



**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**

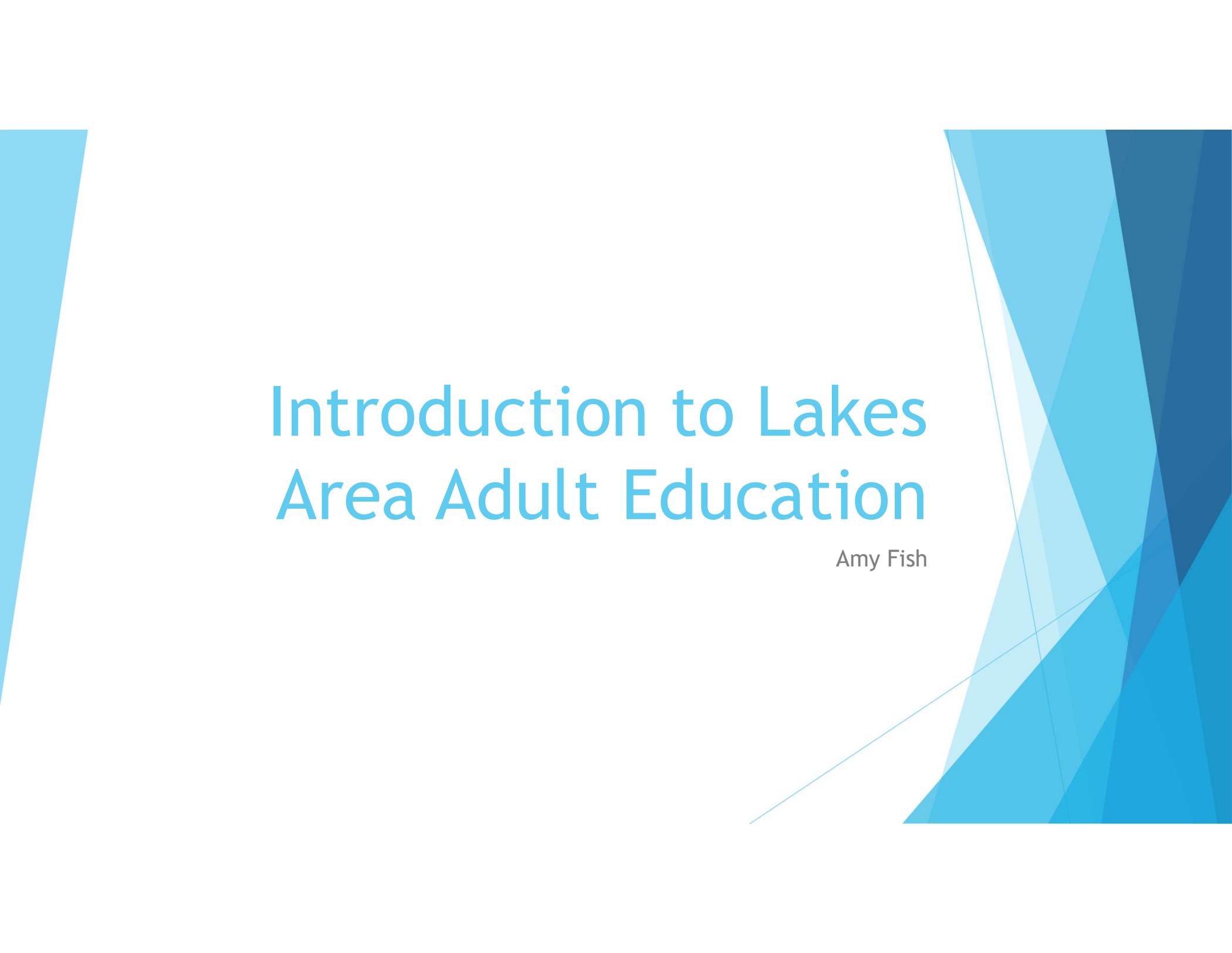
Presenter: Steffl, Board Chair

# Laker PRIDE

|   |  |   |
|---|--|---|
|    | <p><b>Purpose</b><br/>our intention, what drives us</p>  | <p>Deliver educational excellence.</p>  |
|    | <p><b>Relationships</b><br/>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><br/>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><br/>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><br/>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

**832,371**

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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  - ▶ No secondary credential OR
  - ▶ 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?

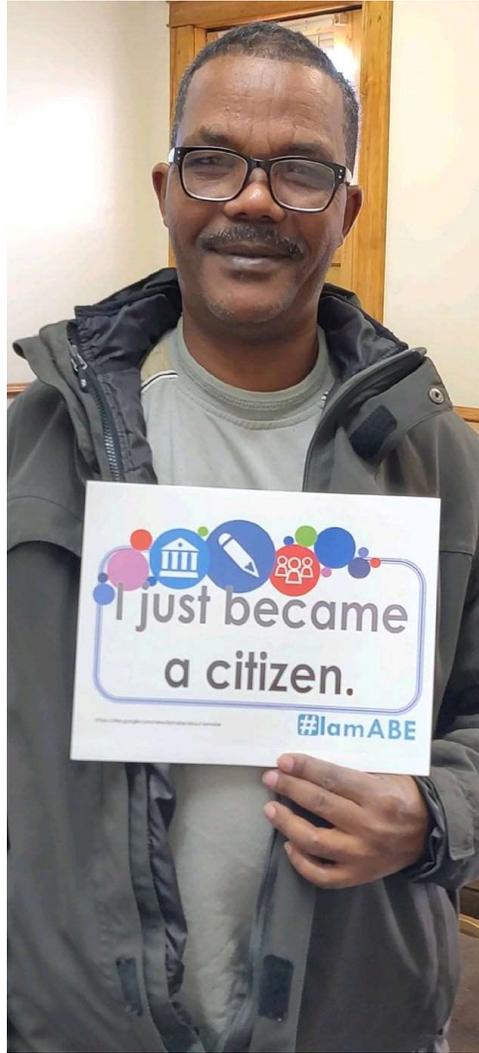
## Class Locations

- ▶ 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
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# Lakes Area Adult Education Data

Amy Fish



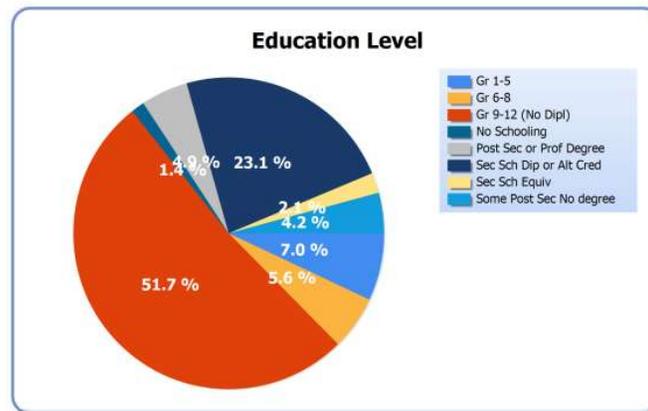
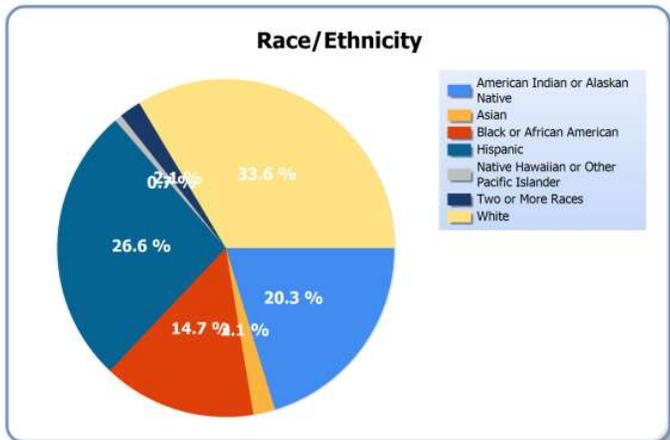
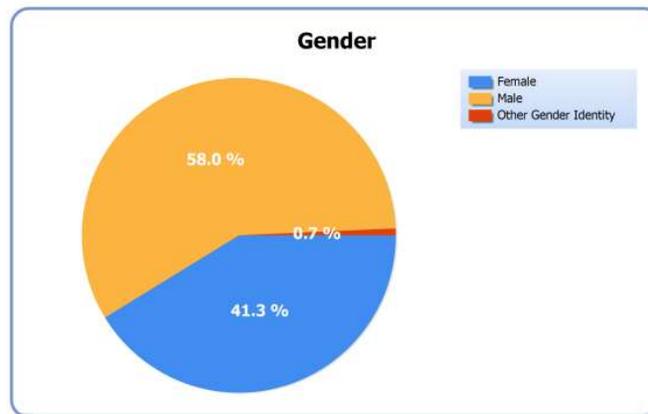
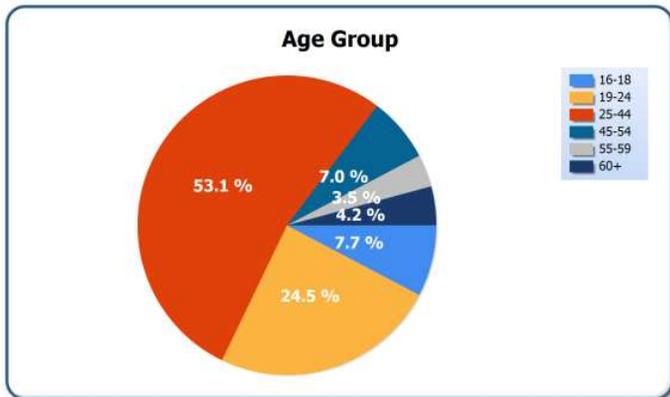
## Year to Date FY 2022 as of 12/31/22

- ▶ 265 students served
- ▶ 6406 contact hours
- ▶ 12 GED graduates
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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

# Enrolling in Secondary Education with Lakes Area Adult Education

- ❖ 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 dark navy blue. The central text 'Thank you!' is positioned in the white space between these shapes.

Thank you!

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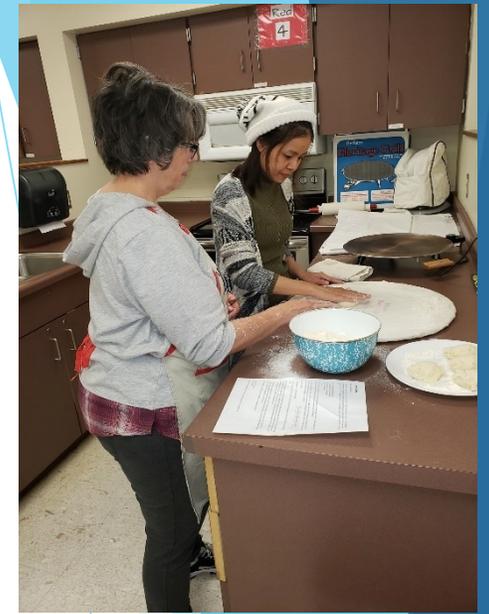
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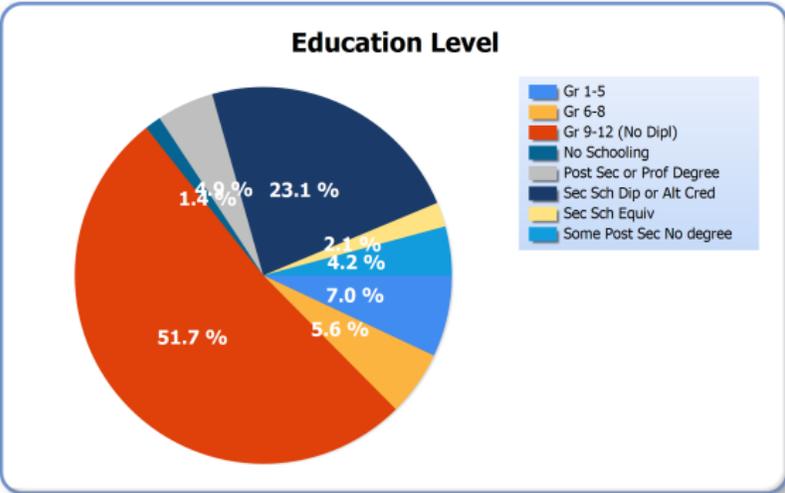
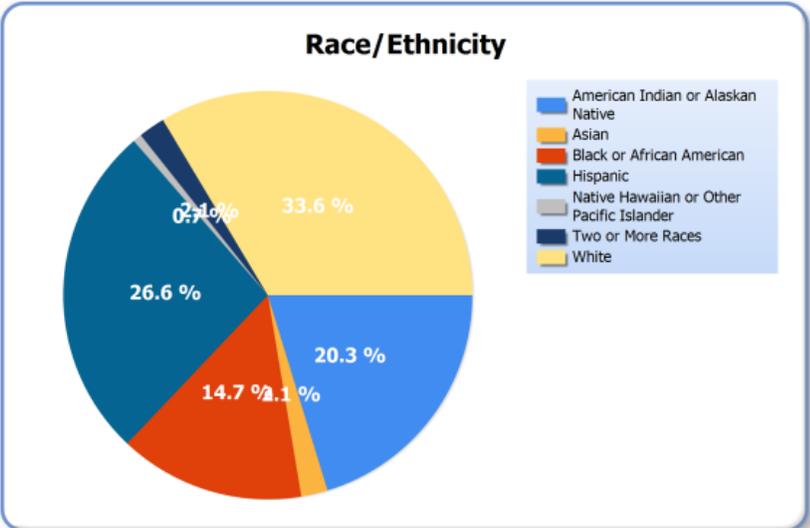
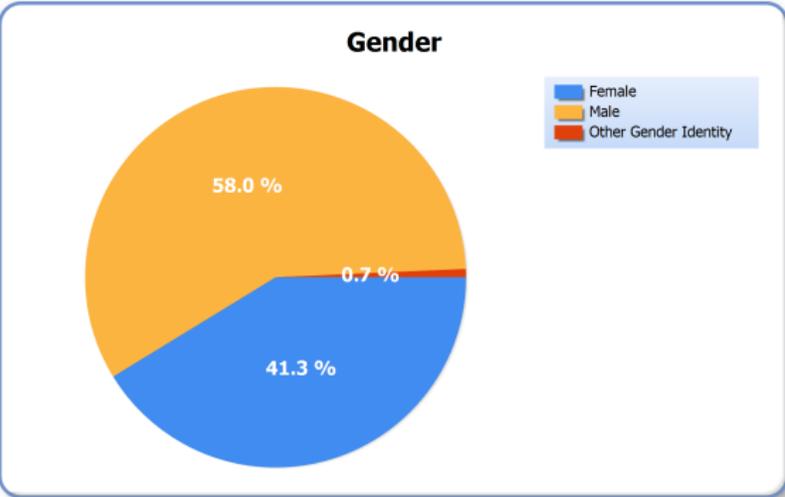
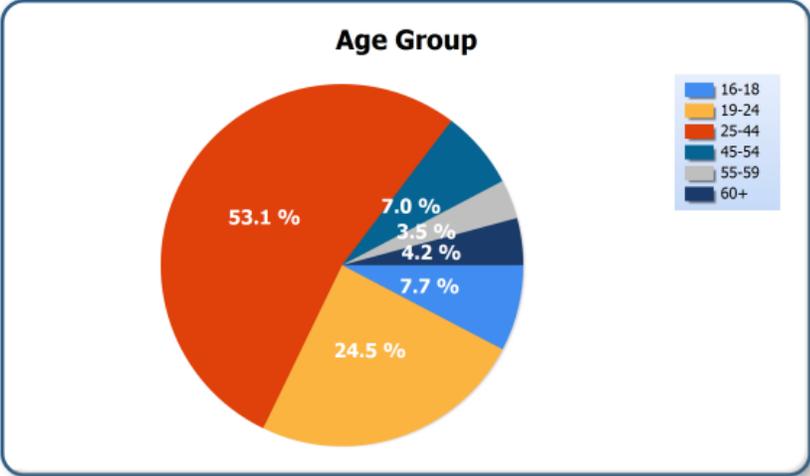
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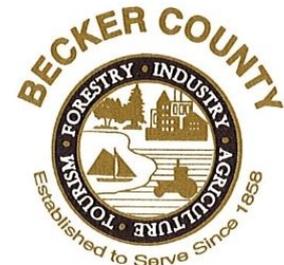
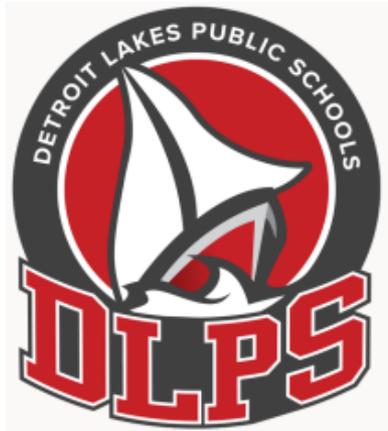
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# Project SEARCH Essentia Health Detroit Lakes Fall 2023 School Board Update



# 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

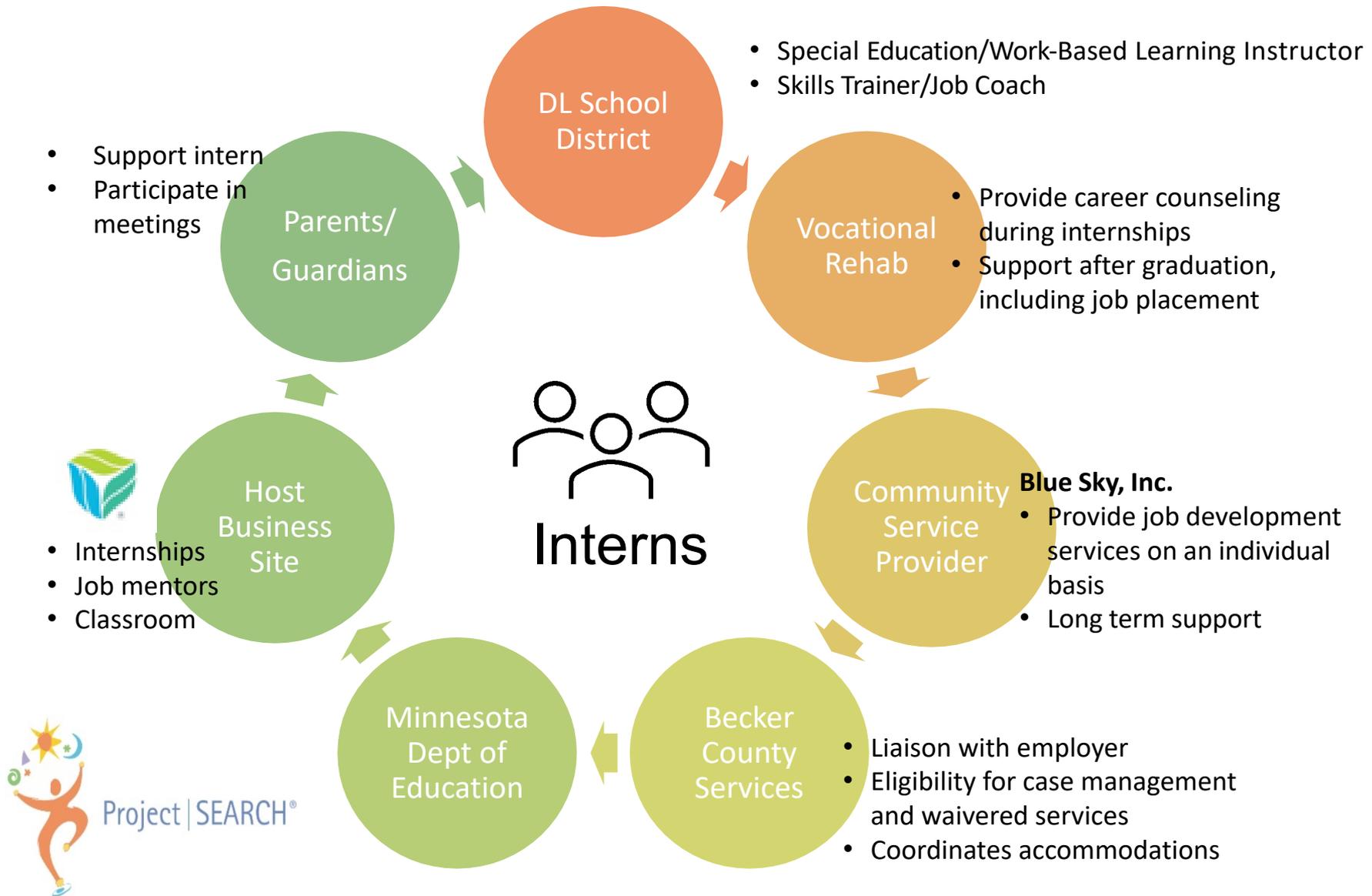


Project | SEARCH®

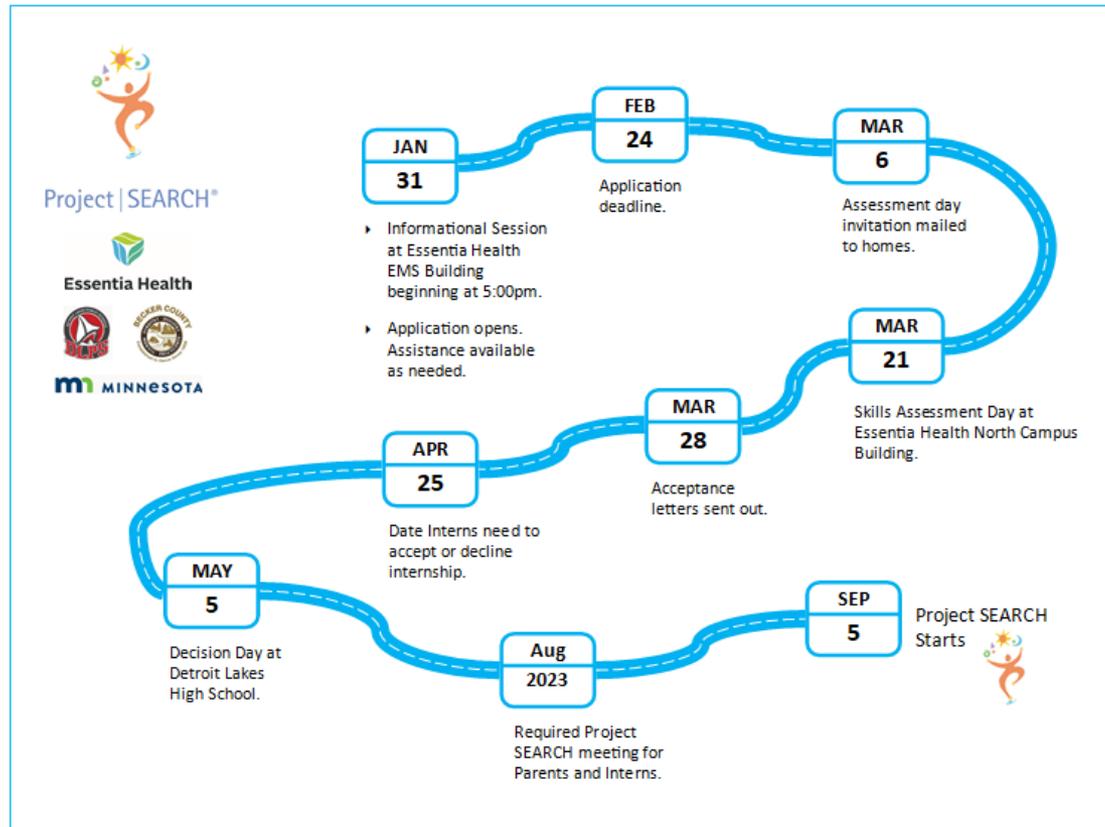
- [Project SEARCH Video](#)

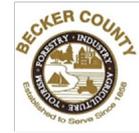
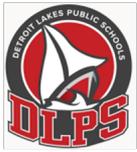


# Project SEARCH Essentia Health Partners



# 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

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| Batch | Co | Bank | Pymt No | Check No | Pay Type | Grp | Code | Rcd | Vendor                        | Print | Recon | Void | Currency | Pmt/Void Date  | Amount       |
|-------|----|------|---------|----------|----------|-----|------|-----|-------------------------------|-------|-------|------|----------|----------------|--------------|
| 0022  |    | MW   | 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

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|-------|----|------|---------|----------|----------|-----|------|-------|-------------------------------|-------|-------|------|----------|---------------|-----------|
| 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     |

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|-------|----|------|---------|----------|----------|-----|------|-------|----------------------------------|-------|-------|------|----------|---------------|-----------|
| 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    |

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|----------------|----|------|---------|----------|----------|-----|------|-----|--------------------------------|-------|-------|------|----------|----------------|------------|
| 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> |
| <br>   |                   |
| <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-<br>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-<br>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     |
|--|--------|-------------------------------|------------------------------|--------------------|-----|------------|
| Uncleared Checks and Payments              |        |                               |                              |                    |     |            |
| 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     |
| Total Uncleared Checks and Payments        |        |                               |                              | 42 Items           |     | -10,063.88 |
| Uncleared Deposits and Other Credits       |        |                               |                              |                    |     |            |
| Total Uncleared Deposits and Other Credits |        |                               |                              | 0 Items            |     | 0.00       |
| Total Uncleared Transactions               |        |                               |                              | 42 Items           |     | -10,063.88 |

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



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 |
|------|-----|-------|------|----------|-----|--------|
|------|-----|-------|------|----------|-----|--------|

|                                    |        |                    |                 |                        |   |         |
|------------------------------------|--------|--------------------|-----------------|------------------------|---|---------|
| <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 |
|------------|--|-----------------|--|-----------------|---|------|

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 | minis | 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<br>Battle of the Books | Team Awesome<br>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

DATE: January 4, 2023

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FROM: Jason Kuehn, Director of Finance and Operations

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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)

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## 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)

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## 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)

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## 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 \(Alternative Programs\)](#)

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| 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)

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## **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:<br>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:               |
| Date Revised: 8/11/03; 05/15/06, 5/10/10 | Detroit Lakes Policy - 608 |

## **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:<br>Detroit Lakes Policy - 609 |
| Date Revised: 09/11/00, 12/14/2009,<br><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

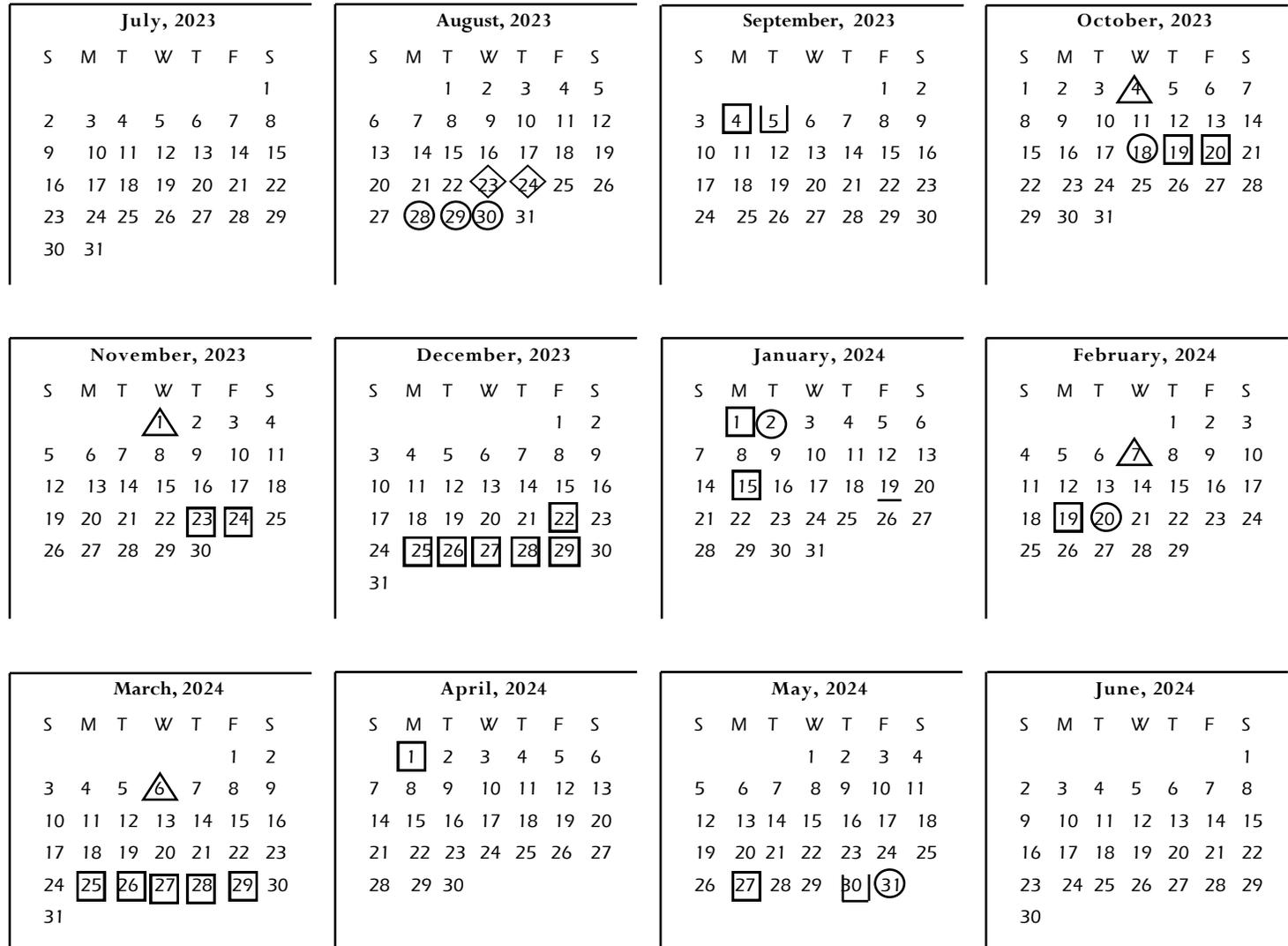
## 2023-2024

|     |  |
|-----|--|
| 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                  |

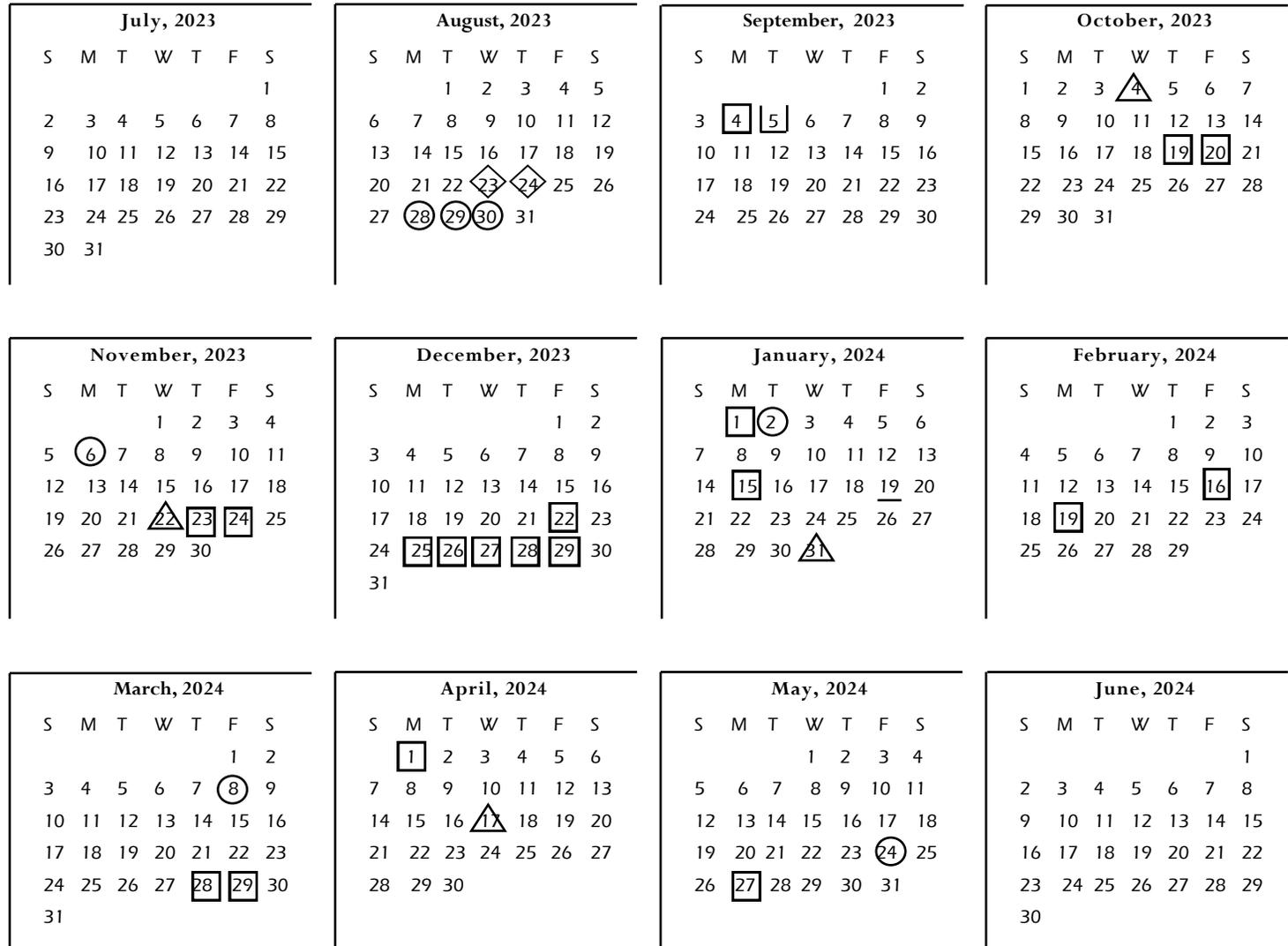
◇ New Teacher Inservice    ○ Teacher Inservice/Work Days    □ Holidays    + P/T Conf.  
 — End of Quarter/Trimester    ▭ Beginning/Ending Days    △ Early Dismissal Days

- 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)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement. Current agreement between Detroit Lakes and Perham will be dissolved.  
 **No**
- 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_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards)) 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.

- 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   |     |      |      |      |

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

**Board of Education (or designee)**

**School**

**Date**

|              |       |       |
|--------------|-------|-------|
| Signed _____ | _____ | _____ |

**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: