



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, October 24, 2022 - 5:30 PM
M State Room C101 , 900 Hwy 34 E, 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

Student Representatives: Quinn Rogstad- 24rogstquin@detlakes.k12.mn.us, Nick Buboltz- 25bubolnich@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the October 24, 2022 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. Cali Harrier for her dedication to the students and work with the Unified PE course and Sidekicks Inclusion Club.

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. Activities

Activities Director, Rob Nielson

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 September 26, 2022 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. **Approve Second Reading of Policies:**
 - 1. 518-DNR/DNI
 - 2. 519-Interviews of Students by Outside Agencies
 - 3. 520-Student Surverys
 - 4. 522-Title IX
 - 5. 523-Policies Incorporates by Reference
 - 6. 524-Internet Acceptable Use and Safety Policy
- F. Approve Mark Jenson, Jason Kuehn, Jennifer Stangel, and Kylie Johnson, to make incoming and outgoing wire transfers, withdrawals, stop payments, purchase or withdraw CD's, inquiries on accounts, allow online access to accounts, and check balances on behalf of the school district for the 2022-2023 school year.

IX. Donations

- A. \$20,000 to The Laker Shop for Ink Jet Printer, Laminator, and Cutter from TEAM Industries.
- B. \$5,805 for Tennis Windscreens from Laker Booster Club
- C. \$3,000 worth of literature for curriculum in the classroom from Detroit Lakes Breakfast Rotary Club
- D. \$500 to Roosevelt to support Literacy from Detroit Lakes Breakfast Rotary Club
- E. \$500 for unpaid lunch accounts from Richwood Lutheran Church
- F. \$110 to Lakes Area Adult Basic Education for books from Leah Hamann
- G. \$60 worth of canvas bags for winter gear at Lincoln from LaBelle Family.
- H. \$50 worth of Sidewalk Chalk and Markers to Lincoln from Trnka Family.
- I. 23 Book Kits for Rossman Title 1 Library from Anna Schuld in Honor of her late Mother Rachel Loittie.

X. 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. E-Learning
Presenter: Mark Jenson
- B. **First Reading of Policies:**
Presenter: Steffl, Board Chair
 - 1. 526-Hazing Prohibition
 - 2. 527-Student Use and Parking of Motor Vehicles
 - 3. 528-Student Parental, Family and Marital Status Nondiscrimination
 - 4. 530-Immunization Requirements
 - 5. 531- The Pledge of Allegiance
 - 6. 632-Smudging Policy
 - 7. 724- Post-Issuance Debt Compliance
 - 8. 902-Rental Policy

XI. ACTION ITEMS

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

- A. **Construction Change Orders-** Motion to approve the construction change orders for the High School
Presenter: Steffl, Board Chair

- B. Approve the Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation.
Presenter: Steffl, Board Chair
- C. **Board Member Resignation** - Board Member Courtney Henderson submitted her resignation as Detroit Lakes School Board Member. Motion to accept the resignation of Courtney Henderson as Detroit Lakes School Board Member, effective October 28, 2022.
Presenter: Steffl, Board Chair
- D. Approve the 2022-2023 World's Best Workforce plan
Presenter: Renee Kerzman, Director of Curriculum, Instruction, and Technology.
- E. Approve the 2021-2022 World's Best Workforce (WBWF) & Achievement and Integration (A&I) Summary/Progress Report
Presenter: Renee Kerzman, Director of Curriculum, Instruction, and Technology.
- F. Fall 2022, Lane Change Requests.
Presenter: Erickson- Vice Chair

XII. ADMINISTRATIVE AND BOARD REPORTS

- A. **Superintendent Report**
Presenter: Mark Jenson, Superintendent
 - 1. Monthly Enrollment Report
 - 2. District Update
- B. **Board Committee and Representative Reports**
 - 1. Student Report
Presenter: Houglum, Student Board Representative
 - 2. Facilities Committee Meeting- 10/11/22 District Office
Presenter: Erickson- Vice Chair
 - 3. Transportation Committee- 10/06/22
Presenter: Steffl, Board Chair
 - 4. Finance Committee- 10/13/22
Presenter: Pedersen, Board Treasurer
 - 5. District Curriculum Advisory Committee-10/17/22
Presenter: Henderson, Board Director

XIII. UPCOMING EVENTS AND ACTIVITIES

- Presenter: Steffl, Board Chair
- A. Special Board Meeting- 10/27/2022 M State C101 5:30PM
 - B. Finance Committee Meeting- 11/17/2022 District Office 12:00PM
 - C. Regular Board Meeting- 11/28/2022 M State C101 5:30PM

XIV. 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.



Activities 2022-23

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

“Champions In Life”

LAKERS



Education Based Athletics

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



Purpose > Goals

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

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



Making Progress

“Yeah, you want to be out there, and it’s frustrating when you’re not, but it wasn’t what was best for this team. I am glad I got to do my part tonight and add to this game.” Girls Basketball Player

Listening to Coffee with the Coaches the message is changing. Our staff is buying into and talking about creating “Champions in Life”

We are continuing to share this message with parents.



Participation Numbers

Activity		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Cheerling Ftb.		5	6	15	22	14	13	10
Cross Country		55	67	64	59	48	37	34
Football		51	100	61	66	48	61	69
Football Gd 9		42		21	26	33	27	27
Soccer Boys Varsity		30	46	59	58	58	48	48
Soccer Girls Varsity		34	52	55	50	47	35	29
Swimming Girls		23	34	28	33	34	31	29
Tennis Girls		14	31	41	36	41	50	26
Volleyball		35	41	44	48	41	38	37
Fall Sub Total		289	377	388	398	364	340	

Fine Arts

- **New staff directing the Fall Musical(Shrek the Musical)**
 - **Performances 11/3, 11/5, 11/6, 11/11 and 11/12.**
- **Several key people from the past have stayed involved.**
- **Addition of Performance Drumline to instrumental music schedule**



Facilities

- **Fieldhouse Sound Panels**
 - **Should be installed in the next few weeks**
- **Fieldhouse Mosaic**
 - **All photos submitted, waiting on print timeline.**
- **Weightroom**
 - **Additional equipment has all arrived**
 - **Confirming a time to complete the branding**
 - **Thielen Foundation Donation**



BUILDING CHAMPIONS
12' x 24'

SAILS UP
16' x 12'

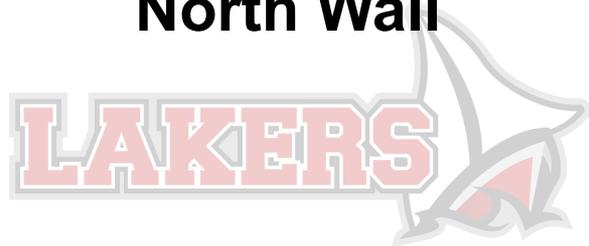


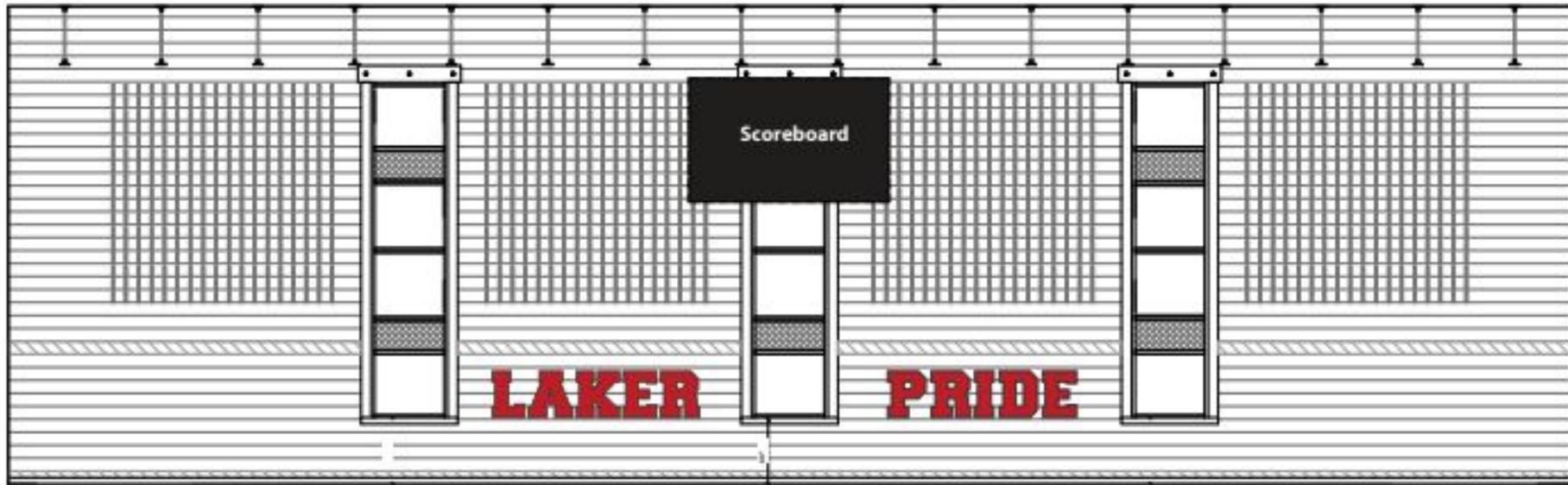
East Wall



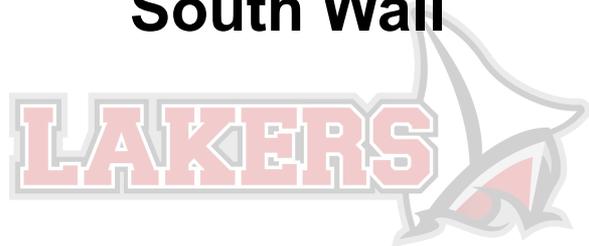


North Wall



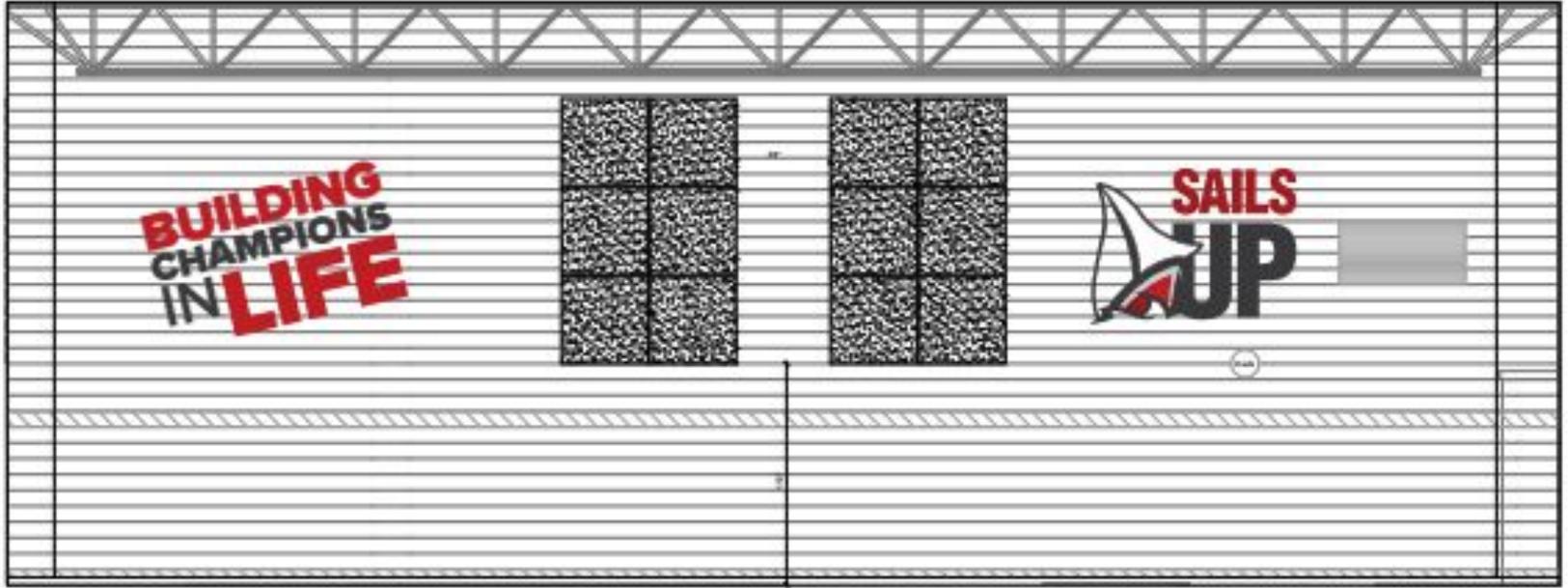


South Wall

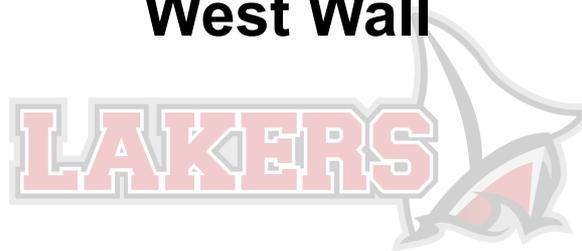


BUILDING CHAMPIONS
123" x 74"

SAILS UP
154" x 78"



West Wall



Growth Areas

- **Students knowing what opportunities we have**
 - **Activities fair at fall Open House**
 - **9th Grade Academy Classes**
 - **Improving MS students knowledge of opportunities, particularly in the fall**
- **Continue communicating our purpose in education based athletics to parents/community**



Recognitions

- **Justin Wogleitner - Boys Soccer 8AA Coach of the Year**
- **Maddy Webber - Girls Soccer 8AA Assistant Coach of the Year.**



Questions?

LAKERS



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

Regular School Board Meeting
Monday, September 26, 2022, 5:30 PM
M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501

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

Absent: None

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

The Pledge of Allegiance was recited.

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

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

- A. Approve the Minutes of the August 22, 2022 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #700444-700527 and #700570-700709 for a total of \$1,476,570.61. Hand Payable Checks #700201-700204, #700296-700303, #700313-700317, #700329-700339, #700423-700440, Voided Check #700143 and Wire Transfers #1354-1362, #1365-1369, #1473, #1483-1489, #1589-1597 in the amount of \$765,249.85 for a total of \$2,241,820.46. Senior High Activity Account Checks #500000-500010 for a total of \$13,574.56. Middle School Activity Account had no disbursements in the month of August.(EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the application for a High School student fulfilling the requirements for Early Graduation.
- E. Acknowledge Fall Coaches for the 22-23 school year.
- F. Approve Second Reading of Policies
 - a. 407- Hazardous Substances
 - b. 413-Harassment and Violence
 - c. 414-Mandatory Reporting
 - d. 415- Mandatory Reporting
 - e. 416- Drug and Alcohol Testing
 - f. 417-Chemical use and Abuse
 - g. 419-Tobacco-Free Environment
 - h. 420-Communicable Disease and Infectious Conditions
 - i. 506-Student Discipline
 - j. 514-Bullying Prohibition
 - k. 525-Violence Prevention
 - l. 529-Violent Students
 - m. 532-Removing Students with IEPs
 - n. 709-Student Transportation Safety
 - o. 806-Crisis Management

The following items were up for discussion

- A. First reading of Policies:
 1. 518-DNR/DNI
 2. 519-Interviews of Students by Outside Agencies
 3. 520-Student Surveys

4. 522-Title IX
 5. 523-Policies Incorporated by Reference
 6. 524-Internet Acceptable Use and Safety Policy
- B. Building Goals- ALC, DLHS, DLMS, Roosevelt, Rossman
C. Pre-Sale report for Bond Sale

A motion by Seaworth, seconded by Erickson to approve the Out of State Travel to National Council of Teaching Mathematics. Motion carried unanimously.

A motion by Erickson, seconded by Pederson to approve the Out of State Travel for FFA to National Equity and Diversity Initiative. Motion carried unanimously.

A motion by Henderson, seconded by Pederson to approve the Purchase of Service agreement Between Mental Health Therapy Services, ISD#22, and Stellher Human Services, Inc. Motion carried unanimously. (EXHIBIT)

A motion by Pederson, seconded by Seaworth to approve Construction Change Orders. Motion carried unanimously.

A motion by Thomas, seconded by Pederson to approve the Certification of 2022 Payable 2023 Proposed Property Tax Levy for 23-24 school year. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

Student Representative Houglum gave an update on the happenings with the students.

Board Chair Steffl gave an update on the Arena Commission.

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

Board Vice Chair Erickson gave an update on the Facilities Committee Meeting. (EXHIBIT)

Board Chair Steffl announced upcoming meetings and events .

A motion by Seaworth, to adjourn the meeting at 6:50 PM, seconded by Thomas. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

September 26, 2022

1) Resignations:

Joseph Bower-Ojibwe Teacher, effective September 1, 2022.

Olivia Ullrey-Roosevelt Title 1 Para, Playground Supervisor, and Breakfast Para, effective August 23, 2022.

Jessica Gibson- ECFE Para, effective August 23, 2022.

Tiffany Stevens- Lincoln ECSE Para, effective October 4, 2022.

Tanika Essary- Roosevelt Special Education Para, effective May 26, 2022.

Connie Skersick–Roosevelt Special Education Para, effective August 26, 2022.
Paulette Beeson–Rossman ADSIS/Breakfast/Noon Duty Para, effective October 19, 2022.
Ally Nielsen– Assistant Girls Hockey Coach, effective September 26, 2022.

2) Retirements:

Bruce Buschette–High School Custodian, effective October 28, 2022.
Sue Sonnenberg- Rossman Paraprofessional, effective September 12, 2022.
Jacob Darren Wolf – High School Principal, effective November 7, 2022.

3) Appointments:

Melissa Ostlie- Middle School Math Interventionist Teacher, at the rate of BA Step 7, or a contract amount of \$47,765 per year, effective September 6, 2022 and ending May 26, 2023.
Abigail Voz- ECFE Educational Assistant, at the rate of \$15.95 per hour, working up to 38.5 hours per week, effective August 29, 2022.
Isabella Wilson- ECFE/ SR Extended Care, at the rate of \$15.25 per hour, working up to 10 hours per week, effective September 7, 2022.
Tiffani Rosing- ECSE Assistant, at the rate of \$15.25 per hour, working up to 36.25 hours per week, effective September 7, 2022.
Zachary McKay- Rossman Special Education Para, at the rate of \$15.25 per hour, working up to 29.75 hours per week, effective August 31, 2022.
Kylie Swiers- Rossman Special Education Para, at the rate of \$15.25 per hour, working up to 29.75 hours per week, effective August 29, 2022.
Elisabeth Haugrud- ECFE Assistant/SR Instructional Assistant, at the rate of \$15.25 per hour, working up to 37.75 hours per week, effective August 29, 2022.
Cassandra Willson- Middle School Special Education Para, at the rate of \$15.25 per hour, working 27.5 hours per week, effective August 29, 2022.
Jacob Fowler- High School Special Education Para, at the rate of \$15.60 per hour, working 37.5 hours per week, effective August 24, 2022.
Charlene Dunn- Rossman Special Education Para, at the rate of \$15.25 per hour, working 29.75 hours per week, effective September 2, 2022.
Lindsey Johnson- Rossman ADSIS Assistant, Brk Super/Noon Duty, at the rate of \$15.25 per hour, working 29.75 per week, effective October, 18, 2022.
Josie Retz– Rossman Latchkey Aide, at the rate of \$14.00 per hour, working 10 hours per week plus inservice and no school days, effective September 8, 2022.
Mike Swan– High School Native Studies/Ojibwe Teacher, at the rate of .5 BA Step 10, or a contract amount of \$26,430 per year.
Mallie Anderson– Middle School Special Education Paraprofessional, at the rate of \$15.25 per hour, working up to 37.5 hours per week, effective August 29, 2022.
Pauline Tunheim– High School Special Education Paraprofessional, at the rate of \$16.80 per hour, working up to 37.5 hours per week, effective September 6, 2022.
Deb Haverkamp– Roosevelt Paraprofessional, at the rate of \$17.80 per hour, working up to 15 hours per week, effective August 29, 2022.
Alice Zawadi Bayoma– Food Service Worker, at the rate of \$16.40 per hour, working 25 hours per week, effective September 1, 2022.
Greyson Steenwyk– Middle school Custodian, at the rate of \$18.33 per hour, working 40 hours per week, effective September 1, 2022.
Andrea Sieling– Lincoln ECFE/SR educational assistant, at the rate of \$15.95 per hour, Working up to 38.5 hours per week, effective August 29, 2022.
Clare Woytassek– Roosevelt latchkey aid, at the rate of \$15 per hour, working up to 2 hours per day, effective August 29, 2022.
Sara Waller– Rossman Special Ed Paraprofessional, at the rate of \$15.25 per hour, Working up to 27 hours per week, effective September 26, 2022.
Dana Sabers– Roosevelt Title 1 Assistant/Noon Duty, at the rate of \$15.60 per hour,

Working 3.75 hours per day, effective September 19, 2022.

4) **Amended Assignment:**

Kylie Swiers- Rossman Special Education Para is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective September 12, 2022

Shaylee Hanson- Rossman Special Education Para is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective September 6, 2022.

Terry Eiter- Middle School/Roosevelt Groundskeeper amending his assignment from \$16.75 per hour to \$18.33 per hour, working 24 hours per week, effective September 6, 2022 through October 19, 2022.

Krystie Crawford- Lincoln ECFE amending her assignment from full time to part time 29.75 hours per week, effective August 29, 2022.

Sara Boeckol- Roosevelt Media Center Specialist amending her assignment from part time to full time 37 hours per week, effective August 29, 2022.

Abigail Voz- Lincoln Education Center Para amending her assignment from Paraprofessional to Long term teacher sub, effective tentatively September 15, 2022 through January 3, 2023.

5) **Leave of Absence:**

Lori Hagen- Food Service, requesting leave of absence beginning September 26, 2022 approximately through November 7, 2022.

Terri Jernberg- Middle School FT Teacher, requesting to extend her leave of absence through approximately December 31, 2022.

6) **Terminations:**

7) **Sixth Period Pay:**

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1913	700789	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	10/10/2022	594.33
			1914	700790	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	10/10/2022	255.00
			1915	700791	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	USD	10/10/2022	450.00
			1916	700792	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	10/10/2022	94.35
			1917	700793	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	10/10/2022	2,160.73
			1918	700794	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	10/10/2022	2,815.04
			2004	700795	Check	1	2490		BUCHHOLTZ, SHANNON	Yes	No	No	USD	10/10/2022	162.62
			2002	700796	Check	1	2484	REMIT	CALVIN AND ANNE SCHOW	Yes	No	No	USD	10/10/2022	171.00
			1919	700797	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	10/10/2022	71.13
			1920	700798	Check	1	1172		CARLSON MUSIC CENTER	Yes	No	No	USD	10/10/2022	8,299.99
			1921	700799	Check	1	1176		CARRIER, JOSEPH	Yes	No	No	USD	10/10/2022	115.00
			1922	700800	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	10/10/2022	773.14
			1923	700801	Check	1	1205		CLASSIC CONCRETE CONTRACTOR	Yes	No	No	USD	10/10/2022	44,300.00
			1924	700802	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	10/10/2022	1,631.65
			1925	700803	Check	1	1228		CRISIS PREVENTION INSTITUTE	Yes	No	No	USD	10/10/2022	779.70
			1926	700804	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	10/10/2022	1,045.92
			1927	700805	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	10/10/2022	1,435.00
			1928	700806	Check	1	1275		DETROIT LAKES TRIBUNE	Yes	No	No	USD	10/10/2022	94.95
			1929	700807	Check	1	1291		DL REGIONAL CHAMBER OF COMME	Yes	No	No	USD	10/10/2022	20.00
			1930	700808	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	USD	10/10/2022	130.00
			1996	700809	Check	1	2347		DUET RESOURCE GROUP, INC	Yes	No	No	USD	10/10/2022	3,978.83
			1931	700810	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	10/10/2022	3,302.63
			2001	700811	Check	1	2438		ECKHOFF, CAMI	Yes	No	No	USD	10/10/2022	67.19
			1932	700812	Check	1	1327		ELSMORE AQUATIC	Yes	No	No	USD	10/10/2022	593.30
			1933	700813	Check	1	1344		FAB WURX, INC.	Yes	No	No	USD	10/10/2022	1,087.00
			1934	700814	Check	1	1387		FORUM COMMUNICATIONS PRINTIN	Yes	No	No	USD	10/10/2022	4,858.47
			2005	700815	Check	1	2491		GORES, CULLAN	Yes	No	No	USD	10/10/2022	22.86
			1935	700816	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	10/10/2022	381.27
			1937	700817	Check	1	1433		GREENE, MELISSA	Yes	No	No	USD	10/10/2022	54.52
			1936	700818	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	10/10/2022	21,154.73
			1938	700819	Check	1	1434	REMIT	GRIFFIN GREENHOUSE SUPPLIES	Yes	No	No	USD	10/10/2022	4,355.03
			1939	700820	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	10/10/2022	1,141.77
			1940	700821	Check	1	1459		HDQ LANDSCAPING & MORE, INC	Yes	No	No	USD	10/10/2022	16,137.41
			1941	700822	Check	1	1465		HEIMARK, JENNIFER	Yes	No	No	USD	10/10/2022	23.85
			1942	700823	Check	1	1467		HEINEMANN	Yes	No	No	USD	10/10/2022	6,270.91
			1943	700824	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	10/10/2022	230,621.41
			1944	700825	Check	1	1482		HESTEKIN, DAVID	Yes	No	No	USD	10/10/2022	81.31
			1945	700826	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	10/10/2022	4,060.94
			1946	700827	Check	1	1508		HORNE, JUSTIN	Yes	No	No	USD	10/10/2022	71.92
			1947	700828	Check	1	1536		ISD #152	Yes	No	No	USD	10/10/2022	3,116.88
			1948	700829	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	10/10/2022	1,227.18

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0022		MW	1949	700830	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	10/10/2022	125.90
			1950	700831	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	10/10/2022	1,141.00
			1995	700832	Check	1	2345	REMIT	LITERACY RESOURCES, LLC	Yes	No	No	USD	10/10/2022	7,101.80
			1951	700833	Check	1	1700		MAHLUM, MIRANDA	Yes	No	No	USD	10/10/2022	84.36
			1952	700834	Check	1	1706		MARIOTTI, TRISHA	Yes	No	No	USD	10/10/2022	182.87
			1953	700835	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	10/10/2022	1,123.12
			1954	700836	Check	1	1726	REMIT	MCGRAW-HILL LLC	Yes	No	No	USD	10/10/2022	6,895.23
			1955	700837	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	10/10/2022	1.99
			1956	700838	Check	1	1744		MID STATES WIRELESS, INC.	Yes	No	No	USD	10/10/2022	251.00
			1957	700839	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	10/10/2022	335.00
			1958	700840	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	USD	10/10/2022	1,663.21
			1959	700841	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	USD	10/10/2022	2,698.20
			1999	700842	Check	1	2387		MINNESOTA HISTORICAL SOCIETY	Yes	No	No	USD	10/10/2022	921.55
			1960	700843	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	USD	10/10/2022	14.57
			2000	700844	Check	1	2428		NATIONAL BUSINESS FURNITURE, LI	Yes	No	No	USD	10/10/2022	2,680.40
			1961	700845	Check	1	1856		NEWS-2-YOU, LLC	Yes	No	No	USD	10/10/2022	5,160.66
			1962	700846	Check	1	1859		NIELSEN, ROBERT	Yes	No	No	USD	10/10/2022	265.00
			1963	700847	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	10/10/2022	150.00
			1994	700848	Check	1	2342		OUT IN FRONT	Yes	No	No	USD	10/10/2022	15,500.00
			1964	700849	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	10/10/2022	435.19
			1965	700850	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	10/10/2022	903.25
			1966	700851	Check	1	1920		PEPSI	Yes	No	No	USD	10/10/2022	537.64
			1967	700852	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	10/10/2022	5,296.72
			1968	700853	Check	1	1930		PIONEER VALLEY BOOKS	Yes	No	No	USD	10/10/2022	165.00
			1969	700854	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	10/10/2022	1,275.06
			1970	700855	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	10/10/2022	625.00
			1971	700856	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	10/10/2022	166.22
			1972	700857	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	10/10/2022	1,360.20
			1973	700858	Check	1	1970		QUADIENT LEASING USA, INC.	Yes	No	No	USD	10/10/2022	759.42
			1974	700859	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	10/10/2022	350.00
			1975	700860	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	10/10/2022	902.14
			1993	700861	Check	1	2306		REGION 1	Yes	No	No	USD	10/10/2022	6,625.00
			2006	700862	Check	1	2496		RITTER, KRISTI	Yes	No	No	USD	10/10/2022	106.89
			1998	700863	Check	1	2365		ROCKFORD SILK SCREEN	Yes	No	No	USD	10/10/2022	8,805.00
			1976	700864	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	10/10/2022	5,986.00
			1977	700865	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	USD	10/10/2022	1,170.71
			1997	700866	Check	1	2358		SCHOOL MANAGEMENT SERVICES	Yes	No	No	USD	10/10/2022	8,700.00
			1978	700867	Check	1	2054		SCHOOL OUTFITTERS	Yes	No	No	USD	10/10/2022	1,289.81
			1979	700868	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	10/10/2022	1,299.03
			2008	700869	Check	1	2498		SCHRAMEL, JILL	Yes	No	No	USD	10/10/2022	199.51
			2007	700870	Check	1	2497		SKOGMO, JEFF	Yes	No	No	USD	10/10/2022	75.00

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0022		MW	1980	700871	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	10/10/2022	168.19
			1981	700872	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	10/10/2022	40.00
			1982	700873	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	10/10/2022	264.68
			2009	700874	Check	1	2499		SULLIVAN, BRANDI	Yes	No	No	USD	10/10/2022	300.00
			1983	700875	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	10/10/2022	3,794.36
			1984	700876	Check	1	2154		SWOBODA, KARI	Yes	No	No	USD	10/10/2022	118.59
			1985	700877	Check	1	2163		TEACHER DIRECT	Yes	No	No	USD	10/10/2022	49.40
			1986	700878	Check	1	2169		TECH CHECK, LLC	Yes	No	No	USD	10/10/2022	7,547.52
			1987	700879	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	10/10/2022	6,429.31
			1988	700880	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/10/2022	25,818.31
			2003	700881	Check	1	2485		VISTAR	Yes	No	No	USD	10/10/2022	926.52
			1989	700882	Check	1	2237		VOLLER, DAVID	Yes	No	No	USD	10/10/2022	17.98
			1990	700883	Check	1	2248		WATER BILLBOARDS	Yes	No	No	USD	10/10/2022	1,216.42
			1991	700884	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	10/10/2022	20.63
			1992	700885	Check	1	2281		ZANER BLOSER	Yes	No	No	USD	10/10/2022	1,417.00
														Bank Total: MW	\$509,466.52
														Report Total:	\$509,466.52

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0022		MW	2029	700894	Check	1	1087		BDT MECHANICAL, LLC	Yes	No	No	USD	10/24/2022	9,772.56
			2030	700895	Check	1	1102		BERGSTROM ELECTRIC, INC.	Yes	No	No	USD	10/24/2022	4,266.45
			2031	700896	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	10/24/2022	15,034.06
			2032	700897	Check	1	1529		ICS CONSULTING, INC.	Yes	No	No	USD	10/24/2022	16,102.50
			2033	700898	Check	1	1611		JWOOD SPORTS FLOORING, LLC	Yes	No	No	USD	10/24/2022	56,929.90
			2034	700899	Check	1	1669		LEDGESTONE, INC.	Yes	No	No	USD	10/24/2022	2,959.83
			2035	700900	Check	1	1752		MILLER & SONS DRYWALL, INC.	Yes	No	No	USD	10/24/2022	120,950.00
			2036	700901	Check	1	2250		WCS1, LLC	Yes	No	No	USD	10/24/2022	3,800.00
			2037	700902	Check	1	2282		ZERR BERG	Yes	No	No	USD	10/24/2022	10,107.00
			2039	700903	Check	1	1019		ACTIVE INTERNET TECHNOLOGIES,	Yes	No	No	USD	10/24/2022	3,100.00
			2038	700904	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	10/24/2022	1,260.93
			2040	700905	Check	1	1067		ARVIG	Yes	No	No	USD	10/24/2022	155.00
			2041	700906	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	10/24/2022	405.50
			2141	700907	Check	1	2506		BECKER COUNTY MUSEUM	Yes	No	No	USD	10/24/2022	3,600.00
			2042	700908	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	10/24/2022	54.95
			2043	700909	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	10/24/2022	2,689.47
			2044	700910	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	10/24/2022	43.12
			2142	700911	Check	1	2507		BRAUKMANN, ALI	Yes	No	No	USD	10/24/2022	60.00
			2045	700912	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	10/24/2022	202.76
			2046	700913	Check	1	1151		BRUSHMARKS SIGN	Yes	No	No	USD	10/24/2022	40.00
			2047	700914	Check	1	1154		BUCHHOLZ, JAMES	Yes	No	No	USD	10/24/2022	41.06
			2143	700915	Check	1	2508		BUERKLE, TERRI	Yes	No	No	USD	10/24/2022	248.04
			2128	700916	Check	1	2352		BUSINESS ESSENTIALS	Yes	No	No	USD	10/24/2022	28,652.40
			2136	700917	Check	1	2484	REMIT	CALVIN AND ANNE SCHOW	Yes	No	No	USD	10/24/2022	272.25
			2048	700918	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	10/24/2022	21.63
			2049	700919	Check	1	1176		CARRIER, JOSEPH	Yes	No	No	USD	10/24/2022	73.13
			2050	700920	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	10/24/2022	379.11
			2144	700921	Check	1	2509		CIOX HEALTH	Yes	No	No	USD	10/24/2022	20.00
			2051	700922	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	10/24/2022	150.00
			2052	700923	Check	1	1235		CUSTOM GRAPHICS, INC	Yes	No	No	USD	10/24/2022	683.00
			2053	700924	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	10/24/2022	1,127.81
			2054	700925	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	10/24/2022	15,279.50
			2074	700926	Check	1	1574		DAVIS, JANAYA	Yes	No	No	USD	10/24/2022	235.00
			2055	700927	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	10/24/2022	4,124.54
			2056	700928	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	10/24/2022	1,325.00
			2057	700929	Check	1	1280		DIGITAL SIGNUP	Yes	No	No	USD	10/24/2022	500.00
			2058	700930	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	10/24/2022	6,135.36
			2059	700931	Check	1	1320		EIDE BAILLY LLP	Yes	No	No	USD	10/24/2022	20,000.00
			2061	700932	Check	1	1336	REMIT	ESSENTIA HEALTH	Yes	No	No	USD	10/24/2022	100.00
			2060	700933	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	10/24/2022	588.00
			2150	700934	Check	1	2518		FOLLETT SCHOOL SOLUTIONS, LLC	Yes	No	No	USD	10/24/2022	464.17

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0022		MW	2062	700935	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	10/24/2022	764.70
			2063	700936	Check	1	1416		GIVEN, RIKKI	Yes	No	No	USD	10/24/2022	32.76
			2145	700937	Check	1	2510		GOODWATER, AMY	Yes	No	No	USD	10/24/2022	325.00
			2064	700938	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	10/24/2022	389.84
			2065	700939	Check	1	1425		GRACENOTES LLC	Yes	No	No	USD	10/24/2022	35.00
			2066	700940	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	10/24/2022	144.08
			2130	700941	Check	1	2371		HAL LEONARD	Yes	No	No	USD	10/24/2022	295.00
			2146	700942	Check	1	2511		HASBROUCK, AMANDA	Yes	No	No	USD	10/24/2022	250.00
			2067	700943	Check	1	1467		HEINEMANN	Yes	No	No	USD	10/24/2022	25.00
			2068	700944	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	10/24/2022	6,054.53
			2069	700945	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	10/24/2022	43.75
			2070	700946	Check	1	1531		IDEAL SERVICES, INC.	Yes	No	No	USD	10/24/2022	1,000.00
			2071	700947	Check	1	1532		IDENTISYS, INC.	Yes	No	No	USD	10/24/2022	148.89
			2072	700948	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	10/24/2022	990.00
			2073	700949	Check	1	1567		IXL LEARNING	Yes	No	No	USD	10/24/2022	10,625.00
			2075	700950	Check	1	1596		JOHNSON, JACOB	Yes	No	No	USD	10/24/2022	29.16
			2139	700951	Check	1	2495		KAYMBU INC	Yes	No	No	USD	10/24/2022	1,243.75
			2129	700952	Check	1	2369		KUTA SOFTWARE LLC	Yes	No	No	USD	10/24/2022	880.00
			2076	700953	Check	1	1638		L&M FLEET SUPPLY, INC.	Yes	No	No	USD	10/24/2022	396.97
			2077	700954	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	10/24/2022	26,632.00
			2078	700955	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	10/24/2022	4,508.00
			2132	700956	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	USD	10/24/2022	69.00
			2079	700957	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	10/24/2022	149.00
			2134	700958	Check	1	2458		LIFEVAC	Yes	No	No	USD	10/24/2022	403.20
			2131	700959	Check	1	2407		LIGHTSPEED TECHNOLOGIES	Yes	No	No	USD	10/24/2022	2,256.00
			2126	700960	Check	1	2303		MARCO TECHNOLOGIES, LLC NW711	Yes	No	No	USD	10/24/2022	3,996.67
			2080	700961	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	10/24/2022	2,744.16
			2081	700962	Check	1	1715		MASSP	Yes	No	No	USD	10/24/2022	1,025.00
			2082	700963	Check	1	1719		MATH RECOVERY	Yes	No	No	USD	10/24/2022	6,517.50
			2135	700964	Check	1	2461		MAXI-AIDS, INC	Yes	No	No	USD	10/24/2022	32.40
			2083	700965	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	10/24/2022	3,578.50
			2084	700966	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	10/24/2022	2,643.22
			2085	700967	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	10/24/2022	27.05
			2127	700968	Check	1	2343		MIEN COMPANY	Yes	No	No	USD	10/24/2022	224,415.30
			2086	700969	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	10/24/2022	472.00
			2147	700970	Check	1	2512		MINNESOTA SCHOOL COUNSELORS	Yes	No	No	USD	10/24/2022	200.00
			2087	700971	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	10/24/2022	67,756.68
			2133	700972	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	10/24/2022	25.00
			2088	700973	Check	1	1826		MVP LOGISTICS LLC	Yes	No	No	USD	10/24/2022	39.03
			2089	700974	Check	1	1827		MYERS, CARA	Yes	No	No	USD	10/24/2022	143.59
			2090	700975	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	10/24/2022	463.25

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0022		MW	2091	700976	Check	1	1835		NASSP	Yes	No	No	USD	10/24/2022	385.00
			2092	700977	Check	1	1839		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	10/24/2022	633.00
			2093	700978	Check	1	1843		NATIVE REFLECTIONS	Yes	No	No	USD	10/24/2022	1,197.67
			2099	700979	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	USD	10/24/2022	212.64
			2094	700980	Check	1	1849		NELSON INTERNATIONAL, INC.	Yes	No	No	USD	10/24/2022	3,647.82
			2095	700981	Check	1	1868		NORTH COUNTRY BUSINESS PRODU	Yes	No	No	USD	10/24/2022	1,323.00
			2096	700982	Check	1	1891		OLANDER BUS SERVICE INC.	Yes	No	No	USD	10/24/2022	198,369.00
			2097	700983	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	10/24/2022	617.71
			2098	700984	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	10/24/2022	465.00
			2100	700985	Check	1	1920		PEPSI	Yes	No	No	USD	10/24/2022	351.85
			2101	700986	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	10/24/2022	4,960.11
			2103	700987	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	10/24/2022	63.89
			2104	700988	Check	1	1945		POS SYSTEMS GROUP INC.	Yes	No	No	USD	10/24/2022	847.00
			2105	700989	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	10/24/2022	1,636.79
			2106	700990	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	10/24/2022	125.48
			2107	700991	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	10/24/2022	99.00
			2108	700992	Check	1	1963		PROMOTIONZ PLUZ	Yes	No	No	USD	10/24/2022	320.50
			2148	700993	Check	1	2513		RAINMAN IRRIGATION & SNOW REM	Yes	No	No	USD	10/24/2022	310.00
			2109	700994	Check	1	1996		RENNEBERG HARDWOODS	Yes	No	No	USD	10/24/2022	1,502.50
			2110	700995	Check	1	2003		RIFTON EQUIPMENT	Yes	No	No	USD	10/24/2022	339.75
			2111	700996	Check	1	2004		RIVERSIDE INSIGHTS	Yes	No	No	USD	10/24/2022	121.00
			2138	700997	Check	1	2488		ROSEN PUBLISHING	Yes	No	No	USD	10/24/2022	595.00
			2112	700998	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	10/24/2022	1,971.57
			2149	700999	Check	1	2514		SCHORNACK, JEANETTE	Yes	No	No	USD	10/24/2022	113.75
			2140	701000	Check	1	2498		SCHRAMEL, JILL	Yes	No	No	USD	10/24/2022	75.03
			2113	701001	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	10/24/2022	350.00
			2102	701002	Check	1	1926	REMIT	SONOVA USA INC	Yes	No	No	USD	10/24/2022	1,049.62
			2114	701003	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	10/24/2022	26,800.00
			2137	701004	Check	1	2487		SUBWAY	Yes	No	No	USD	10/24/2022	152.94
			2115	701005	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	10/24/2022	101.25
			2116	701006	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	10/24/2022	152.30
			2117	701007	Check	1	2165		TEACHER'S DISCOVERY	Yes	No	No	USD	10/24/2022	149.00
			2118	701008	Check	1	2169		TECH CHECK, LLC	Yes	No	No	USD	10/24/2022	4,873.00
			2119	701009	Check	1	2179		THERAPY SHOPPE, INC.	Yes	No	No	USD	10/24/2022	360.69
			2120	701010	Check	1	2183		THORWALDSEN, SHEA	Yes	No	No	USD	10/24/2022	239.37
			2121	701011	Check	1	2194		TRAFERA	Yes	No	No	USD	10/24/2022	257.99
			2122	701012	Check	1	2200		TRICORNE AUDIO INC.	Yes	No	No	USD	10/24/2022	2,265.40
			2123	701013	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	10/24/2022	21,110.00
			2124	701014	Check	1	2224		UNIVERSITY OF OREGON	Yes	No	No	USD	10/24/2022	350.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	2125	701015	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/24/2022	19,723.60
														Bank Total: MW	\$1,001,943.23
														Report Total:	\$1,001,943.23

**SEPTEMBER 2022
HAND PAYABLE SUMMARY**

PAYMENT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
1643	HACT		CH	9/20/2022	BLUE 84 SPIRIT	\$ 1,078.50
1644	HACT		CH	9/20/2022	GERRELL'S SPORT CENTER	\$ 413.95
1645	HACT		CH	9/20/2022	HENRY SCHEIN INC.	\$ 324.54
1646	HACT		CH	9/20/2022	ISD #22	\$ 1,186.24
1647	HACT		CH	9/20/2022	LEADING EDGE FUNDRAISING	\$ 7,649.10
1648	HACT		CH	9/20/2022	SOLUM, RACHEL	\$ 385.00
1649	HACT		CH	9/20/2022	STEVICK BUSINESS SPECIALTIES	\$ 1,887.98
1650	HACT		CH	9/20/2022	THE LINE UP	\$ 272.48
1651	HACT		CH	9/20/2022	TROPHY HOUSE	\$ 199.60
1651	HACT		CH	9/20/2022	TROPHY HOUSE	\$ 199.60
1652	HACT		CH	9/20/2022	Anderson's	\$ 3,041.99
1653	HACT		CH	9/20/2022	BAS Dance Studio	\$ 200.00
1654	HACT		CH	9/20/2022	A Wish Come True	\$ 1,136.84
1665	HACT	500024	CH	9/21/2022	JB'S CUSTOM APPAREL	\$ 556.50
					SUMMARY - HS ACTIVITIES	\$ 18,532.32

PAYMENT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
1493	MW		WX	9/7/2022	CASH-WA DISTRIBUTING CO.	\$ 1,049.52
1580	MW		WX	9/9/2022	CASH-WA DISTRIBUTING CO.	\$ 2,598.24
1585	MW		WX	9/13/2022	CASH-WA DISTRIBUTING CO.	\$ 1,208.99
1586	MW		WX	9/13/2022	CITY OF DETROIT LAKES	\$ 26,272.98
1587	MW		WX	9/13/2022	MINNESOTA ENERGY RESOURCES	\$ 4,083.90
1588	MW		WX	9/13/2022	MINNESOTA DEPARTMENT OF REVENUE	\$ 52.00
1614	MW		WX	9/15/2022	FURTHER	\$ 9,878.57
1615	MW		WX	9/15/2022	INTERNAL REVENUE SERVICE	\$ 182,118.71
1616	MW		WX	9/15/2022	MINNESOTA REVENUE	\$ 30,111.34
1617	MW		WX	9/15/2022	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 22,653.03
1618	MW		WX	9/15/2022	MN TEACHERS RETIREMENT ASSOC.	\$ 121,929.00
1619	MW		WX	9/15/2022	MINNESOTA STATE RETIREMENT SYS	\$ 14,346.34
1620	MW		WX	9/15/2022	AVIBEN	\$ 36,056.86
1626	MW		WX	9/19/2022	CASH-WA DISTRIBUTING CO.	\$ 4,760.17
1815	MW		WX	9/22/2022	CASH-WA DISTRIBUTING CO.	\$ 3,540.05
1837	MW		WX	9/27/2022	CASH-WA DISTRIBUTING CO.	\$ 1,209.86

1838	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	138.05
1839	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	18,832.45
1840	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	474.51
1841	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	952.63
1842	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	191.03
1843	MW		WX	9/27/2022	CITY OF DETROIT LAKES	\$	616.60
1846	MW		WX	9/30/2022	WEX HEALTH INC	\$	13,547.76
1847	MW		WX	9/30/2022	CORPORATE PAYMENT SYSTEMS	\$	24,314.90
1899	MW		WX	9/30/2022	FURTHER	\$	10,403.57
1900	MW		WX	9/30/2022	INTERNAL REVENUE SERVICE	\$	228,985.80
1901	MW		WX	9/30/2022	MINNESOTA REVENUE	\$	37,759.64
1902	MW		WX	9/30/2022	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$	36,478.71
1903	MW		WX	9/30/2022	MN TEACHERS RETIREMENT ASSOC.	\$	123,796.36
1904	MW		WX	9/30/2022	MINNESOTA STATE RETIREMENT SYS	\$	14,485.18
1905	MW		WX	9/30/2022	AVIBEN	\$	37,168.55
1490	MW	700441	CH	9/7/2022	OLANDER BUS SERVICE INC.	\$	15,000.00
1491	MW	700442	CH	9/7/2022	SCHULTZ BUS COMPANY	\$	10,000.00
1492	MW	700443	CH	9/7/2022	TROPHY HOUSE	\$	427.25
1578	MW	700528	CH	9/9/2022	CONTINGENT FUND	\$	249.97
1579	MW	700529	CH	9/9/2022	DISTRICT AUXILIARY ACCOUNT	\$	1,939.84
1581	MW	700530	CH	9/13/2022	COMMUNITY CO-OP OF LAKE PARK	\$	2,132.08
1582	MW	700531	CH	9/13/2022	DETROIT LAKES DISPOSAL	\$	2,098.69
1583	MW	700532	CH	9/13/2022	MINNESOTA DEPARTMENT OF HEALTH	\$	35.00
1584	MW	700533	CH	9/13/2022	MINNESOTA DEPARTMENT OF HEALTH	\$	35.00
1604	MW	700534	CH	9/15/2022	BURNSIDE, BRADY	\$	128.50
1601	MW	700535	CH	9/15/2022	ISD # 150	\$	150.00
1599	MW	700536	CH	9/15/2022	JOHNSON, CHARLIE	\$	115.00
1598	MW	700537	CH	9/15/2022	JORGENSON, MARK	\$	171.25
1603	MW	700538	CH	9/15/2022	OYARO, MOSES	\$	108.50
1600	MW	700539	CH	9/15/2022	STUEWE, LUKE	\$	80.00
1602	MW	700540	CH	9/15/2022	VAVE, SAILASA	\$	125.50
1608	MW	700541	CH	9/15/2022	AFSCME COUNCIL 65	\$	397.48
1606	MW	700542	CH	9/15/2022	AMERICAN FAMILY LIFE ASSURANCE CO	\$	243.18
1610	MW	700543	CH	9/15/2022	D. L. ATHLETIC FOUNDATION	\$	148.00
1611	MW	700544	CH	9/15/2022	D.L. PUBLIC EDUC FOUNDATION	\$	41.00
1612	MW	700545	CH	9/15/2022	IND. SCHOOL DISTRICT #22 - Flex Acct	\$	6,649.66

1607	MW	700546	CH	9/15/2022	MINNESOTA CHILD SUPPORT	\$	1,127.00
1613	MW	700547	CH	9/15/2022	SUPPORT PAYMENT CLEARINGHOUSE	\$	335.91
1609	MW	700548	CH	9/15/2022	UNITED WAY OF BECKER COUNTY	\$	255.00
1621	MW	700549	CH	9/19/2022	ARVIG COMMUNICATION SYSTEMS	\$	2,336.60
1625	MW	700550	CH	9/19/2022	MADISON NATIONAL LIFE INSURANCE	\$	2,454.24
1622	MW	700551	CH	9/19/2022	NORTH COUNTRY BUSINESS PRODUCT	\$	860.00
1624	MW	700552	CH	9/19/2022	SKYWARD USERS OF MINNESOTA	\$	435.00
1623	MW	700553	CH	9/19/2022	VERIZON WIRELESS	\$	1,163.07
1633	MW	700554	CH	9/19/2022	BACHMANN, DARWIN	\$	80.00
1629	MW	700555	CH	9/19/2022	GULSETH, MARK	\$	80.00
1628	MW	700556	CH	9/19/2022	HANSEN, PHIL	\$	160.00
1627	MW	700557	CH	9/19/2022	HOGANSON, MICHAEL	\$	160.00
1634	MW	700558	CH	9/19/2022	SCOLLEY, MIKE	\$	80.00
1630	MW	700559	CH	9/19/2022	SPECHT, ART	\$	160.00
1632	MW	700560	CH	9/19/2022	TEMPLIN, TYLER	\$	80.00
1631	MW	700561	CH	9/19/2022	TUCKER, STEVE	\$	80.00
1638	MW	700562	CH	9/20/2022	DILLARD, MARY	\$	167.50
1636	MW	700563	CH	9/20/2022	FRANK, JENNIFER	\$	108.50
1642	MW	700564	CH	9/20/2022	HAMM, MACKENZIE	\$	30.00
1641	MW	700565	CH	9/20/2022	HAMM, MIKE	\$	30.00
1637	MW	700566	CH	9/20/2022	KRAMER, DANIEL	\$	233.50
1635	MW	700567	CH	9/20/2022	OYARO, MOSES	\$	125.50
1640	MW	700568	CH	9/20/2022	PETERSON, JEREMY	\$	30.00
1639	MW	700569	CH	9/20/2022	SLACK, DEB	\$	151.25
1802	MW	700711	CH	9/22/2022	BELLEFEUILLE, JEROME	\$	145.00
1799	MW	700712	CH	9/22/2022	BURNSIDE, BRADY	\$	125.50
1805	MW	700713	CH	9/22/2022	DILLY, CLAY	\$	125.00
1806	MW	700714	CH	9/22/2022	FREDRICKSON, SCOTT	\$	125.00
1803	MW	700715	CH	9/22/2022	HALL, MICHAEL	\$	145.00
1808	MW	700717	CH	9/22/2022	KOLLAR, VIRG	\$	125.00
1801	MW	700718	CH	9/22/2022	KRAMER, DANIEL	\$	233.50
1814	MW	700719	CH	9/22/2022	LEE, TRENT	\$	183.00
1809	MW	700720	CH	9/22/2022	LUTIO, SCOTT	\$	125.00
1812	MW	700721	CH	9/22/2022	MONONO, EWUMBUA	\$	190.50
1810	MW	700722	CH	9/22/2022	MOTUBA, DIOMO	\$	138.00
1800	MW	700723	CH	9/22/2022	SKYWARD USERS OF MINNESOTA	\$	340.00

1797	MW	700724	CH	9/22/2022	STUEWE, LUKE	\$	80.00
1807	MW	700725	CH	9/22/2022	THALMANN, KALEB	\$	125.00
1798	MW	700726	CH	9/22/2022	VAVE, SAILASA	\$	108.50
1813	MW	700727	CH	9/22/2022	WEBER, JUSTIN	\$	138.00
1811	MW	700728	CH	9/22/2022	ZAVALA, RUBEN	\$	224.00
1816	MW	700729	CH	9/23/2022	MN PEIP	\$	322,141.67
1834	MW	700730	CH	9/27/2022	AMUNDSON, BRIELLE	\$	30.00
1828	MW	700731	CH	9/27/2022	BARBERG, JOB	\$	30.00
1824	MW	700732	CH	9/27/2022	BELLEFEUILLE, JEROME	\$	145.00
1835	MW	700733	CH	9/27/2022	CHRISTENSON, DAN	\$	145.00
1819	MW	700734	CH	9/27/2022	DILLARD, MARY	\$	167.50
1818	MW	700735	CH	9/27/2022	FRANK, JENNIFER	\$	108.50
1826	MW	700736	CH	9/27/2022	GAG, ANDREW	\$	30.00
1827	MW	700737	CH	9/27/2022	GOODRICH, JACK	\$	30.00
1823	MW	700738	CH	9/27/2022	HAMM, MACKENZIE	\$	30.00
1822	MW	700739	CH	9/27/2022	HAMM, MIKE	\$	30.00
1833	MW	700741	CH	9/27/2022	HAYES, SAVANNAH	\$	30.00
1825	MW	700742	CH	9/27/2022	JUNI, JOEL	\$	153.00
1817	MW	700743	CH	9/27/2022	OYARO, MOSES	\$	128.50
1821	MW	700744	CH	9/27/2022	PETERSON, JEREMY	\$	30.00
1820	MW	700745	CH	9/27/2022	SLACK, DEB	\$	151.25
1831	MW	700746	CH	9/27/2022	WENDT, MIKE	\$	30.00
1829	MW	700747	CH	9/27/2022	ZURN, ERIC	\$	30.00
1830	MW	700748	CH	9/27/2022	ZURN, ERICA	\$	30.00
1836	MW	700749	CH	9/27/2022	MADISON NATIONAL LIFE INSURANCE	\$	2,238.98
1844	MW	700750	CH	9/29/2022	AMAZON	\$	9,330.42
1845	MW	700751	CH	9/29/2022	SKYWARD USERS OF MINNESOTA	\$	160.00
1891	MW	700777	CH	9/30/2022	AFSCME COUNCIL 65	\$	338.82
1889	MW	700778	CH	9/30/2022	AMERICAN FAMILY LIFE ASSURANCE CO	\$	243.18
1893	MW	700779	CH	9/30/2022	D. L. ATHLETIC FOUNDATION	\$	169.00
1897	MW	700780	CH	9/30/2022	D.L. EDUCATION MINNESOTA (TEACHER)	\$	19,775.77
1894	MW	700781	CH	9/30/2022	D.L. PUBLIC EDUC FOUNDATION	\$	41.00
1895	MW	700782	CH	9/30/2022	IND. SCHOOL DISTRICT #22 - Flex Acct	\$	6,734.20
1890	MW	700783	CH	9/30/2022	MINNESOTA CHILD SUPPORT	\$	654.50
1898	MW	700785	CH	9/30/2022	MN SCHOOL EMPLOYEES ASSOC.	\$	312.99
1896	MW	700786	CH	9/30/2022	SUPPORT PAYMENT CLEARINGHOUSE	\$	335.91

1892	MW	700787	CH	9/30/2022	UNITED WAY OF BECKER COUNTY	\$ 254.00
					SUMMARY - MIDWEST OPERATING	\$ 1,427,749.46

BANK RECONCILIATION

9/30/22

BREMER BANK STATEMENT BALANCE	274,791.61
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(16,555.50)
BANK ENDING STATEMENT BALANCE	<u>258,236.11</u>
BOOK BALANCE - PRIOR MONTH ENDING	230,200.32
ADD: RECEIPTS (FROM RECEIPTS REPORT)	46,393.51
LESS: PAYMENTS (CHECKS REPORT)	(18,332.72)
MISC FEES: NSF Check (FB Gold Card)	(25.00)
BOOK ENDING BALANCE	<u>258,236.11</u>
DIFFERENCE	

Cash Flow

7/1/1998 through 9/30/2022

10/10/2022

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Category	7/1/1998- 9/30/2022
INFLOWS	
Uncategorized	0.00
005 I-ATH	323.99
006-JSA-SGA	0.00
007 INTERACT	2,535.05
010 I-BPA	1,254.01
015 I-BAND	3,375.84
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	411.92
030 I-BBB	8,648.88
040 I-GBB	11,973.92
045 I-Cheer	325.66
050 I-CHOIR	12,837.48
051I All City Choir	0.00
053 I-CC	4,166.22
055 I-SKI	1,920.59
060 I-DANCE	9,728.23
065 I	0.00
070 I-FFA	20,778.43
075 I	0.00
080 I-FB	25,371.83
082 I-BGOLF	5,837.97
083 I-GGOLF	7,353.01
085 I-GYM	1,860.67
090 I	0.00
095 I-BHOC	21,585.48
096I-GHOC	5,602.34
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	5,948.06
116 I	0.00
117 I-Robotics	5,166.31
118 I	0.00
119	0.00
120 I-PROM	23,318.64
125- Trap	0.00
126 I-Trap Shooting	135.87
128 I-BSOC	7,099.40
129 I-GSOC	759.38
130 I	0.00
132 I-SB	13,743.63
133 I-SPAN	0.00
134 I	0.00
135 I-SPEECH	3,556.43

10/10/2022

Cash Flow
7/1/1998 through 9/30/2022

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Category	7/1/1998- 9/30/2022
140 I-STUD. CO.	9,235.81
141I-Link Crew	404.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	8,973.54
143 Sidekicks	15.00
144 I-BSWIM	1,502.47
145 I-GSWIM	3,337.20
147 I-TARGET	629.32
149I-ALC	6,289.17
150 I-GTEN	3,927.30
151 I-BTEN	167.75
155 I-TRACK	8,141.97
157 I	0.00
160 I-VB	8,898.73
163 I	0.00
165 I-WREST	100.88
170 I-INT.	0.00
171I-Service Fee's	-97.74
180 I	0.00
TOTAL INFLOWS	258,236.11
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	258,236.11

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			274,791.61
Checks and Payments	0	Items	0.00
Deposits and Other Credits	1	Item	0.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			274,791.61

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			274,791.61
Checks and Payments	36	Items	-16,555.50
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/30/2022:			258,236.11
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			258,236.11

