



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, March 27, 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 March 27, 2023 Regular School Board Meeting as presented.

**V. RECOGNITIONS**

Presenter: Steffl, Board Chair

A. 2022-2023 Winter Recognitions ( See Attached)

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. Donations**

A. \$100 from Northwestern Bank for unpaid lunch accounts.

B. \$20 from an anonymous donor for the Laker Cupboard.

**VIII. PROGRAM PRESENTATIONS**

A. Elementary Art Program

Presenter: Megan Kucera

**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 February 27, 2023 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. **Approve Second Reading of Policies:**
  - 1. 611- Home Schooling
  - 2. 612.1- Development of Parental Involvement Policies for Title I Programs
  - 3. 614- School District Testing Plan and Procedures
  - 4. 615- Basic Standard Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504, Accommodations and LEP Students.
- F. Approve the removal of Policy 625
- G. Approve the removal of Policy 626
- H. Acknowledge the 2022-2023 Spring Coaches
- I. Approve the change in Authorized Signers on Official Depositories.
- J. Approve the 2022-2023 DLESP Seniority List.

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. Elementary Math Curriculum  
Presenter: Renee Kerzman

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. **Notice of Election**  
Presenter: Steffl, Board Chair
- B. **Resolution for Electronic Voting**  
Presenter: Steffl, Board Chair
- C. **Resolution for Ballot Board**  
Presenter: Steffl, Board Chair
- D. **Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Samuel Bergren, Joshua Erhardt, Laura Hunt, Brandon Johnson, Shelby Laymon, Heather Malone, Amy Moors, Melissa Ostlie, Zachary Paustian, Erica Ratz, Alicia Sabers, Samantha Salathe, Hope Schmitz, Sadie Skrove, Gene Snetsinger, Dylan Surface, Valerie Teiken, & Madyson Webber.**  
Presenter: Steffl, Board Chair
- E. **2023 Spring Lane Change**  
Presenter: Steffl, Board Chair
- F. **Revised 2022-2023 Revenue Expenditure Budget**  
Presenter: Jason Kuehn, Director of Finance and Operations
- G. **Out of State Travel**  
Presenter: Braeden Hogie

XII. **ADMINISTRATIVE AND BOARD REPORTS**

- A. **Superintendent Report**  
Presenter: Mark Jenson, Superintendent
  - 1. Monthly Enrollment Report
  - 2. Legislative update
- B. **Board Committee and Representative Reports**

1. Student Report  
Presenter: Houglum, Student Board Representative
2. Finance Committee  
Presenter: Rotter, Board Treasurer
3. Facilities Committee  
Presenter: Steffl, Board Chair

**XIII. UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair

- A. Facilities Committee- 04/18/23 8:00 AM DLHS Room 203
- B. Finance Committee- 04/20/23 12:00 PM District Office
- C. Regular Board Meeting- 04/24/23 5:30 PM M State C101

**XIV. MEETING ADJOURNED**

Presenter: Steffl, Board Chair

# Laker PRIDE

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

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



DETROIT LAKES

**LAKERS**



## WINTER RECOGNITIONS

### Alpine Skiing State Participant

Marlo Schmitz  
Tristan Bristlin

### Girls Hockey All Conference

Talyn Anderson  
Haley Stattelman  
Kaydence Thorsteinson

### Girls Hockey Honorable Mention

Brynn Erickson  
Ella Larson  
Aspen Rhode

### Girls Hockey All State Academic Award

Morgan Kvebak  
Ivy Geffre  
Rhett Zima

### Hobey Baker Character Award

Rhett Zima  
Jack Turner

### Boys Hockey All Conference

Cole Larson  
Aiden Kennedy  
Jace Fields  
Jacob Thomas

### Boys Hockey Conference Honorable Mention

Easton Kennedy  
Josh Mack

### Boys Hockey All Section 3rd Team

Jace Fields  
Josh Mack

### Boys Basketball All Conference

Mason Carrier  
Oliver Quam  
Devon Berg  
Brandton Marsh

### Boys Basketball Honorable Mention

Mason Omberg

### Boys Swimming All Conference

Ryan Erickson

### Boys Swimming Conference Honorable Mention

Micah Barberg

### Boys Swimming Section Medalists:

Ryan Erickson  
Micha Barberg  
Gregory Simon

### Boys Swimming State participants:

Ryan Erickson

### Wrestling All Conference

Tyson Ullyott  
Cade Okeson  
Cade Jackson  
Jeffrey Moen

### Wrestling Conference Honorable Mention

Leroy LaCrosse

### Wrestling State Qualifiers

Tyson Ullyott - 5th Place  
Jeffrey Moen - 5th Place  
Cade Jackson - 3rd Place  
Cade Okeson

### Dance All Conference

Amaya LeClair  
Brenna Skadsem  
Zoe Cariveau

## **Dance Honorable Mention**

Lily Anderson  
Madelyn Peters

## **Gymnastics**

Team State Runner Up  
Kate Taves  
Morgan Hausten  
Ava Morrison  
Elsie Ratz  
Jerzie Horner  
Gabby Whitworth  
Olivia Gag  
Kaija Aschnewitz

## **Gymnastics Individual State Participants**

Kate Taves - All Around  
Morgan Hausten - Bars, Vault  
Ava Morrison - Bars  
Elsie Ratz - Vault  
Jerzie Horner - All Around 4th, Vault 4th, Floor 4th,  
Bars 6th  
Gabby Whitworth - All Around 5th, Floor 5th, Beam  
8th

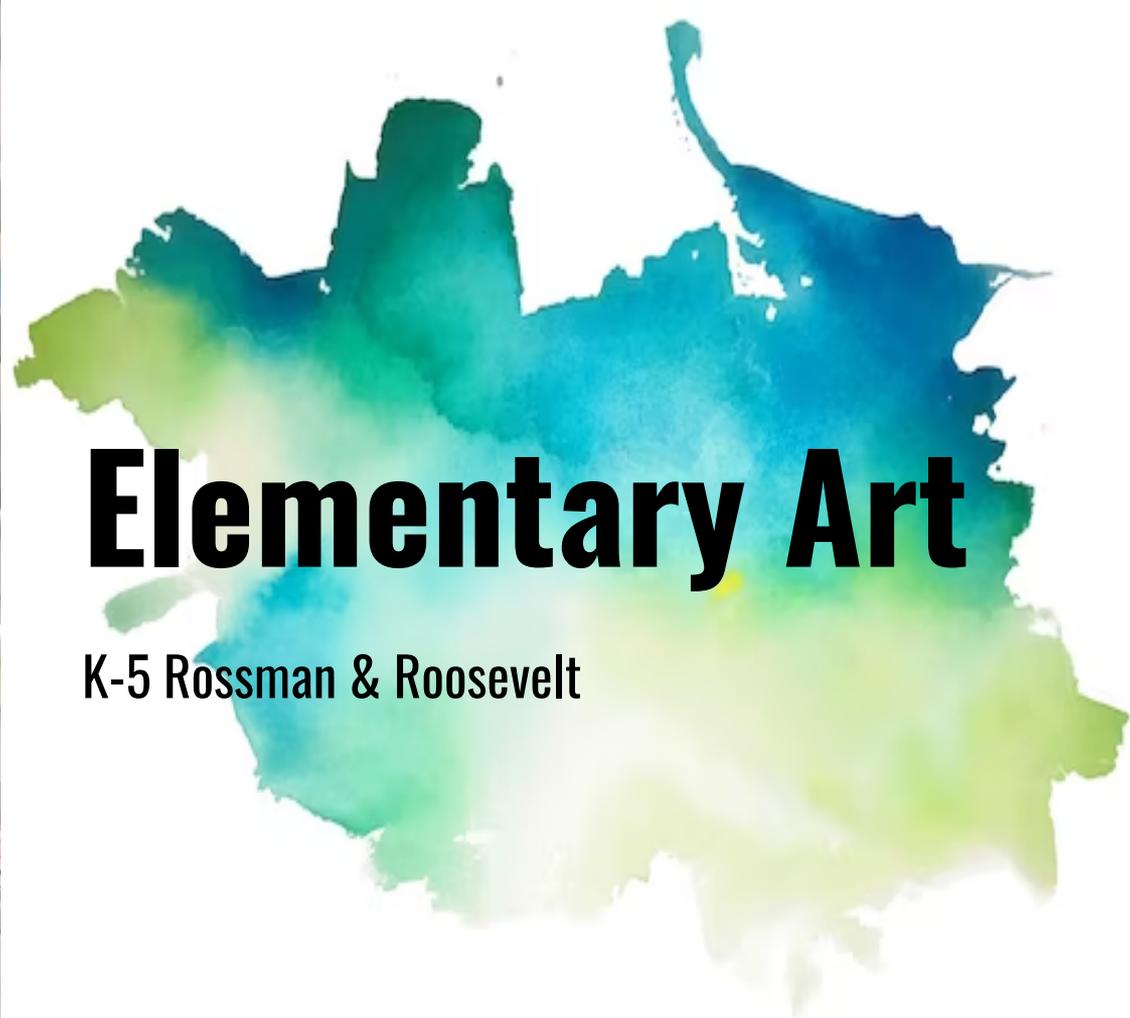
## **BPA State Conference**

Madison Blahut - 3rd Place, Fundamental Spreadsheet  
Applications  
Ava Morrison - 3rd, Advanced Word Processing; 6th,  
Advanced Office systems and Procedures  
Kate Taves - 5th, Payroll Accounting  
Rylie Wendt - 5th, Advanced Office systems and  
Procedures; 9th, Advanced Word Processing  
Morgan Hausten - 6th, ICD-10-CM Medical Diagnostic  
Coding; 4th, Ethics & Professionalism  
Ella Bommersbach, Laura Syltie, & Nick Tobkin – 4th,  
Financial Analyst Team  
Brodi Lade, Sydney Miller, & Isla Pender – 8th, Global  
Marketing Team

## **BPA National Qualifiers**

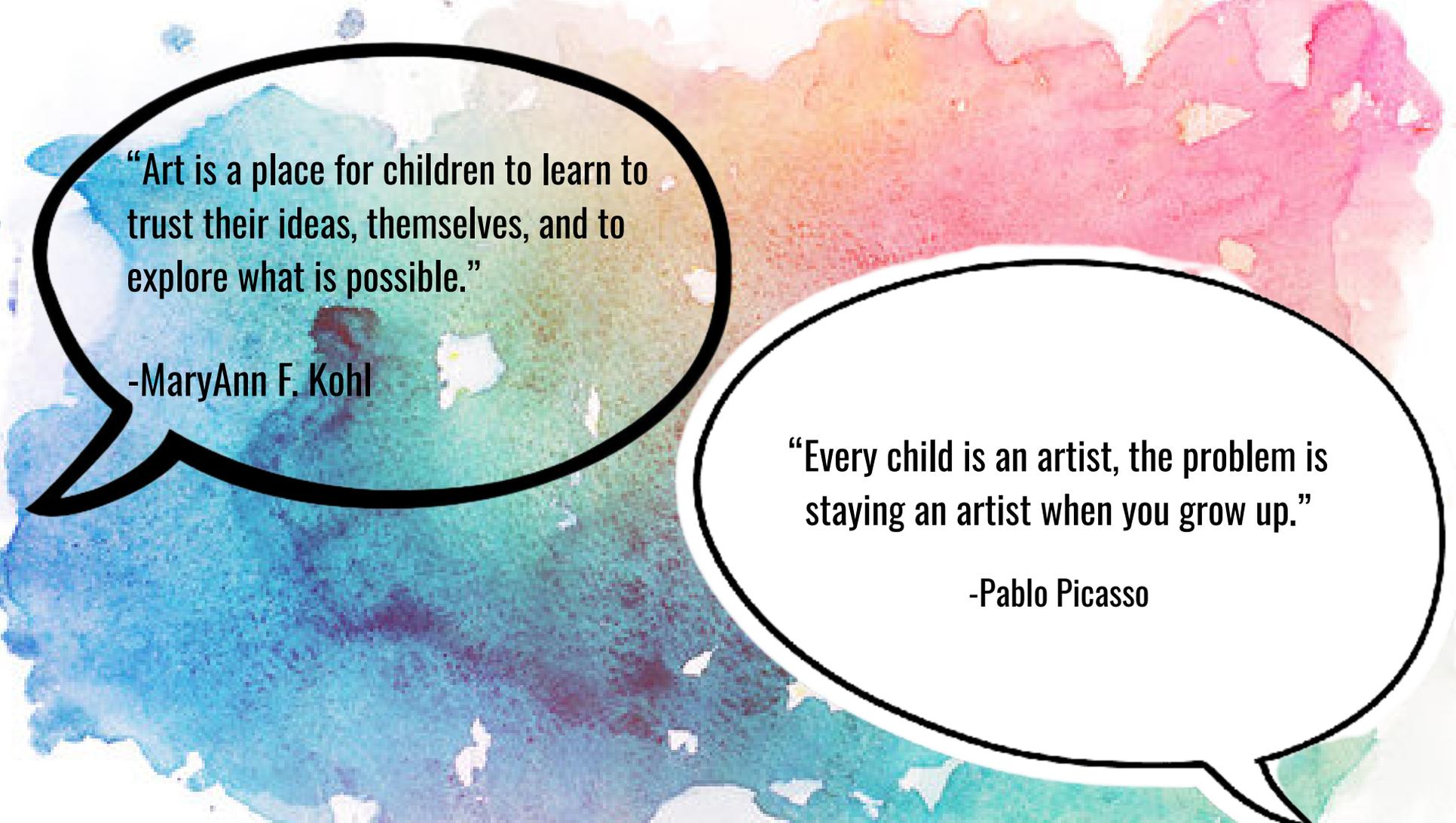
Madison Blahut  
Ava Morrison  
Rylie Wendt  
Morgan Hausten  
Kate Taves

**MSHSL Triple A Award** - Abby Larson and Evan  
Thomas were Detroit Lakes nominees to Region  
8AA.



# Elementary Art

K-5 Rossman & Roosevelt

The background is a watercolor wash of colors including blue, green, orange, and pink. Two speech bubbles are overlaid on the image. The first speech bubble is on the left, containing a quote by MaryAnn F. Kohl. The second speech bubble is on the right, containing a quote by Pablo Picasso.

**“Art is a place for children to learn to trust their ideas, themselves, and to explore what is possible.”**

**-MaryAnn F. Kohl**

**“Every child is an artist, the problem is staying an artist when you grow up.”**

**-Pablo Picasso**

# What are our students learning in art class?

- 21st century creative problem solving skills
- Building trust and confidence
- Correlating art with what they are learning in their classrooms
- Fine motor skills growth & development
- Social and emotional behaviors outlet and coping skills
- Community and supporting their peers
- How art is a big part of our everyday life
- Art and culture have been strongly connected for a very long time!





