



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, November 28, 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 November 28, 2022 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. Jena LaPlante for her help in creating the District Branding Guide.

B. Ellen Schirmer for the years of Legion Tea put on for Detroit Lakes Public Schools.

C. Jen Barberg for her work as a DLMS Student Council Advisor.

D. Josh Omang and Rob Ullyott for their work on the Veterans Day Program

E. Fall Sports Recognitions

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

A. Chemical Health Committee

Presenter: Steven Moser

VIII. DONATIONS

- A. \$500 to Rossman for Unpaid Lunch Accounts from Scheels.
- B. \$210 Custom Card Donation from Bell Bank

IX. 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 October 24, 2022 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the Snow Removal Contract for Laker Transitions and Administration Building.
- F. Approve the Snow Removal Contract for Rossman Elementary, Bus Garage, and Lincoln Education Center.
- G. Approve the Snow Removal Contract for Detroit Lakes High School, Detroit Lakes Middle School, and Roosevelt Elementary.
- H. **Approve Second Reading of Policies:**
 - 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. 902- Rental Policy
- I. Approve the removal of Polices 539, 540, and 541.
- J. Approve the Application for a High School Student fulfilling the requirements for Early Graduation as per School Board Policy 613 at the end of the first semester, January 20, 2023.

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. **First Reading of Policies:**

Presenter: Steffl, Board Chair

- 1. 533- Wellness/Nutrition Policy of The School District
- 2. 534- School Meals Policy
- 3. 535- Service Animals in Schools
- 4. 542- Classroom Supplies and Materials Fee

B. School Board Vacancy

Presenter: Steffl, Board Chair

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. **Resolution Adopting Policy 724 Post-Issuance Debt Compliance.-** Approve the Resolution adopting Policy 724.

Presenter: Jason Kuehn

B. **Construction Change Orders for the High School.**

Presenter: Steffl, Board Chair

C. **E-learning day plan.**

- 1. Elementary Principals
Presenter: Emily Sternberg, Trish Mariotti

2. Secondary Principals
Presenter: Peter Lundin, Mike Suckert, Josh Omang

D. Dissolution of Alpine Ski Cooperative Sponsorship between Detroit Lakes, Lake Park-Audubon, and Hawley

Presenter: Steffl, Board Chair

E. Application for Alpine Ski Cooperative Sponsorship between Detroit Lakes High School, Lake Park-Audubon High School, Hawley High School, and Moorehead High Schools.

Presenter: Steffl, Board Chair

F. Out of State Travel Request for BARR National Conference.

Presenter: Josh Omang

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. Finance Committee
Presenter: Pedersen, Board Treasurer
3. Arena Commission Committee
Presenter: Steffl, Board Chair

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Transportation Committee- 12/8/22 9:00 am District Office
- B. Facilities Committee- 12/13/22 8:00 am District Office
- C. Finance Committee- 12/15/22 12:00 pm District Office
- D. Regular Board Meeting- 12/19/22 5:30 pm MState C101

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.



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

Regular School Board Meeting
Monday, October 24, 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 Erickson, seconded by Seaworth, to approve the agenda. Motion carried unanimously.

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

- A. Approve the Minutes of the September 26, 2022 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #700789-700885 and #700894-701015 for a total of \$1,511,409.75. Hand Payable Checks #700441-700443, #700528-700569, #700711-700751, #700777-700787, and Wire Transfers #1493, #1580, #1585-1588, #1614-1620, #1626, #1815, #1837-1843, #1846-1847, #1899-1905 in the amount of \$1,511,409.75 for a total of \$2,939,159.21. Senior High Activity Account Checks # for a total of \$18532.32. Middle School Activity Account had no disbursements in the month of August.(EXHIBIT)
- C. 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, inquires on accounts, allow online access to accounts, and check balances on behalf of the school district for the 2022-2023 school year.
- D. Approve the Personnel Agenda Items.
- E. Approve Second Reading of Policies
 - a. 518-DNR/DNI
 - b. 519- Interviews of Students by Outside Agencies
 - c. 520-Student Surveys
 - d. 522- Title IX
 - e. 523- Policies Incorporates by Reference
 - f. 524- Internet Acceptable Use and Safety Policy

The following items were up for discussion

- A. First reading of Policies:
 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
- B. E-Learning

A motion by Seaworth, seconded by Erickson to approve Construction Change Orders. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Henderson to approve the Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Seaworth to approve the resignation of a board member. Motion carried unanimously. (EXHIBIT)

A motion by Henderson, seconded by Seaworth to approve the 2022-2023 World's Best Workforce Plan. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, Seconded by Pederson to approve the 2021-2022 World's Best Workforce & Achievement and Integration Summary/Progress Report. Motion carried unanimously. (EXHIBIT)

A motion by Seaworth, seconded by Thomas to approve the Fall 2022 Lane Change Requests. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

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

Board Director Henderson gave an update on the District Curriculum Advisory Committee. (EXHIBIT)

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 Thomas, to adjourn the meeting at 6:45 PM, seconded by Seaworth. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

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 Jensen–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:**

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	2305	701056	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	11/14/2022	594.33
			2306	701057	Check	1	1027		AILIE TREE SERVICE, INC.	Yes	No	No	USD	11/14/2022	350.00
			2307	701058	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	11/14/2022	95.00
			2308	701059	Check	1	1043	REMIT	AMPLIFIED IT	Yes	No	No	USD	11/14/2022	10,776.00
			2304	701060	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	11/14/2022	424.74
			2309	701061	Check	1	1064		ARROW ELECTRIC SUPPLY COMPAN	Yes	No	No	USD	11/14/2022	92.87
			2310	701062	Check	1	1075		AUDIO QUIP	Yes	No	No	USD	11/14/2022	2,835.00
			2311	701063	Check	1	1087		BDT MECHANICAL, LLC	Yes	No	No	USD	11/14/2022	1,952.68
			2312	701064	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	11/14/2022	213.19
			2313	701065	Check	1	1110		BHH PARTNERS/ARCHITECTS	Yes	No	No	USD	11/14/2022	1,279.35
			2314	701066	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	11/14/2022	9,012.54
			2315	701067	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	11/14/2022	2,993.15
			2316	701068	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	11/14/2022	1,420.57
			2416	701069	Check	1	2523		BROWER, HAILEY	Yes	No	No	USD	11/14/2022	35.00
			2317	701070	Check	1	1154		BUCHHOLZ, JAMES	Yes	No	No	USD	11/14/2022	10.00
			2410	701071	Check	1	2484	REMIT	CALVIN AND ANNE SCHOW	Yes	No	No	USD	11/14/2022	391.50
			2318	701072	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	11/14/2022	111.65
			2319	701073	Check	1	1169		CAREERSAFE, LLC	Yes	No	No	USD	11/14/2022	1,600.00
			2320	701074	Check	1	1175		CAROUSEL DIGITAL SIGNAGE	Yes	No	No	USD	11/14/2022	1,430.20
			2321	701075	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	11/14/2022	211.36
			2322	701076	Check	1	1202		CITY OF DETROIT LAKES	Yes	No	No	USD	11/14/2022	119,646.00
			2323	701077	Check	1	1214		CONNECT INTERIORS	Yes	No	No	USD	11/14/2022	374.59
			2324	701078	Check	1	1225		COURNEYA, NICOLE	Yes	No	No	USD	11/14/2022	97.98
			2325	701079	Check	1	1231		CULINEX	Yes	No	No	USD	11/14/2022	385.68
			2326	701080	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	11/14/2022	2,946.43
			2327	701081	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	11/14/2022	2,064.86
			2406	701082	Check	1	2353		DEPARTMENT OF EMPLOYMENT & E	Yes	No	No	USD	11/14/2022	5,819.14
			2328	701083	Check	1	1275		DETROIT LAKES TRIBUNE	Yes	No	No	USD	11/14/2022	120.00
			2329	701084	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	11/14/2022	33.50
			2330	701085	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	11/14/2022	7,852.10
			2403	701086	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/14/2022	942.22
			2333	701088	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	11/14/2022	3,030.00
			2332	701089	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	11/14/2022	588.00
			2417	701090	Check	1	2524		FIRST	Yes	No	No	USD	11/14/2022	6,000.00
			2334	701091	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	USD	11/14/2022	108.95
			2413	701092	Check	1	2519		FREDERICK, JESHUA	Yes	No	No	USD	11/14/2022	384.03
			2335	701093	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	11/14/2022	1,047.85
			2336	701094	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	11/14/2022	204.90
			2337	701095	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	11/14/2022	2,168.60
			2338	701096	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	11/14/2022	450.64
			2339	701097	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	11/14/2022	542.28

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	2340	701098	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	11/14/2022	14,043.55
			2341	701099	Check	1	1437		GRUCHOW, BRANDON	Yes	No	No	USD	11/14/2022	200.00
			2415	701100	Check	1	2522		HAVERKAMP, JAYCEE	Yes	No	No	USD	11/14/2022	105.88
			2342	701101	Check	1	1460		HEBERT, NANCY	Yes	No	No	USD	11/14/2022	90.00
			2343	701102	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	11/14/2022	388.00
			2344	701103	Check	1	1484		HIGHSCOPE	Yes	No	No	USD	11/14/2022	141.99
			2345	701104	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	11/14/2022	3,230.08
			2408	701105	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	USD	11/14/2022	11.71
			2346	701106	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	11/14/2022	18.09
			2347	701107	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	11/14/2022	330.00
			2348	701108	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	11/14/2022	130.00
			2349	701109	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	11/14/2022	743.15
			2405	701110	Check	1	2345	REMIT	LITERACY RESOURCES, LLC	Yes	No	No	USD	11/14/2022	158.76
			2424	701111	Check	1	2538		LUCAS, KIMBERLY	Yes	No	No	USD	11/14/2022	269.00
			2350	701112	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	11/14/2022	1,529.09
			2402	701113	Check	1	2303		MARCO TECHNOLOGIES, LLC NW712	Yes	No	No	USD	11/14/2022	2,979.69
			2351	701114	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	11/14/2022	1,030.45
			2425	701115	Check	1	2539		MASC	Yes	No	No	USD	11/14/2022	390.00
			2352	701116	Check	1	1715		MASSP	Yes	No	No	USD	11/14/2022	160.00
			2353	701117	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	11/14/2022	892.50
			2418	701118	Check	1	2528		MCEA	Yes	No	No	USD	11/14/2022	399.00
			2354	701119	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	11/14/2022	1,302.25
			2407	701120	Check	1	2386		MESPA	Yes	No	No	USD	11/14/2022	915.00
			2355	701121	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	11/14/2022	3,224.29
			2356	701122	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	11/14/2022	122.74
			2404	701123	Check	1	2343		MIEN COMPANY	Yes	No	No	USD	11/14/2022	13,213.20
			2357	701124	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	11/14/2022	140.00
			2414	701125	Check	1	2521		MISSY WOKASCH COACHING LLC	Yes	No	No	USD	11/14/2022	295.00
			2426	701126	Check	1	2540		MN ASSOCIATION OF STUDENT COL	Yes	No	No	USD	11/14/2022	85.00
			2358	701127	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	11/14/2022	48.68
			2428	701128	Check	1	2542		MORRISON EYE CARE	Yes	No	No	USD	11/14/2022	280.00
			2427	701129	Check	1	2541		MSUM BUSINESS SERVICES	Yes	No	No	USD	11/14/2022	3,300.00
			2429	701130	Check	1	2543		MURPHY, SAMANTHA	Yes	No	No	USD	11/14/2022	165.00
			2359	701131	Check	1	1822		MUSIC IS ELEMENTARY	Yes	No	No	USD	11/14/2022	111.89
			2412	701132	Check	1	2515		MYSTERY SCIENCE	Yes	No	No	USD	11/14/2022	3,198.00
			2360	701133	Check	1	1835		NASSP	Yes	No	No	USD	11/14/2022	95.00
			2361	701134	Check	1	1839		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	11/14/2022	940.00
			2362	701135	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	USD	11/14/2022	15,779.56
			2368	701136	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	USD	11/14/2022	506.46
			2363	701137	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	11/14/2022	239.36
			2364	701138	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	11/14/2022	305.45

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	2365	701139	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	11/14/2022	525.00
			2366	701140	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	11/14/2022	404.38
			2367	701141	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	11/14/2022	476.00
			2369	701142	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	11/14/2022	7,003.94
			2370	701143	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	11/14/2022	40.00
			2371	701144	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	11/14/2022	2,103.50
			2372	701145	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	11/14/2022	48.99
			2373	701146	Check	1	1961		PRO-TUFF DECALS	Yes	No	No	USD	11/14/2022	702.37
			2374	701147	Check	1	1974		R SCHOOL TODAY	Yes	No	No	USD	11/14/2022	689.00
			2375	701148	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	11/14/2022	1,077.00
			2376	701149	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	11/14/2022	206.42
			2377	701150	Check	1	1983		RED RIVER GLAZING, INC	Yes	No	No	USD	11/14/2022	11,145.00
			2378	701151	Check	1	1997		RETHWISCH, FRANCINE	Yes	No	No	USD	11/14/2022	14.95
			2420	701152	Check	1	2534		RICHTER, DOREEN	Yes	No	No	USD	11/14/2022	112.50
			2379	701153	Check	1	2004		RIVERSIDE INSIGHTS	Yes	No	No	USD	11/14/2022	393.80
			2380	701154	Check	1	2018		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	11/14/2022	315.00
			2381	701155	Check	1	2025		SAFETYFIRST PLAYGROUND MAINTI	Yes	No	No	USD	11/14/2022	1,575.00
			2411	701156	Check	1	2486	REMIT	SAGE PUBLICATIONS, INC.	Yes	No	No	USD	11/14/2022	76.85
			2382	701157	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	11/14/2022	117.68
			2383	701158	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	11/14/2022	1,335.00
			2384	701159	Check	1	2045		SCHNATHORST, VERNON	Yes	No	No	USD	11/14/2022	254.31
			2385	701160	Check	1	2050		SCHOLASTIC INC.	Yes	No	No	USD	11/14/2022	104.39
			2386	701161	Check	1	2052		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	11/14/2022	241.39
			2387	701162	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	11/14/2022	136.67
			2388	701163	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	11/14/2022	260.00
			2409	701164	Check	1	2414		SKYWARD USERS OF MINNESOTA	Yes	No	No	USD	11/14/2022	145.00
			2430	701165	Check	1	2548		SMALL, MICHAEL	Yes	No	No	USD	11/14/2022	62.55
			2389	701166	Check	1	2146		SWAN, MICHAEL	Yes	No	No	USD	11/14/2022	43.26
			2390	701167	Check	1	2154		SWOBODA, KARI	Yes	No	No	USD	11/14/2022	118.33
			2391	701168	Check	1	2169		TECH CHECK, LLC	Yes	No	No	USD	11/14/2022	420.00
			2392	701169	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	11/14/2022	1,224.88
			2393	701170	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	11/14/2022	10.00
			2419	701171	Check	1	2529		TROWBRIDGE CREEK ZOO LLC	Yes	No	No	USD	11/14/2022	1,200.00
			2394	701172	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	11/14/2022	2,692.16
			2395	701173	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	11/14/2022	35,480.59
			2396	701174	Check	1	2237		VOLLER, DAVID	Yes	No	No	USD	11/14/2022	193.28
			2421	701175	Check	1	2535		VONRUDEN, MARY	Yes	No	No	USD	11/14/2022	45.36
			2397	701176	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	USD	11/14/2022	189.35
			2398	701177	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	11/14/2022	9.65
			2399	701178	Check	1	2260		WESTERN PSYCHOLOGICAL SERVIC	Yes	No	No	USD	11/14/2022	482.90
			2400	701179	Check	1	2264		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	11/14/2022	328.19

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0022		MW	2401	701180	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	11/14/2022	47.53
			2423	701181	Check	1	2537		WILSON, ISABELLA	Yes	No	No	USD	11/14/2022	28.75
			2422	701182	Check	1	2536		ZAYIC CONCRETE INC	Yes	No	No	USD	11/14/2022	1,200.00
														Bank Total: MW	\$335,425.62
														Report Total:	\$335,425.62

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	2487	701210	Check	1	1067		ARVIG	Yes	No	No	USD	11/28/2022	1,640.00
			2488	701211	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	11/28/2022	376.50
			2489	701212	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	11/28/2022	7,273.22
			2490	701213	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	11/28/2022	2,271.25
			2491	701214	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	11/28/2022	2,232.65
			2492	701215	Check	1	1154		BUCHHOLZ, JAMES	Yes	No	No	USD	11/28/2022	9.66
			2493	701216	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	11/28/2022	391.25
			2494	701217	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	11/28/2022	150.00
			2577	701218	Check	1	2398		CLEAR ADVANTAGE	Yes	No	No	USD	11/28/2022	150.00
			2495	701219	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	11/28/2022	936.08
			2496	701220	Check	1	1217		CONTINENTAL CLAY COMPANY	Yes	No	No	USD	11/28/2022	1,277.28
			2497	701221	Check	1	1221		COOK, ALISON	Yes	No	No	USD	11/28/2022	635.30
			2498	701222	Check	1	1231		CULINEX	Yes	No	No	USD	11/28/2022	1,272.90
			2499	701223	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	11/28/2022	1,889.15
			2500	701224	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	11/28/2022	2,408.00
			2501	701225	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	11/28/2022	4,225.05
			2502	701226	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	11/28/2022	526.00
			2503	701227	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	USD	11/28/2022	309.00
			2504	701228	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	11/28/2022	5,431.10
			2582	701229	Check	1	2438		ECKHOFF, CAMI	Yes	No	No	USD	11/28/2022	149.68
			2505	701230	Check	1	1313		ECKHOFF, KEITH	Yes	No	No	USD	11/28/2022	25.71
			2574	701231	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	11/28/2022	213.10
			2506	701232	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	11/28/2022	2,520.00
			2584	701233	Check	1	2504		FENCEGUARD	Yes	No	No	USD	11/28/2022	3,600.00
			2507	701234	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	11/28/2022	94.81
			2508	701235	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	11/28/2022	1,110.20
			2590	701236	Check	1	2556		FROM WHERE I COME	Yes	No	No	USD	11/28/2022	175.00
			2509	701237	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	11/28/2022	94.95
			2510	701238	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	11/28/2022	4,590.00
			2587	701239	Check	1	2547		GRIMCO INC.	Yes	No	No	USD	11/28/2022	25,811.91
			2595	701240	Check	1	2570		HANSON, MATIE	Yes	No	No	USD	11/28/2022	58.75
			2591	701241	Check	1	2557		HAUGRUD, ELIZABETH	Yes	No	No	USD	11/28/2022	26.25
			2511	701242	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	11/28/2022	1,006.74
			2512	701243	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	11/28/2022	7,703.56
			2513	701244	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	11/28/2022	294.28
			2514	701245	Check	1	1511		HOUGH INC.	Yes	No	No	USD	11/28/2022	6,384.60
			2515	701246	Check	1	1532		IDENTISYS, INC.	Yes	No	No	USD	11/28/2022	379.00
			2589	701247	Check	1	2550		IKI INC.	Yes	No	No	USD	11/28/2022	132.00
			2516	701248	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	11/28/2022	1,247.75
			2518	701249	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	11/28/2022	1,854.74
			2517	701250	Check	1	1598		JOHNSON, KRISTIN	Yes	No	No	USD	11/28/2022	259.10

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0022		MW	2519	701251	Check	1	1609		JUDISCH, JACKSON	Yes	No	No	USD	11/28/2022	18.88
			2580	701252	Check	1	2415		KALINA, KELLY	Yes	No	No	USD	11/28/2022	195.45
			2593	701253	Check	1	2566		KESSLER, MARJORIE	Yes	No	No	USD	11/28/2022	60.00
			2520	701254	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	11/28/2022	1,466.38
			2521	701255	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	11/28/2022	9,170.00
			2522	701256	Check	1	1656		LAKES SPORT SHOP	Yes	No	No	USD	11/28/2022	983.00
			2523	701257	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	11/28/2022	1,004.96
			2578	701258	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	USD	11/28/2022	207.00
			2524	701259	Check	1	1667		LEARNING FORWARD	Yes	No	No	USD	11/28/2022	477.00
			2525	701260	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	11/28/2022	149.00
			2526	701261	Check	1	1683		LINK, SAMANTHA	Yes	No	No	USD	11/28/2022	43.57
			2527	701262	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	11/28/2022	1,333.92
			2528	701263	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	11/28/2022	3,313.78
			2529	701264	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	11/28/2022	677.19
			2592	701265	Check	1	2558		MESSER, JUSTIN	Yes	No	No	USD	11/28/2022	237.75
			2530	701266	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	11/28/2022	7,810.41
			2531	701267	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	11/28/2022	65.00
			2532	701268	Check	1	1779		MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	11/28/2022	470.00
			2533	701269	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	11/28/2022	17,459.04
			2534	701270	Check	1	1803		MOORE'S SEPTIC PUMPING	Yes	No	No	USD	11/28/2022	1,700.00
			2581	701271	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	11/28/2022	2.00
			2586	701272	Check	1	2543		MURPHY, SAMANTHA	Yes	No	No	USD	11/28/2022	51.28
			2535	701273	Check	1	1833	REMIT	NASCO EDUCATION	Yes	No	No	USD	11/28/2022	582.64
			2542	701274	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	USD	11/28/2022	609.00
			2536	701275	Check	1	1853		NEWLING ASPHALT SERVICES	Yes	No	No	USD	11/28/2022	4,720.00
			2537	701276	Check	1	1859		NIELSEN, ROBERT	Yes	No	No	USD	11/28/2022	888.74
			2588	701277	Check	1	2549		NINHAM, DAN	Yes	No	No	USD	11/28/2022	1,300.00
			2575	701278	Check	1	2340		OISTAD, MCKENZIE	Yes	No	No	USD	11/28/2022	116.25
			2538	701279	Check	1	1897		OMANG, JOSHUA	Yes	No	No	USD	11/28/2022	45.31
			2539	701280	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	11/28/2022	1,149.07
			2540	701281	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	11/28/2022	148.50
			2541	701282	Check	1	1914		PAULSON, KRISTI	Yes	No	No	USD	11/28/2022	26.97
			2543	701283	Check	1	1919		PENDER, SARA	Yes	No	No	USD	11/28/2022	545.86
			2544	701284	Check	1	1920		PEPSI	Yes	No	No	USD	11/28/2022	1,656.58
			2545	701285	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	11/28/2022	4,619.15
			2546	701286	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	11/28/2022	804.40
			2547	701287	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	11/28/2022	1,835.00
			2548	701288	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	11/28/2022	57.59
			2549	701289	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	11/28/2022	210.30
			2550	701290	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	11/28/2022	560.10
			2551	701291	Check	1	1969		QUADIENT FINANCE USA, INC.	Yes	No	No	USD	11/28/2022	2,000.00

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0022		MW	2552	701292	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	11/28/2022	507.52
			2553	701293	Check	1	1987		REGENTS OF THE UNIV. OF MN	Yes	No	No	USD	11/28/2022	9,000.00
			2585	701294	Check	1	2534		RICHTER, DOREEN	Yes	No	No	USD	11/28/2022	553.73
			2554	701295	Check	1	2008		ROGERS, DENNIS	Yes	No	No	USD	11/28/2022	1,800.00
			2555	701296	Check	1	2018		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	11/28/2022	204.00
			2556	701297	Check	1	2022		S & S PROMOTIONAL GROUP	Yes	No	No	USD	11/28/2022	3,529.00
			2557	701298	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	11/28/2022	520.25
			2558	701299	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	11/28/2022	111.40
			2594	701300	Check	1	2567		SCRIPPS NATIONAL SPELLING BEE	Yes	No	No	USD	11/28/2022	182.50
			2559	701301	Check	1	2083		SIEWERT, TIMOTHY	Yes	No	No	USD	11/28/2022	140.00
			2579	701302	Check	1	2412		SOESD	Yes	No	No	USD	11/28/2022	160.00
			2560	701303	Check	1	2124		STEAMATIC	Yes	No	No	USD	11/28/2022	1,044.20
			2561	701304	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	11/28/2022	10,793.00
			2562	701305	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	11/28/2022	26,800.00
			2563	701306	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	11/28/2022	228.42
			2564	701307	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	11/28/2022	771.27
			2576	701308	Check	1	2367		SUPER DUPER PUBLICATIONS	Yes	No	No	USD	11/28/2022	39.90
			2565	701309	Check	1	2146		SWAN, MICHAEL	Yes	No	No	USD	11/28/2022	1,380.98
			2566	701310	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	11/28/2022	689.03
			2567	701311	Check	1	2165		TEACHER'S DISCOVERY	Yes	No	No	USD	11/28/2022	355.10
			2596	701312	Check	1	2571		THELEN, NATHAN	Yes	No	No	USD	11/28/2022	107.93
			2568	701313	Check	1	2182		THORSON, JOHNNA	Yes	No	No	USD	11/28/2022	130.00
			2569	701314	Check	1	2183		THORWALDSEN, SHEA	Yes	No	No	USD	11/28/2022	142.50
			2570	701315	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	11/28/2022	21,979.96
			2583	701316	Check	1	2503		VENTRIS LEARNING LLC	Yes	No	No	USD	11/28/2022	160.00
			2571	701317	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	11/28/2022	16.00
			2572	701318	Check	1	2262		WESTRUM, SANDRA	Yes	No	No	USD	11/28/2022	565.17
			2573	701319	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	11/28/2022	27.90
			2597	701320	Check	1	1087		BDT MECHANICAL, LLC	Yes	No	No	USD	11/28/2022	2,787.35
			2598	701321	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	11/28/2022	39,625.35
			2599	701322	Check	1	1529		ICS CONSULTING, INC.	Yes	No	No	USD	11/28/2022	3,220.50
			2600	701323	Check	1	1556		INNOVATIVE LABORATORY SYSTEM:	Yes	No	No	USD	11/28/2022	97,401.60
			2601	701324	Check	1	1983		RED RIVER GLAZING, INC	Yes	No	No	USD	11/28/2022	56,427.75

Bank Total: MW

\$441,309.90

Report Total:

\$441,309.90

BANK RECONCILIATION

10/31/22

BREMER BANK STATEMENT BALANCE	249,117.04
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(8,944.85)
BANK ENDING STATEMENT BALANCE	<u>240,172.19</u>
BOOK BALANCE - PRIOR MONTH ENDING	258,236.11
ADD: RECEIPTS (FROM RECEIPTS REPORT)	2,262.50
LESS: PAYMENTS (CHECKS REPORT)	(20,326.42)
MISC FEES:	0.00
BOOK ENDING BALANCE	<u>240,172.19</u>

DIFFERENCE

Cash Flow - Earliest To Date

7/1/1998 through 11/7/2022

11/7/2022

Category	7/1/1998- 11/7/2022
INFLOWS	
Uncategorized	0.00
005 I-ATH	23.99
006-JSA-SGA	0.00
007 INTERACT	2,538.30
010 I-BPA	1,254.01
015 I-BAND	3,387.84
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	411.92
030 I-BBB	8,848.88
040 I-GBB	11,973.92
045 I-Cheer	325.66
050 I-CHOIR	12,837.48
0511 All City Choir	0.00
053 I-CC	3,757.03
055 I-SKI	1,920.59
060 I-DANCE	9,640.54
065 I	0.00
070 I-FFA	20,569.00
075 I	0.00
080 I-FB	24,519.20
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	20,752.80
0961-GHOC	3,214.34
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	5,505.53
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	2,728.40
129 I-GSOC	-176.47
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

Cash Flow - Earliest To Date

7/1/1998 through 11/7/2022

11/7/2022

Page 2

Category	7/1/1998- 11/7/2022
140 I-STUD. CO.	8,560.81
141I-Link Crew	404.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	8,649.00
143 Sidekicks	15.00
144 I-BSWIM	1,532.47
145 I-GSWIM	2,588.60
147 I-TARGET	629.32
149I-ALC	6,289.17
150 I-GTEN	1.05
151 I-BTEN	167.75
155 I-TRACK	8,141.97
157 I	0.00
160 I-VB	7,148.23
163 I	0.00
165 I-WREST	100.88
170 I-INT.	0.00
171I-Service Fee's	-153.02
180 I	0.00
TOTAL INFLOWS	240,172.19
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	240,172.19

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			274,791.61
Checks and Payments	24	Items	-27,881.79
Deposits and Other Credits	7	Items	2,262.50
Service Charge	1	Item	-55.28
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			249,117.04

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			249,117.04
Checks and Payments	45	Items	-8,944.85
Deposits and Other Credits	0	Items	0.00

Register Balance as of 10/31/2022:

Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00

Register Ending Balance:

240,172.19

Uncleared Transaction Detail up to 10/31/2022

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	MIN FFA	4 students APEX conference	070 I-FFA		-380.00
3/15/2018	26810	MIN 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 Kensinger 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	MIN 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	Zachiea 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	500023	TROPHY HOUSE	AWARDS inv258985	082 I-BGOLF		-160.80
9/21/2022	500023	TROPHY HOUSE	AWARDS inv259364	150 I-GTEN		-38.80
10/4/2022	500027	Karen Buboltz	reimb for fb team food	080 I-FB		-514.92
10/19/2022	500039	DETROIT LAKES FLORAL	INVOICE #10004077 Homecoming fow...	140 I-STUD. CO.		-275.00
10/19/2022	500041	BILL KVEBAK	reimb for finish line photos	053 I-CC		-68.00
10/19/2022	500043	Pirate Radio Productions	homecoming dj	140 I-STUD. CO.		-500.00
10/27/2022	500046	Hailey Brower	reimb for dance team supplies	060 I-DANCE		-87.69
10/27/2022	500047	DLHS Laker Shop	na club laker shop snacks	115 I-NACLUB		-409.25
10/27/2022	500048	ELSMORE AQUATIC	finger paddles	145 I-GSWIM		-144.30
10/27/2022	500049	Henry Schein	gatorade inv 25493767	142- SPEEDSTRENGTH		-324.54
10/27/2022	500050	Melanie Holmquist	reimb for team treats	115 I-NACLUB		-33.28

Uncleared Transaction Detail up to 10/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
10/27/2022	500051	Jimmy John's	team meal	080 I-FB		-411.55
10/27/2022	500052	Pizza Depot	team meal	080 I-FB		-431.42
10/27/2022	500053	David Voller	reimb for parents night	145 I-GSWIM		-80.49
Total Uncleared Checks and Payments						-8,944.85
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-8,944.85

Transaction - Oct 2022
10/1/2022 through 10/31/2022

Date	Account	Num	Description	Memo	Category	Clr	Amount
10/27/2022	98-99	500049	Henry Schein	gatorade inv 25493767	142- SPEEDSTREN...		-324.54
10/27/2022	98-99	500050	Melanie Holmquist	reimb for team treats	115 I-NACLUB		-33.28
10/27/2022	98-99	500051	Jimmy John's	team meal	080 I-FB		-411.55
10/27/2022	98-99	500052	Pizza Depot	team meal	080 I-FB		-431.42
10/27/2022	98-99	500053	David Voller	reimb for parents night	145 I-GSWIM		-80.49
10/1/2022 - 10/31/2022							-18,063.92

BALANCE 10/31/2022

240,172.19

TOTAL INFLOWS 2,262.50

TOTAL OUTFLOWS -20,326.42

NET TOTAL -18,063.92

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	HACT	1874	500025	Check	1	1106		BETTCHEER, JOSHUA	Yes	No	No	USD	10/04/2022	440.31
		1875	500026	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	10/04/2022	240.00
		1885	500027	Check	1	2501		Buboltz, Karen	Yes	No	No	USD	10/04/2022	514.92
		1876	500028	Check	1	1183		CAULFIELD STUDIO	Yes	No	No	USD	10/04/2022	350.00
		1884	500029	Check	1	2500		Dairy Queen	Yes	No	No	USD	10/04/2022	80.00
		1877	500030	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	10/04/2022	4,433.00
		1878	500031	Check	1	1576		JB'S CUSTOM APPAREL	Yes	No	No	USD	10/04/2022	2,420.50
		1879	500032	Check	1	1860		NOAH, BENJAMIN	Yes	No	No	USD	10/04/2022	406.68
		1880	500033	Check	1	1929		PIEPKORN, GREGORY	Yes	No	No	USD	10/04/2022	2,388.00
		1881	500034	Check	1	2096		SMITH, STACEY	Yes	No	No	USD	10/04/2022	51.54
		1882	500035	Check	1	2144		SURFACE, DYLAN	Yes	No	No	USD	10/04/2022	503.99
		1883	500036	Check	1	2156		TAG UP	Yes	No	No	USD	10/04/2022	190.00
0022	HACT	1886	500037	Check	1	1430		GREAT NORTHERN PIZZA	Yes	No	No	USD	10/04/2022	3,945.50
0022	HACT	2169	500038	Check	1	1230		CROWN TROPHY	Yes	No	No	USD	10/19/2022	90.75
		2170	500039	Check	1	1272		DETROIT LAKES FLORAL & GIFTS	Yes	No	No	USD	10/19/2022	275.00
		2171	500040	Check	1	1543		ISD #22	Yes	No	No	USD	10/19/2022	522.89
		2176	500041	Check	1	2520		KVEBAK, WILLIAM	Yes	No	No	USD	10/19/2022	68.00
		2172	500042	Check	1	1648		LAKER LOCKER	Yes	No	No	USD	10/19/2022	426.00
		2173	500043	Check	1	1931		PIRATE RADIO PRODUCTIONS	Yes	No	No	USD	10/19/2022	500.00
		2174	500044	Check	1	2237		VOLLER, DAVID	Yes	No	No	USD	10/19/2022	240.35
		2175	500045	Check	1	2283		ZORBAZ	Yes	No	No	USD	10/19/2022	261.19
0022	HACT	2199	500046	Check	1	2523		BROWER, HAILEY	Yes	No	No	USD	10/27/2022	87.69
		2193	500047	Check	1	1273		DETROIT LAKES HIGH SCHOOL	Yes	No	No	USD	10/27/2022	409.25
		2194	500048	Check	1	1327		ELSMORE AQUATIC	Yes	No	No	USD	10/27/2022	144.30
		2195	500049	Check	1	1475		HENRY SCHEIN INC.	Yes	No	No	USD	10/27/2022	324.54
		2196	500050	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	10/27/2022	33.28
		2197	500051	Check	1	1588		JIMMY JOHNS #1897	Yes	No	No	USD	10/27/2022	411.55
		2200	500052	Check	1	2526		PIZZA DEPOT	Yes	No	No	USD	10/27/2022	431.42
		2198	500053	Check	1	2237		VOLLER, DAVID	Yes	No	No	USD	10/27/2022	80.49

Bank Total: HACT

Report Total:

\$20,271.14

\$20,271.14

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

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

Page 1 of 2
XXXXXX5879
(26)

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

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

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

Commercial Business Banking

Account number	XXXXXX5879	Beginning balance	\$274,791.61
Enclosures	26	Total additions	2,262.50
Low balance	\$249,117.04	Total subtractions	27,937.07
Average balance	\$257,185.11	Ending balance	\$249,117.04
Avg collected balance	\$257,184		

CHECKS

Number	Date	Amount	Number	Date	Amount
500013	10-11	3,041.99	500034	10-07	51.54
500014	10-11	200.00	500035	10-06	503.99
500019 *	10-05	7,649.10	500036	10-11	190.00
500025 *	10-06	440.31	500037	10-11	3,945.50
500026	10-07	240.00	500038	10-31	90.75
500028 *	10-12	350.00	500040 *	10-31	522.89
500029	10-05	80.00	500042 *	10-27	426.00
500030	10-11	4,433.00	500044 *	10-28	240.35
500031	10-14	2,420.50	500045	10-20	261.19
500032	10-11	406.68			
500033	10-17	2,388.00			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
10-24	Account Analysis Fee ANALYSIS ACTIVITY FOR 09/22	55.28

CREDITS

Date	Description	Additions
10-12	Deposit	100.00
10-12	Deposit	200.00
10-12	Deposit	1,887.25
10-14	Deposit	3.25

<u>Date</u>	<u>Description</u>	<u>Additions</u>
10-14	Deposit	30.00
10-14	Deposit	30.00
10-26	ACH Deposit	12.00
	Stack Pay Transfer 221026 538769810	

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
09-30	274,791.61	10-12	255,446.75	10-26	250,397.03
10-05	267,062.51	10-14	253,089.50	10-27	249,971.03
10-06	266,118.21	10-17	250,701.50	10-28	249,730.68
10-07	265,826.67	10-20	250,440.31	10-31	249,117.04
10-11	253,609.50	10-24	250,385.03		

OVERDRAFT/RETURN ITEM FEES

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

DEPOSIT TICKET 75-104189
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-11-22
AMOUNT \$ 100.00
CHECK NO. 100

ST. CO.

⑆096010415⑆ 00705879⑆ 500 100.00

10/12/2022 600 \$100.00

DETROIT LAKES BREMER BANK
PAY Three thousand forty one and 99/100 dollars

TO Anderson's
THE PO Box 1161
ORDER Minneapolis 55440
OF United States

500013
09/20/2022
\$3,041.99

J. Peterson
John Stahl
April L...

10/11/2022 500013 \$3,041.99

DEPOSIT TICKET 75-104190
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-11-22
AMOUNT \$ 200.00
CHECK NO. 100

BEB

⑆096010415⑆ 00705879⑆ 500 200.00

10/12/2022 600 \$200.00

DETROIT LAKES BREMER BANK
PAY Two hundred and 0/100 dollars

TO BAS Dance Studio
THE 4908 Meadow Creek Dr S
ORDER Fargo nd 58104
OF

500014
08/22/2022
\$200.00

J. Peterson
John Stahl
April L...

10/11/2022 500014 \$200.00

DEPOSIT TICKET 75-104190
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-11-22
AMOUNT \$ 1887.25
CHECK NO. 100

10/7 FB COV

⑆096010415⑆ 00705879⑆ 500 1887.25

10/12/2022 600 \$1,887.25

DETROIT LAKES BREMER BANK
PAY Seven thousand six hundred forty nine and 10/100 dollars

TO LEADING EDGE FUNDRAISING
THE 517 5TH STREET SW
ORDER ROCHESTER MN 55902
OF

500019
09/20/2022
\$7,649.10

J. Peterson
John Stahl
April L...

10/05/2022 500019 \$7,649.10

DEPOSIT TICKET 75-104190
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-12-11
AMOUNT \$ 3.25
CHECK NO. 100

Int

⑆096010415⑆ 00705879⑆ 500 3.25

10/14/2022 600 \$3.25

DETROIT LAKES BREMER BANK
PAY Four hundred forty and 31/100 dollars

TO BETTCHER, JOSHUA
THE 1465 MATSON ROAD
ORDER FRAZEE MN 56534
OF

500025
10/04/2022
\$440.31

J. Peterson
John Stahl
April L...

10/06/2022 500025 \$440.31

DEPOSIT TICKET 75-104190
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-12-22
AMOUNT \$ 30.00
CHECK NO. 100

B8UM

⑆096010415⑆ 00705879⑆ 500 30.00

10/14/2022 600 \$30.00

DETROIT LAKES BREMER BANK
PAY Two hundred forty and 0/100 dollars

TO BLUE 64 SPIRIT
THE PO BOX 368
ORDER DETROIT LAKES MN 56502
OF

500026
10/04/2022
\$240.00

J. Peterson
John Stahl
April L...

10/07/2022 500026 \$240.00

DEPOSIT TICKET 75-104190
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 BROADVIEW AVE
DETROIT LAKES, MN 56501
BREMER BANK

DATE 10-12-22
AMOUNT \$ 30.00
CHECK NO. 100

B8UM

⑆096010415⑆ 00705879⑆ 500 30.00

10/14/2022 600 \$30.00

DETROIT LAKES BREMER BANK
PAY Three hundred fifty and 0/100 dollars

TO CAULFIELD STUDIO
THE 1900 EAST SHORE DRIVE
ORDER DETROIT LAKES MN 56501
OF

500028
10/04/2022
\$350.00

J. Peterson
John Stahl
April L...

10/12/2022 500028 \$350.00

DETROIT LAKERS
 500029
 10/04/2022
 \$80.00
 PAY Eighty and 0/100 dollars
 TO THE ORDER OF DAILY QUEEN
 J. R. Johnson
 John Stathl
 Apd...
 #500029# ⑆096010415⑆ 00705879#

10/05/2022 500029 \$80.00

DETROIT LAKERS
 500035
 10/04/2022
 \$503.99
 PAY Five hundred three and 99/100 dollars
 TO THE ORDER OF SURFACE, DYLAN
 202 STONE CREEK DR #103
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500035# ⑆096010415⑆ 00705879#

10/06/2022 500035 \$503.99

DETROIT LAKERS
 500030
 10/04/2022
 \$4,433.00
 PAY Four thousand four hundred thirty three and 0/100 dollars
 TO THE ORDER OF GERRELL'S SPORT CENTER
 1004 B WASHINGTON
 GRAND FORKS ND 58201
 J. R. Johnson
 John Stathl
 Apd...
 #500030# ⑆096010415⑆ 00705879#

10/11/2022 500030 \$4,433.00

DETROIT LAKERS
 500036
 10/04/2022
 \$190.00
 PAY One hundred ninety and 0/100 dollars
 TO THE ORDER OF TAG UP
 PO BOX 714
 FERUGS FALLS MN 56536-0714
 J. R. Johnson
 John Stathl
 Apd...
 #500036# ⑆096010415⑆ 00705879#

10/11/2022 500036 \$190.00

DETROIT LAKERS
 500031
 10/04/2022
 \$2,420.50
 PAY Two thousand four hundred twenty and 50/100 dollars
 TO THE ORDER OF JF'S CUSTOM APPAREL
 430 MAIN ST W
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500031# ⑆096010415⑆ 00705879#

10/14/2022 500031 \$2,420.50

DETROIT LAKERS
 500037
 10/04/2022
 \$3,945.50
 PAY Three thousand nine hundred forty five and 50/100 dollars
 TO THE ORDER OF GREAT NORTHERN PIZZA
 338 CORMORANT AVENUE
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500037# ⑆096010415⑆ 00705879#

10/11/2022 500037 \$3,945.50

DETROIT LAKERS
 500032
 10/04/2022
 \$406.68
 PAY Four hundred six and 68/100 dollars
 TO THE ORDER OF NOAH, BENJAMIN
 14985 LESURE DR
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500032# ⑆096010415⑆ 00705879#

10/11/2022 500032 \$406.68

DETROIT LAKERS
 500038
 10/19/2022
 \$90.75
 PAY Ninety and 75/100 dollars
 TO THE ORDER OF CROWN TROPHY
 28 NORTH UNIVERSITY DRIVE
 FARGO ND 58102
 J. R. Johnson
 John Stathl
 Apd...
 #500038# ⑆096010415⑆ 00705879#

10/31/2022 500038 \$90.75

DETROIT LAKERS
 500033
 10/04/2022
 \$2,388.00
 PAY Two thousand three hundred eighty eight and 0/100 dollars
 TO THE ORDER OF PIEPKORN, GREGORY
 23900 CTY HWY 22
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500033# ⑆096010415⑆ 00705879#

10/17/2022 500033 \$2,388.00

DETROIT LAKERS
 500040
 10/19/2022
 \$522.88
 PAY Five hundred twenty two and 88/100 dollars
 TO THE ORDER OF ISO #22
 702 LAKE AVENUE
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500040# ⑆096010415⑆ 00705879#

10/31/2022 500040 \$522.88

DETROIT LAKERS
 500034
 10/04/2022
 \$51.54
 PAY Fifty one and 54/100 dollars
 TO THE ORDER OF SMITH, STACEY
 29100 COUNTY HIGHWAY 54
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500034# ⑆096010415⑆ 00705879#

10/07/2022 500034 \$51.54

DETROIT LAKERS
 500042
 10/19/2022
 \$426.00
 PAY Four hundred twenty six and 0/100 dollars
 TO THE ORDER OF LAKER LOCKER
 1338 WASHINGTON AVENUE
 DETROIT LAKES MN 56501
 J. R. Johnson
 John Stathl
 Apd...
 #500042# ⑆096010415⑆ 00705879#

10/27/2022 500042 \$426.00


 402 West Lake Drive
 Detroit Lakes, MN 56501
 Phone: (218) 825-2200

73-1041
 99C
500044
 10/19/2022

PAY Two hundred forty and 35/100 dollars \$240.35

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

J. Robinson
John Stathl
Asst. Comm.

⑆ 500044 ⑆ ⑆ 0960 104 ⑆ 50 ⑆ 00705879 ⑆

10/28/2022 500044 \$ 240.35


 402 West Lake Drive
 Detroit Lakes, MN 56501
 Phone: (218) 825-2200

73-1041
 99C
500045
 10/19/2022

PAY Two hundred sixty one and 19/100 dollars \$261.19

TO ZORBAZ
 THE 402 WEST LAKE DRIVE
 ORDER DETROIT LAKES MN 56501
 OF

J. Robinson
John Stathl
Asst. Comm.

⑆ 500045 ⑆ ⑆ 0960 104 ⑆ 50 ⑆ 00705879 ⑆

10/20/2022 500045 \$ 261.19

IMPORTANT INFORMATION ABOUT YOUR STATEMENT

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

FINANCE CHARGE: CREDIT LINE ACCOUNTS

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

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

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

In your letter, provide the following information:

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

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

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

ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

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

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

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

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

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

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

OCTOBER 2022 HAND PAYABLES

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
HACT	1874	500025	Check	BETTCHER, JOSHUA	10/4/2022	\$ 440.31
HACT	1875	500026	Check	BLUE 84 SPIRIT	10/4/2022	\$ 240.00
HACT	1885	500027	Check	Buboltz, Karen	10/4/2022	\$ 514.92
HACT	1876	500028	Check	CAULFIELD STUDIO	10/4/2022	\$ 350.00
HACT	1884	500029	Check	Dairy Queen	10/4/2022	\$ 80.00
HACT	1877	500030	Check	GERRELL'S SPORT CENTER	10/4/2022	\$ 4,433.00
HACT	1878	500031	Check	JB'S CUSTOM APPAREL	10/4/2022	\$ 2,420.50
HACT	1879	500032	Check	NOAH, BENJAMIN	10/4/2022	\$ 406.68
HACT	1880	500033	Check	PIEPKORN, GREGORY	10/4/2022	\$ 2,388.00
HACT	1881	500034	Check	SMITH, STACEY	10/4/2022	\$ 51.54
HACT	1882	500035	Check	SURFACE, DYLAN	10/4/2022	\$ 503.99
HACT	1883	500036	Check	TAG UP	10/4/2022	\$ 190.00
HACT	1886	500037	Check	GREAT NORTHERN PIZZA	10/4/2022	\$ 3,945.50
HACT	2169	500038	Check	CROWN TROPHY	10/19/2022	\$ 90.75
HACT	2170	500039	Check	DETROIT LAKES FLORAL & GIFTS	10/19/2022	\$ 275.00
HACT	2171	500040	Check	ISD #22	10/19/2022	\$ 522.89
HACT	2176	500041	Check	KVEBAK, WILLIAM	10/19/2022	\$ 68.00
HACT	2172	500042	Check	LAKER LOCKER	10/19/2022	\$ 426.00
HACT	2173	500043	Check	PIRATE RADIO PRODUCTIONS	10/19/2022	\$ 500.00
HACT	2174	500044	Check	VOLLER, DAVID	10/19/2022	\$ 240.35
HACT	2175	500045	Check	ZORBAZ	10/19/2022	\$ 261.19
HACT	2199	500046	Check	BROWER, HAILEY	10/27/2022	\$ 87.69

HACT	2193	500047	Check	DETROIT LAKES HIGH SCHOOL	10/27/2022	\$	409.25	
HACT	2194	500048	Check	ELSMORE AQUATIC	10/27/2022	\$	144.30	
HACT	2195	500049	Check	HENRY SCHEIN INC.	10/27/2022	\$	324.54	
HACT	2196	500050	Check	HOLMQUIST, MELANIE	10/27/2022	\$	33.28	
HACT	2197	500051	Check	JIMMY JOHNS #1897	10/27/2022	\$	411.55	
HACT	2200	500052	Check	PIZZA DEPOT	10/27/2022	\$	431.42	
HACT	2198	500053	Check	VOLLER, DAVID	10/27/2022	\$	80.49	
							\$	20,271.14

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount	
MACT	2012	300001	Check	BARBERG, JENNIFER	10/11/2022	\$ 464.75	
							\$ 464.75

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MW	1871		Wire	CASH-WA DISTRIBUTING CO.	10/3/2022	\$ 5,188.00
MW	1872		Wire	CITY OF DETROIT LAKES	10/3/2022	\$ 1,016.25
MW	1873		Wire	CONSTELLATION NEW ENERGY GAS D	10/3/2022	\$ 1,610.23
MW	1908		Wire	INTERNAL REVENUE SERVICE	10/4/2022	\$ 450.92
MW	1909		Wire	MINNESOTA REVENUE	10/4/2022	\$ 149.87
MW	1910		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	10/4/2022	\$ 140.07
MW	1911		Wire	MN TEACHERS RETIREMENT ASSOC.	10/4/2022	\$ 301.98
MW	1912		Wire	AVIBEN	10/4/2022	\$ 89.59
MW	2015		Wire	CASH-WA DISTRIBUTING CO.	10/14/2022	\$ 4,008.46
MW	2016		Wire	CASH-WA DISTRIBUTING CO.	10/14/2022	\$ 2,357.85
MW	2017		Wire	CITY OF DETROIT LAKES	10/14/2022	\$ 18,312.69
MW	2018		Wire	CITY OF DETROIT LAKES	10/14/2022	\$ 138.42

MW	2019		Wire	CITY OF DETROIT LAKES	10/14/2022	\$	488.37
MW	2020		Wire	CITY OF DETROIT LAKES	10/14/2022	\$	486.89
MW	2021		Wire	CITY OF DETROIT LAKES	10/14/2022	\$	7,595.90
MW	2022		Wire	MINNESOTA DEPARTMENT OF REVENUE	10/14/2022	\$	1,153.00
MW	2023		Wire	WEX HEALTH INC	10/14/2022	\$	18.00
MW	2024		Wire	WEX HEALTH INC	10/14/2022	\$	32.14
MW	2161		Wire	FURTHER	10/14/2022	\$	10,433.57
MW	2162		Wire	INTERNAL REVENUE SERVICE	10/14/2022	\$	227,397.92
MW	2163		Wire	MINNESOTA REVENUE	10/14/2022	\$	36,356.79
MW	2164		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	10/14/2022	\$	43,171.67
MW	2165		Wire	MN TEACHERS RETIREMENT ASSOC.	10/14/2022	\$	131,348.93
MW	2166		Wire	MINNESOTA STATE RETIREMENT SYS	10/14/2022	\$	14,435.18
MW	2167		Wire	AVIBEN	10/14/2022	\$	23,313.59
MW	2181		Wire	CASH-WA DISTRIBUTING CO.	10/20/2022	\$	1,250.93
MW	2182		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	103.65
MW	2183		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	20,552.71
MW	2184		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	1,063.24
MW	2185		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	780.31
MW	2186		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	219.39
MW	2187		Wire	CITY OF DETROIT LAKES	10/20/2022	\$	557.68
MW	2188		Wire	MINNESOTA ENERGY RESOURCES	10/20/2022	\$	8,729.58
MW	2189		Wire	INTERNAL REVENUE SERVICE	10/19/2022	\$	377.76
MW	2190		Wire	MINNESOTA REVENUE	10/19/2022	\$	62.02
MW	2191		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	10/19/2022	\$	176.14
MW	2192		Wire	CORPORATE PAYMENT SYSTEMS	10/31/2022	\$	23,009.25

MW	2201		Wire	AMAZON	10/28/2022	\$	3,148.99
MW	2205		Wire	CASH-WA DISTRIBUTING CO.	10/28/2022	\$	2,731.95
MW	2206		Wire	FURTHER	10/28/2022	\$	10,473.57
MW	2207		Wire	INTERNAL REVENUE SERVICE	10/28/2022	\$	262,694.99
MW	2208		Wire	MINNESOTA REVENUE	10/28/2022	\$	43,545.63
MW	2209		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	10/28/2022	\$	41,220.70
MW	2210		Wire	MN TEACHERS RETIREMENT ASSOC.	10/28/2022	\$	138,285.25
MW	2211		Wire	MINNESOTA STATE RETIREMENT SYS	10/28/2022	\$	14,515.18
MW	2212		Wire	AVIBEN	10/28/2022	\$	37,417.77
MW	1832	700740	Check	HAMMER, LISA	10/6/2022	\$	(30.00)
MW	1867	700752	Check	BAER, KARI	10/3/2022	\$	66.50
MW	1854	700753	Check	BURNSIDE, BRADY	10/3/2022	\$	79.00
MW	1848	700754	Check	DISTRICT AUXILIARY ACCOUNT	10/3/2022	\$	2,679.12
MW	1865	700755	Check	DUNN, CONNOR	10/3/2022	\$	95.25
MW	1866	700756	Check	DUNN, CONNOR	10/3/2022	\$	107.75
MW	1863	700757	Check	FRANK, JENNIFER	10/3/2022	\$	125.50
MW	1856	700758	Check	HANSEN, PHIL	10/3/2022	\$	80.00
MW	1870	700759	Check	ISD #206	10/3/2022	\$	200.00
MW	1850	700760	Check	JOHNSON, CHARLIE	10/3/2022	\$	171.25
MW	1868	700761	Check	JOHNSON, RICK	10/3/2022	\$	600.00
MW	1849	700762	Check	JORGENSON, MARK	10/3/2022	\$	171.25
MW	1853	700763	Check	OYARO, MOSES	10/3/2022	\$	125.50
MW	1855	700764	Check	SKYWARD USERS OF MINNESOTA	10/3/2022	\$	355.00
MW	1857	700765	Check	SPECHT, ART	10/3/2022	\$	80.00
MW	1858	700766	Check	SPECHT, ART	10/3/2022	\$	80.00

MW	1864	700767	Check	SPIEGELBERG, DARYL	10/3/2022	\$	80.00
MW	1851	700768	Check	STUEWE, LUKE	10/3/2022	\$	115.00
MW	1852	700769	Check	STUEWE, LUKE	10/3/2022	\$	80.00
MW	1861	700770	Check	TEMPLIN, TYLER	10/3/2022	\$	80.00
MW	1862	700771	Check	TEMPLIN, TYLER	10/3/2022	\$	80.00
MW	1859	700772	Check	TUCKER, STEVE	10/3/2022	\$	80.00
MW	1860	700773	Check	TUCKER, STEVE	10/3/2022	\$	80.00
MW	1869	700774	Check	WARROAD HIGH SCHOOL	10/3/2022	\$	95.00
MW	1888	700775	Check	PEDERSON, JENNIFER	10/5/2022	\$	152.20
MW	1887	700776	Check	SAZAMA, JEFF	10/5/2022	\$	303.00
MW	1907	700788	Check	D.L. EDUCATION MINNESOTA (TEACHER)	10/4/2022	\$	87.20
MW	2010	700886	Check	SCHULTZ BUS COMPANY	10/5/2022	\$	98,056.50
MW	2011	700887	Check	ANDERSON COACH OF FRAZEE, INC.	10/7/2022	\$	32,643.40
MW	2013	700888	Check	COMMUNITY CO-OP OF LAKE PARK	10/14/2022	\$	4,680.34
MW	2014	700889	Check	MINNESOTA DEPARTMENT OF HEALTH	10/14/2022	\$	35.00
MW	2025	700890	Check	AMAZON	10/17/2022	\$	10,523.40
MW	2026	700891	Check	EITER, TERRY	10/17/2022	\$	80.00
MW	2028	700892	Check	MADISON NATIONAL LIFE INSURANCE	10/17/2022	\$	2,309.85
MW	2027	700893	Check	REGION 8AA MSHSL	10/17/2022	\$	891.00
MW	2153	701016	Check	AFSCME COUNCIL 65	10/14/2022	\$	368.15
MW	2151	701017	Check	AMERICAN FAMILY LIFE ASSURANCE CO	10/14/2022	\$	224.78
MW	2155	701018	Check	D. L. ATHLETIC FOUNDATION	10/14/2022	\$	169.00
MW	2156	701019	Check	D.L. PUBLIC EDUC FOUNDATION	10/14/2022	\$	41.00
MW	2157	701020	Check	IND. SCHOOL DISTRICT #22 - Flex Acct	10/14/2022	\$	6,734.20
MW	2152	701021	Check	MINNESOTA CHILD SUPPORT	10/14/2022	\$	1,127.00

MW	2159	701022	Check	MN SCHOOL EMPLOYEES ASSOC.	10/14/2022	\$	308.92
MW	2160	701023	Check	ND CHILD SUPPORT DIVISION	10/14/2022	\$	432.52
MW	2158	701024	Check	SUPPORT PAYMENT CLEARINGHOUSE	10/14/2022	\$	335.91
MW	2154	701025	Check	UNITED WAY OF BECKER COUNTY	10/14/2022	\$	254.00
MW	2168	701026	Check	WEX HEALTH INC	10/24/2022	\$	443.75
MW	2177	701027	Check	ARVIG COMMUNICATION SYSTEMS	10/20/2022	\$	4,977.58
MW	2178	701028	Check	MN PEIP	10/20/2022	\$	334,873.42
MW	2180	701029	Check	SKYWARD USERS OF MINNESOTA	10/20/2022	\$	195.00
MW	2179	701030	Check	VERIZON WIRELESS	10/20/2022	\$	1,162.07
MW	2202	701031	Check	AMAZON	10/28/2022	\$	14,039.99
MW	2203	701032	Check	ISD #482	10/28/2022	\$	200.00
MW	2204	701033	Check	MADISON NATIONAL LIFE INSURANCE	10/28/2022	\$	2,270.78
MW	2215	701034	Check	AFSCME COUNCIL 65	10/28/2022	\$	358.84
MW	2213	701035	Check	AMERICAN FAMILY LIFE ASSURANCE CO	10/28/2022	\$	224.78
MW	2217	701036	Check	D. L. ATHLETIC FOUNDATION	10/28/2022	\$	169.00
MW	2221	701037	Check	D.L. EDUCATION MINNESOTA (TEACHER)	10/28/2022	\$	19,426.97
MW	2218	701038	Check	D.L. PUBLIC EDUC FOUNDATION	10/28/2022	\$	41.00
MW	2219	701039	Check	IND. SCHOOL DISTRICT #22 - Flex Acct	10/28/2022	\$	6,734.20
MW	2214	701040	Check	MINNESOTA CHILD SUPPORT	10/28/2022	\$	1,127.00
MW	2222	701041	Check	MN SCHOOL EMPLOYEES ASSOC.	10/28/2022	\$	308.44
MW	2223	701042	Check	ND CHILD SUPPORT DIVISION	10/28/2022	\$	331.88
MW	2220	701043	Check	SUPPORT PAYMENT CLEARINGHOUSE	10/28/2022	\$	335.91
MW	2216	701044	Check	UNITED WAY OF BECKER COUNTY	10/28/2022	\$	254.00

\$	1,693,821.07
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BANK RECONCILIATION

10/31/22

BREMER BANK STATEMENT BALANCE	9,571.82
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(217.69)
BANK ENDING STATEMENT BALANCE	<u>9,354.13</u>
BOOK BALANCE - PRIOR MONTH ENDING	8,429.46
ADD: RECEIPTS (FROM RECEIPTS REPORT)	1,389.42
LESS: PAYMENTS (CHECKS REPORT)	(464.75)
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>9,354.13</u>
DIFFERENCE	0.00

BREMER

PO Box 1000
Lake Elmo, MN 55042-1000

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

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XXXXXX2547
(0)

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

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

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

Community Business w/Interest

Account number	XXXXXX2547	Beginning balance	\$8,647.15
Low balance	\$8,182.40	Total additions	1,389.42
Average balance	\$9,168.24	Total subtractions	464.75
Avg collected balance	\$9,168	Ending balance	\$9,571.82
Interest paid year to date	\$3.23		

CHECKS

Number	Date	Amount	Number	Date	Amount
300001	10-13	464.75			

CREDITS

Date	Description	Additions
10-14	Deposit	1,388.00
10-31	Interest Credit	1.42

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
09-30	8,647.15	10-14	9,570.40		
10-13	8,182.40	10-31	9,571.82		

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

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			8,647.15
Checks and Payments	1	Item	-464.75
Deposits and Other Credits	2	Items	1,389.42
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			9,571.82

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			9,571.82
Checks and Payments	2	Items	-217.69
Deposits and Other Credits	0	Items	0.00

Register Balance as of 10/31/2022:

Checks and Payments	0	Items	9,354.13
Deposits and Other Credits	0	Items	0.00
			0.00

Register Ending Balance:

9,354.13

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
Cleared Checks and Payments						
10/11/2022	300001	Jennifer Barberg	playdoh/homecoming party supplies	Student Council	R	-464.75
Total Cleared Checks and Payments						<u>-464.75</u>
Cleared Deposits and Other Credits						
10/14/2022			homecoming dance	Student Council	R	1,388.00
10/31/2022		Interest Earned		Student Council	R	1.42
Total Cleared Deposits and Other Credits						<u>1,389.42</u>
Total Cleared Transactions						<u>924.67</u>

MS Activity
11/4/2022

Uncleared Transaction Detail up to 10/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
4/21/2022	200122	Julie Berrtson	mints	Quest		-17.69
5/26/2022	200130	Center Stage Dance	2 days of dance	Energize with Exercise		-200.00
Total Uncleared Checks and Payments						-217.69
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-217.69

Uncleared Transaction Detail after 10/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
Total Uncleared Checks and Payments						
	0		Items			0.00
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						
	0		Items			0.00
Total Uncleared Transactions						
	0		Items			0.00

PERSONNEL AGENDA

November 28, 2022

1) **Resignations:**

Deangelist Duffie Strozier-Middle School Boys Basketball Coach, effective October 24, 2022.

Lindsey Johnson- Rossman Paraprofessional/Noon Duty Supervisor, effective November 4, 2022.

Diane Lanoue- Roosevelt Title 1 Assistant/Noon Duty Supervisor, effective November 16, 2022.

Patricia Thorson-Special Education Teacher, effective May 27, 2022.

Macaylee Qual- Middle School Special Education Para, effective November 14, 2022.

Dana Sabers- Roosevelt Title Assistant/Noon Duty, effective September 20, 2022

Kimberly Erickson-Rossman Latchkey Assistant, effective November 18, 2022.

Rita Arola- Production Assistant, effective December 9, 2022.

2) **Retirements:**

3) **Appointments:**

Jeff Tessman-High School Custodian, at the rate of \$19.33 per hour, working up to 40 hours per week, effective November 14, 2022.

Austin Fritz- Assistant Girls Hockey Coach, at the rate of \$3,746.70 per season, effective October 31, 2022.

Tim Murray- Rossman Breakfast/ADSIS/Noon Duty, at the rate of \$15.25 per hour, working up to 27.5 hours per week, effective November 14, 2022.

Fonda Holehouse-Becker County Jail ABE Instructor, at the rate of \$33.47 per hour, working up to 15 hours per week, effective November 7, 2022.

Lacey Thiel- District Wide Occupational Therapist, at the rate of BA Step 13, or a prorated contract amount of \$26,394.83 for the 22-23 school year, effective November 22, 2022.

Chelsea Helliksen-Rodewald- Middle School Special Education Para, at the rate of \$15.25 per hour, effective November 21, 2022.

Sadie Stroeing- Lincoln Extended Care Worker, at the rate of \$15.25 per hour, working Up to 2 hours per day, effective November 28, 2022.

Mary Ann Nelmark- Rossman LatchKey Assistant, at the rate of \$15.00 per hour, Working up to 2 hours per day, effective November 28, 2022.

Brent Eidenschink- Assistant Varsity Wrestling Coach, at the rate of \$4,298.85 per Season, effective November 21, 2022.

Elise Sack- Rossman long term substitute, rate is per sub policy, effective January 1, 2023.

4) **Amended Assignment:**

Mallie Anderson- is amending her assignment from 2 hours per day to two hours per week, effective October 18, 2022.

Dawn Kozitka- is amending her assignment from 26.25 hours per week to 20 hours per week, effective September 6, 2022.

Leah Haisley- is amending her assignment from 36.25 hours per week to 37.5 hours per week, effective September 6, 2022.

Melissa Conley- is amending her assignment from 27.5 hours per week to 25 hours per week, effective September 6, 2022.

Sandy Northup- is amending her assignment from 28.25 hours per week to 25 hours per week, effective September 6, 2022.

Brenda Bergum- is amending her assignment from 26.25 hours per week to 22.5 hours per week, effective September 6, 2022.

Emma Disse- is amending her assignment from Middle School Gymnastics coach to Varsity Assistant Gymnastics coach, increasing her salary from \$1906.65 to \$2,965.90, effective November 17, 2022.

5) Leave of Absence:

Dori Fugere- is requesting an extended leave of absence from October 31, 2022 to January 2, 2023.

Lori Hagen- is requesting to extend her leave of absence from November 8, 2022 to December 5, 2022.

Tasha Dahring- is requesting a leave of absence from October 31, 2022 to January 23, 2023.

James Bergerson- is requesting to extend his leave of absence from August 20, 2022 to December 31, 2022.

Matt Brown- is requesting a leave of absence from November 21, 2022 to December 19, 2022.

6) Terminations:

DATE: November 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Laker Transitions and Administration Building**

Administration is recommending snow and ice removal services be contracted with Miller Yard Care and Construction for the Administration Building and Laker Transitions. The budgeted cost would be approximately \$15,000 for both sites - with services being charged on a per visit basis. Services would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

District Administration recommends approval.



Miller Family Enterprises DBA Miller Yard Care and Construction
2022/2023 Snow Removal Contract
P.O. Box 684, Detroit Lakes, MN 56502
office@milleryardcareandconstruction.com
218-849-9794

Client Name: Detroit Lakes Public School Administrator Office
Jobsite Address: 702 Lake Ave, Detroit Lakes, MN 56501
Billing Address: cgedrose@detlakes.k12.mn.us
Contract Terms: Snow service provided from 10/1/2022-5/1/2023

This Scope of Work represents the snow and ice services that will be provided for the following location:

702 Lake Ave, Detroit Lakes, MN 56501

Level of Service

Scope of work for Detroit Lakes Public School Administrator Office (client). Miller Family Enterprises DBA Miller Yard Care and Construction (Contractor) is the provider for the following snow removal activities: plowing, snowblowing, walk shoveling, brooming, and ice melt applications. Miller Family Enterprises will commence service in accordance with weather conditions as appropriate. This is not a zero tolerance account and in the case of continual snowfall some snow may accumulate on lot and/or walkways. Contractor will work with the storm in a manner that keeps priority areas passable. Contractor strives to provide timely and prompt 24/7 service and to maintain areas specified for snow removal on a regular basis. Contractor furthermore strives to complete initial snow removal operations prior to business opening hours. However, client should keep in mind that due to heavy snow, heavy ice, or snow fall starting or continuing after 3am, client may see a delay in response. Completion times may vary depending on snowfall commencement, duration, and accumulation.

Completion time scenarios:

Contractor has a route cut-off time of 3am.

- Snow events that hit trigger and end by 3am
 - Contractor will begin clearing at 3am.
- Snow events starting after 3am
 - Snow events starting after 3am are considered a “day storm.” Service commencement times will be customized per event and snowfall amount. Contractor will clear snow as able/appropriate and prioritize accounts by opening times. Contractor will do a final cleanup as needed after the snow event is finished and businesses are closed.
- Continuous snow events that begin before 3am and continue after 3am.
 - Service commencement times will be customized per event and snowfall amount. If significant accumulation occurs by 3am, contractor will clear routes and then follow procedure for “day storm.” If minimal accumulation has occurred by 3am, route commencement time is dependent on contractor’s discretion based on predicted snowfall amount.
- Drifting

- If drifting causes snow to accumulate to trigger levels, the drifting event is treated the same as a snowfall event

Scenarios are for example only. Route commencement time is dependent upon Contractor's discretion based on snowfall commencement, duration and accumulation.

Days of service

Contractor reserves the right to commence snow removal operations with each snow event regardless of client's operating hours. Snow removal is dependent upon Contractor's discretion during such days the client has not specified snow removal necessary, including but not limited to time of day, weekends, holidays, and early closures. Client is responsible to complete the "operating hours/snow removal requested" section in contract.

Triggers: Snow will be removed at or above the following "triggers":

- Dusting to ½" snow: ice melt applied to lot as needed
- Generally, ice melt applied to lot after each plowing event, depending on weather conditions
- ½" snow or more: snow removed from walks. Possible snow removal from lot depending on weather conditions
- 1" snow or more: snow removed from walks and lot

Note that trigger amounts vary depending on location and drifting. It is up to the Contractor's best judgment whether trigger amounts have been met and the best snow removal method to proceed with based on weather and temperature. Clearing operation plans will be customized for each specific weather event.

Service area: Snow will be removed from the following areas:

- All driveways and parking areas
- City sidewalks and sidewalks/doors around building. Does not include sidewalk coming off of State St to steps/lower level doors
- Street curb along State St and Lake Ave

Concealed Conditions/Extreme Conditions/Property Preparation

As part of this contract—the contractor will stake (one time) with fiberglass or nylon stakes and pickets as needed the layout of the parking lot. Contractor is not responsible for damages due to foreign material being left in the parking lot, unmarked hazards, or conditions changing due to winter weather (eg. Frost heaving drains, curb stops, pavement cracks etc). Pavement markings will wear due to normal plowing/blowing operations. Metal cutting edges which are best at minimizing hard-pack snow and ice will leave rust marks and small scrape marks on the pavement and chips and scuffs on curbs and pavers—these are considered normal wear and tear and are not the responsibility of the contractor. Contractor will exercise reasonable care to avoid damage to pavement, curbs, trees, and shrubs. However, contractor is not responsible for damage to landscaping caused by piling of snow, spreading of salt, or the spreading of the chemicals described in this agreement; damage to items that are snow covered or not visible; damage caused by equipment when tree, shrub, and sidewalk areas are not reasonably delineated due to snow accumulation; personal injuries resulting from slip and fall accidents, and/or Acts of God, including, but not limited to, extraordinary weather conditions.

Client understands that plowing (or salting) of a particular location may not clear to the "bare pavement," and that slippery conditions may continue to prevail even after plowing (or application of salt). It shall be the responsibility of the client to notify the contractor in the event that weather conditions cause the melting and re-freezing of any previously treated surface area. Client understands that the contractor assumes no liability for this naturally

occurring condition, and the client agrees to indemnify, defend, and hold Miller Family Enterprises DBA Miller Yard Care and Construction harmless for any and all claims, demands, causes of action, injuries, damages, trespasses or suits in law or equity including but not limited to attorney's fees incurred to defend any claim or suit, court costs, and other costs incurred in defense or any claim that may arise as a result of this naturally occurring condition.

Client understands in the case of extreme weather conditions—e.g. blizzard and sub zero cold, the contractor reserves the right to extended working periods to allow for rest for the operators and warming for the shovellers without penalty to the contractor. Client must also understand that service may not be available at all times. In order to be dependable and safe, Miller Family Enterprises DBA Miller Yard Care and Construction requires time for our drivers to rest and equipment to be serviced between events. Contractor will use their judgment based on the information they have to determine whether or not to start clearing snow.

Contractor will maintain liability insurance in an amount equal or greater than \$1,000,000 at all times.

Monitoring

Client will notify Contractor if Client wishes Contractor to return to Client's premises to perform additional services, including clearing plow ridges or inspection for melt and freeze. Contractor shall not be expected to service potentially dangerous conditions for which it has not been given reasonable notice. Client acknowledges Contractor is not engaged, nor does it accept engagement, as a continuing monitor of potentially dangerous or unsafe conditions which may arise by reason of thawing and refreezing of previously plowed or treated areas.

Payment

This contract for snow removal services covers the entire 2022-2023 winter season. Services will be charged per time. Invoices will be sent out the first of the month and due within 30 days of invoice date. Late or missed payment may result in termination of service until the account is made current.

Snow Season Service Charges

- Apply ice melt to lot as needed: \$80 per time
- Clear snow from walks: \$135 per time (includes ice melt as needed)
- Clear snow from lot: \$85 per time
- Additional snow removal services requested: priced accordingly

** In the event of significant ice, snow accumulation or drifting, Contractor reserves the right to charge extra for additional time and materials to perform services.*

Terms & Conditions

Termination Clause: This contract is cancelable upon written notification by either party. Monies invoiced or due for services rendered are due and payable upon such cancellation.

Payment Terms: Client agrees to promptly pay invoices within thirty (30) days of receipt. Accounts that are past due may not be serviced until account is brought up-to-date. Customer understands and accepts that the delays in payments made may result in appropriate legal action being taken to collect monies owed. Customer understands and agrees that costs of such legal action, including without limitation lawyers' fees, costs and expenses of suit or bringing suit, may be passed on to the customer, and customer accepts this condition. Contract shall be binding, inure to the benefit of the parties and their heirs, executors and administrators, and assignee's.

Site Damage: Contractor accepts responsibility to repair any physical damage to your site directly caused by us during performance of work covered by this agreement that is beyond normal wear and tear of plowing operation.

Dispute Prevention/Resolution:

Prevention: We agree that we have a common interest in preventing any misunderstandings or differences that may arise between us from becoming claims against one another. With the intent of avoiding this, we agree that we shall make good faith efforts to identify in advance and discuss the potential causes of disputes.

Resolution: We agree that if, and only if, the dispute still remains unsettled for an additional [thirty, forty-five, etc.] days, then we shall submit the dispute to binding neutral arbitration. In this event, we agree that any controversy or claim arising out of, or relating to our contracts dated, or the breach thereof, shall be settled by binding arbitration in accordance with the applicable rules of the American Arbitration Association. We both agree that any action through arbitration against either of us relating to any breach of this agreement must be commenced within one (1) year from the date of the work.

Hold Harmless: The client shall indemnify, defend, and hold harmless Miller Family Enterprises DBA Miller Yard Care and Construction, its owners, employees and subcontractors from and against any and all claims, damages, reasonable attorneys' fees, costs and expenses which the contractor incurs as a result of a claim or claims brought by the owner or any third party, arising out of any wrongdoing, negligence and/or breach of contract by the owner alleged or otherwise, or any Act of God, including but not limited to extraordinary weather conditions, that is related, in any manner whatsoever, to the premises or the owner's involvement with the premises or the services, including but not limited to personal injuries resulting from slip and fall accidents.

Authorization: Any individual who signs this agreement on behalf of Miller Family Enterprises DBA Miller Yard Care and Construction or the property owner represents, promises, and guarantees that he or she is fully authorized to execute this agreement on behalf of his or her employer/owner represents, promises, and guarantees that he or she is fully authorized to execute this agreement on behalf of his or her employer or company. In the case of an agent of the client, such agent represents, promises, and guarantees that such agent is fully authorized to execute this agreement on behalf of the owner of the premises.

Obligation: The parties agree that the contractor has made no promise or representation except as expressed in this contract. Further, no act or acquiescence by the contractor shall be deemed a waiver of any obligation of the client or owner or manager. Severability: Any provision of this Agreement that in any way contravenes the law of any state or country in which this Agreement is effective will, to the extent the law is contravened, be considered separable and inapplicable and will not affect any other provision or provisions of this Agreement.

Shortages: Client acknowledges that product and material shortages or other circumstances beyond Contractor's control may require Contractor, if Contractor finds it necessary or expedient to do so, to make material/substance substitutions and/or modifications to substance mix.

Extra Service: Client agrees to pay to Contractor for any and all Extra Services. Customer may authorize additional Extra Services upon reasonable notice to Contractor.

Client Operating Hours & Snow Removal Request Days

Please complete the table below.

Days	Yes - snow removal needed	No - snow removal not required	Hours of operation for snow removal (i.e. cleared by what time in a.m. and continue until what time in p.m.) Please also describe if only a section needs to be cleared by a certain time.
Example: Saturday	<input checked="" type="checkbox"/>		7am-12pm. Loading dock needs to be cleared by 6am
Monday - Friday	<input checked="" type="checkbox"/>		Cleared by 7am - 4:30pm. Entire Parking Lot, Sidewalks, Recycling Area, HC Ramp
Saturday			
Sunday			
Holidays			
Other			

As specified in contract, Contractor reserves the right to commence snow removal operations with each snow event, including events that fall outside of client's operating hours. The above table specifies what days Client wants to remain on the Contractor's priority route list. Snow removal for all other dates is dependent on Contractor's discretion. If Client's operating hours change (including early closures due to extreme weather), they are responsible to notify Contractor. In the absence of notification, continued snow removal service is dependent upon Contractor's discretion.

Site manager/contact name: Colin Gedrose Title: Supervisor of Operations

Phone: 218 849-0238 Email: cgedrose@detlakes.k12.mn.us

Client's signature:  Date: 8-24-22

Client Name (print): Detroit Lakes Public Schools - District Office

Contractor's signature:  Date: 8/24/22



Miller Family Enterprises DBA Miller Yard Care and Construction
2022/2023 Snow Removal Contract
P.O. Box 684, Detroit Lakes, MN 56502
office@milleryardcareandconstruction.com
218-849-9794

Client Name: Laker Transitions
Jobsite Address: 1104 West River Rd, Detroit Lakes, MN 56501
Billing Address: cgedrose@detlakes.k12.mn.us
Contract Terms: Snow service provided from 10/1/2022-5/1/2023

This Scope of Work represents the snow and ice services that will be provided for the following location:

1104 West River Rd, Detroit Lakes, MN 56501

Level of Service

Scope of work for Laker Transitions (client). Miller Family Enterprises DBA Miller Yard Care and Construction (Contractor) is the provider for all snow removal activities including plowing, snowblowing, walk shoveling, brooming, and ice melt applications. Miller Family Enterprises will commence service in accordance with weather conditions as appropriate. This is not a zero tolerance account and in the case of continual snowfall some snow may accumulate on lot and/or walkways. Contractor will work with the storm in a manner that keeps priority areas passable. Contractor strives to provide timely and prompt 24/7 service and to maintain areas specified for snow removal on a regular basis. Contractor furthermore strives to complete initial snow removal operations prior to business opening hours. However, client should keep in mind that due to heavy snow, heavy ice, or snow fall starting or continuing after 3am, client may see a delay in response. Completion times may vary depending on snowfall commencement, duration, and accumulation.

Completion time scenarios:

Contractor has a route cut-off time of 3am.

- Snow events that hit trigger and end by 3am
 - Contractor will begin clearing at 3am.
- Snow events starting after 3am
 - Snow events starting after 3am are considered a “day storm.” Service commencement times will be customized per event and snowfall amount. Contractor will clear snow as able/appropriate and prioritize accounts by opening times. Contractor will do a final cleanup as needed after the snow event is finished and businesses are closed.
- Continuous snow events that begin before 3am and continue after 3am.
 - Service commencement times will be customized per event and snowfall amount. If significant accumulation occurs by 3am, contractor will clear routes and then follow procedure for “day storm.” If minimal accumulation has occurred by 3am, route commencement time is dependent on contractor’s discretion based on predicted snowfall amount.
- Drifting

- If drifting causes snow to accumulate to trigger levels, the drifting event is treated the same as a snowfall event

Scenarios are for example only. Route commencement time is dependent upon Contractor's discretion based on snowfall commencement, duration and accumulation.

Days of service

Contractor reserves the right to commence snow removal operations with each snow event regardless of client's operating hours. Snow removal is dependent upon Contractor's discretion during such days the client has not specified snow removal necessary, including but not limited to time of day, weekends, holidays, and early closures. Client is responsible to complete the "operating hours/snow removal requested" section in contract.

Triggers: Snow will be removed at or above the following "triggers":

- Dusting to ½" snow: ice melt applied to lot as needed
- Generally, ice melt applied to lot after each plowing event, depending on weather conditions
- ½" snow or more: snow removed from walks. Possible snow removal from lot depending on weather conditions
- 1" snow or more: snow removed from walks and lot

Note that trigger amounts vary depending on location and drifting. It is up to the Contractor's best judgment whether trigger amounts have been met and the best snow removal method to proceed with based on weather and temperature. Clearing operation plans will be customized for each specific weather event.

Service area: Snow will be removed from the following areas:

- All driveways and parking areas
- Walks: front sidewalk and two entry doors, two side doors on West side of building, and sidewalk from lot to street

Concealed Conditions/Extreme Conditions/Property Preparation

As part of this contract—the contractor will stake (one time) with fiberglass or nylon stakes and pickets as needed the layout of the parking lot. Contractor is not responsible for damages due to foreign material being left in the parking lot, unmarked hazards, or conditions changing due to winter weather (eg. Frost heaving drains, curb stops, pavement cracks etc). Pavement markings will wear due to normal plowing/blowing operations. Metal cutting edges which are best at minimizing hard-pack snow and ice will leave rust marks and small scrape marks on the pavement and chips and scuffs on curbs and pavers—these are considered normal wear and tear and are not the responsibility of the contractor. Contractor will exercise reasonable care to avoid damage to pavement, curbs, trees, and shrubs. However, contractor is not responsible for damage to landscaping caused by piling of snow, spreading of salt, or the spreading of the chemicals described in this agreement; damage to items that are snow covered or not visible; damage caused by equipment when tree, shrub, and sidewalk areas are not reasonably delineated due to snow accumulation; personal injuries resulting from slip and fall accidents, and/or Acts of God, including, but not limited to, extraordinary weather conditions.

Client understands that plowing (or salting) of a particular location may not clear to the "bare pavement," and that slippery conditions may continue to prevail even after plowing (or application of salt). It shall be the responsibility of the client to notify the contractor in the event that weather conditions cause the melting and re-freezing of any previously treated surface area. Client understands that the contractor assumes no liability for this naturally occurring condition, and the client agrees to indemnify, defend, and hold Miller Family Enterprises DBA Miller

Yard Care and Construction harmless for any and all claims, demands, causes of action, injuries, damages, trespasses or suits in law or equity including but not limited to attorney's fees incurred to defend any claim or suit, court costs, and other costs incurred in defense or any claim that may arise as a result of this naturally occurring condition.

Client understands in the case of extreme weather conditions—e.g. blizzard and sub zero cold, the contractor reserves the right to extended working periods to allow for rest for the operators and warming for the shovelers without penalty to the contractor. Client must also understand that service may not be available at all times. In order to be dependable and safe, Miller Family Enterprises DBA Miller Yard Care and Construction requires time for our drivers to rest and equipment to be serviced between events. Contractor will use their judgment based on the information they have to determine whether or not to start clearing snow.

Contractor will maintain liability insurance in an amount equal or greater than \$1,000,000 at all times.

Monitoring

Client will notify Contractor if Client wishes Contractor to return to Client's premises to perform additional services, including clearing plow ridges or inspection for melt and freeze. Contractor shall not be expected to service potentially dangerous conditions for which it has not been given reasonable notice. Client acknowledges Contractor is not engaged, nor does it accept engagement, as a continuing monitor of potentially dangerous or unsafe conditions which may arise by reason of thawing and refreezing of previously plowed or treated areas.

Payment

This contract for snow removal services covers the entire 2022-2023 winter season. Services will be charged per time. Invoices will be sent out the first of the month and due within 30 days of invoice date. Late or missed payment may result in termination of service until the account is made current.

Snow Season Service Charges

- Service charges
 - Apply ice melt to lot as needed: \$115 per time
 - Clear snow from walks: \$70 per time (includes ice melt as needed)
 - Clear snow from lot: \$75 per time
 - Additional snow removal services requested: priced accordingly

** In the event of significant ice, snow accumulation or drifting, Contractor reserves the right to charge extra for additional time and materials to perform services.*

Terms & Conditions

Termination Clause: This contract is cancelable upon written notification by either party. Monies invoiced or due for services rendered are due and payable upon such cancellation.

Payment Terms: Client agrees to promptly pay invoices within thirty (30) days of receipt. Accounts that are past due may not be serviced until account is brought up-to-date. Customer understands and accepts that the delays in payments made may result in appropriate legal action being taken to collect monies owed. Customer understands and agrees that costs of such legal action, including without limitation lawyers' fees, costs and expenses of suit or bringing suit, may be passed on to the customer, and customer accepts this condition. Contract shall be binding, inure to the benefit of the parties and their heirs, executors and administrators, and assignee's.

Site Damage: Contractor accepts responsibility to repair any physical damage to your site directly caused by us during performance of work covered by this agreement that is beyond normal wear and tear of plowing operation.

Dispute Prevention/Resolution:

Prevention: We agree that we have a common interest in preventing any misunderstandings or differences that may arise between us from becoming claims against one another. With the intent of avoiding this, we agree that we shall make good faith efforts to identify in advance and discuss the potential causes of disputes.

Resolution: We agree that if, and only if, the dispute still remains unsettled for an additional [thirty, forty-five, etc.] days, then we shall submit the dispute to binding neutral arbitration. In this event, we agree that any controversy or claim arising out of, or relating to our contracts dated, or the breach thereof, shall be settled by binding arbitration in accordance with the applicable rules of the American Arbitration Association. We both agree that any action through arbitration against either of us relating to any breach of this agreement must be commenced within one (1) year from the date of the work. Hold Harmless: The client shall indemnify, defend, and hold harmless Miller Family Enterprises DBA Miller Yard Care and Construction, its owners, employees and subcontractors from and against any and all claims, damages, reasonable attorneys' fees, costs and expenses which the contractor incurs as a result of a claim or claims brought by the owner or any third party, arising out of any wrongdoing, negligence and/or breach of contract by the owner alleged or otherwise, or any Act of God, including but not limited to extraordinary weather conditions, that is related, in any manner whatsoever, to the premises or the owner's involvement with the premises or the services, including but not limited to personal injuries resulting from slip and fall accidents.

Authorization: Any individual who signs this agreement on behalf of Miller Family Enterprises DBA Miller Yard Care and Construction or the property owner represents, promises, and guarantees that he or she is fully authorized to execute this agreement on behalf of his or her employer or company. In the case of an agent of the client, such agent represents, promises, and guarantees that such agent is fully authorized to execute this agreement on behalf of the owner of the premises.

Obligation: The parties agree that the contractor has made no promise or representation except as expressed in this contract. Further, no act or acquiescence by the contractor shall be deemed a waiver of any obligation of the client or owner or manager. Severability: Any provision of this Agreement that in any way contravenes the law of any state or country in which this Agreement is effective will, to the extent the law is contravened, be considered separable and inapplicable and will not affect any other provision or provisions of this Agreement.

Shortages: Client acknowledges that product and material shortages or other circumstances beyond Contractor's control may require Contractor, if Contractor finds it necessary or expedient to do so, to make material/substance substitutions and/or modifications to substance mix.

Extra Service: Client agrees to pay to Contractor for any and all Extra Services. Customer may authorize additional Extra Services upon reasonable notice to Contractor.

Client Operating Hours & Snow Removal Request Days

Please complete the table below.

Days	Yes-snow removal needed	No - snow removal not required	Hours of operation for snow removal (i.e. cleared by what time in a.m. and continued until what time in p.m.) Please also describe if only a section needs to be cleared by a certain time.
Example: Saturday	<input checked="" type="checkbox"/>		7am-12pm. Loading dock needs to be cleared by 6am
Monday - Friday	<input checked="" type="checkbox"/>		7am - 3:30 PM
Saturday			
Sunday			
Holidays			If we have meetings or events occurring during Holiday Break(s), we will contact you.
Other			

As specified in contract, Contractor reserves the right to commence snow removal operations with each snow event, including events that fall outside of client's operating hours. The above table specifies what days Client wants to remain on the Contractor's priority route list. Snow removal for all other dates is dependent on Contractor's discretion. If Client's operating hours change (including early closures due to extreme weather), they are responsible to notify Contractor. In the absence of notification, continued snow removal service is dependent upon Contractor's discretion.

Site manager/contact name: Colin Gedrose Title: Supervisor of Operations

Phone: 218-849-0230 Email: cgedrose@detlakes.k12.mn.us

Client's signature: Colin Gedrose Date: 8.8.22

Client Name (print): Colin Gedrose Title: Supervisor of Operations

Contractor's signature: [Signature] Date: 08/08/2022

DATE: November 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Rossman Elementary, Bus Garage, and Lincoln Education Center**

Administration is recommending snow and ice removal services be contracted with Taves Construction (dba Driveway Services) for Rossman Elementary, Bus Garage, and Lincoln Education Center. The annual cost would be a minimum contract of \$15,000 would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

District Administration recommends approval.

DATE: November 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Rossman Elementary, Bus Garage, and Lincoln Education Center**

Administration is recommending snow and ice removal services be contracted with Taves Construction (dba Driveway Services) for Rossman Elementary, Bus Garage, and Lincoln Education Center. The annual cost would be a minimum contract of \$15,000 would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

District Administration recommends approval.

DETROIT LAKES PUBLIC SCHOOL DISTRICT 22

702 Lake Avenue
Detroit Lakes, MN 56501
Phone (218) 847-9271; Fax (218) 847-9273

QUOTATION REQUEST FOR SNOW/ICE REMOVAL WORK

For services provided for the winter of 2022-23

Vendor agrees to furnish sufficient manpower and the following list of snow removal equipment for snow/ice removal during the winter of 2022-23 at the following District locations: High School, Middle School & Roosevelt Elementary School

Vehicle (Make/Year)	Snow Removal Equipment Description (Size/Capacity)	Cost Per Hour
1. Front End Loader	17'-19' Pusher	\$ 225 ⁰⁰
2. " " " " "	14'-16' Pusher	200 ⁰⁰
3. Skidsteer	8'-10' Pusher	175 ⁰⁰
4. Mini Loader	" " " "	175 ⁰⁰
5. Front End Loader	Blower	300 ⁰⁰
6. Dump Truck		150 ⁰⁰
7. Front End Loader w/snow Bucket		225 ⁰⁰
8. SkidSteer	6' Blower	200 ⁰⁰
9.		
10.	There is a \$35,000.00 Guarantee. Once we have	
11.	mowed \$35,000.00 in snow, we will start charging the	
12.	hourly rate listed above	

Vendor understands that it their responsibility to clear all parking lots, driveways and designated sidewalks on a priority established by the Supervisor of Operations before 7:00 A.M. each normal school or business day and before 8:00 A.M. each weekend or holiday break. It is understood that the District may limit the extent of snow removal as necessary on weekends or holiday breaks.

Vendor agrees to remove snow each day an accumulation of 2" of snow occurs, or upon demand. Daily snow removal will be followed by as needed sanding/ ice melt application of the parking lots. Any additional sanding/ice melt application, plowing or sweeping (for parking lots or sidewalks) will be done on a call request basis.

Hauling or relocating of snow by means of truck or loader at the schools will be done on a request basis by the Supervisor of Operations only.

The following phone number 218-849-1859 may be used at all hours by the Supervisor of Operations or those authorized by him to request services or to give special instructions.

Vendor understands that they are responsible for damages to school property occurring during snow removal. Vendor agrees to carry sufficient liability insurance to indemnify Detroit Lakes Public Schools and that all workers will be covered by the vendor's workers compensation plan and will attach proof of liability and worker's compensation policy to the submitted quote.

Vendor agrees to treat Detroit Lakes Public Schools as a priority in relationship to other snow removal customers, and the schools will be plowed first. In the event that the vendor is unable to remove snow within the time constraints as stated, vendor will reimburse the District for any remedial costs.

Vendor will submit bills individually for each building location on or before the 25th of each month for actual work performed. Payment will be made on or about the 15th of the following month. Submit all invoices to the Supervisor of Operations at the above address.

Official name of Vendors Business: Feldt Plumbing & Excavating

Authorized Vendor Signature: [Handwritten Signature]

DATE: November 15, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Detroit Lakes High School, Detroit Lakes Middle School, and Roosevelt Elementary**

Administration is recommending snow and ice removal services be contracted with Feldt Plumbing and Excavating for Roosevelt Elementary, Detroit Lakes High School, and Detroit Lakes Middle School. The annual cost would be a minimum contract of \$35,000 would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the locations.

District Administration recommends approval.

New

DETROIT LAKES PUBLIC SCHOOL DISTRICT 22

702 Lake Avenue
Detroit Lakes, MN 56501
Phone (218) 847-9271; Fax (218) 847-9273

QUOTATION REQUEST FOR SNOW/ICE REMOVAL WORK

For services provided for the winter of 2022-23

Vendor agrees to furnish sufficient manpower and the following list of snow removal equipment for snow/ice removal during the winter of 2022-23 at the following District locations: High School, Middle School & Roosevelt Elementary School

Vehicle (Make/Year)	Snow Removal Equipment Description (Size/Capacity)	Cost Per Hour
1. Front End Loader	17'-19' Pusher	\$ 225 ⁰⁰
2. " " " " "	14'-16' Pusher	200 ⁰⁰
3. Skidsteer	8'-10' Pusher	175 ⁰⁰
4. Mini Loader	" " " "	175 ⁰⁰
5. Front End Loader	Blower	300 ⁰⁰
6. Dump Truck		150 ⁰⁰
7. Front End Loader w/ Snow Bucket		225 ⁰⁰
8. Skid Steer	6' Blower	200 ⁰⁰
9.		
10.	There is a \$35,000.00 Guarantee. Once we have	
11.	mailed \$35,000.00 in snow, we will start charging the	
12.	hourly rate listed above	

Vendor understands that it their responsibility to clear all parking lots, driveways and designated sidewalks on a priority established by the Supervisor of Operations before 7:00 A.M. each normal school or business day and before 8:00 A.M. each weekend or holiday break. It is understood that the District may limit the extent of snow removal as necessary on weekends or holiday breaks.

Vendor agrees to remove snow each day an accumulation of 2" of snow occurs, or upon demand. Daily snow removal will be followed by as needed sanding/ ice melt application of the parking lots. Any additional sanding/ice melt application, plowing or sweeping (for parking lots or sidewalks) will be done on a call request basis.

Hauling or relocating of snow by means of truck or loader at the schools will be done on a request basis by the Supervisor of Operations only.

The following phone number 218-849-1859 may be used at all hours by the Supervisor of Operations or those authorized by him to request services or to give special instructions.

Vendor understands that they are responsible for damages to school property occurring during snow removal. Vendor agrees to carry sufficient liability insurance to indemnify Detroit Lakes Public Schools and that all workers will be covered by the vendor's workers compensation plan and will attach proof of liability and worker's compensation policy to the submitted quote.

Vendor agrees to treat Detroit Lakes Public Schools as a priority in relationship to other snow removal customers, and the schools will be plowed first. In the event that the vendor is unable to remove snow within the time constraints as stated, vendor will reimburse the District for any remedial costs.

Vendor will submit bills individually for each building location on or before the 25th of each month for actual work performed. Payment will be made on or about the 15th of the following month. Submit all invoices to the Supervisor of Operations at the above address.

Official name of Vendors Business: Feldt Plumbing - Excavating

Authorized Vendor Signature: [Handwritten Signature]

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~~its~~ 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: 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 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 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 Adopted: 01/11/85	File Number:
Date Revised: 01/12/98	Detroit Lakes Policy - 539

539 - ALTERNATIVE LEARNING CENTER (ALC)

INTRODUCTION

The Board of Education of Independent School District #22 has established, as one of the district's educational goals, an Alternative Learning Center (ALC) for those individuals who have left a regular school setting prior to the completion of high school graduation requirements.

ELIGIBLE ENROLLEE'S

1. Handicapped and non-handicapped youth between the ages of 16 and 21 who have been out of a regular school setting.
2. Adjudicated juvenile delinquents and pre-delinquents needing supportive services and counseling either within the regular school setting or within the Alternative Learning Center Program.
3. Adults over the age of 21.

ADMISSION REQUIREMENTS

All referrals require approval by the high school principal. Referrals for admission to the ALC may come from the following sources:

1. Self-referrals by students who have been out of the regular school setting.
2. Parental referral for students who have been out of the regular school setting.
3. Referral by County Juvenile Probation Officers and/or by County Family Services Personnel.

CURRICULUM AND COURSE REQUIREMENTS

The Alternative Learning Center provides an individualized prescriptive instructional program in a clinical setting for individuals who experience failure in a regular educational program setting.

Graduation requirements for the ALC are the same as graduation requirements for the Detroit Lakes Senior High School with the exception of a trimester of swimming which will not be required for

ALC students.

Hours of attendance are flexible based on the student's requirements. Seventy-two hours must be satisfactorily completed to earn a regular credit.

Each course taken at the ALC will require the completion of 72 hours of academic work in order for credit to be given. Twelve hours will be spent meeting with the ALC instructor and the remaining 60 hours will be spent in at-home work in the subject area.

WORK STUDY

A work study option for students is also available. A maximum of three credits per trimester may be granted at the discretion of the ALC instructor upon completion of an additional minimum of 40 hours of scheduled class sessions in work/study instruction.

SUPPORT SERVICE

Senior High School Programs
NTC Programs
Rural-Minnesota CEP Personnel and Programs
ABE/GED Programs
Community Education Program
Adult Vocational Education Programs
Community Service Institutions
Private Business Sector

POSITION DESCRIPTION

POSITION: Alternative Learning Center (ALC) Instructor

QUALIFICATIONS:

1. Special Education Certification - LD Minimum
2. Secondary Certification 7-12
3. Experienced in Working with High School Drop-Outs
4. Experienced in Teaching Outside a Structured Classroom Environment.

JOB GOAL: To provide individual educational programs leading to high school graduation for students age 16 and up who have left a formal educational program.

PERFORMANCES:

1. Provision of individualized instructional programs for students.
2. Assist in evaluations of students credit status.
3. Maintenance of appropriate student records.
4. Maintenance of appropriate student ALC records.
5. Preparation of ALC budget on a yearly basis.
6. Provide intake and follow-up services for students.

REPORTS TO: Senior High School Principal

Date Adopted: 01/11/85	File Number: Detroit Lakes Policy - 540
Date Revised: 09/11/06, 7/11/11	

540 -FOREIGN STUDENT POLICY

I. FOREIGN STUDENT ADMISSION TO DETROIT LAKES HIGH SCHOOL

A. PURPOSE

The primary purpose of foreign exchange student programs is to improve the foreign student's knowledge of American culture and language skills through active participation in family, school and community life. A secondary purpose is to improve American knowledge of a foreign culture by allowing Detroit Lakes students and their communities to experience international understanding on a personal basis.

B. FOREIGN STUDENT PROCEDURES

1. ACCEPTANCE CRITERIA

- a. Approval for the placement of foreign students at Detroit Lakes High School must be obtained in advance of the student's arrival in the U.S. from the Board of Education of Independent School District #22 or their designated representative.
- b. Only students sponsored by agencies included in the Advisory List of International Educational Travel and Exchange Programs of the Council on Standards for International Educational Travel (CSIET) will be accepted.
- c. The school district will not accept any foreign student until they have proper clearance from the Department of Immigration as specified by statute.
- d. In the case of individual applicants not sponsored by recognized exchange programs, the superintendent will sign the I-20 petition only for students presently residing in their country of origin except in situations acceptable to Immigration Service.
- e. Any student applying for an I-20 visa must have indicated to an appropriate screening agency in the country of origin that he/she is capable of carrying out a successful course of study at the planned school of enrollment.
- f. The student's sponsor and not Independent School District #22 is responsible for health, accident, and liability insurance for the student.
- g. There are no restrictions on the number of foreign students that will be placed at the Detroit Lakes High School in any given year.
- h. An English-proficiency test must be provided as evidence that the enrolling student has adequate verbal and written English language proficiency to enable him/her to function in an English-speaking classroom. Adequate English language proficiency is defined as follows:

- 1) Total language score of 50 or higher on the Secondary Level English Proficiency (SLEP) test;
- 2) Total scaled score of 450 or higher on the Test of English as a Foreign Language (TOEFL); or
- 3) A score of 75 or higher on the General Test of English Language Proficiency (G-TELP, Level 3).540-1

If an organization places a student who is later assessed as deficient in English Language Proficiency, as deemed by the school district, the organization will do one of the following:

- 1) Terminate the student's placement;
 - 2) Provide, and pay for, tutorial assistance until the student reaches proficiency, as determined by the district.
- i. Should a sponsoring organization not abide by the any expectations established by the Detroit Lakes School District, further acceptance of exchange students from that organization will be dependent upon proof of compliance with all applicable district policies and regulations. The burden of proof will rest with the sponsoring organization.
 - j. Foreign exchange students successfully completing a full year program at Detroit Lakes High School will be granted a certificate of attendance from Independent School District #22. An Independent School District #22 diploma will not be granted to foreign exchange students.

2. SCHOOL PLACEMENT AND BEHAVIOR EXPECTATIONS

- a. All exchange students will be listed as seniors (grade 12) for enrollment purposes.
- b. All exchange students will enroll in a rigorous course of study that is determined through consultation with the exchange agency, the student and the student's counselor at the high school.
- c. Because attendance at Detroit Lakes High School is extended as a privilege to foreign exchange students, the following behavior guidelines will apply:
 - 1) Any exchange student who violates school policies relating to the Student Code of Responsibilities risks termination of placement at Detroit Lakes High School and/or other consequences as determined by school administration.
 - 2) Any exchange student who is found to have consumed alcohol or other substance that is determined to be illegal for minors will have their placement at Detroit Lakes High School terminated, regardless of the expectations or rules of the student's sponsoring organization.

II. DETROIT LAKES STUDENT ATTENDING A FOREIGN SCHOOL

- A. Detroit Lakes High School students who elect to attend a foreign school and would like to receive a Detroit Lakes Public Schools diploma must meet all Minnesota State Department of Education requirements for graduation as well as all local district requirements in order to

receive their diploma.

- B. Detroit Lakes High School students attending a foreign school will have all course credits earned during their exchange experience evaluated by high school counseling staff and administration to determine if foreign credits earned fulfill state and local district requirements for graduation.
- C. Upon completion of Minnesota State Department of Education requirements at Detroit Lakes High School and the completion of an evaluation and acceptance of all other foreign credits, thereby meeting the minimum standards for graduation set by the Board of Independent School District #22 High School Diploma.

Date Adopted: 08/17/92	File Number:
Date Revised: 01/12/98, 05/11/2009	Detroit Lakes Policy – 541

541 - USE OF REGULATED BEHAVIORAL PROCEDURES AS PART OF A WRITTEN BEHAVIORAL INTERVENTION PLAN

Policies apply to all staff, volunteers or contracted persons who work with pupils who have I.E.P.'s which include a regulated procedure.

1. Personnel development activities that promote the use of positive approaches, provide an awareness of how to limit the use of an aversive and deprivations procedure, how to avoid abuse of such procedures, and specific cautions for use with certain populations:

- Yearly inservice to staff will be held to cover topics involved in behavioral intervention.
- Provide current journal articles and other pertinent sources of information regarding positive behavioral interventions, and the use of regulated interventions.

Specific activities that encourage the use of positive interventions and strategies are:

- Specific activities include inservice for all new staff in the techniques provided in the National Crisis Institute's Nonviolent Physical Crisis Intervention. Refresher inservice will be provided yearly to staff.

Specific strategies for limiting the use of aversive and deprivation procedures:

- Nonviolent physical Crisis Intervention techniques, as well as requirements for at least two documented positive interventions to be tried before implementing a regulated procedure.

Specific plans on how to avoid the abuse of aversive and deprivation procedures:

- Required documentation of the intervention plan on file - specific review dates to ensure complete reviews of the procedures. Yearly inservice on Nonviolent Physical Crisis Intervention Techniques and safety program.

Specific cautions when using regulated procedures:

- Complete documentation of the procedure.
- Frequent review of the intervention plan.
- Safety is considered first when implementing procedures.

- Consideration of possible side effects or potential outcomes of the procedure.
2. Staff training requirements for the design and use of behavioral interventions:
- Training on CPI techniques.
 - Training on required behavioral assessment.
 - Training on required elements of a regulated Behavior Intervention Plan.
 - Training on positive interventions.
3. Documentation procedures of the use for regulated procedures:
- Required behavior assessment.
 - Required behavior intervention plan.
 - Documented an assessment team report and I.E.P. on forms provided by district.
 - Documented on an Emergency Procedures Form as provided by the district.
4. District procedures for complaints and appeals from parents:
- Informed consent procedures followed. A parent has the right to withdraw consent for a behavioral intervention plan at any time by notifying the special education director or the E/BD instructor. The district will stop the procedure immediately. After parental consent is withdrawn, and the procedure stopped, the school must send written acknowledgement to the parent and request a parent signature. If a parent's signature to withdraw consent cannot be obtained, the district must document its efforts to communicate and obtain the signature. Parents must be contacted within three school days to determine the need to convene the I.E.P. team for a change in placement or program.
5. Standards for identifying persons knowledgeable to serve on the Independent Review Committee:
- The review committee will be comprised of at least two persons who are independent of the pupil's I.E.P. and who are not employees of or under contract with the district, except a contact to serve on this committee. The independent review committee shall include at least one person independent of the pupil's I.E.P. and who is knowledgeable of behavior interventions. Knowledgeable persons may include community mental health professions, college professors, or regional E/BD coordinators or staff.

Description of the membership and procedures for an Independent Review Committee:

- The independent review committee must be comprised of at least two persons who are independent of the pupil's I.E.P. and who are not employees of or under contract with the district, except a contact to serve on this committee. The independent review committee shall include at least one person who is independent of the pupil's I.E.P. and who is knowledgeable about behavioral interventions. One person shall also be knowledgeable about ethnic and cultural issues relevant to the pupil's behavior and education. The written recommendation of the independent review committee is advisory and must not be used to overrule a pupil's I.E.P. team decision.
 - The independent committee will be convened by the special education director at the request of the pupil's parent or other district staff. The district shall inform the parents they may appoint one member of the independent review committee if the parent so desires.
6. Procedures for reviewing the use of a regulated procedure in emergency situations, including the notification of parents and administrators:

- "Emergency" means a situation in which immediate intervention is necessary to protect a pupil or other individual from physical injury, emotional abuse due to verbal and nonverbal threats and gestures, or to prevent severe property damage. The emergency intervention possible to reasonably react to the emergency situation. This does not prohibit staff persons from using reasonable force to protect themselves or other pupils or students as provided in Minnesota Statutes, Section 609.379. If an emergency intervention is used twice in a month or a pupil's pattern of behavior is emerging that interfere with the achievement of the pupil's educational goals and objectives, a team meeting must be called to determine if the pupil's I.E.P. is adequate, if additional assessment is needed, and, if necessary, to amend the I.E.P. including the behavioral intervention plan. The district may use regulated procedures in emergencies until the I.E.P. team meets, provided the emergency measures are deemed necessary by the district to protect the individual pupil or others from harm. The I.E.P. team shall meet as soon as possible but no later than three school days after emergency procedures have commenced.

The district will document their efforts to involve parents. District administration and parents will be notified immediately when a regulated procedure is used in an emergency situation. The regulated procedures used in an emergency situation will be reviewed with the district administration and the special education director. This review will be documented on the Emergency Procedures Form.

INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES PUBLIC SCHOOLS

Date: _____

Staff Involved: _____

Student: _____

EMERGENCY PROCEDURES

Describe the situation that warranted immediate intervention to protect a pupil or other individual from physical injury, emotional abuse due to verbal and nonverbal threats and gestures, or to prevent severe property damages:

List staff and the regulated procedures involved:

Was the procedure the least intrusive intervention possible to reasonably react to the emergency situation?

The I.E.P. team will meet on the following date to review the current I.E.P.:
Must be **NO LATER** than three (3) school days after emergency procedures have commenced.)

EMERGENCY PROCEDURES TEAM:

Building Administrator: _____

Special Ed./Regulated Ed. Staff Involved: _____

School Psychologist or Special Education Director: _____

Parent: _____

Date Adopted: 05/15/2006	File Number: Detroit Lakes Policy - 533
Date Revised: 08/13/2012; 04/10/2017, <u>12/19/2022</u>	

533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT

I. Purpose

The purpose of this policy is to ~~assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity, set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state and federal standards.~~

II. General Statement of Policy

- A. The School Board recognizes that nutrition education and physical education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process ~~and forming lifelong healthy behaviors;~~ and that good health fosters student attendance and education.
- B. The school environment will promote students' health and well-being, and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The School District encourages involvement of students, parents, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy. food service staff, and other interested persons in implementing, monitoring, reviewing and revising as needed school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.
- E. All students in grades P-K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- ~~E.F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.~~
- ~~F. The district will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;; and will provide clean, safe, and pleasant settings and adequate time for students to eat.~~
- ~~G. Encourage teachers, staff and food service personnel to promote and model healthy eating and physical activity as a valuable part of daily life through provision of and involvement in wellness activities.~~

III. Guidelines ~~Wellness Goals~~

A. Foods and Beverages

- ~~1. All foods and beverages made available on campus during the school day () will meet or exceed the current USDA. School Breakfast, Lunch, and Smart Snack Guidelines.~~
- ~~2. School meals are intended to be the main source of nutrition for students during the school day.~~
- ~~3. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- ~~4. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- ~~5. The School district will endeavor to eliminate any social stigma attached to, and prevent to overt identification of students who are eligible for free and reduced-price school meals.~~
- ~~6. The School District will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~

- ~~7. The School District will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~
- ~~8. The School District will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~
- ~~9. The School District will provide access to clean, free drinking water for students during the school day.~~

~~B. Foods and beverages served as snacks and at celebrations/parties should feature healthy choices working towards the goal of meeting the requirements of current and future USDA Nutrition Standards for School Nutrition Programs for competitive foods. (USDA Smart Snack Guidelines).~~

~~C. School Food Service Program/Personnel~~

- ~~1. The School District will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The School District shall designate an appropriate person to be responsible for the School District's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with the current USDA School, Breakfast, Lunch, and Smart Snack guidelines.~~
- ~~3. As part of the School district's responsibility to operate a food service program, the School District will provide continuing professional development for appropriate food service personnel in schools.~~

~~D.A. Nutrition Education and Promotion~~

- ~~1. is The Detroit Lakes School District will provide nutrition education as a part of a standards based, sequential, age appropriate, comprehensive program designed to provide students and their families with the knowledge and skills necessary to promote and protect their health encourage and support healthy eating by students and engage in nutrition promotion that is:~~
 - ~~a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health is communicated in consistent nutrition messages throughout the schools, classrooms, staff lounges, and cafeterias, and promoted to parents, the community and the media;~~
 - ~~b. Shall be consistent in school based marketing and health promotion; thus it shall promote healthy food/beverage choices; it shall promote healthy eating and physical activity behaviors in the community.~~
 - ~~e.b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, as appropriate; and~~
 - ~~d. will be offered in the school cafeteria and in the classrooms with coordination between school foodservice staff and teachers; and~~
 - ~~e.c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.~~
- ~~2. The School District will encourage all students to make age appropriate, healthy selection of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores.~~
- ~~3. Staff will not use food to reward or punish.~~

~~E.B. Physical Activity~~

- ~~1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television.~~
- ~~2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and~~
- ~~3. Classroom teachers will provide short movement breaks between lessons or classes physical activity breaks between lessons or classes, as appropriate.~~
- ~~4. Physical education curriculum is written for every level, is sequential and provides an opportunity for students to learn, practice and be assessed on content, developmentally appropriate motor skills, social skills, responsible behavior, physical fitness, and benefits of physical activity.~~
- ~~5. The district will provide training to certified physical education staff to educate other school staff to promote enjoyable lifelong physical activity among students.~~
- ~~6. Elementary school students have at least a 20 minute supervised recess break daily when possible outdoors and before lunch, moderate to vigorous physical activity is encouraged.~~

~~7. Schools will encourage bicycling and walking to and from school.~~

~~F.C. Communications with Parents.~~

- ~~1. The School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.~~
- ~~2. The School District will support parents' efforts to provide a healthy diet and daily physical activity for their children.~~
- ~~3. The School District encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.~~
- ~~4. The School District will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.~~

~~IV. Implementation and Monitoring~~

- ~~A. After approval by the School Board, the wellness policy will be implemented throughout the School District.~~
- ~~B. The district will develop and implement a communications plan which includes training to ensure understanding of the rationale for the wellness policy and the implementation plan.~~
- ~~C. School Food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.~~
- ~~D. The School District's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- ~~E. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the School District's compliance with the policy to the School Board. Monitoring will be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measureable outcomes may include School Health Index, Fitnessgram, Body Mass Index, School Meal Participation, youth survey data, cardiovascular fitness and other outcomes determined by the school wellness committee.~~
- ~~A. The School District has developed a Wellness/Nutrition Action Plan which will be followed, and reviewed annually (Appendix I)~~

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 Code of Federal Regulations section 210.10 and the meal requirements for breakfasts set forth in Code of Federal Regulations section 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws,

rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]

- b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a

student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minnesota Statutes section 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 Code of Federal Regulations section 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 et seq. (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us

Minnesota Department of Health, www.health.state.mn.us

County Health Departments

Action for Healthy Kids Minnesota, www.actionforhealthykids.org

United States Department of Agriculture, www.fns.usda.gov

F.

Date Adopted:	File Number:
Date Revised: 7/10/2017, <u>12/19,2022</u>	Detroit Lakes Policy - 534

534 – SCHOOL MEALS POLICY ~~UNPAID MEAL CHARGES~~

[Note: In 2021, the Minnesota Legislature amended Minnesota Statutes; section 124D.11, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy. ~~United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.~~]

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A: Breakfast and lunches are to be paid for in advance. It is the parent’s or guardian’s responsibility to keep funds in the family account. Payment can be made by check, cash, or by credit card through a designated company set up by the District.

Staff members must keep a positive balance in their food service account at all times

- B. If the school district receives school lunch aid under Minnesota Statutes, §section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- ~~D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.~~
- ~~FE.~~ When a student has a negative account balance, the student will not be allowed to charge any extras including snack item, Ala Carte, extra juice, extra milks.
- ~~GF.~~ Members of the same family, employee(s) and student(s), will share a common family food service account.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance. Families will be notified by (*e.g., verbal, telephone, email, letters sent home*).
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.-

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of \$50.00 or more for the prior year will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes Sections 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~will post ~~this~~ise policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meal policy. The school district will ensure that and third-party provider with whom the school district enter into either an original or modified contract after July 1, 2021, adheres to the school district's school meal policy.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Legal References: [Minn.Stat. § 123B.37 \(Prohibited Fees\)](#)
[Minn. Stat. § 124D.111, Subd. 4 \(School Meals Policies; Lunch Aid; Food Service Accounting\)](#)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Date Adopted: 5/17/2021	File Number:
Date Revised:	Detroit Lakes Policy - 535

535 – SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,

altering individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, altering individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability will be required to provide documentation such as

proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice controls, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met;
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations ~~for Persons with~~ **Disabilities**)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross Reference: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

Date Adopted: 11/12/84	File Number:
Date Revised: 01/12/98; 5/17/2021	Detroit Lakes Policy - 542

542 - CLASSROOM SUPPLIES AND MATERIALS FEE

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation.

In classes (such as shop, ag, home economics, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials.

In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain ownership of such project.



Detroit Lakes Public Schools School Board Vacancy Timeline

- I. November School Board Meeting: Announce Vacancy and Timeline

- II. Begin Accepting Applications: November 29, 2022

- III. Close Application Window: December 12, 2022

- IV. Call Special Board Meeting: December 13, 2022

- V. Announce Interim Board Member and Special Election Date

- VI. Interim Board Member Begins Term: January 9, 2022

Independent School District No. 22 (Detroit Lakes Public Schools), Minnesota

Resolution for Policy 724 Post-Issuance Debt Compliance

Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds

WHEREAS, Independent School District No. 22 (Detroit Lakes Public Schools), Minnesota (the "District") from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and Securities and Exchange Commission (the "SEC") the District is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the District has determined to adopt a policy regarding how the District will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, the School Board (the "Board") of the District has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY INDEPENDENT SCHOOL DISTRICT NO. 22(DETROIT LAKES PUBLIC SCHOOLS), MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; District staff are authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by Independent School District No. 22 (Detroit Lakes Public Schools), Minnesota this 28th day of November 2022.

ATTEST:

Clerk

Chair

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: November 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 November 28, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #006 - CE #127: Sprinkler Modification Contractor: Summit Fire Protection Sprinkler Modification - Media Center	\$1,709.00
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TOTAL CHANGE ORDERS \$1,709.00

Recommend approval of the above listed Change Orders.



CCO #006

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

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

Subcontract Change Order #006: CE #127 - PR 57 Sprinkler

Table with contract details: CONTRACT COMPANY (Summit Fire Protection, Inc.), CONTRACT FOR (SC-18-065-030:21 Building Sprinkler), DATE CREATED (10/26/2022), CREATED BY (James Lansing), CONTRACT STATUS (Approved), CHANGE REASON (Construction Change), ACCOUNTING METHOD (Amount Based), TOTAL AMOUNT (\$1,709.00)

DESCRIPTION:
CE #127 - PR 57 Sprinkler
Sprinkler system modification in media center per PR 57.

ATTACHMENTS:
Change Order 06 DL High School.pdf

CHANGE ORDER LINE ITEMS:

Table showing change order line items with amounts: The original (Contract Sum) \$ 288,917.00, Net change by previously authorized Change Orders \$ 11,429.00, The contract sum prior to this Change Order was \$ 300,346.00, The contract sum will be increased by this Change Order in the amount of \$ 1,709.00, The new contract sum including this Change Order will be \$ 302,055.00, The contract time will not be changed by this Change Order by

Summit Fire Protection, Inc.
Fargo, North Dakota

DocuSigned by:
James Graber
89E97B9666A94E3

Gehrtz Construction Services
Fargo, North Dakota

DocuSigned by:
Dan Kleist
8E9E807DA5C74CC

Detroit Lakes Public Schools
Detroit Lakes, Minnesota

Zerr Berg Architects
Fargo, North Dakota

DocuSigned by:
32113E3583E3494

SUMMIT FIRE PROTECTION
 11 15TH STREET SOUTH
 FARGO, ND 58103
 Ph (701) 237-6006 Fax (701) 237-4057



CHANGE ORDER

SUMMIT C. O. # 6	DATE 7/11/2022
---------------------	-------------------

TO: Gehrtz Construction Services
 510 4th AVE N
 Fargo ND 58102

PROJECT NAME & ADDRESS
 Detroit Lakes High School
 1301 Roosevelt AVE
 Detroit Lakes MN 56501

ATTN:

SUMMIT JOB #	CONTRACT DATE	IN REFERENCE TO:	CONTRACT FOR
1-1092-00083		Moving Branch Lines	Fire Protection
This change order includes all material, labor, equipment and applicable sales/use tax necessary to complete work			
CONTRACT CHANGE ORDER DESCRIPTION			

Moving branch lines to make room for ductwork

TOTAL AMOUNT OF THIS CHANGE ORDER \$ 1,709.00
 Contract Recap

Original Contract Amount	\$	288,917.00
Net Change by Previous Change Orders	\$	11,429.00
Contract Amount Prior to this Change Order	\$	301,000.00
Amount of this Change Order ADD	\$	1,709.00
NEW CONTRACT AMOUNT INCLUDING THIS C.O.	\$	302,709.00

The work covered by this change order shall be performed under the same terms and conditions as specified in the original contract, unless otherwise stipulated.

Please acknowledge acceptance and return one copy to this office within five (5) working days

An Equal Opportunity Employer

This work is being completed now as approved by _____

This work will be completed upon your signature _____

COMPANY NAME _____

SUMMIT FIRE PROTECTION

BY _____

BY *James Graber* _____

DATE _____

James Graber
 Project Manager

K-5 E-Learning Plan



General Information:

- Teachers will send E-Learning Day materials and instructions home in advance. (Lessons will provide students choice about which activities to complete and how to demonstrate learning.)
- Teachers will be given suggestions / list of questions to guide conversations and check for understanding / offer support
- Students and parents can contact teachers during school hours by email or SeeSaw.
- Teachers will check and respond to email and voicemail during school hours to address student and parent questions.
- Each teacher is assigned ~12 students to reach out to during each snow day (all have connections to each student and if it is minimal, extra efforts will be made throughout the year to continue to develop the relationship)
- Parents will be notified of the procedure
- Teachers will be given directions for a Google Voice number

K-5 E-Learning Plan (continued)



Student and Parent/Guardian's Role in E-Learning Day:

- Parents will have the teacher's contact information and communicate if questions arise or the student needs assistance.
- Parents will review the instructions for E-Learning sent home from the teacher.
- Seesaw.Bingo Cards / Choice Boards shared via Seesaw and hard copies sent home to families
- For attendance purposes, e-learning activities must be completed and paper returned to school or a picture uploaded to Seesaw



K-5 Family Survey: E-Learning Snow Days

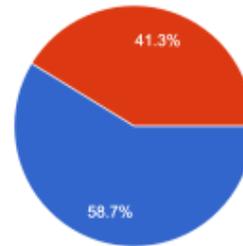
A parent survey was shared via our weekly family newsletter twice over a period of two weeks.

E-learning Snow Day - share your opinion:

46 responses

Roosevelt Parent Survey Results:

46 respondents



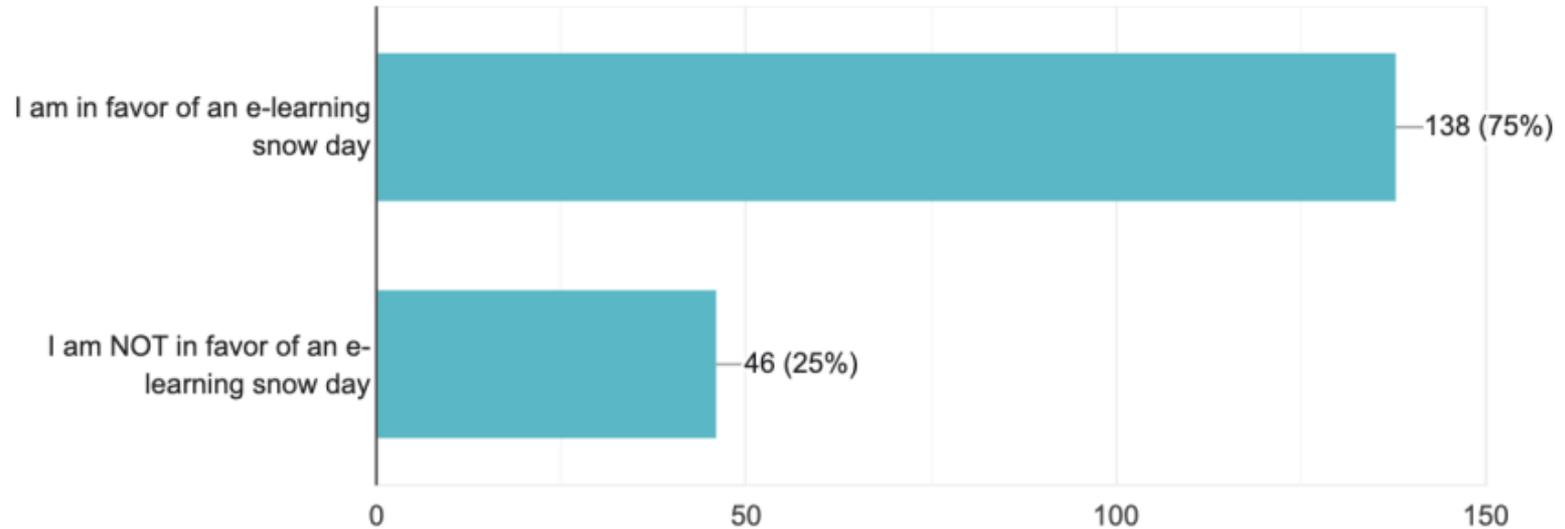
- I AM in favor of an E-learning Snow Day.
- I am NOT in favor of an E-learning Snow Day.

Rossman Family E-Learning Snow Day Survey Results

E-Learning during a Snow Day - Share your opinion



184 responses



Comments from Surveys:

- Let snow days be snow days, let children be kids and enjoy those days.
- E-Learning Days worked very well for our family!
- E-Learning is better than having to make up the day at the end of the year or take a day back from a break
- The bingo boards are okay, but I don't feel like they get as much out of the day as if they completed assignments on a chromebook.
- Only use e learning if we've used up our allotted snow days.
- Choice boards like used previous years were great.
- It is difficult to take extra time off from work to make sure e-learning school work is getting done.

Parent/Family Survey Data Summary

Total Survey Responses: 230

In favor of E-Learning Snow Days: 165 (71.7%)

Not in favor of E-Learning Snow Days: 65 (28.2%)





Snow Day/E-Learning Day Plan 2022-23

Beginning this school year (2022-23), the District will be using E-Learning Days instead of traditional Snow Days. The logistics of these days are outlined below:

- **Teachers will have learning activities posted by 8:30am on the morning of an E-Learning / Weather Day.**
- **Your student will know how to log into their courses as they regularly use the platforms listed below in most classes at DLALC. The most commonly used methods for posting assignments are:**
 - ◆ APEX
 - ◆ Google Classroom
 - ◆ Email
- **Attendance is taken on these days.**
 - ◆ Please encourage your students to check their email immediately at 8:30am and log into their classes for attendance!
 - ◆ If you cannot log in for some reason please email your teachers.
- **Teachers will be available during the instructional day to answer questions.**
 - ◆ Available does not mean the teacher will be on video live all day.
 - ◆ Available means they can be reached via email or might host a virtual meeting students can join.
- **E-Learning is NOT Distance Learning!**
 - ◆ If your student does not have access to materials or the internet, they will be allowed to make up any required work once we are back in the classroom.
 - ◆ Most teachers choose to post a learning activity related to where they are at in the curriculum on an E-Learning day.
 - ◆ Remember, classes will not be “live” on the internet on an E-Learning day.
- **Be sure to stay sky aware!**
 - ◆ If weather could be an issue, be sure to listen for important updates from your teachers about what they will be posting on the E-Learning day!



Detroit Lakes Middle School

500 11th Avenue – Detroit Lakes, MN 56501
218-847-9228 FAX: 218-847-0057

Mike Suckert
Principal

Justin Hegg
Assistant Principal

Amy Needham
Counselor

Karla Cummings
Counselor

Mike Suckert, Principal

Justin Hegg, Assistant Principal

E-Learning Expectations

Teachers will have their activity posted by 8:30am on e-learning days (storm days).

Teachers will post on the following platforms:

- Google Classroom
- Schoology

Teachers will be available during the instructional day to answer questions/assist/etc via:

- Email
- Google classroom/schoology
- Google Meets if possible/necessary

E-Learning Activities

- Expectation is the activity is related/relevant to current curriculum/lesson plans.
- A “product” of activity either that day or shortly thereafter is appropriate.
(Journal/summary/reflection/assignment/etc)

How E-Learning days differ from Distance Learning model.

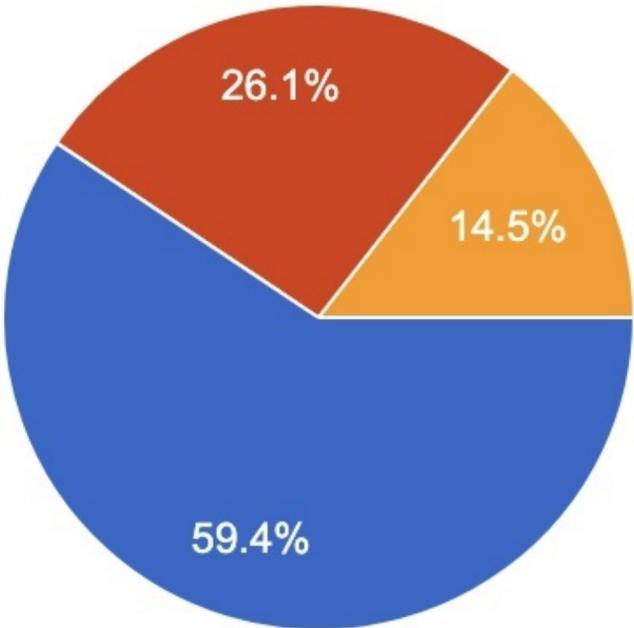
- Asynchronous.
- Short term
- Lack of direct instruction.
 - Considerations - Students may have other responsibilities (caring for siblings, assisting family, weather related hardship) that may affect performance.

The mission of the Detroit Lakes Public Schools is to nurture and develop the full potential of all learners in an environment where lifelong learning is valued, educational excellence is expected, and improvement is continuous.

What is your preference for days with inclement weather impacting school.



69 responses

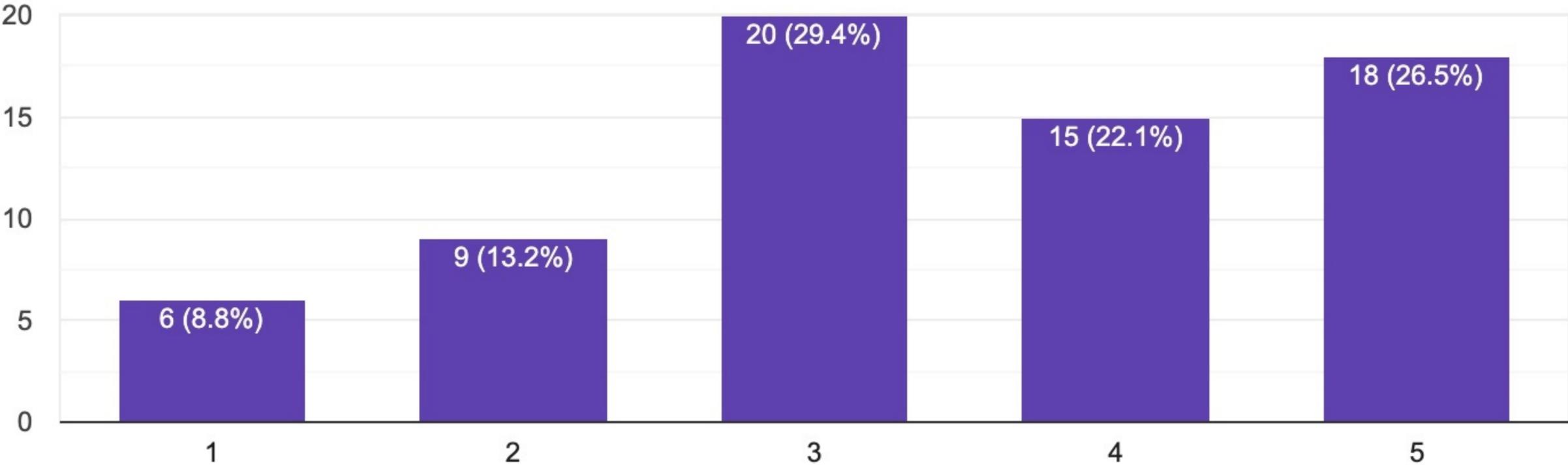


- Utilization of e-learning days
- Make up days in person either at breaks or extend year
- Combination of e-learning and make up

Satisfaction level of previous e-learning.



68 responses





*Welcome to Detroit Lakes
High School*

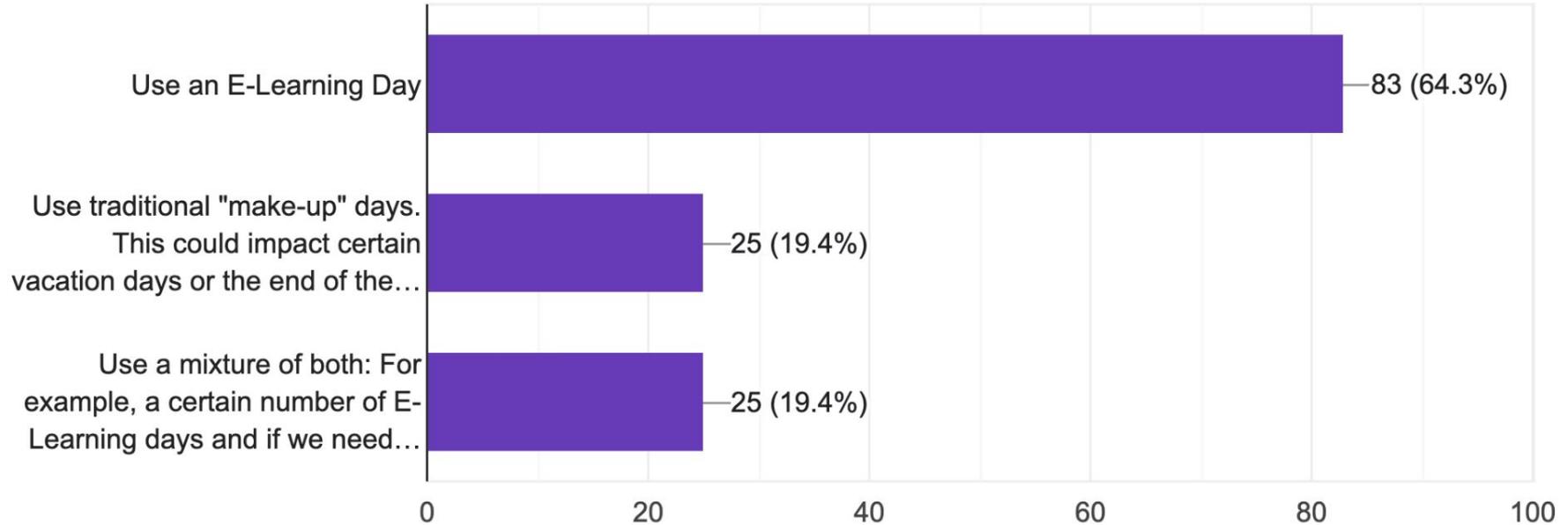
DETROIT LAKES PUBLIC SCHOOLS

Caring. Collaboration. Creativity.

PARENT FEEDBACK (129/861) 15% sample size

What is your preference for how to handle snow days?

129 responses



What is our “Plan?”

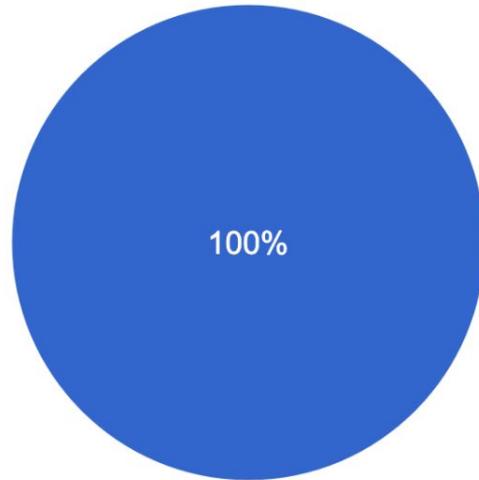
DLHS Snow Day/E-Learning Day Plan 2022-2023

- **Teachers will have learning activities posted by 8:30am on the morning of an E-Learning /Bad Weather Day.**
- **Your student will know how to log into their courses as they regularly use the platforms listed below in most classes at DLHS. The most commonly used methods for posting assignments are:**
 - ◆ Schoology
 - ◆ Google Classroom
 - ◆ Email
- **Attendance is taken on these days.**
 - ◆ Please encourage your students to check their email immediately at 8:30am and log into their classes for attendance!
 - ◆ If you cannot log in for some reason please email your teachers and leave a message on the main office attendance line: 847-4491.
- **Teachers will be available during the instructional day to answer questions.**
 - ◆ Available means they can be reached via email during office hours (8:15-4:05) or they may choose to host a virtual meeting students can join.
- **E-Learning is NOT Distance Learning.**
 - ◆ If your student does not have access to materials or the internet, they will be allowed to make up any required work once we are back in the classroom.
 - ◆ Most teachers choose to post a learning activity related to where they are at in the curriculum on an E-Learning day.
 - ◆ Remember most classes will not be “live” on the internet on an E-Learning day. Some teachers may choose to do a Google Meets or Zoom to answer questions or get students started, but this is not a requirement!
- **Be sure to stay sky aware!**
 - ◆ If weather could be an issue, be sure to listen for important updates from your teachers about what they will be posting on the E-Learning day.

STAFF FEEDBACK

I am good with this plan if we were to have an E-Learning day during bad weather

12 responses



Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
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The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys and Girls Alpine Ski beginning with the **2022 - 2023** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Detroit Lakes High School	825	Detroit Lakes	8AA	5A
High School #2:	Lake Park - Audubon High School	204	Lake Park	6A	5A
High School #3:	Hawley High School	278	Hawley	6A	5A
High School #4:	Moorhead High School	1668	Moorhead	8AA	5A

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. We are adding Moorhead to the Cooperative agreement because they have been a part of the club at Detroit Mountain that feeds into our MSHSL program. When we began our first team last year they were not ready to join our Coop. So we will be dissolving our current coop. agreement(DL, LPA and Hawley) and setting up a new agreement with the same schools and adding Moorhead who currently doesn't have a program.
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	2	3	3	1	0	0
High School #2	0	2	0	0	0	0
High School #3	0	2	0	0	0	0
High School #4	0	0	0	0	0	0

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Detroit Lakes High School
- Team Colors: Red & White Team Mascot: Lakers
- Host School (school that will receive revenue share check): Detroit Lakes High School

Board of Education (or designee)	School	Date
Signed <u>R. Niesen</u>	<u>Detroit Lakes High School</u>	<u>11/9/22</u>
Signed <u>Cam Schertz</u>	<u>Lake Park-Audubon High School</u>	<u>11/9/22</u>
Signed <u>Beth Schmidt</u>	<u>Hawley High School</u>	<u>11/9/22</u>
Signed _____	<u>Moorhead High School</u>	<u>11/9/22</u>

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

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High School #4:		

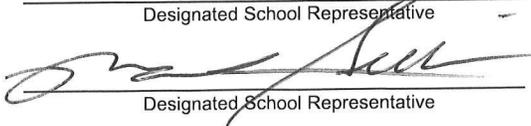
1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B	<input checked="" type="radio"/>	A.	Our school is dropping the activity.
High School #2	A	B	<input checked="" type="radio"/>	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	<input checked="" type="radio"/>	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:		<u>CLERK</u>
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
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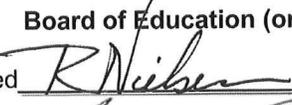
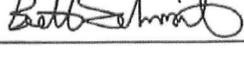
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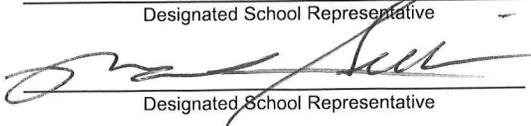
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Detroit Lakes Public Schools

Monthly Enrollment Summary

2022-2023

Month: November

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	36	67	103

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	6	7

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	71	25	96
Rossman	73	19	92
Totals	144	44	188

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	101	91	89	110	96	487
Rossman	95	93	94	101	98	481
Totals	196	184	183	211	194	968

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
188	968	1156

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	212	201	184	597

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	206	236	217	202	861	0	0	861

2022-2023

K-12 Total

2702

2021-2022

K-12 Total

2730

2020-2021

K-12 Total

2736

MONTHLY TOTALS*

EIC	37
ECSE	73
Kind. Sp. Ed.	44
Kindergarten	144
Grades 1-5	968
Middle School	597
Senior High	861
ALC	70
E-Laker Online	7
Laker Transitions	11
TOTAL	2812

*Does not include non-resident students on tuition agreement

ALC

D.L.	49
Other	21
Total	70

E-LAKER ONLINE

D.L.	6
Other	1
Total	7

LAKER TRANSITIONS

D.L.	9
Other	2
Total	11



Detroit Lakes Public Schools Yearly Enrollment Summary 2022-2023

Date: November

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
42	37	36								70	61	67							

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	1	1								6	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	25							Roosevelt	75	74	71							
Rossman	16	18	19							Rossman	76	75	73							
Totals	37	39	44	-	-	-	-	-	-	Totals	151	149	144	-	-	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	96	95	96	-	-	-	-	-	-
Rossman	92	93	92	-	-	-	-	-	-
Totals	188	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	101	-	-	-	-	-	-	Roosevelt	90	91	91	-	-	-	-	-	-	-
Rossman	94	94	95	-	-	-	-	-	-	Rossman	94	93	93	-	-	-	-	-	-	-
Totals	193	194	196	-	-	-	-	-	-	Totals	184	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	89	-	-	-	-	-	-	Roosevelt	109	110	110	-	-	-	-	-	-	-
Rossman	93	94	94	-	-	-	-	-	-	Rossman	101	101	101	-	-	-	-	-	-	-
Totals	181	182	183	-	-	-	-	-	-	Totals	210	211	211	-	-	-	-	-	-	-

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



Detroit Lakes Public Schools

Yearly Enrollment Summary

2022-2023

Date: November

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	487	-	-	-	-	-	-	Resident	52	52	49						
Rossman	480	480	481	-	-	-	-	-	-	Non-Resid.	16	14	21						
Totals	962	965	968	-	-	-	-	-	-	Total	68	66	70						

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	212	-	-	-	-	-	-	Resident		7	6						
Gr. Seven	201	202	201	-	-	-	-	-	-	Non-Resid.		1	1						
Gr. Eight	181	183	184	-	-	-	-	-	-	Total		8	7						
Totals	595	596	597	-	-	-	-	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	209	206	206	-	-	-	-	-	-
Gr. Ten	241	237	236	-	-	-	-	-	-
Gr. Eleven	225	215	217	-	-	-	-	-	-
Gr. Twelve	206	166	202	-	-	-	-	-	-
Subtotals	881	824	861	-	-	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	43	-	-	-	-	-	-	-
Totals	881	867	861	-	-	-	-	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2022-2023

Month: November

		Roosevelt		Rossman		Grade Average
Kindergarten						18.80
	Section 1&3	19	19	18	19	
	Section 2&4	19	19	19	19	
	Section 5	20		17		
Building Average		19.20		18.40		
Grade 1						19.40
	Section 1&3	20	20	17	20	
	Section 2&4	19	20	19	19	
	Section 5	20		20		
Building Average		19.80		19.00		
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						22.75
	Section 1&3	22	22	23	23	
	Section 2&4	22	22	24	24	
	Section 5					
Building Average		22.00		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:

19.61

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
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - November 17, 2022**

Members Present:

Jennifer Pederson

April Thomas

Jason Kuehn

Members Absent:

Mark Jensen

A Finance Committee Meeting was held on Thursday, November 17, 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 months of September and October, as well as receipts for the months of September and October. Additionally the committee reviewed a comparison of revenues and expenditures to the FY 2023 budget through October.

2. Review of Disbursements

Four sets of disbursements were reviewed by the Finance Committee. The committee recommends approval of the hand payables for October. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of October. Lastly, the committee recommends approval of the check summary for November 14th. Due to the meeting being held prior to the check summary for November 28th, the committee and board will review the November 28th check run that will be included in the Board Packet sent out on November 23rd.

3. Other Topics

Kuehn provided an update on the status of the annual audit and investments. Kuehn also noted that due to the adjustment of the December School Board meeting to earlier in the month, the regular board check run will only happen once in December on the 19th.

Next Meeting - Thursday, December 15, 2022 @ 12:00 PM