Uncleared Transaction Detail up to 9/30/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
1/17/2018	26697	Make A Wish Foundation	Freshman Donation	1411-Link Crew		-125.00
1/17/2018	26698	AMERICAN CANCER SOCIETY	Freshman Donation	1411-Link Crew		-125.00
1/23/2018	26708	Mary's Place	Stuff A Stocking Donation	105 I-NHS		-300.00
2/26/2018	26783	Cherish Johnson	reimburse for hotel room	060 I-DANCE		-20.00
2/26/2018	26786	Elle Seaberg	reimburse for hotel room	060 I-DANCE		-20.00
3/7/2018	26803	MN FFA	4 students APEX conference	070 I-FFA		-380.00
3/15/2018	26810	MN FFA	H2O Conference	070 I-FFA		-175.00
1/18/2018	27161	Cole Bryant	reimburse for red ribbon week supplies	147 I-TARGET		-11.90
2/11/2019	27297	Nate Ochsner	reimburse for donute for group meeting	007 INTERACT		-27.45
3/6/2019	27341	Todd Dwyer	reimburse for team meal	095 I-BHOC		-197.72
3/19/2019	27362	Nathan Ochsner	interact snacks	007 INTERACT		-32.00
5/21/2019	27514	Humane Society Of The Lakes	NHS Donation	105 I-NHS		-264.00
6/27/2019	27550	TROPHY HOUSE	invoice 253073 FFA Awards	070 I-FFA		-42.00
10/1/2019	400044	JEM Kensingler Inc./ Dairy Queen	cc dilly bars	053 I-CC		-57.60
10/1/2019	400050	Region 1 FFA	rlc 1	070 I-FFA		-35.00
11/14/2019	400080	Cole Bryant	reimb for lunch	147 I-TARGET		-25.01
11/25/2019	400103	Ronnie Hutchinson	reimb for wheels	050 I-CHOIR		-9.68
1/24/2020	400181	Region 1 FFA	wrlc & rally	070 I-FFA		-75.00
1/30/2020	400188	ELSMORE AQUATIC	swim caps	145 I-GSWIM		-132.75
3/25/2020	400253	HARRIS MARKETING	IM Dodgeball shirts invoice 8002	147 I-TARGET		-72.00
1/21/2021	400444	MN BPA	masks	010 I-BPA		-22.50
3/24/2021	400487	Saf Enterprises, LLC	sr gifts	030 I-BBB		-214.68
4/15/2021	400499	Zachlea Properties	wres catering	165 I-WREST		-93.57
2/1/2022	400716	Jimmy John's	team meal	030 I-BBB		-298.10
2/8/2022	400731	LAKER LOCKER	shirts	060 I-DANCE		-425.00
2/17/2022	400743	Jimmy John's	team meal	030 I-BBB		-325.70
3/4/2022	400764	LEN BUSCH ROSES	poinsettia fundraiser	050 I-CHOIR		-146.15
4/4/2022	400798	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
4/5/2022	400810	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
5/26/2022	400896	The Ice Cream Truck	ALC ice cream for grads	149I-ALC		-112.00
8/22/2022	500000	Character Challenge Course	team building activity	160 I-VB		-1,500.00
9/21/2022	500013	ANDERSON'S	Prom inv 4222939 & 4227671	120 I-PPROM		-3,041.99
9/21/2022	500014	BAS Dance Studio	dance team workshop	060 I-DANCE		-200.00
9/21/2022	500019	Leading Edge Fundraising	fb cards fundraising	080 I-FB		-7,649.10
9/21/2022	500023	TROPHY HOUSE	AWARDS inv258985	082 I-BGOLF		-160.80
9/21/2022	500023	TROPHY HOUSE	AWARDS inv259364	150 I-GTEN		-38.80

Total Uncleared Checks and Payments 36 Items -16,555.50

Uncleared Deposits and Other Credits

98-99

10/10/2022

Sept Rec 2022

Page 3

Uncleared Transaction Detail up to 9/30/2022

Date	Num	Payee	Memo	Category	Cir	Amount
Total Uncleared Deposits and Other Credits						
			0	Items		0.00
Total Uncleared Transactions						
			36	Items		-16,555.50

Transaction - Sep 2022

9/1/2022 through 9/30/2022

10/10/2022

Date	Account	Num	Description	Memo	Category	Clr	Amount
	BALANCE 8/31/2022						230,200.32
9/6/2022	98-99	13011	Track	youth track meet	155 I-TRACK	R	40.00
9/6/2022	98-99	13013	SPEED & STRENGTH	sponsorship	142- SPEEDSTRENGTH	R	50.00
9/6/2022	98-99	13020	CHEER TEAM	JWilkins warm ups	045 I-Cheer	R	86.00
9/6/2022	98-99	13017	Girls Tennis	PIZZA FUNDRAISER	150 I-GTEN	R	589.00
9/6/2022	98-99	13018	Girls Hockey	poster sponsors	096I-GHOC	R	700.00
9/6/2022	98-99	13019	Football	youth camp and recycling	080 I-FB	R	977.20
9/6/2022	98-99	13016	Volleyball	vb character challenge sponsor	160 I-VB	R	1,000.00
9/6/2022	98-99	13014	Ffa	chamber sponsor \$50 alumni s...	070 I-FFA	R	1,550.00
9/6/2022	98-99	13012	Dance	crazy days clothing	060 I-DANCE	R	2,687.18
9/6/2022	98-99	13017	Girls Tennis	PIZZA FUNDRAISER	150 I-GTEN	R	3,995.00
9/6/2022	98-99	13015	Boys Soccer	warm ups	128 I-BSOC	R	4,916.00
9/9/2022	98-99	13021	GIRLS SWIMMING	fb concessions 9/2	145 I-GSWIM	R	200.00
9/9/2022	98-99	13022	Cross Country	cc meet concessions	053 I-CC	R	354.00
9/9/2022	98-99	13023	Volleyball	vb one on one	160 I-VB	R	870.00
9/12/2022	98-99	13024	Football	fb gold cards	080 I-FB	R	1,550.00
9/12/2022	98-99	13024	Football	fb gold cards	080 I-FB	R	2,075.00
9/12/2022	98-99	13024	Football	fb gold cards	080 I-FB	R	3,550.00
9/12/2022	98-99	13024	Football	fb gold cards	080 I-FB	R	4,655.00
9/15/2022	98-99	EFT	NSf Check	NSF CHECK	080 I-FB	R	-25.00
9/16/2022	98-99	500011	**VOID**Pizza Hut	team pizza	080 I-FB	C	0.00
9/21/2022	98-99	500012	A WISH COME TRUE	UNIFORMS	060 I-DANCE	R	-1,136.84
9/21/2022	98-99	500013	ANDERSON'S	Prom inv 4222939 & 4227671	120 I-PROM	R	-3,041.99
9/21/2022	98-99	500014	BAS Dance Studio	dance team workshop	060 I-DANCE	R	-200.00
9/21/2022	98-99	500015	BLUE 84	inv 1627474	150 I-GTEN	R	-1,078.50
9/21/2022	98-99	500016	GERRELL'S	girls socks	129 I-GSOC	R	-413.95
9/21/2022	98-99	500017	Henry Schein	gatorade inv 32543101	142- SPEEDSTRENGTH	R	-324.54
9/21/2022	98-99	500018	ISD # 22	fb camp catering inv7401	080 I-FB	R	-1,186.24
9/21/2022	98-99	500019	Leading Edge Fundraising	fb cards fundraising	080 I-FB	R	-7,649.10
9/21/2022	98-99	500020	Rachel Solum	reimb for UMN vb team tickets	160 I-VB	R	-385.00
9/21/2022	98-99	500021	Stevick Business Specialties	cc hats	053 I-CC	R	-1,887.98
9/21/2022	98-99	500022	THE LINE UP	Dance order 158256	060 I-DANCE	R	-272.48
9/21/2022	98-99	500023	TROPHY HOUSE	AWARDS inv258985	082 I-BGOLF	R	-160.80
9/21/2022	98-99	500023	TROPHY HOUSE	AWARDS inv259364	150 I-GTEN	R	-38.80
9/21/2022	98-99	500024	JB'S CUSTOM APPAREL	INVOICE #17197	160 I-VB	R	-556.50
9/22/2022	98-99	13040	Football	fb gold cards	080 I-FB	R	185.00
9/22/2022	98-99	13044	Boys Soccer	warm ups	128 I-BSOC	R	1,024.00

Transaction - Sep 2022
9/1/2022 through 9/30/2022

10/10/2022

Date	Account	Num	Description	Memo	Category	Clr	Amount
9/22/2022	98-99	13043	Football	fb gold cards	080 I-FB	R	1,095.00
9/22/2022	98-99	13045	Volleyball	BL.indblad summer vb camp	160 I-VB	R	150.00
9/22/2022	98-99	13045	Boys Soccer	warm ups	128 I-BSOC	R	1,000.00
9/22/2022	98-99	13042	Football	fb gold cards	080 I-FB	R	2,500.00
9/22/2022	98-99	13041	Boys Hockey	poster sponsor	095 I-BHOC	R	8,800.00
9/26/2022	98-99	13028	Football	fb gold cards	080 I-FB	R	1,175.00
9/28/2022	98-99	13027	GIRLS SWIMMING	timing checks	145 I-GSWIM	R	90.00
9/28/2022	98-99	13025	Volleyball	9/23 fb concessions	160 I-VB	R	200.00
9/28/2022	98-99	13026	Football	mshsl reimb equip	080 I-FB	R	330.13
9/1/2022 - 9/30/2022							28,035.79

BALANCE 9/30/2022

258,236.11

TOTAL INFLOWS 46,393.51

TOTAL OUTFLOWS -18,357.72

NET TOTAL 28,035.79

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: August 31, 2022
This statement: September 30, 2022
Total days in statement period: 30

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XXXXXX5879
(47)

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	\$246,763.69
Enclosures	47	Total additions	46,393.51
Low balance	\$245,318.50	Total subtractions	18,365.59
Average balance	\$265,008.68	Ending balance	\$274,791.61
Avg collected balance	\$263,844		

CHECKS

Number	Date	Amount	Number	Date	Amount
500001	09-02	289.59	500015 *	09-26	1,078.50
500002	09-01	956.00	500016	09-27	413.95
500003	09-07	275.50	500017	09-28	324.54
500005 *	09-15	4,055.00	500018	09-26	1,186.24
500006	09-02	199.60	500020 *	09-26	385.00
500007	09-08	250.00	500021	09-27	1,887.98
500008	09-08	4,268.00	500022	09-26	272.48
500009	09-09	779.43	500024 *	09-28	556.50
500010	09-07	25.44			
500012 *	09-30	1,136.84			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
09-15	Return Deposit Item DDA CB Debit 000000000000001102	25.00

CREDITS

Date	Description	Additions
09-06	Deposit	40.00
09-06	Deposit	50.00
09-06	Deposit	86.00
09-06	Deposit	589.00
09-06	Deposit	700.00

<u>Date</u>	<u>Description</u>	<u>Additions</u>
09-06	Deposit	977.20
09-06	Deposit	1,000.00
09-06	Deposit	1,550.00
09-06	Deposit	2,687.18
09-06	Deposit	3,995.00
09-06	Deposit	4,916.00
09-09	Deposit	200.00
09-09	Deposit	354.00
09-09	Deposit	870.00
09-12	Deposit	1,550.00
09-12	Deposit	2,075.00
09-12	Deposit	3,550.00
09-12	Deposit	4,655.00
09-22	Deposit	185.00
09-22	Deposit	1,024.00
09-22	Deposit	1,095.00
09-22	Deposit	1,150.00
09-22	Deposit	2,500.00
09-22	Deposit	2,600.00
09-22	Deposit	6,200.00
09-26	Deposit 4939	1,175.00
09-28	Deposit	90.00
09-28	Deposit	200.00
09-28	Deposit	330.13

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08-31	246,763.69	09-08	257,089.94	09-26	278,491.29
09-01	245,807.69	09-09	257,734.51	09-27	276,189.36
09-02	245,318.50	09-12	269,564.51	09-28	275,928.45
09-06	261,908.88	09-15	265,484.51	09-30	274,791.61
09-07	261,607.94	09-22	280,238.51		

OVERDRAFT/RETURN ITEM FEES

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

Thank you for banking with Bremer Bank National Association

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	354.00
CASH	
TOTAL	354.00

\$ 354.00

⑆096010415⑆ 00705879⑆ 600

09/09/2022 600 \$354.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	185.00
CASH	
TOTAL	185.00

\$ 185.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$185.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	870.00
CASH	
TOTAL	870.00

\$ 870.00

⑆096010415⑆ 00705879⑆ 600

09/09/2022 600 \$870.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	1024.00
CASH	
TOTAL	1024.00

\$ 1024.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$1,024.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	1550.00
CASH	
TOTAL	1550.00

\$ 1550.00

⑆096010415⑆ 00705879⑆ 600

09/12/2022 600 \$1,550.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	1095.00
CASH	
TOTAL	1095.00

\$ 1095.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$1,095.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	2075.00
CASH	
TOTAL	2075.00

\$ 2075.00

⑆096010415⑆ 00705879⑆ 600

09/12/2022 600 \$2,075.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	1150.00
CASH	
TOTAL	1150.00

\$ 1150.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$1,150.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	3550.00
CASH	
TOTAL	3550.00

\$ 3550.00

⑆096010415⑆ 00705879⑆ 600

09/12/2022 600 \$3,550.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	2500.00
CASH	
TOTAL	2500.00

\$ 2500.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$2,500.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-9-22

CHECKS	4655.00
CASH	
TOTAL	4655.00

\$ 4655.00

⑆096010415⑆ 00705879⑆ 600

09/12/2022 600 \$4,655.00

DEPOSIT TICKET 75-1041960
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES, MI, 48051
BREMER BANK

DATE: 9-21-22

CHECKS	2600.00
CASH	
TOTAL	2600.00

\$ 2600.00

⑆096010415⑆ 00705879⑆ 600

09/22/2022 600 \$2,600.00

DETROIT LAKERS 500009 08/26/2022

PAY Seven hundred seventy nine and 43/100 dollars \$779.43

TO MARTIN, DUSTIN
THE 15268 W LAKELAND DRIVE
ORDER AUDUBON MN 56511
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500009⑆ ⑆ 096010415⑆ 00705879⑆

09/09/2022 500009 \$779.43

DETROIT LAKERS 500018 09/20/2022

PAY One thousand one hundred eighty six and 24/100 dollars \$1,186.24

TO ISO 822
THE 702 LAKE AVENUE
ORDER DETROIT LAKES MN 56501
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500018⑆ ⑆ 096010415⑆ 00705879⑆

09/26/2022 500018 \$1,186.24

DETROIT LAKERS 500010 09/28/2022

PAY Twenty five and 44/100 dollars \$25.44

TO VOLLER, DAVID
THE PO BOX 39
ORDER VERGAS MN 56597
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500010⑆ ⑆ 096010415⑆ 00705879⑆

09/07/2022 500010 \$25.44

DETROIT LAKERS 500020 09/20/2022

PAY Three hundred eighty five and 0/100 dollars \$385.00

TO SOLUIA, RAOUL
THE 213 STONE CREEK DRIVE
ORDER DETROIT LAKES MN 56501
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500020⑆ ⑆ 096010415⑆ 00705879⑆

09/26/2022 500020 \$385.00

DETROIT LAKERS 500012 09/20/2022

PAY One thousand one hundred thirty six and 84/100 dollars \$1,136.84

TO A Wish Come True
THE 2530 Pearl Buck Rd
ORDER Bristol PA 19007
OF

U8297/1870802

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500012⑆ ⑆ 096010415⑆ 00705879⑆

09/30/2022 500012 \$1,136.84

DETROIT LAKERS 500021 09/20/2022

PAY One thousand eight hundred eighty seven and 88/100 dollars \$1,887.88

TO STEVICK BUSINESS SPECIALTIES
THE 1823 S BROADWAY STE 8
ORDER MINDY ND 58701
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500021⑆ ⑆ 096010415⑆ 00705879⑆

09/27/2022 500021 \$1,887.98

DETROIT LAKERS 500015 09/20/2022

PAY One thousand seventy eight and 50/100 dollars \$1,078.50

TO BLUE 84 SPIRIT
THE PO BOX 348
ORDER DETROIT LAKES MN 56502
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500015⑆ ⑆ 096010415⑆ 00705879⑆

09/26/2022 500015 \$1,078.50

DETROIT LAKERS 500022 09/20/2022

PAY Two hundred seventy two and 48/100 dollars \$272.48

TO THE LINE UP
THE 9825 WEST 76TH STREET STE 140
ORDER EDEN PRAIRIE MN 55341
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500022⑆ ⑆ 096010415⑆ 00705879⑆

09/26/2022 500022 \$272.48

DETROIT LAKERS 500016 09/20/2022

PAY Four hundred thirteen and 95/100 dollars \$413.95

TO GERRELL'S SPORT CENTER
THE 1004 S WASHINGTON
ORDER GRAND FORKS ND 58201
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500016⑆ ⑆ 096010415⑆ 00705879⑆

09/27/2022 500016 \$413.95

DETROIT LAKERS 500024 09/21/2022

PAY Five hundred fifty six and 50/100 dollars \$556.50

TO J'S CUSTOM APPAREL
THE 820 MAIN ST W
ORDER DETROIT LAKES MN 56501
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500024⑆ ⑆ 096010415⑆ 00705879⑆

09/28/2022 500024 \$556.50

DETROIT LAKERS 500017 09/28/2022

PAY Three hundred twenty four and 54/100 dollars \$324.54

TO HENRY SCHEIN INC.
THE DEPT. CH 10241
ORDER PALATINE IL 60095-0241
OF

J. Peterson
John Stathl
Asst. Mgr.

⑆ 500017⑆ ⑆ 096010415⑆ 00705879⑆

09/28/2022 500017 \$324.54

BANK RECONCILIATION

9/30/22

BREMER BANK STATEMENT BALANCE	8,647.15
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(217.69)
BANK ENDING STATEMENT BALANCE	<u>8,429.46</u>
BOOK BALANCE - PRIOR MONTH ENDING	8,428.75
ADD: RECEIPTS (FROM RECEIPTS REPORT)	0.71
LESS: PAYMENTS (CHECKS REPORT)	0.00
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>8,429.46</u>
DIFFERENCE	0.00

BREMER

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: August 31, 2022
This statement: September 30, 2022
Total days in statement period: 30

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XXXXXX2547
(0)

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

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

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

Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$8,646.44
Low balance	\$8,646.44	Total additions	.71
Average balance	\$8,646.44	Total subtractions	0.00
Avg collected balance	\$8,646	Ending balance	\$8,647.15
Interest paid year to date	\$1.81		

CREDITS

Date	Description	Additions
09-30	Interest Credit	0.71

DAILY BALANCES

Date	Amount	Date	Amount
08-31	8,646.44	09-30	8,647.15

OVERDRAFT/RETURN ITEM FEES

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

Thank you for banking with Bremer Bank National Association

PERSONNEL AGENDA

October 24, 2022

1) **Resignations:**

Katie Biggar– Middle School Girls Basketball Coach, effective September 29, 2022.
Tanner Keyser–Middle School Custodian, effective October 28, 2022.
Connie Skersick–Roosevelt Special Education Para, effective August 26, 2022.
Jacob Fowler– High School Special Education Para, effective October 14, 2022.
Tanya Rupp– Roosevelt/Rossman Music Teacher, effective July 27, 2022.
Dani Adams– Middle School Special Education Para, effective August 19, 2022.
Dan McGonigle -Lincoln Education Community Ed Director, effective August 26,2022.
Diane Morton– High School Special Education Para, effective August 30, 2022.
Samantha Reed– Middle School Special Education Para, effective August 28, 2022.
Elisabeth Haugrud– Lincoln ECSE &ECFE Paraprofessional, effective October 10, 2022.

2) **Retirements:**

3) **Appointments:**

Kimberly Erickson– Rossman Latchkey Aid, at the rate of \$16 per hour, working approximately two hours and fifteen minutes per day, effective October 24, 2022.
Amy Knopf–High School DeLakonian Advisor, at the rate of \$1,194.13 per year, effective October 7, 2022.
Claire Danner– High School Art Club Advisor, at the rate of \$600 per year, effective October 7, 2022.
Gina L McLaughlin-Worms– ABE instructor Ada-Borup-west, Norman County East, Ulen Hitterdahl, at the rate of \$33.47 per hour working up to 240 hours per year, effective October 10, 2022.
Casey Hoffman– Roosevelt Special Education Paraprofessional, at the rate of \$15.25 per hour, effective October 4, 2022.
Leanne Comstock– District Wide Food Service, at the rate of \$16.40 per hour working up to 510 hours per year, effective October 10, 2022.
Janelle Cook– District Wide Production Assistant Food Service, at the rate of \$17.50 Per hour working up to 1204 hours per year, effective October 10, 2022.
Deborah Thornton– Rossman Long Term Sub, as outlined in the Long-Term Substitute Policy the salary will advance as prescribed, effective October 31, 2022 through February 17, 2022.
Wanda Berg-Vorgert– M State ABE Paraprofessional, at the rate of \$15.25 per hour working up to 400 hours per year, effective October 1, 2022.
Dylan Lysne– Middle School Special Education Paraprofessional, at the rate of \$15.25 Per hour working up to 37.5 hours per week, effective September 27, 2022.
Keith Eckhoff– Middle School 7th grade Boys Basketball Coach, at the rate of 5% of Step 6 or a contract amount of \$2,293.20 per season, effective January 1, 2023.
Melissa Olson–Rossman Special Education Paraprofessional, at the rate of \$15.25 per hour working up to 37.5 hours per week, effective October 17, 2022.
Diane Morton– Laker Transitions Special Education Paraprofessional, at the rate of \$15.95 per hour, working 29.75 hours per week, effective October 17, 2022.

Jackie Jenson–Holy Rosary After School Title Support, at the rate of \$28 per hour, working up to 20 hours total, effective October 12, 2022 until 20 hours have been met.
Toby Stark– Middle School Custodian, at the rate of \$19.33 per hour working up to 2080 hours per year, effective October 28, 2022.
Garrett Jensen– Middle School Girls Basketball Coach, at the rate of 5% of step 7, or a contract amount of \$2,388.25 per season, effective October 31, 2022.
Mallie Anderson– Lincoln Extended Care, at the rate of \$15.25 per hour, working up to 2 hours per day, effective October 18, 2022.
William Hansen– High School Custodian, at the rate of \$19.33 per hour, working up to 40 hours per week, effective October 24, 2022.

4) Amended Assignment:

Morgan Eiter– Paraprofessional is amending her assignment from 29.75 hours to 37.5 hours per week, effective September 26, 2022.
Samantha Jerger– ABE Paraprofessional is amending her assignment from 12 hours per week to 4 hours per week, effective October 1, 2022.
Cassandra Wilson– Middle School Paraprofessional is amending her assignment from DLMS to Lincoln, effective September 26, 2022.
Dori Bakke– Special Education Paraprofessional is amending her hours from 5.75 per day to 7.5 hours per day, effective October 11, 2022.
Ashley Moe–Special Education Paraprofessional is amending her hours from 5.75 per day to 7.5 hours per day, effective October 11, 2022.
Sue Livermore– Title one/Noon Duty is amending her hours from 3 hours Title One/2 hours Noon Duty to 3 hours Title One/2.75 hours Noon Duty, effective September 26, 2022.
Jenna Tollefson– Title One/Noon Duty is amending her hours from 3 hours Title One/2.75 hours Noon Duty to 3 hours Title One/2 hours Noon Duty, effective September 26, 2022.
Sara Boeckel– Roosevelt Media Specialist is amending her assignment from 37 hours per week to 37.5 hours per week, effective October 14, 2022.

5) Leave of Absence:

Whitney Richter– Requesting leave of absence January 3, 2023 and returning May 26, 2022.
Jordan Sawicki–Requesting leave of absence January 10, 2023 and returning March 7, 2023.

6) Terminations:

7) Sixth Period Pay:

Date Adopted: 01/10/94	File Number: Detroit Lakes Policy - 518
Date Revised: 8/11/03	

518 - DO NOT RESUSCITATE/DO NOT INTUBATE (DNR/DNI) ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (§ 504 Rehabilitation Act of 1973)
42 USCA §§ 12101-12213 (Americans with Disabilities Act)

Cross References:

Date Adopted: 01/12/98	File Number:
Date Revised: 8/11/03 <u>10/24/22</u>	Detroit Lakes Policy - 519

519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E, § 626.556, Subd. 10 ~~(e)~~ may specify that school district officials may not disclose to the parent, legal

custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosures regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. ~~§ 626.556, Subd. 10(e) and (d) (Duties of Local Welfare Agency and Local Law enforcement agency upon receipt of a report)~~ Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 520
Date Revised: 4/13/04, 09/14/2009, <u>10.24.22</u>	

520 - STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 [United States Code section U.S.C. § 1232h](#).

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with ~~Minnesota Statutes Chapter~~ 13 (Minnesota Government Data Practices Act), 20 ~~United States Code Section U.S.C. §~~ 1232g (Family Educational Rights and Privacy Act) and 34 ~~Code of Federal Regulations C.F.R.~~ Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating and demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above,

concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 [United States Code section U.S.C. § 1400 et. seq.](#)).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose

of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

D. The school district shall give parents and students notice of their rights under this section.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, ~~122 S.Ct. 2268, 153 L. Ed. 2d 309~~ (2002)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Student Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Title IX Sex Nondiscrimination, Grievance Procedure and Process~~ Student Sex Nondiscrimination)

Date Adopted: 01/12/98	File Number:
Date Revised: 02/09/04; 03/10/2014; 10/19/2020, <u>10/24/22</u>	Detroit Lakes Policy - 522

522 – TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 ~~Code of Federal Regulations~~ Part 106. These regulations, which ~~went~~ into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 ~~Code of Federal Regulations~~ section 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations.]

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, sexual orientation, and gender identity in its education programs or activities, and it is required by Title IX of Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex sexual orientation, and gender identity, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does

not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and /or this policy and grievance process should discuss them with the Title IX coordinator. The school district's Title IX Coordinator is ~~Kylie Johnson~~~~Nancy Olson~~, Human Resources Director, 218-847-9271, 702 Lake Avenue, Detroit Lakes, MN 56501, ~~kyliejohnsonnelson~~@detlakes.k12.mn.us

Questions relating solely to Title IX and its regulations may be referred to Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Days" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex, sexual orientation, and gender identity –that occurs in a school district education program or activity and is committed against a person in the United States.

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act, 20 [United States Code sections U.S.C. §-1092\(f\)\(6\)A\(v\)](#)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 [U.S.C. §United States Code section 12291](#)).

L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under ~~Minnesota- Statutes- section~~ [§ 121A.41](#), as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate information resolutions. The following are considered Title IX Personnel:

1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker

cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[Note: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

II. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
 2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex, sexual orientation, and gender identity discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex, sexual orientation, and gender identity discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § United States Code section 1232g, ~~or~~ FERPA's regulations, 34 Code of Federal Regulations part 99 Minnesota and State law under Minnesota Statutes ~~section~~ § 13.32, 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations C.F.R. pPart 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

- E. Right to an Advisor; Right to a Support Person

Complaints and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a

friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[Note: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leave of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex, sexual orientation, and gender identity discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex, sexual orientation, and gender discrimination ~~discrimination~~ identity discrimination or sexual harassment toward a student should report the alleged act as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex, sexual orientation, and gender identity discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex, sexual orientation, and gender identity discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex, sexual orientation, and gender identity discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to

supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 - 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

- A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing all allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISSEMINATION OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or

3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section§ 122A.20, subdivision- 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
 - F. The written determination of responsibility must be provided to the parties simultaneously.
 - G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
 - H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcomes of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex, sexual orientation, and gender identity discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex, sexual orientation, and gender identity discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex, sexual orientation, and gender identity discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:

1. The Title IX definition of sexual harassment;
 2. The scope of the school district's education program or activity;
 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex, sexual orientation, and gender identity stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex, sexual orientation, and gender identity in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquires about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex, sexual orientation, and gender identity discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report of formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. §121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments ~~of 1972~~)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education ~~Improvement~~ Act ~~of 2004~~)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act ~~of 1973~~)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act ~~of 1990, as amended~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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523 - POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

- ~~Model Policy 102 — Equal Educational Opportunity~~
- ~~Model Policy 103 — Complaints—Students, Employees, Parents, Other Persons~~
- ~~Model Policy 206 — Public Participation in School Board Meetings; Complaints About Persons at School Board Meetings and Data Privacy Considerations~~
- ~~Model Policy 211 — Criminal or Civil Action Against School District, School Board Member, Employee, or Student~~
- ~~Model Policy 305 — Policy Implementation~~
- Model Policy 413 Harassment and Violence
- Model Policy 417 Chemical Use/Abuse
- Model Policy 418 Drug-Free Workplace/Drug-Free School
- Model Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
- Model Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
- Model Policy 511 Student Fundraising
- Model Policy 524 Internet Use Policy Development
- Model Policy 525 Violence Prevention
- ~~Model Policy 610 — Field Trips~~
- ~~Model Policy 613 — Graduation Requirements~~
- ~~Model Policy 614 — School District Testing Plan and Procedure~~
- ~~Model Policy 615 — Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students~~
- ~~Model Policy 616 — School District System Accountability~~
- ~~Model Policy 707 — Transportation of Public School Students~~
- ~~Model Policy 708 — Transportation of Nonpublic School Students~~
- ~~Model Policy 709 — Transportation Safety Policy~~
- ~~Model Policy 710 — Extracurricular Transportation~~
- ~~Model Policy 711 — Videotaping on School Buses~~
- ~~Model Policy 801 — Equal Access to Facilities of Secondary Schools~~

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

| *Legal References:* None

| *Cross References:* None

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524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store,

print, post, receive, transmit or distribute:

- a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials, Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology

or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee.

The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or employee through the Internet is the sole responsibility of the student and/or the student's parents or employee.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the

user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' AND/OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and materials to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. Contracts with the school district, as part of a one-to-one program or otherwise, to provide a school - issued device for student use; and
2. Creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communications, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. Include information about the contract inspection and provide contact information for a school

department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. The technology provider's employees or contractors have access to educational data only if authorized; and

2. The technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued devices" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or technology provider must not electronically access or monitor;

1. Any location-tracking feature of a school-issued device

2. Any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. Student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. The activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. The activity is permitted under a judicial warrant;

3. The school district is notified or becomes aware that the device is missing or stolen;

4. The activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. The activity is necessary to comply with federal or state law, including but not limited to Minnesota

Statutes section 121A.031; or

6. The activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct periodic reviews of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221

(2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011))
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



TECHNOLOGY USE AGREEMENT - EMPLOYEE

I have read and understand school district policy #524 - ACCESS TO AND USE OF THE DISTRICT TECHNOLOGY SYSTEM (NETWORKED INFORMATION RESOURCES) relating to acceptable use and safety of the school district's technology systems including: the computer system, internet, email, voicemail and telephone system and agree to abide by the policy. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken (up to and including suspension or termination of employment), and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

*****SIGN AND RETURN THIS FORM TO YOUR BUILDING SECRETARY*****



Student/Parent Alternative To Internet Use Request Form

Parent/guardian understands their student is offered school district resources/accounts to access the Internet and it is the parent's/guardian's responsibility to notify the school district if, at the parent's option, they would like to request alternative activities not requiring Internet access.