# Kindergarten art-

- Exploring tools, materials and media in the creative process
- Learning safe art techniques to carry on throughout the school year
- Exploring color groups, shape, textures and form
- Correlating art with storytelling
- 7 grandfathers truth turtles

# 1st grade art-

- Identifying different types of patterns of patterns
- Texture and clay forms in art
- Discovering that many people of different backgrounds make art
- Using artwork as a storytelling piece





## 2nd grade art-

- Art and its surroundings, the community, culture and people
- How people and places influence artwork
- Where art is located and why there is different places to find a variety of art
- 7 grandfathers courage bears





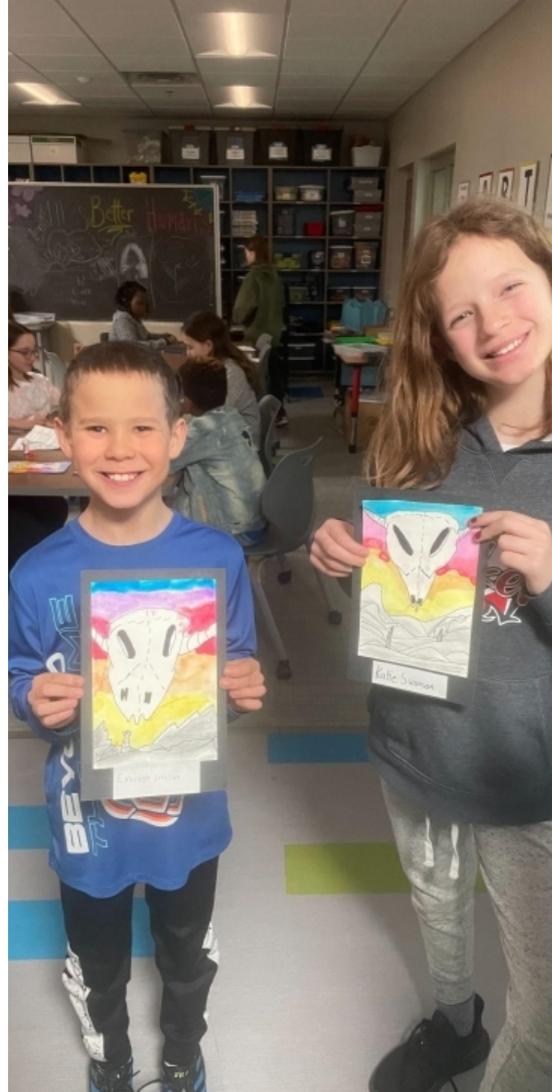
## 3rd grade art

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- Diving deep into different types of shapes; linking geometry into art
- Introducing color theory
- Cartoon portraits
- Determining differences in 2D shapes and 3D forms

# 4th grade art

- Linking art history knowledge to locations in the United States
- Creating group installment projects
- Learning the basics of maps by making a map of the art room
- Creative problem solving building creatures with clay



# 5th grade art

- Recognizing artist's roles in their everyday lives
- Introduction to art careers
- Abstraction in portraiture
- Studying art history and current artists



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# 5th grade art and technology with Mr. Baxter-Roosevelt



- Wevideo
- Creating advertisements and short commercials
- Diving into interests and entrepreneurship
- Things to look forward to- Chalk festival

# Art & Music Showcase- Rossman

- In collaboration with the music and 5th grade team
- Students had the opportunity to have their artwork on display
- Parents, friends and family visited after their concert



# Winter Open House - Roosevelt

- Invite families in K-5 to





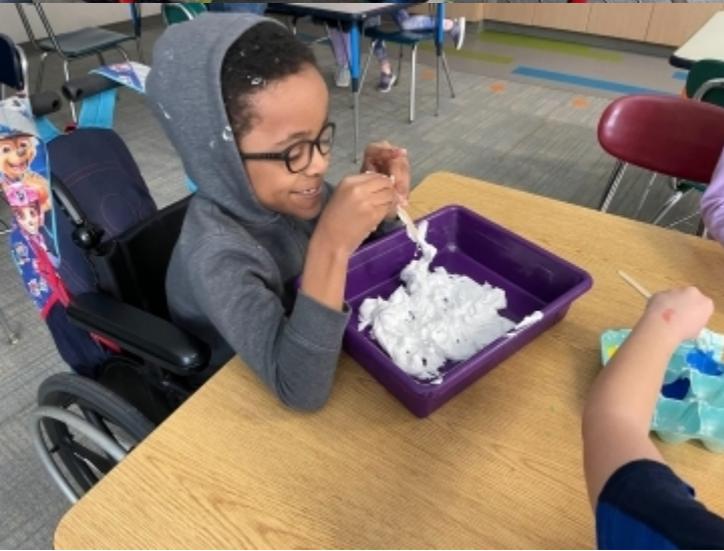
# Adaptive art- Rossman

Exploring different art materials

Hands on, fine motor work

Engaging textures

Process over product





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

**Regular School Board Meeting**  
**Monday, February 27, 2023, 5:30 PM**  
**M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501**

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

**Absent:** Dr. Jennifer Pedersen

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 Thomas, seconded by Erickson, to approve the agenda. Motion carried unanimously.

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

- A. Approve the Minutes of the January 23, 2023 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #701964-702086 and Checks #702135-702255 for a total of \$944,465.06. Hand Payable Checks #701699-701753, #701850-701948, and Wire Transfers #2997-2998, #3124-3129, #3153, #3212-3217, #3227-3232, #3242, #3355, #3371-3379, #3438-3446, and #3496-3509, in the amount of \$4,634,107.32 for a total of \$5,578,572.38. Senior High Activity Account Checks #500117-500163 for a total of \$38,152.83. Middle School Activity Account Checks #300013-300015 for a total of \$788.87.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Approve the 2022-2023 EMDL Teacher Seniority List.
- E. Approve the Second Reading of Policies
  - a. 601- School District Curriculum and Instruction Goals
  - b. 602- Organization of School Calendar and School Day
  - c. 603- Curriculum Development
  - d. 604- Instructional Curriculum
  - e. 605- Alternative Programs
  - f. 606- Textbooks and Instructional Materials
  - g. 607- Organization of Grade Levels
  - h. 608- Instructional Services- Special Education
  - i. 609- Religion

The following items were up for discussion

- A. First Reading of Policies
  1. 611-Home Schooling
  2. 612.1- Development of Parental Involvement Policies for Title I Programs.
  3. 614- School District Testing Plan and Procedures.
  4. 615- Basic Standard Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504, Accommodations and LEP Students.
- B. Rossman Building Goals
- C. Roosevelt Building Goals
- D. Middle School Building Goals
- E. ALC Building Goals
- F. High School Building Goals

A motion by Erickson, seconded by Okeson to approve American Indian Parent Advisory Committee (AIPAC). Motion carried unanimously. (EXHIBIT)

A motion by Thomas, seconded by Rotter to approve Fiscal Year 2023-2026 Achievement and Integration Plan. Motion carried unanimously. (EXHIBIT)

A motion by Thomas, seconded by Erickson to approve the 2023-2024 Academic Calendar. Erickson, Rotter, Okeson, & Thomas voted yes, Steffl voted no. (EXHIBIT)

A motion by Thomas, seconded by Okeson to approve the Kent Freeman Sports Arena Lease Agreement for 23-24, 24-25. And 25-26 school years. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Thomas to approve the Agreement between ISD #22 and ICS for Deferred Maintenance Services and Software. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

Student Representative Houglum gave an update on what's happening at the High School.

Board Clerk Thomas gave an update on the Staff Development Committee. (EXHIBIT)

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

Board Chair Steffl gave updates on Transportation, Facilities, and Sports Arena Commission. (EXHIBIT)

Board Chair Steffl announced upcoming meetings and events .

A motion by Rotter, to adjourn the meeting at 6:32 PM, seconded by Thomas. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## **PERSONNEL AGENDA**

**February 27, 2023**

### **1) Resignations:**

Joshua Bettcher– Spring Speed and Strength Coach, effective December 8, 2022.

William Blasczyk– Middle School Softball Coach, effective January 11, 2023.

Courtney Chezik– Middle School Paraprofessional, effective February 10, 2023.

Maggie Campbell– Rossman Special Education Teacher, effective end of 22-23 School Year.

Stacie Fulmer– Roosevelt Special Education Paraprofessional, effective February 24, 2023.

Jon Freeman– Cross Country Running Assistant Coach, effective February 9, 2023.

Jennifer Greydanus– Lincoln Paraprofessional, effective January 31, 2023.

Philip Kirchner– Junior Varsity Baseball Coach, effective January 18, 2023.

Taelor Kuhn– Rossman Latchkey Aide, effective March 2, 2023.

Chelsea Helliksen-Rodewald– Middle School Special Education Paraprofessional, Effective February 3, 2023.

Brett Maass– Middle School Football Coach, effective February 22, 2023.

Lauren Rud– Rossman Speech-Language Pathologist, effective end of 2022-2023 School year.

Preston Teske– Roosevelt Special Education Teacher, effective end of 2022-2023 School Year.

2) **Retirements:**

3) **Appointments:**

Marissa Bakke– Middle School Special Education Paraprofessional, at the rate of \$15.95 per hour, working up to 37.5 hours per week, effective February 13, 2023.

Jessica Carlson– Rossman Special Education Paraprofessional, at the rate of \$15.25 per hour, working 37.5 hours per week, effective February 6, 2023.

Krista Gumphrey–Lincoln Education Center Custodian, at the rate of \$16.44 per hour, working up to 29.75 hours per week, effective February 9, 2023.

Amy Johnson– Middle School Special Education Paraprofessional, at the rate of \$15.95 per hour, working up to 37.5 hours per week, effective February 6, 2023.

Bryan Larson– Middle School Custodian, at the rate of \$18.33 per hour, working 40 hours per week, effective February 20, 2023.

Emma Maquire– Head Varsity Softball Coach, at the rate of \$4,579.30 per season or 11% of Step 1, effective March 13, 2023.

Anna Moser– High School Assistant Varsity Girls Golf Coach, at the rate of \$3,027.43 per season, effective March 20, 2023.

Michael Scolley– High School Assistant Varsity Softball Coach, at the rate of \$2,914.10 per season, effective March 13, 2023.

Bradly Swiers– High School Special Education Paraprofessional, at the rate of \$15.25 per hour working up to 37.5 hours per week, effective February 6, 2023.

Bradly Swiers– 9th Grade Baseball Coach, at the rate of \$2,497.80 per season, effective February 13, 2023.

Aaron Wittrock– High School Custodian, at the rate of \$18.33 per hour working up to 40 hours per week, effective January 30, 2023.

4) **Amended Assignment:**

Lori Hagen– Rossman Food Service Worker, is amending her assignment from 5.25 hours per day to 3.5 hours per day, effective January 1, 2023.

Tiffany Heim– Roosevelt Special Education Paraprofessional is amending her assignment from 5.75 hours per day to 7.5 hours per day, effective January 26, 2023.

Matt Huberty– Junior Varsity Baseball Coach is amending his assignment from .55 of 9% Step 2, to 1.0 of 7% Step 2 \$2,965.90, effective March 13, 2023.

Deb Marweg– Rossman Food Service Worker, is amending her assignment from 3.5 hours per day to 5.5 hours per day, effective January 1, 2023.

Abigail Voz– Lincoln Education Center Educational Assistant is amending her assignment from Long term Sub to Educational Assistant at the rate of \$15.95 per hour, effective January 3, 2023.

5) **Leave of Absence:**

Andrea Leitheiser– Rossman Special Education Paraprofessional is requesting a leave of absence starting April 11, 2023 through May 25, 2023.

6) **Terminations:**

7) **Sixth Period Pay:**

Mitchell Benson– High School Science Teacher, assigned a sixth class for the spring 2023 semester.

Jennifer Burnside– High School English Teacher, assigned a sixth period for the spring 2023 semester.

Carrie Carlson– High School English Teacher, assigned a sixth period for the spring of 2023 semester.

Lisa Conzemius– High School Math Teacher, assigned a sixth period for the spring 2023 semester.

Claire Danner– High School Art Teacher, assigned a sixth period for the spring 2023 semester.

Mary Haus– High School Spanish Teacher, assigned a sixth period for the spring 2023 semester.

Braeden Hogie– High School Business Teacher, assigned a sixth period for the spring 2023 semester.

Lisa Ito– High School Science teacher, assigned a sixth period for the spring 2023 semester.

Dan Jorgenson– High School Industrial Tech, assigned a sixth period for the spring 2023 semester.

Gene Snetsinger– High School Industrial Tech, assigned a sixth period for the spring 2023 semester.

Karen Trout– High School Math Teacher, assigned a sixth class for the spring 2023 semester.

Amy VanValkenburg– High School FACS Teacher, assigned a sixth class for the spring 2023 semester.

## 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	3966	702283	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	03/13/2023	594.33
			4028	702284	Check	1	2796	REMIT	AED SUPERSTORE	Yes	No	No	USD	03/13/2023	7,792.00
			3967	702285	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	03/13/2023	432.00
			3968	702286	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	03/13/2023	48.06
			4026	702287	Check	1	2647		Bellefeuille, Daneen	Yes	No	No	USD	03/13/2023	360.00
			3969	702288	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	03/13/2023	192.03
			3970	702289	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	03/13/2023	8,261.05
			3971	702290	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	03/13/2023	29.65
			3972	702291	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	03/13/2023	534.95
			3973	702292	Check	1	1214		CONNECT INTERIORS	Yes	No	No	USD	03/13/2023	86.13
			3974	702293	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	03/13/2023	1,558.30
			3975	702294	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	03/13/2023	205.00
			3976	702295	Check	1	1285		DISSE, EMMA	Yes	No	No	USD	03/13/2023	101.11
			3977	702296	Check	1	1289		DL COMMUNITY & CULTURAL CENTE	Yes	No	No	USD	03/13/2023	420.00
			3978	702297	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	03/13/2023	1,996.25
			3979	702298	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	03/13/2023	3,614.17
			3980	702299	Check	1	1309		EASTON, BRITTANY	Yes	No	No	USD	03/13/2023	325.24
			4024	702300	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/13/2023	231.56
			3981	702301	Check	1	1319		EHLERS	Yes	No	No	USD	03/13/2023	5,200.00
			3982	702302	Check	1	1321		EIDENSCHINK, STEFANIE	Yes	No	No	USD	03/13/2023	24.84
			3983	702303	Check	1	1338		EVCO PETROLEUM PRODUCTS, INC	Yes	No	No	USD	03/13/2023	84.30
			3984	702304	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	03/13/2023	2,032.13
			3985	702305	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	03/13/2023	507.40
			4030	702306	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	USD	03/13/2023	25.00
			3986	702307	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	03/13/2023	571.00
			3987	702308	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	03/13/2023	288.21
			3988	702309	Check	1	1436		GROTH MUSIC	Yes	No	No	USD	03/13/2023	101.60
			3989	702310	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	03/13/2023	348.00
			3990	702311	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	03/13/2023	7,180.93
			3991	702312	Check	1	1498		HOGLUND BUS CO., INC.	Yes	No	No	USD	03/13/2023	28.92
			3992	702313	Check	1	1511		HOUGH INC.	Yes	No	No	USD	03/13/2023	1,506.44
			3993	702314	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	03/13/2023	200.33
			3994	702315	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	03/13/2023	866.85
			3995	702316	Check	1	1608		JOSTENS	Yes	No	No	USD	03/13/2023	139.25
			3996	702317	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	03/13/2023	406.45
			3997	702318	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	03/13/2023	325.00
			4027	702319	Check	1	2673		LAKESHIRTS ZEPHYR LLC	Yes	No	No	USD	03/13/2023	1,309.23
			3998	702320	Check	1	1681		LINDGAARD, LEESA	Yes	No	No	USD	03/13/2023	91.13
			3999	702321	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	03/13/2023	1,177.44
			4000	702322	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	03/13/2023	2,138.58
			4001	702323	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	03/13/2023	501.36

## 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	4002	702324	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	03/13/2023	985.45
			4003	702325	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	USD	03/13/2023	135.00
			4033	702326	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	03/13/2023	1,049.00
			4004	702327	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	03/13/2023	55,549.95
			4025	702328	Check	1	2573		MOSER, STEVE	Yes	No	No	USD	03/13/2023	98.28
			4005	702329	Check	1	1827		MYERS, CARA	Yes	No	No	USD	03/13/2023	258.52
			4006	702330	Check	1	1833		NASCO INC.	Yes	No	No	USD	03/13/2023	199.88
			4007	702331	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	03/13/2023	121.14
			4031	702332	Check	1	2819		NODSLE CONSTRUCTION LLC	Yes	No	No	USD	03/13/2023	500.00
			4008	702333	Check	1	1868		NORTH COUNTRY BUSINESS PRODU	Yes	No	No	USD	03/13/2023	677.00
			4009	702334	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	03/13/2023	150.00
			4010	702335	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/13/2023	467.71
			4011	702336	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	03/13/2023	1,227.50
			4012	702337	Check	1	1920		PEPSI	Yes	No	No	USD	03/13/2023	1,533.73
			4013	702338	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	03/13/2023	4,927.08
			4014	702339	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	03/13/2023	55.00
			4015	702340	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	03/13/2023	161.81
			4032	702341	Check	1	2820		RAMSEY, MADDIE	Yes	No	No	USD	03/13/2023	58.67
			4016	702342	Check	1	1997		RETHWISCH, FRANCINE	Yes	No	No	USD	03/13/2023	81.28
			4017	702343	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	03/13/2023	1,084.87
			4018	702344	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	03/13/2023	56.50
			4019	702345	Check	1	2154		SWOBODA, KARI	Yes	No	No	USD	03/13/2023	94.65
			4029	702346	Check	1	2801		TECH ACADEMY	Yes	No	No	USD	03/13/2023	68.00
			4020	702347	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/13/2023	22,700.27
			4021	702348	Check	1	2255	REMIT	WENGER CORPORATION	Yes	No	No	USD	03/13/2023	7,621.27
			4022	702349	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	03/13/2023	2,220.13
			4023	702350	Check	1	2280		ZAMZO, STEVEN	Yes	No	No	USD	03/13/2023	79.57
														Bank Total: MW	\$153,998.48
														Report Total:	\$153,998.48

