



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, January 23, 2023 - 5:30 PM**  
**M State Room C101 , 900 Hwy 34 E, Detroit Lakes, MN 56501**

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

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

**BOARD MEMBERS:**

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

**Ethan Walz**  
21762 244<sup>th</sup> Ave  
Detroit Lakes, MN 56501  
218.371.7619

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

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

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

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

**Student Representatives: Quinn Rogstad- [24rogstquin@detlakes.k12.mn.us](mailto:24rogstquin@detlakes.k12.mn.us), Nick Buboltz- [25bubolnich@detlakes.k12.mn.us](mailto: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 January 23, 2023 Regular School Board Meeting as presented.

**V. RECOGNITIONS**

Presenter: Steffl, Board Chair

**VI. COMMENTS AND REQUESTS FROM VISITORS**

Presenter: Steffl, Board Chair

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

**VII. PROGRAM PRESENTATIONS**

Presenter:

A. City of Detroit Lakes Public Utilities.

Presenter: Bridget Penton

B. Adult Basic Education

Presenter: Amy Fish

C. Project SEARCH

Presenter: Wendy Fritz, Jackie Buboltz

## VIII. DONATIONS

- A. Educational supplies from Carmen and Perry Nodsle for the Lincoln Education Center School Readiness Program
- B. \$20 from Disrud Family for unpaid Lunch Accounts
- C. \$160 from Bell Bank Custom Card Donation
- D. \$200 from Trinity Lutheran Church for the Laker Cupboard
- E. \$250 from Damien Society for the Laker Cupboard
- F. \$240 from the Dick Riedberger Memorial for lunch account balances
- G. \$300 from Damien society for DLMS Laker Pride
- H. \$1000 from Wild Rice Electric Cooperative Inc for unpaid lunch accounts.
- I. \$37,000 from Lakeshirts for Computers in the DLHS Lakeshirts Lab.

## 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 December 19, 2022 Regular School Board Meeting.
- B. Approve the Minutes of the January 9, 2023 Organizational School Board Meeting.
- C. Approve District Bills
- D. Approve District Hand Payable Bills
- E. Approve Personnel Agenda Items
- F. Approve the Vehicle Mileage Reimbursement Rate Increase as of January 1st, 2023
- G. Approve the 2023 Board Committee Assignments

## 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. 601- School District Curriculum and Instruction Goals
- 2. 602- Organization of School Calendar and School Day
- 3. 603- Curriculum Development
- 4. 604- Instructional Curriculum
- 5. 605- Alternative Programs
- 6. 606- Textbooks and Instructional Materials
- 7. 607- Organization of Grade Levels
- 8. 608- Instructional Services- Special Education
- 9. 609- Religion

- B. 2023-2024 School Calendar

## 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. **Recommendations for Reduction in Programs and Positions-** Each year the Board of Education and administration give careful consideration to program and staffing needs for the District as they are influenced by budget constraints. As a result of current economic forecasts at the state and national level, as well as District #22 financial forecasts, the administration proposes the following recommendation.

Presenter: Steffl, Board Chair

- B. **Open Enrollment** - The School Board grants permission to administration at its discretion to determine when to close open enrollment to a grade level as enrollment necessitates. The administration recommends the following motion.

Presenter: Steffl, Board Chair

C. Approve the Dissolution of Cooperative Sponsorship for Girls Hockey between Detroit Lakes High School and Perham High School for the 023-2024 school year.  
Presenter: Steffl, Board Chair

D. Approve the Application for Cooperative Sponsorship for Girls Hockey between Detroit Lakes, Perham, Parl Rapids, Wadena-deer Creek, Frazee, and New York Mills for the 2023-2024 school year.  
Presenter: Steffl, Board Chair

**XII. ADMINISTRATIVE AND BOARD REPORTS**

**A. Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report
2. District Update

**B. Board Committee and Representative Reports**

1. Student Report  
Presenter: Houglum, Student Board Representative
2. Finance Committee Report  
Presenter: Pederson, Board Director
3. Technology Committee Report  
Presenter: Thomas, Board Clerk

**XIII. UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair

- A. Transportation Committee- 01/26/23 10:00 a.m District Office
- B. District Curriculum Advisory Meeting- 02/06/23- 4:45p.m. Middle School Collaborative Space
- C. Work Session- 02/13/23 5:30p.m. Laker Transitions Classroom B.
- D. Finance Committee- 02/23/23- 12:00 p.m. District Office
- E. Regular School Board- 02/27/23 5:30 p.m. M-State

**XIV. MEETING ADJOURNED**

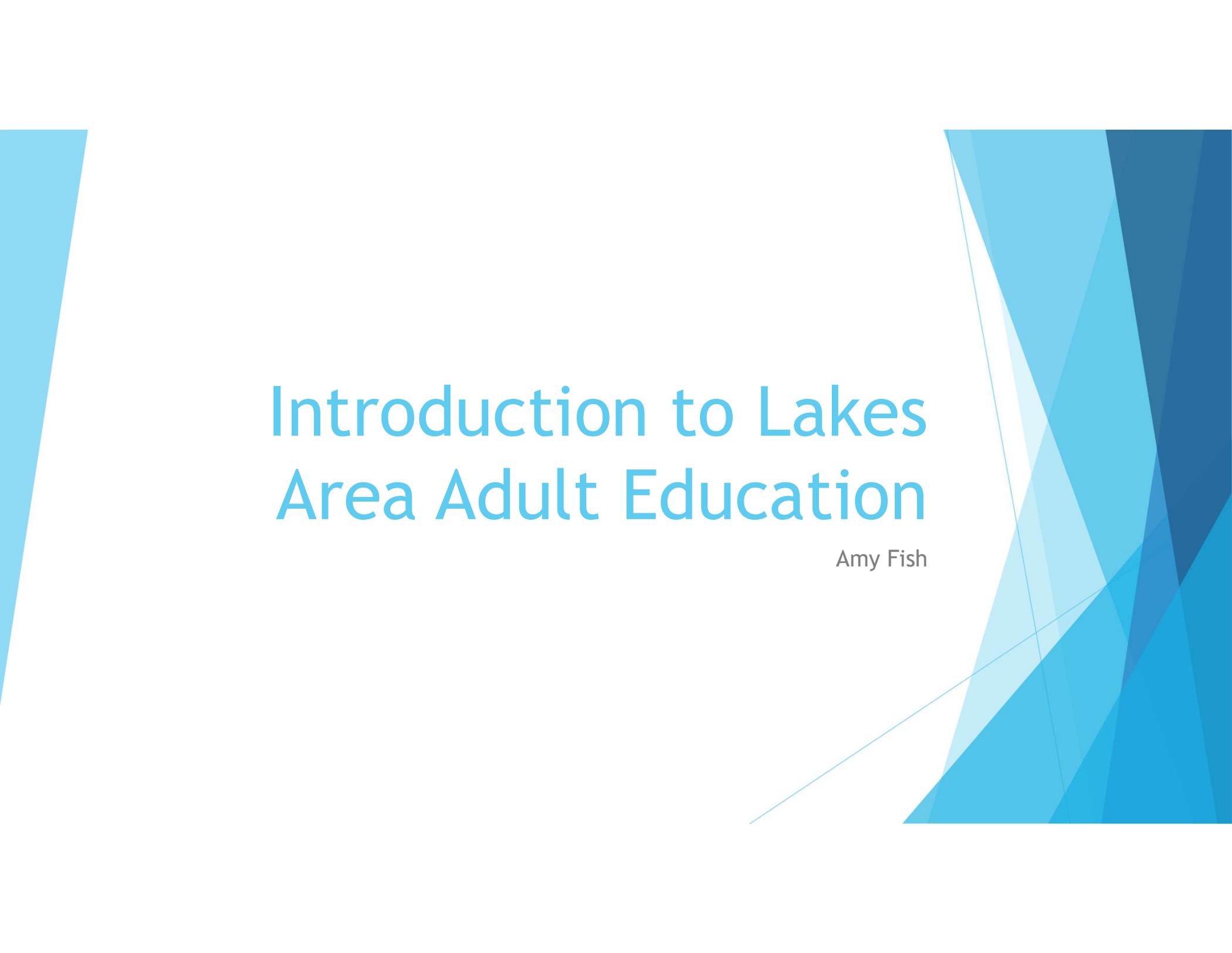
Presenter: Steffl, Board Chair

# Laker PRIDE

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

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





# Introduction to Lakes Area Adult Education

Amy Fish

# What does Lakes Area Adult Education Offer?

**HINT- WE OFFER A LOT MORE THAN YOU REALIZE!**

- ▶ Secondary Credential
  - ▶ High School Equivalency (GED or Hi-Set)
  - ▶ Adult Diploma
- ▶ English as a Second Language
- ▶ US Citizenship
- ▶ Basic literacy and math instruction
- ▶ Skills to participate in children's education

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  - ▶ Assistance obtaining ID documents
  - ▶ Driver's Written Exam Preparation
  - ▶ ServSafe Food Safety Manager Protection Certification

### Many Working-Age Adults Need ABE Services<sup>1</sup>

Of the approximately 3.3 million working-age adults in Minnesota:

**251,210**

have not completed high school

**892,744**

have completed high school but have not entered college (most require remedial reading or math)

**61,327**

speak "little or no" English

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have some college but have not completed a degree or credential (48% require remedial reading or math)

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earn less than a living wage (twice the federal poverty level of \$11,880 for individuals or \$24,300 for a family of four)

See the Minnesota ABE Impact Report

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# Who is Eligible for ABE?

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  - ▶ Identified need in Reading, Writing, Speaking, and/or Mathematics OR
  - ▶ English as a Second Language

# Where do we offer services?

## Members of the Consortium

- ▶ Ada-Borup-West
- ▶ Detroit Lakes
- ▶ Frazee-Vergas
- ▶ Lake Park-Audubon
- ▶ New York Mills
- ▶ Norman County East
- ▶ Pelican Rapids
- ▶ Perham-Dent
- ▶ Rothsay
- ▶ Ulen-Hitterdal
- ▶ Becker County Jail

# Where do we offer services?

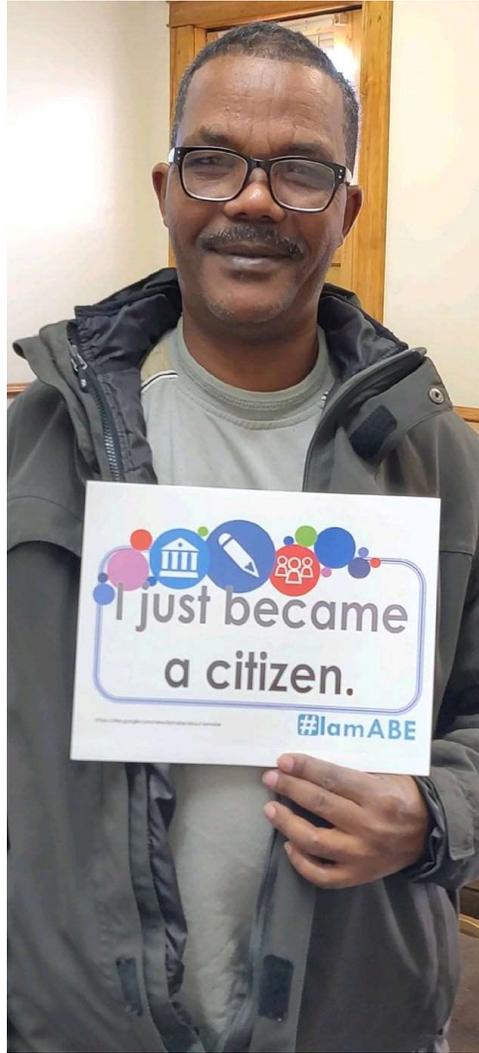
## Class Locations

- ▶ School Buildings
- ▶ Becker County Jail
- ▶ Public Library Meeting Rooms
- ▶ Industrial Park Buildings
- ▶ Waukun Dairy
- ▶ Treatment Centers and Shelters
- ▶ Temporary classes at businesses
- ▶ Maadaadizi Workforce Center, Naytawaush
- ▶ Synchronous Online
- ▶ Asynchronous Online



# Lakes Area Adult Education Data

Amy Fish



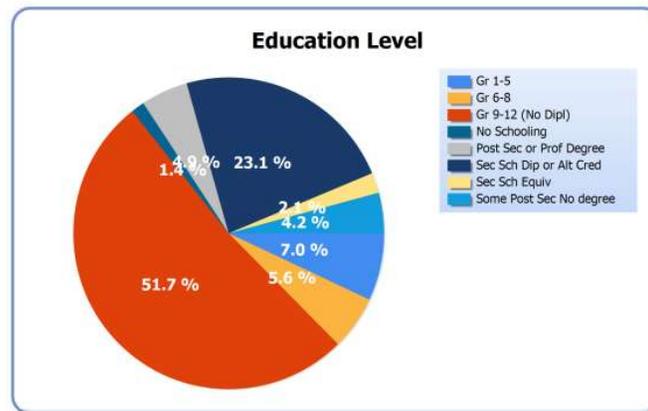
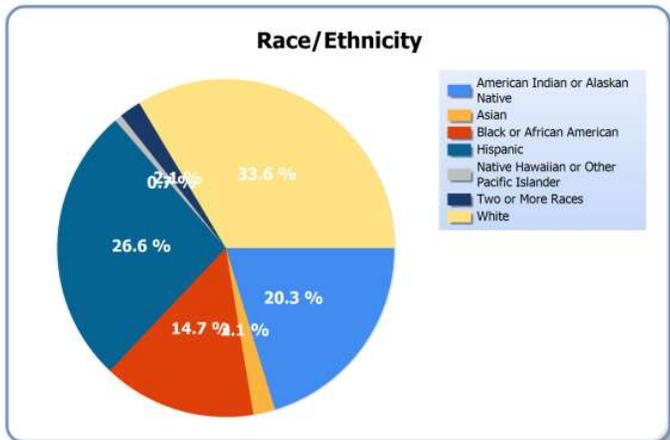
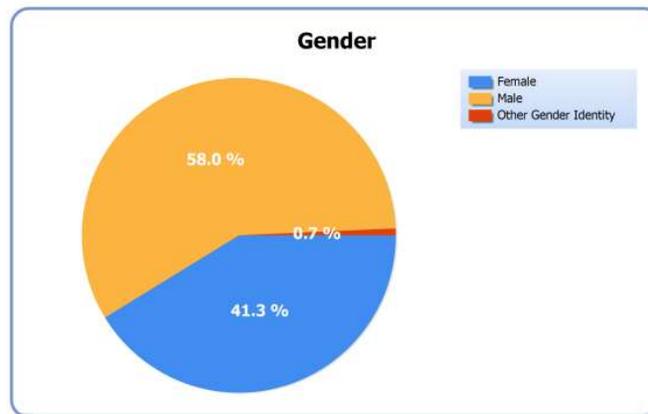
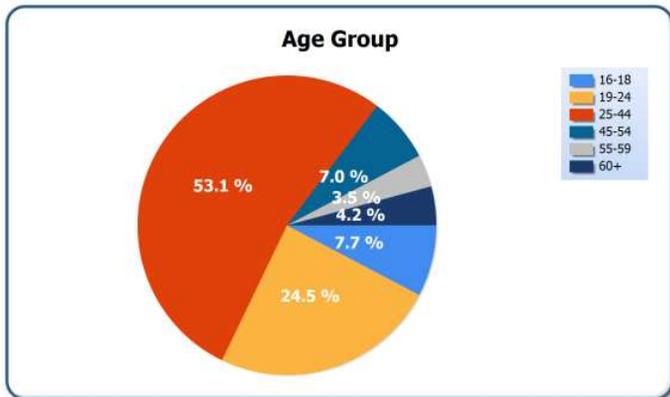
## Year to Date FY 2022 as of 12/31/22

- ▶ 265 students served
- ▶ 6406 contact hours
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- ▶ 2 Adult Diploma graduates
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- ▶ 14 Active Volunteers!

# Demographics FY 2023



# Funding Sources

## Regular

- ▶ Federal ABE Aid \$11,419.98
- ▶ State ABE Aid \$237,657.20
  - ▶ Census data from member districts
  - ▶ Contact hour reimbursement
  - ▶ CAP (-20,631.08)
- ▶ Becker County Jail Service Agreement \$10,000.00
- ▶ M/State Joint Powers \$7,500.00
- ▶ United Way of Becker County \$3,000.00

## Supplements

- ▶ Other grants
- ▶ Regional Transitions Funding
- ▶ MDE Support for Professional Development
- ▶ Pilot work for MDE initiatives
- ▶ Donated technology and materials
- ▶ PEO, CEP, and White Earth Tribal funding to support individual students
- ▶ Volunteers!



# High School Completion through Adult Education

Amy Fish

# LAAE Secondary Completion Option 1

## Minnesota Test Based High School Equivalency Diploma (GED or HiSet)

- ❖ Test Based
- ❖ Rigorous
- ❖ 4 Areas
  - ❖ Reasoning Through Language Arts
  - ❖ Mathematics
  - ❖ Science
  - ❖ Social Studies
- ❖ Computer Based
- ❖ Testing fees
- ❖ Must be 17 to enroll. 17 and 18 year old students need an age waiver to test.

# LAAE Secondary Completion Options

## Minnesota State Standard Adult High School Diploma

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# Enrolling in Secondary Education with Lakes Area Adult Education

- ❖ Intake and Orientation
  - ❖ Review of **THREE** secondary completion options
    - ❖ Credit Based (HS or ALC)
    - ❖ Test Based (GED)
    - ❖ Competency Based (Adult Diploma)
  - ❖ Academic Assessments
  - ❖ Digital Literacy Assessments
  - ❖ Intro to College and Career Planning

# Enrolling in Secondary Education with Lakes Area Adult Education

- ❖ Develop Individual Learning Plan
  - ❖ Meet with teacher
  - ❖ Review assessment results
  - ❖ Select path to diploma
  - ❖ Discuss schedule, childcare, transportation, and other concerns
  - ❖ Develop a plan to achieve goals

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- ❖ LEARN
  - ❖ Attend school and follow the plan
  - ❖ Gain new skills and knowledge
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  - ❖ Curate portfolio of evidence of learning
  - ❖ Plan and prepare for post-secondary
- ❖ Final Steps
  - ❖ Take official GED tests OR
  - ❖ Submit portfolio to MDE for Adult Diploma transcript review
- ❖ Celebrate!