I, _____ (parent or guardian name) hereby request alternative educational activities not requiring Internet access and the material to exercise this option for my student _____ (name of student).

I understand this notification form must be completed each school year.

Parent/Guardian Signature

Date

Forward this completed form to the student's supervising teacher

MEMO

Detroit Lakes Public Schools E-Learning Adjustments

TO: Detroit Lakes School Board
FROMS: Superintendent Jenson
RE: E-Learning

The consensus from the principal group, who has surveyed their buildings, is that they would like to continue to have the options for E-Learning in the event of a school cancellation due to weather. The following adjustments will be made to the current E-Learning plans.

1. District would only use up to three days for E-Learning. Once three days have been used, the traditional make up procedure would be followed. (Lose a future vacation day)
2. Elementary students would be divided up among the specialists and so staff that are not classroom teachers would still have a group of students to work with. (12-14 students)
3. If a staff member has put in for a personal day or sick leave, and school is cancelled and E-Learning is implemented, that staff member could not adjust the day and take back the leave. Principals have agreed that they would manage those classes that have teachers out on leave.
4. Educational Assistants will have the options to either make-up the time they have missed or they are allowed to use a “sick leave” day to cover the absence.



Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 526
Date Revised: 02/10/03, 5/10/10, 12/13/2010, 03/10/2014, <u>11/28/2022</u>	

526 - HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and or expulsion.

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

GD. This policy applies to hazing behavior that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation, and during and after school hours.

HE. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision of assume liability at these locations and events.

D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene o behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

FB. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The District encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building

report taker immediately.—Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the~~Upon~~ receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~their~~s discretion, to protect the target or victim of the hazing,

the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

E.D. Upon completion of ~~an~~the investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E.D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of involved in a hazing incident and the remedial or disciplinary action taken, to the extent permitted by law, ~~based on a confirmed report.~~

E. In order to prevent or to response to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References:

Minn. Stat. § ~~121A.031~~~~121A.0695~~ (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Cross Reference:

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Date Adopted: 01/12/98	File Number:
Date Revised: 08/11/03, <u>11/28/2022</u>	Detroit Lakes Policy - 527

527 - STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to

prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. - Students may use motor vehicles on the high school campus during the school day only during the student’s designated lunch period, for a school related function, or if there is an emergency and permission has been granted to the student by the building principal or assistant principal to use a motor vehicle during the school day.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Vehicles must display a valid parking permit. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 General Powers of Independent School Districts)
[Minn. Stat. § 123B.38 \(Hearing\)](#)
New Jersey v. T.L.O., 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross Reference: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)

Date Adopted: May 13, 2002	File Number: Detroit Lakes Policy - 528
Date Revised: <u>11/28/2022</u>	

**528 STUDENT PARENTAL, FAMILY AND MARITAL STATUS
NONDISCRIMINATION**

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

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student’s actual or potential parental, family, or marital status which treats students differently on the basis of sex, sexual orientation, and gender identity.

B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students’ pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

E. It is the responsibility of every school district employee to comply with this policy.

F. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate school district official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

G. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Legal References: Minn. Stat. § 363.01 et seq. (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross Reference: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Student Sex Nondiscrimination Policy, Grievance Procedure and Process)
~~MSBA Service Manual, Chapter 13, School Law Bulletin “J” (Title IX of the Education Amendments of 1972)~~

Date Adopted: 06/10/02	File Number: Detroit Lakes Policy - 530
Date Revised: 2/9/04; 01/10/05; 05/15/06; 2/11/19	

530 – IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student’s parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student’s first date of attendance, the student or the student’s parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter “medical statement”), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement . If such a statement

is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B. above, or statement of immunization set forth in section IV to the superintendent of the school district by October 1 of each school year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III. B., above or Section IV below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been

immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

A. The school district will develop and implement a procedure to:

1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
2. review student health records to determine whether the required information has been provided; and
3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.

C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Children, Families and Learning stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir.2004)
Op. Att’y Gen. 169-W (Jan.17, 1968)
Op. Att’y Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Date Adopted: 08/11/03	File Number: Detroit Lakes Policy - 531
Date Revised: 05/10/04; 03/09/2009, 01/11/2010, 01/01/2014 (<i>No Change</i>)	

531 THE PLEDGE OF ALLEGIANCE

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

Legal References:

Minn. Stat. §121A.11, Subd. 3 (Pledge of Allegiance)

Minn. Stat. §121A.11, Subd. 4 (Instruction)

Cross References:

Date Adopted:	File Number: Detroit Lakes Policy - 632
Date Revised:	

632 - SMUDGING POLICY

I. PURPOSE

Detroit Lakes Public Schools is committed to diversity, inclusion, and creating an open and respectful campus climate for all. The district recognizes tobacco, sage, sweet grass, and cedar as traditional American Indian medicines and essential elements of purification and sacred ceremony.

II. GENERAL STATEMENT OF POLICY

In compliance with Minnesota State Statute 144.4167 and 144.4165 and the American Indian Religious Freedom Act, Detroit Lakes Public Schools recognizes that smudging is essential to traditional Indigenous medicines and essential elements of purification and sacred ceremony. This policy serves to provide protocols for smudging with the school facilities while respecting all staff, students, and visitors on campus.

III. DEFINITIONS

- A. Smudging is a ceremonial act of burning tobacco, sage, sweet grass, or cedar.
- B. Smudging is viewed as a way of cleansing a person or space.
- C. Smudging is always voluntary and people are never forced or pressured to engage in the ceremony.
- D. Sage is used to clean or purify the body
- E. Sweet grass is used to take bad or negative feelings away.
- F. Cedar is used to clean a person's spirit
- G. Tobacco is used to show respect and carry a person's words.

IV. PROCEDURE

- A. Smudging on campus will be overseen by our American Indian Education Coordinator in collaboration with school district administrators.
- B. When smudging, prior approval must be obtained by building administrator and American Indian Education Coordinator.
- C. Prior to smudging, staff will be notified that there will be a smudging ceremony taking place in the building with the room(s) identified.
- D. The medicine is placed in a smudge container that is a shell ore ceramic, stone, copper, brass or cast iron dish or pan.
- E. The medicine is lit with a match that, once lit, is properly disposed of in a container with water.

- F. Once the smudging ceremony begins, the traditional procedure of pushing the smoke will take place.
- G. When smudging, do not create enough smoke to fill an entire space.
- H. Once completed, the used material must be handled appropriately to respect the fire hazard and fire detections systems.
- I. Never leave a burning smudge unattended.
- J. In the event that the fire alarm is triggered during the ceremony, attendees must evacuate the building appropriately.

Legal References

Minnesota State Statute 144.4167

Minnesota State Statute 144.4165

American Indian Religious Freedom Act

Date Adopted: 4/09/2018	File Number: Detroit Lakes Policy - 724
Date Revised: <u>11/28/2022</u>	

724 – POST-ISSUANCE DEBT COMPLIANCE

I. PURPOSE

The purpose of this policy is to take steps to ensure that all Post-Issuance obligations will be in compliance with all applicable federal regulations.

IRS Background

The internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tac Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliances with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all Market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons

should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

II. GENERAL STATEMENT OF POLICY

~~—The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance. The District desires to be compliant with the Internal Revenue Service Code and Treasury Regulations. This policy shall apply to obligations such as bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.~~

- A. The Business Manager is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.
- B. The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:
1. General post-issuance compliance;
 2. ~~Proper and timely use of obligation proceeds and obligation financed property;~~General recordkeeping
 3. Arbitrage yield restriction and rebate recordkeeping;
 4. ~~Expenditure and asset documentation to be assembled and retained~~ Timely filings and other general requirements;
 5. ~~Additional undertakings or activities that support points 1 through 4 above;~~Miscellaneous documentation to be assembled and retained
 6. ~~Maintenance of proper records related to the obligations and the investment of proceeds of obligations~~Additional undertakings and activities that support sections 1 through 5 above;
 7. ~~Other requirements that becomes necessary in the future~~Continuing disclosure obligations;
 - ~~7.8.~~ Compliance with future requirements.-
- C. The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

- D. The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.
- E. Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

III. PRIVATE ACTIVITY BONDS

- A. The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.
- B. In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager is concerned about the compliance ability of a private party, the Business Manager may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.
- C. The Business Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Date Adopted: 01/11/82	File Number: Detroit Lakes Policy - 902
Date Revised: 07/14/03, 11/09/09, 02/13/17; 1/13/2020, <u>11/28/22</u>	

902 - RENTAL POLICY - BUILDINGS & FACILITIES

The Detroit Lakes Public Schools (DLPS) wishes to encourage the full use of the educational facilities, when they are not being used by students or staff, by making its facilities available to organizations, associations, and individuals of the community for civil, cultural, welfare or recreational events that are in the best interest of the school system.

The purpose of this policy is to define the use of DLPS facilities.

I. ADMINISTRATIVE RESPONSIBILITY

- A. The Supervisor of Operations or his/her designee shall approve scheduling of DLPS facilities and equipment. All requests for facility use must be submitted electronically or in hardcopy format.
- B. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- C. Facility reservations will be assigned first come, first served. The only exception is DLPS sponsored events that come up and cannot be scheduled to another date, time or location. If this happens, the permit holder will be contacted immediately and offered to change to an alternate date, time or location. If an event is rescheduled, there will be no monetary reimbursement.
- D. A building may not be occupied by any group unless a qualified custodian is present. The head custodian of the building being used will be responsible for assigning a custodian to work during the scheduled event that is not held during the regularly scheduled hours of the custodial staff. The custodian on duty will supervise the operation of the physical plant and shall not be required to supervise groups or events. There will be no additional fee for custodial staff being present under either of the following conditions:
 - i. The event is held during the regularly scheduled hours of the custodial staff, and clean-up after the event did not result in the custodian accruing overtime.
 - ii. A DLPS employee has requested to be used in lieu of a custodian by signing the section on the *Facility Permit Request*, and the request has been approved by the Supervisor of Operations or designee.

II. USAGE/PERMIT PROCEDURE

- A. Prior to using District facilities, every non-DLPS group/organization and individual must complete the *Facility Permit Request* found on the last two pages of this policy and submit it to the Supervisor of Operations or designee. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- B. The individual/organization making the request is responsible for all fees assessed for the event.
- C. Every permit request for the use of DLPS facilities shall state the general nature and purpose of the event. Permits will be issued only for the dates, hours, areas and equipment specified.

- D. A permit will not be granted for any use that in the judgment of DLPS administration may conflict with the mission of the DLPS or for which satisfactory sponsorship or adequate adult supervision is not provided.
- E. Once a permit is granted to an organization or individual, facilities shall be used strictly for the purpose for which the space was requested. Permit holders may not transfer or sublet the permit to another organization or individual; doing so nullifies an approved permit.
- F. DLPS administration may cancel a permit effective immediately, if, in its judgment, continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
- G. All rentals of facilities will be coordinated with the building principal and/or the Activities Director in order to assure the availability of facilities requested.
 - i. Events are scheduled on a first-come-first-serve basis. However, DLPS events shall always have priority, and contracted rented facilities have priority over unscheduled DLPS staff use.
 - ii. All athletic camps/clinics are to be pre-approved by the Activities Director prior to submittal to the Supervisor of Operations for reserving facilities.
 - iii. Camps or clinics that are neither appropriately routed the process listed in subsection (ii) nor approved by the Activities Director are not construed to fall under the control of the School Board, and therefore, will be subject to rental fees and will not be covered by the DLPS insurance program.
- H. Once the *Facility Permit Request* is approved, the event will be entered into the DLPS facility calendar. ([dlschools.net](#) > [Staff Resources](#) > [Facility and Transportation](#) > [Facility and Transportation Calendar Access; User ID & Password are detroitlakes](#)).
- I. [1]A copy of the reservation with the permit number will be provided to the policy holder either as a hard copy or electronic document. This document in either form must be with the permit holder during the event at the DLPS facility.
- J. Access to and operation of the sound, [Video](#) and light systems in the [Middle School Auditorium, Mollberg Field, and Lakeshirts Fieldhouse](#) must be pre-approved by the Supervisor of Operations. An additional fee will be charged for the sound/light operator's time.

III. PERMIT HOLDER'S RESPONSIBILITY

- A. Completion of the *Facility Permit Request* constitutes acceptance by the applicant of the responsibilities state and the willingness to comply with all DLPS policies, rules, and regulations regarding the use of facilities.
- B. The permit holder agrees to protect, indemnify and hold harmless the District and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify DLPS for all damage to its facility or equipment occurred during the scheduled event by persons participating or in attendance.
- D. All organizations and individuals using DLPS facilities shall have a copy of the approved permit on site, either as an electronic file, email, or hardcopy. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities/grounds when requested to by the DLPS representative.
- E. All events are required to be supervised by responsible adults, over age 21, for the entire duration of usage time and until all participants have vacated the premises in order to accept responsibility for the conduct of event attendees and the care of the building and equipment.

- F. It shall be the responsibility of the organizational leaders to confine use of the facilities rented to members of their group and for the purpose and function under the terms of the rental contract.
- G. Programs must be concluded in time for clearance of building in accordance with the terms of the rental contract. Any additional time required to clean-up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.

IV. FACILITY USAGE

- A. All buildings must be vacated by 10:30 p.m. on school nights and 12:00 a.m. on non-school nights, unless arranged differently with the Supervisor of Operations or designee. However, DLPS sponsored events may vacate at a later time at the discretion of the principal/building administrator.
- B. A group must obtain prior approval to bring in any organizational equipment and must remove all equipment immediately after the event, unless special permission is granted in advance by the Supervisor of Operations or designee.
- C. Gym shoes must be worn on gym floors. No one shall be allowed to participate in any organized event on the gym floors with leather soles or heels. Every renter is required to use every reasonable precaution to see that snow, water, or mud is removed from shoes before persons are allowed to enter the gym.
- D. As the need arises, building access/keys will be issued by the building principals, their designee, or operations department.
- E. Animals and other pets are not allowed in DLPS facilities unless specifically pre-approved by the building administrator or the Supervisor of Operations. This does not apply to service animals or service animals in training.
- F. Tobacco use is not permitted on any DLPS premises. Alcohol used for consumption, other controlled substances, and guns are banned from all DLPS premises.
- G. There are certain areas where specifically trained personnel will need to be present. These are:
 - i. School Kitchens ~~(not lab kitchens[2])~~ including Detroit Lakes High School Culinary Labs-a trained DLPS food service employee must be present. There will be a fee charged for this employee's time. If a group is selling any type of food or beverage for an event, they will be required to use Detroit Lakes Public Schools facilities and a licensed Detroit Lakes Public School Food Service Professional or provide a valid Special Events Food Stand License. |
 - ii. [3]Wrestling Building: it will be required for trained DLPS personnel to clean wrestling mats after the event; this person does not have to be present during the event. There will be a fee charged for this employee's time.
 - iii. High School Swimming Pool: certified lifeguard must be present. It is the policy holder's responsibility to find this person. A copy of the lifeguard's certification must be submitted with the *Facility Permit Request*.
 - iv. Detroit Lakes Middle School Auditorium/Lakeshirts Fieldhouse/Mollberg Field: persons trained to work the A/V equipment, rigging and lighting must be present. DLPS will provide the policy holder a list of those who have been trained on this equipment, but it is the policy holder's responsibility to make arrangements for person(s) to operate the system for the event. The Supervisor of Operations or designee must be informed who has been scheduled to operate these systems for the event.

V. FEES

- A. Fees will be charged for the following three categories based on the classification of organization using DLPS facilities and the schedule of rental rates:
 - i. Facility use

- ii. Additional equipment provided/set up by the DLPS
- iii. Hourly rate of any DLPS food service employee, custodian, and Middle School auditorium operator required to work additional hours in order to be on site for the event.

B. Rate of Fees:

- i. Groups using DLPS facilities are grouped into different rate classes based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards for conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Each group will pay this percentage of the rental fees for facility and equipment use:
 - 0%:
 - DLPS Pre-K – 12, extracurricular and Community Education
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare, do not charge fees, and are not using facilities for fundraising purposes
 - DLPS employees using the facilities for personal, non-commercial use
 - 50%:
 - Athletic associations under the umbrella/contracted with The Center (formerly the DLCCC)
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare that charge fees and/or use the facility for fundraising proposes
 - 80%:
 - DLPS employees using facilities for commercial, profit-making use
 - Individuals residing or businesses located within the DLPS attendance area
 - Non-profit organizations based outside of DLPS attendance area that are devoted to child or community welfare.
 - 100%:
 - Individuals residing or businesses located outside of the DLPS attendance area
- ii. Any reduced fee for the hourly rate of kitchen and staff required to work additional hours must be approved by the Business Manager in advance of the approval of the permit.

C. A down payment of 50% of the facility rental is required at the time of the submitting the *Facility Permit Request* to confirm the reservation. The remainder and other charges will be due by the end of the month following the event.

D. Food and beverages may be served without using the kitchen. Use of the kitchen, even by DLPS employees, requires the presence of a DLPS food service employee. A fee will be assessed for damaged, lost, stolen, or unclean equipment or facility.

VI. FUNCTIONS NOT ALLOWED

- A. No dances open to the general public shall be allowed
- B. Any and all use of DLPS facilities shall be free from obscure and controversial purposes or purposes of a disruptive nature.

The following page shows the hourly and daily rates for renting the facilities. These rates are designed to encourage public use. DLPS reserves the right to revise building rental rates. It shall be the responsibility of the renting organization/individual to obtain the cost of the current rental rates and fees. DLPS will not be responsible for informing individuals or organizations of revisions in rental rates.

FACILITY RENTAL RATES

As of 22-23 School Year 2020

These are the full rates for facility rental. Depending on the type of group using the area, the rates may be less. Please see Section V, Subdivision B(i) for more information.

AREAS	USED FOR 0-4 HOURS	USED FOR 4+ HOURS
Auditorium ¹ : Middle School (half day or whole day) 1. Includes entire seating area, stage, A/V booth and commons 2. Only those trained by the District may run the A/V booth, lights and rigging. This cost is not included in the rental fee.	\$275.00/half day	\$550.00/day
Prop / Green Room, add	\$25.00/day	\$100.00/day
Classroom: All Buildings	\$25.00/hour	\$100.00/day
Commons: High School (including Freshman Forum) or Middle School, Roosevelt, and Rossman	[4]\$25.00/hour	\$100.00/day
Computer Lab: All Buildings	\$25.00/hour	\$100.00/day
[5] Computer use, add	\$10.00 pp/day	\$10.00 pp/day
[6] Concessions (Indoor): Middle School	\$25.00/hour	\$100.00/day
[7] Gymnasium ² : Rossman, Roosevelt, or Lincoln – entire gym	\$20.00/hour	\$80.00/day
Lakeshirts Fieldhouse/Ralph Anderson Gymnasium/Middle School High School Main Gym or Middle School [8] – entire gym	\$45.00/hour	\$180.00/day
Lakeshirts Fieldhouse/Ralph Anderson Gymnasium/Middle School High School Main Gym or Middle School [9] – per court	\$15.00/hour	\$60.00/day
Lakeshirts Fieldhouse/Ralph Anderson Gym Only High School Main Gym Only [10]:		
Stage (Ralph Anderson only), add [11]	\$15.00/hour	\$60.00/day
West Bleachers, add	\$25.00/event	\$25.00/event
East Bleachers, add	\$20.00/event	\$25.00/event
Kitchen ¹ : All Buildings* (includes Concessions) [12]	\$30.00/hour	\$120.00/day
Locker Room: High School or Middle School	\$25.00/hour	\$100.00/day
Media Center: Rossman or Roosevelt	\$25.00/hour	\$100.00/day
High School or Middle School	\$50.00/hour	\$200.00/day
Computer use: All Buildings, add	\$10.00 pp/day	\$10.00 pp/day
Multipurpose Room/Gym ² : High School, Roosevelt, or Rossman [13]	\$20.00/hour	\$80.00/day
Swimming Pool ² : High School (hourly rate only)	\$50.00/hour	\$50.00/hour
Wrestling Building ^{1,2} : High School*	\$25.00/hour	\$100.00/day
Outdoor fields, courts, playgrounds, or parking lots ² : All Buildings	Determined on Individual Basis	

¹ Location will have additional staff charges.

² Rental fees for this location are subject to sales tax.

ADDITIONAL STAFF CHARGES

Custodial Personnel (beyond regular hours) _____ \$45 per hour
 Food Service Personnel (total hours worked) _____ \$45 per hour

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

FACILITY PERMIT REQUEST

Please Note: Do not complete this form for ISD 22 sponsored events.

Today's Date: _____

REQUESTOR'S INFORMATION:

Requestor's Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Are you currently an ISD 22 part time or full-time employee (not substitute)? Yes No

I am making this request for a(n): (mark one)

Non-profit Organization Organization Name: _____

Business, including sole proprietor Business Name: _____

Myself, not for profit

TYPE OF SET-UP AND SPECIAL INSTRUCTIONS:

Function Description: _____

Anticipated Attendance: _____ Will Admission Be Charged? Yes No

Date of Function: _____ Start Time: _____ End Time: _____

Prep Start (date & time): _____ Clean-Up End (date & time): _____

Facilities Requested:

BUILDING	AREA	BUILDING	AREA

IF A DISTRICT EMPLOYEE WILL BE USED IN LIEU OF A CUSTODIAN:

DLPS employee in lieu of a custodian agrees to the following:

1. Secure building (check all doors to ensure building is locked when leaving.)
2. Turn off lights and other electrical equipment.
3. Responsible for controlling access to unauthorized personnel.
4. Responsible for monitoring children's behavior.
5. Report all emergency situations and/or injuries immediately to the Supervisor of Operations.

6. Clean areas used (bathrooms, kitchen, etc.). Users of DLPS facilities who leave premises dirty will be charged for clean-up.

Signature of employee in lieu of custodian: _____

(Continue to next page)

FACILITY PERMIT REQUEST (cont'd)

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. We agree to enforce all regulations of DLPS in using this facility.
2. We will not allow tobacco use on any property owned by the DLPS.
3. We will not allow any alcohol used for consumption, other controlled substances, or guns to be brought on any property owned by the DLPS.
4. Persons attending the event will confine themselves to the rooms and corridors assigned for our use.
5. We understand disorderly conduct of any kind is prohibited and is punishable by ejection from the building or grounds.
6. We will indemnify DLPS for any and all damage to DLPS property by any person or persons attending the event. Responsibility for loss, breakage, or need of repair, of any piece of equipment rests with the individual/organization renting the facility and the person signing this agreement will report any such damage to: ISD #22, Administration Center – Operations, PO Box 766, Detroit Lakes, MN 56502 (218-847-9271).
7. We will not hold DLPS responsible for any damages to the personal property of those attending the event or for any injuries to persons attending the event, even if this should include death.
8. DLPS equipment will only be provided as part of this contract as is specifically stated in this contract; and DLPS equipment will be handled by DLPS personnel only.

I have read the above listed information and am in full agreement:

Signature of Requestor (By signing, becoming Policy Holder)

Date

Legal References: Minn. Stat. 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes, Closings)
Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
 MSBA/MASA Model Policy 901 (Community Education)
 MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

FOR DISTRICT USE ONLY:

Permit Number: _____

Facility (Bldg/Rm)	Rate	Total	Employee Fees	Rate	Total
_____	\$ _____ / _____	\$ _____	Custodian Fee	\$ _____ / _____	\$ _____
_____	\$ _____ / _____	\$ _____	Food Service Fee	\$ _____ / _____	\$ _____
_____	\$ _____ / _____	\$ _____	Sound/Light Oper. Fee	\$ _____ / _____	\$ _____
_____	\$ _____ / _____	\$ _____	Employee Fees Total:		\$ _____
_____	\$ _____ / _____	\$ _____	Equipment Use Fees	Rate	Total
_____	\$ _____ / _____	\$ _____	_____	\$ _____ / _____	\$ _____
_____	\$ _____ / _____	\$ _____	_____	\$ _____ / _____	\$ _____
Facility Rental Total:			Equipment Use Total:		
	\$ _____	\$ _____		\$ _____	\$ _____

CONTRACT TOTAL: \$ _____

DATE: October 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 October 24, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #026 - CE #125: Drywall Repair (LTFM) Contractor: Miller & Sons Drywall Area C Classroom Drywall Repair	\$55,030.00
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TOTAL CHANGE ORDERS	<u>\$55,030.00</u>
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Recommend approval of the above listed Change Orders.

**CCO #026**

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 #026: CE #125 - Area C classroom and science rooms drywall repair LTFM

CONTRACT COMPANY: Miller & Sons Drywall, Inc. 2007 East Main West Fargo, North Dakota 58078	CONTRACT FOR: SC-18-065-017:9B Drywall
DATE CREATED: 8/24/2022	CREATED BY: James Lansing (Gehrtz Construction Services)
CONTRACT STATUS: Approved	CHANGE REASON: Construction Change
ACCOUNTING METHOD: Amount Based	TOTAL AMOUNT: \$55,030.00

DESCRIPTION:CE #125 - Area C classroom and science rooms drywall repair LTFM

Repaired and replaced numerous areas of sheet rock throughout the area C classrooms and science rooms. Skim coating and patching holes in existing walls in all classrooms.

ATTACHMENTS:

[SKM_C308UP22091214480.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,118,400.00
Net change by previously authorized Change Orders	\$ 200,000.00
The contract sum prior to this Change Order was	\$ 1,318,400.00
The contract sum will be increased by this Change Order in the amount of	\$ 55,030.00
The new contract sum including this Change Order will be	\$ 1,373,430.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

Travis Miller
 71079AEC721E4F0...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist
 8E0E8070A60746C...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

Zerr Berg
 32113E3583E3494...

James Lansing

From: Miller & Sons Drywall <msdrywall@midconetwork.com>
Sent: Wednesday, September 7, 2022 9:43 AM
To: James Lansing
Cc: Dan Kleist
Subject: DLHS Science & Media

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,
We had the following T&M work at the Science & Media Center rooms: (matl 3260, labor 4890) \$8150
Please let me know if you have any questions.

Thanks



Miller & Sons
DRYWALL INC.

Travis Miller

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



Code	Description	Contractor	Base Bid	LTVA	Adm. Bond	Comm. Fee	Construction	Retained	Adm. Bond	Accrued Comm.	Work Comp.	Relating	Permit	LTVA	Adm. Bond	Summary
							Amount	Amount		Cost	Cost	Cost	Cost			
3A	General Conditions	Gehlert Construction Services, Inc.	846,400.00		946,000.00		16,000.00			911,000.00	150,853.33	83.5%				8,291.50
3B	Concrete - Building	Mc-Kels Concrete, Inc.	813,840.00		813,340.00		18,200.00			813,720.00	113,720.00	100.00%				100.00%
3C	Reinforced Concrete	All Finish Concrete, Inc.	21,720.00		21,720.00		0.00			21,720.00	21,720.00	100.00%				100.00%
3D	Reinforced Concrete - Materials	Winn Concrete Products Company	319,350.00		319,350.00		0.00			319,350.00	303,858.94	100.00%				100.00%
3E	Formwork	East Construction Co., Inc.	131,500.00		131,500.00		0.00			131,500.00	131,500.00	100.00%				100.00%
3F	Formwork - Erection	Stewart Construction Co., Inc.	2,232,000.00		2,232,000.00		0.00			2,232,000.00	2,201,795.00	100.00%				100.00%
4	Masonry	Business Strengthening, LLC	849,331.00		849,331.00		0.00			849,331.00	649,684.00	100.00%				2,659.00
5A	Structural Steel - Materials	Younger Steel Erectors LLC	1,413,336.00		1,413,336.00		0.00			1,413,336.00	1,628,111.33	95.00%				2,659.00
5B	Structural Steel - Erection	Ladditions, Inc.	89,292.43		89,292.43		0.00			89,292.43	78,168.31	100.00%				100.00%
6A	Masonry - Materials	Northwest Cabinets, Inc.	1,789,350.00		1,789,350.00		0.00			1,789,350.00	1,789,350.00	100.00%				100.00%
6B	Masonry - Erection	Wastone Arch Inc/International LM	603,604.00		603,604.00		0.00			603,604.00	603,604.00	100.00%				100.00%
6C	Science Curriculum - Materials	Marisa Construction, Inc.	115,700.00		115,700.00		0.00			115,700.00	115,700.00	100.00%				100.00%
6D	Architectural Structural Wood - Materials	Quality Cabinets & Trls, LLC (6025 Higgins Court)	1,789,350.00		1,789,350.00		0.00			1,789,350.00	1,789,350.00	100.00%				100.00%
6E	Architectural Structural Wood - Erection	WGS1, LLC	33,800.00		33,800.00		0.00			33,800.00	33,800.00	100.00%				100.00%
7A	Painted in-brick	Meritt Doors & Hardware, Inc.	23,000.00		23,000.00		0.00			23,000.00	23,000.00	100.00%				100.00%
7B	Painted in-brick	Always Garage Door, Inc.	85,339.00		85,339.00		0.00			85,339.00	85,339.00	100.00%				100.00%
7C	Painted in-brick	Red River Chango, Inc.	1,118,460.00		1,118,460.00		0.00			1,118,460.00	1,118,460.00	100.00%				100.00%
7D	Painted in-brick	M&L & Sons Drywall, Inc.	311,100.00		311,100.00		0.00			311,100.00	311,100.00	100.00%				100.00%
7E	Painted in-brick	McArthur Tile Co., Inc.	322,000.00		322,000.00		0.00			322,000.00	322,000.00	100.00%				100.00%
7F	Painted in-brick	Meritt Doors & Hardware, Inc.	200,200.00		200,200.00		0.00			200,200.00	200,200.00	100.00%				100.00%
7G	Painted in-brick	Always Garage Door, Inc.	16,761.00		16,761.00		0.00			16,761.00	16,761.00	100.00%				100.00%
7H	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7I	Painted in-brick	Meritt Doors & Hardware, Inc.	83,780.00		83,780.00		0.00			83,780.00	83,780.00	100.00%				100.00%
7J	Painted in-brick	Always Garage Door, Inc.	36,744.00		36,744.00		0.00			36,744.00	36,744.00	100.00%				100.00%
7K	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7L	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
7M	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
7N	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7O	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
7P	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
7Q	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7R	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
7S	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
7T	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7U	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
7V	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
7W	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
7X	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
7Y	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
7Z	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8A	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8B	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8C	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8D	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8E	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8F	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8G	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8H	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8I	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8J	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8K	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8L	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8M	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8N	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8O	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8P	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8Q	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8R	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8S	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8T	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8U	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8V	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8W	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
8X	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
8Y	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
8Z	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
9A	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
9B	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
9C	Painted in-brick	Always Garage Door, Inc.	89,697.00		89,697.00		0.00			89,697.00	89,697.00	100.00%				100.00%
9D	Painted in-brick	Quality Concrete Inc.	302,602.00		302,602.00		0.00			302,602.00	302,602.00	100.00%				100.00%
9E	Painted in-brick	Meritt Doors & Hardware, Inc.	1,100.00		1,100.00		0.00			1,100.00	1,100.00	100.00%				100.00%
9F	Paint															

FORM A

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

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

WHEREAS, the Governing Board of the Detroit Lakes Public Schools recognizes the value of student participation in extracurricular activities; and

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

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

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

October 28, 2022

Dear Students, Staff, Administration, School Board and Community,

I want to thank you for giving me the opportunity to advocate for and serve each student in our community. As a school board member, my job is to support the Superintendent and make policy to best serve each and every student. I believe that sometimes it is easy to get caught up in the weeds of politics, personal views and agendas which cloud thinking and can cause us to forget that students are our focus. Our job as educators is to unearth the genius of each and every student...not some students, but all students.

It is with regret that I am submitting my resignation as a Detroit Lakes School Board member. I will be moving out of the District and will not be able to stay in this current role due to that.

As we move into School Board elections in the fall, please elect the people that will “unearth the genius” of each student to feel valued and heard so that they can see themselves and be themselves in Detroit Lakes Public Schools.

Sincerely and thank you!

Courtney Henderson

Detroit Lakes Public Schools

World's Best Workforce Plan 2022-2023 DRAFT

Charting a Course for Excellence



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

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

Performance Measures

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

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

District and School Site Plans

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

Detroit Lakes Public School District Strategic Goals

Through a strategic planning process, community stakeholders have revised a long-term plan for Detroit Lakes School District. The previous process created a mission statement and belief statements for the District's stakeholders; these are listed below. Building goals are then derived in alignment with the district goals and based upon school site performance data.



District Mission Statement

The mission of the Detroit Lakes Public Schools is to fill all of our sails with Laker PRIDE.
Vision: Charting a Course for Excellence

Laker PRIDE

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

Assessing and Evaluating Student Progress

The District, and each school site, will assess and evaluate students' progress toward meeting academic standards and toward college and career readiness. Detroit Lakes Public School District has identified assessments to provide data for instructional decisions relating to learning and instruction and continuous program improvement. The [District Assessment Calendar](#) is posted on our website and changes will be made if schedules are adjusted.

Assessment objectives:

- System wide assessment: Measure the effectiveness of district curriculum in meeting local, state and national standards.
- Classroom/student assessments: To inform teachers regarding instructional decisions for the classroom and individual students.

Assessments

K Readiness Assessments

- [Kindergarten Entry Profile](#), COR Advantage, produced by High Scope. COR Advantage is an observation-based assessment instrument for children from birth through kindergarten.
- [Early Childhood Indicators of Progress](#)

Read Well by Third Grade Plan

- K-3 Reading Assessments for phonemic awareness, phonics, fluency, vocabulary, comprehension

Classroom Assessments

- Formative
- Common Summative

Access for English Language Learners (ELL)

- K-12

Minnesota Comprehensive Assessments (MCAs)

- Reading: 3-8, 10
- Math: 3-8, 11
- Science: 5,8, HS

STAR Assessments from Renaissance Learning

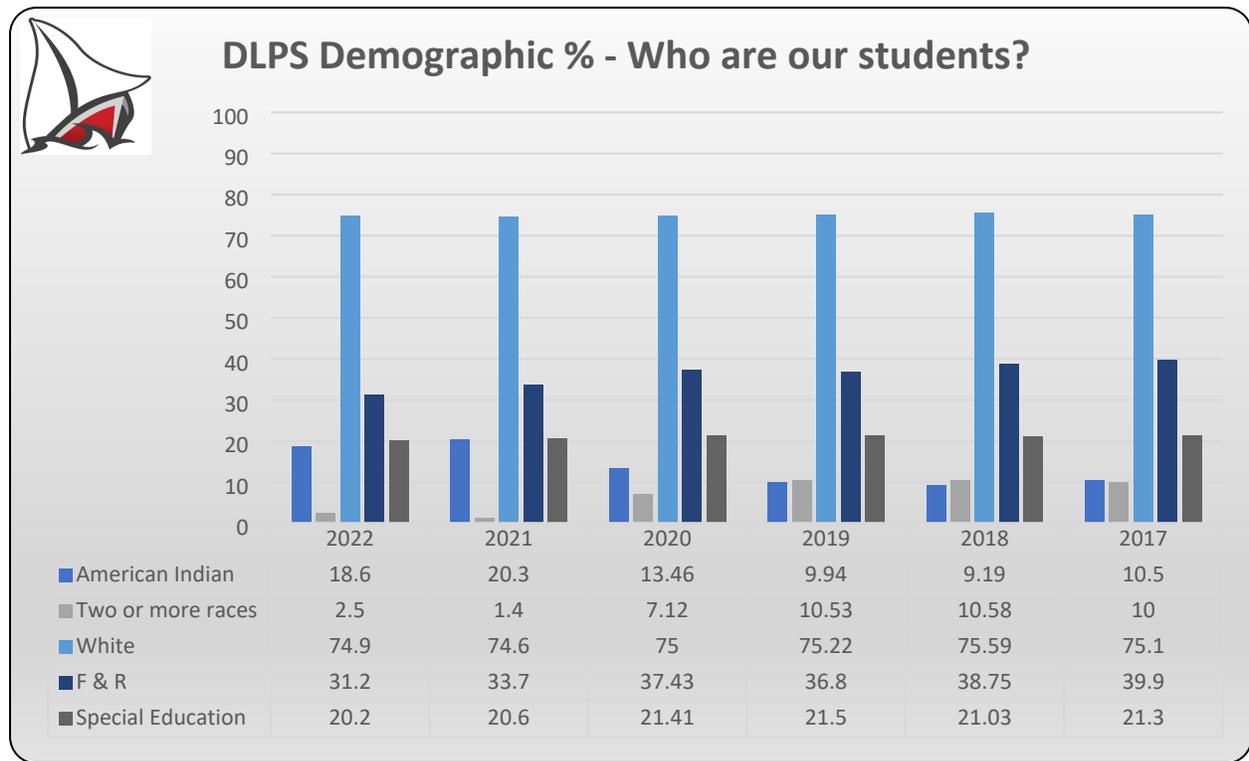
- K-8, HS
- Reading
- Math

EXPLORE

- College and Career Readiness Inventory

ACT Or other College and Career Readiness Assessment

- Grade 11



A breakdown of this data by school can be found [MDE Minnesota Report Card](#).

Kindergarten Readiness

Goal 1: As measured by the STAR Early Literacy Assessment, increase the percentage of kindergarten students at or above the kindergarten readiness level from 42 % in fall of 2022 to 47% in the fall of 2023.

Our district currently works with the following partners: Headstart-MAHUBE-OTWA, licensed home daycares and area preschools.

We currently have a Pre K-3 alignment group. This group includes school district staff, Early Headstart center childcare providers, family childcare providers, Early Childhood Special Ed (ECSE) teachers, and Early Childhood Family Education (ECFE) teachers, family educators and social service representation. Team members



will attend work sessions to review our Guide to School Readiness and analyze current data of incoming kindergarten students. We will identify areas of strength and areas of need and develop a plan to move forward to enhance opportunities in low areas. We will align the curriculum components being utilized by entities to provide opportunities for children to develop and master readiness skills. Expected outcomes are a shared depth of understanding regarding how to support a continuum of development for these students.

Kindergarten Entry Profile

ECFE/School Readiness, ECSE, and Head Start utilized COR Assessments for an on-going assessment to analyze trends, utilize classroom COR data and determine instructional needs as well as professional learning needs.

ECFE is focused on providing proven, best practice instruction. Community education opportunities for preschool and families are available throughout the year.

Becker County Health and area clinics partner to provide Early Childhood Screenings.

- [Early Childhood Community Education](#)

Kindergarten screenings take place individually at the beginning of each school year. From that data, teachers plan instruction to fit the needs of the students. Students are tested on ability to read, letter identification and sounds, recognizing high frequency words, and writing letters.

Alternative Delivery of Specialized Instructional Services (ADSIS), Title One utilizing LLI materials, Special Education services, behavior interventionist services, guided reading and math groups within the classroom, whole and small group instruction all are utilized to benefit the growth of incoming kindergarteners. Specific crucial benchmarks and resulting learning targets are continually focused on until students find success.

Detroit Lakes Public Schools Kindergarten Readiness Guide

The Detroit Lakes Public School District Kindergarten Readiness Guide has been developed to support caregivers with the necessary skills and concepts students need for success in Kindergarten. It is based on local, state and national standards. This guide was developed by the local Kindergarten Readiness Leadership Team and is represented by the following educational systems: Mahube-Otwa Headstart, ECFE – Early Childhood Family Education/School Readiness, Community Health of Becker County, Detroit Lakes Public School District and Becker County Early Childhood Initiative.

Listening/Speaking

- Consistently listens to stories read aloud
- Understands verbal and non-verbal cues
- Follows 2-3 step directions
- Uses language for a variety of communication purposes
- Initiates and participates in conversations
- Responds accurately to simple questions
- Demonstrates use of positional vocabulary (up/down, top/bottom, etc.)

Math/Science

- Names basic shapes, colors, patterns
- Counts to 15
- Counts objects one at a time to 10
- Identifies numbers 0 to 10
- Compares, sorts and organizes things by common similarities (ie. soft/hard, small/big, wet/dry)
- Explores in nature and understands living and non-living things
- Experiments with scientific, age-appropriate materials and concepts

Physical Development

- Develop small muscle control and coordination - through use of a variety of tools (pencils, silverware, paint brushes, scissors, etc.)
- Develop large muscle control and coordination - through a variety of activities (running, jumping, dancing, balancing, throwing)
- Under caregiver guidance, leads a healthy lifestyle (exercise, 8-10 hours of sleep, healthy diet, well-child checkup, limit screen time)
- Performs self-care skills (dressing, feeding, toileting, tying shoes)

Social/Emotional Development

- Able to communicate their needs and feelings using words
- Works and plays well with others (taking turns, sharing, respect)
- Is able to follow rules and routines
- Comfortably separates from caregiver
- Names and expresses a range of emotions
- Consistent participation in early childhood (Birth - 5 years) academic opportunities

Writing

- Tries to write, scribble or draw
- Identifies and writes name
- Understands and uses writing as a form of communication

Reading

- Predicts what will happen next in stories and retells a simple story using pictures
- Recognizes familiar signs and logos
- Familiar with the components of books
- Recognizes and identifies at least 12 letters (upper/lower)
- Says real or made-up rhyming words
- Understands that letters have sounds and printed text carries meaning

Art

- Imaginative in their play
- Willingness to explore various art mediums (paint, crayons, etc.)
- Participates in music and movement



For more detailed information please see the District website at www.dlschools.net.
Any questions please contact Roosevelt Elementary: 218-847-1106 or Rossman Elementary: 218-847-9268.

Early Admission Policy

Per district policy, entrants must be five years of age on or before September 1. Exception: Children who transfer into the Detroit Lakes School District, who have been currently participating in a kindergarten educational program in an accredited school, will be permitted to continue their

enrollment in kindergarten. Evidence of this enrollment is the responsibility of the parent. Private nursery schools and similar organizations are not recognized as meeting this exception.

Under-age children with superior ability and above average social/emotional maturity may be admitted according to the following procedure: Children who will be five years of age between September 1 and December 31 may be considered for early entrance to kindergarten. The parent or guardian of such children shall meet with the principal of the school that the child would normally attend, to discuss the program, and to obtain and early admission application form. The completed form shall be returned to the principal. If the principal feels that kindergarten entrance is a possibility, the child will be recommended for psychological evaluation. The evaluation will be made by the school psychologist, who will make a recommendation to the building principal. The recommendation of the principal will be reviewed by the superintendent or designee. The parents will then be notified as to whether or not the child will be admitted.

First Grade Enrollment



Entrants must be six years of age on or before September 1. Exception: Children who transfer into the Detroit Lakes School District, who have been successfully participating in a kindergarten or first grade educational program in an accredited school, will be permitted to continue their education at the same grade level in this school system. Evidence of this enrollment is the responsibility of the parent. Private nursery schools and similar organizations are not recognized as meeting this exception.

- [Link to district policy](#)

Read Well by Third Grade

Goal 2: Grade level literacy will improve in third grade from 51% proficiency in 2021-2022 to 53% in 2022-23 as measured by 2023 Reading MCAs.

The Detroit Lakes School District has a Read Well by Third Grade plan that is reviewed annually. The data is reviewed and analyzed for instructional improvement. The determining benchmark used is MCA proficiency in reading.

Detroit Public Schools has Multi-Tiered Systems of Support (MTSS) that is a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. MTSS provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the

understanding and belief that every student can learn and thrive. A variety of types of data and data teams are utilized to meet the needs of our students. MTSS Tiers utilized for reading instruction include the following.



Multi-Tiered Systems of Support in Reading (MTSS)

MTSS focuses on strengthening the instruction all students receive, in addition to providing help for their individual challenges.

Tier 1

We believe effective universal core instruction for all students is critical for students to become proficient in expected learner outcomes. Enhancement in the area of cultural literacy is occurring through ensuring accesses, specifically, to American Indian Literature at all levels. Guided Reading is in place in every classroom. Classroom teachers meet with students in small groups, determined by reading level and mastery of skills, to differentiate instruction. Formative assessments along with standardized assessments, such as STAR, BAS, Read Well data and Marie Clay’s Observation Survey are also used to form groups for differentiation and help screen for dyslexia. DLPS also has professional learning communities (PLCs) in place where teachers meet weekly to plan instruction, plan assessments, analyze data, and use this information to change and grow in their instruction. English as a Second Language services are provided by a licensed, experienced teacher.

Educlimber, a data warehouse, is used for easy access to data to help easily analyze data and make instructional decisions and help keep track of intervention data.

Tier 2

Tier 2 strategies in place in DLPS include Title One programming as well as in class tier 2 instruction. This programming includes working with licensed, experienced elementary teachers and educational assistants. Scheduled intervention time is provided for students that demonstrate a need. Staff members work with students who need additional support in reading and math. Formative assessments along with standardized assessments, such as STAR, are used to select students. Leveled Literacy Intervention is used to teach guided reading lessons. PRESS, a skill-based intervention, is implemented by educational assistants and Title One teachers. DLPS has Alternate Delivery of Specific Instructional Services to provide instruction to those who need additional academic support. Success and Achievement in Learning ([SAIL](#)) is an optional before school and after school program provided to students who need extra support.

Tier 3 strategies

Reading Interventionists work with our students who have not qualified for special education and are not at grade level. Behavior interventionists are available at each elementary school to assist with positive behavior interventions. Special education services are provided for all students that have an approved Individualized Education Plan.

Additional support to close the achievement gap is provided by American Indian Education Department staff which supports students in all three tiers, as determined by need. DLPS also utilizes Achievement and Integration funding to provide additional reading support to focus on closing the achievement gap in the area of students receiving free and reduced lunch, as well as our American Indian students. Mental Health Partnerships are in place to support the District work aligned with PBIS. Professional learning on mental health issues is occurring throughout the district, specifically focusing on social/emotional learning training. Truancy interventions are available to support students and families.

Gifted and Talented Education Programming

Process to Assess and Identify Students for Participation in Gifted and Talented Programs

We use multiple factors for determining eligibility for Gifted and Talented programming. Assessment data from STAR Assessments in reading and math, as well as grade-level assessments are used in combination with teacher feedback/observation to select students for programming. Additionally, parent input and requests are considered. All of our teachers use formative assessments to differentiate instruction based on student needs in order to meet the needs of all learners.

In addition, both elementary schools have a STEAM teacher so all students are able to have access to an enrichment program focused on science, technology, engineering, art, and math (STEAM) as well as opportunities for enrichment interventions.

Detroit Lakes Public Schools encourage professional learning on research based strategies for teachers to broaden understanding and practices, procedures, and theories used in the education of children who have been identified as gifted or talented.

Acceleration

Academic acceleration of gifted and talented students is determined at the individual school and student level. Determination of acceleration is based on historical assessment data (MN Comprehensive Assessments and Star testing), observation and feedback from teachers and principal, and input from parents. At higher levels, students are encouraged to participate in the

gifted and talented activities that are offered such as Math Masters, Math Competition, Knowledge Bowl, and Robotics as well as leadership opportunities, clubs and extra-curricular activities. Through these opportunities, students are supported in increasing their talents in their areas of interests.

Increasing Proficiency for All Learners

Goal 3: Increase reading proficiency of American Indian students district-wide from 39.3% in 2022 to 41% in 2023 as measured by the 2023 MCAs.

Some of the strategies used throughout the district to increase reading and math proficiency of our American Indian students include but are not limited to:

- Title 6 (PreK to grade 12)
- Increase cultural awareness focus
- Reading Intervention in Summer School (K-5)
- Title 1 for reading and math
- Free breakfast, lunch and healthy snacks
- Achievement and Integration Reading Interventionists
- Integrate diverse curriculum materials
- American Indian Counselor
- American Indian Liaison
- Parent involvement
- Social Emotional Learning
- Target Services/Success and Achievement in Learning
- Home visits
- Family Involvement Activities
- Needs Surveys
- Cultural Competency training for staff with a focus on learning about American Indian culture





At our high school, a program called BARR (Building Assets, Reducing Risks) is being implemented. It is a proven model that improves the education system predicated on two pillars -- relationships and data. It is designed to create strong schools and communities by empowering students, teachers and families with data, so that schools can realign existing resources to nurture a unified and personalized culture of support for success for every student.

2022 MCA Science, Math and Reading Data

Due to COVID 19, MDE does not publicly report MCA scores for 2020 and 2021. On the MCA science, math and reading tests, students do not receive a pass or failing grade. A student's test score places them into one of four categories which are not meeting state standards, partially meeting state standards, meeting state standards or exceeding state standards. The following charts illustrate student proficiency percentages for Detroit Lakes' students as compared to the state averages. Proficiency is defined as test scores that meet or exceed state standards in the subject area. For most grade levels and subject areas, Detroit Lakes' students are scoring at or above the state averages.

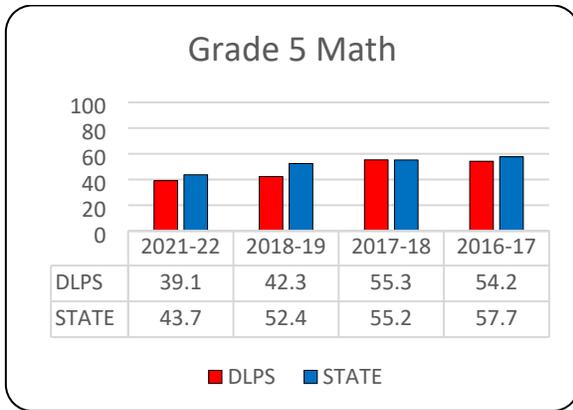
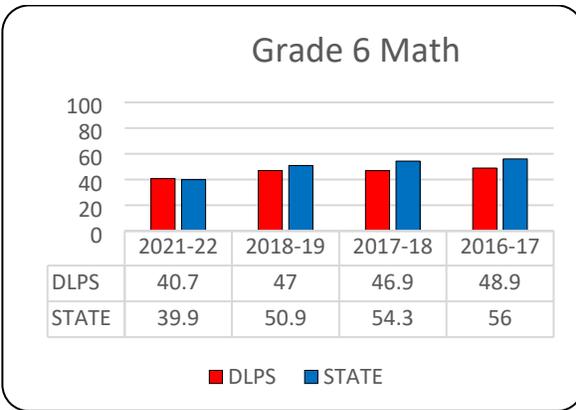
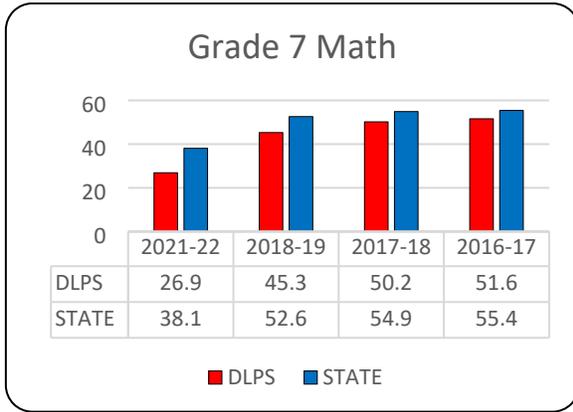
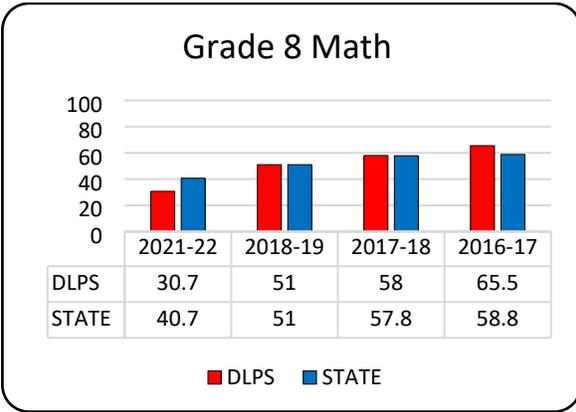
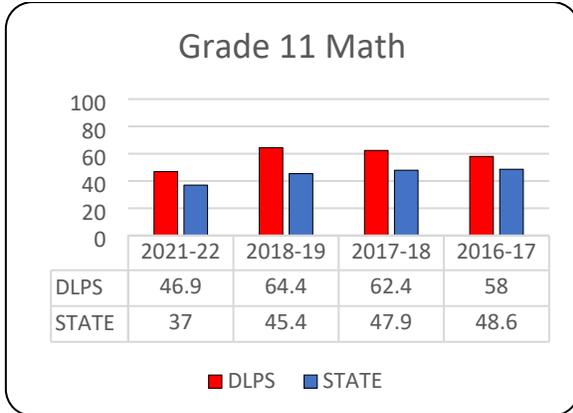
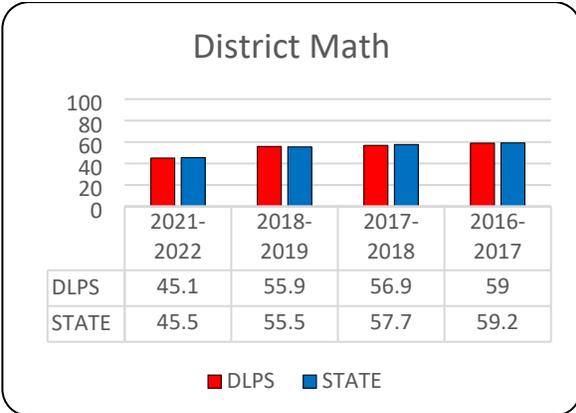
The [Minnesota Report Card](#) gives all stakeholders easy access to understandable district and school data. This tool will provide disaggregated data by grade level, demographics, and schools.

This tool is designed to provide parents, educators, schools, districts and citizens with easy access to district and school information, test results, demographic information and other critical data in a centralized location. Choose from several reports to learn more about the state of education in your local district, a specific school, or the state as a whole.

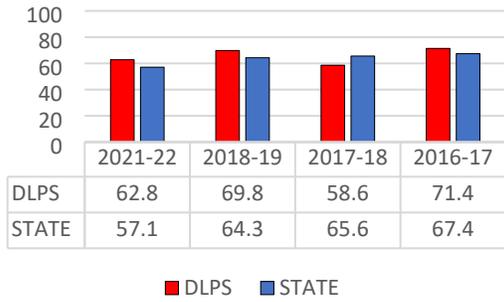
Families have the right to sign off on a [parent refusal form](#) in order to have their child not participate in MCA testing. In 2022 we saw a significant increase in our parent refusals therefore we know that our HS as well as 7th and 8th grade MCA group scores validity are in question. At the HS we had an approximately 92% participation rate, 8th grade was approximately 72% participation rate and 7th grade was approximately 92%.

Of the students who did take the exam, below you will find the percentage of students' who scored at the meets or exceeds level in each area.

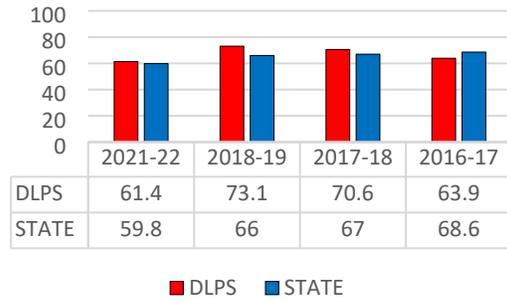
MATH



Grade 4 Math

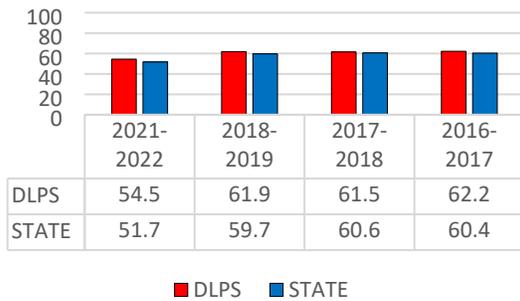


Grade 3 Math

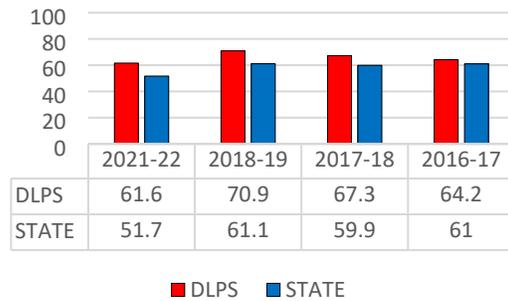


READING

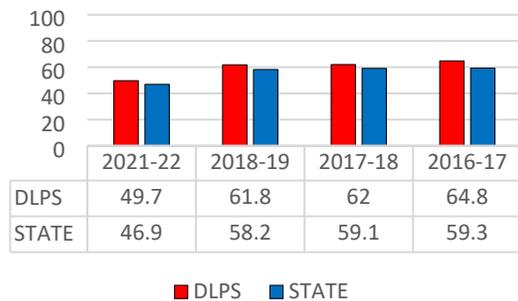
District Reading



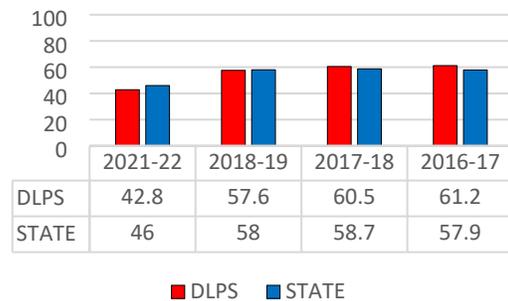
HS Reading



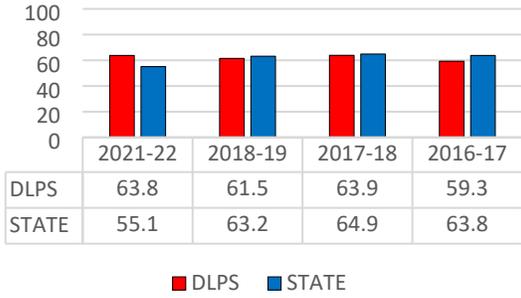
Grade 8 Reading



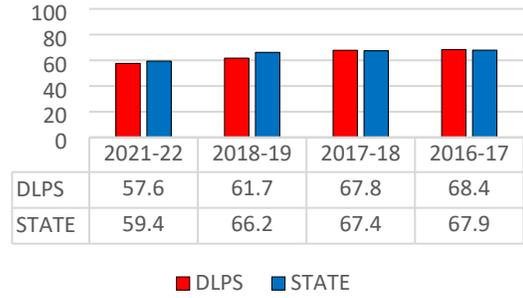
Grade 7 Reading



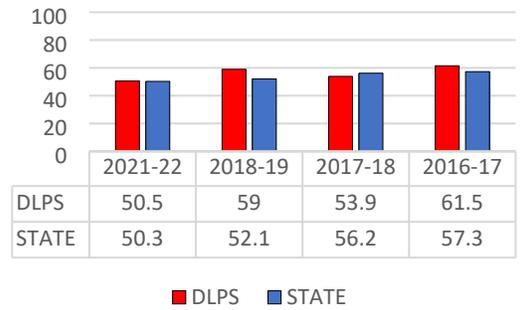
Grade 6 Reading



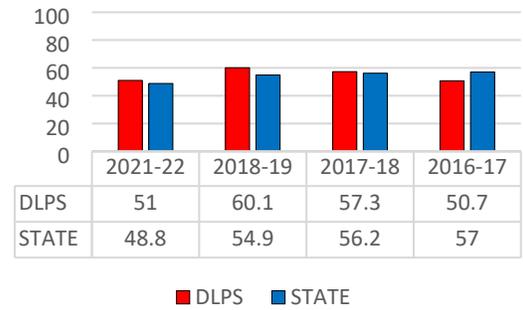
Grade 5 Reading



Grade 4 Reading

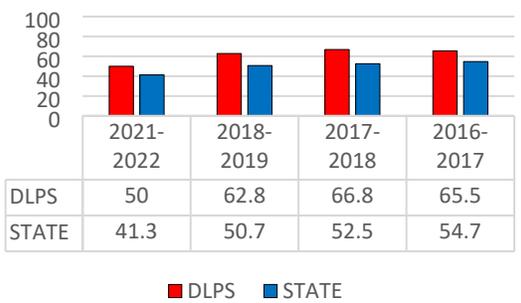


Grade 3 Reading

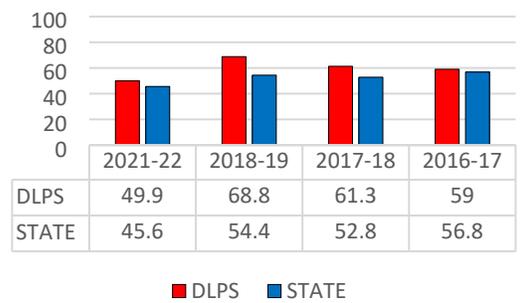


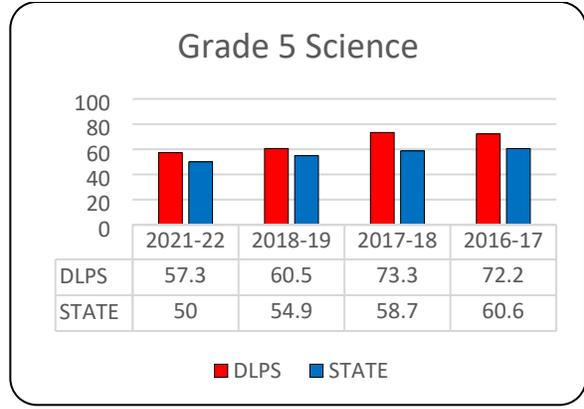
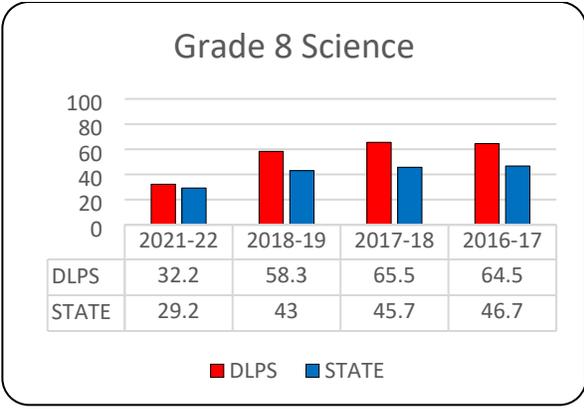
SCIENCE

District Science



HS Science





College and Career Readiness

Goal 4: 100% of the graduating class of 2023 will participate in college and career work experiences from DLPS as compared to 95% participation in 2022.

College and Career Readiness Map

College & Career Readiness: Students’ Successful Transition to Postsecondary and Employment: School counselors will guide all students to take rigorous coursework.

GRADES K-3

- Various fieldtrips to local businesses as well as guest speakers.

GRADE 4

- AG in the Classroom: Agriculture exploration day

GRADE 5

Through a field experience:

- Each spring the 5th graders are introduced to a variety of local industries and occupations where they develop an awareness of jobs within the community (Lakeshirts, Becker Pet & Garden, a variety of banks, and more).
- Students visit MState where they participate in team-building activities while learning about economics. At the same time they get to explore MState as an educational opportunity following high school.

GRADE 7

Students will learn about the variety of traditional and nontraditional occupations. Students will develop an awareness of personal abilities, skills, interests and motivation. Students will identify personal skills, interests and abilities, and relate them to current career choice.

- Career exploration lessons in social studies

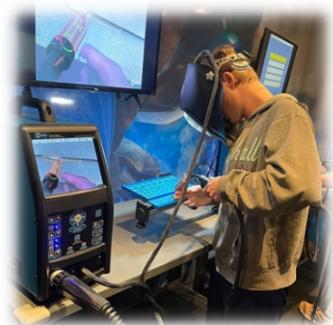
GRADE 8

Students will identify post-secondary options consistent with interests, achievement, aptitude and abilities. Students will understand how school success and academic achievement enhance future career and vocational opportunities. Students will learn about the variety of traditional and nontraditional occupations. Students will understand the relationship between educational achievement and career success.

- Using MCIS JR or YouScience
- Annual College Visit (NDSU, MSUM, MState)
- Discussions in Social Studies classes each Fall

GRADE 9

Freshman Seminar: As we continue to look at improving our high school programming, this is an area that we will continue to review. One of our goals is to help our students develop a ten-year plan as they are ready to graduate from high school. We believe this will help our students have a higher percentage of completion by knowing their own personal goals and being able to follow through with it. This is being done in the Freshman Seminar courses that we added for all 9th grade. These activities are completed in Seminar class, English class, and in conjunction w/the counselors coming into the classroom.



- Complete Career Cluster Inventory and/or YOUSCIENCE
- Complete Reality Check
- Complete Learning Styles Inventory
- Explore occupations related to above inventories
- Learn/complete a resume
- Mock job interview
- Discuss goal setting (SMART goals)
- Create 1 SMART goal
- Create 10th grade course plan/personal learning plan and review transcript
- Review graduation requirements
- Social/Emotional Learning activity
- Take Seminar class, exploring college/career options and job skills needed today
- Job/Career Expo with local/regional businesses

GRADE 10

- Create 11th grade course plan and review transcript and review graduation requirements.
- Provide information about post-secondary options for students and parents.
- M-State program showcase
- Students take the Sophomore introductory course in their chosen pathway
- 2 Industry related field trips in the sophomore pathway course.

GRADE 11

- Complete Career Cluster Inventory, Work Importance Locator, and Occupational sort in MCIS during Economics class in the fall and the spring when counselors go into that class.
- Discuss different post-secondary testing options--determine which is the best fit for each students' needs. Completed during registration and ACT prep in the spring.
- Complete a 12th grade course plan- Registration
- Plan and take a college visit(s) -we encourage students to take visits. American Indian students do take visits to various colleges.
- Introduction to Financial Aid -Econ classes Financial aid night in October takes place during Parent teacher conferences. Financial aid information is sent home to students as well as scholarship information.
- Create/update MCIS account-Econ Class
- CNA & First Responders certification courses students may take as an elective option.



GRADE 12

- Career goals (senior meeting)
- Postsecondary education goals plan (senior meeting)
- Senior Meeting (talk about options for post-high school, solidify schedule for the year, credit checks, etc.)
- College Fair at Scheels Arena information is sent home to all students
- College visit to FM area schools.
- College representatives come to our school
- Attend Financial Aid Night with parents.
- Seniors attend human resource sessions on interviewing, job applications and the use of social media in job searches
- Seniors participate in a job fair
- All students will participate in the Vantage program where they will get an internship through our academy program.

- CNA & First Responders certification courses students may take as an elective option.

Additional High School Transition Planning

Laker Transitions is a program designed to assist adult-aged students with disabilities learn employment and independent living skills along with facilitating Post-Secondary Education and Training opportunities. Students will learn about and be able to access community agencies that will support their transition goals. Students learn skills that encourage them to be involved members in the community while accessing their greatest level of independence in employment, daily living and post-secondary education and training (required), community participation and recreation/leisure (as needed based on student's need). Laker Transition's provides opportunities for students with disabilities, ages 18-21, to gain independent living skills, transition skills, social and functional skills and self-advocacy in real-life settings.

This is a secondary special education program for students who:

- Are 18 - 21 years old
- Have a variety of disabilities
- Have a current Individual Education Plan (IEP)
- Have documented transition needs
- Do not have a high school diploma

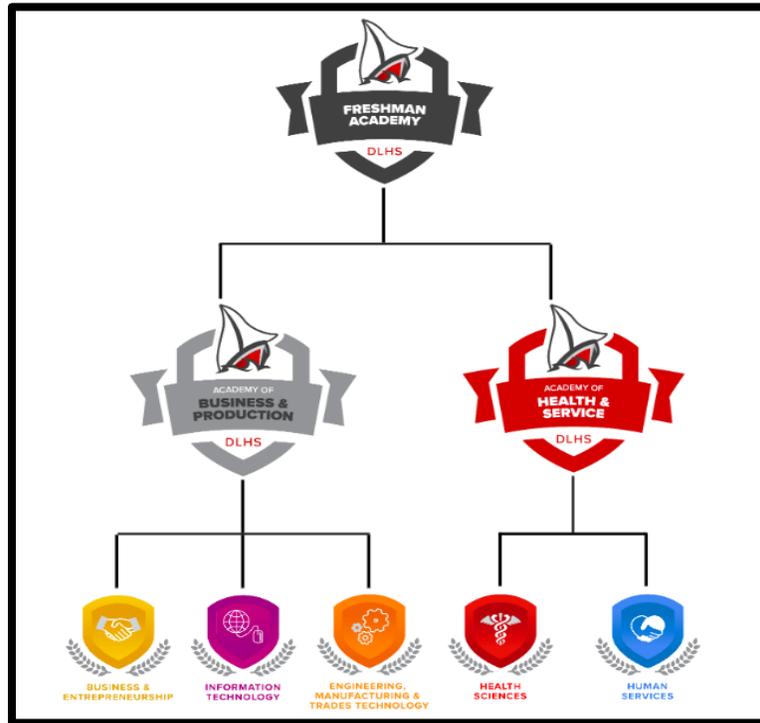
High School Academy Model

[*High School Academy Model website*](#)

Typical high school models have prepared all students for a university experience. Data and research are becoming increasingly clear that this path may not be the path for all. In fact, there is a growing body of evidence to support that the "university for all" model of student prep can be misleading. Problems like: high amounts of student loan debt, students who change majors and have no plan for success as an adult, workers who settle for careers in jobs that are not in high demand with high wages, and people who feel "stuck" in careers that are not rewarding have all surfaced as troubling in our new economy.

Degrees are no longer enough. For success in the 21st century workforce students need hands-on experience using 21st century skills that provide challenge, opportunity, and exposure to career fields that are high demand-high wage.

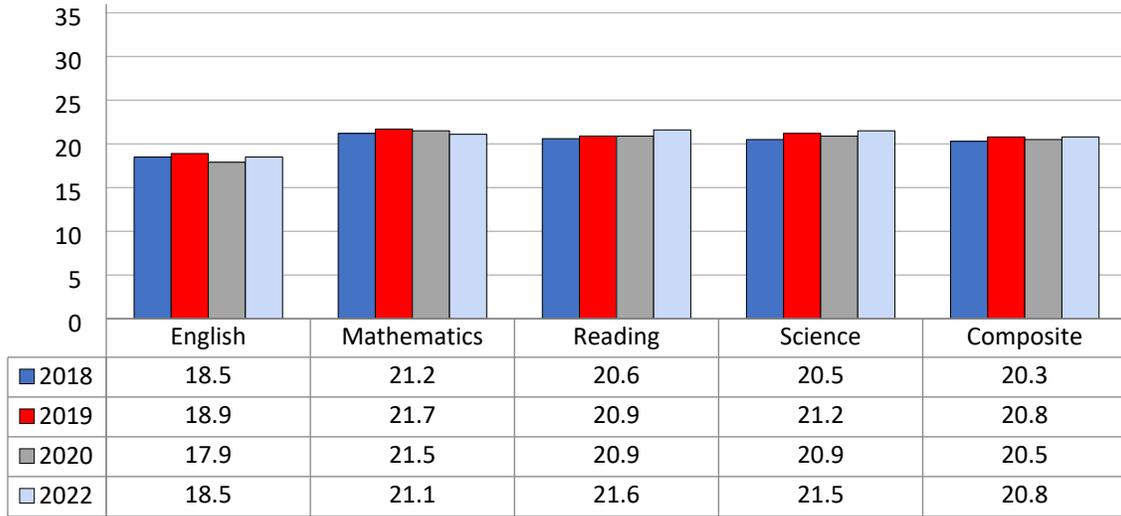
Career Ready, College Ready, Life Ready



Detroit Lakes Public Schools ACT Results

The American College Test or ACT is the admissions test most widely required by colleges in the Midwest. The test has a point range from 1-36. ACT College and Career Readiness Benchmarks. ACT College Readiness Benchmark Scores -- A Benchmark scores is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses. These scores were empirically derived based on the actual performance of students in college: English (18), Mathematics (22), Reading (22), Science (23), STEM (26), ELA (20).

ACT Trend Data



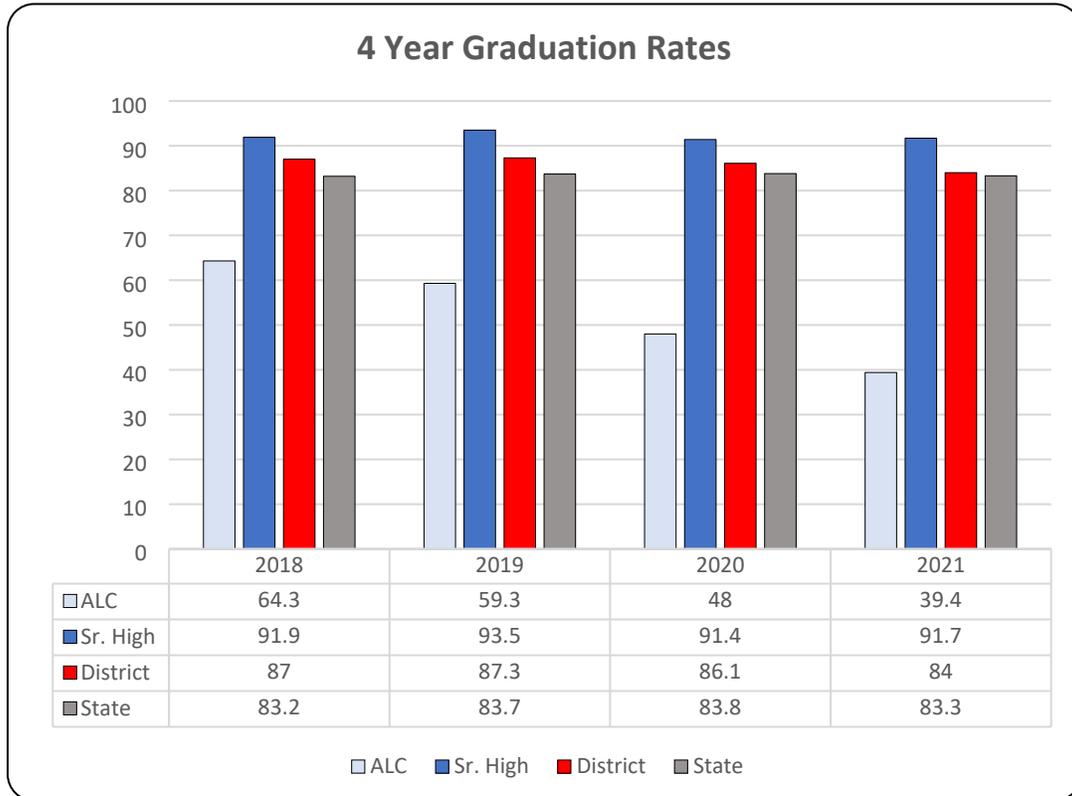
■ 2018 ■ 2019 ■ 2020 ■ 2022

STATE AVERAGE	English	Mathematics	Reading	Science	Composite
2018	20.2	21.4	21.7	21.4	21.3
2019	20.3	21.4	21.7	21.6	21.4
2020	20	21.3	21.8	21.5	21.3
2022	19.7	20.7	21.7	21.4	21

Graduation Rate Goals

Goal 5: 90% of all students will successfully graduate in 4yrs from Detroit Lakes Public Schools in 2022 as compared to 84% in 2021.

A breakdown of this data according to state and local demographics can be accessed at the [Minnesota Report Card](#).



Effectiveness of Instruction and Curriculum: Review Process

District curriculum is reviewed on a continuous cycle, utilizing teams of teachers at elementary, middle school and the high school level. Input is sought through the District Curriculum Site Council and our Curriculum and Instruction Committee. Throughout the process, review teams support the implementation of the District mission, vision, values and strategic plan. Curriculum strengths and weaknesses are identified, along with best practice instructional methods, to best prepare our students for career and college readiness. The committee working on the specific curricular area utilizes the MN state benchmarks as a guide in determining the curriculum for each grade and/or subject area.



Detroit Lakes Curriculum Cycle

We believe that our curriculum cycle is an ongoing review cycle of continuous improvement. Each year, we review MN state standards and benchmarks along with identified essential learning outcomes and learning targets. The curriculum cycle plan correlates with the state’s plan in writing and revising state standards and benchmarks. When a curricular area is on the cycle, a committee will be formed to analyze the scope and sequence as well as select the necessary materials.

The curriculum review cycle is adjusted to align with MDE standards adoption. Due to COVID, some years and dates were adjusted in 2022.

Curriculum Review Cycle Framework

Teachers and administrators participate in a standards and material selection process that involves a deep dive into the standards and what it is that all students need to know. Then materials are examined throughout the year to determine which materials will best help teachers teach the standards to our students and that which materials will be most engaging for our students. This process occurs over a long period of time with a variety of educator meetings and sharing with the colleagues to provide feedback. The chart below outlines the extensive process that educators go through prior to making a purchasing recommendation.

Needs Assessment	<ul style="list-style-type: none">● Review the current standards.● Review the current program and analyze the data.● If new standards are being implemented by the state, then analysis of what is needed to teach each standard and benchmark is identified.
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<p style="text-align: center;">Alignment and Recommendations</p>	<ul style="list-style-type: none"> ● Determine recommended changes and do a vertical alignment discussion and analysis. ● Identify and revise essential learning outcomes (ELOs). ● Select materials for core instruction to be examined by teaching teams. ● Make recommendations that are brought forward to staff and the Curriculum and Instruction Committee. ● Overview shared with the District Curriculum Advisory Committee and feedback opportunity. ● If needed, review feedback with the Curriculum and Instruction Committee to determine if the selection team should review. ● Board approves through the budget approval process.
<p style="text-align: center;">Implementation</p>	<ul style="list-style-type: none"> ● Identify and provide systematic professional learning for implementation of new materials. ● Implement recommended essential learning outcomes and programs. ● Utilize PLCs to examine effectiveness of instruction. ● Development of pacing guides, assessments and yearly overview.
<p style="text-align: center;">Reflection and Continuous Improvement</p>	<ul style="list-style-type: none"> ● Analysis of data and feedback from teachers, make adjustments and revisions. ● Review state standards ● Continue

To view the MN Standards, what our curriculum is aligned with, please visit the [MDE Academic Standards](#) website.

Material Selection & Purchasing Cycle

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Math delayed	K-5 Math Art Music	K-5 Science Business FACS Careers & Guidance	Social Studies	Math 6-12	PE World Language Health	K-5 ELA

**Changes are made to this order due to standard adoptions at the state and budgetary restrictions.*



Effectiveness of Instruction and Curriculum: Teacher Evaluation

District curriculum and instruction will be reviewed and evaluated for effectiveness in relation to principal evaluations and teacher evaluations. A teacher development and evaluation process has been developed that encompasses all requirements of MN State Statute 122A.40.

This plan includes:

Evaluation and Observation Process: Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson, was selected as the basis for our supervision and professional growth plan. Teachers are observed and evaluated by their principal. Principals will observe using the framework, which includes a set of performance scales that describe four levels of performance for each of the twelve adopted components. The four levels –unsatisfactory, basic, proficient, and distinguished – are written to describe four typical levels of performance as teachers gain experience and acquire advanced skills. Charlotte Danielson’s most current framework will be the tool used for observation (this includes a wide variety of rubrics for many school positions). Tenured teachers will have a minimum of two observations leading up to one formal, summative evaluation of all 12 adopted components during year one of the cycle. Untenured teachers will be evaluated three times per year on five components the first year, an additional four (nine total) the second year, and 12 components the last year. All aspects of this cycle (for both tenured and untenured teachers) are conducted by principals.

Student Achievement and Growth: The teacher evaluation process will use data from valid and reliable assessments aligned to state and local academic standards and will use state and local measures of student growth to determine thirty-five percent of teacher evaluation results. Teachers and supervising administrators will collectively determine which student achievement data to collect.

Individual Goal Development Plans and Student Engagement: At the end of year one--the formal summative conducted by the principal--the teacher will set a teaching goal. The goal will be a focus through peer review (year two), and student engagement/reflection (year three). A variety of forms may be used to measure student engagement. Teachers will choose a tool for measuring student engagement at the end of year one of the evaluation cycle and collect data throughout the following two years. Teachers will then reflect upon the data in written form.

Peer Review: The peer review process involves a teacher teaming up with an instructional coach to work together for the year. The instructional coach may record the teacher's instruction at least three times throughout the year followed by post observation dialogues, including goal setting.

Information is confidential and stays between coach and teacher. A confirmation of the observation date will go to the principal for documentation.

Professional Learning Communities: Teachers participate in professional learning communities. We believe that our PLC/Essential Learning Outcomes/assessment work will suffice for the state's "measures of student growth" which determine 35% of a teacher's evaluation. Teachers will be asked to set a goal for student growth and monitor that growth over the year.

Teachers have an opportunity to apply for Best Practices Grant that would allow them to have additional professional learning in order to build the capacity throughout our district. The staff development budget has funding set aside for this purpose. The District Advisory team approves and manages this process.



District new teacher induction – Mentor Program		
<ul style="list-style-type: none"> ● Mini-sessions prior to back-to-school in-services ● Separate, two-day in-service prior to back-to-school in-services ● Monthly meetings on various topics for the large group 		
Mentor Obligations		
1st year mentee	2nd year mentee	3rd year mentee
Mentee observed three times during the school year prior to principal visits.	Mentee observed twice during the school year.	Mentee observed once during the school year.
Show mentee the building routines.	Explain and reinforce District routines.	Explain and reinforce District routines.
Explain/show mentee the district routines.	Encourage involvement in school committees.	Encourage involvement in school committees.
Meet regularly with mentees. Try to touch base a minimum of two or three times a week.	Check with the mentee once a week.	Check with the mentee once every week to two weeks.
Mentor will make every effort to meet with the mentee at the new teacher workshop.		
Mentors may accompany mentee to mentor/mentee activities.		
Mentor will make every effort to attend mentor meetings.		
Mentor will encourage mentee(s) to observe other teachers, utilizing Danielson Framework (peer review). Mentors may assist mentees with components to focus on for each visited teacher; time should be allowed for discussion between observed teacher and new teacher		

Effectiveness of Instruction and Curriculum: Principal Evaluation

District curriculum and instruction will be reviewed and evaluated for effectiveness in relation to principal evaluations and teacher evaluations. A principal development and evaluation process has been developed that encompasses all requirements of MN State Principal Evaluation Statute 123B.147.

This plan includes:

Evaluation and Observation Process: The MN established Principal competencies were used as the basis for our supervision and professional growth plan for principals. Principals are observed and evaluated by the superintendent, at a minimum, once per year, with a formative review every year.

Performance measurement areas of Functional Domains, Programmatic Domains, Interpersonal Domains, and Contextual Domains are addressed using four levels – unsatisfactory, developing, proficient, and exemplary.

School Performance Measures: Principal evaluation will include school performance measures. These measures are set by the building leadership team, principal and superintendent.

Principal Growth and Improvement Plan: Principals will annually develop two goals, complete with action plans for professional growth. This process will be done collaboratively with the Superintendent and/or the Director of Curriculum and Instruction.

2022-23 District Professional Development Plan Professional Development Goals

Goals are aligned with the DLPS Strategic Plan.

We value and support . . .

1. Positive collaboration to benefit staff and students
2. Student background/information that guides instruction
 - College and career readiness
 - Cultural diversity
 - Student well-being
 - Parent involvement
3. Engagement of staff and students
 - Authentic and real-world learning
 - Critical thinking
 - Technology for learning

4. Equity

Ensure that our values, policies, and practices are equitable for our students, staff, and community.

- Clarify and support understanding of equity vs. equality for all
- Actively promote equity (institutional, personal, and instructional)
- Accommodate different learning styles

A comprehensive and sustained professional development program is necessary to enhance a teacher’s ability to deliver high quality instruction and to design and use assessments that are purposeful, assess appropriate learning targets, and to assign grades consistent with policy.

Professional development activities must be an integral part of broad school-wide and District-wide educational improvement goals. Effective professional development must be school-based, collaborative, and differentiated in its delivery. District and site professional development plans for effective classroom instruction must include research-based training components of theory, demonstration, guided practice, feedback and coaching. Professional Learning Communities will be essential to this process.

Site Teams

Each school site will utilize a Building Leadership Team to analyze school site data, set building goals, and create annual action plans to improve instruction and student achievement as well as allocate budgets according to the goals and approved plans. The site teams ensure that the building goals align with the district goals. Site teams set the priority for their building staff's professional learning and budgets based on their student needs.



District and Building Goals aligned with the Strategic Plan

- [Roosevelt Building Goals](#)
- [Rossman Building Goals](#)
- [Detroit Lakes Middle School Building Goals](#)
- [Detroit Lakes Senior High School Building Goals](#)
- [Detroit Lakes Alternative Learning Center Building Goals](#)

District Advisory Committee

A function of our District Advisory Committee is to ensure active community awareness in phases of planning and improving the instruction and curriculum affecting state and district academic standards. The District Advisory Committee, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include teachers, parents, support staff, students, and other community residents.

The district advisory committee . . .

- shall review
 - academic standards
 - student achievement goals and measures
 - program evaluations
- shall listen to input from buildings and provide feedback on
 - the curriculum process,
 - professional development
 - Ask questions/give feedback on development for the World's Best Workforce and Achievement and Integration plans aligned with our strategic plan.

As a member of this committee, many are leaders of subcommittees that ensure the implementation and analysis of the components and results of the World's Best Workforce Plan including Achievement and Integration and building goals. Members of the committee are selected by principals and administration to ensure representation of our district. The school board approves these during the WBWF Plan approval. Each year, the membership is reviewed and adjusted. We,

also, have a large community and parent presence within our Academy Advisory Boards that is able to provide ongoing input regarding progress toward college and career readiness. Parents on the District Advisory Committee are appointed for a 2 year term. Minutes from the District Advisory Committee meetings are included in the School Board agenda and minutes.

District Advisory Committee Members 2022-23

Name	Role
Berntson, Julie	MS Teacher/Parent
Carrier, Joe	American Indian Education Coordinator
Daly, Pam	Instructional Coach/TOSA
Fode, Rhonda	Instructional Coach/TOSA
Goodrich, Candi	Parent
Goodrich, Jack	Parent
Groth, Barb	Educational Assistant, Roosevelt
Henderson, Courtney	School Board Member
Jenson, Mark	Superintendent
Johnson, Jessica	Special Education Teacher, MS/Parent
Kerzman, Renee	Director of Curriculum, Instruction and Technology/Federal Programs Coordinator
Lakin, Amy	High School Teacher
Lundin, Peter	Principal, ALC
Mariotti, Trish	Principal, Roosevelt/Parent
Martinson, Nicole	Parent
Myers, Cara	ALC Special Education Teacher/ Parent
Nudell, Karen	Director of Special Education
Olson, Amanda	Parent
Olson, Brian	Parent

Omang, Josh	Principal, DLHS/Parent
Perkins, Jill	Instructional Coach/TOSA
Rethwisch, Fran	Early Childhood Coordinator and Parent Educator
Sternberg, Emily	Principal, Rossman
Suckert, Mike	Principal, MS/Parent
Swenson, Kris	Rossman Teacher/Parent
Thomas, April	School Board Member/Parent
Westholter, Kym	Parent

Annual Staff Development Budget

The Detroit Lakes School District is required by law to annually set aside two percent general education aid for staff development which is approximately \$425,000. Expenditures are approved at board meetings within the budget items of the agenda each month. A portion of that allocation will be earmarked within the operating budget each year for World’s Best Workforce implementation and sustaining quality professional learning with an emphasis on exploration of career academies and achievement gap reduction as well as district and building goals aligned with the strategic plan. Building allocations exceed the required 2% allotment and are managed by site teams. Detailed budget breakdown of expenditures is available upon request. Site team members are represented on the District Advisory Committee.

Equitable Access to Excellent Teachers

On June 1, 2015, MDE submitted a plan to the U.S. Department of Education that required all states to address long term needs for improving equitable access of all students to excellent educators. The Every Student Succeeds Act (ESSA), signed on December 10, 2015, now requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers.

In our Human Resource department, the required STAR and other personnel reports are created each year. As an administrative team, hiring and transfer processes are completed with the student and district needs in mind. Attention is given to creating an equalization of experience and diversity for students in all buildings across the district when possible. Our hiring practices and mentoring program support our teachers to provide excellence in the classroom to ensure positive learning experiences for all learners. Due to teacher shortages, retention issues, and union contracts, it is

sometimes difficult to ensure equalization of staffing across the district. We have begun tracking the number of inexperienced teachers in each building and will cross reference with student demographics and needs to ensure that our students with the highest needs are being served by excellent educators.

Experienced teachers are defined as teachers with three or more years of teaching experience. Effective teachers are defined as teachers that have had consistently proficient evaluations. Whenever possible, the intervention teachers are experienced teachers so that we have our experienced, proven effective teachers working with our most at-risk students. In addition, in our school with the most diverse and low-income families, a concerted effort is made to hire experienced teachers and teachers of color. With new hires and multiple schools, collaboration occurs at the administrative level to ensure distribution of effective, in-field, experienced teachers are placed according to student needs. In 2021-22 approximately 86% of our teachers were considered experienced.

American Indian Education Program



Boozhoo/Aneen Hello or Hi in Ojibwe. Biindigaw come on in.

Mission: Improve American Indian (AI) student achievement and graduation rates through academically rigorous, culturally responsive instruction, family and student engagement and collaborative partnerships with school and community.

Vision: All AI students are empowered as lifelong learners to become fully engaged leaders, stewards, and citizens.

Some of the support and services provided by the AI Education Department are:

Academic Support

- Tutoring & Education Instruction Assistants
- Ojibwe Culture Classes (Language/Culture/History/Traditions)
- Paraprofessionals
- College & Career Opportunities
- Specialized Support

Activities

- Quiz Bowl
- Drum & Dance Team
- Annual Powwow
- American Indian Student Council
- Young Artists/Young Writers Competition

Graduation Celebration

- Eagle Feather Ceremony

Parent Committees:

- American Indian Parent Advisory Committee (AIPAC)
- Johnson O'Malley (JOM) Committee

To explore our entire department, click on the link below.

[American Indian Education Program](#)



Achievement and Integration

Purpose:

The purpose of the Achievement and Integration for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools. [Read Minnesota Statutes, section 124D.861.](#) [Read Minnesota Statutes, section 124D.862.](#)

[Achievement and Integration Plan 2020-2023](#)

A new plan will be developed in 2022-2023 with the Pelican Rapids's School District. This is the final year of these goals.

Goal Statement 1: The proficiency gap between the American Indian students and the non-American Indian students enrolled October 1 in the Detroit Lakes Public Schools using all state reading accountability tests (MCA, MTAS) will decrease from 19.8% in 2022 to 18% in 2023.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity.

Goal Statement 2: 80% of teachers who are placed in Achievement and Integration positions will be experienced and effective teachers as indicated by their years of service and their evaluations with a goal of hiring culturally diverse, experienced teacher in these roles.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Teacher Equity

Goal Statement 3: Build on deeper college and career exploration through collaborative experiences between Pelican Rapids and Detroit Lakes students and staff in increasing amounts each year to prepare for post high school life.

- Aligns with WBWF area: All students are ready for career and college.

Goal type: Integration



Quality Compensation Program (Q-Comp)

There must be an annual report to a local school board on the implementation and effectiveness of ATPPS and recommendations must include each of the following required components. During the 2022-23 school year we are undertaking our sixth year of MN Quality Compensation Program. We utilize each of the following required components.

- Teacher leader/career advancement options
 - PLC Leaders, Mentors, Research Team, Q Comp Leadership Team
- Job-embedded learning opportunities
 - Our professional learning communities met for a minimum of 180 minutes per month. We used four early outs to assist in the process. Trained research team members led sessions on how to implement vocabulary strategies.
- The teacher evaluation system
 - [DLPS adopted teacher evaluation plan](#)
- Increased teacher compensation for performance using measures of student growth and literacy
- A report on the implementation and effectiveness of the alternative teacher professional pay
 - 97% of teachers participated in alternative pay goals; 98 leadership roles were fulfilled by teachers.

Q Comp Building Goals 2022-2023

- The percentage of all students ages 6 months to 5 years old in Early Childhood Special Education at **Lincoln Education Center** who exceed the present numerical level (0-7) on the COR Advantage for Language, Literacy and Communication will increase from 99.6% in 2022 to 100% in 2023.
- The percentage of all students enrolled October 1 in grades 3-5 at **Roosevelt Elementary School** who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 51.3% in 2022 to 52.3% in 2023.

- The percentage of all students enrolled October 1 in grades 3-5 at **Rossman Elementary School** who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 54.8% in 2022 to 55.8% in 2023.
- The percentage of all students enrolled October 1 in grades 6-8 at **Detroit Lakes Middle School** who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCAs and MTAS) will increase from 52.9% in 2022 to 53.9% in 2023.
- The percentage of all students enrolled October 1 in grade 10 at **Detroit Lakes High School** who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCA and MTAS) will increase from 64.3% in 2022 to 65.3% in 2023.
- The percentage of all students enrolled October 1 in grade 10 at the **Detroit Lakes Area Learning Center** who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCA and MTAS) will increase from 0.0% in 2022 to 5.0% in 2023.

Annual Reporting

This report shall be published annually on the [Detroit Lakes School District website](#). A report will be presented in a public setting to review student achievement goals, local assessment outcomes and plans for improvement. The World's Best Workforce Plan, The World's Best Workforce Plan and Achievement and Integration Plan Summary was presented to and approved by the Detroit Lakes Board of Education on -----, 2022.

OCTOBER 2022 Draft

If you have any questions please contact, Renee Kerzman, Director of Curriculum, Instruction and Technology at rkerzman@detlakes.k12.mn.us.



2022-2023 World's Best Workforce Plan

&

2021-22 World's Best Workforce Summary and Achievement and Integration Progress Report

DETROIT LAKES
LAKERS



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

Goals of World's Best Workforce

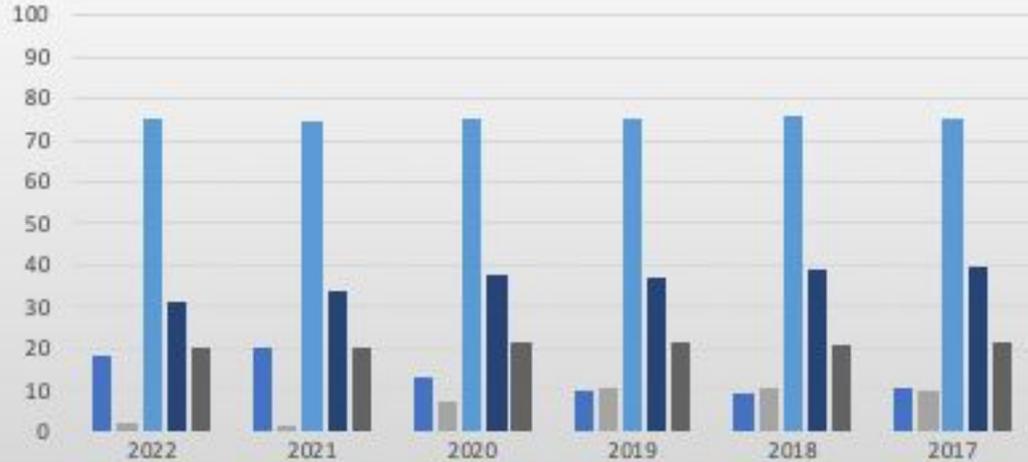
- **Closing the identified achievement gap(s),**
- **Ensuring all students are ready for kindergarten,**
- **Ensuring all students in third grade achieve grade level literacy,**
- **Ensuring all students attain career and college readiness before graduation.**
- **Ensuring all students graduate from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

DRAFT of plan is posted on our website

Achievement and demographic data details can be found on MDE Report Card website.



DLPS Demographic % - Who are our students?



	2022	2021	2020	2019	2018	2017
American Indian	18.6	20.3	13.46	9.94	9.19	10.5
Two or more races	2.5	1.4	7.12	10.53	10.58	10
White	74.9	74.6	75	75.22	75.59	75.1
F & R	31.2	33.7	37.43	36.8	38.75	39.9
Special Education	20.2	20.6	21.41	21.5	21.03	21.3

A breakdown of this data by school can be found [MDE Minnesota Report Card](#).

Ensuring All Students Are Ready for Kindergarten

Kindergarten Readiness

2021-22 As measured by the STAR Early Literacy Assessment, increase the percentage of kindergarten students at or above the kindergarten readiness level from 49% in fall of 2021 to 52% in the fall of 2022.

Results: STAR Early Literacy Assessment data for both schools combined in 2022 showed that our kindergarten readiness level is at 42% in the fall of 2022.

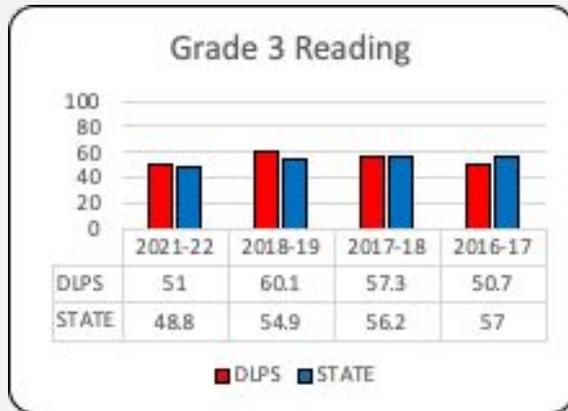
2022-23: As measured by the STAR Early Literacy Assessment, increase the percentage of kindergarten students at or above the kindergarten readiness level from 42 % in fall of 2022 to 47% in the fall of 2023.

Ensuring All Students in Third Grade Achieve Grade Level Literacy

2021-22 Grade level literacy will improve in third grade from 51.7% proficiency in 2020-2021 to 58% in 2021-22 as measured by 2022 Reading MCAs.

Results: 51% of third grades students demonstration proficiency in 2021-2022 on the Reading MCAs.

2022-23: Grade level literacy will improve in third grade from 51% proficiency in 2021-2022 to 53% in 2022-23 as measured by 2023 Reading MCAs.



District achievement data can be found on pages 12-16 of WBWF Report and the MDE Report Card.

Increasing Proficiency and Opportunities for All Students

2021-22: Increase reading proficiency of American Indian students district-wide from 38.1% in 2021 to 40.1% in 2022 as measured by the 2022 MCAs.

Results: Reading proficiency of American Indian students district-wide 39.3% in 2022.

2022-23: Increase reading proficiency of American Indian students district-wide from 39.3% in 2022 to 41% in 2023 as measured by the 2023 MCAs.

Ensuring All Students Attain Career and College Readiness

2021-22: 95% of the graduating class of 2022 will participate in college and career work experiences from DLPS as compared to 90% participation in 2020.

Results: Over 95% of students participated in college and career work experiences including our Laker Transition Students and ALC students.

2022-23: 96% of the graduating class of 2023 will participate in college and career work experiences from DLPS as compared to 95% participation in 2022.

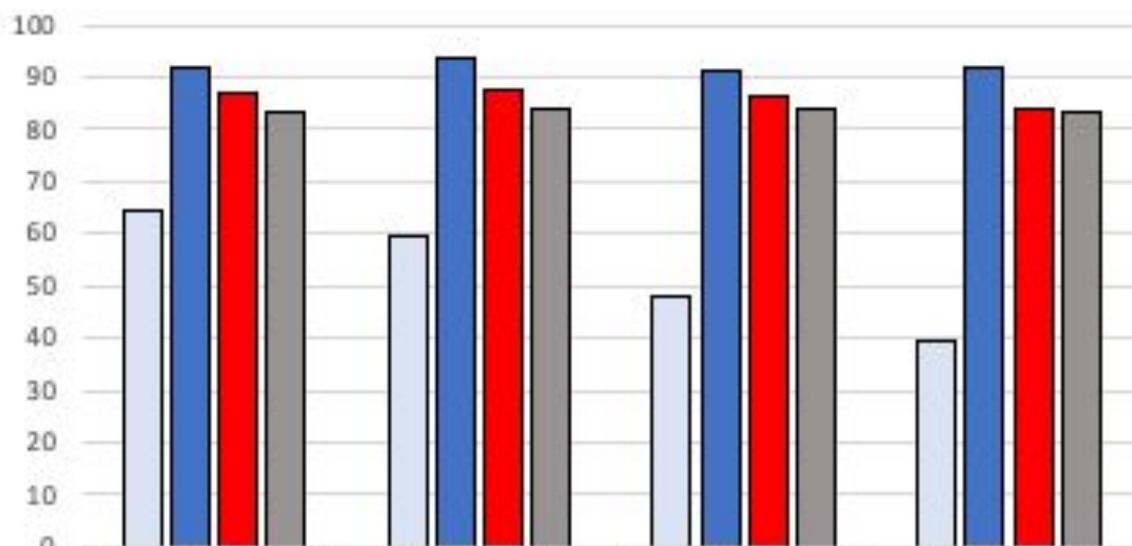
Ensuring All Students Graduate From High School

2021-22: 90% of all students will successfully graduate in 4 years from Detroit Lakes Public Schools in 2021 as compared to 86.08% in 2020.

2022-23: 90% of all students will successfully graduate in 4 years from Detroit Lakes Public Schools in 2022 as compared to 84% in 2021.

Results: 84% of students of the graduating class of 2021 graduated in 4 years.

4 Year Graduation Rates



	2018	2019	2020	2021
ALC	64.3	59.3	48	39.4
Sr. High	91.9	93.5	91.4	91.7
District	87	87.3	86.1	84
State	83.2	83.7	83.8	83.3

ALC Sr. High District State

Achievement and Integration Plan Summary



Achievement and Integration (A & I) Progress Report

A & I: Achievement Disparity Goal

Goal Statement 1: The proficiency gap between the American Indian students and the non-American Indian students enrolled October 1 in the Detroit Lakes Public Schools using all state reading accountability tests (MCA, MTAS) will decrease from 19.8% in 2022 to 18% in 2023.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity.

Results: The proficiency gap between the American Indian students and the non-American Indian students enrolled October 1 in the Detroit Lakes Public Schools using all state reading accountability tests (MCA, MTAS) decreased from 23% in 2019 to 19% in 2022.

A & I: Teacher Equity Goal

Goal Statement 2: 80% of teachers who are placed in Achievement and Integration positions will be experienced and effective teachers as indicated by their years of service and their evaluations with a goal of hiring culturally diverse, experienced teacher in these roles.

- Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Teacher Equity

Results: In 2021-22 100% of teachers who were placed in Achievement and Integration positions are experienced and effective teachers

In 2021-22 approximately 86% of our teachers were considered experienced.

A & I: Integration Goal

Goal Statement 3: Build on deeper college and career exploration through collaborative experiences between Pelican Rapids and Detroit Lakes students and staff in increasing amounts each year to prepare for post high school life.

- Aligns with WBWF area: All students are ready for career and college.

Goal type: Integration

Results: College and career exploration goal was met through interactions with Pelican Rapids schools attending the Freshman Career Expo. In addition, Pelican Rapids and Detroit Lakes Public Schools students collaborated on YouScience and utilized that information to bring together students interested in careers in education to have facilitated, professional conversations.

THANK YOU



October 2022 Lane Change

Name	Present Lane	Present Salary	Requested Lane	Requested Salary	Net Increase
Anna Aake	MA Step 13	\$67,342.00	MA +10 Step 13	\$68,941.00	\$1,599.00
Jennifer Barberg	BA +40 Step 10	\$60,549.00	BA +50 Step 10	\$62,280.00	\$1,731.00
Sam Bergren	BA Step 4	\$44,116.00	BA +20 Step 4	\$47,668.00	\$3,552.00
Julie Berntson	MA+10 Step 14	\$74,930.00	MA +20 Step 14	\$77,379.00	\$2,449.00
William Broderus	BA +10 Step 11	\$56,546.00	BA +20 Step 11	\$58,148.00	\$1,602.00
Brianna Byer	BA +10 Step 5	\$46,965.00	BA +30 Step 5	\$49,838.00	\$2,873.00
Carrie Carlson	BA +50 Step 6	\$55,363.00	BA +60 Step 6	\$57,094.00	\$1,731.00
Todd Dwyer	MA +20 Step L	\$77,874.00	MA +30 L	\$80,090.00	\$2,216.00
Cami Eckhoff	BA +10 Step 3	\$45,156.00	BA +50 Step 3	\$51,236.00	\$6,080.00
Shawn Ford-Milligan	BA +10 Step 13	\$62,809.00	BA +30 Step 13	\$66,363.00	\$3,554.00
Braeden Hogie	MA Step 9	\$58,819.00	Ma +10 Step 9	\$60,549.00	\$1,730.00
Laura Hunt	BA Step 4	\$44,116.00	BA +20 Step 4	\$47,668.00	\$3,552.00
Lisa Ito	MA +20 Step 3	\$52,843.00	MA +30 Step 3	\$54,448.00	\$1,605.00
Laura Jensen	MA +10Step 10	\$62,280.00	MA + 20 Step 10	\$64,003.00	\$1,723.00
Andrea Judisch	MA + 10 Step 4	\$52,135.00	MA +20 Step 4	\$53,740.00	\$1,605.00
Justin Kaji-Horne	BA + 10 Step 12	\$59,499.00	BA + 20 Step 12	\$61,098.00	\$1,599.00
Kelly Kalina	MA +10 Step L	\$75,409.00	MA +30 Step L	\$80,090.00	\$4,681.00
Carly Lenzen	MA Step 8	\$57,094.00	MA +10 Step 8	\$58,819.00	\$1,725.00
Brett Maass	MA Step 13	\$67,342.00	MA +10 Step 13	\$68,941.00	\$1,599.00
Krystal Meyer	MA Step 11	\$62,280.00	MA +10 Step 11	\$64,003.00	\$1,723.00
Fletcher Nelson	MA +20 Step 9	\$62,280.00	MA +30 Step 9	\$64,003.00	\$1,723.00
Melinda Nielson	BA +50 L	\$75,409.00	BA +60 L	\$77,874.00	\$2,465.00
Amy Porter	MA Step 13	\$67,342.00	MA +10 Step 13	\$68,941.00	\$1,599.00
Whitney Richter	BA +20 Step 5	\$48,568.00	MA +20 Step 5	\$55,363.00	\$6,795.00
Kiera Sannes	BA Step 3	\$43,249.00	BA +10 Step 3	\$45,156.00	\$1,907.00
Hope Schmitz	BA Step 3	\$43,249.00	BA +20 Step 3	\$46,761.00	\$3,512.00
Laura Schmitz	BA +10 Step 13	\$62,809.00	BA +20 Step 13	\$64,647.00	\$1,838.00
Sara Schnathorst	MA +10 Step L	\$75,409.00	MA +20 Step L	\$77,874.00	\$2,465.00
Tim Siewart	BA +10 Step 13	\$62,809.00	BA +20 Step 13	\$64,647.00	\$1,844.00
Jess Stuewe	MA +10Step L	\$75,409.00	MA +20 Step L	\$77,874.00	\$2,465.00
Kathryn Swanhorst	BA +20 Step 7	\$51,045.00	MA Step 7	\$55,363.00	\$4,318.00
Kari Swoboda	MA +10 Step 8	\$58,819.00	MA +30 Step 8	\$62,280.00	\$3,461.00
Preston Teske	BA +10 Step 3	\$45,156.00	BA +20 Step 3	\$46,761.00	\$1,605.00
Kayla Thompson	MA +10 Step 12	\$65,912.00	MA +20 Step 12	\$68,757.00	\$2,845.00
Aimee Treudson	MA +20 Step 10	\$64,003.00	MA +30 Step 10	\$65,729.00	\$1,726.00
Madysen Webber	BA +10 Step 3	\$45,156.00	BA +20 Step 3	\$46,761.00	\$1,605.00
Molly Wenschlag	BA + 50 Step 7	\$57,094.00	BA +60 Step 7	\$58,819.00	\$1,725.00
Sarah Williams	MA Step 10	\$60,549.00	MA +10 Step 10	\$62,280.00	\$1,731.00
Totals		<u>\$2,247,734.00</u>		<u>\$2,342,286.00</u>	<u>\$94,558.00</u>



Detroit Lakes Public Schools

Monthly Enrollment Summary

2022-2023

Month: October

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	37	61	98

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	6	7

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	74	21	95
Rossman	75	18	93
Totals	149	39	188

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	100	91	88	110	96	485
Rossman	94	93	94	101	98	480
Totals	194	184	182	211	194	965

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
188	965	1153

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	211	202	183	596

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	206	237	215	166	824	0	43	867

2022-2023

K-12 Total

2701

2021-2022

K-12 Total

2739

2020-2021

K-12 Total

2764

MONTHLY TOTALS*

EIC	38
ECSE	67
Kind. Sp. Ed.	39
Kindergarten	149
Grades 1-5	965
Middle School	596
Senior High	867
ALC	66
E-Laker Online	8
Laker Transitions	11
TOTAL	2806

*Does not include non-resident students on tuition agreement

ALC

D.L.	52
Other	14
Total	66

E-LAKER ONLINE

D.L.	7
Other	1
Total	8

LAKER TRANSITIONS

D.L.	9
Other	2
Total	11



Detroit Lakes Public Schools Yearly Enrollment Summary 2022-2023

Date: October

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
42	37									70	61								

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									6	6								

Kindergarten - Special Ed.										Kindergarten									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	21	21								Roosevelt	75	74							
Rossman	16	18								Rossman	76	75							
Totals	37	39	-	-	-	-	-	-	-	Totals	151	149	-	-	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	96	95	-	-	-	-	-	-	-
Rossman	92	93	-	-	-	-	-	-	-
Totals	188	188	-	-	-	-	-	-	-

Grade One										Grade Two									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	99	100	-	-	-	-	-	-	-	Roosevelt	90	91	-	-	-	-	-	-	-
Rossman	94	94	-	-	-	-	-	-	-	Rossman	94	93	-	-	-	-	-	-	-
Totals	193	194	-	-	-	-	-	-	-	Totals	184	184	-	-	-	-	-	-	-

Grade Three										Grade Four									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	88	88	-	-	-	-	-	-	-	Roosevelt	109	110	-	-	-	-	-	-	-
Rossman	93	94	-	-	-	-	-	-	-	Rossman	101	101	-	-	-	-	-	-	-
Totals	181	182	-	-	-	-	-	-	-	Totals	210	211	-	-	-	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	96	96	-	-	-	-	-	-	-
Rossman	98	98	-	-	-	-	-	-	-
Totals	194	194	-	-	-	-	-	-	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2022-2023

Date: October

Grades 1 - 5 Totals										ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	482	485	-	-	-	-	-	-	-	Resident	52	52							
Rossman	480	480	-	-	-	-	-	-	-	Non-Resid.	16	14							
Totals	962	965	-	-	-	-	-	-	-	Total	68	66							

Middle School										E-Laker Online									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Six	213	211	-	-	-	-	-	-	-	Resident		7							
Gr. Seven	201	202	-	-	-	-	-	-	-	Non-Resid.		1							
Gr. Eight	181	183	-	-	-	-	-	-	-	Total		8							
Totals	595	596	-	-	-	-	-	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	209	206	-	-	-	-	-	-	-
Gr. Ten	241	237	-	-	-	-	-	-	-
Gr. Eleven	225	215	-	-	-	-	-	-	-
Gr. Twelve	206	166	-	-	-	-	-	-	-
Subtotals	881	824	-	-	-	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	43	-	-	-	-	-	-	-
Totals	881	867	-	-	-	-	-	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2022-2023

Month: October

		Roosevelt		Rossman		Grade Average
Kindergarten						18.80
	Section 1&3	19	19	18	19	
	Section 2&4	19	18	19	19	
	Section 5	20		18		
Building Average		19.00		18.60		
Grade 1						19.10
	Section 1&3	19	20	17	19	
	Section 2&4	18	20	19	19	
	Section 5	20		20		
Building Average		19.40		18.80		
Grade 2						23.00
	Section 1&3	23	23	23	24	
	Section 2&4	22	23	23	23	
	Section 5					
Building Average		22.75		23.25		
Grade 3						22.63
	Section 1&3	21	22	23	23	
	Section 2&4	22	22	24	24	
	Section 5					
Building Average		21.75		23.50		
Grade 4						26.25
	Section 1&3	27	27	25	26	
	Section 2&4	27	28	25	25	
	Section 5					
Building Average		27.25		25.25		
Grade 5						21.13
	Section 1&3	24	24	24	25	
	Section 2&4	24	24	24	0	
	Section 5					
Building Average		24.00		18.25		

The district class size average for K-5 is:

19.53

The class size average on this page is different than the class size average calculated by the State. The class size average on this page reflects students in a classroom with the regular classroom teacher and does not count specialists such as music, phy.ed. and art teachers which the state uses in calculating class size average.

**INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING AGENDA
Facilities Committee Meeting - October 11, 2022**

Members:

**April Thomas
Mark Jenson**

**Amy Erickson
Jason Kuehn**

**John Steffl
Colin Gedrose**

A Facilities Committee Meeting is scheduled for 8:00 AM on Tuesday, October 11th, 2022 at the High School Conference Room. The agenda is as follows:

1. **DLHS Updates**
 - A. DLHS Construction Progress
 - i. Construction Change Orders
 - B. High School Signage Updates
 - C. Greenhouse Update
2. **Facilities Rental Agreement/Policy 902**
3. **Arena Lease Update**
4. **Other Items to Come Before the Committee**
 - A. Future Meetings

DATE: October 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 October 24, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #026 - CE #125: Drywall Repair (LTFM) Contractor: Miller & Sons Drywall Area C Classroom Drywall Repair	\$55,030.00
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TOTAL CHANGE ORDERS	<u>\$55,030.00</u>
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Recommend approval of the above listed Change Orders.

**CCO #026**

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 #026: CE #125 - Area C classroom and science rooms drywall repair LTFM

CONTRACT COMPANY: Miller & Sons Drywall, Inc. 2007 East Main West Fargo, North Dakota 58078	CONTRACT FOR: SC-18-065-017:9B Drywall
DATE CREATED: 8/24/2022	CREATED BY: James Lansing (Gehrtz Construction Services)
CONTRACT STATUS: Approved	CHANGE REASON: Construction Change
ACCOUNTING METHOD: Amount Based	TOTAL AMOUNT: \$55,030.00

DESCRIPTION:CE #125 - Area C classroom and science rooms drywall repair LTFM

Repaired and replaced numerous areas of sheet rock throughout the area C classrooms and science rooms. Skim coating and patching holes in existing walls in all classrooms.

ATTACHMENTS:

[SKM_C308UP22091214480.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,118,400.00
Net change by previously authorized Change Orders	\$ 200,000.00
The contract sum prior to this Change Order was	\$ 1,318,400.00
The contract sum will be increased by this Change Order in the amount of	\$ 55,030.00
The new contract sum including this Change Order will be	\$ 1,373,430.00
The contract time will not be changed by this Change Order by	

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

DocuSigned by:

71079AEC721E4F0...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

8E9E8879A6C74CC...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

32113E3583E3494...

James Lansing

From: Miller & Sons Drywall <msdrywall@midconetwork.com>
Sent: Wednesday, September 7, 2022 9:43 AM
To: James Lansing
Cc: Dan Kleist
Subject: DLHS Science & Media

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

James,

We had the following T&M work at the Science & Media Center rooms: (matl 3260, labor 4890) \$8150
Please let me know if you have any questions.

Thanks



Miller & Sons
DRYWALL INC.

Travis Miller

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

Date Adopted: 01/11/82	File Number: Detroit Lakes Policy - 902
Date Revised: 07/14/03, 11/09/09, 02/13/17; 1/13/2020	

902 - RENTAL POLICY - BUILDINGS & FACILITIES

The Detroit Lakes Public Schools (DLPS) wishes to encourage the full use of the educational facilities, when they are not being used by students or staff, by making its facilities available to organizations, associations, and individuals of the community for civil, cultural, welfare or recreational events that are in the best interest of the school system.

The purpose of this policy is to define the use of DLPS facilities.

I. ADMINISTRATIVE RESPONSIBILITY

- A. The Supervisor of Operations or his/her designee shall approve scheduling of DLPS facilities and equipment. All requests for facility use must be submitted electronically or in hardcopy format.
- B. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- C. Facility reservations will be assigned first come, first served. The only exception is DLPS sponsored events that come up and cannot be scheduled to another date, time or location. If this happens, the permit holder will be contacted immediately and offered to change to an alternate date, time or location. If an event is rescheduled, there will be no monetary reimbursement.
- D. A building may not be occupied by any group unless a qualified custodian is present. The head custodian of the building being used will be responsible for assigning a custodian to work during the scheduled event that is not held during the regularly scheduled hours of the custodial staff. The custodian on duty will supervise the operation of the physical plant and shall not be required to supervise groups or events. There will be no additional fee for custodial staff being present under either of the following conditions:
 - i. The event is held during the regularly scheduled hours of the custodial staff, and clean-up after the event did not result in the custodian accruing overtime.
 - ii. A DLPS employee has requested to be used in lieu of a custodian by signing the section on the *Facility Permit Request*, and the request has been approved by the Supervisor of Operations or designee.

II. USAGE/PERMIT PROCEDURE

- A. Prior to using District facilities, every non-DLPS group/organization and individual must complete the *Facility Permit Request* found on the last two pages of this policy and submit it to the Supervisor of Operations or designee. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- B. The individual/organization making the request is responsible for all fees assessed for the event.
- C. Every permit request for the use of DLPS facilities shall state the general nature and purpose of the event. Permits will be issued only for the dates, hours, areas and equipment specified.

- D. A permit will not be granted for any use that in the judgment of DLPS administration may conflict with the mission of the DLPS or for which satisfactory sponsorship or adequate adult supervision is not provided.
- E. Once a permit is granted to an organization or individual, facilities shall be used strictly for the purpose for which the space was requested. Permit holders may not transfer or sublet the permit to another organization or individual; doing so nullifies an approved permit.
- F. DLPS administration may cancel a permit effective immediately, if, in its judgment, continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
- G. All rentals of facilities will be coordinated with the building principal and/or the Activities Director in order to assure the availability of facilities requested.
 - i. Events are scheduled on a first-come-first-serve basis. However, DLPS events shall always have priority, and contracted rented facilities have priority over unscheduled DLPS staff use.
 - ii. All athletic camps/clinics are to be pre-approved by the Activities Director prior to submittal to the Supervisor of Operations for reserving facilities.
 - iii. Camps or clinics that are neither appropriately routed the process listed in subsection (ii) nor approved by the Activities Director are not construed to fall under the control of the School Board, and therefore, will be subject to rental fees and will not be covered by the DLPS insurance program.
- H. Once the *Facility Permit Request* is approved, the event will be entered into the DLPS facility calendar (dlschools.net > Staff Resources > Facility and Transportation > Facility and Transportation Calendar Access; User ID & Password are detroitlakes).
- I. A copy of the reservation with the permit number will be provided to the policy holder either as a hard copy or electronic document. This document in either form must be with the permit holder during the event at the DLPS facility.
- J. Access to and operation of the sound and light systems in the Middle School auditorium must be pre-approved by the Supervisor of Operations. An additional fee will be charged for the sound/light operator's time.

III. PERMIT HOLDER'S RESPONSIBILITY

- A. Completion of the *Facility Permit Request* constitutes acceptance by the applicant of the responsibilities state and the willingness to comply with all DLPS policies, rules, and regulations regarding the use of facilities.
- B. The permit holder agrees to protect, indemnify and hold harmless the District and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify DLPS for all damage to its facility or equipment occurred during the scheduled event by persons participating or in attendance.
- D. All organizations and individuals using DLPS facilities shall have a copy of the approved permit on site, either as an electronic file, email, or hardcopy. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities/grounds when requested to by the DLPS representative.
- E. All events are required to be supervised by responsible adults, over age 21, for the entire duration of usage time and until all participants have vacated the premises in order to accept responsibility for the conduct of event attendees and the care of the building and equipment.
- F. It shall be the responsibility of the organizational leaders to confine use of the facilities rented to members of their group and for the purpose and function under the terms of the rental contract.

- G. Programs must be concluded in time for clearance of building in accordance with the terms of the rental contract. Any additional time required to clean-up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.

IV. FACILITY USAGE

- A. All buildings must be vacated by 10:30 p.m. on school nights and 12:00 a.m. on non-school nights, unless arranged differently with the Supervisor of Operations or designee. However, DLPS sponsored events may vacate at a later time at the discretion of the principal/building administrator.
- B. A group must obtain prior approval to bring in any organizational equipment and must remove all equipment immediately after the event, unless special permission is granted in advance by the Supervisor of Operations or designee.
- C. Gym shoes must be worn on gym floors. No one shall be allowed to participate in any organized event on the gym floors with leather soles or heels. Every renter is required to use every reasonable precaution to see that snow, water, or mud is removed from shoes before persons are allowed to enter the gym.
- D. As the need arises, building access/keys will be issued by the building principals, their designee, or operations department.
- E. Animals and other pets are not allowed in DLPS facilities unless specifically pre-approved by the building administrator or the Supervisor of Operations. This does not apply to service animals or service animals in training.
- F. Tobacco use is not permitted on any DLPS premises. Alcohol used for consumption, other controlled substances, and guns are banned from all DLPS premises.
- G. There are certain areas where specifically trained personnel will need to be present. These are:
 - i. School Kitchens (not lab kitchens): a trained DLPS food service employee must be present. There will be a fee charged for this employee's time.
 - ii. Wrestling Building: it will be required for trained DLPS personnel to clean wrestling mats after the event; this person does not have to be present during the event. There will be a fee charged for this employee's time.
 - iii. High School Swimming Pool: certified lifeguard must be present. It is the policy holder's responsibility to find this person. A copy of the lifeguard's certification must be submitted with the *Facility Permit Request*.
 - iv. Middle School Auditorium: persons trained to work the A/V equipment, rigging and lighting must be present. DLPS will provide the policy holder a list of those who have been trained on this equipment, but it is the policy holder's responsibility to make arrangements for person(s) to operate the system for the event. The Supervisor of Operations or designee must be informed who has been scheduled to operate these systems for the event.

V. FEES

- A. Fees will be charged for the following three categories based on the classification of organization using DLPS facilities and the schedule of rental rates:
 - i. Facility use
 - ii. Additional equipment provided/set up by the DLPS
 - iii. Hourly rate of any DLPS food service employee, custodian, and Middle School auditorium operator required to work additional hours in order to be on site for the event.

B. Rate of Fees:

- i. Groups using DLPS facilities are grouped into different rate classes based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards for conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Each group will pay this percentage of the rental fees for facility and equipment use:
 - 0%:
 - DLPS Pre-K – 12, extracurricular and Community Education
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare, do not charge fees, and are not using facilities for fundraising purposes
 - DLPS employees using the facilities for personal, non-commercial use
 - 50%:
 - Athletic associations under the umbrella/contracted with The Center (formerly the DLCCC)
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare that charge fees and/or use the facility for fundraising purposes
 - 80%:
 - DLPS employees using facilities for commercial, profit-making use
 - Individuals residing or businesses located within the DLPS attendance area
 - Non-profit organizations based outside of DLPS attendance area that are devoted to child or community welfare.
 - 100%:
 - Individuals residing or businesses located outside of the DLPS attendance area
 - ii. Any reduced fee for the hourly rate of kitchen and staff required to work additional hours must be approved by the Business Manager in advance of the approval of the permit.
- C. A down payment of 50% of the facility rental is required at the time of the submitting the *Facility Permit Request* to confirm the reservation. The remainder and other charges will be due by the end of the month following the event.
- D. Food and beverages may be served without using the kitchen. Use of the kitchen, even by DLPS employees, requires the presence of a DLPS food service employee. A fee will be assessed for damaged, lost, stolen, or unclean equipment or facility.

VI. FUNCTIONS NOT ALLOWED

- A. No dances open to the general public shall be allowed
- B. Any and all use of DLPS facilities shall be free from obscure and controversial purposes or purposes of a disruptive nature.

The following page shows the hourly and daily rates for renting the facilities. These rates are designed to encourage public use. DLPS reserves the right to revise building rental rates. It shall be the responsibility of the renting organization/individual to obtain the cost of the current rental rates and fees. DLPS will not be responsible for informing individuals or organizations of revisions in rental rates.

FACILITY RENTAL RATES

As of 2020

These are the full rates for facility rental. Depending on the type of group using the area, the rates may be less. Please see Section V, Subdivision B(i) for more information.

AREAS	USED FOR 0-4 HOURS	USED FOR 4+ HOURS
Auditorium ¹ : Middle School (half day or whole day) 1. Includes entire seating area, stage, A/V booth and commons 2. Only those trained by the District may run the A/V booth, lights and rigging. This cost is not included in the rental fee.	\$275.00/half day	\$550.00/day
Prop / Green Room, add	\$25.00/day	\$100.00/day
Classroom: All Buildings	\$25.00/hour	\$100.00/day
Commons: High School or Middle School	\$25.00/hour	\$100.00/day
Computer Lab: All Buildings	\$25.00/hour	\$100.00/day
Computer use, add	\$10.00 pp/day	\$10.00 pp/day
Concessions (Indoor): Middle School	\$25.00/hour	\$100.00/day
Gymnasium ² : Rossman, Roosevelt, or Lincoln – entire gym	\$20.00/hour	\$80.00/day
High School Main Gym or Middle School – entire gym	\$45.00/hour	\$180.00/day
High School Main Gym or Middle School – per court	\$15.00/hour	\$60.00/day
High School Main Gym Only:		
Stage, add	\$15.00/hour	\$60.00/day
West Bleachers, add	\$25.00/event	\$25.00/event
East Bleachers, add	\$20.00/event	\$25.00/event
Kitchen ¹ : All Buildings*	\$30.00/hour	\$120.00/day
Locker Room: High School or Middle School	\$25.00/hour	\$100.00/day
Media Center: Rossman or Roosevelt	\$25.00/hour	\$100.00/day
High School or Middle School	\$50.00/hour	\$200.00/day
Computer use: All Buildings, add	\$10.00 pp/day	\$10.00 pp/day
Multipurpose Room/Gym ² : High School, Roosevelt, or Rossman	\$20.00/hour	\$80.00/day
Swimming Pool ² : High School (hourly rate only)	\$50.00/hour	\$50.00/hour
Wrestling Building ^{1,2} : High School*	\$25.00/hour	\$100.00/day
Outdoor fields, courts, playgrounds, or parking lots ² : All Buildings	Determined on Individual Basis	

¹ Location will have additional staff charges.

² Rental fees for this location are subject to sales tax.

ADDITIONAL STAFF CHARGES

Custodial Personnel (beyond regular hours).....\$45 per hour

Food Service Personnel (total hours worked)\$45 per hour

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

FACILITY PERMIT REQUEST

Please Note: Do not complete this form for ISD 22 sponsored events.

Today's Date: _____

REQUESTOR'S INFORMATION:

Requestor's Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Are you currently an ISD 22 part time or full-time employee (not substitute)? Yes No

I am making this request for a(n): (mark one)

Non-profit Organization Organization Name: _____

Business, including sole proprietor Business Name: _____

Myself, not for profit

TYPE OF SET-UP AND SPECIAL INSTRUCTIONS:

Function Description: _____

Anticipated Attendance: _____ Will Admission Be Charged? Yes No

Date of Function: _____ Start Time: _____ End Time: _____

Prep Start (date & time): _____ Clean-Up End (date & time): _____

Facilities Requested:

BUILDING	AREA	BUILDING	AREA

IF A DISTRICT EMPLOYEE WILL BE USED IN LIEU OF A CUSTODIAN:

DLPS employee in lieu of a custodian agrees to the following:

1. Secure building (check all doors to ensure building is locked when leaving.)
2. Turn off lights and other electrical equipment.
3. Responsible for controlling access to unauthorized personnel.
4. Responsible for monitoring children's behavior.
5. Report all emergency situations and/or injuries immediately to the Supervisor of Operations.
6. Clean areas used (bathrooms, kitchen, etc.). Users of DLPS facilities who leave premises dirty will be charged for clean-up.

Signature of employee in lieu of custodian: _____

(Continue to next page)

FACILITY PERMIT REQUEST (cont'd)

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. We agree to enforce all regulations of DLPS in using this facility.
2. We will not allow tobacco use on any property owned by the DLPS.
3. We will not allow any alcohol used for consumption, other controlled substances, or guns to be brought on any property owned by the DLPS.
4. Persons attending the event will confine themselves to the rooms and corridors assigned for our use.
5. We understand disorderly conduct of any kind is prohibited and is punishable by ejection from the building or grounds.
6. We will indemnify DLPS for any and all damage to DLPS property by any person or persons attending the event. Responsibility for loss, breakage, or need of repair, of any piece of equipment rests with the individual/organization renting the facility and the person signing this agreement will report any such damage to: ISD #22, Administration Center – Operations, PO Box 766, Detroit Lakes, MN 56502 (218-847-9271).
7. We will not hold DLPS responsible for any damages to the personal property of those attending the event or for any injuries to persons attending the event, even if this should include death.
8. DLPS equipment will only be provided as part of this contract as is specifically stated in this contract; and DLPS equipment will be handled by DLPS personnel only.

I have read the above listed information and am in full agreement:

Signature of Requestor (By signing, becoming Policy Holder)

Date

Legal References: Minn. Stat. 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes, Closings)
Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
 MSBA/MASA Model Policy 901 (Community Education)
 MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

FOR DISTRICT USE ONLY:

Permit Number: _____

Facility (Bldg/Rm)	Rate	Total	Employee Fees	Rate	Total
_____	\$ ____ / ____	\$ _____	Custodian Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	Food Service Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	Sound/Light Oper. Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	Employee Fees Total:		\$ _____
_____	\$ ____ / ____	\$ _____	Equipment Use Fees	Rate	Total
_____	\$ ____ / ____	\$ _____	_____	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	_____	\$ ____ / ____	\$ _____
Facility Rental Total:			Equipment Use Total:		
	\$ _____			\$ _____	\$ _____

CONTRACT TOTAL: \$ _____

**KENT FREEMAN SPORTS ARENA
LEASE AGREEMENT
DETROIT LAKES, MINNESOTA**

**DETROIT LAKES PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #22**

AND

CITY OF DETROIT LAKES

2023-2026

KENT FREEMAN SPORTS ARENA LEASE AGREEMENT

THIS AGREEMENT, Made this _____ day of _____, 2022, by and between the City of Detroit Lakes, a municipal corporation, hereinafter called City, and the Independent School District No. 22 of Becker County, hereinafter called School District, witnesseth:

WHEREAS, the City is the owner of a Sports Arena building for athletic activities; and

WHEREAS, the School District, through its Physical Education Program and its Athletic Program, offers physical education, hockey, softball, baseball and other education and activity programs in the schools; and

WHEREAS, it is the desire of the School District to use the facilities of the City for such physical education, hockey, softball, baseball and other educational activity programs.

NOW, THEREFORE, BE IT AGREED THAT, in consideration of the mutual advantage inuring to the parties:

- 1. **PERIOD OF USE.** The School District is to have the use of the ice rinks or floors, locker rooms, showers, and necessary appurtenances in Arena #1 and Arena #2, owned by the City for the time period outlined in this agreement:

School year 2023-2024	October 16, 2023 to March 3, 2024 - ice time
School year 2024-2025	October 14, 2024 to March 2, 2025 - ice time
School year 2025-2026	October 13, 2025 to March 1, 2026 - ice time

- 2. **RENT.** The School District agrees to pay to the City a total rental for the set period of time as follows:

2023 - 2024	\$132,333
2024 - 2025	\$134,979
2025 - 2026	\$137,679

Said rental shall be paid by October 20th of each year of this agreement; check made payable to:

City of Detroit Lakes
1025 Roosevelt Avenue
Detroit Lakes, MN 56501

- A. The School District agrees to pay the City an adjustment of any utility cost increase in addition to the annual payment, necessitated by increases in the wholesale electrical rate paid by the Detroit Lakes Public Utilities to its

principal electrical suppliers. The adjustment is based on any utility increase exceeding the prior year costs prorated according to percentage of ice time.

Said increase shall be paid by May 15th of each year of this agreement.

3. SCHEDULE. The School District shall have the use of the buildings according to the following schedule:

A. All regular scheduled home hockey games, the dates and hours, which are set forth in a schedule supplied by the School District to the City on or before October 1st each year this agreement is in effect with the exception of Sectional Games. If any scheduled games are canceled or postponed due to weather or ice conditions, they shall be rescheduled with 48 hour notice only after consultation with the City of Detroit Lakes Public Works Director or the Park and Arena Supervisor. The school shall give the Public Works Director or Parks and Arena Supervisor as much notice as possible, if it becomes necessary to reschedule Sectional Games. Any additional costs associated with the change shall be the responsibility of the School District.

B. Regular hockey practice as follows:

- 1) Hockey practice from 4:00 PM to 6:30 PM Monday through Friday with two sheets of ice available. Morning hockey practice from 6:00 AM to 8:00 AM will generally not be scheduled. If scheduled, use will be restricted to days when the rink is available and is to be communicated with the Arena Supervisor.
- 2) On nights with home Varsity hockey games, the rink may be used by the JV team for practice from 3:30 PM to 5:15 PM, but one (1) hour must be allowed for preparing the rink for the games.
- 3) The hockey coach will be responsible for seeing that students are off the ice and out of the building no later than 30 minutes after the close of practice.
- 4) Any changes in the schedule will be made only by mutual agreement with the School Administration, Park and Arena Supervisor or Public Works Director.
- 5) The Sports Arena will be closed if school activities are cancelled due to the weather.

C. Students may use the rink Monday through Friday, during supervised Physical Education periods. Physical Education instructors shall supervise

the students. The Public Works Director shall be given a schedule or notified in advance of the use of the building by students.

D. Except for extended season play, ice shall be removed from the Sports Arena floors by Monday following the first weekend of March or such other date as mutually agreed upon by the parties. Thereafter, the School District shall have the use of the building for baseball and softball Monday through Friday during the hours of 3:30 PM through 6:00 PM until April 30th.

E. The School District shall also have the right to use the facilities for the following special events:

- 1) Hockey Jamborees - dates and times to be determined by the School District.
- 2) Christmas Tournaments - dates and times to be determined by the School District.
- 3) Sectional Tournament scheduled for late February (if selected site). Dates to be determined by Section Committee.
- 4) School supervised Winter Snowball events – dates and times to be determined by the School District.
- 5) Hockey cheerleader practice one hour per week. Practice schedule to be arranged by the Public Works Director and the Activities Director.
- 6) Dates for any other special events shall be furnished to the Public Works Director by October 1st of each year.

4. **TICKETS.** The School District is to provide all personnel necessary for the sale of admission tickets.

5. **SUPERVISION.** The School District is to provide personnel to supervise students at any time the building is being used by its students under this agreement. Such personnel shall be assigned by and responsible to School Administration.

6. **SUPERVISORS.** The coach or supervisor is responsible for seeing that all pieces of equipment and supplies of the school and the players are picked up and properly stored.

7. **EQUIPMENT AND SUPPLIES.** The coaches or supervisors shall be responsible for seeing that all pieces of equipment and supplies of the Detroit Lakes Youth

- Hockey Association, Inc. are picked up and properly stored in the areas and cabinets provided by the City.
8. MAINTENANCE. The City shall maintain the ice rinks and keep the same in good condition and state of repair. The City is to maintain all ice-making and cleaning equipment/machines, the ice rink - including flooding, cleaning of surface, the repair or replacement of boards, goals and nets, storage cabinets and lockers.
 9. JANITOR SERVICE. The City shall maintain the locker room, shower room, bleacher, storage, and upper arena areas and keep the same in good condition and state of repair. The City shall also provide janitor service for cleaning of the locker room and shower room areas each day and cleaning of the bleacher area, storage area, and upper arena areas as needed.
 10. RULES AND REGULATIONS. The rules and regulations of Independent School District No. 22 pertaining to student conduct shall be in effect during all times this building is used by the School. Additional policies governing the conduct of students may be developed as needed by the Public Works Director and the School Administration. The policies, rules and regulations shall be enforced by School personnel as assigned by the School Administration. The School Activities Director shall notify the Public Works Director of the School personnel responsible for supervision and enforcement of policies, rules, and regulations pertaining to the various activities conducted by the School on the premises.
 11. WEATHER CANCELLATIONS. The Sports Arena will be closed if school activities are cancelled due to weather.
 12. OPEN SKATING. The City of Detroit Lakes reserves the right to establish hours for open skating.
 13. Unless otherwise specified, the Head Hockey Coach(es) is/are responsible for and in charge of the School's hockey program and all personnel involved, which includes the Varsity and JV squad programs. The Head Hockey Coach(es) is/are responsible directly to the Activities Director for the hockey program.
 14. In the event that deviation from customary services is necessary due to energy shortages, the rental fee expressed in this contract is void. The amount to be paid, should services be curtailed, will be negotiated by the parties, taking into consideration limitations experienced by the School District in terms of use of facilities and admissions collected. In the event MSHSL makes changes in schedules or activities, dates may be adjusted.
 15. The School District shall not assign any rights or duties under this lease agreement or sublet the leased premises, or any part thereof, nor allow any other

person to occupy or use the leased premises without the prior written consent of the City, which consent shall not unreasonably be withheld. Consent to one assignment, sublease or other occupation or use by any other person or entity shall not be consent to any subsequent assignment, sublease, occupation or use by persons other than the School District. This agreement shall not be assignable, as to the interest of the School District, by operation of law, without the written consent of the City. If the City does give consent to assignment, subletting or occupation by another, such consent shall not release the School District from its obligations hereunder unless a release is specifically given by the City.

16. **CASUALTY DAMAGE.** If during the term of this lease agreement the leased premises or any portion thereof shall be damaged or destroyed by fire or other casualty so that the said leased premises or a portion thereof shall thereby be rendered unfit for use of occupation, the City shall have the option to either (a) repair such damage with all reasonable diligence and restore the premises to substantially the same condition immediately prior to such event, and until said premises shall have been duly repaired and restored, the rent therein reserved, or a just and proportionate part thereof, according to the nature and extent of the injury which has been sustained, shall be abated, or (b) the City or School District may terminate this lease and end the term thereof, and in case of such termination, the rent shall be paid to the date of such fire or casualty and all other further obligations on the part of either party hereto shall cease.
17. **INDEMNIFICATION.** The School District shall protect, defend, hold harmless and indemnify the City against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorney's fees for defense, arising out of or in any way related to the School District's use of the premises or any of the School District's activities or events, save when said claim, action, loss, cost, expense or liability is caused or contributed to by the negligence or breach of this lease agreement by the City. In case of any action or proceeding brought against the City by reason of a claim covered by this paragraph, upon notice from the City, the School District covenants to defend such action or proceeding by counsel reasonably satisfactory to the City.
18. The City shall protect, defend, hold harmless and indemnify the School District against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorney's fees for defense, arising out of or in any way related to claims, actions, losses, costs, expenses or liability caused or contributed to by the negligence or breach of this lease agreement by the City. In case of any action or proceeding brought against the School District by reason of a claim covered by this paragraph, upon notice from the School District, the City covenants to defend such action or proceeding by counsel reasonably satisfactory to the School District.
19. **LIABILITY INSURANCE.** The School District and City shall maintain, through the term of this lease agreement, a policy of comprehensive general liability

insurance with limits at least equal to the maximum liability limits provided by Minnesota Statute 466.04; as may be amended. Said policy of insurance shall be evidenced by a certificate of insurance, which shall be placed on file with the City by the School District and with the School District by the City prior to commencement of occupancy of the premises by the School District. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving the other party to this agreement thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidence insurance coverage for the School District's indemnification obligation to the City and the City's indemnification obligation to the School District under this lease agreement.

20. The City shall not be liable to the School District or to any employee, student or invitee of the School District for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the leased premises except for damages caused or contributed to by the negligence or breach of this lease agreement by the City, its employees or agents, by a court of competent jurisdiction.
21. Nothing in this article shall cause either the City or School District to be subject to liability in excess of any statutory limits of liability or waive any governmental immunities applicable to the City or School District.
22. **CONDITION OF PREMISES.** The School District has, or prior to the commencement of occupancy will have, inspected the Premises and accepts them as is, with all defects and without warranty of any kind.
23. **ALTERATIONS AND IMPROVEMENTS.** The School District shall not make alterations, additions or improvements, nor make changes to the building front or other structural changes to the Premises, without prior written approval from City. Any signage placed on the building's interior or exterior shall be approved by the City. School District shall provide lien waivers to City from any contractors or subcontractors furnishing material, services or labor to any improvement, which City may, in its discretion, require in advance of providing City's written approval. School District shall hold City harmless from any liens, encumbrances or other obligations whatsoever arising from any such alterations or improvements.
24. **OWNERSHIP OF IMPROVEMENTS AND FIXTURES.** Any alterations, installations, additions and improvements made to the leased Premises shall become the property of City as a part of Premises. However, furniture, trade fixtures and other personal property installed by School District shall remain the School District's property and may be removed at any time, provided School District promptly repairs any damage caused by removal.

25. SURRENDER OF PREMISES. At the expiration of School District's occupancy under this Lease, or otherwise, School District shall return possession of the Premises to City in as good condition as they were when School District took possession, ordinary wear and tear excepted. All keys must be returned to First Party at the end of each season.
26. COVENANTS OF SCHOOL DISTRICT.
- A. School District shall not do or allow anything on the Premises that will increase the rate of fire insurance for the Premises or permit the accumulation of waste or refuse matter.
 - B. School District shall commit no act of waste and shall take good care of the Premises and the fixtures therein.
 - C. Not later than the last day of the Term, School District shall remove all of the School District's personal property, repair all damage done in connection with the installation or removal of said property and improvements, and surrender the Premises to the City. All property of School District remaining in or on the Premises after the last day of the Term shall be deemed abandoned.
27. INSPECTION. City may, at reasonable times, enter the Premises to inspect same or to make repairs or replacements as may be required or permitted by this Lease. The School District shall deposit, and continue to keep on deposit, with City, a complete set of keys to all of the building doors for buildings on the Premises.
28. SCHOOL DISTRICT'S PROPERTY INSURANCE. The School District shall insure its contents now or later located on or a part of the premises against loss by fire, extended coverage perils, vandalism, and malicious mischief for at least the amount of its full insurable value.
29. GOVERNMENTAL REGULATIONS. School District shall, at School District's sole cost and expense, comply with and faithfully observe all of the rules, regulations, ordinances, laws and requirements of county, municipal, state, federal and other applicable governmental authorities, present or future, which affect the occupancy or use of the leased Premises. School District shall defend and hold City financially harmless from consequences of the School District's violation of such laws, ordinances, or regulations.
30. SUCCESSORS. This Lease shall extend to and bind the respective successors, and assigns of the parties.
31. DEFAULT. If a party defaults in the performance of any provision of this Lease, the non-defaulting party may give the defaulting party a notice of such default. If the defaulting party fails to cure any default within 10 days after notice, then the

non-defaulting party may terminate this lease by notice to the other party and on the date specified in said notice the lease shall terminate, but parties shall liable for obligations incurred under this Lease.

32. **WAIVER OF DEFAULT.** The failure of either party to insist on strict performance of any provision of this Lease shall not be construed as a waiver of such provision.
33. **NOTICE.** Any notice by either party to the other shall be in writing and shall be deemed to be duly given if delivered personally or mailed by certified mail in a postpaid envelope addressed to the business office of the addressee. Notice shall be deemed duly given, if delivered personally, upon the delivery thereof, and if mailed, upon the day following the mailing thereof.
34. **ENTIRE AGREEMENT.** This Lease sets forth all agreements between the parties concerning the leased Premises. No amendment to this Lease shall be binding upon the parties unless made in writing, duly authorized by their respective governing bodies and signed.
35. **HOLDING OVER.** In the event School District remains in possession of the Premises after the term without the execution of a new Lease, it shall be deemed to be occupying said Premises as a tenant at sufferance, or at City's option, as a tenant from month-to-month only, subject to all terms of this Lease insofar as the same can be applicable to such a Tenancy.
36. **NO BUSINESS RELATIONSHIP.** Nothing in this agreement shall be interpreted as creating a partnership, joint venture or joint enterprise between the parties relative to the Premises nor any other business or activity thereon other than the relationship of City and School District.
37. **NO OTHER WARRANTIES.** Other than those expressly stated, herein, City makes no warranties or representations and School District has not relied on any such warranties or representations express or implied, relative to the condition of the real property or any other matter relative to this agreement. School District acknowledges that School District has thoroughly inspected the real property and will, if at all, lease the same in an "as is" condition.
38. **CAPTIONS.** All captions, headings or titles in this agreement are for convenience and do not limit the scope of the paragraphs or sections to which they apply.
39. **CONDEMNATION.** If all or any part of the Premises is taken in condemnation proceedings instituted under power of eminent domain or is conveyed in lieu thereof under threat of condemnation, the money paid pursuant to such condemnation or conveyance shall be paid to City.

- 40. **INTERRUPTION OF SERVICES OR USE.** City is not required to pay for any services connected with School District's occupancy of the Premises. Interruption of any services necessary to occupancy, including utilities, shall not entitle School District to any claim against City, nor shall the same be constructive or partial eviction.
- 41. **PLATE GLASS INSURANCE.** School District agrees to replace all plate glass and all other glass, if and when broken on said leased Premises. However, the School District shall not be liable under this lease for plate glass broken through negligence of the City or at times when the School District is not entitled to occupancy under this lease. School District shall have the right to insure the plate glass if School District so desires.
- 42. **FUTURE GOVERNANCE.** The City commits to re-establishing the Sports Arena Commission per Section 2.02 of the City Charter. The School District shall appoint one representative to the Sports Arena Commission.

This agreement shall cover all activities and hockey games that are scheduled in this building by Independent School District No. 22, including District or Sectional High School events.

School Board approved this _____ day of _____, 2022

INDEPENDENT SCHOOL DISTRICT NO. 22 OF BECKER COUNTY

By: _____
Board Chair

By: _____
Clerk

Council approved this _____ day of _____, 2022

CITY OF DETROIT LAKES

By: _____
Matt Brenk, Mayor

By: _____
Kelcey Klemm, City Administrator

INDEPENDENT SCHOOL DISTRICT #22
TRANSPORTATION COMMITTEE MEETING AGENDA
Transportation Committee Meeting October 6, 2022

A Transportation Committee Meeting was held on Thursday, October 6th, 2022 at the District Office. In attendance were Mark Jenson (Superintendent), John Steffl (School Board Chair), Amy Erickson (School Board Vice Chair), Mike and Ruth Gunderson (Schultz Bus Garage), Nathan Olander (Olander Bus Service), Justin Hegg (Middle School Principal) and Jason Kuehn (Director of Finance and Operations). Absent was Colin Gedrose (Operations Supervisor)

1. District Transportation Update

The District shared that the school year is off to a good start. The District continues to work to make the beginning of the year transition as smooth as possible in relation to transportation. Challenges identified include getting all students/families to register for transportation annually and having access to student routes to start the school year (especially at the elementary grade levels). The District also discussed preferred options for communication from buildings when there are students that are on the wrong bus or missed their drop-off.

2. Contractors Update

Both contractors shared similar challenges in relation to the beginning of the year transition. The contractors were working on completing final routing assignments to provide to the district. Discussions were held about trying to increase the lead time for Activities and Field Trip requests. Student behavior was discussed, with the consensus being behavior as mostly positive. The contractors continue to work with building principals when student behavior needs to be addressed.

3. Other Items to Come Before the Committee

The committee had an internal discussion on increasing the amount of drivers for activities/field trips. Discussion centered around possibly paying for required training or allowing coaches/advisors to receive the same compensation rates as bus drivers when they are transporting students for activities.

**INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - October 13, 2022**

Members Present:

**Jennifer Pederson
Mark Jenson**

**April Thomas
Jason Kuehn**

Courtney Henderson

A Finance Committee Meeting was held on Thursday, October 13, 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 August and receipts for the month of August.

2. Review of Disbursements

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for September. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of September. Lastly, the committee recommends approval of the check summary October 10th. Due to the meeting being held prior to the check summary for October 24th, the committee and board will review the October 24th check run that will be included in the Board Packet sent out on October 19th.

3. Other Topics

Kuehn provided an update on the status of the annual audit and transition to SMART Finance. Kuehn also requested to transition from using the Auxiliary and Contingent Fund accounts to process payments for officials and other imprest items beginning November 1st. The Business Office will continue to follow current practices, but instead use the districts financial software to process the transactions as hand payables.

Next Meeting - Thursday, November 17th, 2022 @ 12:00 PM

District Advisory Council Agenda and Notes

2022-23

October 17, 2022

4:45 @ M-State

Attendees: Brian Olson, Amanda Olson, Candi Goodrich, Jack Goodrich, Kym Westholter, Nicole Martinson, Trish Mariotti, April Thomas, Rhonda Fode, Joe Carrier, Courtney Henderson, Mark Jenson, Julie Berntson, Jill Perkins, Josh Omang, Renee Kerzman

1. Introductions
2. Sharing of the purpose and overview of agenda
3. World's Best Workforce Plan (WBWF)
 - a. Purpose of this plan and all of the goals were discussed in detail with the principals and teachers providing details about the implementation and assessment of each goal.
 - b. An overview of each section of the World's Best Workforce was provided with an opportunity for discussion and feedback following each section.
 - c. Input from parents regarding what was working well and some areas that they would suggest adding more support.
 - i. Career and college readiness throughout the district at all levels was mentioned as an area that was appreciated.
 - ii. Questions were asked about what differentiated instruction is offered for students. Teachers shared their training and strategies.
 - iii. Questions were asked about how to increase opportunities for students identified as gifted and talented.
 - iv. Overview of American Indian Education Department, committees and activities was provided by Joe Carrier.
4. Achievement and Integration (A & I)
 - a. An overview of what A & I is was shared as well as a description of the collaboration and the integration activities done with Pelican Rapids School District.
 - b. A new plan will be developed this year and that information will be shared at our next meeting for feedback and input.
5. Curriculum Process
 - a. An overview of the curriculum process and material adoption was shared. Teachers shared the extensive process and the many hours they participate in the examination of MN Standards and possible materials during this process. They shared how their colleagues who are not on the committee collaborate with them as well. This year, we are working on elementary math, music and art. An update will be brought to the next meeting.
6. Next meeting will be in February. Date TBD and location will be one of our school buildings.