## 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	4126	702418	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	03/27/2023	190.00
			4125	702419	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	03/27/2023	11.38
			4127	702420	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	03/27/2023	577.00
			4128	702421	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	03/27/2023	374.00
			4129	702422	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	USD	03/27/2023	600.00
			4130	702423	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	03/27/2023	5,970.64
			4131	702424	Check	1	1154		BUCHHOLZ, JAMES	Yes	No	No	USD	03/27/2023	9.45
			4132	702425	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	03/27/2023	82.93
			4209	702426	Check	1	2821	REMIT	CHILDREN'S HOSPITAL MEDICAL CEI	Yes	No	No	USD	03/27/2023	1,500.00
			4206	702427	Check	1	2770		CHILEDIA INSTITUTE, LLC	Yes	No	No	USD	03/27/2023	3,985.05
			4199	702428	Check	1	2509		CIOX HEALTH	Yes	No	No	USD	03/27/2023	20.00
			4133	702429	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	03/27/2023	150.00
			4134	702430	Check	1	1202		CITY OF DETROIT LAKES	Yes	No	No	USD	03/27/2023	62,276.00
			4135	702431	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	03/27/2023	2,496.55
			4136	702432	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	03/27/2023	225.00
			4137	702433	Check	1	1261		DEMCO INC.	Yes	No	No	USD	03/27/2023	141.91
			4138	702434	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	03/27/2023	4,200.59
			4139	702435	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	03/27/2023	254.75
			4140	702436	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	03/27/2023	2,868.75
			4141	702437	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	03/27/2023	4,156.17
			4197	702438	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/27/2023	485.45
			4143	702439	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	03/27/2023	50.00
			4144	702440	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	03/27/2023	1,965.00
			4142	702441	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	03/27/2023	588.00
			4145	702442	Check	1	1338		EVCO PETROLEUM PRODUCTS, INC	Yes	No	No	USD	03/27/2023	84.30
			4146	702443	Check	1	1344		FAB WURX, INC.	Yes	No	No	USD	03/27/2023	300.00
			4147	702444	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	USD	03/27/2023	7,132.50
			4148	702445	Check	1	1367		FIRST CHOICE FOOD & BEVERAGE S	Yes	No	No	USD	03/27/2023	2,433.60
			4149	702446	Check	1	1369		FIRST EDUCATIONAL RESOURCES, I	Yes	No	No	USD	03/27/2023	1,875.00
			4150	702447	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	USD	03/27/2023	1,799.76
			4151	702448	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	03/27/2023	4,828.09
			4207	702449	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	USD	03/27/2023	55.00
			4152	702450	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	03/27/2023	5,161.58
			4210	702451	Check	1	2857		GRUBE, WILLIAM	Yes	No	No	USD	03/27/2023	200.00
			4201	702452	Check	1	2570		HANSON, MATIE	Yes	No	No	USD	03/27/2023	58.13
			4203	702453	Check	1	2595		HARRIER, CALI	Yes	No	No	USD	03/27/2023	64.30
			4153	702454	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	03/27/2023	1,174.64
			4154	702455	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	03/27/2023	5,274.77
			4155	702456	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	03/27/2023	31.96
			4156	702457	Check	1	1511		HOUGH INC.	Yes	No	No	USD	03/27/2023	1,873.76
			4157	702458	Check	1	1532		IDENTISYS, INC.	Yes	No	No	USD	03/27/2023	568.50

## 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	4200	702459	Check	1	2550		IKI INC.	Yes	No	No	USD	03/27/2023	132.00
			4158	702460	Check	1	1536		ISD #152	Yes	No	No	USD	03/27/2023	1,298.70
			4159	702461	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	03/27/2023	120.00
			4160	702462	Check	1	1608		JOSTENS	Yes	No	No	USD	03/27/2023	868.20
			4161	702463	Check	1	1613		KALINA, EMILY	Yes	No	No	USD	03/27/2023	569.24
			4205	702464	Check	1	2721		LAKES PRINTING, INC. OF BRAINERD	Yes	No	No	USD	03/27/2023	28.60
			4162	702465	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	03/27/2023	362.81
			4163	702466	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	03/27/2023	149.00
			4196	702467	Check	1	2303		MARCO TECHNOLOGIES, LLC NW711	Yes	No	No	USD	03/27/2023	2,246.52
			4204	702468	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	03/27/2023	200.00
			4164	702469	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	03/27/2023	1,535.89
			4165	702470	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	03/27/2023	1,181.73
			4166	702471	Check	1	1750		MILESTONES & MEMORIES, LLC	Yes	No	No	USD	03/27/2023	398.00
			4167	702472	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	USD	03/27/2023	3,680.00
			4168	702473	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	03/27/2023	376.54
			4202	702474	Check	1	2594		MOZAIK SOFTWARE, LLC	Yes	No	No	USD	03/27/2023	900.00
			4169	702475	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	03/27/2023	977.20
			4170	702476	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	03/27/2023	435.34
			4171	702477	Check	1	1867		NORTH CENTRAL BUS & EQUIPMEN	Yes	No	No	USD	03/27/2023	108.61
			4198	702478	Check	1	2340		OISTAD, MCKENZIE	Yes	No	No	USD	03/27/2023	50.00
			4172	702479	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/27/2023	273.53
			4173	702480	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	03/27/2023	577.00
			4174	702481	Check	1	1920		PEPSI	Yes	No	No	USD	03/27/2023	4,828.44
			4175	702482	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	03/27/2023	4,510.20
			4176	702483	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	03/27/2023	2,226.05
			4177	702484	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	03/27/2023	1,080.00
			4178	702485	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	03/27/2023	151.47
			4179	702486	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	03/27/2023	677.00
			4180	702487	Check	1	1968		PUSH PEDAL PULL	Yes	No	No	USD	03/27/2023	264.28
			4181	702488	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	03/27/2023	2,206.17
			4182	702489	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	USD	03/27/2023	27.28
			4183	702490	Check	1	2018		RUPP, ANDERSON, SQUIRES, WALD	Yes	No	No	USD	03/27/2023	1,974.00
			4184	702491	Check	1	2020		RWP, INC.	Yes	No	No	USD	03/27/2023	4,000.00
			4185	702492	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	03/27/2023	295.00
			4186	702493	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	03/27/2023	23,270.80
			4187	702494	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	03/27/2023	130.00
			4188	702495	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	03/27/2023	3,609.42
			4189	702496	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	03/27/2023	230.68
			4190	702497	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	03/27/2023	440.99
			4191	702498	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	03/27/2023	432.13
			4192	702499	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	03/27/2023	1,187.91

## 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	4193	702500	Check	1	2200		TRICORNE AUDIO INC.	Yes	No	No	USD	03/27/2023	14,276.55
			4194	702501	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	03/27/2023	2,050.79
			4195	702502	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/27/2023	11,383.47
			4208	702503	Check	1	2814		WOODBURN PRESS	Yes	No	No	USD	03/27/2023	216.86
Bank Total: MW														\$222,032.91	
Report Total:														\$222,032.91	

## HAND PAYABLES SUMMARY FEBRUARY 2023

PMT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
3490	HACT	500164	CH	2/2/23	GERRELL'S SPORT CENTER	\$ 875.00
3491	HACT	500165	CH	2/2/23	ISD #22	\$ 1,255.00
3493	HACT	500166	CH	2/2/23	SECTION 8A HOCKEY	\$ 50.00
3494	HACT	500167	CH	2/2/23	Sportland	\$ 1,401.50
3492	HACT	500168	CH	2/2/23	UNIVERSITY OF MINNESOTA	\$ 45.00
3698	HACT	500169	CH	2/10/23	BLUE 84 SPIRIT	\$ 461.25
3699	HACT	500170	CH	2/10/23	CAULFIELD, NIKKI	\$ 71.24
3700	HACT	500171	CH	2/10/23	HOGIE, BRAEDEN	\$ 201.60
3701	HACT	500172	CH	2/10/23	ISD #22	\$ 799.75
3702	HACT	500173	CH	2/10/23	JIMMY JOHNS #1897	\$ 351.47
3708	HACT	500174	CH	2/10/23	MOSER, STEVE	\$ 99.21
3703	HACT	500175	CH	2/10/23	PIEPKORN, GREGORY	\$ 769.38
3704	HACT	500176	CH	2/10/23	PIRATE RADIO PRODUCTIONS	\$ 500.00
3705	HACT	500177	CH	2/10/23	RAMSEY, BRITTON	\$ 40.44
3706	HACT	500178	CH	2/10/23	SECTION 8AA MSHSL	\$ 38.00
3707	HACT	500179	CH	2/10/23	TROPHY HOUSE	\$ 33.95
3707	HACT	500179	CH	2/10/23	TROPHY HOUSE	\$ 91.80
3710	HACT	500180	CH	2/10/23	Wood Fire Foods, LLC	\$ 96.00
3709	HACT	500181	CH	2/10/23	Zachiea I	\$ 1,592.90
3738	HACT	500182	CH	2/17/23	DETROIT LAKES FLORAL & GIFTS	\$ 153.60
3739	HACT	500183	CH	2/17/23	HAUS, MARY	\$ 395.19
3740	HACT	500184	CH	2/17/23	JB'S CUSTOM APPAREL	\$ 162.00
3741	HACT	500185	CH	2/17/23	JOSTENS	\$ 351.00
3872	HACT	500186	CH	2/22/23	ISD #22	\$ 756.99
3873	HACT	500187	CH	2/22/23	JOHNSON, RACHEL	\$ 720.23

3874	HACT	500188	CH	2/22/23	NOAH, BENJAMIN	\$ 1,300.47
3875	HACT	500189	CH	2/22/23	SAF ENTERPRISES, LLC	\$ 446.48
3877	HACT	500190	CH	2/22/23	Skate Armor, Inc	\$ 254.00
3876	HACT	500191	CH	2/22/23	TROPHY HOUSE	\$ 1,440.00
3890	HACT	500192	CH	2/27/23	BEUG'S ACE HARDWARE	\$ 24.30
3894	HACT	500193	CH	2/27/23	Engum, Mikayla	\$ 98.97
3891	HACT	500194	CH	2/27/23	JIMMY JOHNS #1897	\$ 351.47
3892	HACT	500195	CH	2/27/23	NOAH, BENJAMIN	\$ 434.98
3893	HACT	500196	CH	2/27/23	STEWART, LOGAN	\$ 290.68
3895	HACT	500197	CH	2/27/23	JIMMY JOHNS #1897	\$ 351.47
						\$ 16,305.32

PMT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
3482	MACT	300016	CH	2/2/23	AAKRE, ANNA	\$ 64.44
3495	MACT	300017	CH	2/2/23	JENSEN, NICOLE	\$ 97.99
3737	MACT	300018	CH	2/17/23	ISD #22	\$ 35.00
						\$ 197.43

PMT #	BANK	CHECK #	TYPE	DATE	VENDOR	AMOUNT
3488	MW		WX	2/2/23	CASH-WA DISTRIBUTING CO.	\$ 2,959.65
3489	MW		WX	2/2/23	ND STATE TAX COMMISSIONER	\$ 149.82
3643	MW		WX	2/7/23	CASH-WA DISTRIBUTING CO.	\$ 2,143.36
3644	MW		WX	2/7/23	CITY OF DETROIT LAKES	\$ 951.16
3645	MW		WX	2/7/23	CONSTELLATION NEW ENERGY GAS D	\$ 11,350.08

3646	MW		WX	2/7/23	MN TEACHERS RETIREMENT ASSOC.	\$ 195.43
3687	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 2,264.82
3688	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 1,293.57
3689	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 30,859.92
3690	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 13,536.65
3691	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 1,025.89
3692	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 83.63
3693	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 1,520.75
3694	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 1,924.36
3695	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 794.96
3696	MW		WX	2/9/23	MINNESOTA ENERGY RESOURCES	\$ 414.71
3697	MW		WX	2/9/23	MINNESOTA DEPARTMENT OF REVENUE	\$ 992.00
3720	MW		WX	2/15/23	INTERNAL REVENUE SERVICE	\$ 223,105.87
3721	MW		WX	2/15/23	MINNESOTA REVENUE	\$ 35,369.28
3722	MW		WX	2/15/23	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 45,959.70
3723	MW		WX	2/15/23	MN TEACHERS RETIREMENT ASSOC.	\$ 127,481.99
3724	MW		WX	2/15/23	MINNESOTA STATE RETIREMENT SYS	\$ 14,070.18
3725	MW		WX	2/15/23	AVIBEN	\$ 37,882.34
3731	MW		WX	2/16/23	AMAZON	\$ 7,845.38
3732	MW		WX	2/16/23	CASH-WA DISTRIBUTING CO.	\$ 2,811.19
3733	MW		WX	2/16/23	CITY OF DETROIT LAKES	\$ 15,049.32
3734	MW		WX	2/16/23	CITY OF DETROIT LAKES	\$ 189.12
3735	MW		WX	2/16/23	CITY OF DETROIT LAKES	\$ 228.20
3736	MW		WX	2/16/23	CITY OF DETROIT LAKES	\$ 4,859.27
3773	MW		WX	2/21/23	CASH-WA DISTRIBUTING CO.	\$ 846.33
3774	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 264.32
3775	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 15,253.07
3776	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 1,504.14
3777	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 768.83
3778	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 286.62

3779	MW		WX	2/21/23	CITY OF DETROIT LAKES	\$ 492.19
3780	MW		WX	2/21/23	VERIZON WIRELESS	\$ 636.18
3781	MW		WX	2/21/23	VERIZON WIRELESS	\$ 555.74
3902	MW		WX	2/28/23	INTERNAL REVENUE SERVICE	\$ 254,992.13
3903	MW		WX	2/28/23	MINNESOTA REVENUE	\$ 40,972.31
3904	MW		WX	2/28/23	PUBLIC EMPLOYEES RETIREMENT ASSOC	\$ 42,814.93
3905	MW		WX	2/28/23	MN TEACHERS RETIREMENT ASSOC.	\$ 132,271.31
3906	MW		WX	2/28/23	MINNESOTA STATE RETIREMENT SYS	\$ 14,060.18
3907	MW		WX	2/28/23	AVIBEN	\$ 37,882.34
3908	MW		WX	2/28/23	MN REVENUE - LEVY	\$ 590.02
3926	MW		WX	2/28/23	EMC INSURANCE COMPANIES	\$ 14,522.22
3927	MW		WX	2/28/23	MIDWEST BANK	\$ 4.00
3928	MW		WX	2/28/23	MIDWEST BANK	\$ 8.00
3929	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3930	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3931	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3932	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3933	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3934	MW		WX	2/28/23	MIDWEST BANK	\$ 10.00
3935	MW		WX	2/28/23	MIDWEST BANK	\$ 100.00
3936	MW		WX	2/28/23	MIDWEST BANK	\$ 511.76
3937	MW		WX	2/28/23	MIDWEST BANK	\$ 511.76
3938	MW		WX	2/28/23	AUTHORIZE.NET GATEWAY BILLING	\$ 8.65
3939	MW		WX	2/28/23	BANKCARD	\$ 326.89
3940	MW		WX	2/28/23	VANTIV BILLING / WORLDPAY	\$ 106.10
3941	MW		WX	2/28/23	VANTIV BILLING / WORLDPAY	\$ 113.80
3942	MW		WX	2/28/23	VANTIV BILLING / WORLDPAY	\$ 133.30
3943	MW		WX	2/28/23	REVTRAK	\$ 29.95
3944	MW		WX	2/28/23	TRANSFIRST AFFINETY	\$ 213.25
3945	MW		WX	2/28/23	MERCHANT BANKCARD	\$ 29.95