The slide features abstract blue geometric shapes on the left and right sides. On the left, there is a solid light blue trapezoidal shape. On the right, there is a complex arrangement of overlapping translucent blue triangles and polygons in various shades, ranging from light sky blue to deep navy blue. The central text 'Thank you!' is positioned in the white space between these shapes.

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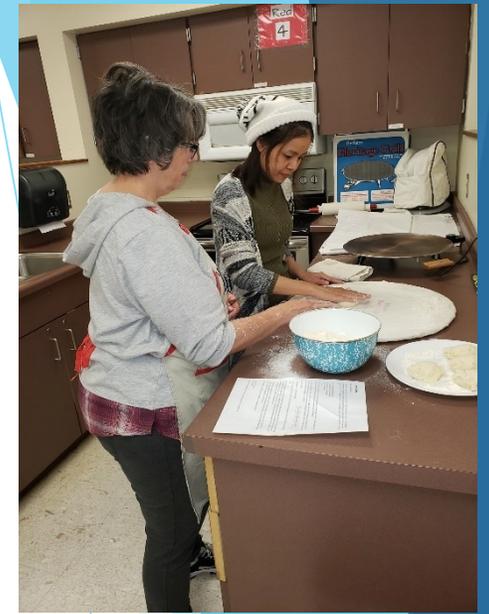
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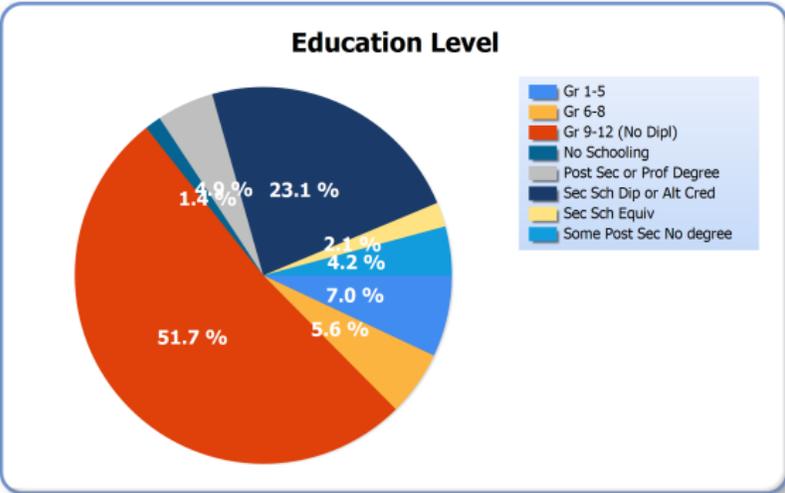
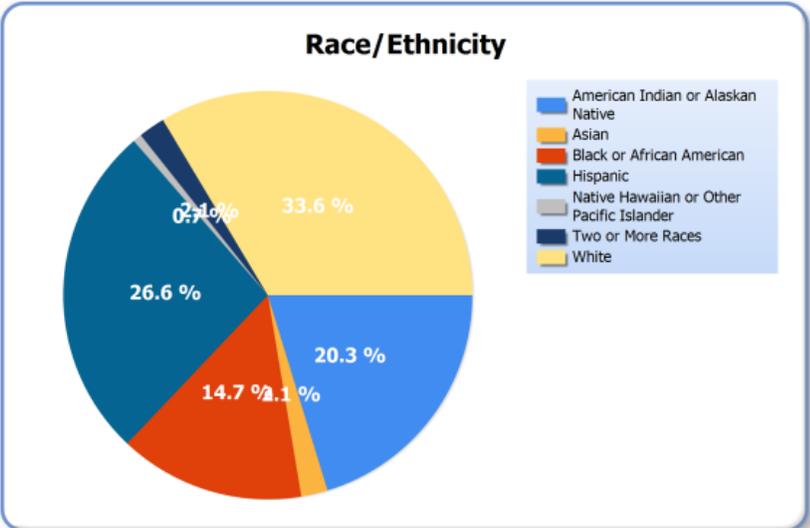
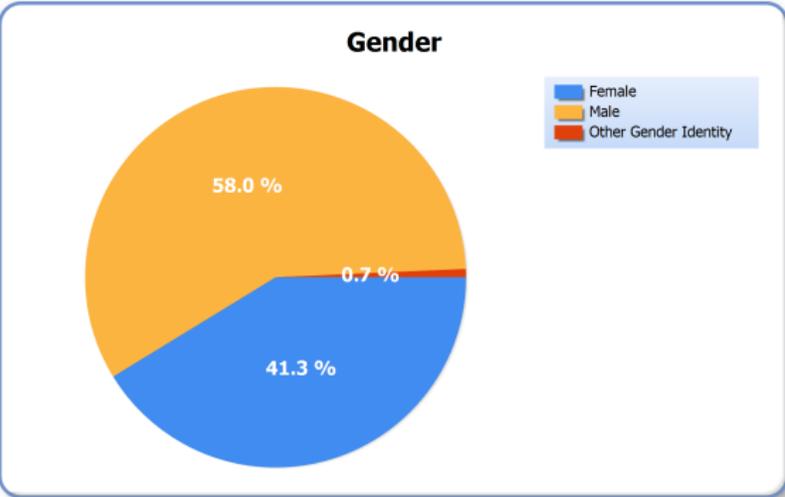
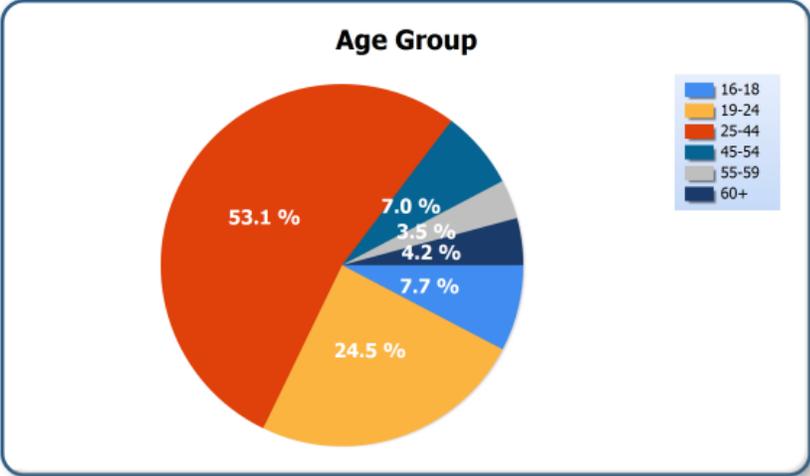
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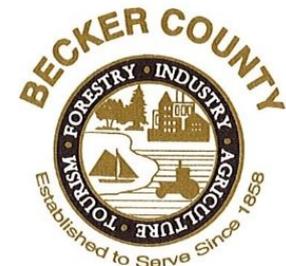
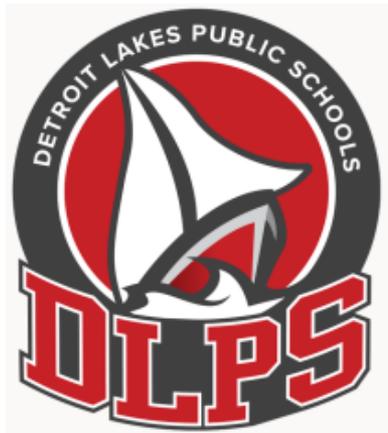
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# Project SEARCH Essentia Health Detroit Lakes Fall 2023 School Board Update



# Project SEARCH

- DLPS awarded MN DOE Life & Vocational Skills Grant for 2022-2024
- One year high school transition program
- Interns ages 18 – 21 with various disabilities
- Collaboration between school district, business, county, vocational rehabilitation, and the state.
- Skills training and 3 internships



# Employment Skills Curriculum

Throughout the school year, the students work on employability skills for approximately 90 minutes of their day.



- Team Building
- Self Advocacy
- Technology
- Maintaining Employment
- Health and Wellness
- Workplace Safety
- Financial Literacy
- Preparing for Employment
- Diversity and Inclusion

# Goal of the Program

The goal of Project SEARCH is for interns to obtain **competitive, integrated employment** within nine months after completion of their internship experience.



# Minnesota Outcomes



**2009** Project SEARCH started in Minnesota



**1008+** Students presently in a Project SEARCH program or have completed internships **in MN** - to date



**75%** Interns in the program who obtained competitive integrated employment



# Minnesota Project SEARCH Sites

- Medtronic
- Children's Minnesota
- SW MN Avera
- Fairview Lakes Medical Center
- Fairview Ridges Hospital and Ebenezer
- Hennepin Healthcare
- Ebenezer and Ridges Senior Living
- Mayo Clinic
- State of Minnesota
- Embassy Suites – Bloomington
- Gillette Children's



## Essentia Health St. Mary's-Detroit Lakes

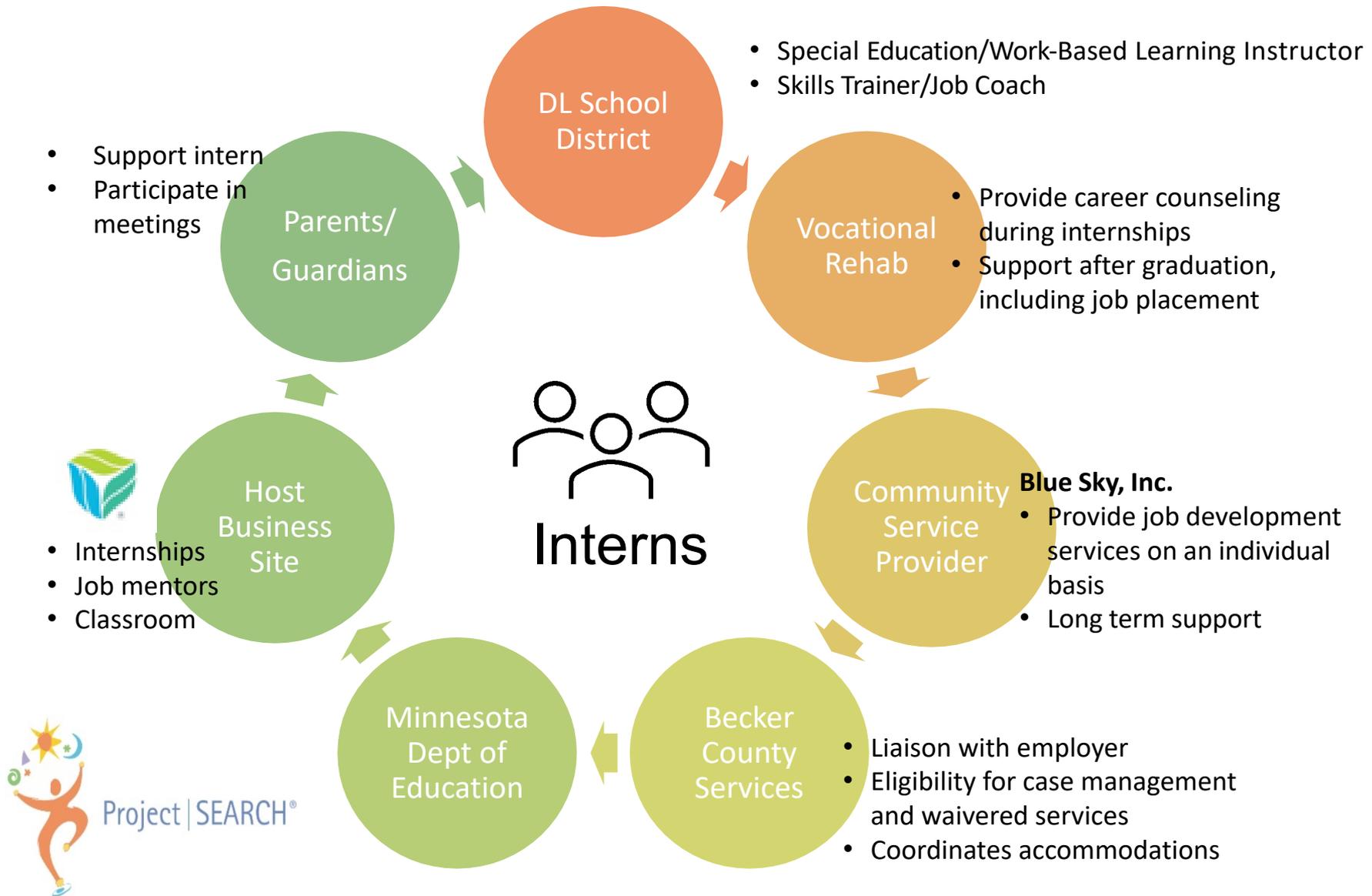


Project | SEARCH®

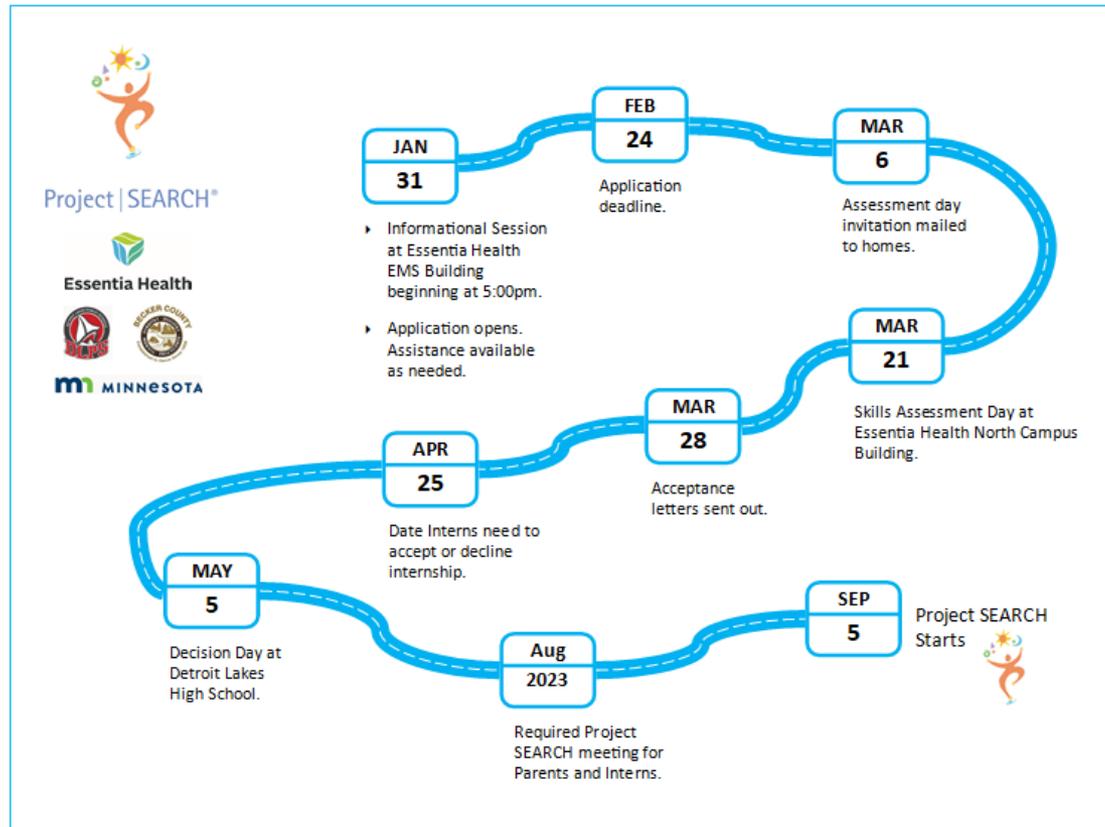
- [Project SEARCH Video](#)

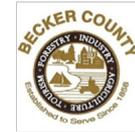
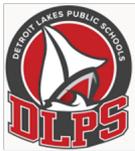


# Project SEARCH Essentia Health Partners



# Project SEARCH Essentia Health St. Mary's Road Map





# Project SEARCH Essentia Health St. Mary's Detroit Lakes Public Schools Information Session

**Tuesday January 31st, 2023**  
**5:00 pm - 6:00 pm**

**Meeting will be in Essentia Health's EMS Building  
225 Park Street**

**Questions? Contact Wendy Fritz at 218.844.4760 or [wfritz@detlakes.k12.mn.us](mailto:wfritz@detlakes.k12.mn.us)**



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

**Regular School Board Meeting**  
**Monday, December 19, 2022, 5:30 PM**  
**M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501**

**Present:** Amy Erickson, Dr. Jennifer Pedersen, John Steffl, April Thomas

**Absent:** Dr. Thomas Seaworth

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 Thomas, to approve the agenda. Motion carried unanimously.

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

- A. Approve the Minutes of the October 2, 2022 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #701443-701537 for a total of \$441,973.23. Hand Payable Checks #701045-701055, #701183-701209, #701325-701329, and Wire Transfers #2278-2280, #2302, #2436, #2440, #2444, #2449-2457, #2485, #2603, #2609, #2625, #2633-2634, #2686-2688, #2691-2695, in the amount of \$1,288,941.85 for a total of \$1,730,915.08. Senior High Activity Account Checks #500054-500082 for a total of \$30,257.60. Middle School Activity Account Check #300002-300006 for a total of \$933.54.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Acknowledge WinterCoaches for the 2022-2023 school year.
- E. Approve Second Reading of Policies
  - a. 533- Wellness/Nutrition Policy of The School District
  - b. 534- School Meals Policy
  - c. 535- Service Animals in Schools
  - d. 542- Classroom Supplies and Materials Fee
- F. Approve the removal of Policy 552

The following items were up for discussion

- A. Special Election Dates
- B. Make-up days will be January 16, 2023 and February 21, 2023

A motion by Erickson, seconded by Thomas to approve the Out of State Travel. Motion carried unanimously.

A motion by Erickson, seconded by Thomas to approve the Resolution Filling School Board Vacancy by Appointment with Jennefer Pederson. Motion carried unanimously. (EXHIBIT)

A motion by Thomas, seconded by Erickson to approve the Combined Polling Places Resolution. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Pederson to approve the Resolution Calling for a Special Election to Fill School Board Vacancy on May 9, 2023. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, Seconded by Pederson to approve the 2021-2022 Auditing Report. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, Seconded by Thomas to approve the Conduct Truth & Taxation Hearing and Certification of 2022 Payable 2023 Tax Levy for the 2023-2024 School Year in the amount of \$9,039,571.75. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

Student Representative Houglum gave an update

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

Board Chair Steffl gave updates on the Sports Arena Commission, Facilities Committee, and Chemical Health Committee.

Board Vice Chair Erickson gave an update on the Transportation Committee.

Board Cler Thomas gave an update on the Activities Committee.

Board Chair Steffl announced upcoming meetings and events .

