GAG, KELLY J.	06/27/2022	93.60
668109	GRAINGER, INC.	06/27/2022	217.02
668110	Vendor Continued Check	06/27/2022	0.00
668111	Vendor Continued Check	06/27/2022	0.00
668112	GREEN'S PLUMBING & MODERN HEAT	06/27/2022	11,213.61

Check Nbr	Vendor Name	Check Date	Check Amount
668113	THE HARTFORD	06/27/2022	652.00
668114	HEBERT, NANCY	06/27/2022	150.00
668115	HERZOG ROOFING, INC.	06/27/2022	495.00
668116	HILLYARD / HUTCHINSON	06/27/2022	2,182.03
668117	HOBART SALES & SERVICE AGENCY	06/27/2022	249.50
668118	Vendor Continued Check	06/27/2022	0.00
668119	HOGLUND BUS CO., INC.	06/27/2022	65.30
668120	HOSKINS, JEAN M	06/27/2022	226.06
668121	HOUGH INC.	06/27/2022	300.00
668122	IDEAL SERVICES, INC.	06/27/2022	5,200.00
668123	INSECT LORE	06/27/2022	116.92
668124	JET-WAY MULTIPLE SERVICES, INC	06/27/2022	737.50
668125	JOHNSON CONTROLS	06/27/2022	7,809.00
668126	JOSTENS	06/27/2022	71.23
668127	DAVID B. KNOFF CONSTRUCTION	06/27/2022	7,271.74
668128	L&M FLEET SUPPLY, INC.	06/27/2022	1,073.19
668129	LAKESHORE LEARNING MATERIALS	06/27/2022	4,733.86
668130	LAKES COUNTRY SERVICE CO-OP.	06/27/2022	99.00
668131	LEIGHTON BROADCASTING	06/27/2022	1,544.00
668132	MACPHAIL CENTER FOR MUSIC	06/27/2022	945.00
668133	Vendor Continued Check	06/27/2022	0.00
668134	MARK'S ELECTRIC INC.	06/27/2022	14,147.97
668135	MBN ENGINEERING, INC	06/27/2022	129.00
668136	MCGRAW-HILL LLC	06/27/2022	6,108.36
668137	MENARDS - DETROIT LAKES	06/27/2022	893.12
668138	MIDWEST TECHNOLOGY PRODUCTS	06/27/2022	749.00
668139	MILLER YARD CARE AND CONSTRUCT	06/27/2022	472.00
668140	MINNKOTA RECYCLING	06/27/2022	265.00
668141	MN ELEM. SCHOOL PRINCIPALS' AS	06/27/2022	965.00
668142	MINNESOTA HISTORICAL SOCIETY	06/27/2022	120.00
668143	MORSE, ANDREW	06/27/2022	102.45
668144	MN STATE COMMUNITY & TECHNICAL	06/27/2022	338.81
668145	MVP LOGISTICS LLC	06/27/2022	268.65
668146	MYERS, CARA L	06/27/2022	51.97
668147	Vendor Continued Check	06/27/2022	0.00
668148	NARDINI FIRE EQUIPMENT CO.	06/27/2022	2,861.25
668149	NELSON INTERNATIONAL, INC.	06/27/2022	390.17
668150	NERESON AUTOMOTIVE INC.	06/27/2022	165.91
668151	ODP BUSINESS SOLUTIONS LLC	06/27/2022	85.68
668152	OFFICE OF MN. IT SERVICES	06/27/2022	1,800.13
668153	PAN-O-GOLD BAKING CO.	06/27/2022	115.44
668154	POPPLERS MUSIC STORE	06/27/2022	48.95
668155	PREMIER BIOTECH, INC.	06/27/2022	138.73
668156	PRECISION PRINTING	06/27/2022	2,704.25
668157	PREMIUM WATERS, INC.	06/27/2022	121.48
668158	QUADIENT FINANCE USA, INC.	06/27/2022	1,000.00
668159	RDO EQUIPMENT CO.	06/27/2022	75.16
668160	REDWOOD TOXICOLOGY LABORATORY,	06/27/2022	136.04
668161	RUPP, ANDERSON, SQUIRES & WALD	06/27/2022	616.50
668162	SCHUCK CHARTERS & TOURS	06/27/2022	1,334.50

Check Nbr	Vendor Name	Check Date	Check Amount
668163	SEPTIC VAC	06/27/2022	425.00
668164	SKYWARD	06/27/2022	4,971.75
668165	STEIN'S INC.	06/27/2022	448.90
668166	STELLHER HUMAN SERVICES, INC.	06/27/2022	10,990.00
668167	SUMMIT FIRE PROTECTION	06/27/2022	286.25
668168	SUNRAM, JOY	06/27/2022	82.07
668169	TEAM LAB	06/27/2022	150.00
668170	TEXTBOOK WAREHOUSE	06/27/2022	803.35
668171	THE JUICE PLUS + COMPANY	06/27/2022	1,155.00
668172	THORSON, JOHNNA A	06/27/2022	270.14
668173	TRANSWORLD SYSTEMS INC.	06/27/2022	39.69
668174	WALKER BOOKSTORE	06/27/2022	395.31
112	Computer	Check(s) For a Total of	242,224.85

	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
	112	Computer	Checks For a Total of	242,224.85
Total For	112	Manual, Wire Tran, ACH & Computer	Checks	242,224.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	242,224.85

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	1,630.74	146.90	191,772.70	193,550.34
02	FOOD SERVICE	0.00	142.14	2,371.42	2,513.56
03	TRANSPORTATION F	0.00	0.00	485.17	485.17
04	COMMUNITY SERVIC	0.00	0.00	4,990.31	4,990.31
05	CAPITAL EXPENDIT	0.00	0.00	23,390.47	23,390.47
06	BUILDING FUND	0.00	0.00	15,620.00	15,620.00
18	CUSTODIAL FUNDS	0.00	0.00	1,675.00	1,675.00

Check Nbr	Vendor Name	Check Date	Check Amount
668175	BDT MECHANICAL, LLC	06/27/2022	31,143.57
668176	BERGSTROM ELECTRIC, INC.	06/27/2022	7,230.45
668177	FAR-MOOR ACOUSTICS & FLOORS, L	06/27/2022	71,250.00
668178	GEHRTZ CONSTRUCTION SERVICES	06/27/2022	14,196.39
668179	H&B SPECIALIZED PRODUCTS, INC.	06/27/2022	4,601.65
668180	INTEGRITY STEEL SUPPLY, LLC	06/27/2022	47,484.20
668181	MERIT PAINTING INC.	06/27/2022	11,400.00
668182	RED RIVER GLAZING, INC	06/27/2022	2,850.00
8	Computer	Check(s) For a Total of	190,156.26

	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
	8	Computer	Checks For a Total of	190,156.26
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	190,156.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	190,156.26

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	190,156.26	190,156.26

May 2022 Hand Payables Summary

Fund	Total
01 - General Fund	\$3,381,919.19
02 - Food Service	\$92,214.70
03 - Transportation	\$281,768.16
04 - Community Service Fund	\$88,434.94
05 - Capital Expenditure Fund	\$2,998.92
18 - Custodial Fund	\$6,100.65
88 - Activities Account	\$45,694.30
Total	\$3,899,130.86

May 2022 Hand Payables Total

\$3,899,130.86

CHECK NUMBER VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
200126 MINNESOTA ASSOC. OF STUDENT CO	05/16/2022	18 students/1 advisor	380.00
		Totals for 200126	380.00
200127 VAGLE, LINDA	05/23/2022	Imagination/student ice cream treats	125.00
		Totals for 200127	125.00
200128 EVEN, MICHAEL	05/24/2022	Spirit/student ice cream treats	48.76
		Totals for 200128	48.76
200129 IND. SCHOOL DISTRICT #22	05/25/2022	ENERGIZE WITH EXERCISE/TRANSPORTATION TO MTN 3/9 AND 4/7	92.00
		Totals for 200129	92.00
200130 CENTER STAGE DANCE	05/26/2022	Energize With Exercise/2 days of dance	200.00
		Totals for 200130	200.00
200131 AASTUEN, BENJAMIN	05/27/2022	Quest/donut reward party for honor students	28.36
		Totals for 200131	28.36
200132 BERNTSON, JULIE	05/27/2022	Quest/student ice cream sandwiches	132.61
		Totals for 200132	132.61
200133 MAISONNEUVE, SHEA	05/27/2022	Red Team/student rewards and auction	106.82
		Totals for 200133	106.82
		Totals for BNK31	1,113.55
400838 BEUG'S ACE HARDWARE	05/03/2022	ROBOTICS SUPPLIES INVOICE 220856	24.50
		Totals for 400838	24.50
400839 CAPITAL ONE TRADE CREDIT	05/03/2022	ROBOTICS SUPPLIES INVOICE B35117	4.99
		Totals for 400839	4.99
400840 CENTRAL MARKET	05/03/2022	NA CLUB PO	67.87
		Totals for 400840	67.87
400841 COBBER MEN'S BASKETBAL	05/03/2022	DLHS BBB SUMMER TOURNAMENT TEAMS	550.00
		Totals for 400841	550.00
400842 DOLL, MARGARET	05/03/2022	REIMBURSE FOR TRACK SUPPLIES	206.07
		Totals for 400842	206.07
400843 EVERSON, MARK	05/03/2022	REIMBURSE FOR CHOIR TRIP BAGGAGE FOR STUDENTS	240.00
		Totals for 400843	240.00
400844 HOUGLUM, BRENDA	05/03/2022	REIMBRUSE FOR CHOIR TRIP BAGGAGE CHECK FOR STUDENTS	270.00
		Totals for 400844	270.00
400845 IND. SCHOOL DISTRICT #22	05/03/2022	Multiple Invoices	6,423.73
		Totals for 400845	6,423.73
400846 LARSON, KATHRYN	05/03/2022	REIMBURSEMENT FOR ALL CITY LUNCH AND SUPPLIES FOR STUDENTS	120.97

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Totals for 400846	120.97
400847	LINK, SAMANTHA	05/03/2022	REIMBURSE FOR PROM SNACKS	239.47
			Totals for 400847	239.47
400848	MN BPA	05/03/2022	DLHS BPA HOTEL AND STATE REGISTRATION FOR NATIONAL DEVELOPMENT CONFERENCE	2,860.90
			Totals for 400848	2,860.90
400849	OCHSNER, NATHAN	05/03/2022	REIMB FOR INTERACT MEETING SNACKS	35.97
			Totals for 400849	35.97
400850	PRECISION PRINTING	05/03/2022	GBB STATE PROGRAMS AND SR NIGHT FLYER INVOICE 101961	431.00
			Totals for 400850	431.00
400851	STEWART, LOGAN	05/03/2022	REIMBURSE FOR HOTEL ROOMS FOR ROBOTICS FIRST COMPETITION	960.70
			Totals for 400851	960.70
400852	SUNSET LANES	05/03/2022	DLHS Adap Bowling lunch	85.00
			Totals for 400852	85.00
400853	ARES SPORTSWEAR	05/13/2022	DLHS Dance invoice 691112	1,782.00
			Totals for 400853	1,782.00
400854	BECKER COUNTY SPORTSMEN'S CLUB	05/13/2022	DLHS Trap inv 2019.76	4,690.00
			Totals for 400854	4,690.00
400855	BLUE 84 SPIRIT	05/13/2022	Dance team invoice 1547734	125.00
			Totals for 400855	125.00
400856	BREAKDOWN SPORTS USA, INC	05/13/2022	DLHS Volleyball	525.00
			Totals for 400856	525.00
400857	BSN SPORTS	05/13/2022	DLHS BBB	856.80
			Totals for 400857	856.80
400858	BUFFALO RIVER VOLLEYBALL	05/13/2022	DLHS volleyball	250.00
			Totals for 400858	250.00
400859	DETROIT LAKES HIGH SCHOOL	05/13/2022	Multiple Invoices	440.00
			Totals for 400859	440.00
400860	HOGIE, BRAEDEN	05/13/2022	reimburse for BPA uber rides at state	317.06
			Totals for 400860	317.06
400861	IND. SCHOOL DISTRICT #22	05/13/2022	Reimb district for prom supplies at Menards on activity credit card	387.04
			Totals for 400861	387.04
400862	JB'S CUSTOM APPAREL	05/13/2022	Multiple Invoices	574.00
			Totals for 400862	574.00
400863	OCHSNER, NATHAN	05/13/2022	Multiple Invoices	285.50
			Totals for 400863	285.50

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
400864	SCHNATHORST, VERNON	05/13/2022	reimb for pull over and shirt for player	102.00
			Totals for 400864	102.00
400865	SECTION 8AA MSHSL	05/13/2022	DLHS & Roseau Wrestling dues	200.00
400865	SECTION 8AA MSHSL	05/18/2022	DLHS & Roseau Wrestling dues	-200.00
			Totals for 400865	0.00
400866	SIEWERT, TIMOTHY	05/13/2022	reimb for pops concert supplies	267.79
			Totals for 400866	267.79
400867	SMITH, KRIS	05/13/2022	Multiple Invoices	567.40
			Totals for 400867	567.40
400868	STEARNS, AMY	05/13/2022	reimburse for BPA science museum tickets at state bpa for students	140.00
			Totals for 400868	140.00
400869	TROPHY HOUSE	05/13/2022	Band awards invoice 258592	141.00
			Totals for 400869	141.00
400870	USA CLAY TARGET LEAGUE	05/13/2022	DLHS Clay Target League Invoice TT-2022-S-MN-002erw	1,395.00
			Totals for 400870	1,395.00
400871	BREAKDOWN SPORTS USA, INC	05/17/2022	BBB Summer Tourney	410.00
			Totals for 400871	410.00
400872	BUSSDIEKER, JUSTIN	05/17/2022	Prom decorations	269.00
			Totals for 400872	269.00
400873	HUB 41	05/17/2022	Multiple Invoices	2,054.00
			Totals for 400873	2,054.00
400874	RAICHE, JENNY	05/17/2022	Dance team clinic	716.92
			Totals for 400874	716.92
400875	BURNSIDE, JENNIFER	05/17/2022	Reimb for NHS Cords and treats	71.88
			Totals for 400875	71.88
400876	SECTION 8AA MSHSL	05/17/2022	DLHS & Roseau Wrestling dues	200.00
			Totals for 400876	200.00
400877	JOHNSON, REECE	05/19/2022	reimb for FFA supplies	59.20
			Totals for 400877	59.20
400878	TROWBRIDGE, HEATHER	05/19/2022	refund for trap fee	200.00
			Totals for 400878	200.00
400879	MINNESOTA TWINS	05/20/2022	DLHS MN Twins Tickets 6/11	4,370.00
			Totals for 400879	4,370.00
400880	THE BUFF	05/20/2022	DLHS track team meal	763.48
			Totals for 400880	763.48

CHECK		CHECK	INVOICE	
NUMBER	VENDOR	DATE	DESCRIPTION	AMOUNT
400881	LAKER LOCKER	05/20/2022	track shirts invoice 5544	930.00
			Totals for 400881	930.00
400882	LINK, SAMANTHA	05/20/2022	Reimb for decorations	186.43
			Totals for 400882	186.43
400883	MEAD, ADAM	05/20/2022	Speed & Strength Athlete Workshop	100.00
			Totals for 400883	100.00
400884	MITCHELL, MELISSA	05/20/2022	Speed & Strength Athlete Presentation	100.00
			Totals for 400884	100.00
400885	PAPA JOHN'S	05/20/2022	DHLS Track Meal	231.92
			Totals for 400885	231.92
400886	BECKER COUNTY SPORTSMEN'S CLUB	05/26/2022	DLHS Trap invoice 2019.76	4,690.00
			Totals for 400886	4,690.00
400887	BRAUN, GANNON	05/26/2022	refund on baggage for trip	60.00
			Totals for 400887	60.00
400888	BRUSHMARKS SIGN	05/26/2022	GGolf Medals Invoice 14129	30.00
			Totals for 400888	30.00
400889	FLAA, NATHAN	05/26/2022	refund for overpayment on choir trip	381.20
			Totals for 400889	381.20
400890	HAUS, MARY	05/26/2022	Reimb for student council awards, supplies, treats	199.61
			Totals for 400890	199.61
400891	LINK, SAMANTHA	05/26/2022	reimb for prom supplies	186.43
			Totals for 400891	186.43
400892	MARTIN, DUSTIN	05/26/2022	reimb for ggolf team rooms	1,797.92
			Totals for 400892	1,797.92
400893	NATIONAL FFA ORGANIZATION	05/26/2022	DLHS FFA Acct 11268 Invoice MDS267897	94.00
			Totals for 400893	94.00
400894	SANDOVAL, AMANDA	05/26/2022	Reim partial drivers ed per J Carrier	150.00
			Totals for 400894	150.00
400895	SMITH, QUENTIN	05/26/2022	DLHS Prom	700.00
			Totals for 400895	700.00
400896	THE ICE CREAM TRUCK	05/26/2022	ALC graduation ice cream	112.00
			Totals for 400896	112.00
400897	WARREN, CASSIE	05/26/2022	Reim partial drivers ed per J Carrier	150.00
			Totals for 400897	150.00
			Totals for BNK41	44,580.75
667596	CASH-WA DISTRIBUTING CO.	05/03/2022	FOOD	3,404.73
			Totals for 667596	3,404.73

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
667597	FURTHER	05/03/2022	APRIL 2022 PARTICIPANT FEES	415.80
			Totals for 667597	415.80
667598	KIRCHNER, PHILIP	05/03/2022	REIMB FOR FUEL IN #61	92.49
667598	KIRCHNER, PHILIP	05/03/2022	REIMB FOR FUEL IN #61	-92.49
			Totals for 667598	0.00
667599	MADISON NATIONAL LIFE INSURANC	05/03/2022	LTD INS PREMIUM -MAY 2022	2,793.14
			Totals for 667599	2,793.14
667600	SKJOLD, ANNE	05/03/2022	REIMB FOR FOOD	95.76
			Totals for 667600	95.76
667692	OLANDER BUS SERVICE INC.	05/05/2022	Multiple Invoices	169,968.39
			Totals for 667692	169,968.39
667693	SCHULTZ BUS COMPANY	05/05/2022	APRIL 2022 TRANSPORTATION & COVID	89,611.00
			Totals for 667693	89,611.00
667694	ARVIG COMMUNICATION SYSTEMS	05/06/2022	Multiple Invoices	664.72
			Totals for 667694	664.72
667695	CASH-WA DISTRIBUTING CO.	05/06/2022	Multiple Invoices	2,212.35
			Totals for 667695	2,212.35
667701	DISTRICT AUXILIARY ACCOUNT	05/06/2022	Multiple Invoices	5,377.95
			Totals for 667701	5,377.95
667702	KOONS, BOBBI	05/06/2022	REIMB FOR MEALS & GAS FOR BOYS STATE SWIM MEET	179.50
			Totals for 667702	179.50
667703	MADISON NATIONAL LIFE INSURANC	05/06/2022	NATIONAL LIFE - MAY 2022 COVERAGE	2,093.29
			Totals for 667703	2,093.29
667704	OCHSNER, NATHAN	05/06/2022	REIMB FOR WALMART PURCHASE	68.84
			Totals for 667704	68.84
667705	SCHWARTZ, JEAN	05/06/2022	MILEAGE FOR REGIONAL NURSE MTG	53.82
			Totals for 667705	53.82
667706	KIRCHNER, PHILIP	05/03/2022	REIMB FOR FUEL IN #61	92.49
			Totals for 667706	92.49
667707	INDEPENDENT SCHOOL DIST. #22	05/09/2022	Payroll Accrual	1,159.61
667707	INDEPENDENT SCHOOL DIST. #22	05/09/2022	Payroll Accrual	-1,159.61
			Totals for 667707	0.00
667708	CASH-WA DISTRIBUTING CO.	05/10/2022	FOOD	1,048.57
			Totals for 667708	1,048.57
667709	ERICKSON, AMY	05/10/2022	REIMB FOR POST PROM SUPPLIES	1,500.00
			Totals for 667709	1,500.00
667710	AMER. FAMILY LIFE ASSURANCE CO	05/13/2022	Payroll accrual	243.18

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
			Totals for 667710	243.18
667711	AFSCME COUNCIL 65	05/13/2022	Payroll accrual	344.34
			Totals for 667711	344.34
667712	D. L. ATHLETIC FOUNDATION	05/13/2022	Payroll accrual	168.00
			Totals for 667712	168.00
667713	D.L. PUBLIC EDUCATION FOUNDATI	05/13/2022	Payroll accrual	41.00
			Totals for 667713	41.00
667714	IND. SCHOOL DISTRICT #22	05/13/2022	Multiple Invoices	6,789.25
			Totals for 667714	6,789.25
667715	MINNESOTA CHILD SUPPORT	05/13/2022	Multiple Invoices	1,067.50
			Totals for 667715	1,067.50
667716	SUPPORT PAYMENT CLEARINGHOUSE	05/13/2022	Payroll Accrual	335.91
			Totals for 667716	335.91
667717	U.S. TREASURY	05/13/2022	Payroll accrual	107.37
			Totals for 667717	107.37
667718	UNITED WAY OF BECKER COUNTY	05/13/2022	Payroll accrual	287.00
			Totals for 667718	287.00
667719	CARRIER, JOSEPH	05/13/2022	FUEL REIMB	50.03
			Totals for 667719	50.03
667720	CASH-WA DISTRIBUTING CO.	05/13/2022	Multiple Invoices	4,067.77
			Totals for 667720	4,067.77
667724	DISTRICT AUXILIARY ACCOUNT	05/13/2022	Multiple Invoices	5,698.28
			Totals for 667724	5,698.28
667725	ARVIG COMMUNICATION SYSTEMS	05/17/2022	MAY 2022 SERVICE	1,852.78
			Totals for 667725	1,852.78
667726	CASH-WA DISTRIBUTING CO.	05/17/2022	FOOD	1,740.57
			Totals for 667726	1,740.57
667728	CITY OF DETROIT LAKES	05/17/2022	Multiple Invoices	16,580.97
			Totals for 667728	16,580.97
667729	MN PEIP	05/17/2022	HEALTH INS -JUNE 2022	305,599.10
			Totals for 667729	305,599.10
667730	MINNESOTA ENERGY RESOURCES	05/17/2022	Multiple Invoices	1,825.59
			Totals for 667730	1,825.59
667731	SKJOLD, ANNE	05/17/2022	REIMB FOR FOOD PURCHASE	311.76
			Totals for 667731	311.76
667732	VERIZON WIRELESS	05/17/2022	Multiple Invoices	1,612.80
			Totals for 667732	1,612.80

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>DESCRIPTION</u>	
667815 BLASCZYK, WILLIAM	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	68.23
		Totals for 667815	68.23
667816 BUCKANAGA, ANTHONY	05/20/2022	REIMB FOR MILEAGE	210.60
		Totals for 667816	210.60
667817 BURNSIDE, JENNIFER	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	70.56
		Totals for 667817	70.56
667818 CARRIER, JOSEPH	05/20/2022	REIMB FOR CENTRAL MARKET	51.03
		Totals for 667818	51.03
667819 CASH-WA DISTRIBUTING CO.	05/20/2022	FOOD	1,388.74
		Totals for 667819	1,388.74
667820 CONTINGENT FUND	05/20/2022	GRAD BASH EXPENSES	2,400.00
		Totals for 667820	2,400.00
667825 DISTRICT AUXILIARY ACCOUNT	05/20/2022	Multiple Invoices	4,271.44
		Totals for 667825	4,271.44
667826 GULSETH, MARK	05/20/2022	REIMB FOR FUEL -BASEBALL TRIP	80.86
		Totals for 667826	80.86
667827 HARRIER, CALI	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	80.74
		Totals for 667827	80.74
667828 HENNIS, CHRISTINE	05/20/2022	REFUND FOR LUNCH ACCT BALANCE	25.20
		Totals for 667828	25.20
667829 HOLMQUIST, MELANIE	05/20/2022	Multiple Invoices	257.44
		Totals for 667829	257.44
667830 INTERMEDIATE DISTRICT #287	05/20/2022	21-22 CARE & TREATMENT BILLING	7,980.00
		Totals for 667830	7,980.00
667831 JENSON, MATTHEW	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	33.29
		Totals for 667831	33.29
667832 KVEBAK, MARY	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	33.00
		Totals for 667832	33.00
667833 LENZEN, CARLY	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	188.90
		Totals for 667833	188.90
667834 LINK, SAMANTHA	05/20/2022	REIMB FOR NASHVILLE CONFERENCE	107.00
		Totals for 667834	107.00
667835 MARTIN, DUSTIN	05/20/2022	REIMB FOR GIRLS GOLF ENTRY FEE	198.00
		Totals for 667835	198.00
667836 MN STATE COMMUNITY & TECHNICAL	05/20/2022	3% CATERING COMMISSION FOR 21-22	684.89
		Totals for 667836	684.89
667837 OLANDER BUS SERVICE INC.	05/20/2022	APRIL EXTRA TRIPS	6,380.67
		Totals for 667837	6,380.67

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
667838	ZAMZO, STEVEN	05/20/2022	REIMB FOR POST PROM ITEMS	670.32
			Totals for 667838	670.32
667839	CASH-WA DISTRIBUTING CO.	05/24/2022	FOOD	898.21
			Totals for 667839	898.21
667840	FOLTZ TRUCKING	05/24/2022	REIMB FOR CANCELLED CLASS	140.00
			Totals for 667840	140.00
667841	FURTHER	05/24/2022	MAY PARTICIPANT FEES	415.80
			Totals for 667841	415.80
667842	MADISON NATIONAL LIFE INSURANC	05/24/2022	JUNE LIFE INS	1,998.58
			Totals for 667842	1,998.58
667843	SHOULTZ, G. PHILLIP III	05/24/2022	REIMB FOR FOOD & MILEAGE	332.56
			Totals for 667843	332.56
667847	CASH-WA DISTRIBUTING CO.	05/27/2022	Multiple Invoices	403.62
			Totals for 667847	403.62
667848	CITY OF DETROIT LAKES	05/27/2022	4/8/22 -5/8/22 SERVICE	1,023.85
			Totals for 667848	1,023.85
667849	CONSTELLATION NEW ENERGY GAS D	05/27/2022	APRIL 2022 SERVICE	8,040.52
			Totals for 667849	8,040.52
667850	FREEMAN, BELINDA	05/27/2022	REIMB FOR COMM. ED SUPPLIES	161.62
			Totals for 667850	161.62
667851	HENDRICKSON, JASON	05/27/2022	REIMB FOR FUEL	47.76
			Totals for 667851	47.76
667852	OKESON, JULIA	05/27/2022	REIMB FOR POST PROM SUPPLIES	1,530.33
			Totals for 667852	1,530.33
667853	SKJOLD, ANNE	05/27/2022	REIMB FOR FOOD PURCHASED	215.35
			Totals for 667853	215.35
667854	AMER. FAMILY LIFE ASSURANCE CO	05/27/2022	Payroll accrual	243.18
			Totals for 667854	243.18
667855	AFSCME COUNCIL 65	05/27/2022	Payroll accrual	351.44
			Totals for 667855	351.44
667856	D.L. EDUCATION MINNESOTA	05/27/2022	Payroll accrual	1,166.46
			Totals for 667856	1,166.46
667857	D. L. ATHLETIC FOUNDATION	05/27/2022	Payroll accrual	168.00
			Totals for 667857	168.00
667858	D.L. PUBLIC EDUCATION FOUNDATI	05/27/2022	Payroll accrual	41.00
			Totals for 667858	41.00
667859	D.L. EDUCATION MINNESOTA	05/27/2022	Payroll accrual	19,864.36

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE DESCRIPTION	AMOUNT
			Totals for 667859	19,864.36
667860	IND. SCHOOL DISTRICT #22	05/27/2022	Multiple Invoices	6,789.25
			Totals for 667860	6,789.25
667861	MINNESOTA CHILD SUPPORT	05/27/2022	Multiple Invoices	1,037.50
			Totals for 667861	1,037.50
667862	MN SCHOOL EMPLOYEES ASSOC.	05/27/2022	Payroll accrual	418.13
			Totals for 667862	418.13
667863	SUPPORT PAYMENT CLEARINGHOUSE	05/27/2022	Payroll Accrual	335.91
			Totals for 667863	335.91
667864	U.S. TREASURY	05/27/2022	Payroll accrual	3,179.60
			Totals for 667864	3,179.60
667865	UNITED WAY OF BECKER COUNTY	05/27/2022	Payroll accrual	287.00
			Totals for 667865	287.00
202205001	INTERNAL REVENUE SERVICE	05/09/2022	Multiple Invoices	245.23
202205001	INTERNAL REVENUE SERVICE	05/13/2022	Multiple Invoices	202,339.07
			Totals for 202205001	202,584.30
202205002	INTERNAL REVENUE SERVICE	05/27/2022	Multiple Invoices	385,595.64
			Totals for 202205002	385,595.64
202205003	MINNESOTA REVENUE	05/09/2022	Payroll accrual	43.89
202205003	MINNESOTA REVENUE	05/13/2022	Payroll accrual	31,321.12
			Totals for 202205003	31,365.01
202205004	MINNESOTA REVENUE	05/27/2022	Payroll accrual	63,394.82
			Totals for 202205004	63,394.82
202205005	INDEPENDENT SCHOOL DIST. #22	05/09/2022	Payroll Accrual	1,159.61
202205005	INDEPENDENT SCHOOL DIST. #22	05/13/2022	Multiple Invoices	647,255.02
			Totals for 202205005	648,414.63
202205006	INDEPENDENT SCHOOL DIST. #22	05/27/2022	Payroll Accrual	1,198,471.14
			Totals for 202205006	1,198,471.14
202205101	EDUCATORS BENEFIT CONSULTANTS,	05/13/2022	Multiple Invoices	34,452.75
			Totals for 202205101	34,452.75
202205102	EDUCATORS BENEFIT CONSULTANTS,	05/27/2022	Multiple Invoices	34,452.51
			Totals for 202205102	34,452.51
202205501	PUBLIC EMPLOYEES RETIREMENT	05/09/2022	Multiple Invoices	202.01
202205501	PUBLIC EMPLOYEES RETIREMENT	05/13/2022	Multiple Invoices	34,564.71
			Totals for 202205501	34,766.72
202205502	PUBLIC EMPLOYEES RETIREMENT	05/27/2022	Multiple Invoices	44,359.15
			Totals for 202205502	44,359.15
202205503	MN TEACHERS RETIREMENT ASSOC.	05/13/2022	Multiple Invoices	118,170.45
			Totals for 202205503	118,170.45

<u>CHECK NUMBER</u>	<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>
202205504	MN TEACHERS RETIREMENT ASSOC.	05/27/2022	Multiple Invoices	206,866.71
Totals for 202205504				206,866.71
202205601	MINNESOTA STATE RETIREMENT SYS	05/09/2022	Multiple Invoices	20.00
202205601	MINNESOTA STATE RETIREMENT SYS	05/13/2022	Multiple Invoices	12,540.84
Totals for 202205601				12,560.84
202205602	MINNESOTA STATE RETIREMENT SYS	05/27/2022	Multiple Invoices	12,513.34
Totals for 202205602				12,513.34
202205603	FURTHER	05/13/2022	Payroll accrual	11,115.24
Totals for 202205603				11,115.24
202205604	FURTHER	05/27/2022	Payroll accrual	10,865.24
Totals for 202205604				10,865.24
202205801	CORPORATE PAYMENT SYSTEMS	05/31/2022	Multiple Invoices	16,363.76
Totals for 202205801				16,363.76
202205999	DEPT OF EMPLOYMENT & ECONOMIC	05/13/2022	UNEMPLOYMENT FOR Q1 2022	84,549.82
Totals for 202205999				84,549.82
Totals for BNK5				3,853,436.56
Totals for checks				3,899,130.86

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	3,226,050.10	-0.06	155,869.15	3,381,919.19
02	FOOD SERVICE	73,124.29	120.96	18,969.45	92,214.70
03	TRANSPORTATION FUND	18,755.11	0.00	263,013.05	281,768.16
04	COMMUNITY SERVICE FUND	87,758.48	140.00	536.46	88,434.94
05	CAPITAL EXPENDITURE	0.00	0.00	2,998.92	2,998.92
18	CUSTODIAL FUNDS	0.00	0.00	6,100.65	6,100.65
88	ACTIVITIES	0.00	716.92	44,977.38	45,694.30
***	Fund Summary Totals ***	3,405,687.98	977.82	492,465.06	3,899,130.86

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

BANK RECONCILIATION

5/31/22

BREMER BANK STATEMENT BALANCE	270,348.63
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(27,985.63)
BANK ENDING STATEMENT BALANCE	<u>242,363.00</u>
BOOK BALANCE - PRIOR MONTH ENDING	247,959.28
ADD: RECEIPTS (FROM RECEIPTS REPORT)	39,035.13
LESS: PAYMENTS (CHECKS REPORT)	(44,580.75)
MISC FEES: Acct Analysis Fee & NSF Prom Check	(50.66)
BOOK ENDING BALANCE	<u>242,363.00</u>

DIFFERENCE

Cash Flow - Earliest To Date

7/1/1998 through 6/6/2022

6/6/2022

Page 1

Category	7/1/1998- 6/6/2022
INFLOWS	
Uncategorized	0.00
005 I-ATH	273.99
006-JSA-SGA	0.00
007 INTERACT	1,961.75
010 I-BPA	904.01
015 I-BAND	1,321.54
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	269.67
030 I-BBB	8,976.07
040 I-GBB	13,121.42
045 I-Cheer	239.66
050 I-CHOIR	12,337.48
051I All City Choir	0.00
053 I-CC	5,700.20
055 I-SKI	1,920.59
060 I-DANCE	9,566.97
065 I	0.00
070 I-FFA	19,358.43
075 I	0.00
080 I-FB	25,295.29
082 I-BGOLF	10,214.57
083 I-GGOLF	5,972.44
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	1,091.07
110 I	0.00
115 I-NACLUB	6,103.10
116 I	0.00
117 I-Robotics	5,166.31
118 I	0.00
119	0.00
120 I-PROM	26,420.63
125- Trap	0.00
126 I-Trap Shooting	-1,852.13
128 I-BSOC	159.40
129 I-GSOC	5,441.33
130 I	0.00
132 I-SB	23,909.90
133 I-SPAN	157.21
134 I	0.00
135 I-SPEECH	3,745.13

Cash Flow - Earliest To Date

7/1/1998 through 6/6/2022

6/6/2022

Page 2

Category	7/1/1998- 6/6/2022
140 I-STUD. CO.	8,242.60
141I-Link Crew	404.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	6,298.08
143 Sidekicks	15.00
144 I-BSWIM	1,502.47
145 I-GSWIM	3,072.64
147 I-TARGET	629.32
149I-ALC	6,289.17
150 I-GTEN	499.40
151 I-BTEN	167.75
155 I-TRACK	5,827.10
157 I	0.00
160 I-VB	6,870.73
163 I	0.00
165 I-WREST	100.88
170 I-INT.	0.00
171I-Service Fee's	-72.00
180 I	0.00
TOTAL INFLOWS	242,363.00
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	242,363.00

FD	T	ORG	PRG	CRS	FIN	GLN	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
88	A		101	41		CASH	227,124.44	495,153.60	479,001.04	243,277.00
88	A		101	--		CASH	227,124.44	495,153.60	479,001.04	243,277.00
88	-		---	--		*ACTIVITIES	227,124.44	495,153.60	479,001.04	243,277.00

FD	T	ORG	PRG	CRS	FIN	GLN	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
Grand Asset Totals							227,124.44	495,153.60	479,001.04	243,277.00

Number of Accounts: 1

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

Acct Nbr	Description	Reference	Trans Date	Post Date	Debit	Credit
88 E 041 296 122 888 401	CORRECTION: CK # 400874 POSTED TO WRONG	050001	05/17/2022	05/31/2022	716.92	0.00
88 R 041 296 122 888 051	CORRECTION: CK#400874 POSTED TO WRONG AC	050001	05/17/2022	05/31/2022	0.00	716.92
	0.00 Totals for 05/17/2022					
88 A 101 31	BREMER - INTEREST RECEIVED	0531001	05/31/2022	05/31/2022	0.08	0.00
88 R 031 298 127 888 092	BREMER - INTEREST RECEIVED	0531001	05/31/2022	05/31/2022	0.00	0.08
88 E 041 298 138 888 319	BANKING FEE - MAY 2022	0541001	05/31/2022	05/31/2022	10.66	0.00
88 A 101 41	BANKING FEE - MAY 2022	0541001	05/31/2022	05/31/2022	0.00	10.66
	0.00 Totals for 05/31/2022					
	0.00 Total for Journal Entries					

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
88	ACTIVITIES	-10.58	-717.00	727.58	0.00
***	Fund Summary Totals ***	-10.58	-717.00	727.58	0.00

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

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
400838	BEUG'S ACE HARDWARE	05/03/2022	88 E 041 298 046 888 401	ROBOTICS SUPPLIES INVOICE 220856	24.50
				Totals for 400838	24.50
400839	CAPITAL ONE TRADE CREDIT	05/03/2022	88 E 041 298 046 888 401	ROBOTICS SUPPLIES INVOICE B35117	4.99
				Totals for 400839	4.99
400840	CENTRAL MARKET	05/03/2022	88 E 041 298 242 888 401	NA CLUB PO	67.87
				Totals for 400840	67.87
400841	COBBER MEN'S BASKETBAL	05/03/2022	88 E 041 294 105 888 401	DLHS BBB SUMMER TOURNAMENT TEAMS	550.00
				Totals for 400841	550.00
400842	DOLL, MARGARET	05/03/2022	88 E 041 292 130 888 401	REIMBURSE FOR TRACK SUPPLIES	206.07
				Totals for 400842	206.07
400843	EVERSON, MARK	05/03/2022	88 E 041 298 264 888 401	REIMBURSE FOR CHOIR TRIP BAGGAGE FOR STUDENTS	240.00
				Totals for 400843	240.00
400844	HOUGLUM, BRENDA	05/03/2022	88 E 041 298 264 888 401	REIMBRUSE FOR CHOIR TRIP BAGGAGE CHECK FOR STUDENTS	270.00
				Totals for 400844	270.00
400845	IND. SCHOOL DISTRICT #22	05/03/2022	88 E 041 298 249 888 401	REIMBURSE FOR FFA STUDENT CONVENTION HOTEL ROOMS	1,074.01
400845	IND. SCHOOL DISTRICT #22	05/03/2022	88 E 041 298 264 888 401	CHOIR BUS TRIP TO AND HOME FROM THE AIRPORT FOR NYC TRIP	2,740.26
400845	IND. SCHOOL DISTRICT #22	05/03/2022	88 E 041 298 046 888 401	ROBOTICS BUS TRIP TO AND FROM FIRST COMPETITION IN MSP	2,609.46
				Totals for 400845	6,423.73
400846	LARSON, KATHRYN	05/03/2022	88 E 041 298 264 888 401	REIMBURSEMENT FOR ALL CITY LUNCH AND SUPPLIES FOR STUDENTS	120.97
				Totals for 400846	120.97
400847	LINK, SAMANTHA	05/03/2022	88 E 041 298 117 888 401	REIMBURSE FOR PROM SNACKS	239.47
				Totals for 400847	239.47
400848	MN BPA	05/03/2022	88 E 041 298 245 888 401	DLHS BPA HOTEL AND STATE REGISTRATION FOR NATIONAL DEVELOPMENT CONFERENCE	2,860.90
				Totals for 400848	2,860.90
400849	OCHSNER, NATHAN	05/03/2022	88 E 041 298 267 888 401	REIMB FOR INTERACT MEETING SNACKS	35.97
				Totals for 400849	35.97
400850	PRECISION PRINTING	05/03/2022	88 E 041 296 105 888 401	GBB STATE PROGRAMS AND SR NIGHT FLYER INVOICE 101961	431.00
				Totals for 400850	431.00
400851	STEWART, LOGAN	05/03/2022	88 E 041 298 046 888 401	REIMBURSE FOR HOTEL ROOMS FOR	960.70

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				ROBOTICS FIRST COMPETITION	
				Totals for 400851	960.70
400852	SUNSET LANES	05/03/2022	88 E 041 298 142 888 401	DLHS Adap Bowling lunch	85.00
				Totals for 400852	85.00
400853	ARES SPORTSWEAR	05/13/2022	88 E 041 296 122 888 401	DLHS Dance invoice 691112	1,782.00
				Totals for 400853	1,782.00
400854	BECKER COUNTY SPORTMEN'S CLUB	05/13/2022	88 E 041 298 125 888 401	DLHS Trap inv 2019.76	4,690.00
				Totals for 400854	4,690.00
400855	BLUE 84 SPIRIT	05/13/2022	88 E 041 296 122 888 401	Dance team invoice 1547734	125.00
				Totals for 400855	125.00
400856	BREAKDOWN SPORTS USA, INC	05/13/2022	88 E 041 296 131 888 401	DLHS Volleyball	525.00
				Totals for 400856	525.00
400857	BSN SPORTS	05/13/2022	88 E 041 294 105 888 401	DLHS BBB	856.80
				Totals for 400857	856.80
400858	BUFFALO RIVER VOLLEYBALL	05/13/2022	88 E 041 296 131 888 401	DLHS volleyball	250.00
				Totals for 400858	250.00
400859	DETROIT LAKES HIGH SCHOOL	05/13/2022	88 E 041 298 242 888 401	NA Club Prom & Post Prom tickets for NA students	320.00
400859	DETROIT LAKES HIGH SCHOOL	05/13/2022	88 E 041 298 242 888 401	NA Club Students Grad Bash & Yard signs	120.00
				Totals for 400859	440.00
400860	HOGIE, BRAEDEN	05/13/2022	88 E 041 298 245 888 401	reimburse for BPA uber rides at state	317.06
				Totals for 400860	317.06
400861	IND. SCHOOL DISTRICT #22	05/13/2022	88 E 041 298 117 888 401	Reimb district for prom supplies at Menards on activity credit card	387.04
				Totals for 400861	387.04
400862	JB'S CUSTOM APPAREL	05/13/2022	88 E 041 298 046 888 401	robotics shirt invoice 16988	130.00
400862	JB'S CUSTOM APPAREL	05/13/2022	88 E 041 298 242 888 401	NA Club clothing invoice 16974	444.00
				Totals for 400862	574.00
400863	OCHSNER, NATHAN	05/13/2022	88 E 041 298 267 888 401	reimburse for interact end of year certificates	195.49
400863	OCHSNER, NATHAN	05/13/2022	88 E 041 298 117 888 401	reimb for prom supplies and materials	90.01
				Totals for 400863	285.50
400864	SCHNATHORST, VERNON	05/13/2022	88 E 041 294 113 888 401	reimb for pull over and shirt for player	102.00
				Totals for 400864	102.00
400865	SECTION 8AA MSHSL	05/13/2022	88 E 041 294 132 888 401	DLHS & Roseau Wrestling dues	200.00
400865	SECTION 8AA MSHSL	05/18/2022	88 E 041 294 132 888 401	DLHS & Roseau Wrestling dues	-200.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				Totals for 400865	0.00
400866	SIEWERT, TIMOTHY	05/13/2022	88 E 041 298 263 888 401	reimb for pops concert supplies	267.79
				Totals for 400866	267.79
400867	SMITH, KRIS	05/13/2022	88 E 041 294 113 888 401	Shag bags for boys golf order CS35189	283.70
400867	SMITH, KRIS	05/13/2022	88 E 041 296 113 888 401	GGolf shag bags	283.70
				Totals for 400867	567.40
400868	STEARNS, AMY	05/13/2022	88 E 041 298 245 888 401	reimburse for BPA science museum tickets at state bpa for students	140.00
				Totals for 400868	140.00
400869	TROPHY HOUSE	05/13/2022	88 E 041 298 263 888 401	Band awards invoice 258592	141.00
				Totals for 400869	141.00
400870	USA CLAY TARGET LEAGUE	05/13/2022	88 E 041 298 125 888 401	DLHS Clay Target League Invoice TT-2022-S-MN-002erw	1,395.00
				Totals for 400870	1,395.00
400871	BREAKDOWN SPORTS USA, INC	05/17/2022	88 E 041 294 105 888 401	BBB Summer Tourney	410.00
				Totals for 400871	410.00
400872	BUSSDIEKER, JUSTIN	05/17/2022	88 E 041 298 117 888 401	Prom decorations	269.00
				Totals for 400872	269.00
400873	HUB 41	05/17/2022	88 E 041 296 131 888 401	VB Team Banquet	400.00
400873	HUB 41	05/17/2022	88 E 041 298 117 888 401	Prom food	1,654.00
				Totals for 400873	2,054.00
400874	RAICHE, JENNY	05/17/2022	88 R 041 296 122 888 051	Dance team clinic	716.92
				Totals for 400874	716.92
400875	BURNSIDE, JENNIFER	05/17/2022	88 E 041 298 119 888 401	Reimb for NHS Cords and treats	71.88
				Totals for 400875	71.88
400876	SECTION 8AA MSHSL	05/17/2022	88 E 041 294 132 888 401	DLHS & Roseau Wrestling dues	200.00
				Totals for 400876	200.00
400877	JOHNSON, REECE	05/19/2022	88 E 041 298 249 888 401	reimb for FFA supplies	59.20
				Totals for 400877	59.20
400878	TROWBRIDGE, HEATHER	05/19/2022	88 E 041 298 125 888 401	refund for trap fee	200.00
				Totals for 400878	200.00
400879	MINNESOTA TWINS	05/20/2022	88 E 041 298 263 888 401	DLHS MN Twins Tickets 6/11	4,370.00
				Totals for 400879	4,370.00
400880	THE BUFF	05/20/2022	88 E 041 292 130 888 401	DLHS track team meal	763.48
				Totals for 400880	763.48
400881	LAKER LOCKER	05/20/2022	88 E 041 292 130 888 401	track shirts invoice 5544	930.00

CHECK NUMBER	VENDOR	CHECK DATE	ACCOUNT NUMBER	INVOICE DESCRIPTION	AMOUNT
				Totals for 400881	930.00
400882	LINK, SAMANTHA	05/20/2022	88 E 041 298 117 888 401	Reimb for decorations	186.43
				Totals for 400882	186.43
400883	MEAD, ADAM	05/20/2022	88 E 041 292 139 888 401	Speed & Strength Athlete Workshop	100.00
				Totals for 400883	100.00
400884	MITCHELL, MELISSA	05/20/2022	88 E 041 292 139 888 401	Speed & Strength Athlete Presentation	100.00
				Totals for 400884	100.00
400885	PAPA JOHN'S	05/20/2022	88 E 041 292 130 888 401	DHLS Track Meal	231.92
				Totals for 400885	231.92
400886	BECKER COUNTY SPORTMEN'S CLUB	05/26/2022	88 E 041 298 125 888 401	DLHS Trap invoice 2019.76	4,690.00
				Totals for 400886	4,690.00
400887	BRAUN, GANNON	05/26/2022	88 E 041 298 264 888 401	refund on baggage for trip	60.00
				Totals for 400887	60.00
400888	BRUSHMARKS SIGN	05/26/2022	88 E 041 296 113 888 401	GGolf Medals Invoice 14129	30.00
				Totals for 400888	30.00
400889	FLAA, NATHAN	05/26/2022	88 E 041 298 264 888 401	refund for overpayment on choir trip	381.20
				Totals for 400889	381.20
400890	HAUS, MARY	05/26/2022	88 E 041 298 127 888 401	Reimb for student council awards, supplies, treats	199.61
				Totals for 400890	199.61
400891	LINK, SAMANTHA	05/26/2022	88 E 041 298 117 888 401	reimb for prom supplies	186.43
				Totals for 400891	186.43
400892	MARTIN, DUSTIN	05/26/2022	88 E 041 296 113 888 401	reimb for ggolf team rooms	1,797.92
				Totals for 400892	1,797.92
400893	NATIONAL FFA ORGANIZATION	05/26/2022	88 E 041 298 249 888 401	DLHS FFA Acct 11268 Invoice MDS267897	94.00
				Totals for 400893	94.00
400894	SANDOVAL, AMANDA	05/26/2022	88 E 041 298 242 888 401	Reim partial drivers ed per J Carrier	150.00
				Totals for 400894	150.00
400895	SMITH, QUENTIN	05/26/2022	88 E 041 298 117 888 401	DLHS Prom	700.00
				Totals for 400895	700.00
400896	THE ICE CREAM TRUCK	05/26/2022	88 E 041 298 266 888 401	AIC graduation ice cream	112.00
				Totals for 400896	112.00
400897	WARREN, CASSIE	05/26/2022	88 E 041 298 242 888 401	Reim partial drivers ed per J Carrier	150.00
				Totals for 400897	150.00

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

Totals for checks 44,580.75

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	716.92	43,863.83	44,580.75
***	Fund Summary Totals ***	0.00	716.92	43,863.83	44,580.75

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

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

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

Page 1 of 3
XXXXXX5879
(75)

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

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

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

Commercial Business Banking

Account number	XXXXXX5879	Beginning balance	\$261,023.41
Enclosures	75	Total additions	39,035.13
Low balance	\$257,349.74	Total subtractions	29,709.91
Average balance	\$266,089.12	Ending balance	\$270,348.63
Avg collected balance	\$265,581		

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
400717	05-17	41.35	400857	05-20	856.80
400733 *	05-09	333.55	400859 *	05-20	440.00
400797 *	05-17	43.92	400860	05-16	317.06
400802 *	05-11	100.00	400862 *	05-26	574.00
400821 *	05-02	942.50	400863	05-17	285.50
400827 *	05-02	1,208.00	400864	05-25	102.00
400831 *	05-06	1,200.00	400866 *	05-17	267.79
400832	05-05	3,360.00	400867	05-19	567.40
400835 *	05-03	84.00	400869 *	05-27	141.00
400838 *	05-09	24.50	400870	05-26	1,395.00
400839	05-06	4.99	400872 *	05-18	269.00
400840	05-06	67.87	400873	05-25	2,054.00
400841	05-13	550.00	400875 *	05-23	71.88
400842	05-20	206.07	400876	05-31	200.00
400844 *	05-10	270.00	400877	05-19	59.20
400845	05-10	6,423.73	400878	05-24	200.00
400846	05-31	120.97	400880 *	05-23	763.48
400847	05-04	239.47	400881	05-26	930.00
400849 *	05-17	35.97	400882	05-26	186.43
400850	05-17	431.00	400883	05-27	100.00
400851	05-06	960.70	400884	05-27	100.00
400852	05-10	85.00	400885	05-26	231.92
400853	05-20	1,782.00	400889 *	05-31	381.20
400855 *	05-19	125.00			
400856	05-31	525.00			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
05-13	' Return Deposit Item DDA CB Debit 000000000000000174	40.00
05-24	' Account Analysis Fee ANALYSIS ACTIVITY FOR 04/22	10.66

CREDITS

Date	Description	Additions
05-04	Deposit	13.41
05-04	Deposit	60.00
05-04	Deposit	478.00
05-04	Deposit	500.00
05-04	Deposit	700.00
05-04	Deposit	795.00
05-04	Deposit	2,205.00
05-04	Miscellaneous Credit	0.50
05-10	Deposit	150.00
05-10	Deposit	490.00
05-10	Deposit	1,097.25
05-10	Deposit	1,352.00
05-10	Deposit	1,400.00
05-10	Deposit	4,145.00
05-10	Deposit	4,810.00
05-10	' ACH Deposit Stack Pay Transfer 220510 488483748	10.00
05-13	Deposit	1,315.00
05-13	Deposit	11,020.00
05-31	Deposit	40.00
05-31	Deposit	50.00
05-31	Deposit	101.75
05-31	Deposit	150.00
05-31	Deposit	180.00
05-31	Deposit	360.00
05-31	Deposit	774.22
05-31	Deposit	1,398.00
05-31	Deposit	2,700.00
05-31	Deposit	2,730.00
05-31	' ACH Deposit Stack Pay Transfer 220531 494312051	10.00

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	261,023.41	05-10	264,025.26	05-20	269,942.20
05-02	258,872.91	05-11	263,925.26	05-23	269,106.84
05-03	258,788.91	05-13	275,670.26	05-24	268,896.18
05-04	263,301.35	05-16	275,353.20	05-25	266,740.18
05-05	259,941.35	05-17	274,247.67	05-26	263,422.83
05-06	257,707.79	05-18	273,978.67	05-27	263,081.83
05-09	257,349.74	05-19	273,227.07	05-31	270,348.63

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 75-1011901
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	100
COIN	13 41

13.41

05/04/2022 600 \$ 13.41

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	100
COIN	13 41

2205.00

05/04/2022 600 \$ 2,205.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	100
COIN	00 00

60.00

05/04/2022 600 \$ 60.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-10-22

CURRENCY	40
COIN	20 00

150.00

05/10/2022 600 \$ 150.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	478
COIN	00

478.00

05/04/2022 600 \$ 478.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-9-22

CURRENCY	490
COIN	00

490.00

05/10/2022 600 \$ 490.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	500
COIN	00

500.00

05/04/2022 600 \$ 500.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-9-22

CURRENCY	1097
COIN	25

1097.25

05/10/2022 600 \$ 1,097.25

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	700
COIN	00

700.00

05/04/2022 600 \$ 700.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-9-22

CURRENCY	1352
COIN	00

1352.00

05/10/2022 600 \$ 1,352.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-3-22

CURRENCY	795
COIN	00

795.00

05/04/2022 600 \$ 795.00

DEPOSIT TICKET 75-1011900
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 PROSPECT AVE
DETROIT LAKES, MI 48021
BREMER BANK

DATE 5-10-22

CURRENCY	1400
COIN	00

1400.00

05/10/2022 600 \$ 1,400.00

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

DATE 5-10-22
CHECK NO. 4465

ADMISSION
Prom

\$ 4465.00

⑆096010415⑆ 00705879⑆ 600

05/10/2022 600 \$ 4,145.00

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

DATE 5-26-22
CHECK NO. 101

Interest

\$ 101.75

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 101.75

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

DATE 5-5-22
CHECK NO. 4310

SB

\$ 4310.00

⑆096010415⑆ 00705879⑆ 600

05/10/2022 600 \$ 4,810.00

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

DATE 5-26-22
CHECK NO. 150

Link
CPU

\$ 150.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 150.00

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

DATE 5-13-22
CHECK NO. 1315

Bard

\$ 1315.00

⑆096010415⑆ 00705879⑆ 600

05/13/2022 600 \$ 1,315.00

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

DATE 5-26-22
CHECK NO. 180

Prom

\$ 180.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 180.00

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

DATE 5-13-22
CHECK NO. 11020

Prom

\$ 11,020.00

⑆096010415⑆ 00705879⑆ 600

05/13/2022 600 \$ 11,020.00

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

DATE 5-26-22
CHECK NO. 360

Trap

\$ 360.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 360.00

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

DATE 5-26-22
CHECK NO. 40

Prom

\$ 40.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 40.00

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

DATE 5-26-22
CHECK NO. 774

Trap

\$ 774.22

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 774.22

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

DATE 5-26-22
CHECK NO. 50

BFA

\$ 50.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 50.00

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

DATE 5-26-22
CHECK NO. 1398

\$ 1398.00

⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 1,398.00

DEPOSIT TICKET 75-101680
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 BREMER BANK
 DATE 5-26-22
 DEPOSIT AMOUNT 2,700.00
 CHECK NO. 400821
 \$ 2,700.00
 ⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 2,700.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400821
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Nine Hundred Forty-Two Dollar(s) & 50 Cents ***
 PAY TO THE ORDER OF: 04/12/2022 \$942.50
 MIGUEL'S
 1561 HICKORY LANE
 DETROIT LAKES, MN 56501
 ⑆400821⑆ ⑆096010415⑆ 00705879⑆

05/02/2022 400821 \$ 942.50

DEPOSIT TICKET 75-101680
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 BREMER BANK
 DATE 5-24-22
 DEPOSIT AMOUNT 2,730.00
 CHECK NO. 400827
 \$ 2,730.00
 ⑆096010415⑆ 00705879⑆ 600

05/31/2022 600 \$ 2,730.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400827
 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 Two Hundred Eight Dollar(s) & No Cents ***
 PAY TO THE ORDER OF: 04/22/2022 \$1,208.00
 BPA-BUSINESS PROFESSIONALS OF AMERICA
 PO BOX 729
 WESTERVILLE, OH 43086
 ⑆400827⑆ ⑆096010415⑆ 00705879⑆

05/02/2022 400827 \$ 1,208.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400717
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Forty-One Dollar(s) & 35 Cents ***
 PAY TO THE ORDER OF: 02/01/2022 \$41.35
 OCHSNER, NATHAN
 1240 LORI AVE
 DETROIT LAKES, MN 56501
 ⑆400717⑆ ⑆096010415⑆ 00705879⑆

05/17/2022 400717 \$ 41.35

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400831
 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 Two Hundred Dollar(s) & No Cents ***
 PAY TO THE ORDER OF: 04/22/2022 \$1,200.00
 MARTIN, DUSTIN
 1526 W LAKELAND DRIVE
 AUDUBON, MN 56511
 ⑆400831⑆ ⑆096010415⑆ 00705879⑆

05/06/2022 400831 \$ 1,200.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400733
 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 Thirty-Three Dollar(s) & 55 Cents ***
 PAY TO THE ORDER OF: 02/03/2022 \$333.55
 ZACHTEA PROPERTIES II, INC.
 115 WILLOW STREET STE 2A
 DETROIT LAKES, MN 56501
 ⑆400733⑆ ⑆096010415⑆ 00705879⑆

05/09/2022 400733 \$ 333.55

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400832
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Three Thousand Three Hundred Sixty Dollar(s) & No Cents ***
 PAY TO THE ORDER OF: 04/22/2022 \$3,360.00
 BREAKDOWN SPORTS CSA, INC
 PO BOX 10
 CLEAR LAKE, MN 55319
 ⑆400832⑆ ⑆096010415⑆ 00705879⑆

05/05/2022 400832 \$ 3,360.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400797
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Forty-Three Dollar(s) & 92 Cents ***
 PAY TO THE ORDER OF: 04/04/2022 \$43.92
 OCHSNER, NATHAN
 1340 LORI AVE
 DETROIT LAKES, MN 56501
 ⑆400797⑆ ⑆096010415⑆ 00705879⑆

05/17/2022 400797 \$ 43.92

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400835
 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) & No Cents ***
 PAY TO THE ORDER OF: 04/22/2022 \$84.00
 IND. SCHOOL DISTRICT #22
 702 LAKE AVENUE
 PO BOX 766
 DETROIT LAKES, MN-56501
 ⑆400835⑆ ⑆096010415⑆ 00705879⑆

05/03/2022 400835 \$ 84.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400802
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** One Hundred Dollar(s) & No Cents ***
 PAY TO THE ORDER OF: 04/05/2022 \$100.00
 HERKENHOFF, PHILIP
 3622 30TH ST. S.
 MOORHEAD, MN 56560
 ⑆400802⑆ ⑆096010415⑆ 00705879⑆

05/11/2022 400802 \$ 100.00

THIS INSTRUMENT OUGHT TO BE PAID TO THE ORDER OF THE PAYEE
 BREMER BANK, NA 400838
 CHECK NO.
 INDEPENDENT SCHOOL DISTRICT NO. 22
 DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
 1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
 (218) 847-4491
 *** Twenty-Four Dollar(s) & 50 Cents ***
 PAY TO THE ORDER OF: 05/03/2022 \$24.50
 BEUC'S ACE HARDWARE
 801 WASHINGTON AVE.
 DETROIT LAKES, MN 56501
 ⑆400838⑆ ⑆096010415⑆ 00705879⑆

05/09/2022 400838 \$ 24.50

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400839
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$4.99

CAPITAL ONE TRADE CREDIT
PO BOX 105525
ATLANTA, GA 30346-5525

J. Peterson
S. Stettin
A. Peterson

⑆400839⑆ ⑆096010415⑆ 00705879⑆

05/06/2022 400839 \$ 4.99

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400846
CHECK NO.

*** One Hundred Twenty Dollar(s) & 97 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$120.97

LARSON, KATHRYN
11119 CRY RAY 17
DETROIT LAKES, MN 56501

J. Peterson
S. Stettin
A. Peterson

⑆400846⑆ ⑆096010415⑆ 00705879⑆

05/31/2022 400846 \$ 120.97

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400840
CHECK NO.

847 2196 *** Sixty-Seven Dollar(s) & 87 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$67.87

CENTRAL MARKET
310 HWY 10 E
DETROIT LAKES, MN 56501

J. Peterson
S. Stettin
A. Peterson

⑆400840⑆ ⑆096010415⑆ 00705879⑆ ⑆0000006787⑆

05/06/2022 400840 \$ 67.87

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400847
CHECK NO.

*** Two Hundred Thirty-Nine Dollar(s) & 47 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$239.47

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

J. Peterson
S. Stettin
A. Peterson

⑆400847⑆ ⑆096010415⑆ 00705879⑆

05/04/2022 400847 \$ 239.47

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400841
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$550.00

COBBER MEN'S BASKETBALL
901 8TH STREET S.
MOORHEAD, MN 56562

J. Peterson
S. Stettin
A. Peterson

⑆400841⑆ ⑆096010415⑆ 00705879⑆

05/13/2022 400841 \$ 550.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400849
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$35.97

OCHSNER, NATHAN
1340 LORI AVE
DETROIT LAKES, MN 56501

J. Peterson
S. Stettin
A. Peterson

⑆400849⑆ ⑆096010415⑆ 00705879⑆

05/17/2022 400849 \$ 35.97

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400842
CHECK NO.

*** Two Hundred Six Dollar(s) & 3 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$206.07

DOLL, MARGARET
40192 4502N STREET
PERHAM, MN 56573

J. Peterson
S. Stettin
A. Peterson

⑆400842⑆ ⑆096010415⑆ 00705879⑆

05/20/2022 400842 \$ 206.07

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400850
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$431.00

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

J. Peterson
S. Stettin
A. Peterson

⑆400850⑆ ⑆096010415⑆ 00705879⑆

05/17/2022 400850 \$ 431.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400844
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$270.00

HOUGLUM, BRENDA
10545 280TH AVE
DETROIT LAKES, MN 56501

J. Peterson
S. Stettin
A. Peterson

⑆400844⑆ ⑆096010415⑆ 00705879⑆

05/10/2022 400844 \$ 270.00

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400851
CHECK NO.

*** Nine Hundred Sixty Dollar(s) & 70 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$960.70

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

J. Peterson
S. Stettin
A. Peterson

⑆400851⑆ ⑆096010415⑆ 00705879⑆

05/06/2022 400851 \$ 960.70

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400845
CHECK NO.

*** Six Thousand Four Hundred Twenty-Three Dollar(s) & 73 Cents ***

PAY TO THE ORDER OF: 05/03/2022 \$6,423.73

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

J. Peterson
S. Stettin
A. Peterson

⑆400845⑆ ⑆096010415⑆ 00705879⑆

05/10/2022 400845 \$ 6,423.73

THIS INSTRUMENT WHEN CASHED BY THE SCHOOL TREASURER SHALL BECOME A CHECK PAYABLE TO THE ORDER OF THE PAYEE AND BE SUBJECT TO THE SCHOOL DISTRICT'S POLICY ON THE PAYEE'S RESPONSIBILITY FOR THE PAYEE'S DEBIT.

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

BREMER BANK, NA
75101560

400852
CHECK NO.

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

PAY TO THE ORDER OF: 05/03/2022 \$85.00

SUNSET LANES
620 US HWY 75
MOORHEAD, MN 56560

J. Peterson
S. Stettin
A. Peterson

⑆400852⑆ ⑆096010415⑆ 00705879⑆

05/10/2022 400852 \$ 85.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400853
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 Seven Hundred Eighty-Two Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$1,782.00

ARES SPORTSWEAR
3704 LACON ROAD
HILLIARD, OH 43026

#400853# 1096010415# 00705879#

05/20/2022 400853 \$1,782.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400862
CHECK NO.

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

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

PAY TO THE ORDER OF: 05/13/2022 \$574.00

JE'S CUSTOM APPAREL
620 MAIN ST W
DETROIT LAKES, MN 56501

#400862# 1096010415# 00705879#

05/26/2022 400862 \$574.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400855
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-Five Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$125.00

BLUE 84 SPIRIT
PO BOX 345
DETROIT LAKES, MN 56502

#400855# 1096010415# 00705879#

05/19/2022 400855 \$125.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400863
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 Eighty-Five Dollar(s) & 50 Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$285.50

OCHSNER, NATHAN
1340 LORI AVE
DETROIT LAKES, MN 56501

#400863# 1096010415# 00705879#

05/17/2022 400863 \$285.50

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400856
CHECK NO.

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

*** Five Hundred Twenty-Five Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$525.00

BREAKDOWN SPORTS USA, INC
20 BOX 10
CLEAR LAKE, MN 55319

#400856# 1096010415# 00705879#

05/31/2022 400856 \$525.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400864
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 Two Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$102.00

SCHNATHORST, VERNON
1374 BURROUGHS ROAD
DETROIT LAKES, MN 56501

#400864# 1096010415# 00705879#

05/25/2022 400864 \$102.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400857
CHECK NO.

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

*** Eight Hundred Fifty-Six Dollar(s) & 80 Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$856.80

BSN SPORTS
PO BOX 841393
DALLAS, TX 75284-1393

#400857# 1096010415# 00705879#

05/20/2022 400857 \$856.80

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400866
CHECK NO.

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

*** Two Hundred Sixty-Seven Dollar(s) & 19 Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$267.79

STEWART, TIMOTHY
2233 PETERSON CIRCLL
DETROIT LAKES, MN 56501

#400866# 1096010415# 00705879#

05/17/2022 400866 \$267.79

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400859
CHECK NO.

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

*** Four Hundred Forty Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$440.00

DETROIT LAKES HIGH SCHOOL
1301 ROOSEVELT AVENUE
DETROIT LAKES, MN 56501

#400859# 1096010415# 00705879#

05/20/2022 400859 \$440.00

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400867
CHECK NO.

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

*** Five Hundred Sixty-Seven Dollar(s) & 40 Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$567.40

SMITH, KRIS
155 MEADOW LANE
DETROIT LAKES, MN 56501

#400867# 1096010415# 00705879#

05/19/2022 400867 \$567.40

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400860
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 Seventeen Dollar(s) & 6 Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$317.06

HOGUE, BRADEN
15841 MAPLE RIDGE RD
AUBURN, MN 56311

#400860# 1096010415# 00705879#

05/16/2022 400860 \$317.06

THIS INSTRUMENT IS VALID ONLY IF THE SCHOOL TREASURER SHALL SIGN AND SIGNATURE SHALL BE THE SAME AS THE SIGNATURE OF THE PAYEE.

BREMER BANK, NA
75-1041900

400869
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-One Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 05/13/2022 \$141.00

TROPHY HOUSE
PO BOX 205
DETROIT LAKES, MN 56502

#400869# 1096010415# 00705879#

05/27/2022 400869 \$141.00

THIS INSTRUMENT MUST BE SIGNED BY THE SCHOOL TREASURER OR THE SCHOOL BOARD MEMBER TO BE VALID FOR THE PURPOSES OF THE FUNDING AGENCY FOR THE FUNDING PURPOSES

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4451

DREMER BANK, N.A.
33 1000000

400885
CHECK NO.

*** Two Hundred Thirty-One Dollar(s) & 92 Cents*

PAY TO THE ORDER OF: 05/20/2022 \$231.92

PAPA JOHN'S
1501 STILLWATER BLVD
STILLWATER, MN 55082

J. Nelson
John Stettin
April Loman

⑈400885⑈ ⑆096010415⑆ 00705879⑈

05/26/2022 400885 \$ 231.92

THIS INSTRUMENT MUST BE SIGNED BY THE SCHOOL TREASURER OR THE SCHOOL BOARD MEMBER TO BE VALID FOR THE PURPOSES OF THE FUNDING AGENCY FOR THE FUNDING PURPOSES

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4451

DREMER BANK, N.A.
33 1000000

400889
CHECK NO.

*** Three Hundred Eighty-One Dollar(s) & 20 Cents*

PAY TO THE ORDER OF: 05/26/2022 \$381.20

FLAA, NATHAN
1154 GARNET BLVD
DETROIT LAKES, MN 56501

J. Nelson
John Stettin
April Loman

⑈400889⑈ ⑆096010415⑆ 00705879⑈

05/31/2022 400889 \$ 381.20

BANK RECONCILIATION

5/31/22

BREMER BANK STATEMENT BALANCE	9,656.10
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(1,055.63)
BANK ENDING STATEMENT BALANCE	<u>8,600.47</u>
BOOK BALANCE - PRIOR MONTH ENDING	9,087.49
ADD: RECEIPTS (FROM RECEIPTS REPORT)	626.53
LESS: PAYMENTS (CHECKS REPORT)	(1,113.55)
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>8,600.47</u>
DIFFERENCE	0.00

Receipt	Description	Acct Nbr	Trans Date	Amount
1550	Student Council/kindergarten day	88 R 031 298 127 888 099	05/10/2022	183.50
	Totals for 1550			183.50
1551	Student Council/licorice day	88 R 031 298 127 888 099	05/10/2022	249.50
	Totals for 1551			249.50
1552	White Team/candy fundraiser	88 R 031 298 175 888 099	05/10/2022	193.45
	Totals for 1552			193.45
	Total for Cash Receipts			626.45

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	626.45	0.00	626.45
*** Fund Summary Totals ***		0.00	626.45	0.00	626.45

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

F U N D S U M M A R Y

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 *****

Acct Nbr	OBJ	Description	Reference	Trans Date	Debit	Credit
88 A	101 31	BREMER - INTEREST RECEIVED	0531001	05/31/2022	0.08	0.00

0.08 Totals for 0531001

0.08 Total for Journal Entries

<u>CHECK</u>		<u>CHECK</u>	<u>ACCOUNT</u>		<u>INVOICE</u>	<u>INVOICE</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>		<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
200111	BERNTSON, JULIE	12/22/2021	88 E 031 298 170 888 401		12222021	Quest/student pizza party	179.70
200111	BERNTSON, JULIE	05/12/2022	88 E 031 298 170 888 401		12222021	Quest/student pizza party	-179.70
						Totals for 200111	0.00
						Totals for checks	0.00

FUND SUMMARY

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

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

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
200125 BERNTSON, JULIE	05/12/2022	88 E 031 298 170 888 401	12222021	Quest/student pizza party	179.70
				Totals for 200125	179.70
				Totals for checks	179.70

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	179.70	179.70
***	Fund Summary Totals ***	0.00	0.00	179.70	179.70

***** 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>
200126	MINNESOTA ASSOC. OF STUDENT	05/16/2022	88 E 031 298 127 888 401	05162022	18 students/1 advisor Totals for 200126	380.00 380.00
200127	VAGLE, LINDA	05/23/2022	88 E 031 298 168 888 401	05232002	Imagination/student ice cream treats Totals for 200127	125.00 125.00
200128	EVEN, MICHAEL	05/24/2022	88 E 031 298 171 888 401	05242022	Spirit/student ice cream treats Totals for 200128	48.76 48.76
200129	IND. SCHOOL DISTRICT #22	05/25/2022	88 E 031 298 167 888 401	05252022	ENERGIZE WITH EXERCISE/TRANSPORTATION TO MTN 3/9 AND 4/7 Totals for 200129	92.00 92.00
200130	CENTER STAGE DANCE	05/26/2022	88 E 031 298 167 888 401	05262022	Energize With Exercise/2 days of dance Totals for 200130	200.00 200.00
200131	AASTUEN, BENJAMIN	05/27/2022	88 E 031 298 170 888 401	05272022	Quest/donut reward party for honor students Totals for 200131	28.36 28.36
200132	BERNTSON, JULIE	05/27/2022	88 E 031 298 170 888 401	05272022	Quest/student ice cream sandwiches Totals for 200132	132.61 132.61
200133	MAISONNEUVE, SHEA	05/27/2022	88 E 031 298 173 888 401	05272022	Red Team/student rewards and auction Totals for 200133	106.82 106.82
Totals for checks						1,113.55

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	1,113.55	1,113.55
***	Fund Summary Totals ***	0.00	0.00	1,113.55	1,113.55

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

BREMER

PO Box 1000
Lake Elmo, MN 55042-1000

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

Page 1 of 2
XXXXXX2547
(0)

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

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

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

Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$9,316.09
Low balance	\$9,316.09	Total additions	626.53
Average balance	\$9,650.69	Total subtractions	286.52
Avg collected balance	\$9,650	Ending balance	\$9,656.10
Interest paid year to date	\$0.41		

CHECKS

<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>	<u>Date</u>	<u>Amount</u>
200125	05-16	179.70	* Skip in check sequence		
200133 *	05-27	106.82			

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
05-10	Deposit	183.50
05-10	Deposit	193.45
05-10	Deposit	249.50
05-31	Interest Credit	0.08

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04-30	9,316.09	05-16	9,762.84	05-31	9,656.10
05-10	9,942.54	05-27	9,656.02		

OVERDRAFT/RETURN ITEM FEES

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

IMPORTANT INFORMATION ABOUT YOUR STATEMENT

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

FINANCE CHARGE: CREDIT LINE ACCOUNTS

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

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

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

In your letter, provide the following information:

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

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

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

ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

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

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

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

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

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

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

PERSONNEL AGENDA

June 27, 2022

1) **Resignations:**

Amber Holmstrom—High School Custodian, Effective June 10, 2022

Bridget Penton— Middle School Volleyball Coach, Effective June 14, 2022.

Joel Juni— Assistant Boys Soccer Coach, Effective May 27, 2022.

Margery Smith— Rossman SE Para, Effective May 23, 2022.

Sydney Anderson— Roosevelt, Effective December 21, 2021.

Dylan Surface— 9th Grade Football Coach, Effective June 22, 2022.

2) **Retirements:**

Beverly Even- Title I Para and noon Supervisor at Roosevelt, effective May 26, 2022.

3) **Appointments:**

Alicia Sabers— Middle School Special Education Teacher, at the rate of MA, Step 12, or a contract amount of \$70,789, effective August 24, 2022. ***Out of Field Permissions.**

Amanda Swanson-- Special Education Extended School Year Instructor, at the rate of \$30.00 per Hour, Working up 108 hours per summer, effective June 7, 2022 through August 18, 2022.

Anita Henderson— Middle School Girls Tennis Coach, at the rate of \$2,149.43 per season, effective August 22, 2022.

Austin Dodd— Middle School Football Coach, at the rate of \$1,873.35 per season, effective August 20, 2022.

Austin Dodd— Assistant Boys Basketball Coach, at the rate of \$3,746.70 per season, effective November 21, 2022.

Brianna Byer— Middle School Volleyball Coach, at the rate of \$1,873.35 per season, effective August 22, 2022.

Casey Berntson— Middle School Boys Wrestling Coach, at the rate of \$3343.55 per season, effective November 21, 2022.

Danya J. Dahlin— First Grade Teacher, at the rate of BA, Step 8, or a contract amount of \$49,152, effective August 24, 2022.

Deangelist Strozier— Middle School Football Coach, at the rate of \$1,873.35 per season, effective August 20, 2022.

Erika Ratz— High School Social Studies Teacher, at the rate of BA, Step 3, or a contract amount of \$43,249, effective August 20, 2022.

Fran Rethwisch— ECFE/School Readiness Coordinator, at the rate of \$70,500, effective July 1, 2022.

Heidi Evans—English 9 Teacher, at the rate of MA, Step 10, or a contract amount of \$60,549, effective August 20, 2022.

Heidi Evans— Assistant Volleyball Coach, at the rate of \$4,049.37 per season, effective August 15, 2022.

Hope B Schmitz— Kindergarten Teacher, at the rate of BA, Step 3, or a contract amount of \$43,249, effective August 24, 2022.

Kelly Gag—Extended School Year Occupational Therapist, at the rate of \$30.00, working up to 12 hours in June Stretch calendar in August, effective Jun 7, 2022 through August 18, 2022.

Laura Hunt-- Special Education Extended School Year Instructor, at the rate of \$30.00 per Hour, Working up 75 hours per summer, effective June 7, 2022 through August 18, 2022.

Maddie Ramsey—(.5) Middle School Dance Coach, at the rate of \$1,457.05 per season, effective October 24, 2022.

Maggie Campbell—Special Education Extended School Year Instructor, at the rate of \$30.00 per Hour, Working up 75 hours per summer, effective June 7, 2022 through August 18, 2022.

Megan Graten—Chemical Health Coordinator, at the rate of \$54,000 per year, effective starting July, 2022.

Miranda Mahlum– Summer IT Data Entry, at the rate of \$16.80 per hour up to 24 hours, effective June 13, 2022 through August 15, 2022.

Natalie Neal– Middle School Volleyball Coach, at the rate of \$1,873.35 per season, effective August 22, 2022.

Nathan Thelen-- High school Vocal Music Teacher, at the rate of BA +20, Step 6, or a contract amount of \$49,607, effective August 20, 2022

Nathan Thelen—Vocal Music Director, at the rate of \$4,586, effective August 20, 2022.

Nathan Thelen—Musical Director, at the rate of \$5,962, effective August 20, 2022.

Sarah Fick—Sign Language Interpreter, at the rate of \$33 per hour, working 37.5 hours per week, effective August 29, 2022.

Samantha Salathe—High School Health Teacher (.4), at the rate of .4 MA, Step 1, or a contract amount of \$19,131.60, effective August 20, 2022.

Taelor L. Kuhn—Summer Latchkey Aide, Starting at the rate of \$12.10 per hour moving to the rate of \$14.00 on July 1, 2022, effective May 27, 2022.

Taylor Nein—Head Boys Wrestling Coach, at the rate of \$5,622.37 per season, effective November 21, 2022.

Zach Paustian – Seventh Grade Social Studies Teacher, at the rate of BA, Step 1, or a contract amount of \$41,630, effective August 24, 2022 ***Pending Licensure.**

Zach Paustian– Middle School Football Coach, at the rate of \$1,873.35 per season, effective August 20, 2022.

3) **Amended Assignment:**

Jenna Pipek—Fifth Grade Teacher, amending assignment to Sixth Grade Teacher, Effective July 1, 2022.

Joyce Schwegart– Media Center, amending hours from 29.75 to 37.5, effective July 1, 2022.

Wendy Dahring– Food Service, Amending assignment to Part- Time Custodian Step 1, at the rate of \$15.97 per hour, Effective June 6, 2022 through the end of summer.

4) **Leave of Absence:**

Dawnelle Dejautel—Lead Preschool Teacher, requests leave of absence beginning September 6, 2022, and continuing through January 3, 2023.

James D. Bergerson– High School Custodian, Requests to extend leave of absence beginning June 6, 2022 and continuing through August 20, 2022.

Mckensie Pischel– Special Education Teacher, requests leave of absence beginning October 31, 2022, and Continuing through February 22, 2023.

5) **Terminations:**



2022 CONTINUING/TENURED STAFF

Nathan Ochsner

Heather Torgerson

Rachel Solum

Jade Arntson-Clucky-Resigned

Kristin Camrud

Rachel Johnson

Andrea Judisch

Shania Gilliss-Resigned

Carly Lenzen

Brett Maass

Val Schultz



June 3, 2022

Mark Jenson
Detroit Lakes School District
PO Box 766
Detroit Lakes MN 56502

Hi, Mark,

On behalf of all our Greater Minnesota students and educators, MREA thanks Detroit Lakes School District for its membership that helps us actively engage with legislators and state officials to address E-12 funding, policy, tax, and budget issues.

Your continued membership for FY2022-23 is essential to continued advocacy that positively impacts all our students across Greater Minnesota.

Working For You and With You

As your district’s voice at the Capitol, MREA works for you to keep your legislators and policy officials informed of the impacts of their decisions. During the recent non-budget legislative session MREA helped prioritize rural education issues, including:

- Buying down the Special Education cross-subsidy
- Enhancing equalization for Local Optional Revenue
- Increasing student mental health funding
- See more at MREAVoice.org/progressreport

In and out of the legislative session, count on MREA to keep working with you as well, including:

- New advocacy briefings on Tuesday mornings
- Our professional development conference in November
- Educator and school awards to elevate and celebrate our profession and its impact
- New summer social-emotional learning and coaching for district administrators

We Are Greater Together

We know these are challenging times, and we know we are greater when we all work together and strengthen the Voice for Greater Minnesota Education. Please send in your district’s renewal invoice, dues, and updated information by July 15 to ensure our voice remains vibrant.

Best wishes for a summer of renewal and refreshment!

Matt Schultz, Board President
Superintendent, Lanesboro Schools

Bob Indihar, Executive Director
MREA



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAVoice.org



Voice For Greater Minnesota Education

MEMBERSHIP RENEWAL INVOICE

2022-23 MEMBERSHIP YEAR

Date: June 3, 2022

Invoice #: 2023-1590

Due: July 15, 2022

BILL TO:

Mark Jenson
Detroit Lakes School District
PO Box 766
Detroit Lakes MN 56502

Base Fee:\$1100.00
***Legislative Fee:** +\$1400.00
2022-23 Dues:.....\$2500.00

Amount Enclosed: \$ _____

Current expiration: June 30, 2022
New membership year: July 1, 2022-June 30, 2023
2023-23 Membership type: Full ISD Membership
***APU = 3170 **Shared District: NA**

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.*

UPDATE/CORRECT as needed:

Member: Detroit Lakes School District
Superintendent: Mark Jenson
Superintendent Cell Phone: _____
Email Address: markjenson@detlakes.k12.mn.us

Address: PO Box 766
City, State, Zip: Detroit Lakes MN 56502
Organization Phone: 218 - 847-9271
Website Address: www.dlschools.com
County: Becker

QUESTIONS? Contact Diane Vosen, Administrative Coordinator

*** COMPLETE AND RETURN forms with payment by July 15, 2022. ***

MREA is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 36.3% of FY23 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.



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**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of Detroit Lakes Public School, County of Becker, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Detroit Lakes High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (grades 9-12): _____
OR;
___X___ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District/School Office Address: 702 Lake Avenue, Detroit Lakes, MN 56501 _____

Head of School/Superintendent's Phone: 281-847-9271 _____

Head of School/Superintendent's Email: markjenson@detlakes.k12.mn.us _____

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member
- Designated School Representative

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports
- Girls Sports
- Speech
- Music

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member
- Student
- Parent
- Faculty Member

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

**RESOLUTION ESTABLISHING OFFICER
TO FULFILL ELECTION DUTIES**

BE IT RESOLVED by the School Board of Independent School District #22, that Katrena Lende, Executive Assistant to Superintendent of Schools, be assigned as Officer of the School Board Regular Election to be held on Tuesday, November 8, 2022, to fulfill election duties designated to the Clerk of the Board of Education.

**BY ORDER OF THE SCHOOL BOARD
DETROIT LAKES PUBLIC SCHOOLS**

April Thomas, Clerk

Date

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District #22, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of School Board Member of Independent School District #22 shall begin on Tuesday August 2, 2022, and shall close on Tuesday August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on Tuesday, August 16, 2022.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Detroit Lakes Record/Tribune, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of School Board Member of Independent School District #22 shall begin on Tuesday, August 2, 2022, and shall close at 5:00 o'clock p.m. on Tuesday, August 16, 2022.

The general election shall be held on Tuesday, November 8th, 2022. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk or her designee, Katrena Lende, School Administration Center, 702 Lake Avenue, Detroit Lakes, Minnesota 56501. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next general election.

The affidavits of candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on Tuesday, August 16, 2022.

Dated: _____

BY ORDER OF THE SCHOOL BOARD
DETROIT LAKES PUBLIC SCHOOLS

April Thomas, Clerk



2022 General Election Timeline (No Primaries)

First Tuesday After First Monday in November		
November 8, 2022		
		No later than:
Last day for school board to publish notice of filing period.	14 days before filing opens	July 19, 2022
Last day for school district to post notice of filing period.	10 days before filing opens	July 23, 2022
Candidate filing period for General Election.	Not less 98 to 84 days before the election	August 2 to 16, 2022
Last day for candidates to withdraw. Send candidate information to County Auditor(s).	5 p.m. 2 days after filing closes	August 18, 2022
Last day to adopt resolution calling General Election.	74 days prior to election	August 26, 2022
Last day to notify county auditors with written notice of General Election.	74 days prior to election	August 26, 2022
First day absentee ballots must be available for General Election.	46 days prior to election	September 23, 2022
Last day to preregister for General Election.	5 p.m. 21 days prior to election	October 18, 2022
Last day to publish first notice of General Election.	At least 14 days prior to election	October 25, 2022
Last day to post notice of General Election.	10 days prior to election	October 29, 2022
Campaign finance reports due if spent or received more than \$750, an initial report was filed, and the name is on the ballot.	10 days prior to election	October 29, 2022
Last day to publish second notice of November General Election.	At least 7 days prior to election	November 1, 2022
Last day to post sample ballot of November General Election.	At least 4 days prior to election	November 4, 2022
General Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Voting hours are 7 a.m. to 8 p.m.		November 8, 2022
Time period to canvass results of the General Election. Note that districts should NOT canvass on Veterans Day, Nov. 11.	3 to 10 days after election	November 11 to 18, 2022
Last day for candidates to file Campaign Financial Report Certification of Filing form.	7 days after election	November 15, 2022

Time period for candidates to request a recount.	Up to 7 days after canvass period ends	November 18 to 25, 2022
Time period to issue certificate of election. (IF candidate has filed the Campaign Financial Report Certification of Filing form, AND no recounts are requested.	Up to 7 days after recount period ends	November 18 to 25, 2022
Time period for newly elected school district officers to file acceptance of office and oath forms.	Within 30 days of Receiving Certificate of Election	
Campaign finance reports due.	30 days after election	December 8, 2022
Terms begin for members elected at 2022 November Election.	First Monday in January After Election	January 2, 2023



**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

Member _____ introduced the following resolution and moved its adoption,

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

1. It is necessary for the school district to hold its general election for the purpose of electing (three) (3) school board members for terms of four (4) years each.

2. *The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.*

3. The general election is hereby called and elected to be held in conjunction with the state general election on **Tuesday, the 8th day of November, 2022.**

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least **seventy-four (74)** days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES PUBLIC SCHOOLS
NOVEMBER 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(s) next to your choice(s) like this: 

SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE

- TO BE NAMED
 - TO BE NAMED
 - TO BE NAMED
 - TO BE NAMED
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following

the general election.

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Clerk

**Independent School District #22
Detroit Lakes, Minnesota**



**EMPLOYEE POLICY PROVISIONS
Employee Handbook**

For

Confidential Clerical & IT Employees

2021 – 2023

**INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools**

**Confidential Employee
POLICY PROVISIONS
2021-23**

The School Board of Independent School District No. 22, Detroit Lakes, Minnesota, outlines the policy provisions for Confidential and IT Employees, commencing July 1, 2021, and concluding June 30, 2023.

Employment Classifications / Definitions:

Confidential and IT Employee: Are hourly, non-exempt employees who work under the direct supervision of the Superintendent, Director of Finance and Operations, Human Resources Director, Technology Manager, or Special Education Director.

Regular Full-Time: Employees who are regularly and normally scheduled to work 40 hours per week. Regular employees are eligible for employer sponsored benefits as described below. Benefits may be adjusted on a pro-rata basis to account for reduced working hours if working less than 40 hours, but more than 30 hours per week.

Regular ¾ Time: Employees who are regularly and normally scheduled to work more than 30 hours, but less than 40 hours per week. ¾-time employees are eligible for employer sponsored benefits as described below. Benefits may be adjusted on a pro-rata basis to account for reduced working hours if working less than 40 hours, but more than 30 hours per week.

Regular Part-Time: Employees who are regularly and normally scheduled to work less than 30 hours per week. Part-time employees are eligible for certain employer sponsored benefits as described below. Some benefits may be adjusted on a pro-rata basis to account for reduced working hours.

Temporary: Temporary employees are those who are hired to work for a defined period of time (typically less than 12 months).

Basic Services: Employees shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in a general job description or otherwise and abide by the rules, regulations and policies as established by the School Board including, but not limited to the policies contained in this handbook as well as the following district policies which apply to all district employees:

- 103 – Complaints – Students, Employees, Other Persons
- 410 – Family Medical Leave (FMLA)
- 412 – Expense Reimbursement
- 413 – Harassment and Violence
- 416 – Drug and Alcohol Testing
- 417 – Chemical Use / Abuse
- 418 – Drug Free Workplace
- 419 – Tobacco-Free Environment
- 421 – Gifts to Employees
- 427 – Staff Travel
- 524 – Access to and Use of the District Technology System

The above policies can be found on the district website at www.dlschools.net > District > School Board > Policy Manual or by contacting Human Resources.

WORK ENVIRONMENT:

Parking:

Due to limited parking space, employees are asked to either park on the city street or if applicable, in a reserved parking spot in the parking lot. Employees should not park so as to block any door, driveway or loading dock area of the receiving area. The district assumes no responsibility for an employee's vehicle when parked on or off district property.

Emergencies:

In the event of emergency, employees should follow appropriate evacuation procedures and immediately report to the appropriate roll-taker.

- Fire: Employees should take note of all exits and evacuation routes. When alarms are sounded, employees should quickly and calmly exit the

building and meet at the assigned location (Post Office for District Office staff)

- Tornado: When possible, an announcement will be made alerting employees of an approaching tornado. If time permits, employees will be notified whether to take shelter immediately (under desks) or proceed to the basement and report to the roll-taker.
- Bomb Threat: When notified of such an event, employees should quickly and calmly exit the building, meet at the assigned location (post office) and report to the roll taker.

**For safety purposes, employees should utilize the time off calendar to indicate when they will be out of the building for prolonged periods.

Name Tags:

All district employees are required to wear the district issued name tag while at work.

District/Personal Property:

All property, with the exception of employee's personal belongings, on district premises, is considered to be district property. District property should not be used for personal use.

Personal items such as photos or other items of a decorative or personal nature may be brought to work and displayed in employee work areas. However, the district takes no responsibility for the safekeeping of these items. Additionally, nothing can be displayed that is derogatory or offensive to any person or system of beliefs. Objects in the opinion of Administration which are inappropriate will not be allowed and must be removed upon request.

The district reserves the right to inspect all property on the district's premises, including all offices, locked desks, file cabinets, etc, as it deems necessary.

Personal Telephone Calls:

The district requires that all employees limit their personal telephone calls and cell phone use. District telephone lines must be available during business hours to address business/school matters. Personal phone calls and cell phone use should be made/used during break periods.

Mileage:

The District will pay mileage for any Confidential Employee, who is required to travel for school business at a mileage rate consistent with the District Travel Policy. Confidential Employees shall be eligible for all travel reimbursements pursuant to the School Board Policy regarding travel. All travel must be approved in advance.

PERSONNEL POLICIES:

Work Schedule:

It is the district's policy to establish the time and duration of working hours as required by workload, district needs and the efficient management of personnel resources. The typical work day for a full-time employee is from 8:00 A.M. to 4:30 or 5:00 P.M. with a half-hour or one hour lunch break, Monday through Friday, forty (40) hours per week for a twelve-month period. The typical part-time employee work day or week varies as determined by supervisor. Work schedules may be modified pursuant to the needs of the District or for summer hours as approved.

Payroll :

Full and part-time confidential clerical and IT employees are paid based on the actual hours worked each pay-period. Employees are required to be paid through the convenience of direct deposit.

All employees shall maintain time and attendance records by using the time clock. Employees must clock in when they report to work, and clock out for meal periods and when leaving at the end of the day. Employees may not clock in or out for another employee or alter his/her own hours. The district utilizes the common practice of rounding employee's clock punches to the nearest quarter-hour.

Pay Days:

All Confidential Employees shall be paid at the regular School District pay dates, which are on the fifteenth and thirtieth of each month. If the fifteenth or thirtieth occurs on a weekend or a holiday, the pay day will be the day immediately preceding the holiday or weekend.

Overtime and Compensatory Hours and Pay :

Overtime is computed for those hours worked in excess of 40 hours per week. Overtime shall be compensated at a rate of one and one-half times the employee’s regular hourly rate. For the purposes of computing overtime pay, the basic work-week begins on Sunday and ends on Saturday. Paid leaves such as sick, personal, annual leave or any other paid leaves do not count towards hours worked for purposes of calculating over-time pay.

Overtime must be authorized, in advance, by supervisory personnel.

Compensatory time may be offered to the employee in lieu of overtime at the discretion of the Director of Finance and Operations or Superintendent. Compensatory time should be computed by multiplying the hours worked in excess of 40 hours per week times one and one-half.

Breaks:

Two paid 15-minute breaks are allowed each 8-hour shift. Employee breaks are to not exceed 15-minutes.

Lunch breaks: Lunch breaks are to be 30 minutes to one-hour in length and employees are required to clock-out for lunch.

Whenever the district deems it necessary, the duration and time of the breaks and meal periods may be changed. In general, employees may not forego lunch and other breaks in order to shorten their regularly scheduled day.

Attendance and Punctuality:

Each employee has an important role to play in maintaining a productive workplace. It is essential for employees to report to work on time, only miss

work when absolutely necessary, and work their regularly scheduled hours. Excessive, sporadic or irregular absenteeism will not be tolerated.

An employee may be considered absent or tardy under the following circumstances:

- Reporting late for work
- Leaving work early
- Taking extended breaks
- Taking extended meal periods
- Frequent time off without prior approval

If an employee is unable to come to work or will be late getting to work, the employee should notify his/her supervisor at least 30 minutes prior to his/her start time or earlier if possible. If an emergency prevents an employee from calling at such time, the employee should call as soon as possible during the work day.

Apparel:

Confidential & IT Employees are professionals and support the management branch of the district. Each employee contributes to the overall public image of the district during working hours. Employees are expected to demonstrate professional taste and good judgment when selecting clothes for a business casual dress code.

Team members may dress casually on Fridays. Jeans should not be ripped or frayed, t-shirts should not promote inappropriate slogans/images which may cause offense to others.

Confidentiality:

Confidentiality is a major principle governing much of the work performed by Confidential & IT Employees and must be preserved at all times. By working at the district office or in IT, staff have access to confidential information. Confidential information is information which is generally not known or ascertainable by the general public through proper means. Employees have an obligation to not discuss or disseminate confidential information to others (including other staff) whose

jobs do not require the knowledge/use of such information.

Job Openings/Advancement:

In most instances, the district advertises or posts job openings. Position openings are posted on the district website. The district reserves the right to hire the individual it deems best for any position.

Employment Application:

The district relies upon the accuracy of information contained in employment applications submitted, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of the information or data may result in the exclusion of the individual from further employment or, if the person has been hired, termination of employment.

Discipline:

Disciplinary action may be handled in any manner deemed appropriate by the district. The may include but is not limited to the following:

- Termination – an employee may be terminated from employment as a first or last step.
- Warning – An employee may receive a verbal or written warning from his/her supervisor, the Superintendent or Human Resources to rectify behavior which requires disciplinary action.
- Suspension – An employee may be suspended when the behavior warrants such action.

The district retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. The district reserves the right to terminate employment that does not violate local, state, or federal laws, with or without notice and with or without prior resort to other means of discipline.

Termination of Employment:

Detroit Lakes Public Schools hopes that each employee’s period of employment with the district is a rewarding experience. However, we recognize circumstances change and some employees may seek opportunities elsewhere or choose to resign for other reasons. Confidential & IT Employees are employed at-will, and in the absence of any express written agreement, are free to resign at any time, without notice and without cause. The district, however, appreciates a prior notice be given when an employee chooses to resign. A two-week notice is appreciated.

Additionally, some employees may not fulfill the operational needs of the district or changed circumstances may reduce available employment opportunities which may result in involuntary terminations.

When possible, an exit interview will be arranged with Human Resources for employee separations. Employees will receive their final pay in accordance with state law. An employee’s last day worked shall be the official employment termination date for employees who resign, whose employment is terminated, or are laid off from their position. Any accrued annual leave or any other leave may not be used to extend or delay a termination date. Any balance of annual leave (if any) as of the employee’s last day worked shall be paid out in a lump sum at their regular hourly rate of pay and subject to applicable taxes in the employee’s final paycheck or after board approval of such resignation, termination or lay-off. The only exception to this is when an employee resigns, is laid off, or whose employment is terminated, while on an approved leave of absence, or using approved sick leave and does not return from said leave. In these cases, the date the employee submits his/her resignation, is laid-off, or terminated shall be the employee’s official termination date.

Change in Employee Information:

Employees are asked to keep the district informed about any changes which may affect their employment status or other personal information. Important changes to report include: name changes, dependent changes, marital status, beneficiaries,

address, phone number, emergency contacts, etc. These changes may affect employee benefits; therefore, it is important to promptly notify the Payroll Department.

Storm Days:

Employees shall not be required to report to work during periods of severe inclement weather and should use their own discretion in reporting to work. An employee who does not report to work due to inclement weather shall be expected to: (1) make up the lost time within the same work-week as approved by the employee's supervisor, (2) utilize personal or annual leave, or (3) with supervisor's approval, take leave without pay.

EMPLOYEE BENEFITS:

The employment benefits described in this section are offered at the district's sole discretion or as prescribed by law. Full-time and ¾-time employees are eligible for all benefits described below. ¾ Time employees may have certain benefit levels pro-rated. Part-time and Temporary employees are not entitled to benefits unless otherwise prescribed in statute or noted otherwise. The district reserves the right to change, delete, modify or otherwise revise employee benefit amounts, premium amounts, eligibility requirements, etc, in its sole discretion at any time. In all instances, the actual plan document or policy governs.

Summary Plan Descriptions (SPD's) are available for the Health Plan, Flex Plan, 403(b) plan and may be found on the district website or by contacting Payroll or Human Resources.

PERA Retirement:

PERA (Public Employee Retirement Association) is a defined benefit plan for employees of local governments and school districts. It is a qualified retirement plan under Section 401(a) of the Internal Revenue Code. The district and employee contribute to the plan each pay period an amount specified by the State Legislature.

Tax-Sheltered Annuities (403(b):

A 403(b) plan, also known as a tax-sheltered annuity (TSA) plan, is a retirement plan available to

employees of educational institutions and certain non-profit organizations. Employees are eligible to participate in a tax-sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35, Subd. 12, and School Board Policy.

Beginning in 2022-23, eligible employees will receive an annual District match of up to \$540.00.

Health Care Saving Plan:

In 2001 the Minnesota State Retirement System (MSRS) was granted authority to offer a post employment health care savings plan, (HCSP). Minnesota Statute 352.98 (2001 Supp.). This is the HCSP that employees and the District shall contribute to. The District reserves the right to select the plan.

Eligibility: All Confidential and IT Employees shall be eligible and required to participate in a Health Care Savings Plan (HCSP).

Amount: The Employee and the District shall each contribute twenty-seven dollars and fifty cents (\$27.50) per month for twelve months for a total of three hundred-thirty dollars (\$330.00) for 2021-23 to a qualified tax free HCSP via payroll deduction in the employees name.

Flexible Benefits Plan:

The district offers a Flexible Benefits ('flex') Plan to eligible employees. The plan allows eligible employees to reclassify certain income spend on certain items non-taxable. The entry date is January 1 of each year. Employees' insurance premiums are automatically reclassified as non-taxable unless the employee specifies, in writing, their desire to not have their insurance premiums reclassified.

A Summary Plan Description is available on the district website or by contacting the Human Resources Department.

Employee Assistance Program (EAP)

The EAP has been established to provide confidential assistance to employees and their dependents that are experiencing problems with relationships, drugs or alcohol, medical, legal or other personal problems.

Employees and their families can meet one time with a counselor at no charge. The district is not provided with any names or employees or dependents utilizing this service. Participation is voluntary. Materials further explaining the EAP are available from supervisory personnel, Human Resources or Payroll.

Workers' Compensation:

All employees are covered by the Workers' Compensation Laws in the event the employee is injured on the job incurred in the service of the District under the provisions of the Workers' Compensation Act. All work-related injuries, accidents, or illnesses, not matter how slight, must be immediately reported to the employee's supervisor, the Business Manager's Secretary or Human Resources.

FICA-Medicare:

FICA and Medicare are federal programs which pay retirement and medical benefits to eligible, qualified individuals at retirement or upon total disability. Additionally, there are monthly income benefits for qualified survivors in the event of death. Both the district and employee contribute on a per payroll basis an amount specified by law.

Health/Hospitalization Insurance:

In 2021-22, the District will contribute \$640.00 per month, not to exceed \$7680.00 per year for single coverage, or \$1,120.00 per month, not to exceed \$13,440 per year for family coverage premium. In 2022-23, the District will contribute \$650.00 per month, not to exceed \$7800.00 per year for single coverage, or \$1,150.00 per month, not to exceed \$13,800 per year for family coverage. The District's contribution for single and family coverage is toward premiums for coverage for each full-time employee employed by the District who qualifies for and is enrolled in District's group health and hospitalization plan. Employees who are members of the same family are not entitled to duplicate family coverage. The district's contribution to a health plan shall not exceed one single or one family contribution to a plan. Any additional cost of the premium over and above the contribution to

which District agrees will be paid by the employee through payroll deduction. Employees scheduled for work less than thirty (30) hours per week shall not be eligible for group health insurance benefits. Employees who work less than twelve months, but more than nine, shall be entitled to a pro-rata benefit with the District paying for the fractional cost of the premiums computed by taking the number of hours of work the employee is scheduled to work divided by 2080 times the cost of the premium.

Duration of Insurance Contributions: An employee is eligible for School District contributions as provided on a full-time basis (40 hours per week). Upon termination of employment, all School District participation and contributions shall cease effective on the last day of the month for which the employee terminates employment.

- 1) **Termination and Health Insurance Provision:** Should a full-time employee terminate, he/she may elect to continue participation with the School's group health insurance program at the employee's expense for a period of 18 months in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) A full-time employee who is dismissed for just cause forfeits this health insurance provision.

The employee shall prepay to the School District Business Office the full cost of premiums by the 15th of the month prior to the month for which payment of premiums is being remitted. Failure to make timely payments shall be just cause for immediate coverage termination under the contract and shall be deemed forfeiture of this right under this provision.

- 2) **Retirement:** Upon retirement an employee may, at his/her discretion, continue to participate in the District's group hospitalization plan, at the employee's own expense, providing the following qualifications and criteria are met:

- a.) Retirees who meet the eligibility requirements as set forth in MS 471.61 subd. 2b shall be permitted to continue health insurance benefits.
- b.) Retiree shall be permitted to continue health insurance benefits with dependent benefits only if dependent coverage existed at the time of retirement.
- c.) The retiree shall prepay to the School District Business Office the full cost of premiums by the 15th of the month prior to the month for which payment of premiums is being remitted. Failure to make timely payments shall be just cause for immediate coverage termination under the contract and shall be deemed forfeiture of this right under this provision.
- d.) Upon retirement, employee shall make arrangements with the Business Office to transfer their coverage from active to retiree status.

Term Life Insurance:

The District shall provide and pay the entire premium for \$50,000 of term life insurance in 2019-21 for those employees who are scheduled to work a minimum of 30 or more hours per week (full-time) on a twelve-month basis. Employees who work less than twelve months, but more than nine shall be entitled to a pro-rata benefit with the District paying for the fractional cost of the premiums computed by taking the number of hours of work the employee is scheduled to work divided by 2080 times the cost of the premium. Pursuant to the policy provisions, the life insurance coverage amount will decline in value each year after the employee reaches the age of 65.

Long Term Disability Insurance: The school district will provide long-term disability insurance and the employee shall pay the full premium for

coverage. Those eligible are full-time employees who are scheduled to work a minimum of 30 or more hours per week (full-time) on a twelve-month basis. Employees scheduled to work less than twelve, but more than nine months, shall be eligible for a pro-rata fringe benefit allowance computed on the basis of the fractional of the premiums computed by taking the number of hours of work the employee is scheduled to work divided by 2080 times the cost of the premium. All eligible employees will participate, and payment will be made through payroll deduction. The maximum benefit will be equal to two-thirds of base salary to a salary maximum of \$45,000. If income protection payments are made while accumulated unused sick leave is still being drawn, then, to the extent permitted by the insurance policy, the employee may at the employer's option, continue to draw accumulated sick leave not to exceed the difference between disability income payments and full pay or may take disability income payments and stop using accumulated sick leave, in which event the unused accumulated sick leave shall remain available to the employee. Employees scheduled to work less than 30 hours per week shall not be eligible for Income Protection Insurance.

Claims Against the School District for Insurance:

It is understood and agreed that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of denial of insurance benefits by an insurance carrier.

Voluntary Benefits:

Employees are eligible to participate in the following on a voluntary basis. While the district offers these plans and provides plan administration, employees pay the entire cost of the premiums.

- Personal Accident Insurance
- Cancer Insurance
- Hospital Protection Plan
- Dental Insurance

Contact the Payroll Department for more information.

Sick Leave:

1) **Acquisitions:** All employees working 30 or more hours per week shall earn 15 personal sick leave days per year. Sick leave days are awarded on eligible employees' anniversary date.

Employees who work less than 30 hours per week shall earn a number of days of sick leave for each year of service in the employ of the District, which will be the product of multiplying fifteen by a fraction, the numerator of which is the number of hours worked per year by the part-time employee and the denominator of which is 2080.

Upon hire, employees not completing a full year will receive a prorated number of sick leave days based upon the number of work days in the remaining year.

A day of sick leave is defined as the length of a typical work schedule. For example, an employee who is scheduled to work four hours per day shall be eligible for a four hour sick leave day.

2) **Accumulation:** Unused sick leave days may accumulate to a maximum credit of 115 days of sick leave per employee who works at least 30 hours per week. Employees who work less than 30 hours per week shall have their accumulated maximum prorated by multiplying 115 by a fraction, the numerator of which is the number of hours worked per year by the part-time employee and the denominator of which is 2080.

3) **Allowance:** Personal sick leave with pay shall be allowed in full-day (1.0), half-day (.50) or quarter (.25) day increments by the District whenever an employee's absence is found to have been due to the employee's illness which prevented his or her attendance at work and performance of duties on that day or days. To the extent provided by M.S. 181.9413 (including the definitions contained in M.S. 181.940), an employee may also use his/her accumulated sick leave for the care of specific relatives provided under the law as follows: adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent

for up to a total of 20 days (160 hours) in any rolling 12-month calendar period. The 20 day (160 hour) maximum is applicable for those family members for which M.S. 181.9413 applies except for dependent, minor children where no maximum number of days applies.

4) **Medical Certificate:** The District may require an employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating the employee's absence was due to personal or family illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised on the day the illness is reported.

5) **Accounting and Notification:** Sick leave allowance shall be deducted from the accumulated sick leave days earned by the employee. An employee claiming sick leave must phone her supervisor at the beginning of the business day on which leave is taken and as soon as possible thereafter submit the appropriate on-line district leave request. A medical certificate should be forwarded to Human Resources, if requested by District.

6) **Elective Procedures:** Elective medical procedures and hospitalization which can be scheduled during non-working days do not qualify for sick leave.

Bereavement Leave:

An employee (full or part-time) shall be allowed full pay (prorata) for five (5) days absence from duty for each occasion in any one school year, non-accumulative, on account of death and/or taking care of business arising from the death of employee's spouse, child or step-child. An employee (full or part-time) shall be allowed full pay of regularly scheduled hours for four (4) days absence from duty for each occasion in any one school year, non-accumulative, on account of death and/or taking care of business arising from the death of the employee's grandchild/step-grandchild, siblings, siblings-in-law, parents, parents-in-law, son-in-law, daughter-in-law or other members of the immediate household.

One day shall be allowed, full pay, for absence from duty, for each occasion in any one school year, non-accumulative, on account of death and/or taking care of business arising from the death of the employee's spouse's siblings, or the employee's or employee's spouse's grandparents, aunts and uncles and nieces and nephews.

Request for bereavement leave will be made by submitting the appropriate on-line district leave request. The district reserves the right to request the decedent's name, relationship, and the travel schedule necessary.

Bereavement leave is separate from sick leave shall not be deducted from accrued sick leave..

Jury Duty:

An employee may be granted leave for jury duty and shall be compensated for the difference between the employee's rate of pay and the pay received by the court for such obligation. In order to receive jury duty pay, the employee must submit the appropriate on-line leave request and forward a copy of the check received from the court to Payroll. An employee released by the judge prior to the end of the employee's scheduled work day shall return to work.

Personal Business Leave:

In 2021-23, the District may grant three (3) days per year, pro-rata, for tending to personal business that cannot be conducted on non-school days. Requests for this leave shall be made by submitting the appropriate on-line district leave request a minimum of five (5) working days previous to beginning the requested leave, except in emergency situations. Any unused personal leave days remaining at the end of the employee's anniversary year will be lost.

Holidays:

Employees are entitled to the following holidays with pay (prorata):

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day

8. Christmas Eve
9. Christmas Day
10. New Year's Eve

In most instances, when a holiday falls on a Sunday, the following day shall be designated as the holiday and when any of such days fall on a Saturday, the preceding day shall be designated as the holiday.

Employees on a leave of absence (other than on approved FMLA leave) or on 'unpaid' status are not eligible for holiday pay.

Annual Leave:

Employees who work 30 or more hours per week are eligible for annual leave.

Upon hire, 5 days of annual leave will be granted to employees that may be used after completion of a 90-day probationary period and must be used during the first year of employment.

After completing one year employees who work at least 30 hours per week will be granted 5 days of annual leave.

After completing two years, 10 days, and 10 days each year thereafter until 7 years have been completed.

After completing seven years, 15 days, and 15 days each year thereafter until 15 years have been completed.

After completing fifteen years, and thereafter, 20 days of annual leave will be granted.

Employees who transfer from a "like" position in the district, as determined by Administration, to a confidential clerical or IT position may have their previous experience and years of service in the district considered for annual leave allocation.

Applicability/Anniversary Date: Annual leave shall be computed based on the employee's anniversary date of employment.

Upon termination of employment, any remaining annual leave will be paid to the employee in one lump-sum, not PERA eligible.

District

Eligibility for Annual Leave: Annual leave must be taken during the year it is allocated. Annual leave will be forfeited unless it used within the 3-month period following the employee’s anniversary date and the day(s) must be submitted via the appropriate on-line request portal prior to the employee’s anniversary date. The only exception for forfeiture of annual leave is when the District requests the employee to work and receive pay for untaken annual leave in which event the employee may do so, but is not required to do so.

Chairperson

Clerk

Dated this _____ day of _____, 2022.

No employee has the right to any specific calendar date for annual leave. The District will determine when annual leave requests are received and shall first be considered upon the capability of discharging the employee's duties in their absence and, second, upon seniority.

An employee shall submit the appropriate on-line district leave request for annual leave at least two weeks in advance of their annual leave request to their supervisor.

Salary Provisions:

Individual wage provisions are as per individual Notice of Assignment or Employee Notice document for the 2021-23 fiscal years.

Performance Evaluations:

The goal of the district is to conduct performance evaluations annually for each Employee.

Purpose of Policy Book

This policy book contains a summary of many of the policies and guidelines in effect at Detroit Lakes Public Schools as of July 1, 2021. The policy book is to be used as a guide by Confidential & IT Employees and is not intended to create a contract of employment nor does it cover every policy related to employment. Additional policies can be found on-line the district website. Employment with the District is at-will. The policies may be subject to change at any time at the discretion of the district.

**Independent School District #22
Detroit Lakes, Minnesota**



**EMPLOYEE POLICY PROVISIONS
Employee Handbook**

For

Specialized/Professional Employees

2021 – 2023

**INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools**

**Specialized/Professional Employee
POLICY PROVISIONS
2021-2023**

The School Board of Independent School District No. 22, Detroit Lakes, Minnesota, outlines the policy provisions for Specialized/Professional Employees, commencing July 1, 2021, and concluding June 30, 2023.

Employment Classifications / Definitions:

Specialized/Professional Employees: Are salaried or hourly employees who work under the supervision of the Principals or Special Education/Federal Programs Director. Such positions include (but are not limited to):

- Chemical Dependency Coordinator
- Recovery School Coordinator
- ISS Supervisor
- Sign Language Interpreter
- Native American College/Career Advisor
- Native American Tutor
- Native American Cultural Liaison
- Child Behavior Support Specialist

Regular Full-Time: Employees who are regularly and normally scheduled to work 30 or more hours per week. Regular employees are eligible for employer sponsored benefits as described below. Benefits may be adjusted on a pro-rata basis to account for reduced working hours if working less than 40 hours, but more than 30 hours per week.

Regular Part-Time: Employees who are regularly and normally scheduled to work less than 30 hours per week. Part-time employees are eligible for certain employer sponsored benefits as described below. Some benefits may be adjusted on a pro-rata basis to account for reduced working hours.

Temporary: Temporary employees are those who are hired to work for a defined period of time (typically less than 12 months).

Basic Services: Employees shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in a general job description or otherwise and abide by the rules, regulations and policies as established by the School Board including, but not limited to the policies contained in this handbook as well as the following district policies which apply to all district employees:

- 103 – Complaints – Students, Employees, Other Persons
- 410 – Family Medical Leave (FMLA)
- 412 – Expense Reimbursement
- 413 – Harassment and Violence
- 416 – Drug and Alcohol Testing
- 417 – Chemical Use / Abuse
- 418 – Drug Free Workplace
- 419 – Tobacco-Free Environment
- 421 – Gifts to Employees
- 427 – Staff Travel
- 524 – Access to and Use of the District Technology System

The above policies can be found on the district website at www.dlschools.net > District > School Board > Policy Manual or by contacting Human Resources.

WORK ENVIRONMENT:

Parking:

Employees should park in designated staff parking lots. Employees should not park so as to block any door, driveway or loading dock area of the receiving area. The district assumes no responsibility for an employee's vehicle when parked on or off district property.

Emergencies:

In the event of emergency, employees should follow appropriate evacuation procedures and immediately report to the appropriate roll-taker.

- Fire: Employees should take note of all exits and evacuation routes. When alarms are sounded, employees should quickly and calmly exit the building and meet at the assigned location

- Tornado: When possible, an announcement will be made alerting employees of an approaching tornado. If time permits, employees will be notified whether to take shelter immediately (under desks) or proceed to the basement and report to the roll-taker.
- Bomb Threat: When notified of such an event, employees should quickly and calmly exit the building, meet at the assigned location and report to the roll taker.

***For safety purposes, employees should inform the building secretary when they will be leaving the building and when they return.

Name Tags:

All district employees are required to wear the district issued name tag while at work.

District/Personal Property:

All property, with the exception of employee's personal belongings, on district premises, is considered to be district property. District property should not be used for personal use.

Personal items such as photos or other items of a decorative or personal nature may be brought to work and displayed in employee work areas. However, the district takes no responsibility for the safekeeping of these items. Additionally, nothing can be displayed that is derogatory or offensive to any person or system of beliefs. Objects in the opinion of Administration which are inappropriate will not be allowed and must be removed upon request.

The district reserves the right to inspect all property on the district's premises, including all offices, locked desks, file cabinets, etc, as it deems necessary.

Personal Telephone Calls:

The district requires that all employees limit their personal telephone calls and cell phone use. District telephone lines must be available during business hours to address business/school matters. Personal

phone calls and cell phone use should be made/used during break periods.

Mileage:

The District will pay mileage for any Employee who is required to travel for school business at a mileage rate consistent with the District Travel Policy. Employees shall be eligible for all travel reimbursements pursuant to the School Board Policy regarding travel. All travel must be approved in advance.

A travel stipend may be paid to designated employees who frequently travel between district buildings. The payment of the stipend is at the discretion of the school district.

PERSONNEL POLICIES:

Work Schedule:

It is the district's policy to establish the time and duration of daily working hours as required by workload, district needs and the efficient management of personnel resources. Work schedules may be modified pursuant to the needs of the District

School Calendar:

Specialized/Professional Employees work on those days that school is in session according to the school calendar. Certain employees may work additional days depending on their positions as noted on the applicable "Notice of Assignment". The school calendar and work schedules are determined by the school district annually.

Payroll:

Full-Time salaried employee's earnings shall be paid on a salary basis, based on the employee's annualized contract amount divided equally by the number of pay periods in the school year. Full and Part-time hourly employees are paid based on the actual hours worked each pay-period. All employees are required to be paid through the convenience of direct deposit.

All hourly employees shall maintain time and attendance records by using the time clock. Employees must clock in when they report to work, and clock out for meal periods and when leaving at

the end of the day. Employees may not clock in or out for another employee or alter his/her own hours. The district utilizes the common practice of rounding employee's clock punches to the nearest quarter-hour.

Pay Days:

All Employees shall be paid at the regular School District pay dates, which are on the fifteenth and thirtieth of each month. If the fifteenth or thirtieth occurs on a weekend or a holiday, the pay day will be the business day immediately preceding the holiday or weekend.

Overtime and Compensatory Hours and Pay :

Overtime is computed for those hours worked by hourly employees in excess of 40 hours per week. Overtime shall be compensated at a rate of one and one-half times the employee's regular hourly rate. For the purposes of computing overtime pay, the basic work-week begins on Sunday and ends on Saturday. Paid leave hours such as sick, personal leave or any other type of paid leave do not count towards hours worked for purposes of calculating over-time pay.

Overtime must be authorized, in advance, by supervisory personnel.

Breaks:

Two paid 15-minute breaks are allowed each 8-hour shift. Employee breaks are to not exceed 15-minutes.

Lunch breaks: Lunch breaks are determined at the discretion of the district. Hourly employees are required to clock-out for lunch.

Whenever the district deems it necessary, the duration and time of the breaks and meal periods may be changed. In general, employees may not forego lunch and other breaks in order to shorten their regularly scheduled day.

Attendance and Punctuality:

Each employee has an important role to play in maintaining a productive workplace. It is essential for employees to report to work on time, only miss work when absolutely necessary, and work their

regularly scheduled hours. Excessive, sporadic or irregular absenteeism will not be tolerated.

An employee may be considered absent or tardy under the following circumstances:

- Reporting late for work
- Leaving work early
- Taking extended breaks
- Taking extended meal periods
- Frequent time off without prior approval

If an employee is unable to come to work or will be late getting to work, the employee should notify his/her supervisor at least 30 minutes prior to his/her start time or earlier if possible. If an emergency prevents an employee from calling at such time, the employee should call as soon as possible during the work day.

Apparel:

Each employee contributes to the overall public image of the district during working hours. Employees should wear appropriate business or business casual attire that is neat, clean & pressed. The following dress is not permitted: flip-flops, short-shorts, mini-skirts, tops that expose the abdomen area, clothing with phrases or expressions that may be offensive and clothing that otherwise is revealing, distracting, or provocative. Employees dressing inappropriately may be required to go home and change. The district reserves the right to determine what is appropriate.

Confidentiality:

Confidentiality is a major principle governing much of the work performed by District Employees and must be preserved at all times. By working at the district, staff have access to confidential information. Confidential information is information which is generally not known or ascertainable by the general public through proper means. Employees have an obligation to not discuss or disseminate confidential information to others (including other staff) whose jobs do not require the knowledge/use of such information.

Job Openings/Advancement:

In most instances, the district advertises or posts job openings. Position openings are posted on the district website as well as posted in paper format at all buildings. The district reserves the right to hire the individual it deems best for any position.

Employment Application:

The district relies upon the accuracy of information contained in employment applications submitted, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of the information or data may result in the exclusion of the individual from further employment or, if the person has been hired, termination of employment.

Discipline:

Disciplinary action may be handled in any manner deemed appropriate by the district. The may include but is not limited to the following:

- Termination – an employee may be terminated from employment as a first or last step.
- Warning – An employee may receive a verbal or written warning from his/her supervisor, the Superintendent or Human Resources to rectify behavior which requires disciplinary action.
- Suspension – An employee may be suspended when the behavior warrants such action.

The district retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. The district reserves the right to terminate employment that does not violate local, state, or federal laws, with or without notice and with or without prior resort to other means of discipline.

Termination of Employment:

Detroit Lakes Public Schools hopes that each employee’s period of employment with the district is a rewarding experience. However, we recognize circumstances change and some employees may seek opportunities elsewhere or choose to resign for other reasons. Specialized/Professional Employees are employed at-will, and in the absence of any express written agreement, are free to resign at any time, without notice and without cause. The district, however, appreciates a prior notice be given when an employee chooses to resign. A two-week notice is appreciated. Additionally, some employees may not fulfill the operational needs of the district or changed circumstances may reduce available employment opportunities which may result in involuntary terminations.

When possible, an exit interview will be arranged with Human Resources for employee separations. Employees will receive their final pay in accordance with state law. An employee’s last day worked shall be the official employment termination date for employees who resign, whose employment is terminated, or are laid off from their position. Any accrued sick or personal leave or any other leave may not be used to extend or delay a termination date. Any balance of sick or personal leave (if any) as of the employee’s last day worked shall be forfeited upon termination of employment. The only exception to this is when an employee resigns, is laid off, or whose employment is terminated, while on an approved leave of absence, or using approved sick leave and does not return from said leave. In these cases, the date the employee submits his/her resignation, is laid-off, or terminated shall be the employee’s official termination date.

Change in Employee Information:

Employees are asked to keep the district informed about any changes which may affect their employment status or other personal information. Important changes to report include: name changes, dependent changes, marital status, beneficiaries, address, phone number, emergency contacts, etc. These changes may affect employee benefits; therefore, it is important to promptly notify the Payroll Department.

Storm Days:

Employees shall not be required to report to work during periods of severe inclement weather when school is cancelled, has a late start or early-out. Employees are expected to work on the district designated “make-up” days as noted on the official school calendar.

EMPLOYEE BENEFITS:

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Beginning in 2022-23, the eligible employee will receive a District annual match of up to \$750.00 (\$62.50 per month).

Health Care Savings Plan: Eligible employees will participate in a Health Care Savings Plan as administered by the Minnesota State Retirement Association (MSRS) as approved by the IRS. In 2021-22 the members shall contribute \$120 per year (\$10/mo) into HCSP and the District will contribute \$120 per year into HCSP. In 2022-23, employees shall contribute \$300 per year (\$25/mo) into the HCSP and the District will contribute \$300 per year into the HCSP.

Flexible Benefits Plan:

The district offers a Flexible Benefits (‘flex’) Plan to eligible employees. The plan allows eligible employees to reclassify certain income spend on certain items non-taxable. The entry date is January 1 of each year. Employees’ insurance premiums are automatically reclassified as non-taxable unless the employee specifies, in writing, their desire to not have their insurance premiums reclassified.

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FICA and Medicare are federal programs which pay retirement and medical benefits to eligible, qualified individuals at retirement or upon total disability. Additionally, there are monthly income benefits for qualified survivors in the event of death. Both the district and employee contribute on a per payroll basis an amount specified by law.

Health/Hospitalization Insurance:

In 2021-22, the District will contribute up to \$600.00 per month, not to exceed \$7,200.00 per year for single coverage, or up to \$1020.00 per month, not to exceed \$12,240 per year for family coverage premium. In 2022-2023, the District will contribute up to \$640.00 per month, not to exceed \$7,680.00 per year for single coverage, or up to \$1,100.00 per month, not to exceed \$13,200 per year for family coverage. The District's contribution for single and family coverage is toward premiums for coverage for each full-time employee employed by the District who qualifies for and is enrolled in District's group health and hospitalization plan. Employees who are members of the same family are not entitled to duplicate family coverage. The district's contribution to a health plan shall not exceed one single or one family contribution to a plan. Any additional cost of the premium over and above the contribution to which District agrees will be paid by the employee through payroll deduction. Employees scheduled for work less than thirty (30) hours per week shall not be eligible for group health insurance benefits.

A. Duration of Insurance Contributions: An employee is eligible for School District contributions as provided on a full-time basis. Upon termination of employment, in most instances all School District participation and contributions shall cease effective on the last day of the month in which the employee terminates employment.

- 1) **Termination and Health Insurance Provision:** Should a full-time employee terminate, he/she may elect to continue

participation with the School's group health insurance program at the employee's expense for a period of 18 months in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) A full-time employee who is dismissed for just cause forfeits this health insurance provision.

The employee shall prepay to the School District Business Office the full cost of premiums by the 15th of the month prior to the month for which payment of premiums is being remitted. Failure to make timely payments shall be just cause for immediate coverage termination under the contract and shall be deemed forfeiture of this right under this provision.

- 2) **Retirement:** Upon retirement an employee may, at his/her discretion, continue to participate in the District's group hospitalization plan, at the employee's own expense, providing the following qualifications and criteria are met:
 - a.) Retirees who meet the eligibility requirements as set forth in MS 471.61 subd. 2b shall be permitted to continue health insurance benefits.
 - b.) Retiree shall be permitted to continue health insurance benefits with dependent benefits only if dependent coverage existed at the time of retirement.
 - c.) The retiree shall prepay to the School District Business Office the full cost of premiums by the 15th of the month prior to the month for which payment of premiums is being remitted. Failure to make timely payments shall be just cause for immediate coverage termination under the contract and shall be deemed

forfeiture of this right under this provision.

- d.) Upon retirement, employee shall make arrangements with the Business Office to transfer their coverage from active to retiree status.

Term Life Insurance:

The District shall provide and pay the entire premium for up to \$50,000 of term life insurance in 2021-23 for those employees who are scheduled to work a minimum of 30 or more hours per week. Pursuant to the policy provisions, the life insurance coverage amount will decline in value each year after the employee reaches the age of 65.

Long Term Disability Insurance: The school district will provide long-term disability insurance and the employee shall pay the full premium for coverage. Those eligible are full-time employees who are scheduled to work a minimum of 30 or more hours per week. All eligible employees will participate, and payment will be made through payroll deduction. The maximum benefit will be equal to two-thirds of base salary to a salary maximum of \$27,000. If income protection payments are made while accumulated unused sick leave is still being drawn, then, to the extent permitted by the insurance policy, the employee may at the employer's option, continue to draw accumulated sick leave not to exceed the difference between disability income payments and full pay or may take disability income payments and stop using accumulated sick leave, in which event the unused accumulated sick leave shall remain available to the employee. Employees scheduled to work less than 30 hours per week shall not be eligible for Income Protection Insurance.

Claims Against the School District for Insurance:

It is understood and agreed that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of denial of insurance benefits by an insurance carrier.

Voluntary Benefits:

Employees are eligible to participate in the following on a voluntary basis. While the district offers these plans and provides plan administration, employees pay the entire cost of the premiums.

- Personal Accident Insurance
- Cancer Insurance
- Hospital Protection Plan
- Dental Insurance

Contact the Payroll Department for more information.

Sick Leave:

Acquisitions: All employees working 30 or more hours per week shall earn 15 personal sick leave days per year. Sick leave days are allocated at the beginning of each school year.

Employees who work less than 30 hours per week shall earn a number of days of sick leave for each year of service in the employ of the District, which will be the product of multiplying fifteen by a fraction, the numerator of which is the number of hours worked per year by the part-time employee and the denominator of which is 2080.

For the purposes of clarification, a day of sick leave is defined as the length of a typical work schedule. For example, an employee who is scheduled to work seven hours per day shall be eligible for a seven hour sick leave day.

Accumulation: Unused sick leave days may accumulate to a maximum credit of 115 days of sick leave per employee who works at least 30 hours per week. Employees who work less than 30 hours per week shall have their accumulated maximum prorated based on hours worked.

Allowance: Personal sick leave with pay shall be allowed by the District whenever an employee's absence is found to have been due to the employee's illness which prevented his or her attendance at work and performance of duties on that day or days.

To the extent provided by M.S. 181.9413 (including the definitions contained in M.S. 181.940), an employee may also use his/her accumulated sick leave for the care of specific relatives provided under the law as follows: adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for up to a total of 20 days (160 hours) in any rolling 12-month calendar period. The 20 day (160 hour) maximum is applicable for those family members for which M.S. 181.9413 applies except for dependent, minor children where no maximum number of days applies.

Medical Certificate: The District may require an employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating the employee's absence was due to personal or family illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised on the day the illness is reported.

Accounting and Notification: Sick leave allowance shall be deducted from the accumulated sick leave days earned by the employee. An employee claiming sick leave must phone her supervisor at the beginning of the business day on which leave is taken and as soon as possible thereafter submit the appropriate on-line district leave request. A medical certificate should be forwarded to Human Resources, if requested by District.

Elective Procedures: Elective medical procedures and hospitalization which can be scheduled during non-working days do not qualify for sick leave.

Bereavement Leave: An employee shall be allowed full pay for up to four (4) days absence from school in any one school year, on each occasion, non-accumulative, on account of death and/or for taking care of business arising from the death of the employee's immediate family. The immediate family is defined as father, mother, sister, brother, spouse, son, daughter, step-children, step-parents, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren. An additional one (1) day shall be

allowed for the death of an employee's spouse or child.

Up to two days shall be allowed, with full pay, for absence from duty for each occasion, on account of death of the following extended family members of the employee or spouse of employee:
brother-in-law, sister-in-law, grandparents, great grandparents, aunts, uncles, nieces, nephews.

Written Request: Requests for bereavement leaves shall state the decedent's name and relationship.

Separate from Sick Leave: Bereavement leave is separate from sick leave and will not be deducted from personal sick leave or dependent on the availability of sick leave.

Jury Duty: An employee may be granted leave for jury duty and shall be compensated for the difference between the employee's rate of pay and the pay received by the court for such obligation. In order to receive jury duty pay, the employee must submit the appropriate on-line leave request and forward a copy of the check received from the court to Payroll. An employee released by the judge prior to the end of the employee's scheduled work day shall return to work.

Personal Business Leave: Beginning 2022-23, the District may grant up to three (3) days per year, pro-rata, for full-time employees to tend to personal business that cannot be conducted on non-school days. Requests for this leave shall be made by submitting the appropriate on-line district leave request a minimum of five (5) working days previous to beginning the requested leave, except in emergency situations. Personal Leave days are allocated at the beginning of each school year.

Wage/Salary Provisions: Individual wage/salary provisions are as per individual Notice of Assignment or Employee Notice documents for the fiscal years associated with this document.

Performance Evaluations:

The goal of the district is to conduct performance evaluations annually for each Employee.

Purpose of Policy Book

This policy book contains a summary of many of the policies and guidelines in effect at Detroit Lakes Public Schools as of July 1, 2021. The policy book is to be used as a guide by employees and is not intended to create a contract of employment nor does it cover every policy related to employment. Additional policies can be found on-line the district website. Employment with the District is at-will. The policies may be subject to change at any time at the discretion of the district.

District

Chairperson

Clerk

Dated this _____ day of

_____, 2022.

**CONSULTING SERVICES AND LICENSE AGREEMENT
PROJECT SEARCH®**

THIS CONSULTING SERVICES AND LICENSE AGREEMENT ("Agreement"), effective as of the 10th day of June, 2022 ("Effective Date"), by and between Children's Hospital Medical Center ("Licensor"), an Ohio nonprofit corporation, located at 3333 Burnet Ave., Cincinnati, Ohio 45229-3039 and Detroit Lakes Public Schools ("Licensee"), located at 702 Lake Avenue, Detroit Lakes, MN 56501.

WHEREAS, Licensor has developed a program referred to as Project SEARCH® which creates innovative solutions for workforce and career development for people with disabilities;

WHEREAS, in conjunction with its Project SEARCH® program, Licensor has created Project SEARCH® program implementation materials ("Materials") which will be provided to Licensee upon signature by both parties to this Agreement;

WHEREAS, Licensor provides consulting services to Licensees to assist such Licensees in their implementation of the Project SEARCH® program using some or all of the Materials;

WHEREAS, Licensor is able to apply and obtain certain grants to expand its Project SEARCH® program based on this Agreement and other similar agreements; and

WHEREAS, Licensee is desirous of using some or all of the Materials and engaging Licensor to provide certain Services in connection with its business;

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises hereinafter set forth, the parties agree as follows:

**Article I
License**

A. Project Implementation License. Licensor hereby grants to Licensee a non-exclusive, nontransferable license to reproduce, disseminate and display the Materials for its own internal use in connection with the implementation of the Project SEARCH® program at the sites listed in Exhibit A ("Sites"). Such license permits Licensee to sublicense the Materials to third parties engaged by Licensee to implement the Project SEARCH® program at the Sites, provided Licensee provides Licensor at least five (5) business days written notice of such third parties prior to providing such parties the Materials and Licensor does not object to such parties during such five (5) business day period. Licensee is obligated to ensure such third parties comply with all the terms and conditions of this Agreement and is responsible for such third parties activities with respect to implementation of the Project SEARCH® program. Licensee (and its contractors, agents and/or representatives) are prohibited from implementing the Project SEARCH® program at any location other than a Site without written consent from Licensor. The Materials, and any copies thereof, may not be transferred or taken or otherwise provided by Licensee to another institution or company without the prior written consent of Licensor. For the avoidance of doubt, Licensee may not share any Materials with any other site or potential site and its representatives without prior written consent from Licensor. Licensee agrees to implement the Project SEARCH® program in strict compliance with the Material.

Licensor further grants to Licensee a non-exclusive, nontransferable license to use Licensor's name and Project SEARCH® trademark only in connection with the Materials and only for the purpose of implementing the Project SEARCH® program at the Sites and only in the form and manner and with appropriate legends as prescribed from time to time by Licensor. From time-to-time, Licensor may approve Licensee's use of Licensor's name and/or Project SEARCH® trademark on Licensee's website, and/or in an article, publication, or video created by Licensee and in such event Licensee must acknowledge Licensor and

its Project SEARCH® Program as the founder and refer interested parties back to Licensor for information about the Project SEARCH® Program. Licensee agrees not to use any other trademark or service mark, alone or in combination with Licensor's marks, on the licensed Materials without Licensor's prior written approval, and Licensee will at no time use or apply to register any trademark, trade name, service mark or other designation that is confusingly similar to the trademark. Upon Licensor's request, Licensee will, from time to time, provide Licensor samples of its use of the trademark hereunder. The foregoing trademark license shall cease immediately with respect to a trademark if and when such trademark has been superseded or replaced by a new trademark. Licensee shall acquire no right, title or interest in or to the trademark, and all goodwill derived from the use of the trademark shall inure solely to the benefit of Licensor.

B. Negation of Rights Not Licensed. Licensee shall not modify or amend any Materials or create any derivative works or improvements thereto (all such modifications, amendments, improvements of derivative works collectively referred to as "Modifications") without the prior written consent of Licensor. Modifications, whether authorized or unauthorized, will be solely owned by Licensor and shall be subject to the limited licenses and restrictions set forth in this Agreement with respect to Materials. Licensee agrees to execute (and cause its employees and contractors to execute) any additional documents and do all things necessary or appropriate (at Licensor's expense) to vest and confirm all rights in the Project SEARCH® program and all Materials and Modifications (including, without limitation, all patents, copyrights, trade secrets and other intellectual property rights therein, whether now existing or hereafter coming into existence) in Licensor and to facilitate the obtaining by Licensor of any desired legal protection for the same in any countries. Any rights not expressly granted by this Agreement shall not be implied; the license granted pursuant to this Agreement authorizes only the use of the Materials licensed herein.

C. Duration of License. This Agreement will commence on the date first written above and will continue for a term of one (1) year ("Initial Term") unless after this Agreement has been in effect for ninety (90) days it is terminated by either party upon thirty (30) days prior written notice. In addition, Licensor may terminate this Agreement upon written notice, effective immediately, due to Licensee's breach of any provision hereof or in the event Licensee becomes insolvent or ceases to do business. Upon termination of this Agreement, Licensee shall discontinue immediately all use of the Materials, Modifications and Licensor's Confidential Information and destroy or otherwise cease display of all printed materials bearing any of the Licensor's copyrights, trademarks or service marks. All rights in the Materials and Modifications shall remain the property of Licensor.

In the event Licensee elects to continue using the Materials at the Sites after the Initial Term or any Additional Term (as defined below), Licensee may do so by providing Licensor thirty (30) days prior written notice indicating its desire to renew these terms for an additional one (1) year term ("Additional Term") and pay Licensor its then-current license fee for such Additional Term(s). In the event Licensee pays the then-applicable fee for the Additional Term and Licensor accepts such payment, the parties understand that such action will renew this agreement for an Additional Term. For the first Additional Term, the license fee is \$350.00; for Additional Terms, the license fee will be Licensor's then-current fee which will not exceed 20% increase from the prior term's fee. Upon the renewal of license after Additional Term and further program expansion, Licensee is required to use database and all information in database shall remain the property of Licensor.

D. Copyright Notice. All copies of the Materials reproduced, displayed or disseminated pursuant to this Agreement shall contain a copyright notice in the name of Licensor in a form approved by Licensor and a statement that the Materials have been reprinted under a license granted by Licensor.

E. Replication Rules. Licensee may offer tours of the Project SEARCH® program implemented at the Sites to third parties provided Licensor has completed an audit of such Site confirming fidelity to the Project SEARCH® program and Materials and such confirmation has been received by Licensee from Licensor in writing within three (3) months of such tour. Model fidelity audit must be at the end of the first year of program and new program must include a first term review. Neither Licensee nor any Site can participate in research and/or generate a publication with respect to its implementation of the Project SEARCH® program without

successful completion of a model fidelity audit, as evidenced in a writing signed by Licensor, completed in writing no more than three (3) months prior to such activities being commenced.

Article II Consulting Services

A. **Description of Services.** Licensee hereby engages Licensor as an independent contractor to provide the services set forth in Exhibit A attached hereto and incorporated herein by reference (“Services”). Licensor shall deliver the Services on the dates and for the fees specified in Exhibit A. After the first year of this Agreement, the fees stated in Exhibit A may be changed from time-to-time upon thirty (30) days prior notice. Licensor shall submit an invoice to Licensee on a monthly basis setting forth the date Services were provided, a description of Services rendered, hours spent and fees due. Licensee shall pay such invoice within thirty (30) days of receipt of an undisputed invoice. Licensee agrees that any materials resulting from the Services will be solely owned by Licensor and Licensor hereby grants Licensee a non-exclusive, non-transferable license to use such materials for the term of this Agreement. Licensee agrees to implement the Project SEARCH[®] Program consistent with such Services and the Materials.

B. **Travel Expenses.** Travel, lodging and living expenses incurred in conjunction with providing Services are included in the fees identified in Exhibit A.

Article III Miscellaneous

A. **Audit.** During the term of this Agreement, Licensee shall permit Licensor, upon reasonable advance notice and during regular business hours, access to Licensee’s site and books and records directly related to this Agreement to confirm that the Licensee is performing in compliance with this Agreement.

B. **Confidential Information.** Each party agrees not to disclose to third parties or employees without a need to know, information received from the other party which has been identified as proprietary or confidential, or which by the nature of the circumstances surrounding disclosure, should in good faith be treated as proprietary or confidential (collectively “Information”). Both parties agree that it shall treat and safeguard the other party’s Information with the same standard of care employed for its own Information and shall in no event employ less than a reasonable standard of care. The foregoing confidentiality obligations shall not apply when, after and to the extent the Information disclosed: (i) is now, or hereafter becomes, generally available to the public through no fault of the receiving party or its employees, agents, or contractors; (ii) was already in possession of the receiving party without restriction as to confidentiality at the time of disclosure as evidenced by competent written records; (iii) is subsequently received by the receiving party from a third party without restriction and without breaching any confidential obligation between the third party and the disclosing party hereunder; and (iv) is required to be disclosed by applicable law, rule, or court order, in which case receiving party shall promptly notify disclosing party of such required disclosure, take all reasonable steps to limit the scope of such disclosure, and provide disclosing party with an opportunity to comment on such proposed disclosure. All Information shall remain the property of the disclosing party and disclosure shall not be construed as a grant of any license of the Information to the receiving party. In the event that either party should breach any of its responsibilities under this Section, or in the event that such a breach appears to be an imminent possibility, the non-breaching party shall be entitled to all legal and equitable remedies, including, without limitation, issuance of injunctive orders restraining the breaching party, its employees, agents or independent contractors, from committing such breach. The foregoing obligations of confidentiality and use shall continue for five (5) years after the termination of this Agreement.

C. **No Partnership, etc.** This Agreement shall not be construed as establishing a partnership, agency or joint venture between the parties. Neither party shall have any right to obligate or bind the other party in any manner whatsoever, and nothing herein contained shall give, or is intended to give, any rights of any kind to any third parties.

D. Limitation of Liability; Indemnification. LICENSOR MAKES NO WARRANTY, IMPLIED OR EXPRESS, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR ANY PARTICULAR PURPOSE, WITH RESPECT TO THE PROJECT SEARCH® PROGRAM OR THE MATERIALS. Without limiting the generality of the foregoing, Licensor does not warrant the accuracy or suitability of information in the Materials and shall have no liability for use of the licensed Materials by Licensee or any third party. Licensor does not undertake any obligation to update or otherwise modify the Materials. Unless prohibited by state law, Licensee agrees to indemnify, hold harmless, and defend Licensor, its officers, trustees, directors, employees, and agents from and against all loss, liability, claims, costs (including reasonable attorneys' fees), judgments and other expenses arising out of or on account of any use of the licensed Materials, including but not limited to any claim by or in respect of any individual for death or bodily injury.

E. Assignment. The rights granted to Licensee hereunder shall not be assigned, sublicensed or otherwise transferred by Licensee without the prior written consent of Licensor, and any such attempted transfer without such written consent shall be void and of no effect. This Agreement shall be binding upon the parties hereto and their permitted successors and assigns.

F. Entire Agreement; Modifications. This writing sets forth the entire agreement with respect to the subject matter hereof and supersedes any prior agreements or understandings relating to the subject matter hereof. Any waiver, modification, or cancellation of any terms or conditions of this Agreement must be in writing, and no waiver by Licensor, whether express or implied, of any breach or default by Licensee shall constitute a continuing waiver of any term or provision of this Agreement.

G. Severability. In the event that any term or provision of this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other term or provision hereof, and such invalid, illegal or unenforceable term or provision shall be reformed so as to most nearly effect the intent of the parties without invalidity or illegality.

H. Governing Law. Unless prohibited by state law imposed on Licensee, this Agreement and all matters arising out of or relating to this Agreement shall be governed by the laws of the State of Ohio (excluding its conflict of law provisions) and the provisions of applicable copyright law. The courts located in Hamilton County, Ohio shall have exclusive jurisdiction and venue over any suit or action against Licensor arising out of or relating to this Agreement. Licensee hereby consents to the personal jurisdiction of such courts and waives any objections to such venue.

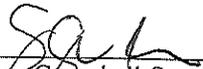
I. Compliance with Law. Licensee agrees that it is its sole responsibility to implement the Project SEARCH® model in accordance with applicable federal, state and local laws.

J. Executed in Multiple Counterparts. This Agreement and any amendments to it may be executed in one or more counterparts, each of which shall be deemed to be an original copy, and all of which, when taken together, shall be deemed to constitute one and the same document. Signatures to this Agreement and any amendments to it may be transmitted by fax, by electronic mail in "portable document format" (".pdf"), or by any other electronic means intended to preserve the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed as of the day and year first above written.

CHILDREN'S HOSPITAL MEDICAL CENTER

DETROIT LAKES PUBLIC SCHOOL

Signature: 
By: Courtney Campbell-Saxton
Title: Vice President, Patient Services Finance
Date: 6/14/22

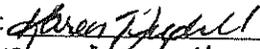
Signature: 
By: Karen Niddell
Title: Director of Special Education
Date: 6-14-2022

EXHIBIT A

DESCRIPTION OF SERVICES

Description of Services:

Licensors will provide Licensee technical assistance necessary for implementation of a Project SEARCH® Adult Employment or High School Transition Program at the Sites listed below. Such services are more fully described in Schedule 1, attached hereto and incorporated herein.

Fees:

The Licensing and Technical Assistance fee of \$16,000 USD.

Sites:

Essentia Health St. Mary's – Detroit Lakes
1027 Washington Avenue
Detroit Lakes, MN 56501

Project SEARCH® Implementation Plan for Licensed Sites

Detail	
<p>Project SEARCH Licensing Agreement</p> <p>Project SEARCH License provides a comprehensive package of resources and tools</p>	<p>Project SEARCH Member Portal (www.projectsearch.us; Click "User Login" to access Member Portal): The Project SEARCH Member Portal consolidates all Project SEARCH resources and tools under a single log-in. By providing an online "gathering place" the Portal enhances communication within and among program sites and encourages greater involvement of all team members. By providing essential tools and resources in a single, convenient location, the Portal also promotes consistent program quality and better outcomes through increased Model Fidelity. The Member Portal includes these features:</p> <ul style="list-style-type: none"> - My Program: This is where program sites can view and manage their program site team (organizations and associated contacts). It is also where designated team members enter and update intern data including demographics, internships, and employment outcomes. - Calendar: This is where program sites can view a complete listing of all trainings, webinars, and other events sponsored by the Project SEARCH leadership team, with links to register or join. - Reports: This feature provides easy access to customizable, downloadable reports on program site partners, interns, and employment outcomes. - Toolkit: This is where users can find all the documents and templates of the Resource Guide and Curriculum—critical tools for implementing and managing a successful program site. - P.S. Let's Chat: This online discussion format allows users to communicate with fellow Project SEARCH practitioners—ask questions, share tips and tools, or just check-in to see what's happening. - Staff Training: This section provides access the Project SEARCH Academy, where Portal users can learn more about the Project SEARCH model through brief online courses. After taking the courses, users can take quizzes to earn certificates and continuing education credits. - Video Library: This is a dynamic collection of curated videos on Project SEARCH and related topics for users to view or share. - Instructions: This is a series of modules with detailed, step-by-step instructions for using the Project SEARCH Member Portal. <p>Project SEARCH Employability Skills Curriculum (Completely available 07/21):</p> <ul style="list-style-type: none"> - The curriculum was developed by Project SEARCH with assistance from an international team of 25 Project SEARCH instructors. Each comprehensive lesson plan includes guidance for instructors, a minimum of 5 activities, a glossary of specialized terms, assessment ideas, and links to other resources. The curriculum can be customized to different host business sites and includes units in these subject areas: Team Building, Workplace Safety,



SCHEDULE 1

Technology, Self-Advocacy, Maintaining Employment, Financial Literacy, Health and Wellness, Preparing for Employment, and Social and Communication Skills.

Resource Guide / Essential Documents:

- A collection of 80+ documents designed to help all Project SEARCH teams adhere to model fidelity to implement and maintain a successful program. The documents were created by Project SEARCH leadership and are meant to provide a template that sites can customize to the needs of their particular host business, partners, and interns

VocFit (can be accessed via the Project SEARCH Member Portal):

- An age-appropriate transition assessment and job/internship matching tool

Webinars:

- Regular interactions with Project SEARCH leaderships covering a variety of topics, such as: new developments, upcoming trainings, general Q&A, etc.

Social Media:

- Our international social media accounts, including Facebook, Twitter, and LinkedIn, where stories about local Project SEARCH programs can be publicized.

Project SEARCH Website (www.projectsearch.us):

- Access to the latest information about Project SEARCH, program sites, marketing materials, national and international disability employment initiatives, etc.

Project SEARCH Program Specialist Connection:

- Access to Program Specialist through conference calls, email, and video conferencing to provide assistance as needed.

Self-Audit Tool (Recommended Annually):

- Tool that program site teams can use to strategically direct areas of quality improvement and Model Fidelity alignment.

*Project SEARCH is focused on continuous improvement and is also updating our curriculum, materials, trainings, etc. on an ongoing basis to ensure we provide the most up-to-date content to new and existing programs.



SCHEDULE 1

Required Technical Assistance Activities	Detail	Timeline
<p>Technical Assistance Step 1:</p> <p>Introduction and Planning for Project SEARCH (Virtual or In-Person)</p> <p>*Note: if In-Person, please schedule 2 consecutive days with the whole team.</p> <p><i>Approximately 9-12 hours of content and group work that can be individualized for each team</i></p>	<p>Pre-requisites to Introduction</p> <ul style="list-style-type: none"> - Meet with Program Specialist to determine timeline, agenda, and participant list - Assign someone to be Program Site Database Coordinator (PSDC) in the Project SEARCH Member Portal <ul style="list-style-type: none"> o PSDC will give access to all partners associated with new Project SEARCH program - Project SEARCH 101 (Project SEARCH Academy) - Selected Essential Documents (to be shared by Program Specialist) <p style="text-align: center;">Agenda</p> <p>Part 1: approximately 3-4 hours (Invite additional staff and partners to Part 1) – 500' view</p> <p>Introductions</p> <p>Model Overview</p> <ul style="list-style-type: none"> - Project SEARCH Overview <ul style="list-style-type: none"> o Model Fidelity o Project SEARCH Outcome Data o History of the program o Braided Funding o Annual Calendar and Daily Schedule o Journey Map to Launch - Partnerships <ul style="list-style-type: none"> o Partner Organizations/Staff needed for project o Roles and Responsibilities o Forming Your Team - Intern Recruitment and Selection <ul style="list-style-type: none"> o Team consensus on sustainable cohort o Marketing o Information Sessions o Skills Assessment Day o Student Selection 	<p>6 – 9 months before program start date</p>

SCHEDULE 1

	<ul style="list-style-type: none"> ○ Letters to families ○ IEP / VR Eligibility finalized before the school year ends ○ Summer events: Travel Training, family information, etc. <p>Part 2: approximately 3-4 hours – 50' view</p> <p>Introduction to Additional Tools and Concepts:</p> <ul style="list-style-type: none"> - Project SEARCH Member Portal – Information, Staff Training, Videos and Data - Project SEARCH Employability Skills Curriculum and Essential Documents - Principles of internship development - Staff roles and responsibilities during the internship process - Tools used for skills gain assessment i.e., VocFit.com - Preparation for Part 3: Project Planning – identify team members and team leads <p>Part 3: approximately 3-4 hours (could be longer depending on the size of the Steering Committee) – 5' View</p> <p>Introductions</p> <ul style="list-style-type: none"> - Introduce and work through project planning sections (below) with Steering Committee - Select lead and due date for each item - Select someone to complete the spreadsheet as you move through the following: <ul style="list-style-type: none"> ○ Understand and Prepare for the Program ○ Form your Steering Committee ○ Hiring Staff: Instructor and Skills Trainers ○ Recruit and Select Interns ○ Tour the Business and Identify Internships ○ Develop the Internship Task Lists /Educate Managers and Mentors ○ Utilize VocFit for Matching ○ Complete Final Logistics ○ Host a Welcome Event – Celebrate Launch!
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SCHEDULE 1

<p>Technical Assistance Step 2: Teaching and Training for Success</p> <p><i>Virtual Training: 8 modules, approximately 2-hours each</i></p>	<p>All team members will be required to attend all 8 modules, virtually. We plan to offer the virtual modules during the months of May, June, and August for new programs. We recommend that you attend the virtual sessions with your local partners.</p> <ol style="list-style-type: none"> 1. The Transition from Student to Intern to Employee 2. Collaboration and Communication: Roles and Responsibilities 3. Using VocFit and Employment Planning Meetings to Plan for Successful Internships 4. Internship Development 5. Internship Fundamentals 6. Aspirational Job Development 7. Employability Skills Curriculum * 8. Coordinating the Annual Calendar* <p>*The <i>Employability Skills Curriculum</i> and <i>Laying out the Annual Calendar</i> modules are only required for instructors and skill trainers to attend; other team members are welcome to join.</p>	<p>May, June, August</p>
<p>Technical Assistance Step 3: In-Person Internship Development and On-Site Team Orientation for Program Delivery</p> <p><i>Approximately 12-16 hours, or 2 days of on-site service</i></p>	<p>Day 1: Internship Process (6 – 8 hours)</p> <p>Topics:</p> <ul style="list-style-type: none"> - Tour Host Business - Present Project SEARCH to host business site leadership - Identify internships based on Project SEARCH criteria <ul style="list-style-type: none"> o Competitive and marketable skills o Can we scaffold skills o Variety of internship opportunities - Create a schedule and times to develop internships <ul style="list-style-type: none"> o Observe the work of the department o Meet with managers o Identify the mentors o Develop the task lists o Brainstorm possible accommodations / tools / work aids o Discuss use of VocFit before and during the internship process <p>Day 2: Scope and Sequence of your Project SEARCH Program (6 – 8 hours)</p>	<p>June, July, or August – prior to 1st program year</p>

SCHEDULE 1

	<p>Topics:</p> <ul style="list-style-type: none"> - Day-to-Day Operations / Annual Calendar - Orientation (first three weeks) - Daily Schedule - Internships: Scheduling, Matching, Preparation, Intern Support Plans, Assessment, etc. - Curriculum: 9 Units, lesson plan format, sequencing, customization of plans to local needs - Employment Planning Meetings - Transition Weeks - Problem Solving 	
<p>Technical Assistance Step 4: Virtual Check-In with Steering Committee <i>Approximately 1-2 hours of service</i></p>	<p>Attend a Steering Committee during 1st Internship Connect with team members about:</p> <ul style="list-style-type: none"> • Model Fidelity • Data input of interns/internships • Internship process • Problem solving around interns, internships, etc. • Collaboration with partners • Funding • Continuous Improvement 	<p>October - December</p>
<p>Additional Paid Services</p>	<p>We offer other services at an additional cost. If you are interested, please reach out to your Project SEARCH Consultant and the Project SEARCH Business Office if you are interested.</p>	<p>TBD</p>



MEMO



To: Detroit Lakes Board of Education
From: Activities Committee
Date: 6/16/2022
Re: Activity Fees for 2022-23

Please see the table of revised activity fees for 2022-2023 below.

Activity Fee Schedule				
	2020-21 Fee	2021-22 Fee	Increase	Proposed 22-23 Fee
Middle School	\$50.00	\$60.00	\$0.00	\$60.00
High School	\$80.00	\$100.00	\$20.00	\$120.00
Free/Reduced	\$15.00	\$20.00	\$0.00	\$20.00
Family Max	\$375.00	\$400.00	\$50.00	\$450.00
Hockey Facility Fee(In addition to registration)	\$235.00	\$270.00	\$15.00	\$285.00

The Activities Committee is proposing these increases in activity fees in an effort to help offset the 20% increase in the cost of transportation for 22-22 and 23-24. The committee felt it was important to keep MS activity fees the same to encourage participation. It was also discussed that transportation costs for MS activities are significantly less for MS programs with less games and closer opponents.

The hockey facility fee will also increase from \$270 to \$285 to offset the costs related to the increase in the lease agreement for the Kent Freeman Arena with the City of Detroit Lakes.

The committee is also proposing adding a fee for the Knowledge Bowl team. It appears this is the only competitive activity that Detroit Lakes High School sponsors that does not have an activity fee. The school provides transportation, coaches salary and entry fees for this activity. Participation has also increased to the point that we are busing to competitions rather than using school vehicles. Since the program has a limited season and coaches compensation is about 50% of our other competitive programs due to the short season and limited contests it was proposed that we would charge 50% of the activity fee or \$60 to compete on the Knowledge Bowl Team.

The committee also recommends that Season Passes and activity admission fees remain the same for the 22-23 school year.

Admission Fee Schedule				
	2020-21 Fee	2021-22 Fee	Increase	Proposed 22-23 Fee
Single Athletic Event Student	\$4.00	\$5.00	\$0.00	\$5.00
Single Athletic Event Adult	\$6.00	\$7.00	\$0.00	\$7.00
Student Season Pass	\$5.00	\$5.00	\$0.00	\$5.00
Adult Season Pass	\$35.00	\$40.00	\$0.00	\$40.00

Date Adopted: 09/12/88	File Number:
Date Revised: 2/9/04	Detroit Lakes Policy - MSBA-513

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)

Date Adopted: 04/19/93	File Number: Detroit Lakes Policy - 515
Date Revised: 08/14/00; 05/13/02; 07/12/04; 01/10/05; 05/15/06; 11/13/17	

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

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-~~85204605~~.

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.

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)~~

DATE: June 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: Approve Motor Coach Transportation SY 2022-23 and 2023-24

The District used the bid process for Motor Coach Transportation services for 2022-23 and 2023-24 school years. The District received two bids. They were from Anderson Coach of Frazee and Olander Bus Service, Inc. of Detroit Lakes. It is the Transportation Committee's recommendation that the District accept the bid with Anderson Coach of Frazee for a two-year term of July 1, 2022 - June 30, 2024 with the District's option for renewal for an additional two-year term of July 1, 2024 - June 30, 2026.

Negotiated contracts are attached.

Recommend approval.

cc: Colin Gedrose
Kathy Boelter

MOTOR COACH TRANSPORTATION CONTRACT

**Independent School District #22
and
Anderson Bus and Coach of Frazee, Inc.**

2022-23 and 2023-24 School Years

THIS AGREEMENT made and entered this 1st day of July, 2022 by and between Independent School District No. 22 of Becker County, Minnesota, hereinafter referred to as "School District", and Anderson Bus and Coach of Frazee, Inc. of Minnesota, hereinafter referred to as "Contractor".

For the consideration herein expressed, Contractor agrees with the School District:

CONTRACT DURATION AND CONDITIONS

The Contractor agrees and promises all commodities and services contained in this contract. The Contractor will fully perform the contract in accordance with all specifications, terms and conditions, and requirements and will comply with all applicable provisions of the contract by reference.

1. Charter Bus Service for Athletic and Academic Travel for all ISD #22 locations primarily in northcentral United States, however can be elsewhere within the country.

Transportation equipment that will be used is listed on the Vehicle Roster and includes the bus number, year model, chassis make, body make, capacity, and bus mileage.

2. A tentative school calendar for each school year will be provided detailing vacation days and actual school days.
3. Should the schools be closed for any cause whatsoever, the Board of Education shall not be liable for payment for service under the contract during the period of such closing.
4. Pursuant to Minnesota Statute 123B.52, contracts shall be for a two-year term (2022-2024) with the District's option for renewal for an additional two-year term (2024-2026) and shall include the following conditions:
 - This is the contract between the School District and Bus Contractor for 2022-24.
 - In order to establish justification and to make decisions as to the validity of Contractor requests for increased charges to the District for services, the District reserves the right to have a qualified third party to evaluate the Contractor's operating cost records and issue an opinion relative to the justification for cost increases.
 - Special requirements of either party to the contract not covered in specifications may be negotiated at the option of the District.
 - Other reasons for review shall include, but are not limited to, the District's continued need for the contracted service.
5. Contract not Assignable - The Contractor shall not assign or sublet said contract or any part of said contract without the consent of the School District and, in the event of violation of such provision of contract, the same is forthwith to cancellation by the Board of Education

GENERAL CONTRACT TERMS AND CONDITIONS

1. **Payment Terms.** Payment will normally be made by the 15th of the month following invoice submission by the 30th. All invoices and payment inquiries must be directed via email to:

Director of Finance & Operations
jkuehn@detlakes.k12.mn.us
Detroit Lakes Public Schools
702 Lake Avenue
Detroit Lakes, MN 56501

Prepayment

ISD #22 will not make any advance payments before performance by contractor ISD under this Contract.

2. **Lodging.**

Contractor acknowledges travel costs are covered by the Contractual Amount and will not invoice ISD #22 for travel costs.

- 1) **Lodging:** For overnight trips, The District will make the reservations, but will be paid for by the Coach Driver at checkout. Depending on the event and the parking situation, the contractor may decide to reserve their own room at a different location and would need to contact the Activities Director that they were doing so at least 3 days in advance.
- 2) **Meals:** Meals will be paid by the contractor.

3. **Taxes and Taxpayer Identification.** The contractor will provide its federal employer ID number to ISD #22 before any payments will be made by ISD #22.

A contractor performing any contract, including service contracts, for the School District is not exempt from payment of sales or use tax on material and supplies used or consumed in carrying out contracts. In these cases, the contractor is required to file returns and pay sales and use tax just as required for contracts with private parties.

A contractor performing any contract, including a service contract, within Minnesota is also subject to the corporation income tax, individual income tax, and withholding tax reporting requirements, whether the contract is performed by a corporation, partnership, or other business entity, or as an employee of the contractor. In the case of employees performing the services in the state, the contractor is required to withhold state income tax from the employees' compensation and remit to the state as required by law. Contact the Minnesota Tax Department.

4. **Termination of Contract.**

a. Termination without cause.

This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' written notice.

b. Termination by Mutual Agreement.

This contract may be terminated by mutual consent of both parties executed in writing.

c. Termination for Cause.

ISD #22 may terminate this contract effective upon delivery of written notice to contractor, or any later date stated in the notice:

- 1) If contractor fails to provide services required by this contract within the time specified or any extension agreed to by ISD #22; or
- 2) If contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms.

The rights and remedies of ISD #22 provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

5. **Force Majeure.** Neither party will be held responsible for delay or default caused by fire, riot, terrorism, acts of God or war if the event is beyond the party's reasonable control and the affected party gives notice to the other party promptly upon

occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

6. **Confidentiality.** Contractor will not use or disclose any information it receives from ISD #22 under this Contract that ISD #22 has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by ISD #22. ISD #22 will not disclose any information it receives from Contractor that Contractor has previously identified as confidential and that ISD #22 determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the Minnesota public records law. The duty of ISD #22 and Contractor to maintain confidentiality of information under this section continues beyond the term of this Contract.
7. **Inspection and Investigations.** ISD #22 reserves the right to conduct inspections and investigations related to the bidder and offered commodities or services, including but not limited to the firm, its facility, personnel, qualifications, and the commodities and/or services offered to make determinations regarding compliance with the contractor requirements and responsibility of the contractor. All material and workmanship will be subject to inspection and testing by ISD #22 either at the point of manufacturer, place of storage, or upon receipt.
8. **Compliance with Public Records Law.** The contract is subject to Minnesota's public records law.
9. **Independent Entity.** Contractor, its employees, agents, and representatives under this Contract are not ISD #22 employees for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the Minnesota Unemployment Compensation Law and the Minnesota Workforce Safety and Insurance Act. Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Contract, except to the extent specified in this Contract. No part of this contract shall be construed to represent the creation of an employer/employee relationship.
10. **Assignments and Subcontracts.** The contractor may not assign or otherwise transfer or delegate any right or duty without ISD #22's express written consent. However, the contractor may enter into subcontracts provided that any such subcontractor acknowledges the binding nature of this contract and incorporates this contract, including any attachments. The contractor is solely responsible for the performance of any subcontractor. The contractor will not have the authority to contract for or incur obligations on behalf of ISD #22.
11. **Spoliation – Preservation of Evidence.** Contractor agrees to promptly notify ISD #22 of all potential claims which arise from or result from this contract. Contractor further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant ISD #22 the opportunity to review and inspect such evidence, including the scene of the accident.
12. **Severability.** If any term of this Contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Contract did not contain that term.
13. **Applicable Law and Venue.** This contract is governed by and construed in accordance with the laws of the State of Minnesota. ISD #22 does not agree to any form of binding arbitration, mediation, or other forms of mandatory alternative dispute resolution. ISD #22 does not waive any right to a jury trial.
14. **Nondiscrimination and Compliance with Laws.** The contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, and regulations, including Title VI of the Civil Rights Act of 1964 and other laws concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard to race, color, religion, sex, national origin, or physical handicap. Any subletting or subcontracting by the contractor subjects the subcontractors to this provision. Contractor will have and keep current at all times during the term of this Contract all licenses and permits required by law.
15. **Contract Amendment.** If a binding contract has been entered into, no changes (i.e. substitution of product or a price adjustment) may be made, unless prior written approval has been obtained from the School District of Minnesota or Entity.
16. **Binding Contract.** After the bid has been awarded, a contract or purchase order will be issued between the successful bidder and ISD #22. Any oral agreement or arrangement by a bidder with a School District employee will have no force or effect unless reduced to writing.

SPECIAL TERMS AND CONDITIONS

1. **Award.** Award will be made to the responsible bidder with the lowest priced bid that is responsive to the specifications and all other requirements stated herein. Award will be made as follows:

- Multiple awards to more than one bidder

2. **Pricing.** Pricing under this contract will be as follows:

Firm Fixed. The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing will be firm for the period of the contract.

3. **Term of Contract.**

This Contract begins July 1, 2022, and ends June 30, 2024.

Renewal Option

ISD #22 may renew this Contract upon satisfactory completion of the initial Contract term. ISD #22 reserves the right to execute up to two options to renew this contract under the same terms and conditions for a period of 24 months each.

4. **Indemnification and Insurance Requirements.**

Indemnification

CONTRACTOR agrees to defend, indemnify, and hold harmless ISD #22, its officers and employees from and against claims based on the vicarious liability of ISD #22, but not against claims based on the ISD #22's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. This obligation to defend, indemnify, and hold harmless does not extend to professional liability claims arising from professional errors and omissions. The legal defense provided by CONTRACTOR to ISD #22 under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for ISD #22 is necessary. Any attorney appointed to represent ISD #22 must first qualify as and be appointed by the Minnesota Attorney General. CONTRACTOR also agrees to defend, indemnify, and hold ISD #22 harmless for all costs, expenses and attorneys' fees incurred if ISD #22 prevails in an action against CONTRACTOR in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Insurance

CONTRACTOR shall secure and keep in force during the term of this agreement and CONTRACTOR shall require all subcontractors, prior to commencement of an agreement between CONTRACTOR and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Minnesota, the following insurance coverages:

- 1) Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence.
- 2) Automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence.
- 3) Workers compensation coverage meeting all statutory requirements. The policy shall provide coverage for all states of operation that apply to the performance of this contract. Employer's liability or "stop gap" insurance of not less than \$1,000,000 as an endorsement on the workers compensation or commercial general liability insurance.
- 4) Professional errors and omissions with minimum limits of \$1,000,000 per occurrence and in the aggregate, CONTRACTOR shall continuously maintain such coverage during the contact period and for three years thereafter. In the event of a change or cancellation of coverage, CONTRACTOR shall purchase an extended reporting period to meet the time periods required in this section.

The insurance coverages listed above must meet the following additional requirements:

- 1) Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the CONTRACTOR.

- 2) This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by ISD #22. The policies shall be in form and terms approved by ISD #22.
- 3) The duty to defend, indemnify, and hold harmless ISD #22 under this agreement shall not be limited by the insurance required in this agreement.
- 4) ISD #22 and its officers, and employees shall be endorsed on the commercial general liability policy, including any excess policies (to the extent applicable), as additional insured. ISD #22 shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the CONTRACTOR.
- 5) The insurance required in this agreement, through a policy or endorsement, shall include:
 - a) "Waiver of Subrogation" waiving any right to recovery the insurance company may have against the ISD #22;
 - b) a provision that CONTRACTOR's insurance coverage shall be primary (i.e. pay first) as respects any insurance, self-insurance or self-retention maintained by ISD #22 and that any insurance, self-insurance or self-retention maintained by ISD #22 shall be in excess of the CONTRACTOR's insurance and shall not contribute with it;
 - c) cross liability/severability of interest for all policies and endorsements;
 - d) The legal defense provided to ISD #22 under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for ISD #22 is necessary;
 - e) The insolvency or bankruptcy of the insured CONTRACTOR shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured CONTRACTOR from meeting the retention limit under the policy.
- 6) The CONTRACTOR shall furnish a certificate of insurance to the undersigned ISD #22 representative prior to commencement of this agreement. All endorsements shall be provided as soon as practicable.
- 7) Failure to provide insurance as required in this agreement is a material breach of contract entitling ISD #22 to terminate this agreement immediately.
- 8) CONTRACTOR shall provide at least 30 day notice of any cancellation or material change to the policies or endorsements.

Objections to any of the provisions of the Indemnification and Insurance Requirements must be made in writing to the attention of the Director of Finance and Operations by the time and date set for receipt of questions. No alteration of these provisions will be permitted without prior written approval from ISD #22.

Upon receipt of the Notice of Intent to Award, the successful offeror must obtain the required insurance coverage and provide Business Manager with proof of coverage prior to contract approval. The coverage must be satisfactory to ISD #22. An offeror's failure to provide evidence of insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

5. **Delivery.** The contractor will deliver commodities and services ordered under this contract as follows:

- Delivery is required by the date indicated on the cover sheet of this solicitation.

If delivery requirements cannot be met within the specified time, the bidder must notify ISD #22 in writing of the delay and the approximate date delivery may be expected.

6. **F.O.B. Point and Freight.** Delivery and passage of title under this contract will be as follows.

- Delivery will be F.O.B. Destination to the location specified on the cover page of the solicitation. The freight is to be included in the price of the products. Title will pass to ISD #22 upon delivery to the specified destination.

Specifications:

1. Motor coach must be 47 passenger or larger
2. Motor coach required specifications:
 - a. Climate controlled with heating and air conditioning
 - b. Restroom equipped
 - c. Audio equipment to include DVD and PA system
 - d. Reclining seats
 - e. WIFI
 - f. Adequate storage capacity
3. Must be in compliance with Federal Motor Carrier Safety Regulations
4. Safe, reliable, and courteous drivers
5. Each driver must carry a cell phone or some other device that would allow immediate contact with the driver should the need arise.
6. Drivers shall be required to wear a distinctive uniform at all times while transporting faculty, students, or staff.
7. Fully qualified drivers with current CDL and Medical Examiners Certificate
8. Furnish modern, clean, environmentally controlled (heated / air conditioned) regularly inspected and maintained vehicles.
9. All buses are to be smoke free / nonsmoking vehicles.
10. Schedule bus(es) to arrive early enough to provide for approximately 30 minutes prior to departure time unless requested to arrive earlier.
11. 48 hour notice must be given to the Department in case of cancellation
12. Decision to cancel trips due to inclement weather will be at the sole discretion of ISD #22
Attach a description that details the procedure taken when there is a problem on a trip regarding the incapacity of the motor coach.
13. Shall be solely responsible for maintenance. Attach a description that details how they will comply with these requirements:
 - a. The maintenance of its bus fleet in accordance with federal and state regulations;
 - b. Keeping all buses clean and sanitary in compliance with public safety and health regulations;
 - c. Its drivers keeping the buses clean and maintained while on trips
14. District trips will entail only our students/staff in the contractor's bus fleet. No shared coaches.

Bus Passenger Capacity:

Year and Make of Bus:

Cost per mile:	\$4.00 per mile
Deadhead Mile:	\$0 Frazee to Detroit Lakes (\$4.00/mile to other city/town origins)
Minimum Daily:	\$925.00 for 8 Hours (\$110.00 each additional hour)
Second Driver:	\$26.75/hr
Lodging Expense:	\$ - Exact Cost of Room Booked by District #22

DATE: June 20, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Auditing Services for Fiscal Years 2022-2024**

The District requested proposals for Auditing Services for Fiscal Years 2022-24. The Finance Committee reviewed proposals and recommended to continue using Eide Bailly for Auditing Services. The rates proposed for each year is as follows:

- FY 22 - \$28,800
- FY 23 - \$29,800
- FY 24 - \$30,800

Administration and Finance Committee recommend approval.



June 8, 2022

The Board of Education
Independent School District No. 22
Detroit Lakes, Minnesota 56501

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 22 (“the District”) as of June 30, 2022, and for the year then ended, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements.

In addition, we will audit the entity’s compliance over major federal award programs for the period ended June 30, 2022. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity’s major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with *Government Auditing Standards*, and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65 will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards , if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Total OPEB Liability and Related Ratios
3. Schedule of Employer's Share of Net Pension Liability and Schedule of Employer's Contributions

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Combining and individual fund schedules
2. Uniform financial accounting and reporting standards compliance table

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

1. School board and administration

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65. As part of an audit of financial statements in accordance with GAAS and in accordance with *Government Auditing Standards*, Uniform Guidance and/or any state or regulatory audit requirements we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about [Client]'s ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on Minnesota Legal Compliance upon completion of our audit.

Audit of Major Program Compliance

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with *Government Auditing Standards*, and the Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely, the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;

11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements and the schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Completion of the auditee's portion of the Data Collection Form
- Propose certain cash to accrual conversion entries and fund to government wide entries to be reviewed and approved by management.
- Submission of the uniform financial accounting and reporting standards compliance table

We will not assume management responsibilities on behalf of the District. The District's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

Fees and Timing

Derek Flanagan is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit in approximately September 2022.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, including administrative charges. Invoices are payable upon presentation. We estimate that our fees for the audit will be \$23,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

As noted above actual out-of-pocket expenses will be billed if onsite services are requested, plus the travel time of the professional(s) coming onsite at 50% of their standard hourly rates.

If the District has significant capital projects, new long-term debt issuances, or refunding bond transactions that cause additional audit testing requirements or preparation time, we will bill the added time at the hourly rates of the professionals performing the work. Changes at the District such as software conversions, software updates, and/or staffing transitions that cause additional audit time will also be billed at the hourly rates of the professionals being impacted by the extra work.

If the District's federal expenditures exceed \$750,000 and an audit over those funds is required, the fee will be \$5,000 assuming one major program to be tested. If additional programs are required to be tested, it will be an additional \$2,500 per program.

The above fees do not include the implementation of GASB 87, *Leases*, and the additional procedures that will be required during the audit process this year. We will bill the added time at the hourly rates of the professionals performing the work.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a Prepared-by-Client (PBC) request that identifies the information required to perform our engagement, as well as a planned timeline for the engagement. A failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Other Matters

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

Neither of us may use or disclose the other's confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly's confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor's report but before the date your financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the board of education the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Government Auditing Standards require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Fargo, North Dakota. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly’s services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly’s breach of this agreement or Eide Bailly’s violation of applicable professional standards. In no event shall Eide Bailly’s aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys’ fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months (“Limitation Period”) after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by North Dakota law. Any unresolved Dispute shall be submitted to a federal or state court located in Fargo, North Dakota.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,



Derek Flanagan, CPA
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Independent School District No. 22 by:

Chair of the Board

Date

DATE: June 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Approve Pupil Transportation Contract SY 2022-23 and 2023-24**

The Transportation Committee is recommending renewing the contract with Schultz Garage and Bus Company for the 2022-23 and 2023-24 school years. Attached is the contract which includes a 5% increase for the 2022-23 school year and an additional 5% increase for the 2023-24 school year. Also, adjustments for increases for Extra-Curricular Activity trips were included in the new contract.

Administration recommends approval.

cc: Colin Gedrose
Kathy Boelter

SCHOOL BUS TRANSPORTATION CONTRACT

**Independent School District #22
and
Schultz Garage & Bus Co, Inc.**

2022-2024

THIS AGREEMENT made and entered this 1st day of July, 2022 by and between Independent School District No. 22 of Becker County, Minnesota, hereinafter referred to as "School District", and Schultz Garage & Bus Co, Inc. of Detroit Lakes, Minnesota, hereinafter referred to as "Contractor".

For the consideration herein expressed, Contractor agrees with the School District:

A. CONTRACT DURATION and CONDITIONS

1. To transport public and non-public school pupils, as designated by the School Board, over school bus routes numbered 21-32 or as specified by the School Board, for one round trip per school day to and from the public school and to transport students to and from extra-curricular activities or events between schools/sites as specified or requested by the School District.

It is mutually agreed that the term of this contract shall be for a period of two school years, commencing on the 1st day of July, 2022, and ending on the 30th day of June, 2024, for which transportation service the School District agrees to pay and the Contractor agrees to receive the sum of \$ See rate schedule under Section M per route or extra-curricular activity, payable monthly.

Transportation equipment that will be used is listed on the Vehicle Roster and includes the bus number, year model, chassis make, body make, capacity, and bus mileage.

2. A tentative school calendar for each school year detailing vacation days and actual school days is attached.
3. Should the schools be closed for any cause whatsoever, the Board of Education shall not be liable for payment for service under the contract during the period of such closing.
4. Pursuant to Minnesota Statute 123B.52, contracts shall be for a two-year term (2022-2024) with the District's option for renewal for an additional two-year term (2022-2024) and shall include the following conditions:
 - This is the contract between the School District and Bus Contractor for 2022-24.
 - In order to establish justification and to make decisions as to the validity of Contractor requests for increased charges to the District for services, the District reserves the right to have a qualified third party evaluate the Contractor's operating cost records and issue an opinion relative to the justification for cost increases.

- Special requirements of either party to the contract not covered in specifications may be negotiated at the option of the District.
 - Other reasons for reviewal shall include, but are not limited to, the District's continued need for the contracted service.
 - It shall be understood that in no way will provisions of contract supersede or exclude any provisions, conditions or specifications included in the District's Invitation to Bidders. The District reserves the right to accept or reject any contract or term of conditions thereof.
 - Contracts pursuant to this bid shall take effect the first school day in September, 2022.
5. Contract not Assignable - The Contractor shall not assign or sublet said contract or any part of said contract without the written consent of the School District and, in the event of violation of such provision of contract, the same is forthwith subject to cancellation by the Board of Education.

B. INSURANCE

6. Public Liability Insurance

A) The Contractor shall maintain during the life of this contract, Automobile Public Liability Insurance in the amount of at least \$1,500,000/per person/per incident bodily injury/liability. Property damage liability insurance shall be \$250,000 with personal injury protection (no fault), \$20,000 medical and \$20,000 work loss. The Contractor shall also furnish a \$1,500,000 umbrella. The Contractor shall file with the Business Manager of the School District a certificate issued by the insurance company certifying to the insurance coverage and limits of such insurance coverage by no later than August 15th, prior to the start of each school year, and within 30 days after the anniversary date of the insurance policy.

B) The District, for the period of July 1, 2022, through June 30, 2024, shall cost share in the insurance premium increase to the extent of reimbursing the bus contractor for 50% of the premium increase on the \$1,500,000 umbrella when and if the insurance premium increase exceeds \$3,000 over the previous year's premium.

7. The Contractor shall come under the Minnesota Employee's Liability Laws as provided by law and shall maintain such insurance as will protect him and the School District from claims under the Workers' Compensation Act, and from any other claims or damages for personal injury, including death, which may arise from operations under the contract; whether such operations be by himself or anyone directly or indirectly employed. Certificate of such insurance shall be filed with the Clerk of the School District.
8. Bus drivers are to report all accidents involving buses used for transportation of District pupils immediately to the bus company, whose duty it will be to inform the Transportation Supervisor via telephone within one-half hour of any accident, regardless of extent, which involves any bus with pupils aboard or not.
9. A written report of all accidents shall be sent to the Transportation Supervisor so that it is received at the

District within 48 hours of the accident.

C. INDEMNIFICATION

10. Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees. The Contractor also agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor's acts in providing transportation of assigned pupils.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents and successors and assigns from and against every claim or demand which may be made by any act neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

D. BUS DRIVERS

11. The contractor will require all bus drivers to attend at least one county or regional school bus driver's instruction workshop per year and each driver will be subject to all State and Federal requirements for licensure, drug, alcohol testing and all other requirements. Further, all vehicles used for the transportation of pupils shall be ready and available for inspection as determined by the Minnesota State Highway Patrol. Compensation therefore to be not in addition to what is prescribed in Section K.
12. Student Ridership and Evacuation Drills - Continuing programs will be implemented within the District as a joint responsibility between the Contractor and the District to make the students aware of the rules and regulations of school bus ridership. Evacuation drills and training classes will be held during the year at locations and time identified by the District.
13. Employment Provision - All personnel necessary to perform Contractor's obligations under this Agreement shall be employees of the Contractor and no employee of the Contractor shall be deemed to be an employee of the School District. Contractor shall be responsible for hiring and discharging personnel to perform its obligations under this Agreement, provided, however, that the School District shall have the right to require Contractor to remove from service under this Agreement any employee who, in the School District's sole discretion, is deemed unsuitable for the performance of the transportation services under this Agreement.

Equal Employment Opportunity: Contractor must show evidence of a non-discriminatory equal employment opportunity program in the selection of employees that follow the guidelines established by District E.E.O. program. Such program must provide E.E.O. opportunities regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

E. ASSIGNMENT OF ROUTES

14. The School District reserves the right to change or alter the routes of travel by giving at least ten days written notice to Contractor. Contractor is given right to cancel this contract on that ground, but shall give immediate notice in writing or intention to terminate, to take effect at the end of the contract school year.
15. All pupils will be picked up on county and township roads and driveways providing the road is in operating condition for bus transportation and proper and adequate turn-arounds and within reasonable distances from homes and roadways or as otherwise specified by District policy or as directed by the Transportation Supervisor.
16. The Contractor is strictly prohibited from allowing transportation on school buses to passengers other than students attending the public schools, those attending non-public schools, or those authorized by state rules and regulations, board policy and approved by the Transportation Supervisor. The Transportation Supervisor will determine eligibility requirements as stipulated by Board Policy for riding on a school bus.
17. It is further stipulated that the School District reserves the right to make such changes in said assignments or bus runs and bus routes that shall be most advantageous to the transportation service. This may mean consolidating two or three runs into one if this results in a savings to the District.
18. Routes and mileage will be directed by the Transportation Supervisor or designee. All scheduling, routing and coordination with the schools will be handled by the Transportation Supervisor. It is, however, understood and agreed that each route and students shall be subject to such changes or corrections as the Transportation Supervisor may direct. The Transportation Supervisor will provide time schedule and route information which will be subject to changes that best suit the transportation service.
19. All buses shall include video surveillance equipment. Any bus added to the fleet will require at least three interior cameras pursuant to District policy.
20. The School District may run a mock disaster drill each year and the contractor and District will collaborate in conducting the drills in the most efficient manner to determine the time and sequence of the events.

F. PURCHASE OF MOTOR FUEL

21. When the price of the fuel, including all taxes, is less than the stated escalator clause, the contractor will order and pay the vendor for the fuel.
22. When the price of the fuel, including all taxes, is more than the stated escalator clause, the contractor, with approval from the District, will order and pay the vendor for the fuel. The cost of the fuel in excess of the stated escalator clause will be billed to the District. The District will pay the contractor within 10 calendar days of the receipt of the bill. A copy of the fuel invoice will be attached to the fuel bill.
23. Only fuel used for the transportation of students is subject to the escalator clause.

24.	<u>Fuel Escalation Clause</u>	<u>2022-23</u>	<u>2023-24</u>
	School District pays to Contractor		
	the cost of diesel fuel that exceeds:	\$4.10/gal.	\$4.10/gal.
	gasoline that exceeds:	\$4.10/gal.	\$4.10/gal.
	propane that exceeds:	\$3.00/gal.	\$3.00/gal.

G. VEHICLE REPLACEMENT SCHEDULE

25. In general, any Type C equipment will be subject to the following replacement schedule:
- Gas conventional buses -- 8 years or 120,000 miles
 - Diesel conventional buses -- 10 years or 150,000 miles (or 12 yrs., 200,000 miles for buses manufactured 1990 or later)
 - Diesel transit buses -- 10 years or 200,000 miles
 - Gas transit buses -- 10 years or 150,000 miles

No buses older than 12 years will be used on a regular route and no buses older than 15 years will be used as a spare.

- a) The School Board reserves the right to make exceptions to this rule on an individual bus basis regarding the suitability of the equipment (i.e. miles, age of vehicle, condition, etc.) when in the judgment of the District the vehicle would appear to meet the District's criteria for safety and service.

All vehicles will pass the annual fall inspection by the Transportation Supervisor and are subject to inspection by the Minnesota State Highway Patrol.

- b) Failure to maintain these standards is cause for the District, at their discretion, to terminate a school bus route with the Contractor and take over that route.
- c) Transportation Supervisor/Contractor shall jointly determine which vehicles are most appropriate to replace.

26. In general, diesel equipped and transit style buses will be considered for a longer depreciable life than gas or propane fueled buses.

27. Type C school buses will be replaced on the same schedule as the Type A school buses.

28. District #22 reserves the right to require the Contractor to replace any bus during the school year should the school be given reason to suspect the capability or condition of the bus. Contractors shall be required to furnish evidence of correct bus mileage such as former assignments, inspection records, etc.
Used buses must be in good mechanical condition including engine, transmission, drive assembly, steering assembly, brakes, etc.

29. Used buses must be available for Highway Patrol inspection by August 16, 2022, and at least

annually thereafter.

H. OPERATION, MAINTENANCE and STORAGE of BUSES

30. Contractors will furnish drivers and pay all operating expenses incidental to the operation of the equipment. Contractors operating more than one bus will be responsible for the supervision of their drivers.

31. Contractors operating six (6) to eleven (11) buses shall be required to furnish one (1) spare bus of not less than 60 passenger capacity.

Contractors operating eleven (11) to twenty (20) buses shall be required to furnish two (2) spare buses of not less than 60 passenger capacity.

32. Contractors will be required to inaugurate a system of road failure relief, including instructions to personnel with sufficient personnel and equipment to restore service.

33. All fleets of more than three (3) buses must operate from a single dispatching center, chosen by the Contractor, and such dispatching center shall be available by telephone at all times during the actual operation of the buses. All buses assigned to a regular route will be radio equipped on an emergency narrow band frequency. Contractor will be required to submit reports to the Business Manager regarding the operation of buses. These reports will include Mileage Claim, Time and Mileage Check, Road Failure of Vehicles, Accident Reports and any other necessary information in connection with the transportation of pupils that may be required.

34. School Bus identification must be covered when buses are used for passenger transportation other than pupil contract operation or field trip assignments within the District.

35. Contractor will provide heated facilities for storage of equipment above freezing. Good heating equipment will be functioning properly in all buses. Contractor note any buses which are not stored in a protected environment.

36. Buses must be swept daily and be kept neat and clean both inside and outside. Buses must be serviced regularly to factory recommendations.

37. All buses shall be numbered pursuant to state and school district requirements.

I. VANDALISM

38. The prices quoted in this transportation contract are based upon the premise that all intentional damage done to the Contractor's equipment by students will be paid for by the students responsible. Drivers will be required to make a physical check of each vehicle before and after each run. If verification cannot be obtained as to who damaged the equipment, the School District will share equally in the repair or replacement of the vandalism.

J. STUDENT DISCIPLINE

39. The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus without authorization. All discipline problems shall be reported in writing following completion of the route and submitted on the District's Google reporting form. Procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

K. RECORDS, REPORTS, DRIVER QUALIFICATIONS

40. The Contractor will maintain records and reports as requested by the School District such as accident reports, load counts, route mileage charts, fuel consumption, bus maintenance, route sheets, driver qualifications, etc.

The Contractor shall submit all reports required by the Minnesota Department of Education (MDE), the State of Minnesota and all other reports or requests for information by the School District.

41. Specific reports which must be submitted to the District are as follows:

- All Minnesota State Highway Patrol School Bus Inspection Reports
- Driver qualification information including driver's license number, social security number, date of birth, drug and alcohol testing information, criminal background check information must be provided to the District prior to driving a bus. The District must also be notified any time changes occur to a driver's qualifications to drive a bus.
- Bus cards
- Monthly bills showing monthly route and extra-curricular charges
- Route mileage and mileage report for each activity
- Route changes
- Driver evaluations
- Other reports required by the state or federal government or District

The contractor hereby agrees to provide the district with duly licensed and qualified bus drivers at all times. It is the contractor's responsibility to provide the district with drivers who meet all the requirements for driver licensure and other standards, such as drug/alcohol testing, criminal background checks, and vehicle driving records. The district shall have access to any and all driver records upon demand.

L. FAILURE TO DELIVER & PENALTIES

42. If by any reason of any acts of nature, fires, strikes, present or future laws, ordinances,

government orders, rules or regulations, the Contractor shall be prevented from carrying out the terms of this Agreement, District shall have the right to hire others to continue service, and operating expenses incurred will be deducted from payments owed to Contractor.

M. CONTRACT RATES

43. **Rates:**

Contractor Area: the geographical sector of the School District, generally north/northeast of Detroit Lakes, as served presently by regular routes #’s 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, and 32 bus routes (12 bus routes). In the event the district redefines the current designated transportation area served by the contractor, the district and contractor would meet and discuss the renegotiation of the rates for the routes that were changed due to redefining the transportation area.

Route #	2022-23 Rates Per Month	2023-24 Rates Per Month
21	\$7825	\$8220
22	\$7170	\$7530
23	\$7360	\$7730
24	\$7710	\$8095
25	\$7715	\$8100
26	\$7050	\$7405
27	\$8220	\$8631
28	\$8120	\$8530
29	\$8195	\$8605
30	\$8055	\$8460
31	\$7405	\$7775
32	\$7850	\$8245
Extra-Curricular Trip Rates	2022-23	2023-24
Extra-Curricular (outside city limits)	\$2.85/mile + \$22/hr	\$2.95/mile + \$23/hr

For purposes of this contract, the definition of "city" are those students whose residence is within the city limits of Detroit Lakes as outlined on the GIS City limits and School District boundaries outlined on the District website. <https://gis-server.co.becker.mn.us/link/jsfe/index.aspx> (city limits)

Special Needs transportation services - vehicles must be equipped with shoulder/seat belts.

	<u>2022-23</u>	<u>2023-24</u>
Regular School Term	<u>N/A</u> per mo./stu.	<u>N/A</u> per mo./stu.

Between school or site transportation service, for example, from High School to Middle School, to

Snappy Park, or to DL Mountain.

	<u>2022-23</u>	<u>2023-24</u>
a) One-Way	<u>\$75 per event</u> or Extra Curricular rate (whichever is higher)	<u>\$75 per event</u>

Special Needs During School Year Between Bldg./Special Trips.

	<u>2022-23</u>	<u>2023-24</u>
a)Round Trip	<u>N/A per day</u>	<u>N/A per day</u>
b)One Way	<u>N/A per day</u>	<u>N/A per day</u>

Special Needs Extended School in the summer (about 6 weeks).

	<u>2022-23</u>	<u>2023-24</u>
a)Round Trip	<u>N/A per day</u>	<u>N/A per day</u>
b)One Way	<u>N/A per day</u>	<u>N/A per day</u>

For the purpose of interpretation of Special Education Summer School transportation, the student rate per day shall be used rather than a calendar month located at Roosevelt and the High School. Special Ed is not an exclusive service and the District will determine contractor services.

44. The Contractor will provide complete student bus cards and a listing for each year, by September 30, for each bus route number, listing the order and time of pickup for rural students, and including the city (regular, hazardous and non-public) students transported to school. The Contractor will furnish other statistical information as needed by the MDE for transportation aids, etc.

All billings must be submitted within thirty (30) days or payment will not be made by the District to the Contractor. For example, the last date a Contractor can bill the District for transportation services for October transportation shall be December 1st.

45. Route Start-Up Cost. In the event the Contractor is required by the District to add an additional route during the year to reduce average riding time, a one time payment of \$10,000 shall be made in the preceding year/month in which the route is added. Similarly, if a route is dropped, the Contractor shall reimburse the School District in the amount of \$10,000 spread equally in payments of \$1,250 over the eight month period of October through May.

N. PAYMENT SCHEDULE

46. Payments - The School District shall pay the Contractor on or about the 5th working day of the month if invoices are submitted by the end of the 1st working day of the month. If the invoices are not submitted by the deadline, the invoices will be included in the regular claims submitted to the Board meeting on the 3rd Monday of the month, mailed the following day.

On or about:

Sept. 5 - \$10,000 for Schultz

Balance payable after approval final billing

47. The District reserves the right to withhold payment if the contract is not being completed to the satisfaction of the District.

IN WITNESS WHEREOF we have hereunto set our hands and seals this

_____ day of _____, 2022.

Chairman

Clerk

Treasurer

Executed pursuant to resolution of School Board

Contractor

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Perham-Dent ISD #549, 800 Coney St. West, Perham MN 56573 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD #549 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #549 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #549 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #549 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #549 and Detroit Lakes have executed this agreement this 1st day of July, 2022.

ISD #549
Perham-Dent
800 Coney St West
Perham MN 56573

Mitch Anderson
800 Coney St West
Perham MN 56573



Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Rothsay ISD #850, 2040 Co. Rd. 52, Rothsay, MN 56579 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st , 2022 to June 30th, 2023.

WHEREAS ISD #850 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHERE AS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #850 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #850 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

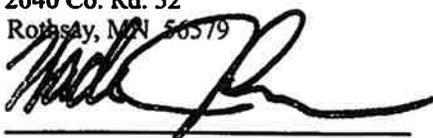
As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

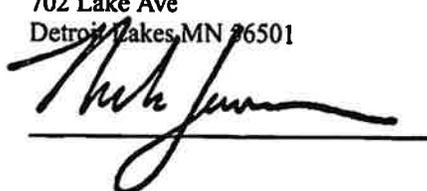
This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #850 or Detroit Lakes by providing the other party with a thirty(30) day written notice.

IN WITNESS WHERE OF ISD #850 and Detroit Lakes have executed this agreement this 1st day of July, 2022.

ISD #850
Wade Johnson
Superintendent
2040 Co. Rd. 52
Rothsay, MN 56579



ISD #22
Mark Jenson
Superintendent
702 Lake Ave
Detroit Lakes, MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Ada Borup West School ISD #2910, 604 West Thorpe Ave, Ada MN 56510 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD #2910 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2910 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2910 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

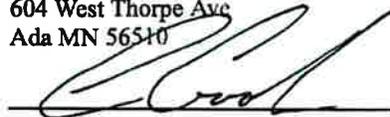
1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2910 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2910 and Detroit Lakes have executed this agreement this 1st day of July 2022.

ISD #2910
604 West Thorpe Ave
Ada MN 56510

Aaron Cook – Superintendent
Ada/Borup/West School District
604 West Thorpe Ave
Ada MN 56510



Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Lake Park Audubon School District ISD #2889, 611 Vigen Lane, PO box 479, Lake Park, MN 56554 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD # 2889 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2889 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2889 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

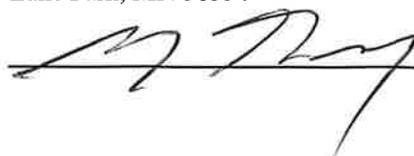
1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2889 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2889 and Detroit Lakes have executed this agreement this 1st day of July 2022.

ISD #2889
PO Box 479
611 Vigen Lane
Lake Park, MN 56554

Dr. Tim Godfrey - Superintendent
Lake Park Audubon School District
PO Box 479 611 Vigen Lane
Lake Park, MN 56554



Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Frazee-Vergas ISD #23, 305 North Lake St. Frazee, MN 56544 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD #23 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #23 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #23 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #23 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #23 and Detroit Lakes have executed this agreement this 1st day of July, 2022.

ISD #23
Frazee-Vergas
305 North Lake St.
Frazee MN 56544

Terry Karger - Superintendent
305 North Lake St
Frazee MN 56544



Mark Jenson – Superintendent
702 Lake Ave
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Pelican Rapids ISD #548, PO Box 642, 310 S. Broadway, Pelican Rapids, MN 56572 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD #548 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #548 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #548 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #548 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD#548 and Detroit Lakes have executed this agreement this 1st day of July, 2022.

ISD #548
Pelican Rapids
P.O. Box 642
310 S. Broadway
Pelican Rapids MN 56572

Brian Korf
P.O. Box 642, 310 S. Broadway
Pelican Rapids MN 56572

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501



**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Ulen-Hitterdal ISD #914, 27 2nd Street NW, Ulen MN 56585 and the Detroit Lakes Literacy Consortium, 900 Hwy 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2022 to June 30th, 2023.

WHEREAS ISD #914 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2022-2023.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #914 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #914 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2022-2023 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #914 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

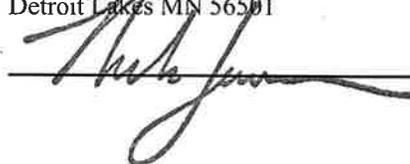
IN WITNESS WHERE OF ISD #914 and Detroit Lakes have executed this agreement this 1st day of July, 2022.

ISD #914
27 2nd Street Northwest
Ulen, MN 56585

Todd Cameron
Ulen-Hitterdal School District
27 2nd Street NW
Ulen, MN 56585



Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501



DATE: June 15, 2022
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Adult Basic Education (ABE) Agreements**

The Adult Basic Education (ABE) program operates its program at M-State in Detroit Lakes. There are two separate agreements concerning the arrangement between the District and M-State for ABE programming.

Income Lease Agreement

The Income Lease is a two year lease (July 1, 2022 - June 30, 2024) where the District agrees to pay MSCTC an annual amount of \$6,000 to lease space that will be utilized by the ABE program. The lease amount has stayed the same as our previous two contracts and allows access to the same amount of space as previous contracts. The leased space includes office and storage areas, as well as classroom space. The District will continue to provide internet access, phone service, and technology support for the ABE program. This lease may be canceled upon thirty (30) days written notice by either party.

Joint Powers Agreement

The Joint Powers Agreement is also a two year lease from July 1, 2022 - June 30, 2024 that states that the District will provide oversight, student assistance, tutoring, referrals, and other ABE services on the college campus site. In consideration for these services MSCTC will pay the District \$7500 annually. This contract may also be canceled by thirty (30) days written notice by either party.

Administration recommends approval of these agreements.

cc: Amy Fish
Jennifer Stangel



MINNESOTA STATE

LEASE AGREEMENT– MINNESOTA STATE AS LANDLORD

TOTAL AMOUNT \$12,000
LEASE NO L-264-2301

THIS LEASE AGREEMENT is made by and between the Board of Trustees of the Minnesota State Colleges and Universities, Minnesota State Community and Technical College, Detroit Lakes campus, hereinafter referred to as LESSOR, and Independent School District #22, Detroit Lakes Public Schools, hereinafter referred to as LESSEE.

WITNESSETH: LESSOR and LESSEE, in consideration of the rents, covenants and considerations herein after specified, do hereby agree each with the other as follows:

1. LEASED PREMISES

LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Detroit Lakes, County of Becker, Minnesota, to-wit: Approximately four hundred (400) useable square feet of office space and eighty (80) usable square feet of storage space, and usage of classroom space on the Detroit Lakes campus of Minnesota State Community and Technical College. Office space is currently room E103 and classroom usage will be E102, as depicted in exhibit A attached hereto.

2. USE

LESSEE shall use and occupy the Leased Premises only as office and classroom space and for such related activities.

3. TERM

The term of this Lease Agreement is 24 Months, commencing on July 1, 2022 and continuing through June 30, 2024.

4. PAYMENT OF RENT

4.1 As rent for the Leased Premises and in consideration for all covenants, representations and conditions of this Lease Agreement, LESSEE agrees to pay to LESSOR the sum of twelve thousand dollars (\$12,000.00).

4.2 for the term of the Lease Agreement, such amount to be paid in one annual installment due within 30 days from the start of each fiscal year.

4.2 Lessor represents and warrants that it is solely entitled to all rents payable under the terms of this Lease Agreement. Lessor further represents and warrants that it is registered with the Secretary of the State to do business in the State of Minnesota and will continue to provide the documentation required by the Secretary of State's office to remain in good standing.

5. OPTION TO RENEW

5.1 LESSOR grants and LESSEE accepts the right to one option to renew this Lease Agreement for a period of 2 years at the same terms, conditions, and rental rate as this Lease Agreement.

5.2 To exercise the above noted option, LESSEE must indicate in writing its intent to exercise said option thirty (30) days prior to the expiration date of this Lease Agreement.

6. TERMINATION

6.1 This Lease Agreement is subject to cancellation upon thirty (30) days written notice by LESSOR or LESSEE for any reason.

6.2 LESSEE covenants that at the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good condition as when LESSEE took possession, ordinary wear and damage by the elements excepted. Any equipment, trade fixtures or furniture installed by LESSEE, including but not limited to moveable partitions, shelving units, projection screens and audio-video equipment attached to the Leased Premises by LESSEE, shall remain the property of LESSEE. LESSEE shall have the right to remove the above equipment or fixtures at the expiration or termination of the Lease Agreement or any extension thereof, even though said equipment or fixtures are attached to the Leased Premises.

7. DUTIES OF LESSOR

LESSOR shall, at its expense, provide the following:

7.1 Utilities: LESSOR shall bear the cost of electricity, heat, water and sewer, trash removal and general repair and maintenance.

7.2 Electrical Outlets: LESSOR shall provide adequate electrical outlets upon the Leased Premises for the normal office use.

7.3 Heating: LESSOR shall provide the Leased Premises with heating facilities of a design capacity sufficient to maintain the Leased Premises at a comfortable temperature under all but the most extreme weather conditions. Provided, however, that in the interest of energy conservation, and in keeping with the temperature standards established for state-owned buildings, the temperatures should be maintained, wherever practicable, no higher than 68°

Fahrenheit for all occupied work areas and cafeterias; 65° Fahrenheit for all lobby, corridor and restroom areas; 60° Fahrenheit for all building entrances, storage areas and tunnels; and 55° for all unoccupied and vacated Leased Premises within the Leased Premises.

7.4 Cooling: LESSOR shall provide air-conditioning capable of cooling the Leased Premises to a temperature of 15° Fahrenheit cooler than the prevailing outside air temperature. In the interest of energy conservation, and in keeping with the temperature standards established for state-owned buildings, the temperature should be maintained, wherever practicable, no lower than 78° Fahrenheit in the occupied area within the Leased Premises.

7.5 Ventilation:

a. LESSOR shall provide a minimum of 20 cubic feet of outdoor fresh air per minute per person the Leased Premises as outlined in Table 2 of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.) Standard 62-1989. An air cleaning device shall be used in the ventilation system which filters the outdoor air and shall have a minimum filtration efficiency rating of 30 percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LESSOR shall change the filters at least three (3) times per year, preferably in March, July and November, or more often as required.

b. Where there is a secondary filtration system, such as buildings with heat pumps, the secondary filtration system shall have a minimum filtration efficiency rating of ten (10) percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LESSOR shall change the filters at least two (2) times per year, or more often if required.

7.6 Lighting: LESSOR shall provide the Leased Premises with overhead lighting facilities sufficient to provide 70 foot candle power at desk level.

7.7 Restrooms: LESSOR shall provide the Leased Premises with separate restroom facilities for both men and women. Such facilities shall either be situated within the Leased Premises or easily accessible thereto.

7.8. Janitorial Service: LESSOR shall provide janitorial services and supplies to the Leased Premises and common areas of the building.

7.9 Trash Removal: LESSOR shall provide the Leased premises with a means or system of waste or trash disposal.

7.10 Common Areas: LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, including stairways, elevators, lobbies, and hallways, so that such areas shall be safe and reasonably comfortable.

7.11 Snow Removal: LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks or stairways leading from the public sidewalks to the building free from snow, ice and debris, including the parking lot.

7.12 Maintenance: LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating (and, where applicable, cooling) devices and ductwork.

7.13 Repairs: LESSOR shall make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease Agreement, provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of LESSEE, nor shall LESSOR bear the expense of repairs to the Leased Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

7.14 Delivery of Leased Premises: LESSOR covenants that it will deliver the Leased Premises to LESSEE in a clean and sanitary condition with all services and appurtenances included within the scope of this Lease Agreement in effect and in good running order.

7.15 Quiet Enjoyment: LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of the Lease Agreement and any extension or renewal thereof.

7.16 Taxes and Assessments: LESSOR shall be responsible for payment of all taxes and assessments upon the Leased Premises.

7.17 Energy Conservation: In the event any kind of energy conservation measures are enacted by State or Federal authority, it is hereby agreed that LESSOR shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, includes heat, cooling, electricity, water and all the sources of energy required to provide said service.

7.18 Exterior Lighting: LESSOR shall provide adequate exterior lighting in the parking lots, building entrance/ exits and loading dock areas.

7.19 Accessibility: LESSOR agrees to provide and maintain the Leased Premises and the building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.

7.20 Management: LESSOR agrees that in exercising its management responsibilities of the property of which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.

8. DUTIES OF LESSEE

8.1 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.

8.2 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law.

8.3 LESSEE shall not assign, sublet, or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR.

8.4 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls or ceilings, at the termination of this lease shall remain the property of LESSOR, and shall remain upon and be surrendered with the Leased Premises as a part thereof, without damage or injury beyond normal wear and tear and floor covering affixed to the floor shall likewise become the property of LESSOR.

8.5 LESSEE agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning, any other utility or any service, whether such is furnished by LESSOR or obtained and paid for by LESSEE.

8.6 Smoking: Pursuant to Minnesota Statute 16B. 24, Subd. 9 (1993), occupants of the Leased Premises shall not smoke nor permit smoking in the Leased Premises.

9. EXPANSION SPACE

In the event LESSEE leases any additional space elsewhere in the building, the rent for said space shall be calculated at the finished office space rate per square foot per year that is in effect under this Lease Agreement at that time. LESSOR shall provide improvements to the expansion space comparable to the improvements provided to the space leased under this Lease Agreement. An amendment shall be executed setting forth the amount of such expansion space, the effective date of LESSEE's right of occupancy, and the amount of additional rent that shall be due and payable to LESSOR.

10. USABLE SPACE MEASUREMENTS

It is understood by LESSOR and LESSEE that the rent schedule is based upon the number of usable square feet of space occupied by LESSEE. Usable square feet for purposes of the Lease Agreement and calculating rent shall be computed by measuring the inside finished surface of exterior walls to the inside finished surface of building corridor and other permanent walls or to the center of walls separating the Leased Premises from other tenant space. If more than 50% of an exterior wall is glass, the dimension is taken from the glass line. Vertical shafts, elevators, stairwells, dock areas, mechanical rooms, and utility and janitor rooms are excluded. Restrooms, corridors, lobbies and receiving areas which are accessible to the general public or used in common with other tenants are also excluded. No deductions are made for columns, pilasters or other projections to the building if each is less than four (4) square feet.

11. DESTRUCTION OF PREMISES

If the Leased Premises shall be destroyed or damaged by fire, tornado, flood, civil disorder, or any cause whatsoever, so that the Leased Premises become untenable, the rent shall be abated from the time of such damage and LESSEE shall have the option of terminating this Lease Agreement immediately or allowing LESSOR such amount of time as LESSEE deems reasonable to restore the damaged Leased Premises to tenantable condition.

12. INSURANCE

12.1 Property Damage. It shall be the duty of LESSOR and LESSEE to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary of this Lease Agreement, LESSOR and LESSEE hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage covered by said insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

12.2 Liability. LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law.

13. BUILDING ACCESS

LESSOR shall provide for access to the Leased Premises during open building hours for authorized employees of LESSEE.

14. PARKING

LESSOR shall provide parking on site at no charge for the use of LESSEE, its invitees, licensees and guests. It is understood by LESSOR and LESSEE that there is no additional rental charge for parking provided in this Lease Agreement.

15. TELECOMMUNICATIONS

LESSOR shall provide, at its expense, the following telecommunications requirements:

- a. establish and identify the location of the minimum point of presence (MPOP) for dial tone service provided by the telephone company;
- b. provide a telecommunications equipment room (or area) on the floor(s) of which the Leased Premises is a part, including a minimum of one (1) separately fused dedicated quad electric outlet;
- c. provide all required cable from the MPOP to the telecommunications panel on the floor of which the Leased Premises is a part for present and future requirements;
- d. provide access for wiring from the telecommunications equipment room (or area) on each floor to each workstation location on the floor;
- e. identify the access to the building grounding electrode; and
- f. remove all cable/ wiring that does not meet building code.

16. NOTICES

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered if in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

LESSOR: Minnesota State Community and Technical College
900 Hwy 34 East
Detroit Lakes, MN 56501

LESSEE: Independent School District #22
702 Lake Ave
Detroit Lakes, MN 56501

with a copy of the occupant of the Leased Premises.

All original bills and statements from LESSOR to LESSEE shall be mailed or personally delivered to the occupant of the Leased Premises only.

17. NEW LESSOR

In the event the Leased Premised or the building of which the same is a part shall be sold, conveyed, transferred, assigned, leased or sublet, or if LESSOR shall sell, convey, transfer, or assign this Lease Agreement or rents due under this Lease Agreement, or if for any reason there shall be a change in the manner in which the rental reserved hereunder shall be paid to LESSOR, proper written notice of such change must be delivered to LESSEE as promptly as possible. LESSEE'S "Transfer of Ownership of Lease" document shall be executed by the parties in order that the State of Minnesota, Department of Finance is provided with authorization to issue payments to a new party.

18. DEFAULT BY LESSOR

If LESSOR shall default in the performance of any of the terms or provisions of this Lease Agreement, LESSEE shall promptly so notify LESSOR in writing. If LESSOR shall fail to cure such default within thirty (30) days after receipt of such notice, or if the default is of such character as to require more than thirty (30) days to cure, and LESSOR shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default, than in either event, LESSEE may cure such default and any reasonable and actual expenses paid by LESSOR shall be paid by LESSOR to LESSEE within ten (10) days after statement therefore is rendered. LESSEE shall have a specific right to set-off any such amounts against any rent payments or other amounts due under this Lease Agreement. In lieu of curing said default, LESSEE shall have the specific right to set-off against any rent payments or other amounts due under this Lease Agreement any damages incurred through the LESSOR'S breach. This provision in no way limits LESSEE'S other remedies for breach under common law or this Lease Agreement.

19. AUDIT

Pursuant to Minnesota Statutes, Section 16B. 06, Subdivision 4, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease Agreement shall be subject to examination by the State and/ or Legislative Auditor during normal business hours and after reasonable notice to LESSOR.

20. OTHER PROVISIONS

LESSOR will assist in connection of local phone access service and internet access to LESSEE on site.

LESSEE will reimburse LESSOR for incidental program cost incurred on campus by LESSEE to include items such as copies, office supplies, and etc which have been paid by LESSOR.

Any equipment and supplies purchased \owned by LESSEE shall remain property of LESSEE at end of lease.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

APPROVED:

By the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College.

By: _____

Lessor: _____

Title: _____

Date: _____

LESSEE: Independent School District #22, Detroit Lakes Public Schools.

By: _____

Lessee: _____

Title: _____

Date: _____

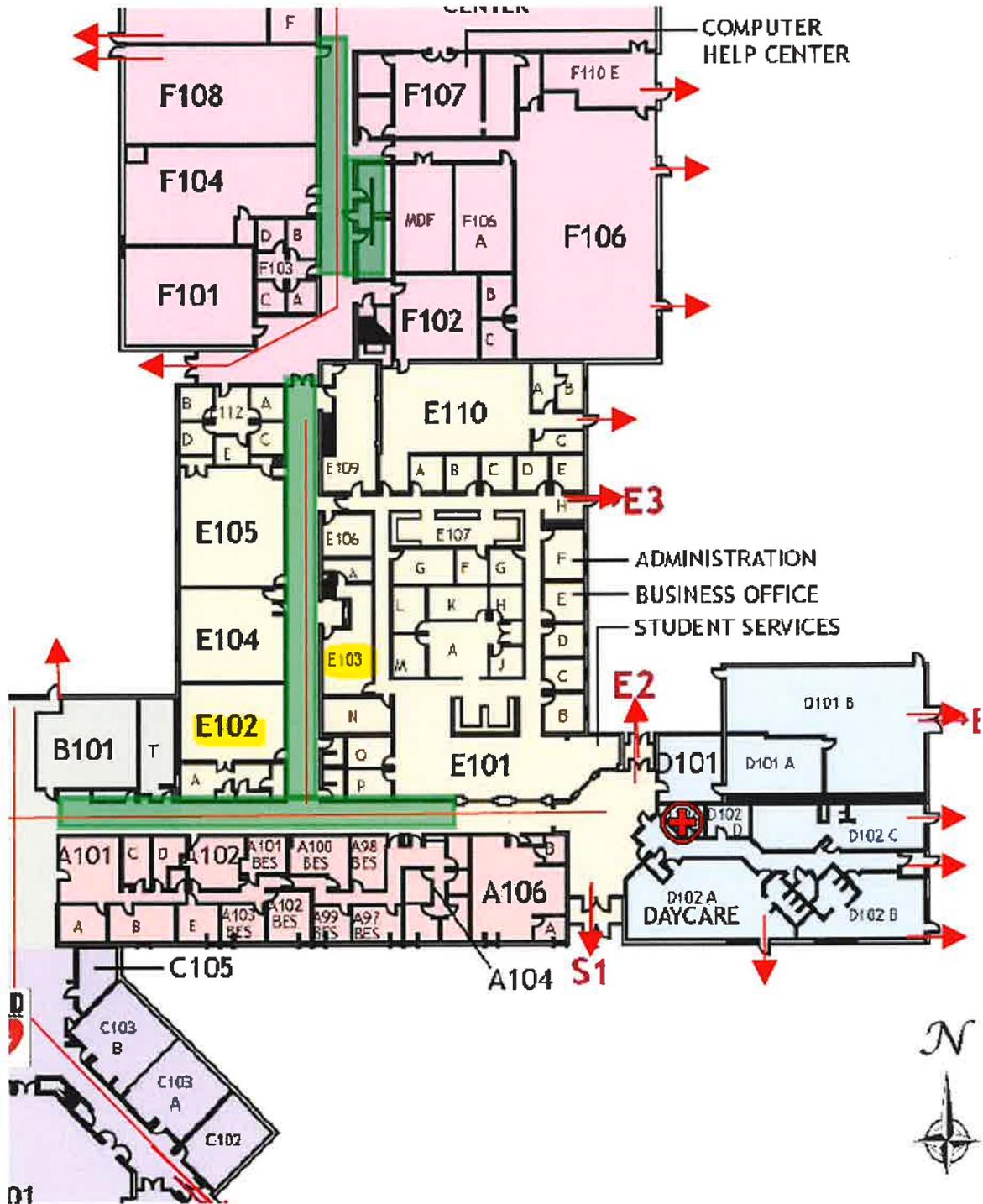
As to form and execution

By: _____

Title: _____

Date: _____

Exhibit A.



STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State Community and Technical College

JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College, Detroit Lakes campus (hereinafter "STATE"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and Independent School District #22, Detroit Lakes Public Schools, Adult Basic Education program, address 720 Lake Ave, Detroit Lakes, MN 56501 (hereinafter "CONTRACTOR"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed

I. A. CONTRACTOR'S DUTIES The CONTRACTOR shall: provide oversight, student assistance, and other adult basic education (ABE) services as needed on college campus site. Testing services to be provided at Lincoln Education Center. ABE will provide tutoring services as needed. ABE staff will also provide student referrals to college programs and services and participate in the smart start program.

B. STATE'S DUTIES. Coordinate services required with ABE staff.

II. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed by the CONTRACTOR pursuant to this contract shall be paid by the STATE as follows: Annual payment of seven thousand five hundred dollars (\$7,500) per year.

B. Terms of Payment. Payments shall be made by the STATE promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized representative pursuant to Clause VI. Invoices shall be submitted according to the following schedule: Annually thirty (30) days from start of fiscal year.

III. CONDITIONS OF PAYMENT. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

IV. TERM OF CONTRACT. This contract shall be effective on July 1, 2022, **or upon the date that the final required signature is obtained by the STATE, whichever occurs later**, and shall remain in effect until June 30, 2024, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that NO work should begin under this contract until ALL required

signatures have been obtained, and the CONTRACTOR is notified to begin work by the STATE'S Authorized Representative.

- V. CANCELLATION. This contract may be canceled by the STATE or the CONTRACTOR at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- VI. STATE'S AUTHORIZED REPRESENTATIVE. The STATE'S Authorized Representative for the purposes of administration of this contract is Pat Nordick, Vice President of Finance and Facilities.
- VII. CONTRACTOR'S Authorized Representative for the purposes of administration of this contract is Mark Jenson, Superintendent. The STATE'S Authorized Representative shall have final authority for acceptance of the CONTRACTOR'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.
- VII. ASSIGNMENT. The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the STATE.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. The CONTRACTOR shall indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the STATE, arising from the performance of this contract by the CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for the STATE'S failure to fulfill its obligations pursuant to this contract.
- X. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. GOVERNMENT DATA PRACTICES ACT. The CONTRACTOR must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the CONTRACTOR or the STATE. In the event the CONTRACTOR receives a request to release the data referred to in this Article, the CONTRACTOR must immediately notify the STATE. The STATE will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released. DATA PRACTICES ACT. The CONTRACTOR shall comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

- A. The STATE shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("MATERIALS").
- B. The CONTRACTOR hereby assigns to the STATE all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of the STATE, execute all papers and perform all other acts necessary to assist the STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to the STATE by the CONTRACTOR, its employees and any subcontractors. The CONTRACTOR, its employees, and any subcontractors shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of the STATE'S authorized representative.

The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR will indemnify and defend the STATE at the CONTRACTOR'S expense from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or the STATE'S opinion is likely to arise, the CONTRACTOR shall at the STATE'S discretion either procure for the STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- XIII. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify the STATE as the sponsoring agency and shall not be released prior to receiving the approval of the STATE'S authorized representative.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State Community and Technical College

By (authorized college/university/office of the chancellor initiating agreement)
Title:
Date

2. VERIFIED AS TO ENCUMBRANCE

By (authorized college/university/office of the chancellor initiating agreement)
Title:
Date

3. CONTRACTOR : Independent School District #22

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title:
Date

4. AS TO FORM AND EXECUTION:

By (authorized college/university/office of the chancellor initiating agreement)
Title
Date

DATE: June 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations
Anne Skjold, Food Service Director

SUBJECT: **Food Service Contract with M-State Detroit Lakes**

Attached is an updated catering contract we provide for M-State Detroit Lakes from July 1, 2022 to June 30, 2024.

Administration recommends approval of this renewal agreement with MSTATE.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE
JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE (hereinafter "MINNESOTA STATE") address 900 HWY 34 EAST, which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and ISD 0022, address 702 LAKE AVE, DETROIT LAKES, MN 56501, (hereinafter "CONTRACTOR"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed

1. DUTIES & RESPONSIBILITIES

- a. CONTRACTOR'S DUTIES. The CONTRACTOR will be required to adhere to the following stipulations:
 - i. Equipment and Premise
 - 1. All equipment and premises provided by each party in performance of this contract must be neat in appearance and maintained in excellent condition. The premises and equipment shall comply with all applicable building sanitation, safety and health laws, ordinance, rules and regulations, including the Federal Occupational Safety and Health Act of 1970 or applicable state act and the standard promulgate there under. The CONTRACTOR shall take reasonable and proper care of all premises and equipment under its custody and control and shall use them in a manner which shall not cause violation of the laws, ordinances, rules and regulations including any reporting and record keeping requirements. Minnesota State will inspect the kitchen facilities and monitor food service handling on a regular basis. Reports on these inspections will be filed with Minnesota State.
 - 2. The CONTRACTOR will secure the approval of the local health department for its food service facility in addition to the other governmental agencies having applicable jurisdiction. In addition, the CONTRACTOR will procure and possess all Federal, State, and Local

licenses required for said operation. Minnesota State shall cooperate as necessary with CONTRACTOR'S compliance and procurement efforts.

ii. Supplies

1. The CONTRACTOR shall furnish all food, supplies, paper supplies and products, kitchen cleaning products, dish cleaning products and other supplies necessary for the efficient operation of the facility. Minnesota State will provide for the CONTRACTOR to use a supply of glasses, china, trays, and silverware; breakage and loss of this initial inventory will be the responsibility of the CONTRACTOR.

iii. Utilities

1. Utility services as may be reasonable and required for the efficient performance of the contract shall be furnished by Minnesota State. These services include and are limited to air conditioning, heating, electricity, water, and refuse removal.

iv. Sanitation, Security and Maintenance

1. The CONTRACTOR shall be responsible for the maintenance and repair of all food service equipment without regard to equipment ownership. The CONTRACTOR will develop and implement an effective program of preventive equipment maintenance.
2. The CONTRACTOR shall provide for ordinary security of the building and equipment. The CONTRACTOR shall provide the local law enforcement authorities with information about food service hours of operation, employees, internal control of cash and other such matters as may be requested by such authorities.
3. In all facets of food service operation, the CONTRACTOR must maintain a standard of sanitation that is required by Minnesota State, Local, State, and Federal health/sanitation officials.
4. The CONTRACTOR shall be responsible for usual and customary cleaning and sanitation of Minnesota State's food service facilities. Specifically:
 - a. CONTRACTOR shall be responsible for: 1) housekeeping and sanitation in the food preparation, storage, and serving area; 2) the cleaning and sanitation of dishes, pots, pans, utensils, and equipment and similar items; 3) kitchen cleaning, including counter cleaning, equipment cleaning, and floor cleaning (sweeping and mopping) at all times as may be required; 4) wipe down of tables in the dining area; 5) pest control services; 6) maintenance of kitchen equipment; however, in the event a piece of equipment needs to be replaced, it will be replaced on a shared basis as mutually agreeable to CONTRACTOR and Minnesota State; and 7) any other expenses not heretofore.

- b. Minnesota State will provide: 1) dining room floor cleaning one time per day in the late afternoon; 2) facility heating and air conditioning equipment maintenance; 3) providing electrical and water resources to the food service facility; and 4) salt for the water softener.
5. The CONTRACTOR will provide garbage cans and bags. Minnesota State will provide dumpsters and pay for waste disposal services.

v. Food Service Operations

1. The CONTRACTOR will operate from 8:00 am to 1:30 pm daily. Catering services will be offered on-site. Catering of food will be provided to Minnesota State approved activities only with consent of Minnesota State. The CONTRACTOR will provide food services operating within the official school calendar for Fall and Spring semesters and will open every day that Minnesota State has classes and/or exams. Changes in the hours of food service operations or menu offerings may be made only upon receiving written consent from Minnesota State.
2. The CONTRACTOR must receive Minnesota State approval prior to using Minnesota State facilities for preparation of food to be served at other than Minnesota State locations. Upon Minnesota State's request, the CONTRACTOR shall provide catered food services at times and prices mutually agreed upon by Minnesota State and the CONTRACTOR.

vi. Standards of Food Quality

1. The food, confections and beverages furnished by the CONTRACTOR shall be wholesome, palatable, and nutritious and shall be professionally prepared and presented.
2. Minnesota State reserves the right to periodically review and inspect the food service program performed by the CONTRACTOR with respect to the quality and quantity of food served and the sanitation of equipment and facilities.
3. The following is regarding the standard of food quality which must be observed by the CONTRACTOR in purchasing food:
 - a. Meat – US Choice (all meats purchased and served must be in accordance with USDA Buyer's Guide Specifications)
 - b. Canned Goods – Government Grade A, Fancy
 - c. Frozen Vegetables and Fruit – Government Grade A
 - d. Eggs and Poultry – Government Grade A
 - e. Dairy Products – Government Grade A
 - f. Fish and Seafood – allowed only if purchased from government inspected supplies

vii. Menus, Prices, and Commissions

1. The CONTRACTOR must be alert to changing diet patterns. As a result, the CONTRACTOR will be expected to initiate ideas for varied methods of food service and menu presentation and by mutual contract with Minnesota State implement these variations within the conditions of this contract.
2. Menu prices agreed upon will be in effect for the first year of this contract. Any proposed price changes after the first year must be submitted in writing to Minnesota State, but no price change may be affected without the written consent of Minnesota State.
3. CONTRACTOR will pay the agreed upon commission rate for all food prepared and sold for college purposes including: a) all food and beverages sold in the cafeteria; b) all food and beverages for college functions. Food and beverages for CONTRACTOR purposes are not subject to commissions.

viii. Insurance, Liability, and Losses

1. The CONTRACTOR shall procure and maintain in full force and effect during the entire term of the contract an insurance policy or policies protecting the parties against any liability or expense resulting from personal injury, death, property damage, or otherwise, arising out of, occurring upon, or in connection with the operation of CONTRACTOR'S business on the premises. Minnesota State must be listed as one of the insured on the aforementioned insurance policy for a minimum of \$200,000 per person, \$2,000,000 per occurrence and \$50,000 property damage limits. Insurance obtained by Minnesota State is in addition to the insurance of the CONTRACTOR described and required herein. A certificate of insurability reflecting the insurance obtained by the CONTRACTOR must be issued to Minnesota State within one week from the initial date of this contract. Insurance policy changes and/or renewals must also be issued to Minnesota State in a timely manner.
2. All losses incurred in the operation of the Food Service operations due to any cause will be the responsibility of the CONTRACTOR.

ix. Personnel Matters

1. The CONTRACTOR shall be an Equal Opportunity Employer and maintain an adequate staff on duty to meet the demands of the operation. All such personnel shall be subject to the approval of Minnesota State and shall comply with all rules and regulations of Minnesota State and health authorities.
2. All persons provided under this contract by the CONTRACTOR shall be employees of the CONTRACTOR and not Minnesota State. The CONTRACTOR agrees to pay all taxes and contributions required by law for social security, worker's compensation, unemployment or another law or act relating to its employees. Personnel relations of employees

on the CONTRACTOR'S payroll shall be the CONTRACTOR'S responsibility. The CONTRACTOR shall comply with all applicable government regulations related to the employment, compensation and payment of personnel.

x. Reporting and Audit

1. A monthly summary of gross sales will be submitted by the 15th of the following month.
2. Minnesota State reserves the right to audit any aspect of the food service cycle as performed by the CONTRACTOR. All books and records pertaining to the food service operation shall be made available for inspection as required by State and Federal regulations and laws.

xi. Designated Parties

1. Minnesota State will be the agent for the maintenance of the facility and fiscal matters.
2. Minnesota State shall develop policy and employ such individuals as necessary to supervise this contract.
3. This contract and attachments may be subject to review by the State of Minnesota Attorney General's office prior to implementation.

b. MINNESOTA STATE'S DUTIES. MINNESOTA STATE shall provide the following equipment:

1. Serving Trays
2. Plates/Cups/Glasses
3. Eating and Serving Utensils
4. Tables and Chairs in Dining Area
5. Walk-in Freezer and Cooler (Joint use with CONTRACTOR)
6. Convection Ovens (Joint use with CONTRACTOR)
7. Steam Kettles (Joint use with CONTRACTOR)
8. Steam Ovens (Joint use with CONTRACTOR)
9. Ice Making Machines
10. Grill (currently in need of replacement)
11. Stack Oven (Joint use with CONTRACTOR)
12. Deep Fryer
13. Hobart Mixers (Joint use with CONTRACTOR)
14. Numerous Food Prep Tables (Joint use with CONTRACTOR)
15. Gas Range (Joint use with CONTRACTOR)

Inspection of the above kitchen equipment can be arranged by contacting Director of Business Services. Some of the above equipment not labeled "Joint use with CONTRACTOR" may be jointly used on a more limited basis.

2. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the CONTRACTOR pursuant to this contract shall be paid by the MINNESOTA STATE as follows:

Contractor will submit menu and catering pricing to Minnesota State annually by August 15th. Vendor shall submit invoices for catering to Minnesota State on a monthly basis.

- b. Payment shall be made by MINNESOTA STATE promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:

Upon completion and acceptance and submission of invoice to ap@minnesota.edu

3. CONDITIONS OF PAYMENT. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation
4. TERM OF CONTRACT. This contract shall be effective on July 1, 2022, or upon the date that the final required signature is obtained by MINNESOTA STATE, whichever occurs later, and shall remain in effect until June 30, 2024, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that NO work should begin under this contract until ALL required signatures have been obtained, and the CONTRACTOR is notified to begin work by MINNESOTA STATE's Authorized Representative.
5. CANCELLATION. This contract may be canceled by MINNESOTA STATE or the CONTRACTOR at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
6. MINNESOTA STATE'S AUTHORIZED REPRESENTATIVE. MINNESOTA STATE's Authorized Representative for the purposes of administration of this contract is:

Name: Wayne Wolden
Address: 900 Hwy 34 East
Telephone: +1 218-631-7813
E-Mail: wayne.wolden@minnesota.edu

MINNESOTA STATE's Authorized Representative shall have final authority for acceptance of the CONTRACTOR'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2, paragraph b.

7. The CONTRACTOR'S Authorized Representative for the purposes of administration of this contract is:

Name: Mark Jensen
Address: 702 Lake Ave, Detroit Lakes, MN 56501
Telephone: 218-847-9271
E-Mail: markjenson@detlakes.k12.mn.us

8. ASSIGNMENT. The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of MINNESOTA STATE.
9. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
10. LIABILITY. The CONTRACTOR shall indemnify, save, and hold MINNESOTA STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by MINNESOTA STATE, arising from the performance of this contract by the CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for MINNESOTA STATE's failure to fulfill its obligations pursuant to this contract.
11. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
12. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The CONTRACTOR and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or MINNESOTA STATE.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

13. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

- a. MINNESOTA STATE shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The CONTRACTOR hereby assigns to MINNESOTA STATE all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of MINNESOTA STATE, execute all papers and perform all other acts necessary to assist MINNESOTA STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to MINNESOTA STATE by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of MINNESOTA STATE's authorized representative.

- b. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, MINNESOTA STATE at the CONTRACTOR'S expense from any action or claim brought against MINNESOTA STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or MINNESOTA STATE's opinion is likely to arise, the CONTRACTOR shall, at MINNESOTA STATE's discretion, either procure for MINNESOTA STATE the right or license to continue using the MATERIALS at

issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

14. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify MINNESOTA STATE as the sponsoring agency and shall not be released prior to receiving the approval of the MINNESOTA STATE's authorized representative.

15. OTHER PROVISIONS.

- a. It is understood and agreed to that Minnesota State retain the right to use the cafeteria (not the kitchen area) for student activities. Minnesota State can use the kitchen facility with the expressed consent of the CONTRACTOR, but each must consider and allow for the CONTRACTOR to carry out its duties under this contract.
- b. Minnesota State intends to use the cafeteria area as a student lounge and dining area. Minnesota State intends to house vending machines in the cafeteria area.
- c. Minnesota State currently has a long-term lease arrangement with CONTRACTOR for use of the kitchen facility. The CONTRACTOR should clearly understand that they will share kitchen space and kitchen equipment with another party. The lease also specifies shared equipment maintenance agreements and shared cleaning responsibilities which will be assumed by the CONTRACTOR. Details of this lease can be obtained from Minnesota State.
- d. Minnesota State has a history of making the kitchen available to outside parties (Rotary, Kiwanis, etc.) for public functions. These functions should continue to occur when mutually agreeable to Minnesota State, and the CONTRACTOR.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE**

By (authorized college/university/system office initiating agreement)
Title
Date

2. CONTRACTOR (Governmental Entity): ISD 0022

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)
Title
Date

DATE: June 15, 2022
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Milk and Bread Pricing (2022-23 School Year)**

During the bidding process in 2021, the District requested the option to extend the bid contract for the 2022-23 school year for both milk (East Side Jersey) and bakery products (Pan-O-Gold). Attached are updated pricing for both milk and bakery products.

The pricing for bakery products from Pan-O-Gold reflects a 17% increase in comparison to 2021-22. The current dairy bids from East Side Jersey reflect a range of 18-20% increase in comparison to 2021-22. Milk costs are subject to an escalator clause.

Administration recommends approval.

cc: Anne Skjold

PAN-O-GOLD Baking Co.

501 NORTH UNIVERSITY DRIVE
P.O. BOX 2563
FARGO, ND 58108

TELEPHONE 701-235-6611

June 13, 2022

Ann Skjold
Food Service Director
Detroit Lakes School District

We respectfully submit the following prices for bakery products for the 2022-2023 school year.

Item	Size	Old Price	New Price
#325 Whole Grain Round Top Bread	22 slice	1.40	1.68
#5154 Whole Grain Hot Dog Buns	12 ct.	1.43	1.72
#538 4" Whole Grain Hamb. Buns	60 ct.	7.06	8.47
#5152 Whole Grain Dinner Rolls	12 ct.	1.49	1.79
#5150 Whole Grain 6" steak bun	48 ct.	7.40	8.88
#706 3.5" Whole Grain Hamb. Bun	60 ct.	7.06	8.47
#17 White Texas Toast	1.5#	1.84	2.21
#580 4" White Hamburger	12 ct	1.44	1.73
#552 White Hot Dog Bun	12 ct	1.44	1.73
#553 White 3.75" Hamb.	12 ct	1.44	1.73
#522 Whole Grain 5" Steak bun	48 ct.		8.78

Thank you

Sincerely,

Kevin Windjue
General Sales Manager
Pan O Gold Baking Co.

UPC CODE	PRODUCT				CURRENT PRICE	FUTURE EFF DATE	PRICE
0-7273022805-4	1170 DISP	2%		PF	20.4705		
0-7273026804-3	4995 DISP	CHOCOLATE 1%		PF	21.1490		
0-7273021145-2	31697 GAL	WHOLE		LOL	4.0122		
0-7273022145-1	31698 GAL	2%		LOL	5.5551		
0-7273023155-9	31699 GAL	1%		LOL	5.3951		
0-7273021202-2	1092 HGAL	WHOLE PLST		PF	3.4540		
0-7273021240-4	31701 HGAL	WHOLE PLST		LOL	3.4540		
0-7273022202-1	1303 HGAL	2% PLST		PF	3.3935		
0-7273022240-3	31702 HGAL	2% PLST		LOL	3.3935		
0-7273023208-2	1361 HGAL	1% PLST		PF	3.2567		
0-7273023202-0	31703 HGAL	1% PLST		LOL	3.2567		
0-7273023225-9	29108 HGAL	LFREE CHOC UHT 6/		PF	4.1141		
0-7273023220-4	24870 HGAL	LFREE 2% UHT 6/		PFBOX	4.1141		
0-7273021308-1	31709 QT	WHOLE PLST SQUAT		LOL	2.0557		
0-7273021311-1	34009 QT	WHOLE PNTRY FR		PFBOX	1.9900		
0-7273022308-0	31710 QT	2% PLST SQUAT		LOL	2.0239		
0-7273022311-0	34010 QT	2% PNTRY FR		PFBOX	1.9900		
0-7273023314-0	34011 QT	1% PNTRY FR		PFBOX	1.9900		
0-7273021450-7	29578 14 OZ	WHOLE UHT PLST		PF	.7800		
0-7273022450-6	29579 14 OZ	2% UHT PLST		PF	.7800		
0-7273026452-6	29583 14 OZ	CHOC MALT UHT PLST		PF	.7800		
0-7273026450-2	29581 14 OZ	CHOC PREM UHT PLST		PF	.7800		
0-7273026454-0	29585 14 OZ	SS CARMEL UHT PLST		PF	.7800		
0-7273026451-9	29582 14 OZ	STRW PREM UHT PLST		PF	.7800		
0-7273026455-7	29586 14 OZ	CHOC 1% UHT PLST		PF	.7800		
0-7273021605-1	1162 HPT	WHOLE 48/CS		PF	.3560		
0-7273022605-0	1325 HPT	2% 48/CS		PF	.3397		
0-7273023601-1	1363 HPT	1% 48/CS		PF	.2617		
0-7273023612-7	34014 HPT	1% PNTRY FR		PFBOX	.6000		
0-7273023226-6	34255 HPT	LFREE 1% PNTRY FR		PF	.7500		
0-7273023605-9	1456 HPT	SKIM 48/CS		PF	.2552		
0-7273026617-9	1553 HPT	CHOC 1% 48/CS		PF	.2737		
0-7273026640-7	34015 HPT	CHOC 1% PNTRY FR		PFBOX	.6000		
0-7273026626-1	17025 HPT	STRAW FF 50/CS		PF	.2680		
0-7273027427-3	33901 HGAL	40% HVY CREAM PLST		PF	10.1400		
0-7273032102-1	33245 5 LB	SOUR CREAM-TRAY/2		PF	7.2120		
0-7273032310-0	7041 1 LB	SOUR CREAM-TRAY		PF	2.4260		
0-7273032315-5	32213 1 LB	SOUR CREAM TRAY/12		LOL	2.4260		
0-7273032106-9	4696 CASE	SOUR CRM 10Z 100/		LKFRM	15.1462		
0-7273031311-8	33460 5 LB	COTT CH LF TRAY/2		PF	10.1620		
0-2529300099-5	32185 HGAL	ALMOND VANILLA		SILK	4.3929		
0-8420958323-6	34526 DOZEN	EGGS LG GRD A 15DZ		FRIVR	4.4300		

DATE: June 21, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Food Services Pricing (2022-23 School Year)**

The student and adult lunch prices were reviewed. Administration recommends the following Food Service meal pricing for the 2022-23 school year.

	2019-20 Pricing	2022-23 Pricing
Elementary Lunch (Pre K-5)	\$1.95	\$2.05
Middle School Lunch (Grades 6-8)	\$2.20	\$2.30
High School Lunch (Grades 9-12)	\$2.20	\$2.55
Extra Entree	N/A	\$2.35
Extra Milk	\$0.45	\$0.50
Breakfast (K-12)	Free	Free
Adult Breakfast	\$3.10	\$3.15
Adult Lunch	\$4.00	\$4.90
Elementary Milk & Juice Prices	\$0.45	\$0.50/milk or juice

Administration and Finance Committee recommend approval.

DLESP SENIORITY LIST - June 2022

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

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

EOY Report - Rossman Elementary Goals 2021-22

2021-22 Goal #1: <i>To revise, improve and clearly define the building PBIS model.</i> HPS Competency Area1: There is a clear and shared focus in our building; Area 2: We have high standards and expectations for our students.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> Revise and simplify the PBIS language to improve connection with and understanding for students and families Increase engagement with PBIS strategies for all staff and students 	January 2022 September 2022	Site Leadership and PBIS Team
I2	<ul style="list-style-type: none"> Develop three new building-wide PBIS describers of expectations for all students. 	January 2022	Rossman Staff
	Resources: https://www.pbis.org/ ; Developing PBIS Expectations		
D3	<ul style="list-style-type: none"> Site Team and PBIS Team collaborate to develop the revised PBIS model and plan the implementation for 2022-23 school year 	Meet monthly 2021-22 Revised plan launched May 2022 Plan implemented 2022-23	Site Leadership and PBIS Teams
E4	<ul style="list-style-type: none"> Gather input via surveys of teachers, staff, students, and parents to develop and define the expectations and language for new PBIS components 	January 2022	Rossman staff, students, and parents
	Resources: Google Forms Survey		

Result: Goal Achieved

- Revised PBIS Expectations “Kind, Safe, Ready” are fully developed and implementation designed for SY 22-23

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

Result: Goal Partially Achieved

- Stakeholder surveys indicated high levels of satisfaction in communication format, frequency, and consistency
- Family Surveys indicated medium levels of satisfaction in communication of content, standards, and learning outcomes across grade levels.
- Communication will be an area we continuously work to build and improve. Stakeholder input will continue to support the strategies implemented to effectively increase communication practices.

Roosevelt Building Goals

2021-22

2021-22

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

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

Staff Feedback: 87.1% agree; 13% disagree

Family Feedback: 92% agree; 8% disagree

Guiding Principles	Implementation Actions and or Activities	Outcomes - 5.30.22	People Engaged
R1	During the 2021-22 school year, intervention teachers (Special Education and Title One) will attend a grade level PLC 2x/month to ensure curriculum/data information is shared equally and regularly across teams.	<ul style="list-style-type: none"> • Achieved 	Classroom Teachers, Interventionists and Administration
I2	Google Form out to staff to help us address the specifics of which specific areas are not reaching high levels of collaboration and communication within our school (teachers within grade levels, office to staff, etc.)	<ul style="list-style-type: none"> • Completed and analyzed 9.10.21 - results showed that we could improve between classroom teachers, interventionists and specialists; see above action 	All Staff
D3	During the 2021-22 school year, we will utilize four MTSS meetings to discuss student needs and strategies that can be used to build upon students academic and behavioral needs, while celebrating strengths and successes.	<ul style="list-style-type: none"> • MTSS grade-level document aligns yearly data • For the 22-23 school year, PLC leaders will be our first group of grade-level MTSS leaders - 1st mtg of the new building MTSS team - 8.17.22 	PLC Leaders and Administration
E4	During the 2021-22 school year, we will raise	<ul style="list-style-type: none"> • Attendance data - 	MTSS Team, S/E/B Team

	awareness and address potential cultural biases by analyzing our building's demographical data.	reviewed bi-weekly and vetted at Social/Emotional /Behavioral support team meeting; action steps determined at that time for individual students	and Administration
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2021-22 High Performing School Area: Our building has high levels of community and parent engagement.			
GOAL #2: During the school year of 2021-22, staff will be informed of community and parent engagement we currently implement as well as areas that need improvement in order to increase staff's positive perception from 74.1 percent to 80 percent.			
Staff Feedback: 74% agree; 24% disagree		Family Feedback: 91% agree; 9% disagree	
Guiding Principles	Implementation Actions and or Activities	Outcomes - 5.30.22	People Engaged
R1	During the 2021-22 school year, Roosevelt Intervention Teams and SITE Leadership Team will seek new ways to engage community members and increase family engagement and implement at least two new engagement activities. -percentage of wkly email	<ul style="list-style-type: none"> ● Fall 2021 Open House ● 71% attendance at Fall conferences; 88% attendance at Spring conferences ● Science Fair ● Spring 2022 Family Fun Night ● 5th Grade Graduation 	SITE/Title One Teams and Families
I2	During the 2021-22 school year, we will increase our social media presence by having Roosevelt staff submit an increasingly consistent number from various grade levels and departments each month.	<ul style="list-style-type: none"> ● Continued 	Staff and Rvt Families
D3	During the 2021-22 school year, the SITE team will analyze Roosevelt's American Indian survey results	<ul style="list-style-type: none"> ● Cultural activity opportunities guided/provided by Title 6 staff 	Title 6 Staff, SAIL staff and Administration

	and discuss future planning and opportunities for diverse learning across grade levels.	<ul style="list-style-type: none"> ● SAIL - art/cultural activities 	
E4	Each grade level will send home a weekly/bi-wkly newsletter to parents posted in SeeSaw and/or paper copies sent home.	<ul style="list-style-type: none"> ● Weekly newsletters per grade level ● Roosevelt Revelations at least twice/month 	Staff and Families

<u>Roosevelt</u> <u>Spring 2022</u> <u>Academic Progress Monitoring Results - STAR</u>	% of students demonstrating appropriate growth or significant growth from Fall to Spring (Student Growth Percentile = SGP)
Early Literacy	68.8%
Reading	59.1%
Math	74.3%

DLMS Building Goals

2021-22

2021-22 Goal #1: Detroit Lakes Middle School has high levels of community and parent engagement.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> ● Bulletins, newsletters, team newsletters <ul style="list-style-type: none"> ○ DLMS newsletter views ranged 2596-912 ○ Weekly on Thursday am ○ https://www.smores.com/tygak-dlms-bulletin-aug-30-sept-3 ● Parent teacher conferences <ul style="list-style-type: none"> ○ 82% October/73% March ● Back to school Open House <ul style="list-style-type: none"> ○ Sept 1, 2021 4-6PM ● 5th grade orientation <ul style="list-style-type: none"> ○ March 22,2022 5:00 ● Communication apps (Remind, Google classroom, Schoology, email, Skyward) <ul style="list-style-type: none"> ○ E-Learning - Google Classroom ○ Skylert Messaging where appropriate ○ Remind - Classroom utilization 	Sept 2021 - May 2022	*District → Parents & community members *Teachers → Parents *Building → community
	Resources: S'more,		
I2	<ul style="list-style-type: none"> ● Reach out to community experts for speaking opportunities & activities <ul style="list-style-type: none"> ○ Team/Department Activities - 6th grade - Example: Charity Activities/Walk ○ College/Career Field Trip 8th Grade - November 5th ● Team/grade level newsletters <ul style="list-style-type: none"> ○ Imagination, Spirit, Quest, Red, White, Blue 	Sept 2021 - May 2022	*Teachers → community *Teachers → parents

	Resources: S'more		
D3	<ul style="list-style-type: none"> • Consistency with Top 20 lessons & vocabulary • Further learning and implementation of equitable feedback, assessment, grading and reporting via parent communication tools. 	Sept 2021 - May 2022	*Teachers → parents *Teachers → students
	Resources:		
E4	<ul style="list-style-type: none"> • Home visits to deliver materials <ul style="list-style-type: none"> ○ Counselors w/Partner home visits • Printable materials <ul style="list-style-type: none"> ○ Where necessary - rarely • Make sure American Indian families are represented <ul style="list-style-type: none"> ○ Reviews of newsletter data targets opening/clicking results. • Buy in by all staff members <ul style="list-style-type: none"> ○ Team newsletters 	Sept 2021 - May 2022	*Teachers → teachers *Teachers → students

DLMS Building Goals Continued

2021-22

2021-22 Goal #2: Detroit Lakes Middle School has high standards and expectations for ALL students.			
Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	<ul style="list-style-type: none"> • Top 20 curriculum weekly in PT/homeroom/specialists • Common language and consistency allow for a family mentality in the building <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/17jcVEYTP0BXisEAfjEsMizQN53tzV5Pwyy7M4iAseZs/edit ○ https://docs.google.com/document/d/1abWedAIDVmRGht1SVQ4oKM3HyStylq_iOwqZAo6N1lw/edit 	Sept 2021 - May 2022	<ul style="list-style-type: none"> • Teachers → students • Building → students

	<ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1gZaHhC8HyaR4t-ms3hwfmCyD7crN9f43OC3UsLQu9WE/edit 		
	Resources: Top 20 calendars, videos, handouts		
I2	<ul style="list-style-type: none"> ● Top 20 curriculum weekly in PT/homeroom/specialists <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/17jcVEYTP0BXisEAFjEsMizQN53tzV5Pwyy7M4iAseZs/edit ○ https://docs.google.com/document/d/1abWedAIDVmRGht1SVQ4oKM3HyStylq_iOwqZAo6N1lw/edit ○ https://docs.google.com/document/d/1gZaHhC8HyaR4t-ms3hwfmCyD7crN9f43OC3UsLQu9WE/edit 	Sept 2021 - May 2022	<ul style="list-style-type: none"> ● Teachers → students ● Building → students
	Resources: Top 20 content and videos		
D3	<ul style="list-style-type: none"> ● Top 20 curriculum weekly in PT/homeroom/specialists <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/17jcVEYTP0BXisEAFjEsMizQN53tzV5Pwyy7M4iAseZs/edit ○ https://docs.google.com/document/d/1abWedAIDVmRGht1SVQ4oKM3HyStylq_iOwqZAo6N1lw/edit ○ https://docs.google.com/document/d/1gZaHhC8HyaR4t-ms3hwfmCyD7crN9f43OC3UsLQu9WE/edit 	Sept 2021 - May 2022	<ul style="list-style-type: none"> ● Teachers → students ● Building → students
	Resources: Top 20 training during team/PLCs, copies of Top 20 book available		
E4	<ul style="list-style-type: none"> ● Colleagues share and hold each other accountable ● Google form for trimester completion <ul style="list-style-type: none"> ○ https://drive.google.com/drive/folders/1-_26E7tZswg53gAxTSL8MMBwaf7AJgbM 	Sept 2021 - May 2022	<ul style="list-style-type: none"> ● Teachers → students ● Building → students

	Resources: Google form from Top 20 committee, Mike Suckert		
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indicator bullets that will be addressed:		2021 - 2022 Goal #1 : High levels of collaboration and communication happen at DLHS.		
Guiding Principles	Administrator Teacher Leader Assigned (Accountability)	Monitoring Process	Measure of success and completion indicators	Plan Adjustments Actions
R1	<ul style="list-style-type: none"> Implement a building wide culture of caring, collaboration, and creativity. Improve attitudes about our school culture based on survey results of (students, parents, staff) by intentionally working on building culture. 	Staff Survey	End of the school year staff survey results (on a scale of 1-10): Culture: 7.48/10 Communication: 8.12/10	We have a Start, Stop, Continue chart that corresponds with the survey for adjustments for 2022-23. Staff provided several ideas for things we should Start, Stop, and Continue to improve in these areas. We are currently building these into our plans for next school year. Some examples are: Start-doing more fun things as a staff each month, a focus on attendance, Stop- allowing negativity to control us, stop having a closed campus for 9/10th graders, Continue-the BARR program, Academic Intervention Time, Building relationships with staff and students.
	Resources: DLHS Culture Plan 2021-22			
I2	<ul style="list-style-type: none"> Implement DLHS innovates initiative 	Innovative ideas implemented by our staff.	We did not get the DLHS Innovates Initiative implemented this year.	This project will be undertaken by our new Instructional Excellence Team in 2022-2023
	Resources: The 2% Company, Why Innovation Fails a Case for Crowd			

	Based Innovation.			
D3	<ul style="list-style-type: none"> ● Implement BARR program with fidelity ● Use of Small Block, Large Block Meetings to improve collaboration among staff. 	BARR implementation process.	BARR Coaching Report	
	Resources: DLHS BARR Coach-Dick Ungar, DLHS BARR Coordinator-Kelly Kalina.			
E4	<ul style="list-style-type: none"> ● Implement BARR I-Time lessons in core subject areas to remove barriers, accommodate learning styles, and give students a voice in our classrooms. <ul style="list-style-type: none"> ○ I Time Implementation Plan 	BARR I Time Implementation Plan	<p>We conducted I Time lesson check-ins in order to support our staff and also to see how our implementation was going building wide. The schedule is linked below. We estimated our implementation level to be at 70% after conducting these check-ins and talking to students.</p> <p>I Time Lesson Check Ins</p> <p>We also gathered information from our staff members about how the I Time implementation was going. These quotes are linked below.</p>	<p>We have had several discussions about how to best implement these lessons and improve the process going forward. Next year we will be implementing both Volume 1 and Volume 2 of the I-Times. These will be differentiated by grade levels. 9th grade will be doing Volume 1 from now on and grades 10-12 will be doing Volume 2 next year.</p> <p>We also plan to do more audits next year to check on implementation of the lessons. If we truly are interested in improving student outcomes, we need to invest in the teaching of expected behavior through the I Time lessons. Teaching these lessons is a staff expectation.</p>
	Resources: BARR Coordinator, BARR I Time Curriculum			

			<u>Quotes from Staff about I Time Lesson Implementation</u>	
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indicator bullets that will be addressed:		2021 - 2022 Goal #2 : Frequent Monitoring of Teaching and Learning happens at DLHS.		
Guiding Principles	Administrator Teacher Leader Assigned (Accountability)	Monitoring Process	Measure of success and completion indicators	Plan Adjustments Actions
R1	<ul style="list-style-type: none"> ● Implement BARR I-Time Lessons to improve relationships (Staff to Student, Student to Student, Staff to Staff) <ul style="list-style-type: none"> ○ I-Time Implementation Plan ○ Annual BARR Survey and Analysis of Student and Staff perceptions 	BARR I Time Implementation Plan	<p>We conducted I Time lesson check-ins in order to support our staff and also to see how our implementation was going building wide. The schedule is linked below. We estimated our implementation level to be at 70% after conducting these check-ins and talking to students.</p> <p>I Time Lesson Check Ins</p>	<p>We have had several discussions about how to best implement these lessons and improve the process going forward. Next year we will be implementing both Volume 1 and Volume 2 of the I-Times. These will be differentiated by grade levels. 9th grade will be doing Volume 1 from now on and grades 10-12 will be doing Volume 2 next year.</p> <p>We also plan to do more audits next year to check on implementation of the lessons. If we truly are interested in improving student outcomes, we need to invest in the teaching of expected behavior through the I Time lessons. Teaching these lessons is a staff expectation.</p>
I2	<ul style="list-style-type: none"> ● Implement BARR program building wide with fidelity <ul style="list-style-type: none"> ○ 4 BARR Implementation Reports Throughout the School Year ○ Annual BARR implementation report 		<p>We also gathered information from our staff members about how the I Time implementation was going. These quotes are linked below.</p> <p>Quotes from Staff about I Time Lesson Implementation</p>	
D3	<ul style="list-style-type: none"> ○ Administrators Provide 	District Evaluation Cycle	All evaluations were completed in a timely	The goal of 500 classroom visits is planned for next year already. This

	<p>Frequent, Consistent, Accurate and Timely Feedback to instructors about instructional practices.</p> <ul style="list-style-type: none"> ○ Danielson Implementation Framework ○ Frequent walkthroughs (Informal) and use of DLPS Teacher Evaluation Schedule (formal). 	<p>Mr. Omang's 500 classroom visit goal.</p>	<p>manner this school year. Mr. Omang completed 262/500 (Goal) classroom visits.</p> <p>Many of these were derailed by external problems like; Threats, Snow Days, etc..</p>	<p>averages about 3/day. The 500 classroom visits goal comes from research and findings from the Principal Center:</p>
<p>E4</p>	<ul style="list-style-type: none"> ● Implement BARR I-Time Lessons to improve relationships with all students (Staff to Student, Student to Student, Staff to Staff) especially those who are at-risk or experiencing trauma. <ul style="list-style-type: none"> ○ I Time Implementation Plan ○ Annual BARR Survey and Analysis of Student and Staff 	<p>Implementation of Small Block and Big Block meetings in addition to Risk Review to improve student outcomes</p>	<p>2021-2022 BARR DATA Results</p>	<p>We have already put in place several things that will help us to improve our BARR model even further. Some of these include: the creation of a parent advisory committee, meeting with the middle school to get transition information on students, and several other internal pieces of communication about BARR.</p> <p>This summer we will have training on effective meetings and addressing trauma through BARR.</p> <p>As for attendance, Mr. Messer and I</p>

perceptions

- Use BARR Small Block and Large Block meeting structure to improve outcomes for all students at DLHS according to the metrics below:
 - Reduce the number of students failing a course in the Freshmen class from (n=76-2019) by at least 30%.
 - Reduce the number of students failing a courses in 10-12th grades (n=102-2019) by at least 30%.
 - Prepare students for success in their futures as measured by (ACT score, 2-4 year college attendance, workforce placement, and post high school plan.)
 - Improve student attendance by

are meeting with officials from The Becker County Attorney's Office and our Judges again on Thursday to finalize a new Truancy Plan for the schools in our County. Mr. Messer has done an extensive amount of work on this proposal throughout the year. We have met with Officials from the County consistently since last Fall in an effort to improve these attendance numbers and have devised a new, systematic approach to dealing with truancy. The goal is for this to be released prior to school starting this Fall. We have also adopted several research based practices at our building from Attendance Works in an effort to improve consistency in our attendance.

	<p>reducing the number of students identified as chronically absent (10% or more of school days) Currently at 21.7% of DLHS Students chronically absent. Goal: improve attendance by 7% points to at least meet state average (81.3% of students attending at least 90% of the time)</p> <ul style="list-style-type: none">o Reduce office discipline referrals (previous 3 year avg.=2,041/yr. 2020=879) and out of school suspensions by consistently implementing I-Time and PBIS curriculum during advisory time.			
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Detroit Lakes Area Learning Center Building Goals 2021-2022

The Building Goals below, identified at the beginning of last year will always benefit from direct focus every year. The main concern at the beginning of the 21-22 school year was a lack of clarity of both the goals. The first goal, **There is a clear and shared focus in our building**, revolved around how to work with students and families post COVID. The goals below will always be our focus and extensive work is in progress. The second goal, **Our building has effective leadership**, also will focus on continuous improvement. Support for staff and addressing their needs will always be first.

1. **There is a clear and shared focus in our building.**

When all exit interviews with staff for the 21-22 school year were completed, their focus was placed on three areas:

1. **Technology** – The desire to use technology in an instructional fashion that is novel and addresses unique of students, not, “more of the same”
2. **Communication** – Developing and growing the tools for communication with families
3. **Life skills** – The need to modify content for life skills courses based on current student concerns, especially in academic growth

2. **Our building has effective leadership.**

Responding to staff needs above, summer conversation, collaboration, and professional development are as follows:

1. **Technology** – Discussion with Tim Vagle, Renee Kerzman, and Brady Baxter to support new tools and strategies to use new devices with integrity and best practice.
2. **Communication and Life Skills** – Professional Development is being used to emphasize the social-emotional needs impacting student growth through activities.

Peter Lundin

Detroit Lakes Area Learning Center Principal

Post Area Learning Center Building Goals

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

	Resources: Onward-Cultivating Emotional Resilience in Educators - Aguilar			
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DATE: June 15, 2022
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Construction Change Orders – High School**

Attached and summarized below are the Change Orders for the June 27, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #012 - CE #115: Door Hardware Contractor: Kendall Doors & Hardware Supply Wall Stops for Area C Doors	\$582.21
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TOTAL CHANGE ORDERS	<u>\$582.21</u>
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Recommend approval of the above listed Change Orders.

**CCO #012**

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

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

Subcontract Change Order #012: CE #115 - Door Hardware

CONTRACT COMPANY: Kendell Doors & Hardware, Inc 1312 Northland Drive, Suite #100 Mendota Heights, Minnesota 55120	CONTRACT FOR: SC-18-065-014:8A Hardware/Doors/Frames - Materials
DATE CREATED: 4/11/2022	CREATED BY: James Lansing (Gehrtz Construction Services)
CONTRACT STATUS: Approved	CHANGE REASON: Construction Change
ACCOUNTING METHOD: Amount Based	TOTAL AMOUNT: \$582.21

DESCRIPTION:

CE #115 - Door Hardware

Supply wall stops for re-used doors throughout area C. Supply new HM frame for door opening 238, due to the re-used frame not being the correct wall thickness for new location.

ATTACHMENTS:

[30015-25 Pricing for 20 Wall Stops.pdf](#) [PR# 14 REVISED Pricing for New Frame at 238.pdf](#) [30015-12 Pricing for Pull.pdf](#)

CHANGE ORDER LINE ITEMS:

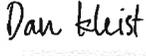
The original (Contract Sum)	\$ 273,529.00
Net change by previously authorized Change Orders	\$ 23,362.39
The contract sum prior to this Change Order was	\$ 296,891.39
The contract sum will be increased by this Change Order in the amount of	\$ 582.21
The new contract sum including this Change Order will be	\$ 297,473.60
The contract time will not be changed by this Change Order by	

Kendell Doors & Hardware, Inc
 Mendota Heights, Minnesota

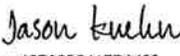
DocuSigned by:

 05C05627A5B9435...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

 8E9E8070A5C74CC...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

 46FA95C41FDA482...

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

 32113E3583E3404...

KENDELL

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

PROPOSAL

Page: 1
Proposal No.: 30015
Proposal Change No.: 12
Customer P.O. No.: 18-065
Proposal Date: 4/29/2021
Customer ID: GCS
Salesperson: Craig Baumgard
Project Mgr Phone: 507-519-3122
Project Mgr Email: cbaumgard@kendelldr.com

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

Job Name: Detroit Lakes HS Add & Reno

Pricing for new pull handle door 160

Description	Quantity
8302-0 x 4 X 16 x US32D	1
Freight	1

Respectfully Submitted: 
_____ **Craig Baumgard**

Accepted By: _____ Date: _____

Subtotal: 82.31
Sales Tax: 0.00
Total: 82.31



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

PROPOSAL

Page:	1
Proposal No.:	30015
Proposal Change No.:	14
Customer P.O. No.:	18-065
Proposal Date:	7/28/2021
Customer ID:	GCS
Salesperson:	Craig Baumgard
Project Mgr Phone:	507-519-3122
Project Mgr Email:	cbaumgard@kendelldrs.com

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

Job Name: Detroit Lakes HS Add & Reno

ATTN: James - REVISED pricing for knock down frame at 238.

Description	Quantity
3F~8-1/4"~K~16~CR~KD~LHR~3'0"~7'0"~U453~E1~E11	1
Freight	1

Respectfully Submitted: 
_____ **Craig Baumgard**

Accepted By: _____ Date: _____

Subtotal:	386.50
Sales Tax:	0.00
Total:	386.50

KENDELL

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

PROPOSAL

Page: 1
Proposal No.: 30015
Proposal Change No.: 25
Customer P.O. No. 18-065
Proposal Date: 3/1/2022
Customer ID: GCS
Salesperson: Craig Baumgard
Project Mgr Phone: 507-519-3122
Project Mgr Email: cbaumgard@kendelldrs.com

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

Job Name: Detroit Lakes HS Add & Reno

ATTN: James - Pricing to order 20 walls stops per your call.

Description	Quantity
WS406CCV 630 wall stop	20
Freight	1

Respectfully Submitted: _____



Craig Baumgard

Accepted By: _____

Date: _____

Subtotal: 113.40
Sales Tax: 0.00
Total: 113.40

DETROIT LAKES PUBLIC SCHOOLS

Construction Project Summary

4/30/2022

Districtwide Project Total

Original Project Total	\$58,570,727.00	
Alternates	1,972,637.68	
Original Project Reallocation	135,028.27	
Change Orders	2,982,216.76	
Contingency Usage	<u>(1,235,982.29)</u>	
Amended Project Total	62,424,627.42	
Project Complete	57,917,149.26	92.78%
Contingency Total	1,095,160.02	
Contingency Used	(1,235,982.29)	112.86%
Original Project Reallocation	135,028.27	
Remaining Contingency	<u>(5,794.00)</u>	-0.53%

Roosevelt Elementary

Original Project Total	\$ 11,741,149.4
Alternates	158,472.60
Original Project Reallocation	86,921.41
Change Orders	381,399.80
Contingency Usage	<u>(302,633.41)</u>
Amended Project Total	<u>\$ 12,065,309.8</u>
Project Complete	11,749,826.59
Percentage Complete	97.39%

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

Middle School

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

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

Rossman Elementary

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

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

High School

Original Project Total	\$ 31,255,660.43
Alternates	0.00
Original Project Reallocation	0.00
Change Orders	2,152,379.85
Contingency Usage	<u>(571,549.31)</u>
Amended Project Total	<u>\$ 32,836,490.97</u>
Project Complete	29,155,590.47
Percentage Complete	88.79%

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

MNEPF



MINNESOTA EDUCATION
POLICY FELLOWSHIP

CELEBRATING 46 YEARS

2022/23 APPLICATION

METRO COHORT • RURAL COHORT



Minnesota Education Policy Fellowship (MNEPF)

The Minnesota Education Policy Fellowship started in 1976-77 as a joint venture of the University of Minnesota and the Institute for Educational Leadership in Washington DC. Since then more than 600 Fellows have completed the fellowship.

For the first 34 years, the College of Education at the University of Minnesota was the Minnesota-based partner. The Center for Policy Design became the home organization in 2010 and 2019 Lakes Country Service Cooperative started the rural cohort.

The fellowship program has a primary focus on state and federal policy development and the leadership that is necessary to influence policies that will have a positive impact the educational experiences for Minnesota's students.

MNEPF is the result of four organizations—the University of Minnesota (1975–2010), the Institute for Educational Leadership (IEL) (1975–2020), the Center for Policy Design (2010–current) and Lakes Country Service Cooperative, (2019-present).

Each of these organizations, and their leadership, has ensured the Fellowship's continuation—now looking at celebrating its 50th year in 2026.

Center for Policy Design

Founded in 1981, the Center for Policy Design (CPD) is a Minnesota-based nonprofit, nonpartisan policy design organization. The Center designs policies to improve large public system like K-12 schooling, health care and postsecondary education.

MNEPF fits into the overall framework of the Center. It is designed to expand and update Fellows working knowledge of large system state and federal policy design, enactment and implementation.

Lakes Country Service Cooperative

Lakes Country Service Cooperative (LCSC) is a public, nonprofit membership- based organization dedicated to providing services that help make their members successful.

LCSC is one of nine Service Cooperatives in Minnesota. LCSC primarily serves members in a nine-county region in west central Minnesota.

What You Can Expect

Minnesota Education Policy Fellowship (MNEPF) is a joint venture of the Center for Policy Design, a 501(c)(3), and the Lakes Country Service Cooperative—a public non-profit membership organization. The first year of the Fellowship was 1975-76. Since then nearly 600 Fellows have completed this unique policy experience. Together this forms an important network for Minnesota and the nation.

THE FELLOWSHIP

The Fellowship has as a primary focus on state and federal public policy development and the leadership that is necessary to influence public policy development. It is designed to expand and update your working knowledge of state and federal public policy, analysis, design and implementation.

THE LEARNING MODEL

The Fellowship's learning process is experiential. It is based on the belief that knowledge and skills are the "residue that is left when the experience wears off."

CREATING A SAFE ENVIRONMENT FOR OPEN CONVERSATION—the Seminars and a Washington Policy Experience (WPE)

The policy seminars are the backbone of the Fellowship. They are designed to provide you an up close and personal experience that will include discussions and conversations with key members of Minnesota's executive and legislative branch and their staff.

In addition, there is a one-day Policy Seminar at the Minnesota Capitol and three day Washington Policy Experience (WPE), focusing on "Minnesota in Washington D.C".

MNEPF has a proud history of trust with those who will discuss, very candidly, some of the most sensitive problems (and solutions) facing our state and nation. You can, and should, talk about the seminars but we ask that you not attribute names as part of your conversations with others.

PUBLIC POLICY DESIGN BRIEF

The Public Policy Design Brief (PDB), like a legal brief, is intended to be a guide to convince the reader that the public policy issue in the Public Policy Design Brief (PDB) is worth an in-depth review and investigation.

It is critically important that the reader can, in a short period of time, clearly see the relevance and importance of the public policy design being proposed. Here is the table of contents for the brief:

- Title
- Executive Summary
- Problem(s) to be Solved
- Goal(s) to be Achieved
- Options Considered
- Policy How(s)
- Implementation How(s)
- Political How(s)

CONDITIONS, PROBLEMS, POLICIES, POLITICS

Public policy starts with a condition or a problem. A condition is a situation or circumstance in which no one will invest. If you believe that "poverty will always be with us", then you believe that poverty is a condition. If poverty will always be with us, why work on it? A condition must be turned in to a problem before you can convince someone to work on it.

Once you have a problem clearly identified you can develop a policy to address it. What is left then is the politics of getting it enacted and implemented. You will hear often during the Fellowship, "What is the problem, what is the goal and what are the "hows"?"—what are the policy "hows", what are the implementation "hows" and what are the political "hows"?"

UNDERSTANDING POLICY ENTREPRENEURS

Understanding the role of public policy entrepreneurs is critical to working in the public policy arena. The concept was introduced by John W. Kingdon in 1984, who said policy entrepreneurs "...could be in or out of government, in elected or appointed positions, in interest groups or research organizations. The public policymaking space, according to Kingdon, is made up by three more or less independent activities:

1. the problem stream,
2. the political stream, and
3. the public policy stream.

He argued that moments arise when perceptions of problems, political circumstances, and ideas for possible solutions all come into alignment. This is where you find the policy entrepreneurs.

These moments are called 'public policy windows and offer a real chance to enact significant policy change.

Policy entrepreneurs believe problems are not really problems of "performance." They are problems of public policy design, fixed only by redesigning the systems that shapes the way people and organizations behave. This is called "Large System Architecture" (LSA). Organizations tend to behave the way they are structured and rewarded to behave. If you don't like the way they are behaving, you probably to change the way they're structured and rewarded

This Fellowship is unique in its focus on "public policy entrepreneurs" which can be very useful in the creation of a "Public Policy Design Brief".

A WORKING DEFINITION OF PUBLIC POLICY

There are many working definitions of the term "public policy." To help us be clear in our policy discussions we will use the following definitions of public policy:

- Public policy is a course of action, for a given period of time, based on a given set of circumstances, designed to influence future decisions or actions.
- Public policy design is a proposal for action, for a given period of time, based on a given set of circumstances, designed to influence future decisions or actions

The Fellowship will provide you with the support, independently or with others, to create a Policy Design Brief (PDB) on a policy issue that is important to you.

PUBLIC POLICY DESIGN CYCLE

The "Public Policy Design Cycle" (PDC) will be used to provide a map on how to advance public policy. It is a public policy tool that explains how policy moves from "values" to "problems" to "issues" and then moves to action.

The PDC provides guidance about where to start on any public policy work. Our values tell us to describe some things as "problems" and some as "issues." We want to solve the problem most often without deciding on a "goal." What is needed is a clear statement of the problem and a clear statement of the goal. Then the "how?" question can be asked. Finding the 'How' requires finding and fixing a problem that has a clearly stated goal.

PUBLIC POLICY LEADERSHIP

Public policy work requires a special type of leadership—both transactional and transformational. You cannot get to transformation in the public policy arena without a solid base of transactional leadership.

PUBLIC POLICY NETWORK

Minnesota EPF, over the past 46 years has created a unique public policy network consisting of nearly 600 Fellows, sponsors and guests. Upon your selection as an MNEPF Fellow you become part of this network.



School Board Meeting Agenda Memorandum

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

DATE: June 16, 2022
TO: Board of Education
FROM: District Bargaining Committee - April Thomas (Board Member), Mark Jenson (Supt), Jason Kuehn (Director of Finance and Ops), Nancy Olson (Retired HR Director), & Kylie Johnson (HR Director)
SUBJECT: **2021-23 Education Assistant Contract Settlement (DLESP)**

The district bargaining committee for contract negotiations is recommending the approval of the Education Assistant Master Agreement for 2021-2023.

Wage Schedule Changes:

- Step movement in 21-22
- Longevity Pay & salary enhancements
- Retro pay from July 1, 2021
- Language changes included:
 - Increase in both annual sick leave accrual and maximum accumulation for part time employees
 - Addition of sick leave usage due to school closings (new language)
 - Define full and part time employment (clarifying language)
 - Proration of monthly District health insurance contribution revised
 - Vaccination and Retention stipends paid on May 27, 2022, per MOU
- Total 2-year Package Increase: 10.71% / \$286,172

The district bargaining committee recommends approval of this agreement

CC: Sue Woytassek (lead negotiator and President – DLESP)

DATE: June 21, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Employee Property/Liability Insurance and Workers Compensation
Renewal for 2022-23**

The Risk Management and Workers Compensation Insurance programs for Detroit Lakes Public Schools are up for renewal on July 1, 2022. Bremer Insurance is our authorized agent of record.

Property/Liability Insurance, Cyber Liability, Volunteer Accident

We will have a \$10,425.47 increase from last year's premium. This year's anticipated Property/Liability, Cyber, Volunteer Accident premium will be \$177,877.73 compared to \$159,137.26 last year. EMC has increased the blanket property coverage limit to \$218,915,135.

Public School property/liability insurance premiums are largely predicated on three variables:

1. Valuation of Buildings/Equipment
2. Number of Students Served
3. Number of Licensed Professional Staff

Our enrollments and staffing levels have remained fairly consistent for the last five years, while our building and equipment valuations have increased through the building project.

Our Agent of Record, Matthew Baker, from Bremer Insurance is recommending the EMC Insurance proposal.

I recommend that we renew our insurance program with EMC Insurance as show on the attached summary between July 1, 2022 and June 30, 2023 at the annual premium of \$177,877.73.

Workers' Compensation Insurance

Our Workers' Compensation will cost \$94,070.00 for 2022-23, a decrease of \$4,315.00 in comparison to 2021-22. The 2022-23 premium is based on maintaining coverage with RAS-First Dakota Indemnity.

I recommend that we continue to use RAS-First Dakota Indemnity for our Workers' Compensation Insurance for the policy period of July 1, 2022 through June 20, 2023 at an estimated premium of \$94,070.00.

Summary

The overall premium of Property, Liability, Cyber Liability, Volunteer Accident, and Workers' Compensation Insurance for 2022-23 is \$267,947.73, a 4% increase over last year's combined premium.

The Property/Liability Insurance, Cyber Liability, Volunteer Accident and Workers' Compensation Insurance are budgeted items.

Administration recommends approval of this agreement.

May 31st, 2022

Jason Kuehn, Business Manager
Detroit Lakes Public Schools ISD #22
PO Box 766
Detroit Lakes MN 56502-0766

Dear Mr. Kuehn and School Board Members:

Your renewal insurance proposal provided by EMC and RAS-First Dakota Indemnity is attached for your consideration. In this document we will compare your expiring versus renewal premium costs and describe the changes you directed us to make for your renewal policy period.

Note: this does not include the builder's risk premium for the renovation/addition project for the policy with Hanover effective 5/13/19 – 9/30/22, which is set to expire on 9/30/22.

<u>Coverage Description</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Property	\$113,203.26	\$125,105.73
General Liability	\$8,516.00	\$8,773.00
School Leaders Liability	\$5,975.00	\$7,417.00
Inland Marine	\$871.00	\$871.00
Crime	\$1,513.00	\$1,513.00
Auto	\$19,495.00	\$20,111.00
Umbrella	\$6,131.00	\$6,654.00
Cyber Solutions	\$2,781.00	\$2,781.00
Volunteer Accident (Hartford)	\$652.00	\$652.00
Work Comp (RAS)	\$98,385.00	\$94,070.00
Total Premium	\$257,522.26	\$267,947.73

The changes made for your renewal policy period are as follows:

Property: Your blanket property coverage limit was \$209,040,322 on your expiring EMC policy. EMC increased the blanket property coverage limit to \$218,915,135 applying the 4% inflation factor. Your blanket business income and extra expense coverage limit remain at \$2 Million.

Your expiring property deductible is \$10,000. The property deductible remains at \$10,000.

General and Professional Liability: Population changes were made based on the estimated number of students in your district.

<u>Description of Population</u>	<u>-</u>	<u>Expiring</u>	<u>-</u>	<u>Renewal</u>
Total Student Count		2,511		2,141
Total Staff Count		601		588

School Leaders E&O: No coverage changes were made for your renewal policy period

Crime Coverage: No coverage changes were made or requested for your renewal policy period.

Volunteer Accident Coverage: ISD #22 has a Volunteer Accident Policy that provides up to \$15,000 Accidental Death Benefit/Accidental Dismemberment Benefit, up to \$10,000 Accident Medical Expense Benefit and up to \$250 dental expense. The Hartford provides you with the accident insurance policy at an annual premium cost of \$652. This is based on using the same 200 volunteer count as provided last year.

Student Medical Payments: ISD #22 has purchased \$1,000 Student Medical Payments coverage at an annual premium cost of \$500.

Inland Marine: No coverage changes were made or requested for your renewal policy period.

Excess Liability: No coverage changes were made or requested for your renewal policy period.

Terrorism: Terrorism coverage is included in your EMC proposal at a \$4,618 annual premium cost; this can be waived if the district chooses which would then reduce the annual premium costs indicated.

Cyber Liability: EMC is including \$1MM cyber/data breach coverage at \$2,781 annual premium (included in the pricing summary).

Workers' Compensation: You instructed us to increase your total payroll from \$25,941,538 to \$26,719,783 for your renewal policy period. We will compare the expiring versus renewal rates and payroll plus debits and credits based on your current loss ratio:

<u>Job Description -</u>	<u>Code</u>	<u>Expiring Payroll</u>	<u>Rate</u>	<u>Renewal Payroll</u>	<u>Rate</u>
Bus Drivers	7382	\$98,767	4.80	\$101,730	4.53
Teachers	8868	\$24,322,246	0.41	\$25,051,913	0.43
Other Employees	9101	\$1,520,525	4.04	\$1,566,140	4.06
Total Payroll		\$25,941,5358		\$26,941,538	
Experience Modification:		0.85 - 25,307		0.69 - 55,461	
Scheduled Credit:		30% - 43,021		22% - 27,158	
Premium Volume Discount:		- 10,440		- 9,918	
Total Annual Premium:		\$ 98,385		\$ 94,070	

Notes: Your estimated payroll was increased by \$778,245. Your Experience Modification factor decreased from 0.85 to 0.69. The 2022 base rates with RAS-First Dakota Indemnity are lower for class code 7382, and slightly higher for class code 8868 and 9101. All these factors impacted your Workers' Compensation renewal premium cost, which resulted in a decrease of \$4,315.

Renewal Cost Analysis: Your overall premium is up around 4% this year. Industry wide we are seeing rate increases across all lines. The primary reason for the increase is due to increased property, auto, and liability rates. Your workers' compensation premium decreased.

Recommendation to the Board: Bremer is recommending the district renew with EMC for the Package and umbrella, at an annual premium of \$173,225.73. (Federal Terrorism can be waived for a premium savings of \$4,618). For worker's comp we are recommending renewing with RAS-First Dakota Indemnity at an annual premium of \$94,070. For the Student Accident coverage, we are recommending you renew with The Hartford at an annual premium cost of \$652. For Cyber Liability/Data Breach we are recommending the EMC coverage (premium included in the package). The annual premium cost for all proposed insurance coverage is as follows:

<u>Coverage Description -</u>	<u>Insurance Carrier -</u>	<u>Annual Premium Cost</u>
Property & Liability Package	EMC	\$173,225.73
Volunteer Accident Liability	The Hartford	\$652.00
Workers' Comp	RAS-First Dakota Indemnity	\$94,070.00
Total All Policies:		\$267,947.73

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated! Please let us know if you have any questions or need additional information as you review your renewal insurance proposal.

Sincerely,

Matthew Baker
Bremer Insurance

DETROIT LAKES PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #22



2022-2023 BUDGET

June 27, 2022

Laker PRIDE

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

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes, Minnesota

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Human Resources Director

Education Director

Director of Finance & Operations

Federal Programs Director

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

2022-23 Budget

This document includes the Detroit Lakes Public Schools initial budget for the upcoming 2022-23 school year. The budget is primarily driven by the Average Daily Membership (ADM). The ADM is a yearlong moving average based on the number of students served by the District at reporting times set by the Minnesota Department of Education. Projecting the ADM for upcoming years is far from a simple science. Many factors can come into play such as difference in class size of the outgoing senior class and incoming kindergarten class, changes in open enrollment, change in pre-kindergarten enrollment, student mobility, and the year to year retention ratios. The projected district ADMs for 2021-22 are based on kindergarten registration numbers, as well as past enrollment trends. We are predicting a kindergarten class size of 195 students in 2022-23.

In addition to ADMs, the initial budget for 2022-23 have been prepared based on planning parameters such as employee compensation increases, utility changes, liability and workers' compensation insurance cost projections, changes in special education funding, General Education formula changes, and updates to anticipated other revenues/expenditures.

The Covid-19 pandemic continues to have a significant impact in the school district. The 2022-23 budget includes previous and new revenue streams provided through the America Rescue Plan paired with expenditures. These funds initially were targeted on purchases necessary to keep our staff and students safe and now focus on providing resources for lost instructional time and mental health. These funds will continue to be part of the District budget through 2024.

2022-23 Initial Budget

GENERAL FUND

Unassigned General Fund is projected to have a deficit of \$189,952. This budget reflects estimated revenues of \$35,422,583 and expenditures of \$35,612,535 with a projected year-end fund balance of \$6,061,980.

Revenue changes include increases to the general education formula aid & levy. The General Education formula revenue was increased \$135 (2%) to \$6,863 per student. The District's Average Daily Member (ADM) was estimated at 2704 for the 2022-23 budget. Student projections are based on historical grade by grade progression, incoming kindergarten class size and the latest demographers report. The kindergarten class is estimated at 195. Additional revenue from an increase in extended time ADMs and the net effect of various America Rescue Plan revenue streams are a significant part of the revenue projections.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

Expenditure changes include an increase in services, maintaining current staffing levels, increased mental health services, increases of salary (including fringe benefits), expenditures associated with the America Rescue Plan, and operation costs of District buildings taking new space created through the building project into consideration.

OPERATING CAPITAL FUND

Restricted Operating Capital is projected to have a deficit of \$388,386. The budgeted expenditures of \$1,175,500 include significant costs associated with technology equipment and routine building maintenance.

2022-23 Initial Budget

Restricted Long Term Facilities Maintenance Revenue (LTFM) is projected to have a surplus of \$608,813. Past LTFM projects have utilized existing General Fund Unassigned fund balance to cover the cost up front and will be replenished by future LTFM aid. The revenue stream is based on \$380 per adjusted pupil unit. Taking the prior negative balance and the estimated current year surplus, the anticipated year-end fund balance will be negative \$339,995 and expected to be recovered over the next two years.

TOTAL GENERAL FUND

The Total Restricted General Fund is projected to have a surplus of \$107,882 based on revenues of \$4,434,287 and expenditures of \$4,326,405 with an ending combined fund balance of \$2,898,669. The surplus is mainly due to Long Term Facilities Maintenance revenue in excess of expenditures.

The Total Committed for Severance Pay and Other Post-Employment Benefits General Fund is budget neutral with a projected year-end fund balance of \$2,619,414.

The Total Assigned General Fund is projected to be revenue and expenditure neutral resulting in a year-end fund balance of \$2,364,446.

The Total Unassigned General Fund is projected to have a deficit of \$189,852 with a year-end fund balance of \$6,061,980.

The Total Restricted, Committed, Assigned, and Unassigned General Fund is projected to have a deficit of \$82,070 based on revenues of \$39,856,870 and expenditures of \$39,938,940 with a year-end fund balance of \$14,004,992.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

FOOD SERVICE FUND

The Food Service Fund is projected to have a deficit of \$78,513 based on revenues of \$2,080,931 and expenditures of \$2,159,444 and a year-end fund balance of \$726,484. In previous years, the District has provided free breakfast for PreK-12 during the regular school year and meals at summer school with funding from the General Fund. It is expected that the access to free meals for all students will not continue for the 2022-23 school year. The budget was developed with meal price increases for Student and Adult lunches.

2022-23 Initial Budget

COMMUNITY SERVICES FUND

The Community Services fund is comprised of five sub-components:

1. Restricted for Early Childhood/Family Education is projected to have a deficit of \$38,544 and a year-end fund balance of \$17,898.
2. Restricted for Community Education is projected to have a deficit of \$20,485 and a year-end fund balance of \$119,103.
3. Restricted for School Readiness is projected to have a surplus of \$53,329 and a year-end fund balance of \$375,922.
4. Restricted for Adult Basic Education (ABE) is projected to have a deficit of \$21,048 and a year-end fund balance of \$21,907.
5. Restricted for Community Services - Unassigned is projected to have a balanced budget with no ending fund balance.

Overall, all five components of the Community Education Fund combined are predicted to have a deficit of \$26,748 bringing the overall fund balance to \$534,830.

BUILDING FUND

The Building Fund is projected to have a deficit of \$2,968,000 with revenues of \$250,000 and expenditures of \$3,218,000. The projected year-end fund balance is negative \$6,110,639. The Building Fund is reporting all activity related to the Abatement Bond, Referendum Bond, and Facilities Maintenance bond projects. After the project is complete, a permanent transfer from the General Fund to refund the ending negative fund balance.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

DEBT SERVICE FUND

The Debt Service Fund is projected to have a surplus of \$96,048 with a year-end fund balance of \$722,560. The fund is servicing payments for the Abatement bonds issued in 2018, the Referendum GO Bonds issued in 2019 and the Facilities Maintenance Bonds issued in 2020.

2022-23 Initial Budget

CUSTODIAL FUND

The Custodial Fund is projected to be revenue and expenditure neutral with a year-end fund balance of \$92,531. The fund records fiduciary activities by acting as a flow through mechanism for revenue and expenditures from outside organizations not resulting in a financial benefit to the District.

STUDENT ACITIVITIES FUND

The Student Activities Fund is projected to have a deficit of \$5,434 with a year-end fund balance of \$278,494. The fund records transactions related to student extracurricular activity accounts at the Middle School and High School.

TOTAL (FUNDS 1,2,3,4,5,6,7,18 and 88)

At the District Wide level, the fund balance of the School District is projected to have a deficit of \$3,064,717 with a year-end Fund Balance of \$10,340,253 based on combined revenues of \$47,717,608 and expenditures of \$50,782,325. The deficit is significantly impacted as a result of the building project. Taking the Building Fund out of the District total changes the net results to a deficit of \$96,717.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

SUMMARY OF 2022-2023 INITIAL BUDGET

The total Unassigned General Fund, representing the largest portion of our School District's operating expenses, is predicted to have a deficit of \$189,952.

Maintaining a healthy fund balance is essential for future success. Table 1 below gives a brief history of the Unassigned General Fund Balance and Expenditures. District Policy 714 establishes the desired fund balance in the range of 15% to 25% of the annual Statutory Operating Debt (SOD) expenditures as calculated by Minnesota Department of Education. The 2022-23 estimated fund balance to expenditure percentage is 17.02%.

	General Fund Unassigned Fund Balance**	General Fund SOD Expenditures**	Unassigned Fund Balance As a % Expenditures**
2009-10	\$3,957,382	\$22,374,770	17.69%
2010-11	\$4,211,311	\$23,087,157	18.24%
2011-12	\$4,696,033	\$23,905,847	19.64%
2012-13	\$4,944,900	\$24,017,431	20.59%
2013-14	\$4,797,193	\$24,433,679	19.63%
2014-15	\$5,707,848	\$25,114,947	22.73%
2015-16	\$5,882,356	\$26,323,158	22.35%
2016-17	\$6,015,088	\$27,907,492	21.55%
2017-18	\$5,425,230	\$29,394,094	18.46%
2018-19	\$5,393,503	\$31,624,477	17.05%
2019-20	\$5,038,918	\$32,384,773	15.56%
2020-21	\$6,336,201	\$34,725,049	18.24%
2021-22	\$6,251,932	\$36,179,932	17.28%
2022-23	\$6,061,980	\$35,612,535	\$17.02%

** Projected using General Fund and Transportation Unassigned Fund balance and non-restricted expenditures

DETROIT LAKES PUBLIC SCHOOLS

Statement of Changes in Fund Balance

For the Year Ending 06/30/23

		Projected Fund Balance 7/1/2022	2022-2023 Estimated Revenues	2022-2023 Estimated Expenditures	Fund Balance Adjustments	Est. Fund Balance 6/30/23	Net Change
01 GENERAL FUND							
460	Non-Spendable	\$ 60,483	\$ -	\$ -		\$ 60,483	\$ -
403	Restricted for Staff Development	\$ 603,269	\$ 420,405	\$ (550,243)	\$ -	\$ 473,431	\$ (129,838)
428 & 441	Restricted for Compensatory & Learning Development	-	1,773,345	(1,773,345)		-	-
434	Restricted-ALC	-	-	-		-	-
472	Restricted MA/Special Education	1,325,760	125,000	(66,473)		1,384,287	58,527
449	Restricted for Safe Schools Levy	243,393	113,910	(123,442)		233,861	(9,532)
406	Restricted for Health & Safety	-	-	-	-	-	-
467	Restricted for Long Term Facility Maintenance	(948,808)	1,173,313	(564,500)	-	(339,995)	608,813
424	Restricted for Operating Capital	1,519,080	787,114	(1,175,500)	-	1,130,694	(388,386)
438	Restricted for Gifted & Talented	48,093	41,200	(72,902)		16,391	(31,702)
	Total General Fund Restricted	\$ 2,790,787	\$ 4,434,287	\$ (4,326,405)	\$ -	\$ 2,898,669	\$ 107,882
418	Committed Fund Balance-Severance and OPEB Liabilities	\$ 2,619,414	\$ -	\$ -		\$ 2,619,414	\$ -
	Assigned Fund Balance - Other	\$ -	\$ -	\$ -		-	-
	Assigned Fund Balance - Green House	\$ -	\$ -	\$ -		-	-
	Assigned of Building Construction	\$ 2,364,446	\$ -	\$ -	\$ -	\$ 2,364,446	\$ -
		\$ 2,364,446	\$ -	\$ -	\$ -	\$ 2,364,446	\$ -
422	Unassigned	6,251,932	35,422,583	(35,612,535)	-	6,061,980	(189,952)
	Total General Fund Unassigned	\$ 6,251,932	\$ 35,422,583	\$ (35,612,535)	\$ -	\$ 6,061,980	\$ (189,952)
	Grand Total General Fund	\$ 14,087,062	\$ 39,856,870	\$ (39,938,940)	\$ -	\$ 14,004,992	\$ (82,070)
02 - FOOD SERVICE							
460	Non-Spendable	\$ 81,927	\$ -	\$ -		\$ 81,927	\$ -
464	Restricted	804,997	2,080,931	(2,159,444)		726,484	(78,513)

Total Food Service	\$ 886,924	\$ 2,080,931	\$ (2,159,444)	\$ 808,411	\$ (78,513)
04 - COMMUNITY SERVICES					
432 Restricted for ECFE	\$ 56,442	\$ 165,445	\$ (203,989)	\$ 17,898	\$ (38,544)
431 Restricted for Community Education	139,588	404,159	(424,644)	119,103	(20,485)
444 Restricted for School Readiness	322,593	435,564	(382,235)	375,922	53,329
447 Restricted for ABE	42,955	272,691	(293,739)	21,907	(21,048)
Total Community Services Restricted	\$ 561,578	\$ 1,277,859	\$ (1,304,607)	\$ -	\$ 534,830
464 Restricted - Community Services	\$ 9,074	\$ 41,468	\$ (41,468)	\$ 9,074	\$ -
Grand Total Community Services	\$ 570,652	\$ 1,319,327	\$ (1,346,075)	\$ -	\$ 543,904
06 - BUILDING CONSTRUCTION					
539 Building Fund	\$ (3,142,639)	\$ 250,000	\$ (3,218,000)	\$ -	\$ (6,110,639)
07- DEBT SERVICE					
464 Debt Service Fund	\$ 626,512	\$ 3,942,979	\$ (3,846,931)	\$ 722,560	\$ 96,048
18- CUSTODIAL FUNDS					
401 Custodial Funds	\$ 92,531	\$ 81,000	\$ (81,000)	\$ 92,531	\$ -
88- STUDENT ACTIVITIES					
401 Student Activities	\$ 283,928	\$ 186,501	\$ (191,935)	\$ 278,494	\$ (5,434)
GRAND TOTAL ALL FUNDS	\$ 13,404,970	\$ 47,717,608	\$ (50,782,325)	\$ -	\$ 10,340,253

**DETROIT LAKES PUBLIC SCHOOLS
ENROLLMENT HISTORY AND PROJECTIONS
6/15/2022**

Average Daily Membership (ADM) /Grade	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Projected 2021-22	Projected ADM for Budget 2022-23	Projected ADM for Budget 2023-24	Projected ADM for Budget 2024-25
Pre K	65.23	55.27	61.03	72.00	51.81	41.09	45.00	45.00	45.00	45.00
HK	41.50	52.92	42.39	46.74	50.45	37.53	41.00	45.00	45.00	45.00
K	182.05	173.78	166.50	170.82	150.55	138.34	153.00	150.00	150.00	150.00
Kindergarten Total	223.55	226.70	208.89	217.56	201.00	175.87	194.00	195.00	195.00	195.00
1	214.22	226.49	216.57	206.18	212.58	181.28	177.00	194.00	195.00	195.00
2	207.58	212.82	226.22	212.20	214.31	198.01	184.00	177.00	194.00	195.00
3	240.69	214.73	206.97	227.05	208.18	188.35	208.00	184.00	177.00	194.00
4	245.05	244.27	215.50	212.31	223.54	196.60	195.00	208.00	184.00	177.00
5	234.80	248.66	242.36	207.73	206.30	204.82	211.00	195.00	208.00	184.00
Elementary Total	1,142.34	1,146.97	1,107.62	1,065.47	1,064.91	969.06	975.00	958.00	958.00	945.00
6	224.73	245.19	254.48	246.59	210.27	191.59	197.00	211.00	195.00	208.00
7	241.89	225.52	244.99	250.35	251.00	194.25	179.00	197.00	211.00	195.00
8	214.86	239.08	219.86	233.33	248.62	230.43	187.00	179.00	197.00	211.00
Middle School Total	681.48	709.79	719.33	730.27	709.89	616.27	563.00	587.00	603.00	614.00
9	217.23	236.13	242.81	232.12	248.39	245.69	256.00	187.00	179.00	197.00
10	231.52	214.54	232.42	246.82	226.37	230.02	245.00	256.00	187.00	179.00
11	213.52	219.97	212.71	222.10	241.45	206.13	231.00	245.00	256.00	187.00
12	208.14	205.85	216.84	207.91	206.37	203.04	179.00	231.00	245.00	256.00
High school Total	870.41	876.49	904.78	908.95	922.58	884.88	911.00	919.00	867.00	819.00
Total ADM	2,983.01	3,015.22	3,001.65	2,994.25	2,950.19	2,687.17	2,688.00	2,704.00	2,668.00	2,618.00

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

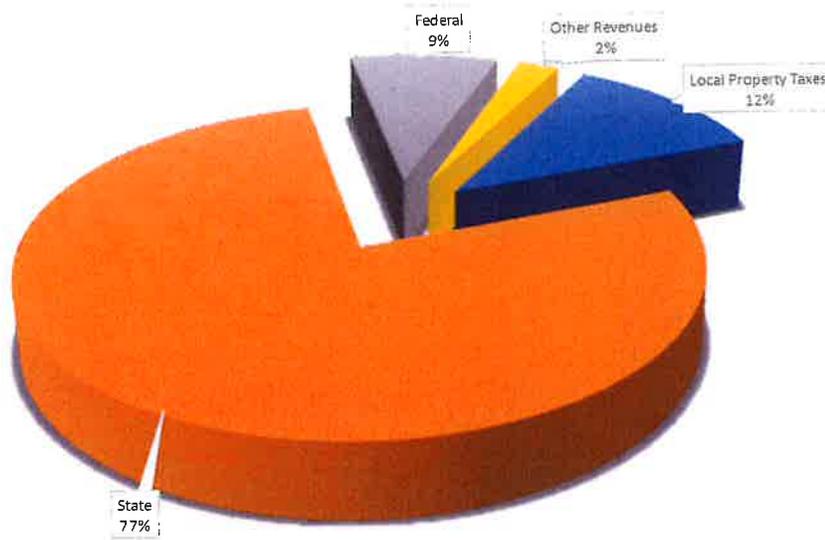
Revenue and Expenditure Budget Summary by Fund

	2021-22 BUDGET		
	2021-22 Revenue	2021-22 Expenditures	Difference
General Fund	\$ 40,514,382.00	\$ 40,800,239.00	\$ (285,857.00)
Food Service	\$ 1,708,823.00	\$ 1,901,850.00	\$ (193,027.00)
Community Education	\$ 1,387,483.00	\$ 1,303,818.00	\$ 83,665.00
Building Fund	\$ 260,000.00	\$ 10,050,668.00	\$ (9,790,668.00)
Debt Service	\$ 3,894,655.00	\$ 3,702,531.00	\$ 192,124.00
Custodial Accounts	\$ 70,000.00	\$ 70,000.00	\$ -
Student Activities	\$ 395,720.00	\$ 356,095.00	\$ 39,625.00
TOTAL ALL FUNDS	\$ 48,231,063.00	\$ 58,185,201.00	\$ (9,954,138.00)

2022-23 BUDGET

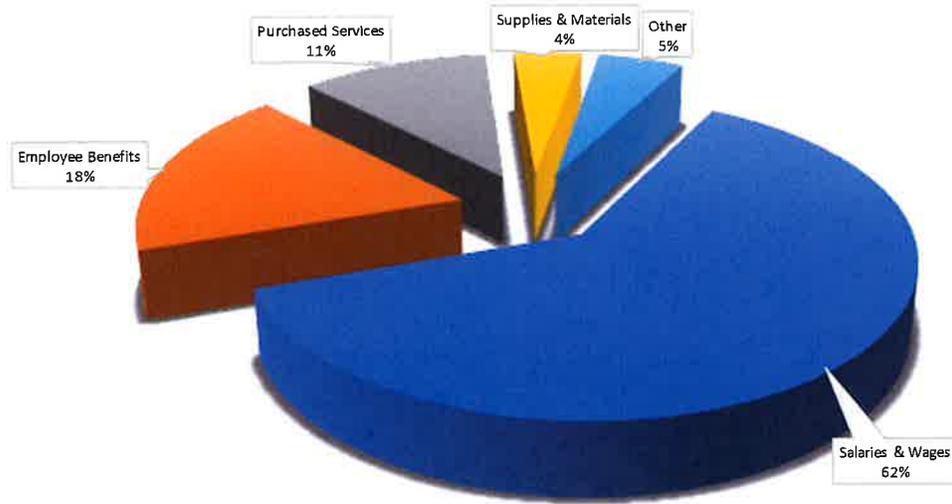
	2022-23 Revenue	2022-23 Expenditures	Difference
General Fund	\$ 39,856,870.00	\$ 39,938,940.00	\$ (82,070.00)
Food Service	\$ 2,080,931.00	\$ 2,159,444.00	\$ (78,513.00)
Community Education	\$ 1,319,327.00	\$ 1,346,075.00	\$ (26,748.00)
Building Fund	\$ 250,000.00	\$ 3,218,000.00	\$ (2,968,000.00)
Debt Service	\$ 3,942,979.00	\$ 3,846,931.00	\$ 96,048.00
Custodial Accounts	\$ 81,000.00	\$ 81,000.00	\$ -
Student Activities	\$ 186,501.00	\$ 191,935.00	\$ (5,434.00)
TOTAL ALL FUNDS	\$ 47,717,608.00	\$ 50,782,325.00	\$ (3,064,717.00)

**Independent School District #22
2022-23 General Fund Revenues By Major Source**



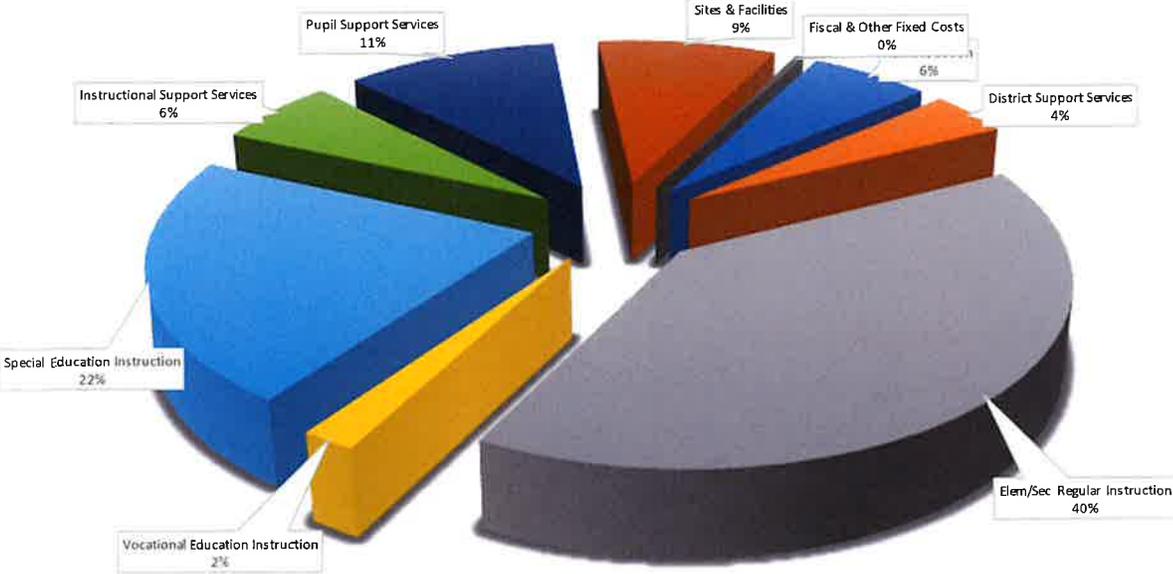
Local Property Taxes	\$	4,689,102.00	12%
State	\$	30,859,047.00	77%
Federal	\$	3,396,543.00	9%
Other Revenues	\$	912,178.00	2%
Total Revenue	\$	39,856,870.00	

**Independent School District #22
2022-23 General Fund Expenditures By Object**



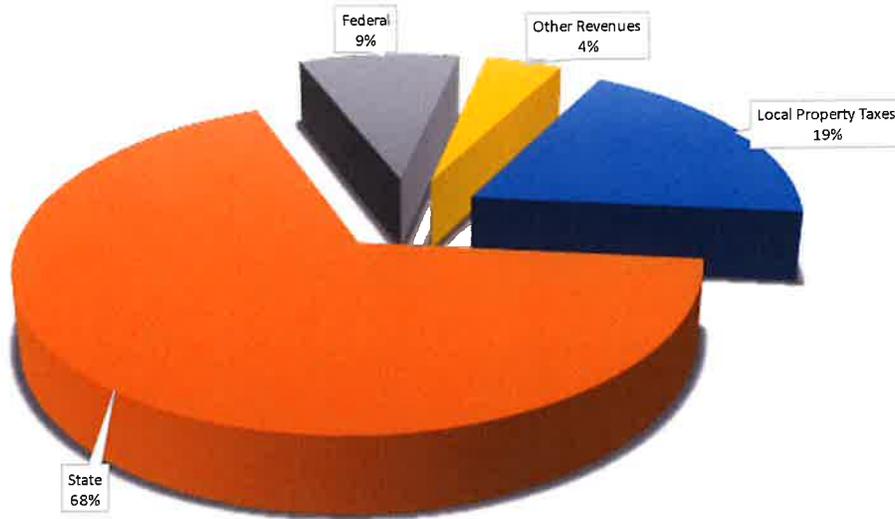
Salaries & Wages	\$	24,762,143	62%
Employee Benefits	\$	7,189,009	18%
Purchased Services	\$	4,393,283	11%
Supplies & Materials	\$	1,597,558	4%
Other	\$	1,996,947	5%
Total Expenditures	\$	39,938,940.00	

**Independent School District #22
2022-23 General Fund Expenditures By Program**



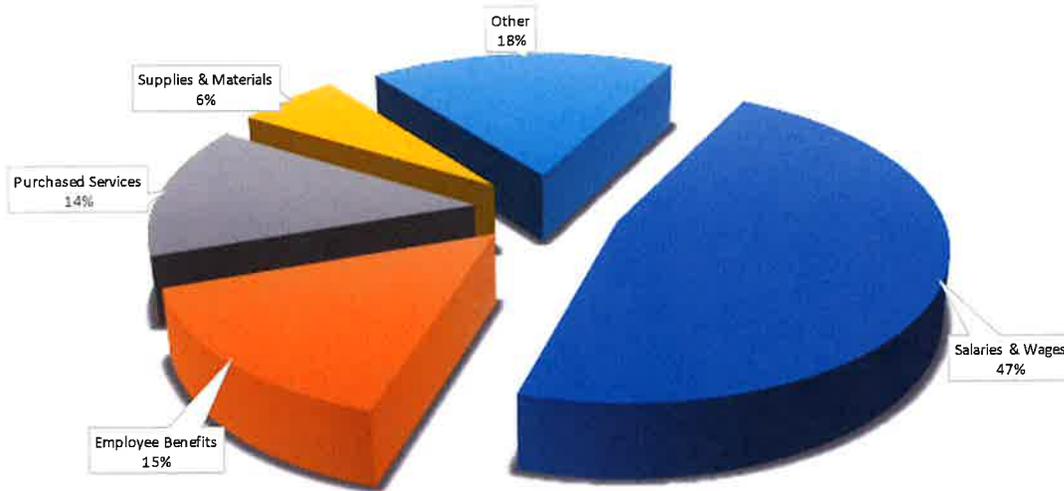
Administration	\$	2,396,336	6%
District Support Services	\$	1,597,558	4%
Elem/Sec Regular Instruction	\$	15,975,576	40%
Vocational Education Instruction	\$	798,779	2%
Special Education Instruction	\$	8,786,567	22%
Instructional Support Services	\$	2,396,336	6%
Pupil Support Services	\$	4,233,528	11%
Sites & Facilities	\$	3,594,505	9%
Fiscal & Other Fixed Costs	\$	159,756	0%
Total Expenditures	\$	39,938,940.00	100%

**Independent School District #22
2022-23 Revenues By Major Source (All Funds)**



Local Property Taxes	\$	8,829,611.21	19%
State	\$	31,401,165.94	67%
Federal	\$	4,311,818.62	9%
Other Revenues	\$	2,033,731.00	4%
Total Revenue	\$	46,576,326.77	

**Independent School District #22
2022-23 Expenditures By Object (All Funds)**



Salaries & Wages	\$	23,867,693	47%
Employee Benefits	\$	7,617,349	15%
Purchased Services	\$	7,109,526	14%
Supplies & Materials	\$	3,046,940	6%
Other	\$	9,140,819	18%
Total Expenditures	\$	50,782,325.00	100%



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
Totals	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
Totals	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
TOTAL	2816

*Does not include non-resident students on tuition agreement

LAKER TRANSITIONS

D.L.	4
Other	2
Total	6

ALC

D.L.	54
Other	29
Total	83



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
Totals	39	37	37	39	37	39	39	40	43	Totals	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
Totals	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
Totals	180	180	180	180	179	181	178	179	177	Totals	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
Totals	207	206	205	207	208	209	208	206	207	Totals	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
Totals	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
Totals	976	979	974	978	976	981	975	979	973	Total	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
Totals	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
Subtotals	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
Totals	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
Kindergarten						19.40
	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		
Grade 1						17.60
	Section 1&3	17	17	18	19	
	Section 2&4	18	17	17	18	
	Section 5	17		18		
Building Average		17.20		18.00		
Grade 2						18.30
	Section 1&3	18	19	19	19	
	Section 2&4	17	17	20	21	
	Section 5	16		17		
Building Average		17.40		19.20		
Grade 3						20.70
	Section 1&3	20	21	21	21	
	Section 2&4	22	20	21	21	
	Section 5	21		19		
Building Average		20.80		20.60		
Grade 4	Section 1&3	24	24	24	25	24.38
	Section 2&4	23	25	25	25	
	Section 5					
	Building Average		24.00		24.75	
Grade 5						20.25
	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.



Detroit Lakes Public Schools

Monthly Enrollment Report

Building: Roosevelt Month: May 1

No student should be counted in more than one category

Grade	This Month						Previous Months									Other Students			
	RE	REA	SE	OE	OESE	Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	NR	RT	Shared Tm	
EIC (0-2)			37		2	39	42	45	48	51	42	43	46	38	39				
ECSE (3-5)			86		10	96	54	61	70	81	69	76	85	91	96				
Kindergarten	SE					96	98	99	97	98	98	97	96	97	96				
D Hedstrom	16		2	1															
K Stenger	13		4	2															
M Amundson	13		4	2															
N Hiller	14		5																
R Guler	14		4	1	1														
Grade One	SE					86	89	89	88	87	87	87	87	88	86				
E Odegaard-B	13		4																
J Hanson	13		3	1	1														
K Fode	11		5	1															
L Flint	11		4	1	1														
L Karlgaard	10		4	3															
Grade Two	SE					87	91	92	89	89	89	89	89	89	87				
A Porter	11		6	1															
K Meyer	9		6	2															
L Cihak	12		7																
S Jordan	13		3	1															
S Newman	12		4																
Grade Three	SE					104	102	102	103	105	104	105	105	103	104				
C Otten	14		5		1														
M Okeson	17		5																
M VonRuden	19		1	1															
S Bergren	14		1	2	3														
S Herman	16		5																
Grade Four	SE					96	97	98	97	99	98	97	97	97	96			1	
A Craig	16		5	3															
H Swiers	15		6	2															
M Webber	15		5	3	1														
R Solum	17		6	2															
Grade Five	SE		1			109	109	110	111	111	110	109	108	111	109				
J Pipek	14		6	1															
J Stuewe	13		4	2	3														
M Gatheridge	17		3	1															
T Fode	14		4	3	1														
V Schultz	16		4	2															
Total Ex EIC&ECSE	402	0	126	38	12	578	586	590	585	589	586	584	582	585	578	0	0	1	0

Instructions:

Student count should be taken on the first day of each month. When the first falls on a Saturday or Sunday count should be taken on Monday following the first. This form should be turned into Ed. Director's office the day after the count is taken.

RE: Resident regularly attending and not on IEP
REA: Resident enrolled but not attending.
SE: Resident students on a valid IEP. **OE:** Open enrolled students not on IEP.
OESE: Open enrolled students on valid IEP.
NR: Non-Resident on tuition agreement. **RT:** Resident enrolled out of district.
Shared Time: Non-public students attending public school part time. # of students and min/week.



Detroit Lakes Public Schools

Monthly Enrollment Report

Building: Rossman Month: May 1

No student should be counted in more than one category

Grade	This Month						Previous Months									Other Students		
	RE	REA	SE	OE	OESE	Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	NR	RT	Shared Tm
Kindergarten	SE					98	102	99	98	97	97	100	98	98	98			2
A Boeke	15		4	2														
E Braaten	16		4															
M Wenschlag	14		5		2													
S Sederquist	10		3	2	1													
W Benscoter	14		4	2														
Grade One	SE		1			91	91	91	92	93	92	94	91	91	91			1
J Hoganson	10		4	4														
J Jackson	12		4	1														
K Camrud	12		4	1	2													
K Paulson	13		3	1	1													
T Holehouse	14		2	2														
Grade Two	SE		1			97	96	97	95	96	96	98	98	97	97			
A Schuld	13		5		1													
B Itzen	12		6	1	1													
D Okeson	14		1	1	3													
K Joppru	17			3	1													
S Johnson	10		2	5														
Grade Three	SE					103	105	104	102	102	104	104	103	103	103			3
A Judisch	19		2															
A Sunram	12		5	3	1													
F Nelson	11		5	4	1													
K Wood	13		3	5														
M Whiting	13		2	2	2													
Grade Four	SE					99	98	98	98	97	97	98	97	99	99			1
B Bahr	17		3	4														
K Wood	16		5	2	2													
N Alton	22			2	1													
S Gilson	20		3	1	1													
Grade Five	SE					101	98	98	99	99	99	100	100	101	101			1
K Hanninen	20		3	1	1													
M Nielsen	19		3	2	2													
R Heimark	17		2	4	2													
R Zurich	19		4	2														
Totals	414	0	93	57	25	589	590	587	584	584	585	594	587	589	589	-	-	8

Instructions:

Student count should be taken on the first day of each month. When the first falls on a Saturday or Sunday count should be taken on Monday following the first. This form should be turned into the Superintendent's office the day after the count is taken. Any questions should be directed to the Ed. Dir.

RE: Resident regularly attending and not on IEP
 REA: Resident enrolled but not attending.
 Sp. Ed.: Resident students on a valid IEP
 OE: Open enrolled students not on IEP
 OESE: Open enrolled students on valid IEP
 NR: Non-Resident on tuition agreement
 Shared Time: Non-public students attending public school part time. Report number of student an min/week



Detroit Lakes Public Schools

Monthly Enrollment Report

Middle School

Month: May 1

No student should be counted in more than one category

Grade	This Month						Previous Months									Other Students		
	RE	REA	SE	OE	OESE	Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	NR	RT	Shared Tm
Gr. Six	151		22	21	4	198	211	210	210	207	204	201	199	199	198			1
Gr. Seven	135		27	12	5	179	183	182	180	178	178	176	179	181	179			4
Gr. Eight	145		22	17	6	190	202	199	197	195	195	192	192	189	190			2
Totals	431	0	71	50	15	567	596	591	587	580	577	569	570	569	567			7

<p style="text-align: center;">Instructions:</p> <p>Student count should be taken on the first day of each month. When the first falls on a Saturday or Sunday count should be taken on Monday following the first. This form should be turned into the Superintendent's office the day after the count is taken.</p> <p>Any questions should be directed to the Education Director.</p>	<p>RE: Resident regularly attending and not on IEP</p> <p>REA: Resident enrolled but not attending.</p> <p>Sp. Ed.: Resident students on a valid IEP</p> <p>OE: Open enrolled students not on IEP</p> <p>OESE: Open enrolled students on valid IEP</p> <p>NR: Non-Resident on tuition agreement</p> <p>RT: Resident enrolled out of district</p> <p>Shared Time: Non-public students attending public school part time. Report number of students and total minutes per week.</p>
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Detroit Lakes Public Schools

Monthly Enrollment Report

Senior High School

Month: May 1

No student should be counted in more than one category

Grade	This Month						Previous Months									Other Students			
	RE	REA	SE	OE	OESE	Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	NR	PS	PTPS	Shared
Gr. Nine	178		42	21	4	245	255	253	253	254	256	248	248	245	245				1
Gr. Ten	160		32	33	4	229	250	247	242	237	233	234	232	230	229				1
Gr. Eleven	163		21	19	1	204	220	208	208	208	208	207	206	203	204			8	3
Gr. Twelve	93		28	23	1	145	190	167	166	162	162	153	152	144	145		2	31	
PSEO -Full Time							0	0	0	0	0	2	2	2	2				
PSEO -Part Time							0	29	29	29	29	39	39	39	39				
Totals	594	0	123	96	10	823	915	904	898	890	888	883	879	863	864	0	2	39	5

Instructions:

Student count should be taken on the first day of each month. When the first falls on a Saturday or Sunday count should be taken on Monday following the first. This form should be turned into the Superintendent's office the day after the count is taken.

Any questions should be directed to the Education Director.

REA: Resident enrolled but not attending.
 Sp. Ed.: Resident students on a valid IEP
 OE: Open enrolled students not on IEP
 OESE: Open enrolled students on valid IEP
 NR: Non-Resident on tuition agreement
 PS: PSEO PTPS: Part time PSEO
 Shared Time: Non-public students attending public school part time. Report number of students and total minutes per week.



Detroit Lakes Public Schools

Monthly Enrollment Report

Area Learning Center

Month: May 1

No student should be counted in more than one category

Grade	This Month						Previous Months										NA	PSEC	PTPS	Shared
	RE	SE	Non-Resident		Total	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May						
			RE	OESE																
Gr. Nine	9	1		3	0	13	0	0	2	2	5	31	9	11	13				0	
Gr. Ten	9	2		9	0	20	8	9	10	10	13	38	16	17	20				1	
Gr. Eleven	15	3		4	1	23	21	22	23	23	28	41	25	25	23				0	
Gr. Twelve	13	2		9	3	27	23	30	37	37	36	34	32	31	27				3	
FT PSEO						0													0	
PT PSEO						0													0	
Totals	46	8		25	4	83	52	61	72	72	82	144	82	84	83				4	

<p style="text-align: center;">Instructions:</p> <p>Student count should be taken on the first day of each month. When the first falls on a Saturday or Sunday count should be taken on Monday following the first. This form should be turned into the Superintendent's office the day after the count is taken.</p> <p>Any questions should be directed to the Education Director.</p>	<p>REA: Resident enrolled but not attending. Sp. Ed.: Resident students on a valid IEP OE: Open enrolled students not on IEP OESE: Open enrolled students on valid IEP NR: Non-Resident on tuition agreement PS: PSEO PTPS: Part time PSEO Shared Time: Non-public students attending public school part time. Report number of students and total minutes per week.</p>
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Detroit Lakes Public Schools Yearly Enrollment Summary 2021-2022

Date: May 1

2021-2022

	September	October	November	December	January	February	March	April	May
EIC	42	45	49	51	43	44	46	38	39
ECSE	54	61	75	81	76	80	85	91	96
Kind Sp. Ed.	39	37	37	39	37	39	39	40	43
Kindergarten	161	160	157	155	157	157	155	155	151
Grades 1 - 5	976	979	974	978	976	981	975	979	973
Middle School	596	591	587	580	577	569	570	569	567
Senior High	915	904	898	890	888	883	879	863	864
ALC	50	61	70	78	77	113	73	84	83
Transitions		7	7	7	7	6	6	6	6
Totals	2,833	2,845	2,854	2,859	2,838	2,872	2,828	2,825	2,822

2020-2021

	September	October	November	December	January	February	March	April	May
EIC	32	30	30	34	30	32	32	37	43
ECSE	52	52	55	64	71	71	73	78	88
Kind Sp. Ed.	37	37	36	36	37	34	36	36	36
Kindergarten	141	141	139	140	137	142	142	141	141
Grades 1 - 5	988	990	991	988	967	960	960	954	958
Middle School	644	629	626	626	624	616	612	613	611
Senior High	915	899	894	887	880	866	865	862	853
ALC	51	68	50	59	56	55	74	75	75
Totals	2,860	2,846	2,821	2,834	2,802	2,776	2,794	2,796	2,805

2019-2020

	September	October	November	December	January	February	March	April	May
EIC	33	41	36	42	34	30	27	33	32
ECSE	57	74	81	87	90	91	88	94	93
Kind Sp. Ed.	44	50	50	48	53	52	55	53	53
Kindergarten	154	150	153	151	145	149	148	149	149
Grades 1 - 5	1,070	1,069	1,065	1,059	1,060	1,063	1,061	1,064	1,064
Middle School	716	709	705	705	705	704	702	699	698
Senior High	916	907	903	896	893	890	884	878	878
ALC	54	68	64	76	71	60	61	62	66
Totals	3,044	3,068	3,057	3,064	3,051	3,039	3,026	3,032	3,033



Detroit Lakes Public Schools

Enrollment History

2018-2019

	September	October	November	December	January	February	March	April	May
EIC	48	48	56	50	55	49	53	48	39
ECSE	70	83	93	90	100	105	108	107	109
Kind Sp. Ed.	43	44	44	45	48	46	46	49	49
Kindergarten	176	173	175	172	171	171	171	167	167
Grades 1 - 5	1,055	1,063	1,070	1,065	1,062	1,067	1,063	1,063	1,067
Middle School	729	730	729	729	725	722	724	725	725
Senior High	793	870	873	866	857	850	843	841	837
ALC	45	56	54	63	61	60	61	68	60
ALP	11	21	31	32	20	21	19	22	15
Totals	2,970	3,088	3,125	3,112	3,099	3,091	3,088	3,090	3,068

2017-2018

	September	October	November	December	January	February	March	April	May
EIC	63	65	55	51	51	53	50	49	54
ECSE	33	40	45	68	74	81	100	104	108
Kind Sp. Ed.	-	40	40	40	41	41	44	44	44
Kindergarten	200	171	171	169	170	166	165	164	161
Grades 1 - 5	1,115	1,117	1,114	1,108	1,099	1,093	1,097	1,097	1,097
Middle School	727	724	720	713	715	714	711	706	717
Senior High	887	855	850	848	837	834	835	833	833
ALC	66	69	66	67	65	62	61	62	59
ALP	-	1	5	7	7	7	12	13	15
Totals	3,091	3,082	3,066	3,071	3,059	3,051	3,075	3,072	3,088

2016-2017

	September	October	November	December	January	February	March	April	May
EIC	49	55	45	49	43	52	65	64	54
ECSE	59	67	75	84	86	93	101	102	109
Kind Sp. Ed.	45	48	48	44	46	48	51	54	56
Kindergarten	180	177	177	178	178	175	174	172	172
Grades 1 - 5	1,149	1,146	1,145	1,139	1,150	1,144	1,148	1,145	1,149
Middle School	716	705	704	706	712	712	712	708	707
Senior High	845	832	831	830	826	817	813	809	806
ALC	62	65	65	65	63	72	72	76	68
ALP	1	5	6	10	11	11	12	12	11
Totals	3,044	3,100	3,096	3,105	3,115	3,124	3,148	3,142	3,132

2015-2016

	September	October	November	December	January	February	March	April	May
EIC	43	41	48	50	47	49	50	49	54
ECSE	92	92	101	113	117	122	124	132	131
Kind Sp. Ed.	36	46	46	42	41	40	41	40	39
Kindergarten	183	172	177	180	183	183	183	185	185
Grades 1 - 5	1,134	1,135	1,131	1,133	1,139	1,143	1,141	1,148	1,147
Middle School	679	674	675	674	675	678	679	679	684
Senior High	820	819	809	803	800	801	793	792	783
ALC	62	73	66	69	68	79	80	77	66
ALP	2	8	12	14	12	12	12	10	15
Totals	2,989	3,060	3,065	3,078	3,082	3,107	3,103	3,112	3,104



Detroit Lakes Public Schools

Enrollment History

2014-2015

	September	October	November	December	January	February	March	April	May
EIC	39	38	41	38	39	37	39	40	42
ECSE	52	83	91	86	93	98	105	108	109
Kind Sp. Ed.	0	49	50	49	47	47	45	46	45
Kindergarten	212	159	155	157	158	159	163	166	168
Grades 1 - 5	1113	1129	1139	1134	1127	1126	1130	1129	1126
Middle School	679	674	674	666	663	659	661	657	647
Senior High	844	831	832	830	827	816	818	816	814
ALC	45	53	55	57	57	67	65	58	57
ALP	1	7	10	11	17	15	17	16	18
Totals	2940	3023	3047	3028	3028	3024	3043	3036	3026

2013-2014

	September	October	November	December	January	February	March	April	May
EIC	43	47	37	49	34	37	41	42	42
ECSE	60	70	77	88	96	105	114	120	120
Kind Sp. Ed.	42	41	42	42	47	48	48	50	48
Kindergarten	147	143	145	148	142	144	147	148	149
Grades 1 - 5	1115	1106	1099	1099	1100	1101	1104	1107	1111
Middle School	648	651	649	644	643	653	653	649	649
Senior High	819	814	811	808	804	786	782	775	766
ALC	43	42	46	47	48	64	67	64	68
ALP	7	10	12	12	13	13	12	20	15
Totals	2924	2924	2918	2937	2927	2951	2968	2975	2968

2012-2013

	September	October	November	December	January	February	March	April	May
EIC	28	32	32	33	31	30	35	36	29
ECSE	59	75	90	87	104	94	108	111	107
Kind Sp. Ed.	53	56	49	52	47	43	37	43	50
Kindergarten	174	169	174	171	175	180	185	180	173
Grades 1 - 5	1114	1114	1112	1117	1103	1106	1103	1107	1108
Middle School	622	622	620	618	616	618	615	616	617
Senior High	852	836	834	824	823	801	801	793	790
ALC	44	50	46	53	45	54	53	53	48
ALP	3	4	12	18	18	21	22	25	30
Totals	2949	2958	2969	2973	2962	2947	2959	2964	2952

2011-2012

	September	October	November	December	January	February	March	April	May
EIC	0	26	37	38	35	32	33	38	48
ECSE	0	94	102	106	91	102	108	111	115
Kind Sp. Ed.	59	62	58	53	63	59	52	46	62
Kindergarten	178	175	178	185	172	173	179	186	170
Grades 1 - 5	1057	1057	1057	1059	1053	1053	1051	1053	1047
Middle School	602	601	603	608	606	605	606	606	606
Senior High	843	835	834	830	823	810	804	797	791
ALC-ALP	48	61	54	51	55	60	69	63	68
Totals	2787	2911	2923	2930	2898	2894	2902	2900	2907



Detroit Lakes Public Schools

Enrollment History

2010-2011

	September	October	November	December	January	February	March	April	May
EIC	45	31	34	38	37	40	39	35	35
ECSE	76	79	98	118	115	125	133	139	142
Kind Sp. Ed.	0	0	41	42	43	42	42	57	58
Kindergarten	228	226	185	186	184	185	185	169	170
Grades 1 - 5	1031	1033	1028	1029	1027	1023	1023	1022	1024
Middle School	632	624	619	613	613	613	611	614	612
Senior High	809	808	796	792	785	785	776	766	763
ALC-ALP	43	48	50	55	57	61	62	65	71
Totals	2864	2849	2851	2873	2861	2874	2871	2867	2875

2009-2010

	September	October	November	December	January	February	March	April	May
EIC	43	35	38	48	45	51	44	45	41
ECSE	101	111	116	111	100	110	112	118	121
Kind Sp. Ed.	13	30	42	36	36	37	37	37	38
Kindergarten	193	172	162	172	175	172	174	171	171
Grades 1 - 5	1008	1007	1001	1001	1012	1011	1008	1003	1008
Middle School	633	627	625	624	621	618	613	611	610
Senior High	835	829	816	809	806	801	795	788	789
ALC-ALP	46	59	73	72	67	67	67	71	67
Totals	2872	2870	2873	2873	2862	2867	2850	2844	2845

2008-2009

	September	October	November	December	January	February	March	April	May
EIC	29	28	28	32	30	33	32	35	37
ECSE	65	66	78	83	94	102	106	113	109
Kind Sp. Ed.	0	48	49	49	52	53	53	54	54
Kindergarten	212	164	164	166	161	160	159	158	159
Grades 1 - 5	976	979	977	981	982	982	985	986	987
Middle School	612	613	613	613	611	613	612	611	613
Senior High	830	811	811	806	807	799	798	794	792
ALC-ALP	75	61	112	127	109	131	150	138	153
Totals	2799	2770	2832	2857	2846	2873	2895	2889	2904

2007-2008

	September	October	November	December	January	February	March	April	May
EIC	0	36	31	32	31	31	34	34	32
ECSE	0	84	94	99	100	103	108	112	118
Kind Sp. Ed.	0	33	36	35	37	37	37	38	30
Kindergarten	192	160	157	158	157	158	156	156	164
Grades 1 - 5	961	951	949	949	954	946	953	957	958
Middle School	584	583	585	585	586	584	583	583	584
Senior High	846	830	815	806	799	789	783	780	779
ALC-ALP	77	105	119	135	140	171	181	198	197
Totals	2660	2782	2786	2799	2804	2819	2835	2858	2862



Detroit Lakes Public Schools

Enrollment History

2006-2007

	September	October	November	December	January	February	March	April	May
EIC	98	21	33	37	32	33	32	37	36
ECSE	0	77	96	103	104	98	98	111	114
Kind Sp. Ed.	35	33	35	34	34	34	38	41	41
Kindergarten	173	172	169	168	170	169	165	165	167
Grades 1 - 5	914	921	920	924	930	919	919	923	926
Middle School	608	608	602	600	600	595	595	600	598
Senior High	867	868	859	854	852	843	845	837	832
ALC-ALP	71	131	132	162	166	173	190	204	221
Totals	2766	2831	2846	2882	2888	2864	2882	2918	2935

2005-2006

	September	October	November	December	January	February	March	April	May
EIC	0	12	17	19	22	20	21	21	24
ECSE	0	13	15	18	18	19	19	75	79
Kind Sp. Ed.	14	12	25	27	27	27	28	29	28
Kindergarten	167	168	157	155	155	155	155	155	157
Grades 1 - 5	867	865	872	879	877	879	879	875	872
Middle School	621	616	610	622	608	607	605	611	605
Senior High	882	868	863	859	847	838	830	826	824
ALC-ALP	66	65	143	147	163	175	177	185	186
Totals	2617	2619	2702	2726	2717	2720	2714	2777	2775

2004-2005

	September	October	November	December	January	February	March	April	May
EIC	8	10	10	17	16	18	20	58	58
ECSE	35	40	42	48	51	58	57	22	24
Kind Sp. Ed.	32	33	34	34	34	38	41	41	41
Kindergarten	154	153	153	152	153	149	146	145	147
Grades 1 - 5	903	901	899	911	922	920	916	917	919
Middle School	637	632	619	624	627	626	627	623	619
Senior High	876	868	866	854	852	842	831	825	822
ALC-ALP	93	119	132	153	165	183	197	205	205
Totals	2738	2756	2755	2793	2820	2834	2835	2836	2835

2003-2004

	September	October	November	December	January	February	March	April	May
EIC	44	34	34	33	33	34	35	36	37
ECSE	0	19	16	27	27	30	28	30	31
Kind Sp. Ed.	11	27	23	30	30	30	32	32	32
Kindergarten	177	161	167	160	157	156	155	153	154
Grades 1 - 5	922	919	925	920	929	927	928	930	930
Middle School	661	660	663	668	668	664	667	662	662
Senior High	905	887	882	879	876	871	871	862	860
ALC-ALP	78	96	122	143	159	171	153	217	212
Totals	2798	2803	2832	2860	2879	2883	2869	2922	2918



Detroit Lakes Public Schools

Enrollment History

2002-2003

	September	October	November	December	January	February	March	April	May
EIC	29	34	37	46	47	49	55	60	69
ECSE	8	6	5	4	4	4	4	4	4
Kind Sp. Ed.	12	30	33	33	33	33	33	36	35
Kindergarten	187	169	165	164	164	165	165	162	164
Grades 1 - 5	892	894	899	900	905	907	906	905	907
Middle School	699	699	702	697	699	696	693	694	689
Senior High	957	946	936	923	917	915	909	908	898
ALC-ALP	49	86	114	129	113	151	166	188	192
Totals	2833	2864	2891	2896	2882	2920	2931	2957	2958

2001-2002

	September	October	November	December	January	February	March	April	May
EIC	33	30	34	45	44	45	48	49	41
ECSE	22	23	25	25	23	26	26	31	33
Kind Sp. Ed.	17	17	20	24	25	24	24	25	26
Kindergarten	149	152	149	144	141	143	142	143	142
Grades 1 - 5	924	921	929	926	921	923	923	931	930
Middle School	713	710	709	700	700	701	705	702	706
Senior High	988	978	967	960	956	957	946	943	948
Totals	2846	2831	2833	2824	2810	2819	2814	2824	2826

2000-2001

	September	October	November	December	January	February	March	April	May
EIC	33	29	31	33	35	40	43	44	45
ECSE	0	15	18	20	20	20	19	24	27
Kind Sp. Ed.	0	24	24	26	26	27	28	27	22
Kindergarten	160	136	135	133	133	132	130	131	136
Grades 1 - 5	970	963	967	969	966	969	967	962	960
Middle School	717	719	716	710	715	717	718	716	712
Senior High	988	978	967	960	956	957	946	943	948
Totals	2868	2864	2858	2851	2851	2862	2851	2847	2850

1999-2000

	September	October	November	December	January	February	March	April	May
EIC	15	17	20	23	24	27	28	28	28
ECSE	24	22	23	25	26	28	32	32	34
Kind Sp. Ed.	23	21	21	19	21	21	23	23	21
Kindergarten	132	133	133	137	137	141	139	139	140
Grades 1 - 5	967	968	967	976	989	993	1004	1006	1007
Middle School	746	727	720	722	722	723	718	720	722
Senior High	1025	1008	996	993	980	968	956	957	951
Totals	2932	2896	2880	2895	2899	2901	2900	2905	2903



Detroit Lakes Public Schools

Enrollment History

1998-1999

	September	October	November	December	January	February	March	April	May
EIC	22	25	28	31	29	29	32	33	39
ECSE	24	26	27	29	32	33	33	33	30
Kind Sp. Ed.	6	16	17	19	18	20	20	20	21
Kindergarten	148	139	137	135	134	133	132	133	135
Grades 1 - 5	1014	1010	1005	1002	995	1003	1012	1016	1019
Middle School	746	727	720	722	722	723	718	720	722
Senior High	942	929	924	927	929	920	911	912	898
Totals	2902	2872	2858	2865	2859	2861	2858	2867	2864

1997-1998

	September	October	November	December	January	February	March	April	May
EIC	30	18	25	29	32	34	35	36	45
ECSE	19	23	26	27	29	29	28	28	28
Kind Sp. Ed.	16	24	27	29	30	29	29	29	28
Kindergarten	152	145	143	142	145	146	149	149	148
Grades 1 - 6	1033	1033	1026	1026	1028	1027	1038	1029	1025
Junior High	771	757	754	757	757	752	755	753	753
Senior High	993	949	930	924	917	911	910	900	896
Totals	3014	2949	2931	2934	2938	2928	2944	2924	2923

1996-1997

	September	October	November	December	January	February	March	April	May
EIC	37	38	38	44	48	48	53	55	61
ECSE	34	34	33	34	34	34	35	35	32
Kind Sp.Ed.	6	32	29	32	34	36	36	35	33
Kindergarten	180	158	163	165	160	156	153	156	160
Grades 1 - 6	1313	1313	1317	1324	1326	1334	1328	1327	1339
Junior High	767	765	760	764	770	767	759	757	762
Senior High	697	680	662	662	662	650	639	649	651
Totals	3034	3020	3002	3025	3034	3025	3003	3014	3038

1995-1996

	September	October	November	December	January	February	March	April	May
EIC	23	28	34	38	47	53	56	61	60
ECSE	30	37	41	43	43	45	46	49	48
Kind Sp.Ed.	19	23	25	27	28	26	26	25	24
Kindergarten	183	178	174	168	165	168	169	172	174
Grades 1 - 6	1329	1328	1329	1329	1337	1340	1334	1336	1335
Junior High	768	758	762	750	752	747	751	749	748
Senior High	662	659	624	634	631	619	615	625	620
Totals	3014	3011	2989	2989	3003	2998	2997	3017	3009



Detroit Lakes Public Schools

Enrollment History

1994-1995

	September	October	November	December	January	February	March	April	May
EIC	33	42	44	60	49	54	55	59	63
ECSE	40	37	41	44	44	45	47	47	50
Kind Sp.Ed.	6	25	24	29	27	27	28	28	28
Kindergarten	228	214	214	205	201	201	201	200	201
Grades 1 - 6	1354	1334	1331	1333	1329	1340	1337	1326	1329
Junior High	777	777	767	763	762	756	757	756	761
Senior High	631	602	583	579	587	573	566	563	559
Totals	3069	3031	3004	3013	2999	2996	2991	2979	2991



Detroit Lakes Public Schools

Enrollment History

Open Enrollment

2021-2022 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.	270	267	251	248	248	248	246	245	241
Op En. Sp.Ed.	61	61	59	58	58	55	58	59	62
Total	331	328	310	306	306	303	304	304	303

*These students are included in the above counts. This table is only to provide information on the number of students attending our schools on open enrollment.

2020-2021 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.	269	262	264	262	263	269	282	285	294
Op En. Sp.Ed.	57	54	53	56	58	56	59	56	59
Total	326	316	317	318	321	325	341	341	353

2019-2020 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.	308	296	293	292	292	288	288	291	293
Op En. Sp.Ed.	60	66	62	64	62	58	59	58	59
Total	368	369	375	373	370	367	368	373	352

2018-2019 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.	297	290	296	294	312	308	309	316	311
Op En. Sp.Ed.	54	79	79	79	58	59	59	57	64
Total	351	369	375	373	370	367	368	373	375

2017-2018 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		312	301	296	306	306	303	302	298
Op En. Sp.Ed.		53	45	48	52	50	52	52	58
Total		365	346	344	358	356	355	354	356

2016-2017 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		269	269	290	292	301	299	300	293
Op En. Sp.Ed.		48	48	49	50	48	49	53	60
Total		317	317	339	342	349	348	353	353

2015-2016 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.	-	260	275	276	279	280	275	282	241
Op En. Sp.Ed.	-	87	65	68	68	66	63	60	62
Total	-	347	340	344	347	346	338	342	303

2014-2015 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		241	245	268	263	267	267	264	261
Op En. Sp.Ed.		69	68	67	69	72	84	80	80
Total		310	313	335	332	339	351	344	341



Detroit Lakes Public Schools

Enrollment History

Open Enrollment

2013-2014 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		253	264	265	260	259	256	263	262
Op En. Sp.Ed.		56	52	51	50	47	51	48	49
Total		309	316	316	310	306	307	311	311

2012-2013 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		264	268	262	266	271	268	266	269
Op En. Sp.Ed.		59	53	55	53	50	47	48	47
Total		323	321	317	319	321	315	314	316

2011-2012 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		234	243	238	242	241	241	248	248
Op En. Sp.Ed.		57	56	59	61	62	59	57	56
Total		291	299	297	303	303	300	305	304

2010-2011 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.			222	231	221	221	225	224	226
Op En. Sp.Ed.			54	48	49	49	47	51	50
Total			276	279	270	270	272	275	276

2009-2010 Open Enrollment Students*

	September	October	November	December	January	February	March	April	May
Open Enroll.		219	212	209	224	224	226	228	230
Op En. Sp.Ed.		57	62	60	59	64	64	63	65
Total		276	274	269	283	288	290	291	295

2008-2009 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		177	180	182	187	196	195	196	
Op En. Sp.Ed.		44	46	48	42	39	50	51	
Total		221	226	230	229	235	245	247	0

2007-2008 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.			187	185	186	189	180	182	182
Op En. Sp.Ed.			44	44	43	39	45	39	36
Total		0	231	229	229	228	225	221	218

2006-2007 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	212	201	200	203	203	200	198	192	192
Op En. Sp.Ed.	23	37	38	43	35	34	34	38	38
Total	235	238	238	246	238	234	232	230	230



Detroit Lakes Public Schools

Enrollment History

Open Enrollment

2005-2006 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.			179	177	176	178	182	185	184
Op En. Sp.Ed.			34	36	34	34	32	37	43
Total		0	213	213	210	212	214	222	227

2004-2005 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	162	152	154	155	158	161	160	161	159
Op En. Sp.Ed.	28	35	30	38	30	40	37	37	38
Total	190	187	184	193	188	201	197	198	197

2003-2004 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	167		176	168	167	165	162	164	165
Op En. Sp.Ed.	24		33	32	36	32	33	31	35
Total	191		209	200	203	197	195	195	200

2002-2003 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		152	152	158	159	167	164	160	158
Op En. Sp.Ed.		23	26	30	29	28	29	27	26
Total		175	178	188	188	195	193	187	184

2001-2002 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		120	142	146	147	143	143	145	150
Op En. Sp.Ed.		15	16	23	23	21	22	27	30
Total		135	158	169	170	164	165	172	180

2000-2001 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		143	144	137	137	139	136	138	139
Op En. Sp.Ed.		20	18	18	18	18	18	17	15
Total		163	162	155	155	157	154	155	154

1999-2000 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		112	116	109	113	114	114	116	115
Op En. Sp.Ed.		12	12	14	13	12	12	15	16
Total		124	128	123	126	126	126	131	131

1998-1999 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		119	117	123	123	126	119	121	120
Op En. Sp.Ed.		15	15	16	15	16	19	19	19
Total		134	132	139	138	142	138	140	139



Detroit Lakes Public Schools

Enrollment History

Open Enrollment

1997-1998 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	82	103	111	112	116	117	117	122	113
Op En. Sp.Ed.	13	15	12	14	16	14	14	15	14
Total	95	118	123	126	132	131	131	137	126

1996-1997 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.		104	104	105	112	113	111	112	110
Op En. Sp.Ed.		19	16	20	22	21	20	17	16
Total		123	120	125	134	134	131	129	126

1995-1996 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	84	84	83	83	82	84	82	85	85
Op En. Sp.Ed.	10	10	11	11	11	11	12	12	12
Total	94	94	94	94	93	95	94	97	97

1994-1995 Open Enrollment Students

	September	October	November	December	January	February	March	April	May
Open Enroll.	75	74	81	77	78	80	81	79	79
Op En. Sp.Ed.	8	11	11	11	11	13	13	14	14
Total	83	85	92	88	89	93	94	93	93



Detroit Lakes Public Schools

Enrollment History

EIC

	September	October	November	December	January	February	March	April	May
1993-1994	22	23	26	31	35	33	34	40	44
1994-1995	33	42	44	60	49	54	55	59	63
1995-1996	23	28	34	38	47	53	56	61	60
1996-1997	37	38	38	44	48	48	53	55	61
1997-1998	30	18	25	29	32	34	35	36	45
1998-1999	22	25	28	31	29	29	32	33	39
1999-2000	15	17	20	23	24	27	28	28	28
2000-2001	33	29	31	33	35	40	43	44	45
2001-2002	33	30	34	45	44	45	18	49	41
2002-2003	29	34	37	38	33	33	36	40	46
2003-2004	44	34	35	33	33	34	35	36	37
2004-2005	8	10	10	17	16	18	20	22	24
2005-2006		12	17	19	22	20	21	21	24
2006-2007	13	21	33	37	32	33	32	37	36
2007-2008		36	31	32	31	31	34	34	32
2008-2009	29	28	28	32	30	33	32	35	37
2009-2010	43	35	38	48	45	46	44	45	41
2010-2011	45	31	34	38	37	40	39	35	35
2011-2012		26	37	38	35	32	33	38	48
2012-2013	28	32	32	33	31	30	35	36	29
2013-2014	43	47	37	49	34	37	41	42	42
2014-2015	39	38	41	38	39	37	39	40	42
2015-2016	43	41	48	50	47	49	50	49	54
2016-2017	49	55	45	49	43	52	65	64	54
2017-2018	63	65	55	51	51	53	50	49	54
2018-2019	48	48	56	50	55	49	53	48	39
2019-2020	33	41	36	42	34	30	27	33	32
2020-2021	32	30	30	34	30	32	32	37	43
2021-2022	42	45	49	51	43	44	46	38	39



Detroit Lakes Public Schools

Enrollment History

ECSE

	September	October	November	December	January	February	March	April	May
1993-1994	22	28	27	25	27	26	32	33	34
1994-1995	40	37	41	44	44	45	47	47	50
1995-1996	30	37	41	43	43	45	46	49	48
1996-1997	34	34	33	34	34	34	35	35	32
1997-1998	19	23	26	27	29	29	28	28	28
1998-1999	24	26	27	29	32	33	33	33	30
1999-2000	24	22	23	25	26	28	32	32	34
2000-2001	0	15	18	20	20	20	19	24	27
2001-2002	22	23	25	25	23	26	26	31	33
2002-2003	8	6	5	16	18	20	23	24	27
2003-2004		19	19	27	27	30	28	30	31
2004-2005	35	40	42	48	51	58	57	58	58
2005-2006		13	15	18	18	18	19	75	79
2006-2007	52	77	96	103	104	98	98	111	114
2007-2008		84	94	99	100	103	108	112	118
2008-2009	65	66	78	83	94	102	106	113	109
2009-2010	101	111	116	111	100	110	112	118	121
2010-2011	76	79	98	118	115	125	133	139	142
2011-2012		94	102	106	91	102	108	111	115
2012-2013	59	75	90	87	104	94	108	111	107
2013-2014	60	70	77	88	96	105	114	120	120
2014-2015	52	83	91	86	93	98	105	108	109
2015-2016	92	92	101	113	117	122	124	132	131
2016-2017	59	67	75	84	86	93	101	102	109
2017-2018	33	40	45	68	74	81	100	104	108
2018-2019	70	83	93	90	100	105	108	107	109
2019-2020	57	74	81	87	90	91	88	94	93
2020-2021	52	52	55	64	71	71	73	78	88
2021-2022	54	61	75	81	76	80	85	91	96



Detroit Lakes Public Schools

Enrollment History

Kindergarten

	September	October	November	December	January	February	March	April	May
1993-1994									
1994-1995	73	79	85	104	93	99	102	106	113
1995-1996	202	201	199	195	193	194	195	197	198
1996-1997	186	190	192	197	194	192	189	191	193
1997-1998	168	169	170	171	175	175	178	178	176
1998-1999	154	155	154	154	152	153	152	153	156
1999-2000	155	154	154	156	158	162	162	162	161
2000-2001	160	160	159	159	159	159	158	158	158
2001-2002	166	169	169	168	166	167	166	168	168
2002-2003	199	199	198	197	197	198	198	198	199
2003-2004	188	188	190	190	187	186	187	185	186
2004-2005	186	186	189	186	187	187	187	186	187
2005-2006	181	180	182	182	182	182	183	184	185
2006-2007	208	205	204	202	204	203	203	206	208
2007-2008	192	193	193	193	194	195	193	194	194
2008-2009	212	212	213	215	213	213	212	212	213
2009-2010	206	202	204	208	211	209	211	208	209
2010-2011	228	226	226	228	227	227	227	226	228
2011-2012	237	237	236	238	235	232	231	232	232
2012-2013	228	225	223	223	222	223	222	223	223
2013-2014	189	184	187	190	189	192	195	198	197
2014-2015	212	208	205	206	205	206	208	212	213
2015-2016	219	218	223	222	224	223	224	225	224
2016-2017	225	225	225	222	224	223	225	226	228
2017-2018		211	211	209	211	207	209	208	205
2018-2019	219	217	219	217	219	217	217	216	216
2019-2020	198	200	203	199	198	201	203	202	202
2020-2021	178	178	175	176	174	176	178	177	177
2021-2022	200	197	194	194	194	196	194	195	194



Detroit Lakes Public Schools

Enrollment History

Grades 1-5

(93-94 through the 96-97 school years are Grades 1-6)

	September	October	November	December	January	February	March	April	May
1993-1994	1364	1369	1368	1364	1366	1369	1365	1359	1354
1994-1995	1354	1334	1331	1333	1329	1340	1337	1326	1329
1995-1996	1329	1328	1329	1329	1337	1340	1334	1336	1335
1996-1997	1313	1313	1317	1324	1326	1334	1328	1327	1339
1997-1998	1033	1033	1026	1026	1028	1027	1038	1029	1025
1998-1999	1014	1010	1005	1002	995	1003	1012	1016	1019
1999-2000	967	968	967	976	989	993	1004	1006	1007
2000-2001	970	963	967	969	966	969	967	962	960
2001-2002	924	921	929	926	921	923	923	931	930
2002-2003	898	900	899	900	905	907	906	905	907
2003-2004	922	919	925	920	929	927	928	930	930
2004-2005	903	901	899	911	922	920	916	918	918
2005-2006	867	865	872	879	877	879	879	875	872
2006-2007	914	921	920	924	930	919	919	923	926
2007-2008	961	951	949	949	954	946	953	959	958
2008-2009	976	979	977	981	982	982	985	986	987
2009-2010	1008	1007	1001	1001	1012	1011	1008	1003	1008
2010-2011	1031	1033	1028	1029	1027	1023	1023	1022	1024
2011-2012	1057	1057	1057	1059	1053	1053	1051	1052	1047
2012-2013	1113	1114	1112	1117	1103	1106	1103	1107	1108
2013-2014	1115	1106	1099	1099	1100	1101	1104	1107	1111
2014-2015	1113	1129	1139	1134	1127	1126	1130	1129	1126
2015-2016	1134	1135	1131	1133	1139	1143	1141	1148	1147
2016-2017	1149	1146	1145	1139	1150	1144	1148	1145	1149
2017-2018	1115	1117	1114	1108	1099	1093	1097	1097	1097
2018-2019	1055	1063	1070	1065	1062	1067	1063	1063	1067
2019-2020	1070	1069	1065	1059	1060	1063	1061	1064	1064
2020-2021	988	990	991	988	967	960	960	954	958
2021-2022	976	979	974	978	976	981	975	979	973



Detroit Lakes Public Schools

Enrollment History

Grades 6-8

(93-94 through the 96-97 school years are Grades 7-9)

	September	October	November	December	January	February	March	April	May
1993-1994	753	746	757	757	752	750	752	750	742
1994-1995	777	777	767	763	762	756	757	756	761
1995-1996	768	758	762	750	752	747	751	749	748
1996-1997	767	765	760	764	770	767	759	757	762
1997-1998	771	757	754	757	757	752	755	753	753
1998-1999	746	727	720	722	722	723	718	720	722
1999-2000	698	697	698	697	698	699	699	700	694
2000-2001	717	719	716	710	715	717	718	716	712
2001-2002	713	710	709	700	700	701	705	702	706
2002-2003	699	699	702	697	699	696	693	694	689
2003-2004	661	660	663	668	668	664	667	662	662
2004-2005	642	632	619	624	627	626	627	623	619
2005-2006	621	616	610	622	608	607	605	611	605
2006-2007	608	608	602	600	600	595	595	600	598
2007-2008	584	583	585	585	586	584	583	583	584
2008-2009	612	613	613	613	611	613	612	611	613
2009-2010	633	627	625	624	621	618	613	611	610
2010-2011	632	624	619	613	613	613	611	614	612
2011-2012	602	601	603	608	606	605	606	606	606
2012-2013	622	622	620	618	616	618	615	616	617
2013-2014	648	651	649	644	643	653	653	649	649
2014-2015	679	674	674	666	663	659	661	657	647
2015-2016	679	674	675	674	675	678	679	679	684
2016-2017	716	705	704	706	712	712	712	708	707
2017-2018	727	724	720	713	715	714	711	706	717
2018-2019	729	730	729	729	725	722	724	725	725
2019-2020	716	709	705	705	705	704	702	699	698
2020-2021	644	629	626	626	624	616	612	613	611
2021-2022	596	591	587	580	577	569	570	569	567



Detroit Lakes Public Schools

Enrollment History

Grades 9-12

(93-94 through the 96-97 school years are Grades 10-12)

	September	October	November	December	January	February	March	April	May
1993-1994	590	579	566	567	566	562	564	557	557
1994-1995	631	602	583	579	587	573	566	563	559
1995-1996	662	659	624	634	631	619	615	625	620
1996-1997	697	680	662	662	662	650	639	649	651
1997-1998	993	949	930	924	917	911	910	900	896
1998-1999	942	929	924	927	929	920	911	912	898
1999-2000	1025	1008	996	993	980	968	956	957	951
2000-2001	988	978	967	960	956	957	946	943	948
2001-2002	988	951	941	940	932	938	928	924	912
2002-2003	957	946	936	923	917	915	909	908	898
2003-2004	905	887	882	879	876	871	871	862	860
2004-2005	876	868	866	854	852	842	831	825	822
2005-2006	882	868	863	859	847	838	830	826	824
2006-2007	867	868	859	854	852	843	845	837	832
2007-2008	846	830	815	806	799	789	783	780	779
2008-2009	830	811	811	806	807	799	798	794	792
2009-2010	835	829	816	809	806	801	795	788	789
2010-2011	809	808	796	792	785	785	776	766	763
2011-2012	843	835	834	830	823	810	804	797	791
2012-2013	852	836	834	824	823	801	801	793	790
2013-2014	831	814	811	808	804	786	782	775	766
2014-2015	844	831	832	830	827	816	818	816	814
2015-2016	820	819	809	803	800	801	793	792	783
2016-2017	845	832	831	830	826	817	813	809	806
2017-2018	887	855	850	848	837	834	835	833	833
2018-2019	793	870	873	866	857	850	843	841	837
2019-2020	916	907	903	896	893	890	884	878	878
2020-2021	915	899	894	887	880	866	865	862	853
2021-2022	915	904	898	890	888	883	879	863	864



Detroit Lakes Public Schools

Enrollment History

Total K-12 Enrollments

	September	October	November	December	January	February	March	April	May
1993-1994	2941	2933	2929	2922	2912	2909	2910	2894	2882
1994-1995	2964	2914	2880	2870	2871	2863	2855	2842	2847
1995-1996	2961	2946	2914	2908	2913	2900	2895	2907	2901
1996-1997	2963	2948	2931	2947	2952	2943	2915	2924	2945
1997-1998	2965	2908	2880	2878	2877	2865	2881	2860	2850
1998-1999	2856	2821	2803	2805	2798	2799	2793	2801	2795
1999-2000	2845	2827	2815	2822	2825	2822	2821	2825	2813
2000-2001	2835	2820	2809	2798	2796	2802	2789	2779	2778
2001-2002	2771	2751	2748	2734	2719	2729	2722	2725	2716
2002-2003*	2805	2798	2790	2774	2772	2773	2761	2760	2749
2003-2004*	2730	2706	2720	2711	2716	2710	2712	2704	2702
2004-2005*	2668	2649	2634	2641	2655	2641	2628	2616	2604
2005-2006*	2617	2594	2584	2603	2576	2572	2561	2562	2545
2006-2007*	2664	2676	2652	2649	2653	2621	2625	2632	2624
2007-2008*	2636	2614	2598	2589	2595	2587	2585	2590	2583
2008-2009*	2684	2671	2670	2672	2667	2671	2672	2668	2660
2009-2010*	2724	2711	2699	2707	2711	2699	2686	2674	2676
2010-2011*	2743	2737	2714	2712	2704	2706	2696	2687	2687
2011-2012*	2784	2787	2777	2779	2763	2753	2749	2735	2722
2012-2013	2859	2847	2835	2835	2809	2802	2795	2792	2786
2013-2014	2814	2797	2792	2788	2784	2796	2801	2793	2791
2014-2015	2893	2895	2905	2893	2879	2874	2882	2872	2857
2015-2016	2914	2919	2904	2901	2906	2924	2917	2921	2904
2016-2017	2997	2973	2970	2962	2975	2968	2970	2964	2958
2017-2018	2995	2976	2961	2945	2927	2910	2913	2906	2911
2018-2019	2841	2936	2945	2940	2924	2916	2908	2913	2905
2019-2020	2954	2953	2940	2935	2927	2918	2911	2905	2908
2020-2021	2776	2764	2736	2736	2701	2673	2689	2681	2674
2021-2022	2737	2732	2723	2720	2712	2742	2691	2690	2681

*Includes ALC, but not ALP.



City of Detroit Lakes

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

SPORTS ARENA COMMISSION

AGENDA

Tuesday, June 7, 2022

7:30 AM

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

1. Consideration to approving the [Minutes](#) from the meeting held on April 5, 2022.
2. Consideration to approving the [Financials](#) for April and May 2022.
3. Update Essentia Health sponsorship agreement
 - a. [Zamboni wrap](#) update
4. Update spring/summer schedule of events.
 - a. Summer ice plans
 - b. Shrine Circus – March 31
 - c. Area Job Fair – April 27
 - d. MMA Event – May 20
 - e. Becker County Fair – July 27-30
 - f. Dick Beardsley Marathon – September 10
 - g. Inquiries – Golden Gloves, DJ show
5. Review [CIP projected](#) schedule
6. Update Arena addition project
7. Lease agreements
 - a. Current contracts run through 2022-23 season
8. Arena Commission Appointment approval – Judd Syverson
9. Other

Sports Arena Commission Members:

Chad Carlblom- Chairman

Matt Boeke- Alderman Ward 3-At Large

John Steffl- School District 22- At Large

Rob Nielsen- School District 22

Shiloh Wahl- Detroit Lakes Youth Hockey Association

Shawn Eckert- Becker County Fair Board

Respectfully,

KELCEY KLEMM

City Administrator

Future Meeting Dates:

September 13, 2022 at 7:30 AM

December 6, 2022 at 7:30 AM

**Minutes of the
Regular Meeting of the Detroit Lakes
Sports Arena Commission
April 5, 2022**

The meeting of the Detroit Lakes Sports Arena Commission was called to order at the City Administration Building at 2:00pm., April 5, 2022; all members of the Commission being duly notified of the meeting and the business to be transacted.

Present: Chairman Chad Carblom; Detroit Lakes High School Athletics Director Rob Nielson; Commissioners John Steffl, Shawn Eckert, and Shiloh Wahl

Absent: Commissioner Matt Boeke

Others Present: City Administrator Kelcey Klemm, Public Works Director Shawn King; Detroit Lakes High School Director of Finance and Operations Jason Kuehn; Parks and Arena Supervisor Tom Gulon; Public Works Administrative Assistant Jamon Friendshuh

Chairman Carblom called the meeting to order at 2:00pm.

A motion was made by Steffl, seconded by Nielsen, and carried without a dissenting vote, to approve the minutes of the regular meeting of the Commission held December 7, 2021.

Klemm reviewed the 2021 financials. Misc revenue was down. All but one rental was cancelled due to COVID. Misc expense is mostly due to hiring ads. Trying to find Part time help has been a struggle.

YTD financials. The ammonia sensors and equipment had to be replaced. This was a set-back. All-in-all, things look pretty good.

Carblom gave an update on the Essentia Health Sponsorship agreement. It has been signed and is considered complete. It is written for \$25,000 in year one and \$30,000 for the four years following that. This will include the Zamboni wrap, scoreboard, Arena I & II, and the marquee sign on Rossman.

King gave an update on the schedule of events and summer ice plans. There are a few things coming up in the arena, including a job fair and MMA fights. The hockey boards will be cleaned in May. The DLYHA will meet in May regarding their summer ice plan and this is their deadline to make a decision regarding summer tournaments as well. Whether they have tournaments will affect what arena is able to be rented out.

Gulon discussed items for the CIP. There is corrosion in the piping for the brine tank. Cimco will need to replace the piping. The PH levels are too low so a brine inhibitor will need to be purchased. The cost is around \$1500. The total brine migration cost is unknown at this point.

The gasket fell off the dehumidifier in Arena II. This came with a \$3000 bill. Arena I is ok for now. The parts for these are getting hard to find. The question is becoming 'do we fix what we have, or replace?' Decision will likely be made in May.

The hockey boards will get cleaned in May. Each side is \$500. We are hoping for some help from the youth or from the high school.

The water heaters may need to be replaced. Separate ones will be needed for the Zamboni, mechanical room, and the showers.

The compressor room has a complete overhaul every three years, but with the increased time with hockey school, it may need to move to every other year.

The bleachers were scheduled to be replaced in 2022 but may need to get moved to 2024. At this time they are still pretty solid.

Carlblom discussed the arena update. The City Council held a special meeting in December to discuss the possibility of adding 8 locker rooms, expanding/changing the entrance and building a performance center. Klemm mentioned many ideas were shared and there is a lot of discussion that is yet to be had on this topic. There are a lot of moving parts. There will be a meeting with the Fair Board soon to discuss their ideas.

The contracts with DLYHA and the ISD 22 are in place until 2023. Carlblom would like the agreement written for the next three years and ready to go by the April meeting next year.

Gulon passed along a message to the DLYHA the communication this year was great and appreciated. Nielsen said the guys at the arena did a great job as well.

A motion was made by Nielsen, seconded by Wahl, and carried without a dissenting vote, to adjourn the meeting at 3:18pm.

Upcoming Meetings:

June 7 @ 7:30am

Sept 13 @ 7:30am

Dec 6 @ 7:30am

Respectfully submitted,
Jamon Friendshuh, Administrative Assistant



Detroit Lakes, MN

Budget Report Account Summary

For Fiscal: 2022 Period Ending: 04/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 214 - SPORTS ARENA							
Revenue							
214-34793	ARENA RENT/SUMMER HOCKEY	35,000.00	35,000.00	0.00	0.00	-35,000.00	0.00 %
214-34795	ARENA RENT/SCHOOL DISTRICT	119,646.00	119,646.00	0.00	0.00	-119,646.00	0.00 %
214-34797	ARENA RENT/YOUTH HOCKEY ASSN	98,838.00	98,838.00	0.00	48,450.00	-50,388.00	49.02 %
214-34799	ARENA RENT/MISCELLANEOUS	9,000.00	9,000.00	0.00	7,433.88	-1,566.12	82.60 %
214-36201	REFUNDS & REIMBURSEMENTS	0.00	0.00	2,950.00	2,950.00	2,950.00	0.00 %
214-38010	INTEREST EARNINGS	0.00	0.00	0.00	10.18	10.18	0.00 %
214-39200	TRANSFER FROM OTHER FUNDS	144,444.00	144,444.00	12,037.00	48,148.00	-96,296.00	33.33 %
	Revenue Total:	406,928.00	406,928.00	14,987.00	106,992.06	-299,935.94	26.29%
Expense							
Department: 4541 - SPORTS ARENA #1							
214-4541-10100	SALARIES - REGULAR	107,000.00	107,000.00	11,301.74	48,524.10	58,475.90	45.35 %
214-4541-10200	SALARIES - OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
214-4541-10400	SALARIES - TEMPORARY	14,000.00	14,000.00	257.89	5,410.88	8,589.12	38.65 %
214-4541-12100	PERA	8,100.00	8,100.00	0.00	-368.17	8,468.17	-4.55 %
214-4541-12200	FICA	9,333.00	9,333.00	818.53	3,522.13	5,810.87	37.74 %
214-4541-13100	HEALTH INSURANCE	23,000.00	23,000.00	2,903.95	20,339.71	2,660.29	88.43 %
214-4541-15100	WORKMANS COMPENSATION	3,500.00	3,500.00	0.00	3,689.30	-189.30	105.41 %
214-4541-21000	OPERATING SUPPLIES	15,000.00	15,000.00	2,168.77	5,555.03	9,444.97	37.03 %
214-4541-21200	GAS AND OIL	0.00	0.00	164.14	1,589.62	-1,589.62	0.00 %
214-4541-21700	CLOTHING ALLOWANCE	600.00	600.00	0.00	59.98	540.02	10.00 %
214-4541-22000	REPAIR & MAINTENANCE SUPPLIES	13,000.00	13,000.00	693.84	15,625.28	-2,625.28	120.19 %
214-4541-24000	SMALL TOOLS & MINOR EQUIPMENT	2,000.00	2,000.00	0.00	255.86	1,744.14	12.79 %
214-4541-31000	IT CHARGES	4,600.00	4,600.00	383.33	1,533.32	3,066.68	33.33 %
214-4541-31040	OSHA SAFETY COMPLIANCE	500.00	500.00	133.90	257.72	242.28	51.54 %
214-4541-32100	TELEPHONE	250.00	250.00	59.69	243.60	6.40	97.44 %
214-4541-33100	TRAVEL, MEETINGS & SCHOOLS	600.00	600.00	0.00	89.32	510.68	14.89 %
214-4541-36000	INSURANCE	5,000.00	5,000.00	8,801.00	8,801.00	-3,801.00	176.02 %
214-4541-38100	UTILITIES	75,000.00	75,000.00	2,600.51	28,756.60	46,243.40	38.34 %
214-4541-38300	NATURAL GAS	20,000.00	20,000.00	2,309.47	14,608.98	5,391.02	73.04 %
214-4541-38400	REFUSE DISPOSAL	0.00	0.00	887.82	1,980.39	-1,980.39	0.00 %
214-4541-40500	REPAIR & MAINTENANCE	40,000.00	40,000.00	1,456.92	14,001.30	25,998.70	35.00 %
214-4541-43000	MISCELLANEOUS	3,000.00	3,000.00	210.00	971.26	2,028.74	32.38 %
214-4541-70200	TRANSFER TO EQUIPMENT FUND	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
	Department: 4541 - SPORTS ARENA #1 Total:	405,483.00	405,483.00	35,151.50	175,447.21	230,035.79	43.27%
	Expense Total:	405,483.00	405,483.00	35,151.50	175,447.21	230,035.79	43.27%
	Fund: 214 - SPORTS ARENA Surplus (Deficit):	1,445.00	1,445.00	-20,164.50	-68,455.15	-69,900.15	-4,737.38%
	Report Surplus (Deficit):	1,445.00	1,445.00	-20,164.50	-68,455.15	-69,900.15	-4,737.38%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
214 - SPORTS ARENA	1,445.00	1,445.00	-20,164.50	-68,455.15	-69,900.15
Report Surplus (Deficit):	1,445.00	1,445.00	-20,164.50	-68,455.15	-69,900.15



Detroit Lakes, MN

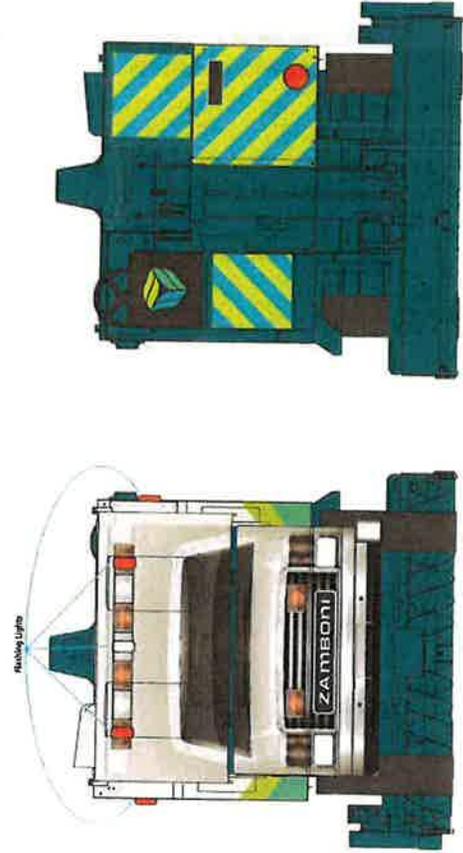
Budget Report Account Summary

For Fiscal: 2022 Period Ending: 05/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 214 - SPORTS ARENA							
Revenue							
214-34793	ARENA RENT/SUMMER HOCKEY	35,000.00	35,000.00	0.00	0.00	-35,000.00	0.00 %
214-34795	ARENA RENT/SCHOOL DISTRICT	119,646.00	119,646.00	0.00	0.00	-119,646.00	0.00 %
214-34797	ARENA RENT/YOUTH HOCKEY ASSN	98,838.00	98,838.00	0.00	48,450.00	-50,388.00	49.02 %
214-34799	ARENA RENT/MISCELLANEOUS	9,000.00	9,000.00	0.00	7,433.88	-1,566.12	82.60 %
214-36201	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	2,950.00	2,950.00	0.00 %
214-38010	INTEREST EARNINGS	0.00	0.00	0.00	10.18	10.18	0.00 %
214-39200	TRANSFER FROM OTHER FUNDS	144,444.00	144,444.00	12,037.00	60,185.00	-84,259.00	41.67 %
	Revenue Total:	406,928.00	406,928.00	12,037.00	119,029.06	-287,898.94	29.25%
Expense							
Department: 4541 - SPORTS ARENA #1							
214-4541-10100	SALARIES - REGULAR	107,000.00	107,000.00	1,284.17	49,808.27	57,191.73	46.55 %
214-4541-10200	SALARIES - OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
214-4541-10400	SALARIES - TEMPORARY	14,000.00	14,000.00	0.00	5,410.88	8,589.12	38.65 %
214-4541-12100	PERA	8,100.00	8,100.00	0.00	-368.17	8,468.17	-4.55 %
214-4541-12200	FICA	9,333.00	9,333.00	83.85	3,605.98	5,727.02	38.64 %
214-4541-13100	HEALTH INSURANCE	23,000.00	23,000.00	539.29	20,879.00	2,121.00	90.78 %
214-4541-15100	WORKMANS COMPENSATION	3,500.00	3,500.00	0.00	3,689.30	-189.30	105.41 %
214-4541-21000	OPERATING SUPPLIES	15,000.00	15,000.00	5,884.97	11,440.00	3,560.00	76.27 %
214-4541-21200	GAS AND OIL	0.00	0.00	0.00	1,589.62	-1,589.62	0.00 %
214-4541-21700	CLOTHING ALLOWANCE	600.00	600.00	0.00	59.98	540.02	10.00 %
214-4541-22000	REPAIR & MAINTENANCE SUPPLIES	13,000.00	13,000.00	-352.15	15,273.13	-2,273.13	117.49 %
214-4541-24000	SMALL TOOLS & MINOR EQUIPMENT	2,000.00	2,000.00	1,295.99	1,551.85	448.15	77.59 %
214-4541-31000	IT CHARGES	4,600.00	4,600.00	383.33	1,916.65	2,683.35	41.67 %
214-4541-31040	OSHA SAFETY COMPLIANCE	500.00	500.00	63.50	321.22	178.78	64.24 %
214-4541-32100	TELEPHONE	250.00	250.00	60.93	304.53	-54.53	121.81 %
214-4541-33100	TRAVEL, MEETINGS & SCHOOLS	600.00	600.00	0.00	89.32	510.68	14.89 %
214-4541-36000	INSURANCE	5,000.00	5,000.00	0.00	8,801.00	-3,801.00	176.02 %
214-4541-38100	UTILITIES	75,000.00	75,000.00	1,541.06	30,297.66	44,702.34	40.40 %
214-4541-38300	NATURAL GAS	20,000.00	20,000.00	1,333.25	15,942.23	4,057.77	79.71 %
214-4541-38400	REFUSE DISPOSAL	0.00	0.00	140.40	2,120.79	-2,120.79	0.00 %
214-4541-40500	REPAIR & MAINTENANCE	40,000.00	40,000.00	1,027.13	15,028.43	24,971.57	37.57 %
214-4541-43000	MISCELLANEOUS	3,000.00	3,000.00	0.00	971.26	2,028.74	32.38 %
214-4541-70200	TRANSFER TO EQUIPMENT FUND	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
	Department: 4541 - SPORTS ARENA #1 Total:	405,483.00	405,483.00	13,285.72	188,732.93	216,750.07	46.55%
	Expense Total:	405,483.00	405,483.00	13,285.72	188,732.93	216,750.07	46.55%
	Fund: 214 - SPORTS ARENA Surplus (Deficit):	1,445.00	1,445.00	-1,248.72	-69,703.87	-71,148.87	-4,823.80%
	Report Surplus (Deficit):	1,445.00	1,445.00	-1,248.72	-69,703.87	-71,148.87	-4,823.80%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
214 - SPORTS ARENA	1,445.00	1,445.00	-1,248.72	-69,703.87	-71,148.87
Report Surplus (Deficit):	1,445.00	1,445.00	-1,248.72	-69,703.87	-71,148.87





ZAMBONI
ELECTRIC

POWERED BY
ENERGY PARTNERS

City of
Detroit-Lakes
Public Utilities

MISSOURI
RIVER
ENERGY SERVICES



Capital Item	ACTUAL			BUDGET			PROJECTED						TOTALS	
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		2030
Replace Energy LED Lighting - Both Arenas	21,420													21,420
Replace Hockey Boards	39,124		330											79,454
Replace Furnaces in Main Lobby	18,466													18,466
Rebuild Dehumidifier - Arena #2	41,275													41,275
Insulate Ceiling Arena #1 Incl Electric	99,755													99,755
Overhead Door		4,689												4,689
Scoreboard (w/Advertising)		9,636												9,636
Replace Electric Service & Panel for Comp Room		24,950												24,950
Electric Zamboni			153,470						160,000					313,470
Furnace Replacements				4,350			10,000			10,000				44,350
Reseal Spray Foamed Ceilings/Painting				49,955										49,955
Arena Board Replacement Project				28,117										28,117
Arena Glass Projects				12,737										12,737
Remodel Locker Rooms & Showers Arena #1			6,980											6,980
Compressor 1 & 2 Overhaul				14,408										14,408
Arena Lighted Sign/Zamboni Wrap				27,169	6,000									33,169
Arena Improvement Project - Architect Fees				13,963										13,963
Rebuild Arena #1 Dehumidifier				50,000										50,000
Replace Bleachers				36,000										36,000
Resurface Parking Lot/Landscaping						70,000								70,000
Exterior & Facade Improvements						100,000								100,000
Addition - Locker Rooms & Showers/Storage							180,000							180,000
Fire Protection							215,000							215,000
Replace Condensor								150,000						150,000
Replace Condenser Water Pump/Glycol Pump								17,000						17,000
Replace Flat Roof - Main Lobby Entrance								35,000						35,000
Radiant Heat System in Bleacher Area									35,000					35,000
Replace Compressors										85,000				85,000
Replace Brine Pump #1										13,750				13,750
Replace Brine Pump #2										13,750				13,750
Replace Electric Control Panel										50,000				50,000
Replace Chiller - 500 Ton											125,000			125,000
Replace Dessiccant Dehumidifiers - Arena #2												157,500		157,500
Replace Dessiccant Dehumidifiers - Arena #1														157,500
TOTALS	220,040	39,275	160,780	150,699	92,000	170,000	405,000	202,000	195,000	172,500	125,000	157,500	95,000	2,477,294

Cash Flows:

Opening Balance	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
City Levy	24,483	24,700	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Operating Fund #214 Excess (Shortfall)	13,338	23,222		(8,393)						
Transfer - School ISD #22	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer - Youth Hockey	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer - Summer Hockey	2,000	2,000	2,000							
Transfer - Essentia Sponsorship				25,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Revenues (in ice advertising)	7,352	3,260	9,040	8,500	7,000	7,000	7,000	7,000	7,000	7,000
Other Revenues (see detail below)				23,000						
Other Contributions	30,500	27,500	15,000							
Total Revenues	97,673	100,682	86,040	108,107	97,000	97,000	97,000	97,000	97,000	67,000
Capital Expenditures	220,040	39,275	160,780	150,699	92,000	170,000	405,000	202,000	195,000	125,000
Ending Balance	61,792	123,199	48,459	5,866	10,866	(62,134)	(370,134)	(475,134)	(766,634)	(857,134)

Other Revenues Detail
 Kent Club (boards project) 10,000
 DL Youth Hockey (boards project) 10,000
 DL School Dist (boards project) 3,000
 23,000

Activities Committee Minutes

7am - Monday, June 13, 2022 - HS Office Conference Room

Present: Kuehn, Erickson, Nielsen, Omang Absent: Jenson, Thomas, Henderson

1. [Spring Participation Numbers](#)
2. Review Activities Fee/Season Pass fees
 - a. Raise HS Activities Fees to \$120 for grades 10-12 for 22-23 school year. This is a \$20 increase. This is related to a 20% increase in transportation fees for 22-23 and 23-24
 - b. Season passes and admissions will remain the same for 22-23

The Activity Fee Schedule and Admission Prices were reviewed for 2021-2022 and Administration recommends the following increases based on cost and participation.

Activity Fee Schedule:

	Increase Amount	2021-2022 Fee
Middle School	\$10.00	\$60.00
9th Grade	\$0.00	\$80.00
High School	\$20.00	\$100.00
Free/Reduced	\$5.00	\$20.00
Family Maximum	\$25.00	\$400.00
Hockey Facility Fee (in addition to White Card Fee)	\$35.00	\$270.00

Admission to Activity Events:

	Increase Amount	2021-2022 Fee
Single Athletic Event for Student	\$1.00	\$5.00
Single Athletic Event for Adult	\$1.00	\$7.00
Student Season Pass	\$0.00	\$5.00
Adult Season Pass	\$5.00	\$40.00

- c. Knowledge Bowl - Activity Fee? Knowledge Bowl has not had an activity fee in the past. Not sure of the history of why this has been this way. Numbers have increased to the point where we are busing vs using a school vehicle for competitions. It was agreed that we should charge 50% of the activity fee(\$60) to offset costs.
3. Cooperative Agreements/Eligibility
 - a. Continue Exploring Cooperative agreement with Park Rapids for Girls Hockey. The committee agreed we are not interested in a Cooperative Agreement that would push us to AA hockey. We would be willing to investigate again in the spring of 23 when reclassification happens and there is an opportunity to apply for a waiver to play down in class A.
 - i. Would push to AA for 22-23 and could appeal to play A for 23-24 and 24-25
 - b. Hawley request for girls swimming Cooperative Agreement - The committee agreed they are OK with this agreement if the details can be worked out with Hawley. Rob will communicate with the Hawley AD and girls swim coach David Voller.
 - i. 1293 Moves up to AA this would put us at 1090
 - ii. Twin Sisters(sophomores)
 - c. Chemical Violations - A few in the fall but a fairly slow year
 - d. MSHSL waiver for transfers was a one time COVID waiver

- e. Eligibility - Alpine Skiing student living/practicing outside of the district.
- 4. Fundraising
 - a. Activities/Organizations will complete the fundraising request form retroactively
 - i. No Just asking for money(Phone-a-thons)
 - ii. Guidelines for acceptable use suggestions(not transportation/uniforms)
- 5. [Handbook Updates](#)
 - a. Lettering Policy - Change to address situation where some seniors have not lettered. Added the following to the lettering policy. Athletes that have participated in a sport throughout their HS career and have met all team expectations will earn a letter regardless of whether they meet the team criteria for lettering
 - b. Banquet/Culminating Event. The following change was made. "Prepare for a team banquet or awards event. ~~Not a requirement to hold one.~~ All programs are expected to have some kind of culminating awards event."
- 6. Additional Items

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING AGENDA
Facilities Committee Meeting June 16, 2022

A Facilities Committee Meeting was held at 9:00 AM on Thursday, June 16th, 2022 at the District Office. In attendance were Colin Gedrose, Mark Jenson, John Steffl, Amy Erickson, Thomas, Rob Nielsen, and Jason Kuehn. Board Member April Thomas was absent.

1. DLHS Updates

The committee toured and reviewed construction progress at DLHS which included the work being completed in the Media Center, existing classrooms, and fitness areas. Timeline for the current projects continues to be on schedule.

The Greenhouse project continues to progress with the demolition of the existing structure. The committee also reviewed updated renderings/quotes from one vendor for signage on the exterior of DLHS. The committee was awaiting a quote from another vendor and will review before making a recommendation at an upcoming meeting.

2. Construction Change Orders

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

3. Summer Projects Update

Operations Supervisor Gedrose provided an update on projects in progress or that will be completed during the summer months at all sites. Highlights included roofing projects at Roosevelt, Rossman, and DLHS.

4. MSTATE Renewal Agreement

Director of Finance and Operations Kuehn reviewed the joint powers agreement between the District and MSTATE for food services provided at MSTATE. The committee and administration recommend approval of the agreement.

**INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - June 23, 2022**

Members Present:

**Jennifer Pederson
Mark Jenson**

**April Thomas
Jason Kuehn**

Courtney Henderson

A Finance Committee Meeting was held on Thursday, June 23rd, 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 April and receipts for the month of April.

2. Review of Disbursements

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for May. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of May. Lastly, the committee recommends approval of the check summaries for both June 13 and June 27th.

3. Property/Liability Insurance and Workers Compensation Renewal for 2022-23

Director of Finance Kuehn reviewed the renewal agreement for Property, Liability, and Workers Compensation Insurance. The overall premium of Property, Liability, Cyber Liability, Volunteer Accident, and Workers' Compensation Insurance for 2022-23 is \$267,947.73, a 4% increase over last year's combined premium. The Property/Liability Insurance, Cyber Liability, Volunteer Accident and Workers' Compensation Insurance are budgeted items.

The Finance Committee recommends approval of this agreement.

4. Adult Basic Education Agreements

The committee reviewed two renewal agreements between the District and MSTATE for Adult Basic Education services. The Income Lease is a two year lease (July 1, 2022 - June 30, 2024) where the District agrees to pay MSCTC an annual amount of \$6,000 to lease space that will be utilized by the ABE program. The Joint Powers Agreement is also a two year lease from July 1, 2022 - June 30, 2024 that states that the District will provide oversight, student assistance, tutoring, referrals, and other ABE services on the college campus site. In consideration for these services MSCTC will pay the District \$7500 annually. The Finance Committee recommends approval.

5. Food Services Pricing

The student and adult lunch prices were reviewed. The Finance Committee recommends the proposed Food Service meal pricing for the 2022-23 school year.

6. Initial 2022-23 Budget

Director of Finance Kuehn reviewed the proposed 2022-23 budget with the committee. Expenditures and revenue projections for all fund categories were detailed, as well as enrollment projections.

At the District Wide level, the fund balance of the School District is projected to have a deficit of \$3,064,717 with a year-end Fund Balance of \$10,340,253 based on combined revenues of \$47,717,608 and expenditures of \$50,782,325. The deficit is significantly impacted as a result of the building project. Taking the Building Fund out of the District total changes the net results to a deficit of \$96,717.

Next Meeting - Thursday, July 21st @ 12:00 PM

INDEPENDENT SCHOOL DISTRICT #22
TRANSPORTATION COMMITTEE MEETING AGENDA
Transportation Committee Meeting - June 17, 2022

A Transportation Committee Meeting was held on Friday, June 17, 2022 at the District Office. In attendance were Mark Jenson (Superintendent), Colin Gedrose (Supervisor of Operations), John Steffl (School Board Chair), and Jason Kuehn (Director of Finance and Operations). Absent was Amy Erickson (School Board Vice Chair)

1. Pupil Transportation Contract Extension Updates

The Transportation Committee discussed and agreed to provide an updated proposal to Olander Bus Service for SY 2022-23 and SY 2023-24 contract extension. The committee is working to complete the contract extension by the July School Board meeting.

2. Special Education Vehicle Discussion

The committee reviewed the current fleet of vehicles being used to provide transportation to Special Education students for District programming. The committee recommends seeking quotes to move forward with the purchase of at least one additional SUV and a vehicle that is accessible to students in wheelchairs.