3946	MW		WX	2/28/23	WEX HEALTH INC	\$ 485.50
3947	MW		WX	2/28/23	WEX HEALTH INC	\$ 15,989.17
3948	MW		WX	2/28/23	WEX HEALTH INC	\$ 11,921.05
3949	MW		WX	2/28/23	WEX HEALTH INC	\$ 11,617.05
2777	MW	701430	CH	12/12/22	DILLARD, MARY	\$ (207.50)
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)
3435	MW	701907	CH	1/26/23	ISD #740	\$ (200.00)
3434	MW	701915	CH	1/26/23	MOSER, TY	\$ (225.00)
3483	MW	701949	CH	2/2/23	ANDERSON COACH OF FRAZEE, INC.	\$ 41,022.50
3487	MW	701950	CH	2/2/23	ENDRESON, MATT	\$ 150.00
3486	MW	701951	CH	2/2/23	HARDING, GRANT	\$ 150.00
3484	MW	701952	CH	2/2/23	LENZEN, NICK	\$ 60.00
3485	MW	701953	CH	2/2/23	SCHOSSOW, JEREMIE	\$ 150.00
3512	MW	701954	CH	2/3/23	BARTUNEK, BRYCE	\$ 140.00
3511	MW	701955	CH	2/3/23	BENHAM, RICK	\$ 188.75
3516	MW	701956	CH	2/3/23	BIRKELAND, TIM	\$ 173.75
3514	MW	701957	CH	2/3/23	CAMRUD, CONNOR	\$ 60.00
3513	MW	701958	CH	2/3/23	ENGEL, ROD	\$ 140.00
3519	MW	701959	CH	2/3/23	ISD #745	\$ 200.00
3515	MW	701960	CH	2/3/23	LENZEN, NICK	\$ 60.00
3517	MW	701961	CH	2/3/23	MARTINSON, RICK	\$ 140.00
3518	MW	701962	CH	2/3/23	OKESON, MATTHEW	\$ 140.00
3510	MW	701963	CH	2/3/23	SCHULTZ BUS COMPANY	\$ 99,431.50
3650	MW	702087	CH	2/7/23	BURNSIDE, BRADY	\$ 100.00
3651	MW	702088	CH	2/7/23	BURNSIDE, BRADY	\$ 100.00
3653	MW	702089	CH	2/7/23	BURNSIDE, LILY	\$ 100.00
3647	MW	702090	CH	2/7/23	CAPITAL ONE TRADE CREDIT	\$ 23.45

3661	MW	702091	CH	2/7/23	DONOHO, MIKE	\$ 100.00
3658	MW	702092	CH	2/7/23	FOERSTER, DANIEL	\$ 100.00
3660	MW	702093	CH	2/7/23	HOLM, MIKE	\$ 218.00
3648	MW	702094	CH	2/7/23	ISD #2170	\$ 116.00
3649	MW	702095	CH	2/7/23	ISD #22	\$ 1,125.00
3652	MW	702096	CH	2/7/23	JOHNSON, RICH	\$ 127.50
3656	MW	702097	CH	2/7/23	LUBITZ, JOHN	\$ 206.25
3657	MW	702098	CH	2/7/23	MERTES, RANDY	\$ 100.00
3662	MW	702099	CH	2/7/23	PIEMONTE, BETH	\$ 100.00
3655	MW	702100	CH	2/7/23	SATORIS, CATE	\$ 150.00
3654	MW	702101	CH	2/7/23	SELE, NATE	\$ 165.00
3670	MW	702103	CH	2/8/23	L&M FLEET SUPPLY, INC.	\$ 568.84
3669	MW	702104	CH	2/8/23	LAKES COMMUNITY COOPERATIVE	\$ 4,528.76
3671	MW	702105	CH	2/8/23	OLANDER BUS SERVICE INC.	\$ 175,632.15
3684	MW	702106	CH	2/9/23	ASKEGAARD, MASON	\$ 135.00
3681	MW	702107	CH	2/9/23	BAKKE, BRIAN	\$ 293.75
3672	MW	702108	CH	2/9/23	BENHAM, RICK	\$ 174.06
3675	MW	702109	CH	2/9/23	BURNS, STEVE	\$ 227.00
3673	MW	702110	CH	2/9/23	ENGEL, ROD	\$ 140.00
3683	MW	702111	CH	2/9/23	HARRIS, TRACY	\$ 20.00
3674	MW	702112	CH	2/9/23	HAUKEBO, BETTY	\$ 168.75
3686	MW	702113	CH	2/9/23	ISD #518	\$ 200.00
3677	MW	702114	CH	2/9/23	KANGAS, ELSTON (HOWIE)	\$ 174.06
3680	MW	702115	CH	2/9/23	KRUEGER, ALLEN	\$ 187.50
3678	MW	702117	CH	2/9/23	MAHLUM, CHRIS	\$ 140.00
3679	MW	702118	CH	2/9/23	MARTINSON, RICK	\$ 140.00
3685	MW	702119	CH	2/9/23	SOLUM, BRADY	\$ 135.00
3682	MW	702120	CH	2/9/23	WHEATON AREA SCHOOLS	\$ 383.00
3711	MW	702121	CH	2/14/23	SCHAEFER, MEGAN	\$ 800.00
3714	MW	702122	CH	2/15/23	AFSCME COUNCIL 65	\$ 304.27

3712	MW	702123	CH	2/15/23	AMERICAN FAMILY LIFE ASSURANCE CO	\$ 224.78
3716	MW	702124	CH	2/15/23	D. L. ATHLETIC FOUNDATION	\$ 189.00
3717	MW	702125	CH	2/15/23	D.L. PUBLIC EDUC FOUNDATION	\$ 35.00
3713	MW	702126	CH	2/15/23	MINNESOTA CHILD SUPPORT	\$ 710.00
3719	MW	702127	CH	2/15/23	MN SCHOOL EMPLOYEES ASSOC.	\$ 400.10
3718	MW	702128	CH	2/15/23	SUPPORT PAYMENT CLEARINGHOUSE	\$ 335.91
3715	MW	702129	CH	2/15/23	UNITED WAY OF BECKER COUNTY	\$ 285.00
3726	MW	702130	CH	2/16/23	BARTUNEK, BRYCE	\$ 148.00
3727	MW	702131	CH	2/16/23	CAMRUD, CONNOR	\$ 60.00
3729	MW	702132	CH	2/16/23	GRAHAM, HUNTER	\$ 148.00
3730	MW	702133	CH	2/16/23	HEINSCH, CONNOR	\$ 100.00
3728	MW	702134	CH	2/16/23	SAVARY, DYLAN	\$ 135.00
3749	MW	702142	CH	2/21/23	ARVIG COMMUNICATION SYSTEMS	\$ 2,277.47
3766	MW	702143	CH	2/21/23	BARBERG, ANDREW	\$ 30.00
3765	MW	702144	CH	2/21/23	BARBERG, MICAH	\$ 30.00
3758	MW	702145	CH	2/21/23	CAMRUD, CONNOR	\$ 60.00
3750	MW	702146	CH	2/21/23	HOGANSON, MICHAEL	\$ 4.29
3767	MW	702147	CH	2/21/23	KLINNERT, JOHN	\$ 150.00
3751	MW	702148	CH	2/21/23	LAKIN, PAUL	\$ 4.29
3759	MW	702149	CH	2/21/23	LENZEN, NICK	\$ 120.00
3771	MW	702150	CH	2/21/23	MADISON NATIONAL LIFE INSURANCE	\$ 2,493.57
3772	MW	702151	CH	2/21/23	MADISON NATIONAL LIFE INSURANCE	\$ 2,236.30
3752	MW	702152	CH	2/21/23	MN PEIP	\$ 322,505.60
3753	MW	702153	CH	2/21/23	MN STATE HIGH SCHOOL LEAGUE	\$ 60.00
3770	MW	702154	CH	2/21/23	MNIAAA	\$ 390.00
3754	MW	702155	CH	2/21/23	NIELSEN, ROBERT	\$ 1,125.00
3760	MW	702156	CH	2/21/23	NUDELL, ROB	\$ 150.00
3762	MW	702157	CH	2/21/23	OLSON, JACK	\$ 150.00
3763	MW	702158	CH	2/21/23	RICHTER, STAN	\$ 3.63
3761	MW	702159	CH	2/21/23	RIEDEL, LOGAN	\$ 150.00

3764	MW	702160	CH	2/21/23	RITTENOUR, CAMERON	\$ 242.65
3769	MW	702161	CH	2/21/23	SAUVE, GRAHAM	\$ 150.00
3755	MW	702162	CH	2/21/23	SCHULTZ BUS COMPANY	\$ 42.60
3756	MW	702163	CH	2/21/23	SKARIE, SHELLEY	\$ 4.29
3757	MW	702164	CH	2/21/23	SKIRTING THE RULES	\$ 530.00
3768	MW	702165	CH	2/21/23	TWARDOWSKI, RALPH	\$ 150.00
3888	MW	702256	CH	2/24/23	BURNSIDE, BRADY	\$ 100.00
3885	MW	702257	CH	2/24/23	ISD #31	\$ 126.00
3886	MW	702258	CH	2/24/23	ISD #882	\$ 100.00
3889	MW	702259	CH	2/24/23	PIEMONTE, BETH	\$ 100.00
3887	MW	702260	CH	2/24/23	REGION 8A	\$ 2,945.00
3911	MW	702266	CH	2/28/23	AFSCME COUNCIL 65	\$ 279.72
3909	MW	702267	CH	2/28/23	AMERICAN FAMILY LIFE ASSURANCE CO	\$ 224.78
3913	MW	702268	CH	2/28/23	D. L. ATHLETIC FOUNDATION	\$ 189.00
3917	MW	702269	CH	2/28/23	D.L. EDUCATION MINNESOTA (PARA)	\$ 1,341.12
3916	MW	702270	CH	2/28/23	D.L. EDUCATION MINNESOTA (TEACHER)	\$ 20,197.09
3914	MW	702271	CH	2/28/23	D.L. PUBLIC EDUC FOUNDATION	\$ 35.00
3910	MW	702272	CH	2/28/23	MINNESOTA CHILD SUPPORT	\$ 710.00
3918	MW	702273	CH	2/28/23	MN SCHOOL EMPLOYEES ASSOC.	\$ 347.15
3915	MW	702274	CH	2/28/23	SUPPORT PAYMENT CLEARINGHOUSE	\$ 335.91
3912	MW	702275	CH	2/28/23	UNITED WAY OF BECKER COUNTY	\$ 285.00
						\$1,879,367.73

DLHS SAA

**BANK RECONCILIATION**

**2/28/23**

<b>BREMER BANK STATEMENT ENDING BALANCE</b>	243,359.54
<b>ADD: RECEIPTS DEPOSITED NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(12,905.53)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>230,454.01</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	215,506.29
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	31,253.04
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(16,305.32)
<b>MISC FEES:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>230,454.01</u>
<b>DIFFERENCE</b>	

**Cash Flow**  
7/1/1998 through 2/28/2023

Category	7/1/1998- 2/28/2023
<b>INFLOWS</b>	
Uncategorized	0.00
005 I-ATH	148.99
006-JSA-SGA	0.00
007 INTERACT	2,695.91
010 I-BPA	942.02
015 I-BAND	15,075.34
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	536.92
030 I-BBB	4,027.51
040 I-GBB	9,817.29
045 I-Cheer	51.66
050 I-CHOIR	8,151.41
051I All City Choir	0.00
053 I-CC	3,387.03
055 I-SKI	2,753.35
060 I-DANCE	10,326.13
065 I	0.00
070 I-FFA	20,559.63
075 I	0.00
080 I-FB	11,281.50
082 I-BGOLF	6,402.97
083 I-GGOLF	7,353.01
085 I-GYM	1,710.92
090 I	0.00
095 I-BHOC	11,589.45
096I-GHOC	1,784.81
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	5,010.78
116 I	0.00
117 I-Robotics	6,499.62
118 I	0.00
119	0.00
120 I-PROM	22,613.09
125- Trap	0.00
126 I-Trap Shooting	2,585.87
128 I-BSOC	2,121.35
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 2/28/2023

3/6/2023

Page 2

Category	7/1/1998- 2/28/2023
140 I-STUD. CO.	8,081.38
141-Link Crew	363.21
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	7,943.54
143 Sidekicks	2,545.00
144 I-BSWIM	1,233.52
145 I-GSWIM	2,239.68
147 I-TARGET	224.88
149I-ALC	5,926.05
150 I-GTEN	1.05
151 I-BTEN	167.75
155 I-TRACK	8,486.97
157 I	0.00
160 I-VB	13,257.77
163 I	0.00
165 I-WREST	-322.06
170 I-INT.	0.00
171I-Service Fee's	-153.02
180 I	0.00
<b>TOTAL INFLOWS</b>	<b>230,454.01</b>
<b>OUTFLOWS</b>	
175 I	0.00
<b>TOTAL OUTFLOWS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>230,454.01</b>

Transaction - Feb 2023  
2/1/2023 through 2/28/2023

3/6/2023

Date	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 1/31/2023</b>						
2/2/2023	500164	GERRELL'S	bgolf hats inv 547040	082 I-BGOLF	R	215,506.29
2/2/2023	500165	ISD # 22	reimb for bus to outdoor game	096I-GHOC	R	-875.00
2/2/2023	500166	Section 8 A	Section 8A Hockey Awards	096I-GHOC	R	-1,255.00
2/2/2023	500167	Sportland	Drumline Jerseys inv 59143	015 I-BAND	R	-50.00
2/2/2023	500168	UNIVERSITY OF MINN...	ffa invitational inv 230046168	070 I-FFA	R	-1,401.50
2/10/2023	500169	BLUE 84	invoice #1673490	060 I-DANCE	R	-45.00
2/10/2023	500170	Nikki Caulfield	team pizza	055 I-SKI	R	-461.25
2/10/2023	500171	Braeden Hogie	reimb for team meal	030 I-BBB	R	-71.24
2/10/2023	500172	ISD # 22	reimb for worthington hotels	085 I-GYM	R	-201.60
2/10/2023	500173	Jimmy John's	team meal	030 I-BBB	R	-799.75
2/10/2023	500174	Steve Moser	ALC reimb for student pizza	149I-ALC	R	-351.47
2/10/2023	500175	SCOTT PIEPKORN	REIMBURSEMENT for team meals and game socks	095 I-BHOC	R	-99.21
2/10/2023	500176	Pirate Radio Productions	snoball dj	140 I-STUD. CO.	R	-769.38
2/10/2023	500177	BRITTON RAMSEY	reimb for team awards	060 I-DANCE	R	-500.00
2/10/2023	500178	REGION 8AA MSHSL	SOLO/ENSEMBLE MEDALS	050 I-CHOIR	R	-40.44
2/10/2023	500179	TROPHY HOUSE	home invite medals inv 258518	144 I-BSWIM	R	-38.00
2/10/2023	500179	TROPHY HOUSE	end of season awards inv 259576	128 I-BSOC	R	-33.95
2/10/2023	500180	Woodfire Foods Lic	XC ski team pizza	055 I-SKI	R	-91.80
2/10/2023	500181	Zachiea I	Wrestling food inv 9, 10, 11, 12, 13	165 I-WREST	R	-96.00
2/10/2023	500181	Zachiea I	Wrestling food inv 15, 16	165 I-WREST	R	-1,167.39
2/15/2023	13113	Girls Hockey	Fall 2022 concession shift	096I-GHOC	R	-425.51
2/15/2023	13113	GIRLS BASKETBALL	Fall 2022 concession shifts	040 I-GBB	R	125.00
2/15/2023	13113	Interact	2022 fall concession shift	007 INTERACT	R	500.00
2/15/2023	13113	ATHLETIC DEPT	key club 2022 fall concession shift	005 I-ATH	R	125.00
2/15/2023	13113	Baseball	2022 fall concession shift	025 I-BSB	R	125.00
2/15/2023	13113	Track	2022 fall concession shift	155 I-TRACK	R	125.00
2/15/2023	13107	Football	recycling	080 I-FB	R	9.11
2/15/2023	13105	Choir	chocolate fundraiser	050 I-CHOIR	R	53.17
2/15/2023	13114	Dance	dance banner	060 I-DANCE	R	100.00
2/15/2023	13111	SPEED & STRENGTH	Weightlifting fundraiser	142- SPEEDSTRENGTH	R	145.00
2/15/2023	13108	SPEED & STRENGTH	Weightlifting sponsor	142- SPEEDSTRENGTH	R	500.00
2/15/2023	13103	Choir	chocolate fundraiser	050 I-CHOIR	R	689.01
2/15/2023	13106	Boys Golf	invite sponsor	082 I-BGOLF	R	695.00
2/15/2023	13110	Dance	fundraiser	060 I-DANCE	R	750.00
2/15/2023	13101	Boys Golf	invite greens fee	082 I-BGOLF	R	745.00
2/15/2023	13104	Robotics	Sponsors: Solmon \$500, Bremer \$250, Fireside \$100	117 I-Robotics	R	850.00

Transaction - Feb 2023

2/1/2023 through 2/28/2023

Date	Nm	Description	Memo	Category	Clr	Amount
2/15/2023	13112	CC SKIING	home invite sponsor	055 I-SKI	R	1,000.00
2/15/2023	13117	Trap Shooting	trap fees	126 I-Trap Shooting	R	1,050.00
2/15/2023	13115	Band	jersey sponsor	015 I-BAND	R	1,401.50
2/15/2023	13102	WRESTLING	subway food plan	165 I-WREST	R	1,500.00
2/15/2023	13116	Ffa	FFA Band Dont Break Sponsor	070 I-FFA	R	2,000.00
2/15/2023	13109	GBB	YOUTH TOURNEY	040 I-GBB	R	3,000.00
2/15/2023	13109	Student council	snoball events	140 I-STUD. CO.	R	1,000.00
2/15/2023	13109	SPEED & STRENGTH	Weightlifting sponsor and gatorade machine	142- SPEEDSTRENGTH	R	836.00
2/17/2023	500182	DETROIT LAKES FLOR...	parents night flowers	030 I-BBB	R	-153.60
2/17/2023	500183	MARY BUFF HAUS	reimb for St Co meals, snoball awards, decorations ...	140 I-STUD. CO.		-395.19
2/17/2023	500184	JB'S CUSTOM APPAREL	tshirts inv17476	117 I-Robotics		-162.00
2/17/2023	500185	JOSTEN'S	gowns for na students	115 I-NACLUB	R	-351.00
2/22/2023	500186	ISD # 22	reimb for hotel rooms	060 I-DANCE		-756.99
2/22/2023	500187	Rachel Johnson	remib team meals	040 I-GBB	R	-720.23
2/22/2023	500188	Ben Noah	reimb for team meals	095 I-BHOC	R	-1,300.47
2/22/2023	500189	Saf Enterprises, LLC	sr gifts inv 7952	030 I-BBB		-446.48
2/22/2023	500190	Skate Armor	neck guards	096I-GHOC		-254.00
2/22/2023	500191	TROPHY HOUSE	youth tourney medals inv 259971	040 I-GBB	R	-720.00
2/22/2023	500191	TROPHY HOUSE	youth tourney medals inv 259971	030 I-BBB		-720.00
2/23/2023	13119	GYMNASTICS	gym top golf sponsor	085 I-GYM	R	650.00
2/23/2023	13118	GBB	YOUTH TOURNEY	040 I-GBB	R	8,826.00
2/27/2023	500192	BEUG'S ACE HARDWA...	inv 237058	117 I-Robotics		-24.30
2/27/2023	500193	Mikayla Engum	reimb for ffa pie social supplies	070 I-FFA		-98.97
2/27/2023	500194	Jimmy John's	team meal	030 I-BBB		-351.47
2/27/2023	500195	Ben Noah	reimb for team meals	095 I-BHOC		-434.98
2/27/2023	500196	Logan Stewart	reimb for supplies	117 I-Robotics		-290.68
2/27/2023	500197	Jimmy John's	team meal	030 I-BBB		-351.47
2/28/2023	13126	Choir	online stack pay fundraiser	050 I-CHOIR	R	323.25
2/28/2023	13120	Dance	Code Plus Electric poster sponsor	060 I-DANCE	R	100.00
2/28/2023	13122	GBB	YOUTH TOURNEY	040 I-GBB	R	240.00
2/28/2023	13124	Choir	chocolate fundraiser	050 I-CHOIR	R	265.00
2/28/2023	13123	Trap Shooting	trap fees	126 I-Trap Shooting	R	1,400.00
2/28/2023	13121	Sidekicks	Hutchinson Family sponsorship	143 Sidekicks	R	2,000.00
<b>2/1/2023 - 2/28/2023</b>						<b>14,947.72</b>
<b>BALANCE 2/28/2023</b>						<b>230,454.01</b>
<b>TOTAL INFLOWS</b>						<b>31,253.04</b>

Transaction - Feb 2023  
2/1/2023 through 2/28/2023

3/6/2023

Date	Num	Description	Memo	Category	Clr	Amount
<b>TOTAL OUTFLOWS</b>						<b>-16,305.32</b>
<b>NET TOTAL</b>						<b>14,947.72</b>

98-99  
3/6/2023

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			238,225.91
Checks and Payments	37	Items	-26,119.41
Deposits and Other Credits	32	Items	31,253.04
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			243,359.54

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			243,359.54
Checks and Payments	54	Items	-12,905.53
Deposits and Other Credits	0	Items	0.00
Register Balance as of 2/28/2023:			230,454.01
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			230,454.01

## Uncleared Transaction Detail up to 2/28/2023

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 Kensing 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
1/25/2023	500146	Mikayla Engum	reimb for meeting snacks	070 I-FFA		-15.32
2/2/2023	500166	Section 8 A	Section 8A GHockey Aw...	096I-GHOC		-50.00
2/10/2023	500173	Jimmy John's	team meal	030 I-BBB		-351.47
2/10/2023	500174	Steve Moser	ALC reimb for student pi...	149I-ALC		-99.21
2/10/2023	500178	REGION 8AA MSHSL	SOLO/ENSEMBLE MED...	050 I-CHOIR		-38.00
2/10/2023	500181	Zachiea I	Wrestling food inv 9, 10, ...	165 I-WREST		-1,167.39
2/10/2023	500181	Zachiea I	Wrestling food inv 15, 16	165 I-WREST		-425.51
2/17/2023	500183	MARY BUFF HAUS	reimb for St Co meals, s...	140 I-STUD. CO.		-395.19
2/17/2023	500184	JB'S CUSTOM APPAREL	tshirts inv17476	117 I-Robotics		-162.00
2/22/2023	500186	ISD # 22	reimb for hotel rooms	060 I-DANCE		-756.99
2/22/2023	500189	Saf Enterprises, LLC	sr gifts inv 7952	030 I-BBB		-446.48
2/22/2023	500190	Skate Armor	neck guards	096I-GHOC		-254.00
2/22/2023	500191	TROPHY HOUSE	youth tourney medals in...	040 I-GBB		-720.00
2/22/2023	500191	TROPHY HOUSE	youth tourney medals in...	030 I-BBB		-720.00
2/27/2023	500192	BEUG'S ACE HARDWARE	inv 237058	117 I-Robotics		-24.30
2/27/2023	500193	Mikayla Engum	reimb for ffa pie social s...	070 I-FFA		-98.97
2/27/2023	500194	Jimmy John's	team meal	030 I-BBB		-351.47
2/27/2023	500195	Ben Noah	reimb for team meals	095 I-BHOC		-434.98
2/27/2023	500196	Logan Stewart	reimb for supplies	117 I-Robotics		-290.68
2/27/2023	500197	Jimmy John's	team meal	030 I-BBB		-351.47
Total Uncleared Checks and Payments				54 Items		-12,905.53

Uncleared Deposits and Other Credits

Uncleared Transaction Detail up to 2/28/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				54 Items		<b>-12,905.53</b>

# **BANK RECONCILIATION**

**2/28/23**

<b>BREMER BANK STATEMENT BALANCE</b>	8,419.81
<b>ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT</b>	0.00
<b>LESS: OPEN CHECKS NOT CLEARED</b>	(52.69)
<b>BANK ENDING STATEMENT BALANCE</b>	<u>8,367.12</u>
<b>BOOK BALANCE - PRIOR MONTH ENDING</b>	8,563.25
<b>ADD: RECEIPTS (FROM RECEIPTS REPORT)</b>	1.30
<b>LESS: PAYMENTS (CHECKS REPORT)</b>	(197.43)
<b>NSF CHECKS:</b>	0.00
<b>BOOK ENDING BALANCE</b>	<u>8,367.12</u>
<b>DIFFERENCE</b>	0.00



Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			8,580.94
Checks and Payments	2	Items	
Deposits and Other Credits	1	Item	-162.43
Service Charge	0	Items	1.30
Interest Earned	0	Items	0.00
			0.00
Ending Balance of Bank Statement:			8,419.81

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			8,419.81
Checks and Payments	2	Items	
Deposits and Other Credits	0	Items	-52.69
			0.00
Register Balance as of 2/28/2023:			8,367.12
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00

Register Ending Balance:

8,367.12

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Cleared Checks and Payments</b>						
2/2/2023	300016	Anna Aakre	student reward trip	Team Awesome	R	-64.44
2/2/2023	300017	Nicole Jensen	student reward trip	Team Awesome	R	-97.99
<b>Total Cleared Checks and Payments</b>						<b>-162.43</b>
<b>Cleared Deposits and Other Credits</b>						
2/28/2023		Interest Earned		Student Council	R	1.30
<b>Total Cleared Deposits and Other Credits</b>						<b>1.30</b>
<b>Total Cleared Transactions</b>						<b>-161.13</b>

Uncleared Transaction Detail up to 2/28/2023

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
4/21/2022	200122	Julie Bernison	mints	Quest		-17.69
2/17/2023	300018	DL Public Schools	popcorn for students	Spirit		-35.00
<b>Total Uncleared Checks and Payments</b>						<b>-52.69</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>-52.69</b>

Uncleared Transaction Detail after 2/28/2023

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

# PERSONNEL AGENDA

## March 27, 2023

### 1) **Resignations:**

Kyra Bahls– Junior Varsity Kick Dance Coach, effective March 9, 2023.

Joe Bergquist– 9th Grade Basketball Coach, effective March 10, 2023.

LaJeanna Eckhoff– Rossman Administrative Assistant, effective March 29, 2023.

Joy Hannon– Rossman ADSIS/Noon/Breakfast duty Para, effective March 21, 2023.

Janelle Hueners– High School Agricultural Instructor, effective end of 22-23 school year.

Jackson Judisch– Roosevelt COTA, effective February 22, 2023.

Dylan Larson– Rossman Custodian, effective March 9, 2023.

Samantha Link– Middle School Softball Coach, effective February 28, 2023.

Ivy McGuire– Roosevelt Title I/Noon Duty Supervisor, effective May 26, 2022.

Melissa Olson– Rossman Special Education Paraprofessional, effective February 22, 2023.

### 2) **Retirements:**

Kristin Johnson High School Administrative Assistant, effective June 30, 2023.

Peter Lundin– ALC Principal, effective June 30, 2023.

### 3) **Appointments:**

Jennifer Blanchard– Rossman ADSIS/Breakfast/Noon Duty Paraprofessional, at the rate of \$16.30 per hour working 28.75 hours per week, effective March 27, 2023.

Rachelle Isaacson– Laker Transitions Project SEARCH Instructor, at the rate of MA + 30 Step 14, or a contract amount of \$79,581 per year, working 5 extended contract days in the summer for a total of \$2,248.05, effective August 21, 2023.

Matthew Jenson– High School Spring Speed and Strength Coach, at the rate of \$2,497.80 per season, effective March 13, 2023.

Jacob Johnson– Middle School Baseball Coach, at the rate of 4.5% of Step 7 or \$2,149.43 per season, effective April 1, 2023.

Lindsey Johnson– Rossman long-term Education Assistant Substitute, at the rate of step A or \$15.25 per hour working 35 hours per week, effective April 10, 2023.

Theresa Kemper– Rossman Special Education Paraprofessional, at the rate of \$15.25 per hour, working up to 37.5 hours per week, effective March 14, 2023.

Samantha Murphy– Roosevelt Social Worker, at the rate of MA Step 7 or a contract amount of \$55,363 per year, effective August 28, 2023.

James P. O'Sullivan– High School Custodian, at the rate of \$18.33 per hour plus \$1.00 per hour differential pay, working 40 hours per week, effective March 14, 2023.

Zach Paustian– Middle School Track Coach, at the rate of 4.5% of Step 1 or a contract \$1,873.35 per season, effective April 4, 2023.

Gregory Piepkom– High School Adapted Bowling Coach, at the rate of .5 of 3% Step 1 or \$624.45 per season, effective March 16, 2023.

Angie Schute– Middle School Girls Softball Coach, at the rate of 4.5% of Step 7 or \$2,149.43 per season, effective April 1, 2023.

Val Teiken– Middle School Girls Softball Coach, at the rate of 5.4% of Step 1 or \$1,873.35 per season, effective April 1, 2023.

Ethan Walz– High School Adapted Bowling Coach, at the rate of .5 of 3% Step 1 or \$624.45 per season, effective March 16, 2023.

Rhett Zima– Rossman Summer LatchKey Aide, at the rate of \$14.00 per hour working

up to 30 hours per week, effective May 22, 2023.

**4) Amended Assignment:**

Lori Hagen– is amending her assignment from 10.5-17.5 hours per week to Substitute Food Service Working, effective March 2, 2023.

Tim Murray– is amending his assignment from 27.5 hours per week to 17.5 hours per week, effective February 27, 2023.

**5) Leave of Absence:**

Jon Freeman– is requesting a Leave of Absence for the 2023/2024, 2024/2025, and 2025/2026 School years.

Anita Henderson– is requesting a Leave of Absence for the 2023/2024, 2024/2025, and 2025/2026 School years.

**6) Terminations:**

Charlene Dunn– Rossman Paraprofessional, effective March 3, 2023.

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 611
Date Revised: 09/11/00; 01/10/05; 06/12/06; 3/12/18, <u>3/27/23</u>	

## 611 - HOME SCHOOLING

### I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (~~Minn. Stat. §~~Minnesota Statutes Section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (~~Minn. Stat. § 120A.22, Subd. 1).~~

### III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in ~~Minn. Stat. §~~Minnesota Statutes section 120A.22.

### IV. IMMUNIZATION

The parent of a home-schooled child shall submit statements as required by ~~Minn. Stat. §~~Minnesota Statutes section 121A.15, Subds. 1, 2, 3 and 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (~~Minn. Stat. § 121A.15, Subd. 8.~~)

### V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional or cooperative learning materials, software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided ~~in under state law Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540.~~ -The school district is not required to expend any amount for this purpose that

exceeds the amount it receives pursuant to ~~Minn. Stat. §§state law 123B.40-123B.48 for this purpose~~. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by state law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by ~~Minn. Stat. § 123B.44 and Minn. Rules Chapter 3540~~. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to ~~Minn. Stat. §§ 123B.40 to 123B.48 for any of these purposes~~state law.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students (~~Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4~~).

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

*~~[Note: The provisions of Article VIII.—Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, it is required that home-schooled children be treated the same as all other nonpublic school children.]~~*

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

- A. Activities

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district)

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Bylaw 403.00~~bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

- Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 123B.36 (~~School Boards may require~~Authorized fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks;~~;~~ Individual Instruction or Cooperative Learning Material;~~;~~ Standard Tests)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.49 (~~Cœ~~curricular and Extracurricular Activities;  
Insurances)  
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Rules Chapter 3540 (~~Textbooks, Individualized Instruction Materials, Standardized Tests~~Nonpublic Schools)
- Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 510 (School Activities)

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 612.1
Date Revised: 02/09/04; 06/12/06, <u>3/27/23</u>	

## 612.1 - DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

*[NOTE: This policy reflects recent Federal statutory changes which require school districts and schools to meet with parents and jointly develop parent involvement policies at both a district wide and school building level. This policy lists the required components of the parent involvement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive Federal funds under this program.]*

### I. PURPOSE

The purpose of this policy is to encourage and facilitate ~~parental participation in~~ involvement by parents of students participating in Title I ~~in the~~ educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parent involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. ~~It is T~~he policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the ~~involvement engagements~~ of parents and families in its Title I programs.
- B. ~~It is T~~he policy of the school district is to fully comply with 20 United States Code section U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental ~~involvement engagement~~ policies.

### III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent

involvement and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support~~process of school review~~ and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- ~~C. Build the schools' and parents' capacity for strong parent involvement;~~
- ~~CD.~~ Coordinate and integrate parental and family ~~involvement engagement~~ strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs under other programs, such as Head Start, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and State-run preschool programs;
- ~~ED.~~ Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities ( with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions and;
- ~~FE.~~ Use the findings of ~~such~~ the evaluations to design evidence-based strategies for more effective parental involvement ~~improving and to revise~~ revising, if necessary, the district-level and school-level ~~parental and family involvement engagement~~ policies; and;
- ~~GF.~~ ~~If the school district's Title I plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the plan is submitted to the State.~~ Involve parents in the activities of the schools, which

may include establishing a parents advisory board comprised of a sufficient number and representative group of parents of family members served by the school district to adequately represent the needs of the population served by the school district for the purpose of developing, revising, and reviewing the parent and family engagement policy.

#### IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parental and family involvement engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parental involvement and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to explain to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to to facilitate parental involvement;
3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parental and family involvement engagement policy and the joint development of the school wide program plan, ~~unless~~ If a the school already has a program for in place a process for involving parents in the joint planning and design of ~~its~~ the school's programs, the school may use that process, if such process includes an that would adequately involve representation of parents of participating children;
4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress,

and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and school performance profiles as required by law and their child's individual student assessment results along with an interpretation of the results; a description and explanation of the curriculum in use, the forms of assessment used, and the proficiency levels students are expected to meet; the opportunity to make suggestions, share experiences with other parents and participate in decisions relating to their child's education; and, timely responses to parents' suggestions; and

5. Submit any parent comments on the school-wide program plan when it is submitted to the school district. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.

B. As a component of this policy, each school shall- jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children attainment achieve the of sState's high standards. The compact will:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in an supportive and effective learning environment that will enables participating students to meet sState student performance academic achievement standards;
2. Describe the ways each parent will be responsible for supporting their-his or her children's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in the-his or her child's classroom, and participating, as appropriate, in discussions-decisions relating to his or her child's about their children's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
  - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and

c. Reasonable access to staff, opportunities to volunteer, participate, and observe in the child's classroom.

d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in ~~such areas as~~ understanding such topics as the Federal and State education goals, State academic content and student performance standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitoring their child's progress and; working with educators to improve ~~their child's performance, and participating in decisions regarding their child's education~~ achievement of their children;
2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement—including coordinating necessary literacy training from other sources;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent Head Start, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool programs and other programs, as is feasible and appropriate;
5. ~~Develop appropriate roles for community-based organizations and businesses in parental involvement activities and providing information about and encouraging the formation of partnerships between public schools, businesses and parents;~~

~~6. Conducting activities such as parent resource centers and opportunities for parents to learn about child development and child rearing, as appropriate and feasible;~~

~~67. Ensure, to the extent possiblepracticable, that information about school and parent meetings, programs, and activities is sent home to the parents of participating children -in a format and to the extent practicable, in atthe language the parents can understand-used in the homes of the participating children; and~~

~~78. Provide such other reasonable supports for parental involvement -asactivities as requested by parents.~~

D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of ~~the instruction and services to participating children~~such training;

2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;

3. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs to enable parents to participate in school-related meetings and training sessions;

4. Train ~~and support~~ parents to enhance the involvement of other parents;

5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental ~~opportunities for~~ participation in school-related activities;

~~6. Arrange for staff who work directly with participating children to conduct in-home conferences with parents who are unable to attend conferences at school; and~~

~~67. Adopt and implement model approaches to improving parental involvement; such as Even Start.~~

~~7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and~~

8. Establish a district-wide parent advisory council to provide advice on all matters related to a parental involvement in Title I programs.

- E. To carry out the requirements of parental ~~and family involvement~~ engagement, the school district and schools, to the extent practicable, will provide ~~full~~ opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), ~~with limited English proficiency or with disabilities~~, including providing information and school reports profiles in a format and, to the extent practicable, in a language and form that is understandable by the parents.
- F. The school district and each school ~~will assist~~ shall inform parents and parent organizations in learning of and about parental information and resource centers of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)

**Cross References:** None

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## 614 - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

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

### I. PURPOSE

~~It is~~ The purpose of this policy is to set forth the school district's testing plan and procedure.

### II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district is to implement procedures for testing, test security, ~~reporting,~~ documentation, ~~notification to students and parents~~ and ~~student~~ record keeping ~~in accordance with Minnesota law.~~

### III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION~~OR~~

~~***[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]***~~

#### A. Superintendent

##### 1. Responsibilities before testing.

a. Designate a district assessment coordinator and district technology coordinator.

b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.

c. Annually review and recertify staff who have access to MDE secure systems.

d. Read and complete the Assurance of Test Security and Non-Disclosure.

~~***[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]***~~

e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
  - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
  - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
  - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
  - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s).

- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
- d. Address invalidations and test or accountability codes.

3. Responsibilities after testing.

- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.

- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.

- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.

- a. Implement test administration and test security policies and procedures.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
- d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
  - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - (4) Identify need for additional test materials to district assessment coordinator.
  - (5) Provide MTAS student data collection forms if necessary.
  - (6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
  - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the Test Administration Report.

**[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

a. Ensure that all paper test materials are kept locked and secure and security checklists completed.

b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

d. Return secure test materials as outlined in applicable manuals and resources.

e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.

2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.

8. Confirm site readiness.

9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

- d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e. Be knowledgeable regarding student accommodations.
- f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s).

a. Before test.

- (1) Receive and maintain security of test materials.
- (2) Verify that all test materials are received.
- (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

**[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]**

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After test.

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).

a. Before the test.

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for student.

b. During the test.

(1) Administer each task to each student and record the score.

(2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.

(3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(4) Document and report and unusual circumstances to district or school assessment coordinator.

c. After the test.

(1) Keep materials secure.

(2) Return all materials.

(3) Return objects and manipulatives to classroom.

(4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

#### H. MARSS Coordinator

1. Responsibilities before testing.

a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.

b. Ensure English language and special education designations are current and correct for students testing based on those designations.

c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

a. Ensure accurate enrollment of students in schools during the accountability windows.

b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.

c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

#### I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic standards test administration plan. The school district test administrator shall file the plan with the Department of Education ("Department") and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:

A. The graduation requirements;

B. The number of opportunities a student shall have to retake tests of basic standards during each year;

- ~~C. The opportunities for remediation for a student who has not passed tests of basic standards;~~
- ~~D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic standards;~~
- ~~E. The process for appealing the school district's response to requests in item C;~~
- ~~F. The method to report breaches in test security procedures to the school district and the Department; and~~
- ~~G. Procedures for meeting the needs of Limited English Proficient students, students who require an IEP or students who require Section 504 Accommodation.~~

#### IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

**[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address..]**

~~Security Requirements.~~ When administering tests for the basic standards, the school district shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education:

- ~~1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;~~
- ~~2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34;~~
- ~~3. No copies of test booklets or answer sheets shall be made; and~~
- ~~4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.~~

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;

4. ~~Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.~~

~~If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.~~

5. ~~Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.~~
- ~~Security Violations. The Department shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:~~

1. ~~The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or~~
2. ~~Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.~~

~~C. Staff will be informed of the following:~~

1. ~~Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.~~
2. ~~Other contact information and options for reporting security concerns.~~

## ~~V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC~~

~~A. The school district shall report the information specified below to the Department annually by October 15 in a format to be determined by the Department.~~

~~B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.~~

~~C. The reports required above shall include:~~

1. ~~The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;~~
2. ~~The number of students at each grade level 9 through 12 passing each basic standard at the state standards level;~~

- ~~3. The number of students at each grade level 9 through 12 passing each basic standard at an individualized level under an IEP or a Section 504 Accommodation plan;~~
- ~~4. The number of students at each grade level 9 through 12 passing tests in each basic standard with tests that have been translated into a language other than English;~~
- ~~5. The number of students at each grade level 9 through 12 exempt from testing in each basic standard; and~~
- ~~6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic standard when all other graduation requirements have been met.~~

~~D. The superintendent shall submit reports identifying expenditures related to basic standards testing, to the Department as required by law.~~

## **VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

The school district shall maintain records necessary for program audits conducted by the ~~Department~~MDE. The records must include documentation consisting of the following~~that~~:

- ~~A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:~~
  - ~~1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.~~
  - ~~2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.~~
  - ~~3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.~~
  - ~~4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.~~
  - ~~5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.~~
  - ~~6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.~~
  - ~~7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.~~

8. ~~Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.~~
  9. ~~Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.~~
  10. ~~Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.~~
- A. ~~Required notifications to parents and students meet the requirements of Minnesota Rules, part 3501.0120;~~
  - B. ~~Required student records meet the requirements of Minnesota Rules, part 3501.0130;~~
  - C. ~~The school district's process for additional testing of students meets the requirements of Minnesota Rules, part 3501.0050.~~
  - D. ~~Test security procedures comply with Minnesota Rules, part 3501.0150;~~
  - E. ~~The school district's decisions regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, Parts 3501.0100;~~
  - F. ~~The school district's curriculum and instruction provides appropriate learning opportunities in the basic standards in compliance with Minnesota Rules, Part 3501.0110;~~
  - G. ~~Remediation plans for students are on file consistent with Minnesota Rules, Part 3501.0110;~~
  - H. ~~The basic standards test administration plan complies with Minnesota Rules, Part 3501.0140, subpart 2;~~
  - I. ~~The documentation for students granted accommodations or exempted from testing complies with Minnesota Rules, Part 3501.0090;~~
  - J. ~~The assessments and documentation of performance for students granted modifications of statewide standards comply with Minnesota Rules, Part 3501.0090, subpart 2, item C; and~~
  - K. ~~The school district's process for testing considerations for LEP students complies with Minnesota Rules, Part 3501.0100.~~

## ~~**VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS**~~

- A. ~~Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.~~

~~B. — Notice of Graduation Requirements. No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice of:~~

- ~~1. — The graduation requirements; and~~
- ~~2. — The grade in which the student shall have the first opportunity to take a test in basic standards.~~

~~C. — Notice of Test Results and Remediation Opportunities. The school district shall provide no later than ninety (90) days after a student takes a test of basic standards, written notice to the parents and the student of:~~

- ~~1. — Basic standards test results; and~~
- ~~2. — Consistent with Minnesota Rules, part 3501.0050, subpart 3, if the student is in the graduating year:
  - ~~a. — The process by which a parent or student can request additional testing and testing accommodations after April 1; and~~
  - ~~b. — The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.~~~~

~~D. — Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the Minnesota Department of Education, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department's proposal.~~

## ~~VIII. — STUDENT RECORDKEEPING~~

~~A. — Test Results. The school district shall keep a record on each student that includes:~~

- ~~1. — The basic standards tests taken; and~~
- ~~2. — The results of the most recent basic standards tests given.~~

~~B. — Student Progress. Individual student progress shall be reported on a student record as described in items 1 to 4 below.~~

1. ~~“Pass state level” shall be noted on the record of a student who passes a basic standards test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.~~
2. ~~“Pass individual level” shall be noted on the record of a student who passes a basic standards test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minnesota Rules, part 3501.0090.~~
3. ~~“Pass translation” shall be noted on the record of a student who passes a basic standards test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.~~
4. ~~“Exempt” shall be noted on the record of a student who has been exempted from a basic standards test.~~

***Legal References:***

- Minn. Stat. § 13.34 (Examination Data)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World’s Best Workforce)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.36, Subd. 2 (School Accountability Adequate Yearly Progress)  
~~Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)~~
- ~~Minn. Stat. § 123B.143, Subd. 1 (Superintendent)~~  
~~Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)~~  
~~Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards—Written Composition)~~  
~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards Academic Standards for Mathematics)~~  
~~Minn. Rules Parts 3501.082 (Academic Standards for the Arts)~~  
~~Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)~~  
~~Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)~~  
~~Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)~~  
~~20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)~~
- 20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

***Cross References:*** MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 ~~plans~~ ~~Accommodation~~, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
[Minnesota Pearson Access Next Resources and Forms:](http://minnesota.pearsonaccessnext.com/policies-and-procedures/)  
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 615
Date Revised: 06/12/06, <u>03/27/23</u>	

**615 ~~-BASIC STANDARD TESTING,~~ ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPS, SECTION 504 Plans ~~ACCOMMODATIONS~~ AND LEP STUDENTS**

**I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.~~IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of basic skills testings.~~

**II. GENERAL STATEMENT OF POLICY**

~~A. The school district will utilize the existing annual review of Individual Education Plans (IEP) or Section 504 Accommodation plans to review, on a case by case basis, the extent of student participation in basic standards testing.~~

~~B. Students with LEP needs must be identified and accommodations made.~~

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.

2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.

3. Eligibility Requirements

a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:

(1) The IEP team must consider the student’s ability to access the MCA, with or without accommodations;

(2) The IEP must review the student’s instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not

linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;

(3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;

(4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c. For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.

d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.

e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

a. Student's disability category;

b. Participation in a separate, specialized curriculum;

c. Current level of English language proficiency;

d. The expectation that the student will receive a low score on the ACCESS for ELs;

e. Language, social, cultural, or economic differences;

f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

### **III. DEFINITION OF TERMS**

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through [minnesota.pearsonaccessnext.com](http://minnesota.pearsonaccessnext.com).

See "Guidelines for Accommodations in the Minnesota Assessment" document which can be found on the Minnesota Department of Education's website at: <http://education.state.mn.us/mde/static/000782.pdf>.

### **IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING**

See Chapter 5 of the current "Procedures Manual for the Minnesota Assessments" and 2020-21 Guidelines for Administration of Accommodations and Linguistic Supports [http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guidelines%20for%20Accomm\\_2020-21.pdf](http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/Guidelines%20for%20Accomm_2020-21.pdf)

See "Guidelines for Accommodations in the Minnesota Assessment" document which can be found on the Minnesota Department of Education's website at: <http://education.state.mn.us/mde/static/000782.pdf>.

### **V. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes.

~~This will be done annually on December 1.~~ Testing results will be documented and reported.

***Legal References:***

[Minn. Stat. § 120B.11 \(School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce\)](#)

[Minn. Stat. § 120B.30 \(Statewide Testing and Reporting System\)](#)

[Minn. Stat. § 125A.08 \(Individualized Education Programs\)](#)

[Minn. Rules Parts 3501.0640-3501.0655 \(Academic Standards for Language Arts\)](#)

[Minn. Rules Parts 3501.0700-3501.0745 \(Academic Standards for Mathematics\)](#)

[Minn. Rules Parts 3501.0820 \(Academic Standards for the Arts\)](#)

[Minn. Rules Parts 3501.0900-3501.0955 \(Academic Standards in Science\)](#)

[Minn. Rules Parts 3501.1300-3501.1345 \(Academic Standards for Social Studies\)](#)

[Minn. Rules Parts 3501.1400-3501.1410 \(Academic Standards for Physical Education\)](#)

[Eligibility Requirements for the Minnesota Test of Academic Skills \(MTAS\),](#)

<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>

[Alternate ACCESS for ELLs Participation Guidelines,](#)

<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

~~[Minn. Rule Parts 3501.0010 to 3501.0180](#)~~

~~[Minn. Rule Parts 3501.0200 to 3501.0270](#)~~

~~[Minn. Stat. § 120B.11 \(School District Process\)](#)~~

***Cross References:*** MSBA\MASA Model Policy 104 (School District Mission Statement)

MSBA\MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA\MASA Model Policy 613 (Graduation Requirements)

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

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



## Spring 2023 Coaches

Girls Golf	Dustin Martin Anna Moser Jason Hendrickson	Head Coach Assistant Coach 7-8 Grade Coach
Boys Golf	Vern Schnathorst Jay Peterson Greg Unruh Keith Eckhoff Robb Flint	Head Coach Assistant Coach Assistant Coach 7-8 Grade Coach 7-8 Grade Coach
Softball	Emma Mguire Mike Scolley Ashley Heinz (Hoehne) Markus Okeson Val Teiken Angie Schute Steve Jensen	Head Coach Assistant Coach Junior Varsity Coach 9th Grade Coach 7-8 Grade Coach 7-8 Grade Coach 7-8 Grad Coach
Track	Maggy Doll Dylan Surface Reed Hefta Ryan Zunich Pete Paulson Lisa Conzemius Garrett Penton Rachel Moen Ben Aastuen Cami Eckhoff Zach Paustian	Head Coach Head Coach Assistant Coach Assistant Coach 9th Grade Coach 9th Grade Coach 9th Grade Coach 9th Grade Coach 7-8 Grade Coach 7-8 Grade Coach 7-8 Grade Coach
Baseball	Terry Eiter Mark Gulseth Matt Huberty Bradly Swiers Austin Dodd Jacob Johnson Brandon Johnson	Head Coach Assistant Coach Junior Varsity Coach 9th Grade Coach 7-8 Grade Coach 7-8 Grade Coach 7-8 Grade Coach
Boys Tennis	Zach Biggar Jacob Thompson Jackson Judisch	Head Coach Assistant Coach Volunteer
Trap	Cory Haverkamp	Head Coach

Speed & Strength	Dylan Surface Matt Jenson	Coordinator Coach
3 Act Play	Nikki Caulfield	
Adapted Bowling	Scott Piepkorn Ethan Walz	Head Coach Head Coach

DATE: March 20, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Authorized Signers on Official Depositories**

I recommend that we approve updates in authorized signers on the District's Official Depository Accounts.

Recommend approval to remove School Board Member Jennifer Pedersen as a signer on all official accounts effective April 1, 2023.

Recommend approval to add Board Member Mary Rotter and Business Office Financial Assistant Jennifer Fode as an authorized signer on behalf of the District effective April 1, 2023.

**DLESP SENIORITY LIST - March 2023**

	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>SENIORITY DATE</b>
1	Susan	Biewer	11/17/1997
2	Carol	Maristuen	9/2/1998
3	Ruth	Lage	9/2/1998
4	Kari	Lane	10/1/1998
5	Julie	Hokanson	9/7/2004
6	Wendy	Jacobson	12/1/2005
7	Susan	Woytassek	9/5/2006
8	Annette	Sailer	9/4/2007
9	Angela	Johnson	9/4/2007
10	Barb	Groth	2/12/2008
11	Joyce	Schweigart	8/22/2008
12	Stacey	Brahmer	8/26/2008
13	Barbara	Olson	9/15/2008
14	Lacey	Gilson	9/22/2008
15	Anna	Berger	9/22/2008
16	Traci	Totland	9/29/2008
17	Carol	Kempenich	8/29/2011
18	Stacy	Conn	9/13/2011
19	Arlene	Bakker	9/16/2011
20	Maja	Rolland	1/2/2013
21	Mary	Edwards	8/28/2013
22	Laura	Blomseth	9/3/2013
23	Sara	Boeckel	9/9/2013
24	Jennifer	Lehmann	9/30/2013
25	Steven	Jenson	10/23/2013
26	Britt	Moore	11/18/2013
27	Mary	Haynes	1/17/2014
28	Tracy	Dallmann	8/27/2014
29	Ashley	McDougall	9/2/2014
30	Elizabeth "Betty"	Disse	9/11/2014
31	Cindy	Macheel	12/8/2014
32	Elysia	McDonald	2/2/2015
33	Sue	Livermore	4/7/2015
34	Amalea	Price	12/1/2015
35	Frances	Parker	2/16/2016
36	Brianna	Ehnert	8/29/2016
37	Miranda	Mahlum	8/29/2016
38	Valerie	Soberg	8/29/2016
39	Natasha	Haverkamp	8/29/2016
40	Brenda	Bergum	9/6/2016

41	Sheyenne	Hirsch	9/14/2016
42	Dori	Fugere	10/4/2016
43	Tracy	Gunderson	11/21/2016
44	Rachel	Kohler	12/13/2016
45	Alycia	Holm	8/16/2017
46	Rose	Hawkins	8/16/2017
47	Cody	Bahls	8/28/2017
48	Kelly	Bristlin	9/14/2017
49	Haley	Anderson	10/9/2017
50	Andrea	Leitheiser	12/4/2017
51	Victoria	Skinner	3/6/2018
52	Laura	Kramer	8/26/2018
53	Melissa	Conley	8/29/2018
54	Machelle	Krengel	8/30/2018
55	Jessica	Foster	8/30/2018
56	Jennifer	Reynolds	8/30/2018
57	Mary	Sundby	9/28/2018
58	Ashley	Francis	2/11/2019
59	Deb	Baker	8/20/2019
60	Karla	Brogren	8/20/2019
61	Lynn	Monley	8/22/2019
62	Leah	Haisley	9/3/2019
63	Shiloh	Barrows	9/17/2019
64	Jessie	Marx	9/24/2019
65	Tonia	Nelson	10/10/2019
66	Tiffanie	Trautman	10/14/2019
67	Mason	Sampson	10/14/2019
68	Alicia	Olson	11/6/2019
69	Melvina	Grose	12/16/2019
70	Nicole	Tredwell	1/13/2020
71	Christi	Lokken	2/21/2020
72	Kristi	Husby	9/25/2020
73	Jacquelyn	Erickson	9/25/2020
74	Salone	Scallon	10/5/2020
75	Abigail	Maneval	10/30/2020
76	Michelle	Tappe	2/5/2021
77	Laurie	Norberg	8/19/2021
78	Pat	Wavra	8/30/2021
79	Kari	Baer	8/30/2021
80	Sandy	Northup	8/30/2021
81	April	Hilde	8/30/2021
82	Wendy	Steffens	8/31/2021
83	Dori	Bakke	9/7/2021

84	Morgan	Eiter	9/30/2021
85	Katie	Steinke	1/24/2022
86	Alissa	Oneill	2/8/2022
87	Jenna	Tollefson	2/22/2022
88	Donna	Stroeing	8/23/2022
89	Pauline	Tunheim	8/29/2022
90	Ashley	Moe	8/29/2022
91	Mallie	Anderson	8/29/2022
92	Andrea	Sieling	8/29/2022
93	Kelly	Malstrom	8/29/2022
94	Carissa	Dahlen	8/29/2022
95	Kylie	Swiers	8/29/2022
96	Cassie	Kippen	8/29/2022
97	Chelsea	Christianson	8/29/2022
98	Cassandra	Willson	8/29/2022
99	Deb	Haverkamp	8/29/2022
100	Brandi	Davidson	8/29/2022
101	Zachary	McKay	8/29/2022
102	Krystie	Crawford	8/29/2022

	<b>PROBATIONARY EMPLOYEES</b>		
103	Lourdes	Tangen	9/6/2022
104	Isabella	Wilson	9/7/2022
105	Tiffani	Rosing	9/7/2022
106	Sara	Waller	9/26/2022
107	Dylan	Lysne	9/27/2022
108	Casey	Hoffman	10/4/2022
109	Diane	Morton	10/17/2022
110	Tim	Murray	11/14/2022
111	Tiffany	Heim	12/5/2022
112	Abigail	Voz	1/3/2023
113	Andrea	McIntosh	1/16/2023
114	Julie	Villa	1/17/2023
115	Beth	Hedstrom	1/30/2023
116	Katelyn	Ellingson	1/30/2023
117	Bradly	Swiers	2/6/2023
118	Amy	Johnson	2/6/2023
119	Jessica	Carlson	2/6/2023
120	Marissa	Bakke	2/13/2023


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

Member \_\_\_\_\_ introduced the following resolution and moved its adoption,

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

1. It is necessary for the school district to hold its special election for the purpose of electing (one) (1) school board member for a term of one year 7 months (1.5) years.

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

3. The special election is hereby called and elected to be held on **Tuesday, the 9th day of May, 2023.**

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

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

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

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

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

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

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

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

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

SPECIAL ELECTION BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES PUBLIC SCHOOLS  
May 9, 2023

**INSTRUCTIONS TO VOTERS**

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

SCHOOL BOARD MEMBER  
VOTE FOR ONE

- ETHAN WALZ
- NERISSA HENDRICKSON
- \_\_\_\_\_  
write-in, if any

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

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

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

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

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Clerk

RESOLUTION AUTHORIZING USE OF ELECTRONIC VOTING SYSTEM

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

1. Pursuant to Minnesota Statutes, Section 206.58, the school board deems it desirable that electronic voting systems be authorized for use at all polling places (or specify which) at the election to be held on **May 9, 2023** , and at all subsequent elections in the school district, subject to approval by the county auditor of each county in which an affected precinct is located.
  
2. The clerk is hereby authorized and directed to disseminate information to the public concerning use of the electronic voting system at least 60 days prior to the election. The clerk shall cause the certification of adoption of the electronic voting system, attached hereto, to be published in the official newspaper of the district at least 60 days prior to the election.
  
3. The clerk is hereby authorized and directed to provide instruction for voters in the use of the system by placing an electronic voting system at the school district offices for six consecutive weeks preceding the first election at which the electronic voting system will be used.
  
4. The clerk is authorized and directed to certify to the Secretary of State within 30 days of the passage of this resolution that the school board adopted use of the electronic voting system commencing with the **May 9, 2023** election.
  
5. The rules and instructions, attached hereto, are hereby established as the rules and instructions for use of the electronic voting system. The clerk is authorized and directed to submit the instructions to the secretary of state for approval.
  
6. The clerk is authorized and directed to post in a prominent place in the polling place a printed copy of the approved rules and instructions for use of the electronic voting system. These rules and instructions shall remain posted for inspection by the voters throughout Election Day.

CERTIFICATION OF ADOPTION OF ELECTRONIC VOTING SYSTEM

This is to certify as follows:

1. The school board of Independent School District No.22 on **March 27, 2023** , passed a resolution authorizing the use of electronic voting systems in the school district.
2. Use of such system will commence with the election on **May 9, 2023** .By authority of the School Board of Independent School District No. 22, pursuant to resolution dated **March 27, 2023**.

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair

Dated: \_\_\_\_\_

\_\_\_\_\_

Clerk

## RESOLUTION ESTABLISHING BALLOT BOARD

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

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws.
2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots.
3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.
4. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

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School Board Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **SAMANTHA SALATHE**, A **TIER 1** TEACHER.

WHEREAS, Samantha Salathe is a Tier 1 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Samantha Salathe is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

SAMANTHA SALATHE  
39658 MARION LODGE TRAIL  
PERHAM, MN 56573

Dear Samantha:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **GENE SNETSINGER**, A **TIER 2** TEACHER.

WHEREAS, Gene Snetsinger is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Gene Snetsinger is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

GENE SNETSINGER  
2537 310TH AVE  
MAHNOMEN, MN 56557

Dear Gene:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **LAURA HUNT**, A **TIER 2** TEACHER.

WHEREAS, Laura Hunt is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Laura Hunt is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

LAURA HUNT  
178 MEADOW LANE #118  
DETROIT LAKES, MN 56501

Dear Laura:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **MELISSA OSTLIE**, A **TIER 2** TEACHER.

WHEREAS, Melissa Ostlie is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Melissa Ostlie is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

MELISSA OSTLIE  
30225 WING TRAIL  
VERGAS, MN 56587

Dear Melissa:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **HEATHER MALONE**, A **TIER 2** TEACHER.

WHEREAS, Heather Malone is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Heather Malone is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

HEATHER MALONE  
1345 LORI AVE  
DETROIT LAKES, MN 56501

Dear Heather:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **VALERIE TEIKEN**, A **TIER 2** TEACHER.

WHEREAS, Valerie Teiken is a Tier 2 teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that the teaching contract of Valerie Teiken is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and nonrenewal of his/her contract, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

VALERIE TEIKEN  
20148 KLEIN RD  
DETROIT LAKES, MN 56501

Dear Valerie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by the School Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:  
Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **ALICIA SABERS**, A PROBATIONARY TEACHER WITH  
OUT OF FIELD PERMISSION.

WHEREAS, Alicia Sabers is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Alicia Sabers is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

ALICIA SABERS  
14340 LEISURE LANE  
LAKE PARK, MN 56554

Dear Alicia:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **JOSHUA ERHARDT**, A PROBATIONARY TEACHER WITH  
OUT OF FIELD PERMISSION.

WHEREAS, Joshua Erhardt is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Joshua Erhardt is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

JOSHUA ERHARDT  
525 CENTRAL ST E  
DETROIT LAKES, MN 56501

Dear Joshua:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **SADIE SKROVE**, A  
PROBATIONARY TEACHER.

WHEREAS, Sadie Skrove is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Sadie Skrove is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

SADIE SKROVE  
1147 MCKINLEY AVE  
DETROIT LAKES, MN 56501

Dear Sadie:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **SHELBY LAYMON**, A  
PROBATIONARY TEACHER.

WHEREAS, Shelby Laymon is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Shelby Laymon is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

SHELBY LAYMON  
34252 SYBIL LAKE ROAD  
VERGAS, MN 56587

Dear Shelby:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **SAMUEL BERGREN**, A  
PROBATIONARY TEACHER.

WHEREAS, Samuel Bergren is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Samuel Bergren is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

SAMUEL BERGREN  
28083 MOUNTAIN ROAD  
DETROIT LAKES, MN 56501

Dear Samuel:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **AMY MOORS**, A  
PROBATIONARY TEACHER.

WHEREAS, Amy Moors is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Amy Moors is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

AMY MOORS  
28288 COUNTY HIGHWAY 34  
CALLAWAY, MN 56521

Dear Amy:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **HOPE SCHMITZ**, A  
PROBATIONARY TEACHER.

WHEREAS, Hope Schmitz is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Hope Schmitz is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

HOPE SCHMITZ  
25679 KORF ROAD  
ROCHERT, MN 56578

Dear Hope:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **MADYSON WEBBER**, A  
PROBATIONARY TEACHER.

WHEREAS, Madyson Webber is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Madyson Webber is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

MADYSON WEBBER  
220 CENTRAL ST W  
DETROIT LAKES, MN 56501

Dear Madyson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **ERICA RATZ**, A  
PROBATIONARY TEACHER.

WHEREAS, Erica Ratz is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Erica Ratz is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

ERICA RATZ  
33958 LONGVIEW ROAD  
FRAZEE, MN 56544

Dear Erica:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **BRANDON JOHNSON**, A  
PROBATIONARY TEACHER.

WHEREAS, Brandon Johnson is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Brandon Johnson is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

BRANDON JOHNSON  
1131 WOODROW AVE  
DETROIT LAKES, MN 56501

Dear Brandon:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **DYLAN SURFACE**, A  
PROBATIONARY TEACHER.

WHEREAS, Dylan Surface is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Dylan Surface is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

DYLAN SURFACE  
202 STONE CREEK DR #104  
DETROIT LAKES, MN 56501

Dear Dylan:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF **ZACHARY PAUSTIAN**, A  
PROBATIONARY TEACHER.

WHEREAS, Zachary Paustian is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Zachary Paustian is hereby terminated at the close of the current 2022-23 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

ZACHARY PAUSTIAN  
1710 BRAINARD BLVD #110  
DETROIT LAKES, MN 56501

Dear Zachary:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 27, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-24 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



## 2023 SPRING LANE CHANGE REPORT

First Name	Last Name	Building	Current Lane	Current Salary	Current Daily Rate	New Lane Placement	New Salary	New Daily Rate	Daily Rate X 81	Increase for 81 Days	New Salary W/ Increase
Jennifer	Barberg	Middle School	BA+50, Step 10	\$62,280.00	\$351.90	BA+60, Step 10	\$64,003.00	\$361.60	\$29,289.60	\$785.70	\$63,065.70
Christina	Bergeron	High School	MA, Step 12	\$64,309.00	\$363.33	MA+10, Step 12	\$65,912.00	\$372.38	\$30,162.78	\$733.05	\$65,042.05
Brianna	Byer	Middle School	BA+30, Step 5	\$49,838.00	\$281.57	MA, Step 5	\$51,906.00	\$293.25	\$23,753.25	\$946.08	\$50,784.08
Cami	Eckhoff	Middle School	BA+ 50, Step 3	\$51,236.00	\$289.47	BA+60, Step 3	\$52,843.00	\$298.55	\$24,182.55	\$705.48	\$51,941.48
Shawn	Ford-Miligan	High School	BA+30, Step 13	\$66,363.00	\$374.93	MA, Step 13	\$67,342.00	\$380.46	\$30,817.26	\$447.93	\$66,810.93
Braeden	Hogie	High School	MA+10, Step 9	\$60,549.00	\$342.08	MA +20, Step 9	\$62,280.00	\$351.86	\$28,500.66	\$792.18	\$61,341.18
Matt	Jenson	High School	BA+ 50 Step 4	\$52,135.00	\$294.55	MA+20, Step 4	\$53,740.00	\$303.62	\$24,593.22	\$734.67	\$52,869.67
Graham	Newman	Rossman	MA+ 10 Step 7	\$57,094.00	\$322.56	MA+20, Step 7	\$58,819.00	\$332.31	\$26,917.11	\$789.75	\$57,883.75
Sarah	Newman	Roosevelt	MA+20, Step 10	\$64,003.00	\$361.60	MA+30, Step 10	\$65,729.00	\$371.35	\$30,079.35	\$789.75	\$64,792.75
Kiera	Sannes	Laker Transition	BA+10, Step 3	\$45,156.00	\$255.12	BA+20, Step 3	\$46,761.00	\$264.19	\$21,399.39	\$734.67	\$45,890.67
Hope	Schmitz	Rossman	BA+ 20, Step 3	\$46,761.00	\$264.19	MA, Step 3	\$49,631.00	\$280.40	\$22,712.4	\$1,313.01	\$48,074.01
Tim	Siewert	High School	BA+ 20, Step 13	\$64,647.00	\$365.24	MA, Step 13	\$67,342.00	\$380.46	\$30,817.26	\$1,232.82	\$65,879.82
Jess	Stuwe	Middle School	MA +20 Step L	\$77,874.00	\$439.97	MA +30 Step L	\$80,090.00	\$452.49	\$36,651.69	\$1,014.12	\$78,888.12
Aaron	Swenson	High School	MA +10, Step 11	\$64,003.00	\$361.60	MA +20, Step 11	\$66,657.00	\$376.59	\$30,503.79	\$1,214.19	\$65,217.19
				<b>\$826,248.00</b>			<b>\$852,055.00</b>			<b>\$12,233.40</b>	<b>\$840,706.71</b>



**DETROIT LAKES**  
**LAKERS**

**FY 2023 BUDGET REVISION**  
**March 27, 2023**



**DETROIT LAKES**  
**LAKERS**

**GENERAL FUND SUMMARY**

	Revenues	Expenditures
<b>Original Budget</b>	<b>\$39,856,870</b>	<b>\$39,938,940</b>
<b>Revised Budget</b>	<b>\$39,773,141</b>	<b>\$40,389,586</b>
<b>Change</b>	<b>(\$83,729)</b>	<b>\$450,646</b>



## GENERAL FUND - REVISIONS

- Stable Enrollment
- General Education and Extended Time Revenue Estimates (Change to PSEO Contract)
- Adjustments to Special Education coding
- LTFM Roofing Projects - Completed in FY23
- Capital Expenditure Adjustments (Network Upgrade)
- Increases in Operations Expenses
  - Maintenance
  - Supplies
  - Overtime Wages



## FOOD SERVICE FUND SUMMARY

	Revenues	Expenditures
Original Budget	\$2,080,931	\$2,159,444
Revised Budget	\$1,854,368	\$1,845,524
Change	(\$226,563)	(\$313,919)



## FOOD SERVICE FUND REVENUE & EXPENDITURE REVISIONS

- Revenue
  - Better than expected participation
  - Additional USDA Supply Chain Assistance
  - USDA Farm-To-Table Grant
  - Reimbursement Rates Finalized
  
- Expenditures
  - Leveling of Food/Commodities Costs
  - Reduction of Unfilled Positions



## REVISED BUDGET - REVENUE SUMMARY

Fund	Revenues
General Fund - 01	\$39,773,141
Food Service - 02	\$1,854,368
Community Services - 04	\$1,530,844
Building Construction - 06	\$2,837,796
Debt Service - 07	\$3,929,384
Custodial Fund - 18	\$81,000
Student Activities	\$193,400
<b>Total Revenues</b>	<b>\$50,199,933</b>



## REVISED BUDGET - EXPENDITURES SUMMARY

Fund	Expenditures
General Fund - 01	\$40,339,586
Food Service - 02	\$1,845,524
Community Services - 04	\$1,372,846
Building Construction - 06	\$3,218,000
Debt Service - 07	\$3,846,931
Custodial Fund - 18	\$81,000
Student Activities	\$187,000
<b>Total Expenditures</b>	<b>\$50,890,887</b>

**Detroit Lakes Public Schools  
Independent School District #22**

2022-23 Revenue and Expenditure Budget Summary by Fund

	22-23 Revenue	22-23 Expenditures	Transfers	Difference
<b>General Fund</b>				
Original Budget	39,856,870	39,938,940	-	(82,070)
Revised Budget	39,773,141	40,339,586	-	(566,445)
Change	(83,729)	400,646	-	(484,375)
<b>Food Service</b>				
Original Budget	2,080,931	2,159,444	-	(78,513)
Revised Budget	1,854,368	1,845,524	-	8,844
Change	(226,563)	(313,920)	-	87,357
<b>Community Education</b>				
Original Budget	1,319,327	1,346,075	-	(26,748)
Revised Budget	1,530,844	1,372,846	-	157,998
Change	211,517	26,771	-	184,746
<b>Building Fund</b>				
Original Budget	250,000	3,218,000	-	(2,968,000)
Revised Budget	2,597,796	3,218,000	-	(380,204)
Change	2,597,796	-	-	2,597,796
<b>Debt Service</b>				
Original Budget	3,942,979	3,846,931	-	96,048
Revised Budget	3,929,384	3,846,931	-	82,453
Change	(13,595)	-	-	(13,595)
<b>Custodial Account</b>				
Original Budget	81,000	81,000	-	-
Revised Budget	81,000	81,000	-	-
Change	-	-	-	-
<b>Student Activities</b>				
Original Budget	186,501	191,935	-	(5,434)
Revised Budget	193,400	187,000	-	6,400
Change	6,899	(4,935)	-	11,834
<b>TOTAL ALL FUNDS</b>				
Original Budget	\$ 47,717,608	\$ 50,782,325	\$ -	\$ (3,064,717)
Revised Budget	\$ 50,199,933	\$ 50,890,887	\$ -	\$ (890,954)
Change	\$ 2,482,325	\$ 108,562	\$ -	\$ 2,373,763

# DETROIT LAKES PUBLIC SCHOOLS

## Statement of Changes in Fund Balance For the Year Ending 06/30/23

		Projected Fund Balance 7/1/2022	2022-2023 Estimated Revenues	2022-2023 Estimated Expenditures	Fund Balance Adjustments	Est. Fund Balance 6/30/23	Net Change
<b>01 GENERAL FUND</b>							
<b>460</b>	<b>Non-Spendable</b>	\$ 60,009	\$ -	\$ -		\$ 60,009	\$ -
403	Restricted for Staff Development	\$ 694,224	\$ 480,047	\$ (699,335)	\$ -	\$ 474,936	\$ (219,288)
472	Restricted MA/Special Education	1,396,664	125,000	(65,516)		1,456,148	59,484
449	Restricted for Safe Schools Levy	259,182	113,035	(116,443)		255,774	(3,408)
467	Restricted for Long Term Facility Maintenance	(397,462)	930,101	(758,000)	-	(225,361)	172,101
424	Restricted for Operating Capital	1,341,472	758,866	(931,760)	-	1,168,578	(172,894)
438	Restricted for Gifted & Talented	43,339	39,000	(72,281)		10,058	(33,281)
	<b>Total General Fund Restricted</b>	<b>\$ 3,337,419</b>	<b>\$ 2,446,049</b>	<b>\$ (2,643,335)</b>	<b>\$ -</b>	<b>\$ 3,140,133</b>	<b>\$ (197,286)</b>
<b>418</b>	<b>Committed Fund Balance-Severance and OPEB Liabilities</b>	<b>\$ 2,619,414</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 2,619,414</b>	<b>\$ -</b>
	<b>Assigned of Building Construction</b>	<b>\$ 2,379,685</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,379,685</b>	<b>\$ -</b>
		<b>\$ 2,379,685</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,379,685</b>	<b>\$ -</b>
422	Unassigned	5,147,443	37,327,092	(37,696,251)	-	4,778,284	(369,159)
	<b>Total General Fund Unassigned</b>	<b>\$ 5,147,443</b>	<b>\$ 37,327,092</b>	<b>\$ (37,696,251)</b>	<b>\$ -</b>	<b>\$ 4,778,284</b>	<b>\$ (369,159)</b>
	<b>Grand Total General Fund</b>	<b>\$ 13,543,970</b>	<b>\$ 39,773,141</b>	<b>\$ (40,339,586)</b>	<b>\$ -</b>	<b>\$ 12,977,525</b>	<b>\$ (566,445)</b>
<b>02 - FOOD SERVICE</b>							
460	Non-Spendable	\$ 80,519	\$ -	\$ -		\$ 80,519	\$ -
464	Restricted	1,076,040	1,854,368	(1,845,524)		1,084,884	8,844
	<b>Total Food Service</b>	<b>\$ 1,156,559</b>	<b>\$ 1,854,368</b>	<b>\$ (1,845,524)</b>		<b>\$ 1,165,403</b>	<b>\$ 8,844</b>
<b>04 - COMMUNITY SERVICES</b>							
432	Restricted for ECFE	\$ 181,115	\$ 198,323	\$ (201,608)		\$ 177,830	\$ (3,285)
431	Restricted for Community Education	129,874	477,215	(434,446)		172,643	42,769
444	Restricted for School Readiness	232,764	440,609	(387,900)		285,473	52,709

447	Restricted for ABE	97,811	267,987	(303,441)	62,357	(35,454)
464	Restricted - Community Services	\$ 10,574	\$ 146,710	\$ (45,451)	\$ 111,833	\$ 101,259
<b>Grand Total Community Services</b>		<b>\$ 652,138</b>	<b>\$ 1,530,844</b>	<b>\$ (1,372,846)</b>	<b>\$ -</b>	<b>\$ 810,136</b>
<b>06 - BUILDING CONSTRUCTION</b>						
539	Building Fund	\$ (1,422,780)	\$ 2,837,796	\$ (3,218,000)	\$ -	\$ (380,204)
<b>07 - DEBT SERVICE</b>						
464	Debt Service Fund	\$ 615,474	\$ 3,923,384	\$ (3,846,931)	\$ 691,927	\$ 76,453
<b>18 - CUSTODIAL FUNDS</b>						
401	Custodial Funds	\$ 83,236	\$ 81,000	\$ (81,000)	\$ 83,236	\$ -
<b>88 - STUDENT ACTIVITIES</b>						
401	Student Activities	\$ 237,344	\$ 193,400	\$ (187,000)	\$ 243,744	\$ 6,400

**Detroit Lakes Public Schools  
Independent School District #22**

**2022-23 Revenue and Expenditure Budget Summary by Fund**

	22-23 Revenue	22-23 Expenditures	Transfers	Difference
<b>General Fund</b>				
Original Budget	39,856,870	39,938,940	-	(82,070)
Revised Budget	<u>39,773,141</u>	<u>40,339,586</u>	-	<u>(566,445)</u>
Change	(83,729)	400,646	-	(484,375)
<b>Food Service</b>				
Original Budget	2,080,931	2,159,444		(78,513)
Revised Budget	<u>1,854,368</u>	<u>1,845,524</u>		<u>8,844</u>
Change	(226,563)	(313,920)	-	87,357
<b>Community Education</b>				
Original Budget	1,319,327	1,346,075		(26,748)
Revised Budget	<u>1,530,844</u>	<u>1,372,846</u>		<u>157,998</u>
Change	211,517	26,771	-	184,746
<b>Building Fund</b>				
Original Budget	250,000	3,218,000	-	(2,968,000)
Revised Budget	<u>2,837,796</u>	<u>3,218,000</u>	-	<u>(380,204)</u>
Change	2,587,796	-		2,587,796
<b>Debt Service</b>				
Original Budget	3,942,979	3,846,931		96,048
Revised Budget	<u>3,929,384</u>	<u>3,846,931</u>		<u>82,453</u>
Change	(13,595)	-		(13,595)
<b>Custodial Account</b>				
Original Budget	81,000	81,000		-
Revised Budget	<u>81,000</u>	<u>81,000</u>		-
Change	-	-		-
<b>Student Activities</b>				
Original Budget	186,501	191,935		(5,434)
Revised Budget	<u>193,400</u>	<u>187,000</u>		<u>6,400</u>
Change	6,899	(4,935)		11,834
<b>TOTAL ALL FUNDS</b>				
Original Budget	\$ 47,717,608	\$ 50,782,325	\$ -	\$ (3,064,717)
Revised Budget	<u>\$ 50,199,933</u>	<u>\$ 50,890,887</u>	\$ -	<u>\$ (690,954)</u>
Change	\$ 2,482,325	\$ 108,562	\$ -	\$ 2,373,763

**Detroit Lakes Public Schools  
Monthly Enrollment Summary - FY 2023  
March 1, 2023**

Roosevelt					
Grade	Current	Previous (Feb)	Opening Day	Sections	Per Section
K	96	94	96	5	19
1	99	98	99	5	20
2	90	90	90	4	23
3	88	90	88	4	22
4	109	107	109	4	27
5	96	95	96	4	24
<b>RSVT Total</b>	<b>578</b>	<b>574</b>	<b>578</b>	<b>26</b>	<b>22</b>
<b>Difference</b>		<b>4</b>	<b>-</b>		<b>Avg/section</b>

Rossman					
Grade	Current	Previous (Feb)	Opening Day	Sections	Per Section
K	91	92	92	5	18
1	95	95	94	5	19
2	93	93	94	4	23
3	96	96	93	4	24
4	102	102	101	4	26
5	98	98	98	4	25
<b>RSM Total</b>	<b>575</b>	<b>576</b>	<b>572</b>	<b>26</b>	<b>22</b>
<b>Difference</b>		<b>(1)</b>	<b>3</b>		<b>Avg/section</b>

Middle School			
Grade	Current	Previous (Feb)	Opening Day
6	211	211	213
7	200	201	201
8	180	181	181
<b>MS Total</b>	<b>591</b>	<b>593</b>	<b>595</b>
<b>Difference</b>		<b>(2)</b>	<b>(4)</b>

High School						
Grade	Current	Previous (Feb)	Opening Day	PSEO		
				Part-time	Full-Time	ADM*
9	204	203	209			
10	230	231	241	-		
11	214	211	225	-		
12	198	199	206	-		
<b>HS Total</b>	<b>846</b>	<b>844</b>	<b>881</b>	-		
<b>Difference</b>		<b>2</b>	<b>(35)</b>	<b>Total PSEO</b>		<b>-</b>

ALC			
Current	Previous (Feb)	Opening Day	
2	1	0	
28	26	8	
23	25	19	
25	24	23	
<b>78</b>	<b>76</b>	<b>50</b>	
<b>Difference</b>	<b>2</b>	<b>28</b>	

District Wide Summary			
Pre-K	45		
K	187		
1	194		
2	183		
3	184		
4	211		
5	194		
	966		
6	211		
7	200	Laker Online	12
8	180	Transitions	11
	591	Rossman	575
		Roosevelt	578
9	206	Middle School	591
10	258	High school	846
11	237	ALC	78
12	223	PSEO	-
	924	Pre-K Total	45
<b>Total</b>	<b>2,713</b>	<b>Monthly Total</b>	<b>2,736</b>
Comparisons			
<b>Last Month Report</b>			<b>2,726</b>
	<b>Difference</b>		<b>3</b>
<b>2022-23 Opening Day</b>			<b>2,739</b>
	<b>Difference</b>		<b>(3)</b>

Pre K	
ADM*	45

**INDEPENDENT SCHOOL DISTRICT #22  
FINANCE COMMITTEE MEETING AGENDA  
Finance Committee Meeting - March 24, 2023**

**Members Present:**

April Thomas

Mary Rotter

Mark Jenson

Jason Kuehn

**Not Present:**

Jennifer Pedersen

A Finance Committee Meeting was held on Friday, March 24, 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 February and receipts for the month of February. District expenditures and revenues through February were reviewed in comparison to the budget.

**2. Review of Disbursements**

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for February. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of February. Lastly, the committee recommends approval of the check summaries for March 13th and March 27th.

**3. Fiscal Year 2023 Budget Revisions**

Kuehn reviewed revisions to the Fiscal Year 2023 Budget, outlining adjustments for Revenues and Expenditures for each of the designated funds. The Finance Committee recommends approval for the budget revisions.

**INDEPENDENT SCHOOL DISTRICT #22**  
**FACILITIES COMMITTEE MEETING AGENDA**  
**March 9, 2023**

A Facilities Committee Meeting was held at 9:00 AM on Thursday, March 9th, 2023 in Room 203 at Detroit Lakes High School. In attendance were Mark Jenson, John Steffl, Amy Erikson, Mickey Okeson, Colin Gedrose, Josh Omang and Jason Kuehn.

**1. DLHS Parking**

DLHS student Ross Hansen brought forward concerns in regards to the parking availability at DLHS for students. Hansen shared current steps he has taken communicating the concerns to both the City of Detroit Lakes and Detroit Lakes Public Schools administration. The District reviewed with Hansen and the committee what steps are being discussed to help alleviate any issues students are having.

**2. DLHS Greenhouse**

Supervisor of Operations Gedrose reviewed the necessary steps and proposed budget to follow through with the completion of the DLHS Greenhouse. The committee recommended moving forward and with the project completion being distributed between the current fiscal year and next fiscal year.

**3. District Construction Update**

Gedrose provided an update on the final timelines for the DLPS construction projects following building walkthroughs with the general contractors from Gehrtz Construction. A majority of the punch list items were being addressed during the school break on March 13th and 14th, and would resume again once the school year was completed.

The committee also reviewed samples for dedication signage that will be included at each of the schools included in the construction project highlight the school board members, district administration, and contractors/architects involved in the project.