A motion by Erickson, to adjourn the meeting at 7:24 PM, seconded by Pederson. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## PERSONNEL AGENDA

December 19, 2022

- 1) **Resignations:**  
Janelle Cook–Production Assistant, effective December 6, 2022.  
Mike Swan– Ojibwe Culture Teacher, effective January 23, 2023.
- 2) **Retirements:**  
Rika Quittschreiber– Roosevelt Special Education Teacher, effective May 25, 2023.
- 3) **Appointments:**  
Hanna Nosal– Middle School Gymnastics Coach, at the rate of \$1,873.35 per season, effective November 28, 2022.  
Zachary Paustian– Assistant Winter Speed & Strength, at the rate of \$2,914 per season, effective December 14, 2022.
- 4) **Amended Assignment:**  
Mary Ann Nelmark– is amending her assignment from \$15 per hour to \$16 per hour, effective November, 28, 2022.
- 5) **Leave of Absence:**  
Lori Hagen– is requesting to extend her leave of absence from December 6, 2022 through January 3, 2023.  
Jackson Judisch– is requesting a leave of absence from January 04, 2023 through March 29, 2023.

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

**Special School Board Meeting**  
**Monday, January 9, 2023, 5:30 PM**  
**M State C103 ~ 900 HWY 34 E, Detroit Lakes, MN, 56501**

**Present:** Amy Erickson, Michelle Okeson, Mary Rotter, Jennifer Pedersen, John Steffl, April Thomas

The Special Meeting of the Board of Education was called to order at 5:30 PM by Board Chair Steffl.

The Pledge of Allegiance was recited.

The administration of the Oath of Office for new Board Members Michelle Okeson, and Mary Rotter was presented by Board Chair Steffl.

The Annual Renewal of the Oath of Office/Signatures was Administered for School Board Members Amy Erickson, Michelle Okeson, Mary Rotter, Jennifer Pedersen, and John Steffl.

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

Board Chair Steffl called for nominations for the position of Board Chair. Erickson nominated John Steffl for the position of Chair of the Board. Steffl was elected by acclamation.

Board Chair Steffl called for nominations for the position of Board Vice-Chair. Thomas nominated Amy Erickson for the position of Board Vice-Chair. Erickson was elected by acclamation.

Board Chair Steffl called for nominations for the position of Board Clerk. Erickson nominated April Thomas for the position of Board Clerk. Thomas was elected by acclamation.

Board Chair Steffl called for nominations for the position of Board Treasurer. Pederson nominated Mary Rotter for the position of Board Treasurer. Rotter was elected by acclamation.

Jennefer Pederson will serve as Director until the special election has been completed.

Michelle Okeson will serve as Director for the 2023 School Board Calendar Year.

A motion was made by Pederson, seconded by Rotter, to approve the revised 2022-2023 Academic Calendar. Motion carried unanimously.

A motion was made by Erickson, seconded by Thomas, to Designate the following bank as Official Depositories for K-12 depository accounts respectively: Bremer Bank, Northwestern Bank, Wells Fargo, American National Bank, Mid Minnesota Federal Credit Union, First Security State Bank, Midwest Bank, Minnesota Liquid Asset Fund, and Ehlers/Pershing. Motion carried unanimously.

A motion was made by Thomas, seconded by Okeson, to Designate the Detroit Lakes Record/Tribune as the Official School Newspaper school publication. Motion carried unanimously.

A motion was made by Erickson, seconded by Pedersen, to Designate Rupp, Anderson, Squires & Waldspurger, PA as Legal Counsel for Detroit Lakes Public Schools. Motion carried unanimously.

A motion was made by Erickson, seconded by Thomas, to Establish Board Member Salary and Meeting Per Diem as \$200.00 per day for regular monthly meetings, special board meetings and work sessions, and \$60.00 per day when attending any convention, seminar, committee meeting, Bridge session, or an event at which a Board Member is representing the district. Motion carried unanimously.

A motion was made by Erickson, seconded by Thomas, to approve the 2023 Board Calendar Meeting Schedule, as presented. Motion carried unanimously.

Board Chair Steffl announced upcoming meetings.

A motion was made by Erickson, seconded by Thomas to adjourn the meeting at 5:48 PM. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## 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	3028	701603	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	01/09/2023	594.33
			3118	701604	Check	1	2647		Bellefeuille, Daneen	Yes	No	No	USD	01/09/2023	220.64
			3029	701605	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	01/09/2023	93.97
			3030	701606	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	01/09/2023	3,044.25
			3031	701607	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	01/09/2023	314.36
			3032	701608	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	01/09/2023	3,655.00
			3033	701609	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	01/09/2023	619.80
			3034	701610	Check	1	1151		BRUSHMARKS SIGN	Yes	No	No	USD	01/09/2023	50.00
			3035	701611	Check	1	1152		BSN SPORTS	Yes	No	No	USD	01/09/2023	1,138.50
			3036	701612	Check	1	1154		BUCHHOLZ, JAMES	Yes	No	No	USD	01/09/2023	13.00
			3037	701613	Check	1	1159		BUREAU OF EDUCATION & RESEARC	Yes	No	No	USD	01/09/2023	279.00
			3117	701614	Check	1	2627		BURGESS, BEN	Yes	No	No	USD	01/09/2023	397.30
			3038	701615	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	01/09/2023	3,898.32
			3039	701616	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	01/09/2023	319.92
			3040	701617	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	01/09/2023	150.00
			3041	701618	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	01/09/2023	123.20
			3116	701619	Check	1	2618		CONSCIOUS DISCIPLINE	Yes	No	No	USD	01/09/2023	75.00
			3042	701620	Check	1	1231		CULINEX	Yes	No	No	USD	01/09/2023	56.37
			3043	701621	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	01/09/2023	383.85
			3044	701622	Check	1	1245		DAKOTA BUSINESS SOLUTIONS	Yes	No	No	USD	01/09/2023	416.00
			3045	701623	Check	1	1289		DL COMMUNITY & CULTURAL CENTE	Yes	No	No	USD	01/09/2023	440.00
			3046	701624	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	01/09/2023	1,833.42
			3108	701625	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	01/09/2023	213.10
			3047	701626	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	01/09/2023	2,670.00
			3048	701627	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	01/09/2023	240.94
			3049	701628	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	01/09/2023	2,217.21
			3050	701629	Check	1	1416		GIVEN, RIKKI	Yes	No	No	USD	01/09/2023	54.60
			3114	701630	Check	1	2555	REMIT	GLOBAL INDUSTRIAL	Yes	No	No	USD	01/09/2023	937.67
			3112	701631	Check	1	2510		GOODWATER, AMY	Yes	No	No	USD	01/09/2023	380.00
			3051	701632	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	01/09/2023	149.96
			3113	701633	Check	1	2522		HAVERKAMP, JAYCEE	Yes	No	No	USD	01/09/2023	195.58
			3052	701634	Check	1	1459		HDQ LANDSCAPING & MORE, INC	Yes	No	No	USD	01/09/2023	2,142.76
			3053	701635	Check	1	1460		HEBERT, NANCY	Yes	No	No	USD	01/09/2023	150.00
			3054	701636	Check	1	1472		HENDRICKSON, JAMES	Yes	No	No	USD	01/09/2023	2,878.32
			3055	701637	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	01/09/2023	548.00
			3056	701638	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	01/09/2023	9,536.58
			3057	701639	Check	1	1488		HIRSCH, SHEYENNE	Yes	No	No	USD	01/09/2023	249.99
			3058	701640	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	01/09/2023	223.13
			3059	701641	Check	1	1511		HOUGH INC.	Yes	No	No	USD	01/09/2023	5,256.95
			3123	701642	Check	1	2685		HUBER ELECTRIC MOTOR & PUMP R	Yes	No	No	USD	01/09/2023	279.00
			3119	701643	Check	1	2653		HUSEBY, BYRON	Yes	No	No	USD	01/09/2023	300.00

## SMART Finance

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	3111	701644	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	USD	01/09/2023	600.00
			3060	701645	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	01/09/2023	285.98
			3062	701646	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	01/09/2023	568.80
			3061	701647	Check	1	1594		JOHNSON, CONNIE	Yes	No	No	USD	01/09/2023	67.00
			3063	701648	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	01/09/2023	207.25
			3064	701649	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	01/09/2023	1,250.94
			3121	701650	Check	1	2673		LAKESHIRTS ZEPHYR LLC	Yes	No	No	USD	01/09/2023	2,213.55
			3065	701651	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	01/09/2023	1,311.49
			3066	701652	Check	1	1700		MAHLUM, MIRANDA	Yes	No	No	USD	01/09/2023	73.18
			3106	701653	Check	1	2303		MARCO TECHNOLOGIES, LLC NW712	Yes	No	No	USD	01/09/2023	6,803.10
			3067	701654	Check	1	1706		MARIOTTI, TRISHA	Yes	No	No	USD	01/09/2023	100.00
			3068	701655	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	01/09/2023	843.09
			3115	701656	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	01/09/2023	1,457.00
			3069	701657	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	01/09/2023	314.93
			3070	701658	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	01/09/2023	80,945.58
			3071	701659	Check	1	1742		MICKELSON, LISA	Yes	No	No	USD	01/09/2023	40.20
			3072	701660	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	01/09/2023	66.80
			3073	701661	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	USD	01/09/2023	896.96
			3074	701662	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	01/09/2023	309.75
			3075	701663	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	01/09/2023	153.83
			3076	701664	Check	1	1827		MYERS, CARA	Yes	No	No	USD	01/09/2023	248.68
			3077	701665	Check	1	1833		NASCO INC.	Yes	No	No	USD	01/09/2023	60.72
			3078	701666	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	01/09/2023	122.24
			3109	701667	Check	1	2323		NSAV SOLUTIONS	Yes	No	No	USD	01/09/2023	952.71
			3079	701668	Check	1	1882		OCHSNER, NATHAN	Yes	No	No	USD	01/09/2023	1,044.36
			3122	701669	Check	1	2681		OKESON, BRIDGET	Yes	No	No	USD	01/09/2023	107.38
			3080	701670	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	01/09/2023	150.00
			3081	701671	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	01/09/2023	104.19
			3082	701672	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	01/09/2023	187.50
			3083	701673	Check	1	1920		PEPSI	Yes	No	No	USD	01/09/2023	3,056.99
			3084	701674	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	01/09/2023	1,493.64
			3085	701675	Check	1	1934		PITSCO EDUCATION	Yes	No	No	USD	01/09/2023	543.90
			3086	701676	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	01/09/2023	588.00
			3087	701677	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	01/09/2023	51.59
			3088	701678	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	01/09/2023	67.10
			3089	701679	Check	1	1974		R SCHOOL TODAY	Yes	No	No	USD	01/09/2023	2,100.00
			3090	701680	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	01/09/2023	2,542.89
			3091	701681	Check	1	1981		REALLY GOOD STUFF	Yes	No	No	USD	01/09/2023	84.66
			3092	701682	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	USD	01/09/2023	58.56
			3107	701683	Check	1	2306		REGION 1	Yes	No	No	USD	01/09/2023	6,625.00
			3093	701684	Check	1	2018		RUPP, ANDERSON, SQUIRES, WALD	Yes	No	No	USD	01/09/2023	76.50

## 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	3120	701685	Check	1	2671		SAPPHIRE	Yes	No	No	USD	01/09/2023	1,017.00
			3094	701686	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	01/09/2023	262.18
			3110	701687	Check	1	2358		SCHOOL MANAGEMENT SERVICES L	Yes	No	No	USD	01/09/2023	2,100.00
			3095	701688	Check	1	2054		SCHOOL OUTFITTERS	Yes	No	No	USD	01/09/2023	1,672.91
			3096	701689	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	01/09/2023	129.01
			3097	701690	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	01/09/2023	896.26
			3098	701691	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	01/09/2023	26,800.00
			3099	701692	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	01/09/2023	3.74
			3100	701693	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	01/09/2023	417.75
			3101	701694	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	01/09/2023	88.15
			3102	701695	Check	1	2173		TEXTHELP INC.	Yes	No	No	USD	01/09/2023	1,890.00
			3103	701696	Check	1	2196		TRAINING ROOM, INC.	Yes	No	No	USD	01/09/2023	1,859.30
			3104	701697	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	01/09/2023	779.39
			3105	701698	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	01/09/2023	5,408.07
Bank Total: MW														\$208,839.82	
Report Total:														\$208,839.82	

## 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	3244	701754	Check	1	1024		AFFINETY SOLUTIONS, INC	Yes	No	No	USD	01/23/2023	1,237.50
			3245	701755	Check	1	1034	REMIT	ALL STATE COMMUNICATIONS	Yes	No	No	USD	01/23/2023	4,525.00
			3243	701756	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	01/23/2023	314.14
			3246	701757	Check	1	1067		ARVIG	Yes	No	No	USD	01/23/2023	280.00
			3247	701758	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	01/23/2023	412.50
			3248	701759	Check	1	1112		BIO CORPORATION	Yes	No	No	USD	01/23/2023	440.80
			3249	701760	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	01/23/2023	7,259.38
			3250	701761	Check	1	1151		BRUSHMARKS SIGN	Yes	No	No	USD	01/23/2023	19,702.20
			3251	701762	Check	1	1152		BSN SPORTS	Yes	No	No	USD	01/23/2023	35.00
			3252	701763	Check	1	1163		BURNSIDE, JENNIFER	Yes	No	No	USD	01/23/2023	225.68
			3253	701764	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	01/23/2023	5.95
			3254	701765	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	01/23/2023	150.00
			3255	701766	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	01/23/2023	684.76
			3256	701767	Check	1	1231		CULINEX	Yes	No	No	USD	01/23/2023	1,041.74
			3257	701768	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	01/23/2023	909.04
			3258	701769	Check	1	1263		DEPARTMENT OF HUMAN SERVICES	Yes	No	No	USD	01/23/2023	612.00
			3259	701770	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	01/23/2023	4,104.54
			3260	701771	Check	1	1280		DIGITAL SIGNUP	Yes	No	No	USD	01/23/2023	500.00
			3327	701772	Check	1	2650		DOUGHING CRAZY	Yes	No	No	USD	01/23/2023	100.00
			3261	701773	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	USD	01/23/2023	1,175.00
			3262	701774	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	01/23/2023	5,302.03
			3324	701775	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	01/23/2023	394.45
			3263	701776	Check	1	1320		EIDE BAILLY LLP	Yes	No	No	USD	01/23/2023	16,850.00
			3264	701777	Check	1	1324		ELLENSON CAULKING LLC	Yes	No	No	USD	01/23/2023	4,880.00
			3265	701778	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	01/23/2023	588.00
			3266	701779	Check	1	1352		FARGO PUBLIC SCHOOLS	Yes	No	No	USD	01/23/2023	405.00
			3267	701780	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	USD	01/23/2023	11,175.00
			3268	701781	Check	1	1372		FLAG HOUSE	Yes	No	No	USD	01/23/2023	716.88
			3269	701782	Check	1	1378		FLR SANDERS, INC	Yes	No	No	USD	01/23/2023	467.44
			3270	701783	Check	1	1384		FOLTZ, CAROL	Yes	No	No	USD	01/23/2023	48,000.00
			3271	701784	Check	1	1387		FORUM COMMUNICATIONS PRINTIN	Yes	No	No	USD	01/23/2023	4,220.63
			3272	701785	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	01/23/2023	135.00
			3273	701786	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	01/23/2023	254.90
			3274	701787	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	01/23/2023	535.54
			3275	701788	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	01/23/2023	1,607.65
			3277	701789	Check	1	1433		GREENE, MELISSA	Yes	No	No	USD	01/23/2023	33.50
			3276	701790	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	01/23/2023	9,213.94
			3326	701791	Check	1	2547		GRIMCO INC.	Yes	No	No	USD	01/23/2023	793.98
			3278	701792	Check	1	1451		HANNESSON, MARGARET	Yes	No	No	USD	01/23/2023	203.75
			3279	701793	Check	1	1460		HEBERT, NANCY	Yes	No	No	USD	01/23/2023	30.00
			3280	701794	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	01/23/2023	31.50

## 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	3281	701795	Check	1	1511		HOUGH INC.	Yes	No	No	USD	01/23/2023	1,751.32
			3282	701796	Check	1	1551		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	01/23/2023	646.20
			3283	701797	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	01/23/2023	990.00
			3284	701798	Check	1	1580		JENSEN, NICOLE	Yes	No	No	USD	01/23/2023	452.27
			3295	701799	Check	1	1750	REMIT	JOSTENS INC	Yes	No	No	USD	01/23/2023	156.00
			3285	701800	Check	1	1613		KALINA, EMILY	Yes	No	No	USD	01/23/2023	994.18
			3286	701801	Check	1	1614		KALK, KAREN	Yes	No	No	USD	01/23/2023	110.00
			3287	701802	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	01/23/2023	486.48
			3288	701803	Check	1	1648		LAKER LOCKER	Yes	No	No	USD	01/23/2023	269.00
			3329	701804	Check	1	2721		LAKES PRINTING, INC. OF BRAINERD	Yes	No	No	USD	01/23/2023	1,050.00
			3289	701805	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	01/23/2023	149.00
			3323	701806	Check	1	2303		MARCO TECHNOLOGIES, LLC NW711	Yes	No	No	USD	01/23/2023	5,575.00
			3290	701807	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	01/23/2023	678.93
			3291	701808	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	01/23/2023	170.00
			3292	701809	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	01/23/2023	216.99
			3293	701810	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	01/23/2023	3,084.09
			3294	701811	Check	1	1749		MIGUEL'S	Yes	No	No	USD	01/23/2023	325.53
			3296	701812	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	01/23/2023	6,595.00
			3297	701813	Check	1	1839		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	01/23/2023	1.00
			3328	701814	Check	1	2672	REMIT	OWL LABS INC	Yes	No	No	USD	01/23/2023	2,098.00
			3298	701815	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	01/23/2023	470.66
			3299	701816	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	01/23/2023	396.50
			3300	701817	Check	1	1920		PEPSI	Yes	No	No	USD	01/23/2023	409.07
			3301	701818	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	01/23/2023	3,621.00
			3302	701819	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	01/23/2023	417.71
			3303	701820	Check	1	2014		ROTARY CLUB OF DETROIT LAKES M	Yes	No	No	USD	01/23/2023	284.00
			3304	701821	Check	1	2020		RWP, INC.	Yes	No	No	USD	01/23/2023	6,000.00
			3325	701822	Check	1	2497		S & G DISTRIBUTIONS	Yes	No	No	USD	01/23/2023	75.00
			3305	701823	Check	1	2028		SANFORD HEALTH OCCUPATIONAL I	Yes	No	No	USD	01/23/2023	21.00
			3306	701824	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	01/23/2023	4,505.79
			3307	701825	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	01/23/2023	2,170.00
			3308	701826	Check	1	2050		SCHOLASTIC INC.	Yes	No	No	USD	01/23/2023	496.00
			3309	701827	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	01/23/2023	165.00
			3310	701828	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	01/23/2023	18,568.00
			3311	701829	Check	1	2086		SKATETIME SCHOOL PROGRAMS	Yes	No	No	USD	01/23/2023	6,552.00
			3312	701830	Check	1	2124		STEAMATIC	Yes	No	No	USD	01/23/2023	1,961.24
			3313	701831	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	01/23/2023	255.60
			3314	701832	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	01/23/2023	26,800.00
			3315	701833	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	01/23/2023	1,360.00
			3316	701834	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	01/23/2023	1,969.14
			3317	701835	Check	1	2182		THORSON, JOHNNA	Yes	No	No	USD	01/23/2023	116.25

## 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	3318	701836	Check	1	2188		TOLLEFSON, AMY	Yes	No	No	USD	01/23/2023	138.75
			3320	701837	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	01/23/2023	315.00
			3319	701838	Check	1	2206		TWEETON, TRACEY	Yes	No	No	USD	01/23/2023	308.75
			3321	701839	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	01/23/2023	9,749.77
			3322	701840	Check	1	2248		WATER BILLBOARDS	Yes	No	No	USD	01/23/2023	1,228.97
			3330	701841	Check	1	2723		ZUMACH, MARLENE	Yes	No	No	USD	01/23/2023	2.50
			3331	701842	Check	1	1022		ADVANCE TERRAZZO & TILE CO INC	Yes	No	No	USD	01/23/2023	17,164.98
			3332	701843	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	USD	01/23/2023	26,600.10
			3333	701844	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	01/23/2023	20,573.67
			3334	701845	Check	1	1529		ICS CONSULTING, INC.	Yes	No	No	USD	01/23/2023	18,381.34
			3335	701846	Check	1	1622		KENDELL DOORS & HARDWARE, INC	Yes	No	No	USD	01/23/2023	21,203.46
			3336	701847	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	01/23/2023	19,643.30
			3337	701848	Check	1	1799		MOLIN CONCRETE PRODUCTS CO.	Yes	No	No	USD	01/23/2023	15,966.66
			3338	701849	Check	1	1874		NORTHWEST CABINETS, INC.	Yes	No	No	USD	01/23/2023	637,885.99
Bank Total: MW														\$1,041,130.61	
Report Total:														\$1,041,130.61	

## HAND PAYABLE SUMMARY DECEMBER 2022

PAYMENT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
2696	HACT	500083	CH	12/6/22	CENTRAL MARKET	\$ 137.07
2697	HACT	500084	CH	12/6/22	DETROIT LAKES HIGH SCHOOL	\$ 23.00
2704	HACT	500085	CH	12/6/22	GOODWATER, AMY	\$ 131.00
2698	HACT	500086	CH	12/6/22	ISD #22	\$ 4,991.25
2699	HACT	500087	CH	12/6/22	JIMMY JOHNS #1897	\$ 334.43
2700	HACT	500088	CH	12/6/22	LAKER LOCKER	\$ 1,024.00
2701	HACT	500089	CH	12/6/22	OCHSNER, NATHAN	\$ 440.97
2702	HACT	500090	CH	12/6/22	OLK, MARSHA	\$ 7,422.00
2705	HACT	500091	CH	12/6/22	Poole, Brandon	\$ 164.56
2703	HACT	500092	CH	12/6/22	SMITH, QUENTIN	\$ 1,000.00
2708	HACT	500093	CH	12/7/22	HARRIER, CALI	\$ 910.00
2706	HACT	500094	CH	12/7/22	HAUS, MARY	\$ 530.39
2707	HACT	500095	CH	12/7/22	JIMMY JOHNS #1897	\$ 334.43
2921	HACT	500096	CH	12/16/22	ARES SPORTSWEAR	\$ 90.00
2922	HACT	500097	CH	12/16/22	BSN SPORTS	\$ 752.22
2927	HACT	500098	CH	12/16/22	Dave's Pizza	\$ 612.12
2923	HACT	500099	CH	12/16/22	ELSMORE AQUATIC	\$ 288.70
2924	HACT	500100	CH	12/16/22	ISD #22	\$ 650.96
2925	HACT	500101	CH	12/16/22	MINNTEX	\$ 2,702.45
2928	HACT	500102	CH	12/16/22	Region 1 FFA	\$ 880.00
2926	HACT	500103	CH	12/16/22	STEVICK BUSINESS SPECIALTIES	\$ 260.00
2929	HACT	500104	CH	12/19/22	CAULFIELD STUDIO	\$ 700.00
2930	HACT	500105	CH	12/19/22	DETROIT LAKES HIGH SCHOOL	\$ 25.50
2931	HACT	500106	CH	12/19/22	GRAPHIC EDGE	\$ 1,870.74
2932	HACT	500107	CH	12/19/22	ISD #22	\$ 22.00
2933	HACT	500108	CH	12/19/22	NOAH, BENJAMIN	\$ 739.98

2934	HACT	500109	CH	12/19/22	UNIV. OF MINNESOTA-CROOKSTON	\$ 370.00
2958	HACT	500110	CH	12/21/22	CAULFIELD STUDIO	\$ 320.00
2959	HACT	500111	CH	12/21/22	CENTRAL MARKET	\$ 45.13
2960	HACT	500112	CH	12/21/22	HUB 41	\$ 2,000.00
2961	HACT	500113	CH	12/21/22	ISD #22	\$ 1,715.00
2967	HACT	500114	CH	12/21/22	CAULFIELD STUDIO	\$ 295.00
2968	HACT	500115	CH	12/21/22	JIMMY JOHNS #1897	\$ 335.83
2969	HACT	500116	CH	12/21/22	Little Falls Weightlifting	\$ 75.00
						\$ 32,193.73

PAYMENT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
2962	MACT	300007	CH	12/21/22	AAKRE, ANNA	\$ 88.37
2963	MACT	300008	CH	12/21/22	BARBERG, JENNIFER	\$ 179.84
2964	MACT	300009	CH	12/21/22	JENSEN, NICOLE	\$ 42.26
2965	MACT	300010	CH	12/21/22	JOHNSON, JACOB	\$ 78.47
2966	MACT	300011	CH	12/21/22	JOHNSON, JESSICA	\$ 91.54
2970	MACT	300012	CH	12/21/22	PIPEK, JENNA	\$ 18.07
						\$ 498.55

PAYMENT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
2646	MW		WX	12/1/22	FURTHER	\$ 9,798.57
2647	MW		WX	12/1/22	INTERNAL REVENUE SERVICE	\$ 246,008.25
2648	MW		WX	12/1/22	MINNESOTA REVENUE	\$ 40,480.24
2649	MW		WX	12/1/22	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 43,200.42
2650	MW		WX	12/1/22	MN TEACHERS RETIREMENT ASSOC.	\$ 126,387.82
2651	MW		WX	12/1/22	MINNESOTA STATE RETIREMENT SYS	\$ 14,345.18
2652	MW		WX	12/1/22	AVIBEN	\$ 37,144.77
2677	MW		WX	12/5/22	AMAZON	\$ 11,839.66
2678	MW		WX	12/5/22	CITY OF DETROIT LAKES	\$ 1,091.84

2679	MW		WX	12/5/22	CONSTELLATION NEW ENERGY GAS D	\$ 4,694.38
2710	MW		WX	12/9/22	CASH-WA DISTRIBUTING CO.	\$ 1,178.88
2711	MW		WX	12/9/22	MINNESOTA DEPARTMENT OF REVENUE	\$ 1,071.00
2790	MW		WX	12/19/22	EMC INSURANCE COMPANIES	\$ 14,439.42
2791	MW		WX	12/19/22	QUADIENT FINANCE USA, INC.	\$ 1,055.82
2792	MW		WX	12/19/22	QUADIENT FINANCE USA, INC.	\$ 53.85
2889	MW		WX	12/16/22	CASH-WA DISTRIBUTING CO.	\$ 1,364.34
2890	MW		WX	12/16/22	CITY OF DETROIT LAKES	\$ 15,352.64
2891	MW		WX	12/16/22	CITY OF DETROIT LAKES	\$ 153.45
2892	MW		WX	12/16/22	CITY OF DETROIT LAKES	\$ 273.60
2893	MW		WX	12/16/22	CITY OF DETROIT LAKES	\$ 5,693.81
2901	MW		WX	12/15/22	FURTHER	\$ 10,068.57
2902	MW		WX	12/15/22	INTERNAL REVENUE SERVICE	\$ 207,261.20
2903	MW		WX	12/15/22	MINNESOTA REVENUE	\$ 32,862.70
2904	MW		WX	12/15/22	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 38,227.92
2905	MW		WX	12/15/22	MN TEACHERS RETIREMENT ASSOC.	\$ 124,588.43
2906	MW		WX	12/15/22	MINNESOTA STATE RETIREMENT SYS	\$ 14,350.18
2907	MW		WX	12/15/22	AVIBEN	\$ 37,058.31
2908	MW		WX	12/15/22	MN REVENUE - LEVY	\$ 249.58
2918	MW		WX	12/16/22	INTERNAL REVENUE SERVICE	\$ 2,606.78
2919	MW		WX	12/16/22	MINNESOTA REVENUE	\$ 182.10
2920	MW		WX	12/16/22	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 2,026.60
2936	MW		WX	12/20/22	AMAZON	\$ 7,327.81
2937	MW		WX	12/20/22	CASH-WA DISTRIBUTING CO.	\$ 489.91
2971	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 140.28
2972	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 13,966.51
2973	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 1,040.83
2974	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 747.67
2975	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 231.09
2976	MW		WX	12/28/22	CITY OF DETROIT LAKES	\$ 406.92
2984	MW		WX	12/31/22	CORPORATE PAYMENT SYSTEMS	\$ 18,178.33

3010	MW		WX	12/29/22	FURTHER	\$ 7,722.57
3011	MW		WX	12/29/22	INTERNAL REVENUE SERVICE	\$ 235,692.50
3012	MW		WX	12/29/22	MINNESOTA REVENUE	\$ 38,789.30
3013	MW		WX	12/29/22	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 37,685.21
3014	MW		WX	12/29/22	MN TEACHERS RETIREMENT ASSOC.	\$ 125,772.33
3015	MW		WX	12/29/22	MINNESOTA STATE RETIREMENT SYS	\$ 14,330.18
3016	MW		WX	12/29/22	AVIBEN	\$ 37,058.23
2637	MW	701330	CH	12/1/22	AFSCME COUNCIL 65	\$ 331.36
2635	MW	701331	CH	12/1/22	AMERICAN FAMILY LIFE ASSURANCE CO	\$ 243.18
2639	MW	701332	CH	12/1/22	D. L. ATHLETIC FOUNDATION	\$ 169.00
2644	MW	701333	CH	12/1/22	D.L. EDUCATION MINNESOTA (PARA)	\$ 1,365.90
2643	MW	701334	CH	12/1/22	D.L. EDUCATION MINNESOTA (TEACHER)	\$ 19,691.89
2640	MW	701335	CH	12/1/22	D.L. PUBLIC EDUC FOUNDATION	\$ 41.00
2641	MW	701336	CH	12/1/22	IND. SCHOOL DISTRICT #22 - Flex Acct	\$ 6,734.20
2636	MW	701337	CH	12/1/22	MINNESOTA CHILD SUPPORT	\$ 700.50
2645	MW	701338	CH	12/1/22	MN SCHOOL EMPLOYEES ASSOC.	\$ 371.80
2642	MW	701339	CH	12/1/22	SUPPORT PAYMENT CLEARINGHOUSE	\$ 335.91
2638	MW	701340	CH	12/1/22	UNITED WAY OF BECKER COUNTY	\$ 285.00
2659	MW	701341	CH	12/1/22	BARTUNEK, BRYCE	\$ 156.00
2660	MW	701342	CH	12/1/22	BARTUNEK, BRYCE	\$ 164.00
2662	MW	701343	CH	12/1/22	BEAUDRY, BRANDON	\$ 157.00
2657	MW	701344	CH	12/1/22	BENHAM, RICK	\$ 156.00
2658	MW	701345	CH	12/1/22	BENHAM, RICK	\$ 164.00
2668	MW	701346	CH	12/1/22	BURNS, STEVE	\$ 164.00
2656	MW	701347	CH	12/1/22	CUSEY, TIM	\$ 104.10
2661	MW	701348	CH	12/1/22	ENGEL, ROD	\$ 156.00
2663	MW	701349	CH	12/1/22	FIECHTNER, MATT	\$ 104.10
2665	MW	701350	CH	12/1/22	HAUKEBO, BETTY	\$ 120.00
2653	MW	701351	CH	12/1/22	HOLMQUIST, MELANIE	\$ 32.13
2671	MW	701352	CH	12/1/22	ISD #601	\$ 225.00
2664	MW	701353	CH	12/1/22	JENKINS, BROOKE	\$ 225.00

2655	MW	701354	CH	12/1/22	JOHNSON, RICH	\$ 66.50
2670	MW	701355	CH	12/1/22	NITSCHKE, LUKE	\$ 71.10
2669	MW	701356	CH	12/1/22	STEINHOUSE, TERRY	\$ 157.00
2666	MW	701357	CH	12/1/22	SUTOR, DEB	\$ 177.50
2667	MW	701358	CH	12/1/22	WINTER, AMY	\$ 120.00
2654	MW	701359	CH	12/1/22	ZORBAZ	\$ 282.75
2672	MW	701360	CH	12/2/22	ANDERSON COACH OF FRAZEE, INC.	\$ 23,755.50
2675	MW	701361	CH	12/2/22	CAMRUD, CONNOR	\$ 120.00
2673	MW	701362	CH	12/2/22	COMMUNITY CO-OP OF LAKE PARK	\$ 894.74
2674	MW	701363	CH	12/2/22	SCHULTZ BUS COMPANY	\$ 96,293.88
2676	MW	701364	CH	12/5/22	OLANDER BUS SERVICE INC.	\$ 181,821.15
2712	MW	701365	CH	12/9/22	AUTO VALUE DETROIT LAKES	\$ 48.27
2713	MW	701366	CH	12/9/22	BIX PRODUCE	\$ 794.53
2714	MW	701367	CH	12/9/22	BRUSHMARKS SIGN	\$ 422.50
2715	MW	701368	CH	12/9/22	BURLINGTON ENGLISH INC.	\$ 1,440.00
2716	MW	701369	CH	12/9/22	C.T. BRUNS LLC	\$ 2,794.50
2717	MW	701370	CH	12/9/22	CAPITAL ONE TRADE CREDIT	\$ 233.18
2718	MW	701371	CH	12/9/22	CENTRAL MARKET	\$ 11.35
2719	MW	701372	CH	12/9/22	CITY OF DETROIT LAKES	\$ 2,000.00
2720	MW	701373	CH	12/9/22	COMMUNITY CO-OP OF LAKE PARK	\$ 5,193.54
2721	MW	701374	CH	12/9/22	CPI	\$ 200.00
2722	MW	701375	CH	12/9/22	CULINEX	\$ 5,858.95
2723	MW	701376	CH	12/9/22	DACOTAH PAPER COMPANY	\$ 2,369.77
2724	MW	701377	CH	12/9/22	DETROIT LAKES OVERHEAD DOOR INC	\$ 155.00
2725	MW	701378	CH	12/9/22	EAST SIDE JERSEY DAIRY ESJD	\$ 2,012.04
2726	MW	701379	CH	12/9/22	GRAINGER, INC.	\$ 1,576.46
2727	MW	701380	CH	12/9/22	HDQ LANDSCAPING & MORE, INC	\$ 4,300.00
2728	MW	701381	CH	12/9/22	HOLMQUIST, MELANIE	\$ 24.00
2729	MW	701382	CH	12/9/22	HOUGH INC.	\$ 4,986.84
2747	MW	701383	CH	12/9/22	J-CRETE	\$ 2,588.99
2730	MW	701384	CH	12/9/22	JOHN KOOPMANN PIANO TUNING	\$ 100.00

2749	MW	701385	CH	12/9/22	KARLGAARD, CHRISTINE	\$ 86.43
2748	MW	701386	CH	12/9/22	KNUTSON, ALLY	\$ 317.35
2744	MW	701387	CH	12/9/22	LAKEVIEW GREENHOUSES	\$ 184.00
2731	MW	701388	CH	12/9/22	MARK'S ELECTRIC INC.	\$ 625.52
2731	MW	701388	CH	12/9/22	MARK'S ELECTRIC INC.	\$ 625.52
2750	MW	701389	CH	12/9/22	MATT'S MOBILE DIESEL SERVICE	\$ 1,123.46
2732	MW	701390	CH	12/9/22	NAPA CENTRAL	\$ 23.38
2733	MW	701391	CH	12/9/22	NORSEMAN MOTORS, INC.	\$ 59,107.52
2734	MW	701392	CH	12/9/22	OTIS ELEVATOR COMPANY	\$ 150.00
2735	MW	701393	CH	12/9/22	PAPA MURPHY'S	\$ 389.00
2736	MW	701394	CH	12/9/22	PEPSI	\$ 925.79
2737	MW	701395	CH	12/9/22	PERFORMANCE FOODSERVICE	\$ 430.24
2738	MW	701396	CH	12/9/22	POPPLERS MUSIC STORE	\$ 2,260.45
2743	MW	701397	CH	12/9/22	REGION 1	\$ 272.20
2751	MW	701398	CH	12/9/22	SALATHE, SAMANTHA	\$ 84.03
2739	MW	701399	CH	12/9/22	SWAN, MICHAEL	\$ 74.06
2746	MW	701400	CH	12/9/22	THIEL, LACEY	\$ 62.50
2740	MW	701401	CH	12/9/22	TORGERSON, HEATHER	\$ 180.20
2741	MW	701402	CH	12/9/22	TWEETON REFRIGERATION, INC.	\$ 1,215.89
2742	MW	701403	CH	12/9/22	UPPER LAKES FOODS, INC.	\$ 4,534.27
2745	MW	701404	CH	12/9/22	VISTAR	\$ 1,188.87
2764	MW	701405	CH	12/8/22	ANDERSON, JANE	\$ 41.50
2765	MW	701406	CH	12/8/22	ANDERSON, JANE	\$ 64.50
2769	MW	701407	CH	12/8/22	ANDERSON, JUSTIN	\$ 157.00
2755	MW	701408	CH	12/8/22	BEAUDRY, BRANDON	\$ 157.00
2763	MW	701409	CH	12/8/22	BUSHARD, LOIS	\$ 77.00
2770	MW	701410	CH	12/8/22	CRIBB, ANNE	\$ 249.00
2756	MW	701411	CH	12/8/22	DVORAK, TOM	\$ 216.00
2758	MW	701412	CH	12/8/22	HANSEN, HANNAH	\$ 137.00
2759	MW	701413	CH	12/8/22	HANSEN, HANNAH	\$ 183.00
2771	MW	701414	CH	12/8/22	HAY, GINA	\$ 263.00

2772	MW	701415	CH	12/8/22	HAY, KARNA	\$	123.00
2768	MW	701416	CH	12/8/22	ISD #544	\$	200.00
2752	MW	701417	CH	12/8/22	JOHNSON, RICH	\$	125.50
2753	MW	701418	CH	12/8/22	JOHNSON, RICH	\$	71.10
2754	MW	701419	CH	12/8/22	JONES, PATRICK	\$	163.10
2775	MW	701420	CH	12/8/22	LAFRINIERE, TORI	\$	64.50
2762	MW	701422	CH	12/8/22	PROUDFOOD-KLEMENTSON, TONIA	\$	217.00
2774	MW	701423	CH	12/8/22	ROSENGREN, ASHLEY	\$	243.00
2760	MW	701424	CH	12/8/22	SCHWEIGART, PAIGE	\$	152.00
2757	MW	701425	CH	12/8/22	SELOCK, RYAN	\$	273.00
2773	MW	701426	CH	12/8/22	TILLMAN, KAT	\$	283.00
2761	MW	701427	CH	12/8/22	TOOV, JESSIE	\$	152.00
2766	MW	701428	CH	12/8/22	VANMALDEGHEM, LEXI	\$	41.50
2788	MW	701429	CH	12/12/22	BHS ACTIVITIES OFFICE	\$	650.00
2777	MW	701430	CH	12/12/22	DILLARD, MARY	\$	207.50
2782	MW	701432	CH	12/12/22	HAUKEBO, BETTY	\$	120.00
2781	MW	701433	CH	12/12/22	JENKINS, BROOKE	\$	225.00
2779	MW	701435	CH	12/12/22	LEARY, CHRIS	\$	238.25
2780	MW	701437	CH	12/12/22	MURPHY, BLAKE	\$	140.00
2786	MW	701438	CH	12/12/22	PASKEY, SHANE	\$	162.00
2778	MW	701440	CH	12/12/22	SLACK, DEB	\$	191.25
2783	MW	701441	CH	12/12/22	SUTOR, DEB	\$	120.00
2784	MW	701442	CH	12/12/22	WINTER, AMY	\$	177.50
2897	MW	701538	CH	12/16/22	BIRKELAND, TIM	\$	193.75
2894	MW	701539	CH	12/16/22	CAMRUD, CONNOR	\$	150.00
2900	MW	701540	CH	12/16/22	KIPPEN, JACK	\$	80.00
2898	MW	701541	CH	12/16/22	KOECK, ZACH	\$	170.75
2896	MW	701542	CH	12/16/22	MAHLUM, CHRIS	\$	160.00
2895	MW	701543	CH	12/16/22	SAVARY, DYLAN	\$	160.00
2899	MW	701544	CH	12/16/22	STAPLES, TAYLOR	\$	102.00
2911	MW	701545	CH	12/15/22	AFSCME COUNCIL 65	\$	323.14

2909	MW	701546	CH	12/15/22	AMERICAN FAMILY LIFE ASSURANCE CO	\$	243.18
2913	MW	701547	CH	12/15/22	D. L. ATHLETIC FOUNDATION	\$	169.00
2914	MW	701548	CH	12/15/22	D.L. PUBLIC EDUC FOUNDATION	\$	41.00
2915	MW	701549	CH	12/15/22	IND. SCHOOL DISTRICT #22 - Flex Acct	\$	6,734.10
2910	MW	701550	CH	12/15/22	MINNESOTA CHILD SUPPORT	\$	700.50
2917	MW	701551	CH	12/15/22	MN SCHOOL EMPLOYEES ASSOC.	\$	308.74
2916	MW	701552	CH	12/15/22	SUPPORT PAYMENT CLEARINGHOUSE	\$	335.91
2912	MW	701553	CH	12/15/22	UNITED WAY OF BECKER COUNTY	\$	285.00
2952	MW	701554	CH	12/20/22	AUGHINBAUGH, ALEX	\$	157.00
2946	MW	701555	CH	12/20/22	BARTUNEK, BRYCE	\$	135.00
2950	MW	701556	CH	12/20/22	BECKER DANCE TEAM	\$	250.00
2948	MW	701557	CH	12/20/22	CAMRUD, CONNOR	\$	120.00
2938	MW	701558	CH	12/20/22	CARRIER, JOSEPH	\$	478.65
2938	MW	701558	CH	12/20/22	CARRIER, JOSEPH	\$	478.65
2942	MW	701559	CH	12/20/22	DILLARD, MARY	\$	167.50
2939	MW	701560	CH	12/20/22	DL TRAVEL BASKETBALL	\$	735.00
2947	MW	701561	CH	12/20/22	ENGEL, ROD	\$	163.13
2956	MW	701562	CH	12/20/22	ISD #477	\$	250.00
2954	MW	701563	CH	12/20/22	ISD #484	\$	150.00
2953	MW	701564	CH	12/20/22	ISD #564	\$	275.00
2944	MW	701565	CH	12/20/22	JOHNSON, RICH	\$	66.50
2945	MW	701566	CH	12/20/22	LACOURSE, JONATHON	\$	104.10
2949	MW	701567	CH	12/20/22	LENZEN, NICK	\$	120.00
2957	MW	701568	CH	12/20/22	MADISON NATIONAL LIFE INSURANCE	\$	2,230.49
2955	MW	701569	CH	12/20/22	MARTINSON, RICK	\$	135.00
2951	MW	701570	CH	12/20/22	MINNESOTA TRUE TEAM TRACK	\$	190.00
2940	MW	701571	CH	12/20/22	MN PEIP	\$	325,628.49
2941	MW	701572	CH	12/20/22	R SCHOOL TODAY	\$	94.00
2943	MW	701573	CH	12/20/22	SLACK, DEB	\$	151.25
2980	MW	701574	CH	12/28/22	BARBERG, HANNAH	\$	30.00
2978	MW	701575	CH	12/28/22	BARBERG, JOB	\$	30.00

2979	MW	701576	CH	12/28/22	BECKER COUNTY MOTOR VEHICLE	\$	23.25
2981	MW	701577	CH	12/28/22	GERDES, MADDY	\$	30.00
2983	MW	701578	CH	12/28/22	GULON, JOHN	\$	30.00
2982	MW	701579	CH	12/28/22	PETERSON, EMILY	\$	30.00
2977	MW	701580	CH	12/28/22	POSTMASTER	\$	827.05
3001	MW	701581	CH	12/31/22	ADAMS, DANIELLE	\$	5.92
2999	MW	701583	CH	12/31/22	CAMRUD, KRISTIN	\$	6.54
3002	MW	701584	CH	12/31/22	HEDSTROM, SANDRA	\$	187.30
3007	MW	701585	CH	12/31/22	ISD # 51	\$	250.00
3003	MW	701586	CH	12/31/22	JOHNSON, GENA	\$	141.49
3004	MW	701588	CH	12/31/22	RUPP, TANYA	\$	55.44
3005	MW	701590	CH	12/31/22	THORSON, PATRICIA	\$	6.05
3006	MW	701591	CH	12/31/22	WEIDENBACH, ANGEL	\$	5.70
3019	MW	701592	CH	12/29/22	AFSCME COUNCIL 65	\$	332.01
3017	MW	701593	CH	12/29/22	AMERICAN FAMILY LIFE ASSURANCE CO	\$	224.78
3021	MW	701594	CH	12/29/22	D. L. ATHLETIC FOUNDATION	\$	169.00
3026	MW	701595	CH	12/29/22	D.L. EDUCATION MINNESOTA (PARA)	\$	1,341.12
3025	MW	701596	CH	12/29/22	D.L. EDUCATION MINNESOTA (TEACHER)	\$	19,691.89
3022	MW	701597	CH	12/29/22	D.L. PUBLIC EDUC FOUNDATION	\$	41.00
3023	MW	701598	CH	12/29/22	IND. SCHOOL DISTRICT #22 - Flex Acct	\$	8,107.02
3018	MW	701599	CH	12/29/22	MINNESOTA CHILD SUPPORT	\$	700.50
3027	MW	701600	CH	12/29/22	MN SCHOOL EMPLOYEES ASSOC.	\$	320.94
3024	MW	701601	CH	12/29/22	SUPPORT PAYMENT CLEARINGHOUSE	\$	335.91
3020	MW	701602	CH	12/29/22	UNITED WAY OF BECKER COUNTY	\$	297.00

\$ 2,412,959.71

# **BANK RECONCILIATION**

**12/31/22**

<b>BREMER BANK STATEMENT ENDING BALANCE</b>	235,283.09
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(10,063.88)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>225,219.21</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	226,499.70
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	30,913.24
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(32,193.73)
<b>MISC FEES:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>225,219.21</u>

DIFFERENCE

**Cash Flow**  
7/1/1998 through 12/31/2022

Category	7/1/1998- 12/31/2022
<b>INFLOWS</b>	
Uncategorized	0.00
005 I-ATH	23.99
006-JSA-SGA	0.00
007 INTERACT	2,063.91
010 I-BPA	1,287.01
015 I-BAND	15,075.34
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	411.92
030 I-BBB	3,644.53
040 I-GBB	2,104.48
045 I-Cheer	51.66
050 I-CHOIR	5,415.48
051I All City Choir	0.00
053 I-CC	3,387.03
055 I-SKI	1,920.59
060 I-DANCE	9,192.66
065 I	0.00
070 I-FFA	26,527.55
075 I	0.00
080 I-FB	11,272.39
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	15,619.77
096I-GHOC	6,436.12
097 I	0.00
100 I	0.00
102 I	0.00
103 I	0.00
105 I-NHS	954.00
110 I	0.00
115 I-NACLUB	5,371.53
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	2,213.15
129 I-GSOC	4,777.67
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

7/1/1998 through 12/31/2022

1/4/2023

Page 2

Category	7/1/1998- 12/31/2022
140 I-STUD. CO.	7,976.57
141I-Link Crew	404.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	8,574.00
143 Sidekicks	545.00
144 I-BSWIM	1,231.47
145 I-GSWIM	2,239.68
147 I-TARGET	224.88
149I-ALC	6,025.26
150 I-GTEN	1.05
151 I-BTEN	167.75
155 I-TRACK	8,361.97
157 I	0.00
160 I-VB	10,531.77
163 I	0.00
165 I-WREST	365.12
170 I-INT.	0.00
171I-Service Fee's	-153.02
180 I	0.00
<b>TOTAL INFLOWS</b>	<b>225,219.21</b>
<b>OUTFLOWS</b>	
175 I	0.00
<b>TOTAL OUTFLOWS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>225,219.21</b>

## Reconciliation Summary

## BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			242,983.40
Checks and Payments	45	Items	-38,613.55
Deposits and Other Credits	22	Items	30,913.24
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			235,283.09

## YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			235,283.09
Checks and Payments	42	Items	-10,063.88
Deposits and Other Credits	0	Items	0.00
Register Balance as of 12/31/2022:			225,219.21
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			225,219.21

Uncleared Transaction Detail up to 12/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
1/17/2018	26697	Make A Wish Foundation	Freshman Donation	141I-Link Crew		-125.00
1/17/2018	26698	AMERICAN CANCER SO...	Freshman Donation	141I-Link Crew		-125.00
1/23/2018	26708	Mary's Place	Stuff A Stocking Donation	105 I-NHS		-300.00
2/26/2018	26783	Cherish Johnson	reimburse for hotel room	060 I-DANCE		-20.00
2/26/2018	26786	Elle Seaberg	reimburse for hotel room	060 I-DANCE		-20.00
3/7/2018	26803	MN FFA	4 students APEX confer...	070 I-FFA		-380.00
3/15/2018	26810	MN FFA	H2O Conference	070 I-FFA		-175.00
11/8/2018	27161	Cole Bryant	reimburse for red ribbon ...	147 I-TARGET		-11.90
2/11/2019	27297	Nate Ochsner	reimburse for donute for ...	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 L...	NHS Donation	105 I-NHS		-264.00
6/27/2019	27550	TROPHY HOUSE	invoice 253073 FFA Awa...	070 I-FFA		-42.00
10/1/2019	400044	JEM Kensinger Inc./ Dairy ...	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 invoi...	147 I-TARGET		-72.00
1/21/2021	400444	MN BPA	masks	010 I-BPA		-22.50
3/24/2021	400487	Saf Enterprises, LLC	sr gifts	030 I-BBB		-214.68
4/15/2021	400499	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
10/27/2022	500046	Hailey Brower	reimb for dance team su...	060 I-DANCE		-87.69
11/8/2022	500064	Nathan Ochner	reimb for team food and ...	007 INTERACT		-45.42
12/6/2022	500089	Nathan Ochner	reimb for supplies for me...	007 INTERACT		-440.97
12/6/2022	500091	Brandon Poole	reimb for helmet	095 I-BHOC		-164.56
12/16/2022	500102	Region 1 FFA	ffa convention	070 I-FFA		-880.00
12/19/2022	500109	UMN Crookston	FFA Ag day activities	070 I-FFA		-370.00
12/21/2022	500112	HUB 41	2022 season team meals	080 I-FB		-2,000.00
12/21/2022	500115	Jimmy John's	team meal	030 I-BBB		-335.83
12/21/2022	500116	Little Falls Weightlifting	wt lifting fee	142- SPEEDSTRENGTH		-75.00
<b>Total Uncleared Checks and Payments</b>				<b>42</b>	<b>Items</b>	<b>-10,063.88</b>
<b>Uncleared Deposits and Other Credits</b>						
<b>Total Uncleared Deposits and Other Credits</b>				<b>0</b>	<b>Items</b>	<b>0.00</b>
<b>Total Uncleared Transactions</b>				<b>42</b>	<b>Items</b>	<b>-10,063.88</b>

Transaction - Dec 2022

12/1/2022 through 12/31/2022

1/4/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
	<b>BALANCE 11/30/2022</b>						<b>226,499.70</b>
12/6/2022	98-99	13077	Boys Hockey	B Winter warm up	095 I-BHOC	R	35.00
12/6/2022	98-99	13076	Dance	Herzog & Ramsey Flooring poster sponsors	060 I-DANCE	R	200.00
12/6/2022	98-99	13075	Interact	happy dollars	007 INTERA...	R	6.00
12/6/2022	98-99	13074	Dance	Robert Strand poster sponsor	060 I-DANCE	R	100.00
12/6/2022	98-99	13073	BOYS BASKETBALL	Jayson Belland warm ups	030 I-BBB	R	75.00
12/6/2022	98-99	13072	Band	instrument rental/fundraiser	015 I-BAND	R	75.00
12/6/2022	98-99	13071	Dance	invite fee	060 I-DANCE	R	900.00
12/6/2022	98-99	13070	GIRLS SWIMMING	midstate timing	145 I-GSWIM	R	100.00
12/6/2022	98-99	13069	Sidekicks	tshirt fundraiser laker gator	143 Sidekicks	R	1,320.00
12/6/2022	98-99	13068	Volleyball	Carson Germain vb camp	160 I-VB	R	250.00
12/6/2022	98-99	13067	Boys Hockey	DL Jaycees sponsor	095 I-BHOC	R	500.00
12/6/2022	98-99	13066	Bpa	state and national dues	010 I-BPA	R	633.00
12/6/2022	98-99	13065	BOYS SWIM TEAM	clothing	144 I-BSWIM	R	582.00
12/6/2022	98-99	13064	Band	wreath fundraiser	015 I-BAND	R	12,764.00
12/6/2022	98-99	13060	Ffa	youth ag education sponsor	070 I-FFA	R	2,000.00
12/6/2022	98-99	500083	CENTRAL MARKET	nhs induction cake and balloons po	105 I-NHS	R	-137.07
12/6/2022	98-99	500084	DETROIT LAKES HIGH SCH...	laker shop invoice	115 I-NACLUB	R	-23.00
12/6/2022	98-99	500085	Amy Goodwater	reimb for alc bowling	149I-ALC	R	-131.00
12/6/2022	98-99	500086	ISD # 22	fb concessions 9/2 \$1020, 9/23 \$1175, 10/7 \$1887.25, 10/14 \$909	080 I-FB	R	-4,991.25
12/6/2022	98-99	500087	Jimmy John's	team meal	030 I-BBB	R	-334.43
12/6/2022	98-99	500088	LAKER LOCKER	cheer team shirts inv5826	045 I-Cheer	R	-274.00
12/6/2022	98-99	500088	LAKER LOCKER	b swim clothing inv 6050	144 I-BSWIM	R	-588.00
12/6/2022	98-99	500088	LAKER LOCKER	a & c on jerseys removal inv 5942	095 I-BHOC	R	-162.00
12/6/2022	98-99	500089	Nathan Ochner	reimb for supplies for meeting and project	007 INTERA...		-440.97
12/6/2022	98-99	500090	Marsha Oik	wreath fundraiser band/choir	050 I-CHOIR	R	-7,422.00
12/6/2022	98-99	500091	Brandon Poole	reimb for helmet	095 I-BHOC		-164.56
12/6/2022	98-99	500092	QUENTIN SMITH	12/8 dance show and 12/10 dance invite	060 I-DANCE	R	-1,000.00
12/7/2022	98-99	500093	CALI HARRIER	reimb for fundraiser sweatshirts	143 Sidekicks	R	-910.00
12/7/2022	98-99	500094	MARY BUFF HAUS	reimb for St Co meals, conference fees, holiday bingo supplies,	140 I-STUD. ...	R	-530.39
12/7/2022	98-99	500095	Jimmy John's	team meal	030 I-BBB	R	-334.43
12/16/2022	298-99	500101	MINN TEX CITRUS	FFA Fruit Sale Invoice	070 I-FFA	R	-2,702.45
12/16/2022	298-99	500102	Region 1 FFA	ffa convention	070 I-FFA		-880.00
12/16/2022	298-99	500103	Stevick Business Specialties	cc socks	053 I-CC	R	-260.00
12/16/2022	298-99	500100	ISD # 22	12/8 \$93 and 12/10 \$304 concession vouchers	060 I-DANCE	R	-397.00
12/16/2022	298-99	500096	ARE'S SPORTSWEAR	dance warm up quote 716479	060 I-DANCE	R	-90.00
12/16/2022	298-99	500098	Dave's Pizza	BBB Team Pizza	030 I-BBB	R	-612.12

Transaction - Dec 2022

12/1/2022 through 12/31/2022

Date	Account	Num	Description	Memo	Category	Clr	Amount
12/16/2022	298-99	500099	ELSMORE AQUATIC	caps invoice T-0019737	145 I-GSWIM	R	-288.70
12/16/2022	298-99	500097	BSN SPORTS	bbb clothing inv 918789280, 919384188	030 I-BBB	R	-752.22
12/16/2022	298-99	500100	ISD # 22	suv for gopher game with team	160 I-VB	R	-253.96
12/19/2022	298-99	500105	DLHS	laker shop invoice	115 I-NACLUB	R	-25.50
12/19/2022	298-99	500108	Ben Noah	reimb for team meals	095 I-BHOC	R	-739.98
12/19/2022	298-99	500106	GRAPHIC EDGE	team shirts invoice 1632069	040 I-GBB	R	-1,870.74
12/19/2022	298-99	500107	ISD # 22	12/16 concession vouchers	040 I-GBB	R	-22.00
12/19/2022	298-99	500109	UMN Crookston	FFA Ag day activities	070 I-FFA	R	-370.00
12/19/2022	298-99	500104	CAULFIELD STUDIO	team banner	060 I-DANCE	R	-350.00
12/19/2022	298-99	500104	CAULFIELD STUDIO	team banner	040 I-GBB	R	-350.00
12/20/2022	298-99	13061	BOYS BASKETBALL	Paakh sponsor	030 I-BBB	R	50.00
12/20/2022	298-99	13062	Football	Zok & Sjoblom jerseys	080 I-FB	R	440.00
12/20/2022	298-99	13063	Sidekicks	tshirt fundraiser	143 Sidekicks	R	120.00
12/20/2022	298-99	13078	Volleyball	state vb gym rat shirts	160 I-VB	R	288.00
12/20/2022	298-99	13079	Ffa	fundraiser \$3649 & \$4262	070 I-FFA	R	7,911.00
12/20/2022	298-99	13080	Girls Hockey	poster sponsors	096 I-GHOC	R	2,300.00
12/20/2022	298-99	13081	WRESTLING	BSN refund for clothing	165 I-WREST	R	264.24
12/21/2022	298-99	500115	Jimmy John's	team meal	030 I-BBB	R	-335.83
12/21/2022	298-99	500114	CAULFIELD STUDIO	team banner	144 I-BSWIM	R	-295.00
12/21/2022	298-99	500111	CENTRAL MARKET	na club po	115 I-NACLUB	R	-45.13
12/21/2022	298-99	500113	ISD # 22	state hockey tickets	095 I-BHOC	R	-1,715.00
12/21/2022	298-99	500112	HUB 41	2022 season team meals	080 I-FB	R	-2,000.00
12/21/2022	298-99	500110	CAULFIELD STUDIO	team banner	030 I-BBB	R	-320.00
12/21/2022	298-99	500116	Little Falls Weightlifting	wt lifting fee	142- SPEED...	R	-75.00
<b>12/1/2022 - 12/31/2022</b>							

BALANCE 12/31/2022

225,219.21

**TOTAL INFLOWS** 30,913.24

**TOTAL OUTFLOWS** -32,193.73

**NET TOTAL** -1,280.49

# **BANK RECONCILIATION**

**12/31/22**

<b>BREMER BANK STATEMENT BALANCE</b>	8,701.90
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(17.69)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>8,684.21</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	9,181.20
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	1.56
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(498.55)
<b>NSF CHECKS:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>8,684.21</u>
<b>DIFFERENCE</b>	(0.00)



### Reconciliation Summary

#### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			9,398.89
Checks and Payments	7	Items	-698.55
Deposits and Other Credits	1	Item	1.56
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			8,701.90

#### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			8,701.90
Checks and Payments	1	Item	-17.69
Deposits and Other Credits	0	Items	0.00
Register Balance as of 12/31/2022:			8,684.21
Checks and Payments	2	Items	-762.35
Deposits and Other Credits	0	Items	0.00

Register Ending Balance: 7,921.86

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Cir	Amount
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<b>Cleared Checks and Payments</b>						
5/26/2022	200130	Center Stage Dance	2 days of dance	Energize with Exercise	R	-200.00
12/21/2022	300007	Anna Aakre	reward trip	Team Awesome	R	-88.37
12/21/2022	300008	Jennifer Barberg	student prizes	Student Council	R	-179.84
12/21/2022	300009	Nicole Jensen	reward trip	Team Awesome	R	-42.26
12/21/2022	300010	Jacob Johnson	award items	Blue Team	R	-78.47
12/21/2022	300011	Jessica Johnson	reward trip	Team Awesome	R	-91.54
12/21/2022	300012	Jenna Pipek	student rewards	Red Team	R	-18.07

Total Cleared Checks and Payments 7 Items -698.55

Cleared Deposits and Other Credits

12/31/2022		Interest Earned		Student Council	R	1.56
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Total Cleared Deposits and Other Credits 1 Item 1.56

Total Cleared Transactions 8 Items -696.99

MS Activity  
1/9/2023

Uncleared Transaction Detail up to 12/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
4/21/2022	200122	Julie Bertson	mins	Quest		-17.69
<b>Total Uncleared Checks and Payments</b>						-17.69
<b>Uncleared Deposits and Other Credits</b>						
<b>Total Uncleared Deposits and Other Credits</b>						0.00
<b>Total Uncleared Transactions</b>						-17.69

Uncleared Transaction Detail after 12/31/2022

Date	Num	Payee	Memo	Category	Cir	Amount
<b>Uncleared Checks and Payments</b>						
1/6/2023	300013	Jessica Johnson				-94.01
1/6/2023	300014	Joyce Schwegart	Caribou student reward trip Battle of the Books	Team Awesome Library Media		-668.34
<b>Total Uncleared Checks and Payments</b>						<b>-762.35</b>
<b>Uncleared Deposits and Other Credits</b>						
<b>Total Uncleared Deposits and Other Credits</b>						<b>0.00</b>
<b>Total Uncleared Transactions</b>						<b>-762.35</b>

# PERSONNEL AGENDA

## January 23, 2023

### 1) **Resignations:**

Ashley Baker- Rossman Special Education Teacher Assistant, effective January 26, 2023.

Jessica Blasczyk- High School Chemistry Teacher, effective end of 22-23 school year.

Kristin Camrud- Rossman Third Grade Teacher, effective January 11, 2023.

Trisha Demarais- Girls Junior Varsity Golf Coach, effective January 11, 2023.

Cullan Gores- Custodian, effective January 3, 2023.

Shaylee Hanson- Rossman Special Education Teacher Assistant, effective January 10, 2023.

Cali Harrier- Adaptive Bowling Coach, effective January 9, 2023.

Lisa Ito- Volleyball Coach, effective January 12, 2023.

Dawn Kozitka- Rossman ADSIS & Noon Duty Supervisor, effective January 27, 2023.

Carol Kuhlmeier- DLHS Adaptive Bowling Coach, effective January 9, 2023.

Lynnsey Machakaire- Girls Head Volleyball Coach, effective January 11, 2023.

Mike Small- High School Custodian, effective January 27, 2023.

Art Specht- 9th grade C-squad Baseball Coach, effective January 18, 2023.

Denise Watchorn- High School Food Service Worker, effective December 21, 2022.

### 2) **Retirements:**

Paula Jones Johnson- Roosevelt School Social Worker, effective May 25, 2023.

Susan Jordan- Roosevelt second grade Teacher, effective May 25, 2023.

Linda Shaw- Roosevelt Special Education Teacher, effective May 25, 2023.

### 3) **Appointments:**

Sherry Delair- Middle School Food Service Worker, at the rate of \$16.40 per hour Working 17.5 hours per week, effective January 23, 2023.

Katelynn Ellingson- Roosevelt Special Education Teacher Assistant, at the rate of \$16.30 per hour working 37.5 hours per week, effective January 30, 2023.

Joy A. Hannon- Rossman ADSIS Education Assistant, Breakfast and Noon Duty, at the rate of \$15.25 per hour working 27.5 hours per week, effective January 30, 2023.

Beth Hedstrom- High School Special Education Teacher Assistant, at the rate of \$17.30 per hour working 37.5 hours per week, effective January 30, 2023.

Andrea McIntosh- Middle School Special Education Teacher Assistant, at the rate of \$15.95 per hour working 37.5 hours per week, effective January 16, 2023.

Julie Villa- Roosevelt Title 1 Teacher Assistant & Noon Duty Supervisor, at the rate of \$16.30 per hour working 25 hours per week, effective January 17, 2023.

Steve Zazmo- Middle School Gymnastics Coach at the rate of \$2,149.25 per season, effective December 27, 2022.

### 4) **Amended Assignment:**

Shiloh Barrows - is amending her assignment from 25 hours to 28.75 hours per week, effective January, 4 2023.

Lori Blomseth-is amending her assignment from 28.75 hours to 25 hours per week, effective January 4, 2023.

Carol Maristuen- is amending her assignment from Full-Time Roosevelt Education Assistant to Full-Time High School Education Assistant, effective January 30, 2023.

Annette Sailor– is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective December 16, 2022.

5) **Leave of Absence:**

Terri Jernberg– is requesting a leave of absence effective January 2, 2023 through September 1, 2023.

Christina Lof- is requesting a leave of absence effective December 12, 2022 through February 2023.

6) **Terminations:**

Toby Stark– Middle School Custodian, effective January 5, 2023.

7) **Acknowledge Return from Leave of Absence:**

Shelley Skarie– Tier 4 Licensed Teacher will return from her leave of absence, effective for the 2023-2024 school year.

DATE: January 4, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Vehicle Mileage Reimbursement**

The District's vehicle mileage reimbursement rate is consistent with the IRS rules and regulations governing tax exempt travel reimbursement rate, which is evaluated and updated annually. Effective January 1, 2023, the IRS rate increased to 65.5 cents per mile, thus changing the District's reimbursement rate as well.

Because previous Board action established the District's mileage reimbursement rate with the IRS, no board action is needed. This is for information only.

cc: Jennifer Stangel  
Jennifer Fode  
Kylie Johnson  
Karen Nudell  
Renee Kerzmen  
Josh Omang  
Mike Suckert  
Peter Lundin  
Emily Sternberg  
Trisha Mariotti  
Renee Kerzman  
Anne Skjold  
Colin Gedrose  
Andrew Lesch  
Amy Fish  
Fran Rethwisch  
Rob Nielsen

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Fran Rethwisch  
Rob Nielsen

**DETROIT LAKES PUBLIC SCHOOLS  
2023 BOARD COMMITTEES AND COMMITTEE ASSIGNMENTS**

<b>Board Committees</b>	<b>Erickson</b>	<b>Steffl</b>	<b>Pedersen</b>	<b>Thomas</b>	<b>Rotter</b>	<b>Okeson</b>
Activities	X			X		X
Employee Insurance			X			X
Facilities	X	X				X
Finance			X	X	X	
Health and Safety		X	X			
Lane Change	X					
EMDL Meet and Confer	X			X	X	
Other Employee Negotiations			X		X	X
Teacher Negotiations	X	X		X		
Transportation		X			X	
Technology				X		X

<b>Board Assignments to Other Committees and Boards</b>	<b>Erickson</b>	<b>Steffl</b>	<b>Pedersen</b>	<b>Thomas</b>	<b>Rotter</b>	<b>Okeson</b>
Arena Commission		X				
Becker County Children's Initiative					X	
Chemical Health Committee		X				X
Community Education Advisory Council				X		
DL Academy Champions Board	X	X			X	
District Staff Development				X		X
High School League Rep.		X				
Interagency Early Intervention Committee (IEIC)	X					
Literacy Council					X	
MSBA Legislative Liaison			X			
Policy Council		X		X		X
Schedule C & D Committee				X		
Student Reassignment						X
Title VII	X					
Wellness/Nutrition			X		X	
AIPAC	X					
	<b>9</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>9</b>
Adopt a School	High School	ALC /Transitions	Rossmann/ Lincoln	Middle School	High School	Roosevelt

Date Adopted:	File Number:
Date Revised: 12/11/2017, <u>01/23/22</u>	Detroit Lakes Policy - 601

## 601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

*[Note: ~~Minn. Stat.~~ Minnesota Statutes section § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. Minnesota Statutes section § 120B.11.]*

### I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal law and are aligned with creating the world’s best workforce.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to establish the “world’s best workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students learning experiences that lead to expected knowledge and skills.
- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:

1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under ~~Minn. Stat. §~~Minnesota Statutes ~~section~~ 120B.30, ~~Subd.~~Subdivision 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experimental learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
- [Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]*
2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college

readiness and leading to the world's best workforce;

***[Note: MSBA/MASA Model Policy 618 addresses this requirement.]***

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under ~~Minn. Stat. §Minnesota Statutes section~~ 123B.147, ~~Subdivision~~Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under ~~Minn. Stat. §Minnesota Statutes section~~ 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, 122A.41, Subd. 5;

***[Note: MSBA/MASA Model Policy 616 address this requirement.]***

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

***[Note: MSBA/MASA Model Policy 616 addresses this requirement.]***

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:

***[Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]***

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;

- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance through visual and verbal images, music, literature, world languages, movement, and the performing arts.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.;
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;

- f. exercising ethical behavior.
- 5. Students will be given the opportunity to acquire human relations skills necessary to:
  - a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

***[Note: School district and site goals example courtesy of the Winona School District.]***

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student’s reading progress and needs.

- 1. The school district ~~shall~~must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level ~~before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students’ areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment~~Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
- 2. ~~At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:~~Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia,

unless a different reason for the reading difficulty has been identified.

- ~~a. student's reading proficiency as measured by a locally adopted assessment;~~
- ~~b. reading-related services currently being provided to the student; and~~
- ~~c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.~~

- ~~3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections. Reading assessments in English and in the predominant languages of districts, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.~~
- ~~4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:~~
  - ~~(a) A summary of the district's efforts to screen for dyslexia;~~
  - ~~(b) The number of students screened for that reporting year; and~~
  - ~~(c) The number of students demonstrating characteristics of dyslexia for that year.~~
- ~~5. A student identified as having a reading difficulty must be provided alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.~~
- ~~6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:~~
  - ~~a. the student's reading proficiency as measured by a locally adopted assessment~~
  - ~~b. reading-related services currently being provided to the student and~~

- the student's progress; and  
c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

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This provision may not be used to deny a student's right to a special education evaluation.

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7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.
8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as a measure by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

- Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process for reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat §. 125A.56, Subd. 1 ( Alternate Instruction Required before Assessment Referral)

20 U.S.C. § 5801, *et seq.* (National Education Goals ~~2000~~)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Date Adopted: 03/09/98	File Number:
Date Revised: 09/11/00; 05/15/06; 2/12/18; 10/21/19, <u>01/23/22</u>	Detroit Lakes Policy - 602

## 602 - ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

### I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

### II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning for the school year.

### III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

*[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minnesota Statutes section Minn. Stat. § 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]*

*[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § Minnesota Statutes section 122A.40, subdivisions Subds. 7 and 7a, or Minn. Stat. § Minnesota Statutes section 122A.41, Subdivisions. 4 and 4a, the school district shall adopt as its school*

*calendar a total of 240 days of student instruction and staff development, of which the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]*

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under ~~Minn. Stat. §~~[Minnesota Statutes section](#) 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

*[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]*

#### **IV. SCHOOL DAY RESPONSIBILITY**

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### **V. E-LEARNING DAYS**

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.

- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to normal school start time that students will need to following the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; HoursDays of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

**Cross References:** MSBA/MASA Model Policy 425 (Staff Development)

Date Adopted: 03/09/98	File Number:
Date Revised: 09/11/00; 12/11/17	Detroit Lakes Policy - 603

## 603 - CURRICULUM DEVELOPMENT

*[Note: Minn. Stat. §Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 6187-620 provide procedures to further implement the requirements of Minn. Stat. §Minnesota Statutes section 120B.11.]*

### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### III. RESPONSIBILITY

~~A.~~ The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Time-lines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

### IV. District Advisory Committee

A. The school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

B. ~~B.~~—The district advisory committee, to the extent possible, shall reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

C. The district advisory committee shall pursue community support to accelerate the academic and native literacy and achievement of English learners with varied need, from

young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.

D. The district may establish site teams as subcommittees of the district advisory committee

E. The district advisory committee shall recommend to the school board:

a. Rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes section 120B.11, subdivision 1a, section 120B.022, subdivision 1a and 1b and section 120B.35

b. District assessments

c. Means to improve students' equitable access to effective and more diverse teachers, and

d. Program evaluations

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

~~A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two thirds of advisory committee members.~~

## V. School Site Team

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communications, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

## VI. Curriculum Development Process

AC. Within the ongoing process of curriculum development, the following needs shall be addressed:

1. Provide for articulation of courses of study from kindergarten through grade twelve.
2. Identify minimum objectives for each course and at each elementary grade level.
3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.

4. Provide a program for ongoing monitoring of student progress.
5. Provide for specific, particular and special needs of all members of the student community.
6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all applicable requirements of the Minnesota Department of Education and federal law.

B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.

C. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.

D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.12 (Reading Proficiently ~~No~~ Later than the End of Grade 3)  
 Minn. Rules 3500.0550 (Inclusive Educational Program)  
 Min. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for

Mathematics)

Minn. Rules Part ~~3501.0820s 3501.0800 3501.0815~~ (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000 3501.1190 (Graduation Required Assessment for Diploma)(repealed Minn. L. 2013, Ch. 116, Art. 2 § 22)~~

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

~~MSBA/MASA Model Policy 617 (School District Insurance of Preparatory and High School Standards)~~

MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 604
Date Revised: 09/11/00, <u>01/23/22</u>	

## 604 - INSTRUCTIONAL CURRICULUM

### I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

### II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
1. Language arts and Basic communication skills including reading and writing, literature, and fine arts;
  2. Mathematics and science;
  3. Social studies, including history, geography, economics, and government, and citizenship that includes civics (see II.I.); and
  4. Health and physical education;
  5. The arts;
  6. Career and technical education; and
  7. World languages.
4. *[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with ~~Minn. Stat. §Minnesota Statutes section 120B.022, Subdivision- 1.]~~*
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual

arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E.€. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- FD. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

### III. PARENTAL AND CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

### IV. CPR AND AED INSTRUCTION

—The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
  - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
  - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under

this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

**[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]**

## **V. COLLEGE AND CAREER PLANNING**

A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:

1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
2. emphasize academic rigor and high expectations and inform the student, and the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job

training.

- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.
- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

## **VI. CIVICS TEST**

- A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.
- B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States Citizenship and Immigration Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.
- C. The school district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.
- D. The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.
- E. The school district may administer civics test questions as part of the social studies curriculum.
- F. The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
- G. The school district cannot charge a fee related to this requirement.

**[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]**

**Legal References:** [Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)  
[Minn. Stat. § 120B.20 \(Parental Curriculum Review\)](#)  
[Minn. Stat. § 120B.021 \(Required Academic Standards\)](#)  
[Minn. Stat. § 120B.022 \(Elective Standards\)](#)  
[Minn. Stat. § 120B.125 \(Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans\)](#)  
[Minn. Stat. § 120B.234 \(Child Sexual Abuse Prevention Education\)](#)  
[Minn. Stat. § 120B.236 \(Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction\)](#)

**Cross References:** [MSBA/MASA Model Policy 603 \(Curriculum Development\)](#)  
[MSBA/MASA Model Policy 605 \(Alternative Programs\)](#)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 605
Date Revised: 03/09/2015, <u>01/23/22</u>	

## 605 - ALTERNATIVE ~~PROGRAMS~~EDUCATIONAL SERVICES

### I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational ~~al~~services~~programs~~ for some school district students.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative ~~educational services~~program~~options~~ for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school ~~district~~board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

### III. RESPONSIBILITY

~~A.~~ A. — Any student who is 17 years old who seeks to withdraw from school, the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and must sign a written election to withdraw from school.

B. It shall be the responsibility of the superintendent to identify alternative ~~educational~~program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative ~~educational~~services~~programs~~. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the school board.

B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

**Legal References:** Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.41 (Definitions – ~~Alternative Educational Services~~)  
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)  
Minn. Stat. § 123.06 (State-Approved Alternative Programs and Services)

Minn. Stat. § 124D.66 (Assurance of Mastery Programs)  
Minn. Stat. § 124D.68 (Graduation Incentives Programs)  
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

**Cross References:** MSBA Model Policy 603 (Curriculum Development)  
MSBA Model Policy 604 (Instructional Curriculum)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 606
Date Revised: 01/10/05; 05/15/06, <u>1/23/22</u>	

## **606 - TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### **III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials ~~that~~which:
1. support the goals and objectives of the education programs;
  2. consider the needs, age and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget; and
  5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section~~Minn. Stat. §~~ 124D.61.
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the

Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

## PARENT REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR LIBRARY MATERIALS

### Informal Request for Reconsideration of Instructional or Library Materials

Parents/guardians of school district students directly impacted by the use of instructional or library materials, or students directly impacted by the use of instructional or library materials may request the reconsideration of use of the instructional or library materials. Reconsideration requests are only considered if the person requesting has a student directly impacted by the use of the material. Every effort shall be made to resolve the expressed concerns at an informal building level.

-  
All complaints, expressions of concern, or requests for reconsideration regarding an instructional or library resource made by parents/guardians of school district students directly impacted by the use of instructional or library materials, or students directly impacted by the use of an instructional or library materials shall be addressed to the building principal.

The principal will notify the teacher and/or the library media specialist using the material and arrange a meeting of the concerned parents/guardians/student, the teacher and/or librarian.

The principal will meet with the concerned parents/guardians of school district students directly impacted by the use of an instructional or library materials, or students directly impacted by the use of an instructional or library materials and the teacher or librarian using the material, as well as additional staff at the principal's discretion. The principal will explain the district's selection procedure and criteria and will note the qualifications of the staff involved in the selection of the resource. The place and significance of the resource in the educational program and additional information regarding its use shall be given to the individual(s) registering the concern. School personnel will listen to and respond to the concerns of the parent, guardian, or student.

-  
All high school (9-12) teachers must include in their course syllabi a listing of the assigned whole class literature/novels that will be read during the course. If additional whole class literature/novels are added to a course after the syllabi has been distributed, all high school (9-12) teachers must send a memo home to parents with the titles of the additional whole class literature/novels. All staff (K-12) must provide alternative literature selections if a parent, guardian, or student expresses a concern about the assigned whole class literature/novel, has participated in the Informal Request for Reconsideration of Instructional or Library Materials, and the Informal Request for Reconsideration of Instructional or Library Materials has not addressed the parent, guardian, or student's concerns.

### **Formal Request for Reconsideration of Instructional or Library Materials**

If the informal request for reconsideration of an instructional / classroom / library resource is deemed unsatisfactory by the parents/guardians/student bringing the concern, or the teacher and/or the library media specialist using the material, the building principal will see that the parent or guardian or the teacher and/or the library media specialist using the material receives the district form Request for Reconsideration of Instructional or Library Materials .

The form should be returned to the building principal within 10 working days of the conclusion of the informal request for reconsideration. The building principal will forward the form to the Director of Curriculum and Instruction within 5 working days with a summary of the informal process to that point. Materials shall remain in use pending the outcome of the formal request for reconsideration process.

- • A copy of the item under consideration may be given to the concerned party. The item must be returned. The borrower will be billed for the replacement cost of the item if it is not returned.
- • If the deadlines listed in this policy are past, the complainant waves his/her right to move the complaint to the next level.
- 

Within 5 working days of receipt of a request to formally reconsider the selection of material used in classroom instruction or available to students in the library, the Director of Curriculum and Instruction will contact the parent, guardian, or student directly impacted by the use of the instructional material to calendar the review of the material. Formal reconsiderations will be processed in the order in which they are received. No requests for reconsideration of instructional materials will be entertained if the district has already reviewed the matter in the current or previous year.

### **District Materials Review Committee Membership**

The committee may request input from additional instructional or administrative staff if the selection or use of the material involves a specific grade level, content area, or students with special needs, as well as call on expertise in the community. The committee will meet as needed to hear the complaint and reconsider its selection for use in the district.

There will be a standing district committee named to handle requests for reconsideration of classroom and/or library materials. The Director of Curriculum and Instruction will facilitate the selection of the standing district committee with input from various groups (e.g. district's administration, district's media staff, district's teachers, parent representative) to serve two year staggered terms. This committee will meet only as

needed. There may be cases, depending on the level from which the reconsideration request is being made in which only some members of the committee will be asked to review a case.

- Director of Curriculum and Instruction (Committee Facilitator)
- Superintendent
- Library Program Staff if pertaining to library materials
- Elementary Principal
- Middle School Principal
- High School Principal
- Director of Special Education
- Elementary Teacher
- Teacher of Special Education
- Middle School Teacher
- High School Teacher
- Instructional Coach
- Parent representatives
- Community at large
- Clergy
- Board members
- Additional district staff as needed

### **Committee Procedure for Formal Reconsideration**

All members of the committee will receive a copy of the request with any supporting materials submitted by the complainant and/or the district.

- All members of the committee will read/view the work.
- The committee will meet with the complainant who will present their concerns about its selection and use.
- The material in question will be viewed as a whole and will not be judged on individual, specific passages.
- The material in question will be reconsidered in light of the district's selection criteria, rationale for selection by district personnel, reviews from accepted sources, general acceptance of the material as well as concerns from the complainant.
- The committee will determine the process by which it will make a decision on the selection and use of the material in question.
- The deliberations of the committee will be closed and is not a public meeting.
- The committee will make a decision on the selection and use of the material in question. The Director Curriculum and Instruction will prepare a committee report which will be signed by members of the committee.

- A letter of notification of the committee’s decision will be sent to the complainant within 10 working days of the committee’s decision by the Superintendent. It will include a copy of the committee report.
- A copy of the report will be sent to the principal and instructor of the building where the reconsideration request originated.
- A copy of the report will be on file.

**Appeal Of District Committee’s Decision on Reconsideration of Challenged Materials:**

If the parent, guardian, or student who initiated a formal request for reconsideration chooses to appeal the committee’s decision to the superintendent, a request to do so should be submitted in writing to the Director of Standards Based Instruction, within 15 days of receiving the committee’s decision, who will forward the appeal request to the Associate Superintendent. The Director of Curriculum and Instruction will present the appeal request to the Superintendent, whose decision is final.

If the deadlines listed in this policy are past, the complainant waves their right to move the complaint to the next level.

**Request For Reconsideration of Educational Materials**

**Completion of this form is the first step in the district procedure established for the reconsideration of classroom or library materials. Please return the completed form to the building principal.**

**Name of Individual requisition reconsideration of educational material:**

**Phone number:**

**Name of enrolled student for whom the request is being made:**

**School building attended by student:**

**Has the principal been notified and a conversation been held? Please provide the date:**

**Material Type:**

- Book
- Textbook
- Newspaper/Periodical
- Video
- Audio recording
- Online program
- Website
- Other

**Title of the educational material which you would like to be reconsidered:**

**Author / Producer:**

**What brought this material to your attention?**

-  
-

**In what way is the material used?**

- Classroom assigned reading / viewing
- Classroom supplemental reading / viewing
- Student choice

**Have you read/examined/viewed the entire resource? (If less than the whole, please explain)**

-  
-

**Have you read any reviews about this resource? Who wrote the review and where was it located?**

**What are your concerns about the use of this resource? Please provide the exact location of the objectionable material (page numbers in a book, screens in a software application, or scenes in a video).**

-  
-  
-

**What do you think might result from continued use of this material?**

-  
-  
-

**Are there any conditions under which you believe this material might be used with value in the instructional program? Please explain.**

-  
-

**Was an alternative available to the student for use in place of this resource once a request was made? (Please explain)**

-  
-  
-

**What do you suggest be done with this material?**

**What alternatives to this resource can you suggest?**

**Legal References:** Minn. Stat. § 120A.22 Subd. 9 (Compulsory Instruction-~~Curriculum~~)  
Minn. Stat. § 123B.02 Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. 123.09, Subd. 8 (School Board responsibilities)  
Minn. Stat. § 124D.59-124D.61 (~~Education for English Learners Act~~~~Limited English Proficiency~~)  
Minn. Stat. 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed. 592~~ (1988)  
Board of Educ. v. Barnette, 319 U.S. 589, 875 S.Ct. 675, 17 L.Ed. 2d 629 (1967)  
Pratt v. Independent Sch. Dist, No. 831, 670 F.2d 771 (8th Cir. 1982)  
Webster v. New Lenox Sch. Dist., 917 F.2d 1004 (7th Cir. 1990)

**Cross References:** MSBA Model Policy 603 (Curriculum Development)  
MSBA Model Policy 604 (Instructional Curriculum)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 607
Date Revised: 05/15/06, <u>01/23/22</u>	

## **607 - ORGANIZATION OF GRADE LEVELS**

### **I. PURPOSE**

The purpose of this policy is to address the grade level organization of schools within the school district.

### **II. GENERAL STATEMENT OF POLICY**

A. It is the policy of the school district to address the groupings of grade levels as recognized in Minnesota Statutes section~~Minn. Stat. §~~ 120.05 (public schools), as follows:

Elementary:	prekindergarten through 5
Middle:	Grades 6 through 8
Senior High	Grades 9 through 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

### **III. DEFINITIONS**

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

**Legal References:** Minn. Stat. § 120A.05, Subds. 9, 11, 13, 17 (~~Definitions~~Public Schools)  
Minn. Stat. § 120A.20, Subd. 4 (Admission to Public School)  
Minn. Stat. 123B.02, Subd. 2 (General Powers of Independent School Districts)

**Cross References:** None

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 608
Date Revised: 8/11/03; 05/15/06, 5/10/10	

## **608 - INSTRUCTIONAL SERVICES — SPECIAL EDUCATION**

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

### **I. PURPOSE**

The purpose of this policy is to set forth the position of the school board on the need for special educational services on the part of some students in the school district.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

### **III. RESPONSIBILITIES**

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children are provided special instruction and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.
- D. It is the policy of Detroit Lakes Public School District that every child ages three to seven who has a substantial developmental delay or an identifiable physical or mental condition known to hinder normal development as defined by the standards of the state board shall continue to be a child with a disability and shall receive appropriate special education and related services.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability Defined)  
Minn. Stat. §§ 125A.027 (~~Rulemaking~~);  
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability); ~~125A.03,~~  
Minn. Stat. § 125A.08 (Individualized Education Programs);  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility); and  
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards~~District~~  
Obligations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement~~ Act of 2004)

***Cross References:*** MSBA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA Model Policy 508 (Extended School Year for Certain Students with  
Individual Education Plans)  
MSBA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA Model Policy 521 (Student Disability Nondiscrimination)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 609
Date Revised: 09/11/00, 12/14/2009, <u>01/23/22</u>	

## **609 - RELIGION**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or non belief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.
  4. Notwithstanding the foregoing guidelines, reasonable efforts ~~must~~will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. ~~attendance at school for the purpose of religious instruction or~~ The school district must provide annual notice to parents of this policy ~~observance of religious holidays.~~
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence ~~f~~From School for Religious Observance)  
*Good News Club v. Milford Central School*, 533 U.S. 98, ~~121 S.Ct. 2093, 150 L.Ed.2d 151~~ (2001)  
*Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)  
*Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, ~~120 S.Ct. 2706~~ (2000)  
*Lemon v. Kurtzman*, 403 U.S.602, ~~91 S.Ct. 2105, 29 L.Ed.2d 745~~ (1971)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
*Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)  
*Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)  
*Roark v. South Iron R-1 Sch. Dist.*, 540 F.Supp.2d 1047 (E.D. Mo. 2008)  
*LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)  
Minn. Op. Atty. Gen. 63 (1940)  
Minn. Op. Atty. Gen. 120 (1924)  
Minn. Op. Atty. Gen. 121 (1924)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



# Detroit Lakes Public Schools

K-12 Student / Staff

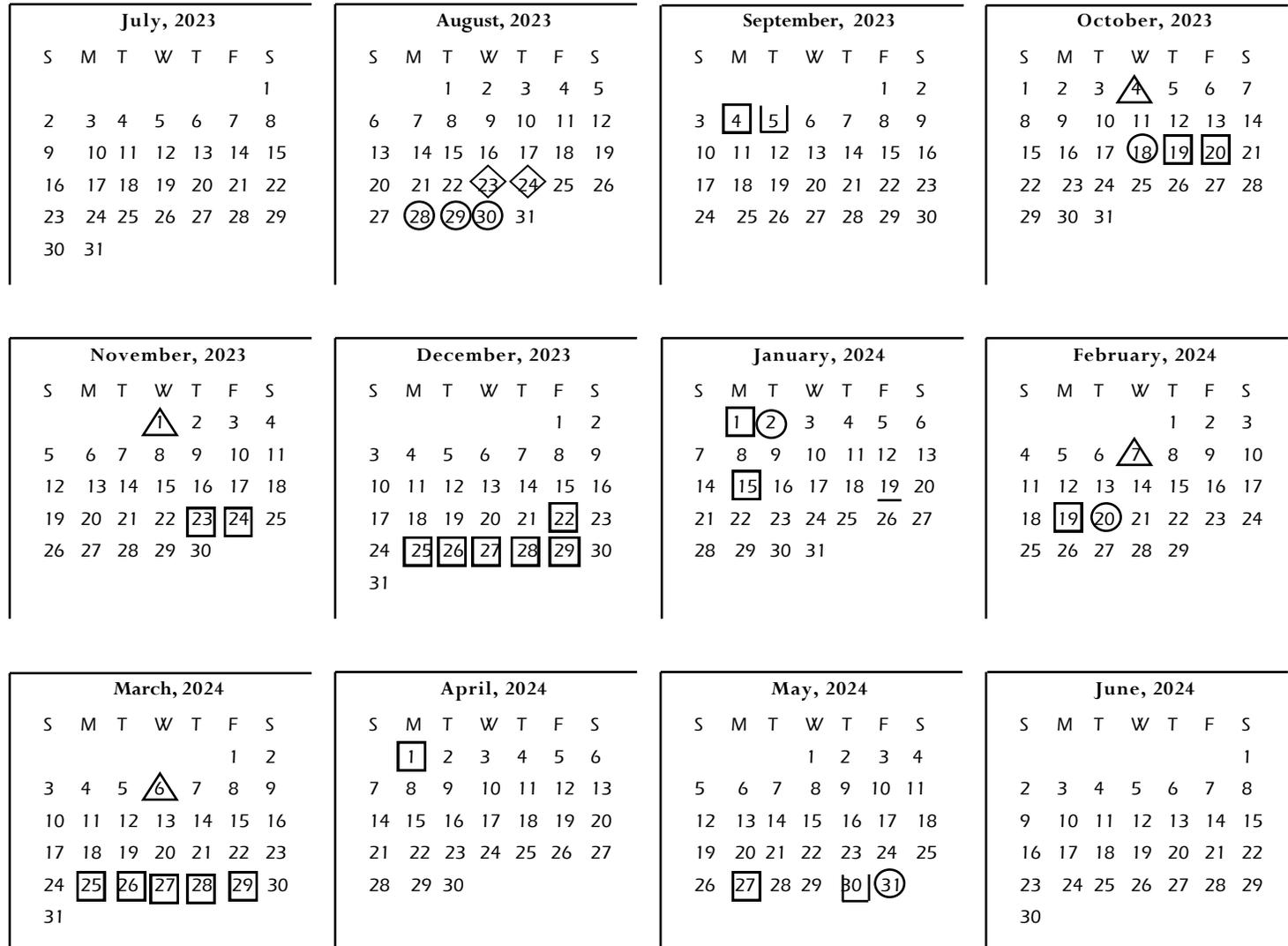
## 2023-2024

171	Student Contact Days
9	Teacher Inservice/Conference/Work Days
180	Teacher Contract Days

- 2023**
- Aug. 23-24 New Teacher Orientation
  - Aug 28-29 Teacher Workshop
  - Sept. 4 Labor Day—No School
  - Sept. 5 First Day of School (Gr. 6-12)
  - Sept. 7 First Day of School (Gr. K-5)
  - Oct. 4 Early Dismissal
  - Oct. 19-20 MEA – No School
  - Nov. 1 Early Dismissal
  - Nov. 6 Teacher Inservice—No School
  - Nov. 23-24 Thanksgiving Holiday
  - Dec. 22 Winter Break Begins
- 2024**
- Jan. 2 Teacher Inservice-No School
  - Jan. 3 Classes Resume
  - Jan. 15 Holiday –No School
  - Jan. 19 End of First Semester– HS (86)
  - Feb 7 Early Dismissal
  - Feb. 19 President’s Holiday-No School
  - Feb. 20 Teacher Inservice –No School
  - Mar. 25-1 Spring Break
  - May 27 Memorial Day
  - May 30 Last Day for Students

- ◇ New Teacher Inservice
- Teacher Inservice/Work Days
- Holidays
- ⊕ P/T Conf.
- End of Quarter/Trimester
- ┌ Beginning/Ending Days
- △ Early Dismissal Days

**DRAFT 2**



- Inservice days?
- Conference days?
- Early Dismissal days ?
- End of Trimester days ?
- Kindergarten Roundup?
- Graduation?
- Last day of school?



# Detroit Lakes Public Schools

K-12 Student / Staff

## 2023-2024

168	Student Contact Days
9	Teacher Inservice/Conference/Work Days
177	Teacher Contract Days

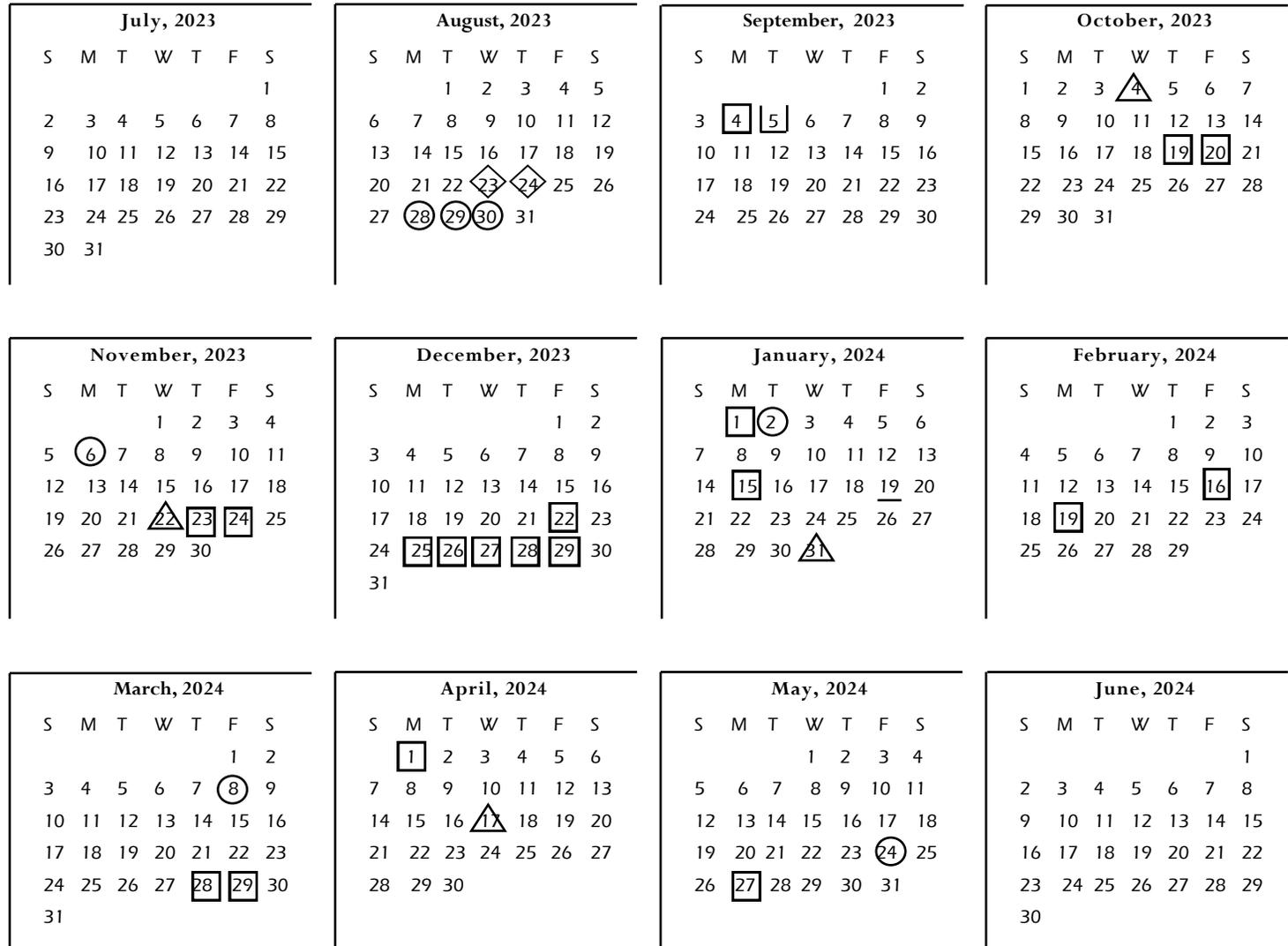
◇ New Teacher Inservice    ○ Teacher Inservice/Work Days    □ Holidays    + P/T Conf.  
 — End of Quarter/Trimester    ▭ Beginning/Ending Days    △ Early Dismissal Days

- 2023**
- Aug. 23-24 New Teacher Orientation
  - Aug 28-29 Teacher Workshop
  - Sept. 4 Labor Day—No School
  - Sept. 5 First Day of School (Gr. 6-12)
  - Sept. 7 First Day of School (Gr. K-5)
  - Oct. 4 Early Dismissal
  - Oct. 19-20 MEA – No School
  - Nov. 6 Teacher Inservice– No School
  - Nov. 22 Early Dismissal
  - Nov. 23-24 Thanksgiving Holiday
  - Dec. 22 Winter Break Begins
- 2024**
- Jan. 2 Teacher Inservice– No School
  - Jan. 3 Classes Resume
  - Jan. 15 Holiday –No School
  - Jan. 19 End of First Semester– HS (86)
  - Jan. 31 Early Dismissal
  - Feb. 16 Holiday– No School
  - Feb. 19 President’s Holiday-No School
  - Mar. 8 Teacher Inservice– No School
  - Mar. 29-1 Spring Break
  - Apr. 17 Early Dismissal
  - May 18 Teacher Inservice– No School
  - May 24 Teacher Inservice– No School
  - May 27 Memorial Day
  - Jun. 5 Kindergarten Round-up

- Conference days?
- Early Dismissal days ?
- End of Trimester days ?
- Graduation?
- Last day of school?

Make-up Days

- December 22
- January 15
- February 16
- April 1



**DETROIT LAKES PUBLIC SCHOOLS**  
**January 23, 2023 – Regular School Board Meeting**

Member **John Steffl** introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASON  
THEREFOR.**

**WHEREAS**, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

**WHEREAS**, this reduction in expenditure and must include discontinuance of positions and discontinuance or curtailment of programs, and

**WHEREAS**, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon vote being taken thereon, the following

voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**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**

**Deadline: Not later than the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

**Girls Hockey** beginning with the **2023 - 2024** school year.  
 (activity) (boys' or girls') (Adapted-CI or PI)

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

	<b>School</b>	<b>City</b>
High School #1:	Detroit Lakes High School	Detroit Lakes
High School #2:	Perham High School	Perham
High School #3:		
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.**

	<u>Member School</u>				<u>Reason for the Dissolution</u>	
High School #1	A	B	<b>C</b>	A.	Our school is dropping the activity.	
High School #2	A	B	<b>C</b>	B.	Our school will sponsor this activity without a cooperative sponsorship.	
High School #3	A	B	C	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:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

**Official Action of the MSHSL Board of Directors**

- Approved
  Not Approved

Signature: \_\_\_\_\_  
 MSHSL Executive Director

Date: \_\_\_\_\_

## Application for Cooperative Sponsorship

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
**PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE**

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 **Girls Hockey** beginning with the **2023 - 2024** school year.

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	899	Detroit Lakes	8AA	8A
High School #2:	Perham	261	Perham	6A	8A
High School #3:	Park Rapids	481	Park Rapids	8A	None
High School #4:	Wadena-Deer Creek	294	Wadena	6A	None
High School #5:	Frazee	261	Frazee	6A	None
High School #6:	New York Mills	225	New York Mills	6A	None

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

\*\*Current (Number and Class)

1. 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**
2. 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. Current agreement between Detroit Lakes and Perham will be dissolved.  
 **No**
3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards)) Detroit Lakes was approached by Wadena and Park Rapids to be added to the Cooperative agreement. Both schools had girls hockey programs over the last decade, but had numbers that were no longer able to sustain programs but still have several girls interested in playing. New York Mills interest is based on students they have that play with the Wadena girls in their youth association. Frazee has interest as they have a girl playing in the Detroit Lakes youth association. Detroit Lakes is also struggling for numbers and has not been able to field a JV team the past two years. I don't think it would be unrealistic to say it would be likely we will not have enough girls to field a team in the next 3-5 years. We currently have 14 players in the program and will not see much of an increase in numbers for the foreseeable future without expanding the Cooperative Agreement.

4. 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		4	2	2	4	1
High School #2			1	1		
High School #3	Potential #'s 23-4		1	3	1	1
High School #4	Potential #'s 23-4	1	2			
High School #5	Potential #'s 23-4		1			
High School #6	Potential #'s 23-4	2				

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

**Board of Education (or designee)**

**School**

**Date**

Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

Approved

Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MSHSL Executive Director



# Detroit Lakes Public Schools

## Monthly Enrollment Summary

### 2022-2023

Month: January 1

#### D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	35	74	109

#### Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	8	9

#### KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	68	25	93
Rossman	70	22	92
<b>Totals</b>	<b>138</b>	<b>47</b>	<b>185</b>

#### GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	98	90	89	107	93	477
Rossman	95	93	94	102	99	483
<b>Totals</b>	<b>193</b>	<b>183</b>	<b>183</b>	<b>209</b>	<b>192</b>	<b>960</b>

#### ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
185	960	1145

#### MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	213	200	183	596

#### SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	206	227	215	201	849	0	0	849

#### 2022-2023

##### K-12 Total

2682

#### 2021-2022

##### K-12 Total

2719

#### 2020-2021

##### K-12 Total

2701

#### MONTHLY TOTALS\*

EIC	36
ECSE	82
Kind. Sp. Ed.	47
Kindergarten	138
Grades 1-5	960
Middle School	596
Senior High	849
ALC	75
E-Laker Online	6
Laker Transitions	11
<b>TOTAL</b>	<b>2800</b>

\*Does not include non-resident students on tuition agreement

#### ALC

D.L.	54
Other	21
<b>Total</b>	<b>75</b>

#### E-LAKER ONLINE

D.L.	6
Other	0
<b>Total</b>	<b>6</b>

#### LAKER TRANSITIONS

D.L.	9
Other	2
<b>Total</b>	<b>11</b>



# Detroit Lakes Public Schools Yearly Enrollment Summary 2022-2023

Date: January 1

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
42	37	36	33	35						70	61	67	71	74					

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	1	1	1	1						6	6	6	8	8					

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	26	25					Roosevelt	75	74	71	70	68				
Rossman	16	18	19	21	22					Rossman	76	75	73	71	70				
<b>Totals</b>	37	39	44	47	47	-	-	-	-	<b>Totals</b>	151	149	144	141	138	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	96	95	96	96	93	-	-	-	-
Rossman	92	93	92	92	92	-	-	-	-
<b>Totals</b>	188	188	188	188	185	-	-	-	-

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	98	98	-	-	-	-	Roosevelt	90	91	91	91	90	-	-	-	-
Rossman	94	94	95	95	95	-	-	-	-	Rossman	94	93	93	92	93	-	-	-	-
<b>Totals</b>	193	194	196	193	193	-	-	-	-	<b>Totals</b>	184	184	184	183	183	-	-	-	-

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	87	89	-	-	-	-	Roosevelt	109	110	110	108	107	-	-	-	-
Rossman	93	94	94	94	94	-	-	-	-	Rossman	101	101	101	102	102	-	-	-	-
<b>Totals</b>	181	182	183	181	183	-	-	-	-	<b>Totals</b>	210	211	211	210	209	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	96	96	96	96	93	-	-	-	-
Rossman	98	98	98	99	99	-	-	-	-
<b>Totals</b>	194	194	194	195	192	-	-	-	-



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2022-2023

Date: January 1

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	480	477	-	-	-	-	Resident	52	52	49	51	54				
Rossman	480	480	481	482	483	-	-	-	-	Non-Resid.	16	14	21	26	21				
<b>Totals</b>	962	965	968	962	960	-	-	-	-	<b>Total</b>	68	66	70	77	75				

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	211	213	-	-	-	-	Resident		7	6	5	6				
Gr. Seven	201	202	201	200	200	-	-	-	-	Non-Resid.		1	1	0	0				
Gr. Eight	181	183	184	182	183	-	-	-	-	<b>Total</b>		8	7	5	6				
<b>Totals</b>	595	596	597	593	596	-	-	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	209	206	206	207	206	-	-	-	-
Gr. Ten	241	237	236	227	227	-	-	-	-
Gr. Eleven	225	215	217	217	215	-	-	-	-
Gr. Twelve	206	166	202	200	201	-	-	-	-
<b>Subtotals</b>	881	824	861	851	849	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
<b>Totals</b>	881	824	861	851	849	-	-	-	-



# Detroit Lakes Public Schools Elementary Grade Sections 2022-2023

Month: January 1

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>18.50</b>
	Section 1&3	19	19	18	19	
	Section 2&4	16	19	19	19	
	Section 5	20		17		
Building Average		18.60		18.40		
<b>Grade 1</b>						<b>19.00</b>
	Section 1&3	18	19	18	19	
	Section 2&4	19	19	19	19	
	Section 5	20		20		
Building Average		19.00		19.00		
<b>Grade 2</b>						<b>22.88</b>
	Section 1&3	23	23	23	24	
	Section 2&4	22	22	23	23	
	Section 5					
Building Average		22.50		23.25		
<b>Grade 3</b>						<b>22.75</b>
	Section 1&3	21	22	23	24	
	Section 2&4	22	23	23	24	
	Section 5					
Building Average		22.00		23.50		
<b>Grade 4</b>						<b>26.00</b>
	Section 1&3	25	27	25	26	
	Section 2&4	26	28	26	25	
	Section 5					
Building Average		26.50		25.50		
<b>Grade 5</b>						<b>20.88</b>
	Section 1&3	23	24	25	25	
	Section 2&4	23	23	24	0	
	Section 5					
Building Average		23.25		18.50		

The district class size average for K-5 is:

**19.40**

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 - January 19, 2023**

**Members Present:**

**Jennifer Pedersen  
Mark Jenson**

**April Thomas  
Jason Kuehn**

**Mary Rotter**

A Finance Committee Meeting was held on Thursday, January 19, 2023 in the District Office Conference Room. The agenda was as follows:

**1. Fund Balances Review**

**Director of Finance Kuehn reviewed the fund balances through the month of December and receipts for the month of December.**

**2. Review of Disbursements**

**Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for December. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of December. Lastly, the committee recommends approval of the check summaries for January 9th and January 23rd.**

**3. Investments Review**

**Director of Finance Kuehn reviewed the District's Investment Portfolio as of 12/31/2022 - providing updates on the transition of Certificate of Deposit accounts to short-term investment accounts.**



## 22-23 District Technology Committee Meeting

Wednesday, Jan 18, 2023

### Members

Steve Zamzo	P	Mickey Okeson	N	Renee Kerzmann	P	Rhonda Fode	P
Tim Vagle	P	Trisha Mariotti	P	Mark Jenson	P	Ali Braukmann	N
April Thomas	N	Miranda Mahlum	P	Bob Heimark	P	Brady Baxter	P
Mike Suckert	P	Peter Lundin	N	Justin Hegg	N	Briana Bahr	P
Josh Omang	N	Katrena Lende	N	Diana Hedstrom	P	Nathan Anderson	N
Emily Sternberg	P						

### WHERE WE WERE...

Discussion	Suggestion	Timeliness
<ul style="list-style-type: none"> <li>Quick overview given of our previous processes.</li> </ul>		

### WHERE WE ARE...

Discussion	Suggestion	Timeliness
<p><b>Network upgrade update is moving along</b></p> <ul style="list-style-type: none"> <li>New switches---shooting for HS on Feb. 18th</li> <li>Starting on phone upgrades</li> </ul> <p><b>Building /dept/classroom opportunities for student growth</b></p> <ul style="list-style-type: none"> <li>Committee members shared that students and teachers are very comfortable with our online platforms now.</li> <li>Tim commented that we have many positive teachers in the area of technology – “Champions” of technology.</li> <li>Question was posed asking about our ongoing implementation of digital citizenship for students.                             <ul style="list-style-type: none"> <li>Each building shared how that was being taught to our students utilizing Common Sense Media lessons.</li> </ul> </li> <li>Discussion about standardizing devices for teachers and moving to one laptop rather than a desktop and chromebook. Different perspectives were shared. More discussions and research needs to be done.</li> </ul> <p><b>Process reminder for new apps/subscription/online opportunities</b></p> <ul style="list-style-type: none"> <li>Tim, reviewed the law and process.</li> <li>Reminded people and asked they make sure staff are aware.</li> <li>Discussion of the process to get them posted. New requests should go to Brady and proceed through that.</li> <li>EULA needs to be reviewed - Renee will talk with Brady and Tim and make sure that we get this done.</li> </ul>	<p>*Common Sense Media and digital citizenship? Where and when is it happening at all levels? Should we revisit it? Building instructional tech teams.</p> <p>*EULA needs to be reviewed including the things listed on our website. Double check to make sure- Renee will talk with Brady and Tim and make sure that we get this done.</p>	

WHERE WE WANT IT TO BE...		
Discussion	Suggestion	Timeliness
<b>Classroom A/V</b> <ul style="list-style-type: none"> <li>• Cycle is too long and discussion regarding how to get to more Standard/Uniformity.</li> <li>• Overview of what it would look like if we were leasing equipment. <ul style="list-style-type: none"> <li>○ Lease option is one, put out fire option is two and asked is there another option? More discussion needed</li> </ul> </li> <li>• IT committee members inquired about budgets and asking to have more information in order to make decisions.</li> <li>• There is a need to schedule another meeting soon.</li> </ul>	Suggestions from principals that they have interactive boards and classroom amplification that need immediate attention.	

CTA		
Group/Individuals	CTA	Timeline
District Tech Committee Members		
Building Tech Committees		
Administration		

Next Meeting Date/General TimeFrame: