



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, May 22, 2023 - 5:30 PM
M State Room C101 , 900 Hwy 34 E, Detroit Lakes, MN 56501

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

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

BOARD MEMBERS:

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

Ethan Walz
21762 244th Ave
Detroit Lakes, MN 56501
218.371.7619

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

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

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

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

Student Representative: Nick Buboltz- 25bubolnich@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the May 26, 2023 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. DONATIONS

A. A total of \$3,985.35 was donated to unpaid lunch accounts by 59 anonymous families along with Anna Lassonde, Chad Hagen, Irene Johnson, Jason Teiken, Jay Taylor, Lisa Jasken, Lori Riggs, Matthew Kuizer, Scott & Susan Busker, Wilke Family, William and Rhonda Purington.

VIII. PROGRAM PRESENTATIONS

Presenter:

A. Detroit Lakes Public Education Foundation
Presenter: Sam Rufer, Meg Barker

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 April 24, 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. 610- Field Trips
 - 2. 616- School District System Accountability
 - 3. 618- Assessment of Standard Achievement
 - 4. 619- Staff Development of Graduation Standards
- F. Approve the Postage Machine Lease between ISD#22 and Dakota Mailing and Shipping Equipment.
- G. Remove Policies 626, 627, & 631
- H. Approve the Renewal of Health and Safety Program Services Agreement with Lakes Country Service Cooperative for 2023-2026.

X. DISCUSSION ITEMS

Discussion items receive individual attention because of the nature of the issues and need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the items is required. Discussion items will typically return to the agenda at a future point for more specific action.

A. First Reading of Policies:

Presenter: Steffl, Board Chair

- 1. 620- Credit for Learning
- 2. 625-Health Services Program
- 3. 628- Released Time Religious Instruction
- 4. 630- Early Admission
- 5. 690-Storm Day
- 6. 691- GED Testing
- 7. 722- Public Data and Data Subject Request

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. **Out of State Travel** -- Motion to approve the out of state travel for Wendy Fritz, Beth Hedstrom, and Rachele Isaacson for project SEARCH
Presenter: Karen Nudell, Director of Special Education
- B. **MetLife Voluntary Dental Insurance**-- Motion to approve the voluntary dental insurance through MetLife effective 07/01/23.
Presenter: Steffl, Board Chair
- C. **Lakes Country Service Cooperative Health Insurance** -- Motion to approve the selection of Lakes Country Service Cooperative for the 2023 Health Insurance Coverage.
Presenter: Steffl, Board Chair

XII. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

- 1. Monthly Enrollment Report

B. Board Committee and Representative Reports

- 1. Student Report
Presenter: Houglum, Student Board Representative
- 2. Finance Committee

Presenter: Rotter, Board Treasurer

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

A. Finance Committee Meeting- 06/22/23 12:00pm District Office

B. Regular School Board Meeting- 06/26/23 7:00am MState Room C101

XIV. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

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

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



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

Regular School Board Meeting
Monday, April 24, 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, Dr. Jennifer Pedersen

Absent: None

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

The Pledge of Allegiance was recited.

A motion was made by Erickson, seconded by Pedersen, 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 March 27, 2023 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #702559-702626 and Checks #702668-702771 for a total of \$748,878.36. Hand Payable Checks #702261-702265, #702276-702282, #702351-702417, #702504-702554, Voided Checks #700032, #700375, #700713, #701279, #701591, #701809, #702145, #702156, #702159, #702161, and Wire Transfers #3896, #3921-3922, #3925, #3951-3953, #4058-4059, #4069-4077, #4211-4213, #4232, #4250-4259, in the amount of \$1,622,028.73 for a total of \$2,370,907.09. Senior High Activity Account Checks #500198-500227 and Voided Checks #500000 and #500146 for a total of \$15,190.00. Middle School Activity Account Checks #300019-300021 for a total of \$293.97.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Approve the removal of policy 617
- E. Approve the removal of policy 626

The following items were up for discussion

- A. FY 2024 Capital and Long-Term Facilities Maintenance Project List
- B. First Reading of Policies
 1. 610- Field Trips
 2. 616- School District System Accountability
 3. 618- Assessment of Standard Achievement
 4. 619- Staff Development for Graduation Standards

Superintendent Jenson reported on happenings in the School District

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

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

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

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

Board Chair Steffl gave an update on the Arena Commission. (EXHIBIT)

Board Chair Steffl announced upcoming meetings and events .

A motion by Erickson, to adjourn the meeting at 6:25 PM, seconded by Pedersen. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

April 24, 2023

1) **Resignations:**

Mallie Anderson– Middle School Paraprofessional, effective April 26, 2023.

Joshua Bettcher– Speed and Strength Coach, effective April 21, 2023.

Chris Collins– Rossman Speech/Language Pathologist, effective May 31, 2023.

Carissa Dahlen– Rossman ADSIS// Noon Duty Paraprofessional, effective May 26, 2023.

Lindsey Johnson– Rossman Long Term Sub, effective March 29, 2023.

Dylan Lysne– Middle School Paraprofessional, effective February 3, 2023.

Zachary McKay– Rossman Paraprofessional, effective April 14, 2023.

Laurie Norberg– Lincoln Education Center Paraprofessional, effective end of 2022-2023 school year.

Tiffani Rosing– Lincoln Education Center Education Assistant, effective April 13, 2023.

Val Schultz– Roosevelt 5th Grade Teacher, effective end of 2022-2023 School year.

Rachel Solum– Assistant Volleyball Coach, effective April 11, 2023.

Kris Swenson– 9th Grade Girls Basketball, effective April 17, 2023

Kylie Swiers– Rossman Paraprofessional, effective April 14, 2023.

David Voller– High School Health and Physical Education Teacher, effective end of 2022-2023 School year.

David Voller– Girls Swimming and Diving Coach, effective end of 2022-2023 School year.

Kelly Westrum– Roosevelt Administrative Assistant, effective June 30, 2023.

2) **Retirements:**

3) **Appointments:**

Rachel Carlson– Rossman Special Education Teacher, at the rate of BA + 10 step 2 or a contract amount of \$44,258 per year, effective August 21, 2023.

Jasmine Clark– Middle School/Roosevelt Drum and Dance Coach, at the rate of \$21.19 per hour working up to 225 hours per year, effective April 26, 2023.

Kevin Drotts– High School Science Teacher, at the rate of MA+ 30 Step 6 or a contract amount of \$58,819, effective August 21, 2023.

Sarah Helm– Rossman Speech/Language Pathologist, at the rate of MA Step 7 or a contract amount of \$55,363 per year, effective August 21, 2023.

LaCarra Larson– Rossman Administrative Assistant II, at the rate of \$16.83 per hour working up to 40 hours per week, effective April 11, 2023.

Alicia Sabers– Middle School Special Education Teacher, at the rate of MA +30 Step 13 or a contract amount of \$73,890 per year, effective August 28, 2023.

Tirzah Sandoval– Lincoln Special Education Paraprofessional, at the rate of \$15.60 per hour working 37.5 hours per week, effective April 14, 2023.

Rachel Solum– Head Volleyball Coach, at the rate of Step 7 or a contract amount of \$6,209.45 per season, effective August 14, 2023.

Jade Werner- High School Custodian, at the rate of \$18.33 per hour, working up to 40 hours per week, effective May 30, 2023.

4) **Amended Assignment:**

Heidi Evans– Is amending her assignment from Junior Varsity Volleyball Coach to Assistant Varsity Volleyball Coach, effective August 14, 2023.

Abigail Voz– Rossman Special Education Para is amending her assignment from 100% DD to 50% DCDMM 50% ASD, effective April 10, 2023.

5) **Leave of Absence:**

Kayla Rasmussen– Middle School Special Education Teacher is requesting a leave of absence from July 18, 2023 through January 5, 2024.

6) **Terminations:**

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	4696	702814	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	05/08/2023	594.33
			4697	702815	Check	1	1044		AMRAMP	Yes	No	No	USD	05/08/2023	1,950.00
			4698	702816	Check	1	1067		ARVIG	Yes	No	No	USD	05/08/2023	20,000.00
			4699	702817	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	05/08/2023	560.50
			4700	702818	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	USD	05/08/2023	300.00
			4701	702819	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	05/08/2023	296.89
			4702	702820	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	05/08/2023	272.76
			4703	702821	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	05/08/2023	262.91
			4704	702822	Check	1	1194		CENTRE STAGE MANUFACTURING C	Yes	No	No	USD	05/08/2023	8,250.00
			4756	702823	Check	1	2950		COLE, TIMOTHY	Yes	No	No	USD	05/08/2023	40.06
			4705	702824	Check	1	1231		CULINEX	Yes	No	No	USD	05/08/2023	4,277.24
			4706	702825	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	05/08/2023	2,347.11
			4707	702826	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	05/08/2023	6,622.00
			4747	702827	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	USD	05/08/2023	2,816.90
			4708	702828	Check	1	1295		DOGFISH MEDIA	Yes	No	No	USD	05/08/2023	1,600.00
			4709	702829	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	05/08/2023	6,128.51
			4746	702830	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/08/2023	231.56
			4757	702831	Check	1	2951		EISCHENS, LISA	Yes	No	No	USD	05/08/2023	119.49
			4710	702832	Check	1	1344		FAB WURX, INC.	Yes	No	No	USD	05/08/2023	1,154.45
			4749	702833	Check	1	2532	REMIT	GATEKEEPER SYSTEMS, INC.	Yes	No	No	USD	05/08/2023	5,600.00
			4711	702834	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	05/08/2023	25.32
			4712	702835	Check	1	1439		GULER, RACHEL	Yes	No	No	USD	05/08/2023	60.01
			4750	702836	Check	1	2570		HANSON, MATIE	Yes	No	No	USD	05/08/2023	82.59
			4713	702837	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	05/08/2023	5,292.77
			4758	702838	Check	1	2953		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	05/08/2023	2,072.30
			4714	702839	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	05/08/2023	1,650.00
			4715	702840	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	05/08/2023	2,138.09
			4716	702841	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	05/08/2023	2,612.75
			4717	702842	Check	1	1617		KAPLAN EARLY LEARNING COMPAN'	Yes	No	No	USD	05/08/2023	773.75
			4718	702843	Check	1	1648		LAKER LOCKER	Yes	No	No	USD	05/08/2023	677.50
			4719	702844	Check	1	1683		LINK, SAMANTHA	Yes	No	No	USD	05/08/2023	139.41
			4720	702845	Check	1	1706		MARIOTTI, TRISHA	Yes	No	No	USD	05/08/2023	102.15
			4721	702846	Check	1	1710		MARTIN, DUSTIN	Yes	No	No	USD	05/08/2023	75.00
			4723	702847	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	05/08/2023	703.63
			4724	702848	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	05/08/2023	156.30
			4725	702849	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	05/08/2023	132.75
			4748	702850	Check	1	2353		MN DEPT OF EMPLOYMENT & ECONO	Yes	No	No	USD	05/08/2023	1,301.18
			4726	702851	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	05/08/2023	199.75
			4761	702852	Check	1	2959		MOE, CHARLETTE	Yes	No	No	USD	05/08/2023	996.50
			4727	702853	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	USD	05/08/2023	14.88
			4728	702854	Check	1	1833		NASCO INC.	Yes	No	No	USD	05/08/2023	836.28

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	4729	702855	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	USD	05/08/2023	3,330.50
			4754	702856	Check	1	2916		NATIVE HARVEST	Yes	No	No	USD	05/08/2023	189.00
			4759	702857	Check	1	2955		NORBY, ELIZABETH	Yes	No	No	USD	05/08/2023	32.76
			4730	702858	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	05/08/2023	82.95
			4731	702859	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	05/08/2023	411.75
			4732	702860	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	05/08/2023	56.00
			4733	702861	Check	1	1920		PEPSI	Yes	No	No	USD	05/08/2023	2,519.98
			4734	702862	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	05/08/2023	7,822.44
			4753	702863	Check	1	2895	REMIT	PETERSON, STUART	Yes	No	No	USD	05/08/2023	336.00
			4735	702864	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	05/08/2023	964.57
			4736	702865	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	05/08/2023	1,115.00
			4737	702866	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	05/08/2023	51.59
			4738	702867	Check	1	1981		REALLY GOOD STUFF	Yes	No	No	USD	05/08/2023	1,256.88
			4739	702868	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	05/08/2023	149.70
			4740	702869	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	05/08/2023	914.46
			4741	702870	Check	1	2060		SCHULD, ANNA	Yes	No	No	USD	05/08/2023	95.45
			4742	702871	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	05/08/2023	943.28
			4755	702872	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	05/08/2023	360.27
			4752	702873	Check	1	2872	REMIT	THE MATH LEARNING CENTER	Yes	No	No	USD	05/08/2023	27,212.20
			4751	702874	Check	1	2571		THELEN, NATHAN	Yes	No	No	USD	05/08/2023	133.15
			4743	702875	Check	1	2183		THORWALDSEN, SHEA	Yes	No	No	USD	05/08/2023	438.20
			4744	702876	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	05/08/2023	529.96
			4722	702877	Check	1	1719		U.S. MATH RECOVERY COUNCIL	Yes	No	No	USD	05/08/2023	647.50
			4745	702878	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	05/08/2023	30,489.96
			4760	702879	Check	1	2958		UPPER MIDWEST ATHLETIC CONSTI	Yes	No	No	USD	05/08/2023	374.00

Bank Total: MW

\$163,925.17

Report Total:

\$163,925.17

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	4885	702950	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	05/22/2023	455.00
			4886	702951	Check	1	1041		AMERICAN TIME & SIGNAL CO.	Yes	No	No	USD	05/22/2023	183.00
			4884	702952	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	05/22/2023	434.06
			4887	702953	Check	1	1067		ARVIG	Yes	No	No	USD	05/22/2023	122.50
			4888	702954	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	05/22/2023	144.00
			4889	702955	Check	1	1078		BACH COMPANY	Yes	No	No	USD	05/22/2023	1,674.80
			5013	702956	Check	1	2970		BARNETT, JUSTIN	Yes	No	No	USD	05/22/2023	393.07
			4890	702957	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	05/22/2023	352.00
			4891	702958	Check	1	1096		BELLAND, MELYSSA	Yes	No	No	USD	05/22/2023	72.77
			4999	702959	Check	1	2647		Bellefeuille, Daneen	Yes	No	No	USD	05/22/2023	10.00
			5007	702960	Check	1	2925		BLOOM, ANTHONY	Yes	No	No	USD	05/22/2023	500.00
			4892	702961	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	05/22/2023	3,125.00
			4893	702962	Check	1	1122		BLUE SKY, INC	Yes	No	No	USD	05/22/2023	1,350.00
			4995	702963	Check	1	2507		BRAUKMANN, ALI	Yes	No	No	USD	05/22/2023	251.52
			4894	702964	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	05/22/2023	567.56
			4895	702965	Check	1	1176		CARRIER, JOSEPH	Yes	No	No	USD	05/22/2023	88.64
			4896	702966	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	05/22/2023	330.59
			4992	702967	Check	1	2360		Character Challenge Course	Yes	No	No	USD	05/22/2023	500.00
			5002	702968	Check	1	2770		CHILEDIA INSTITUTE, LLC	Yes	No	No	USD	05/22/2023	4,782.06
			4897	702969	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	05/22/2023	150.00
			5014	702970	Check	1	2978		CLARK, JASMINE	Yes	No	No	USD	05/22/2023	700.00
			4898	702971	Check	1	1238		D & D APPLIANCE	Yes	No	No	USD	05/22/2023	109.00
			4899	702972	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	05/22/2023	2,451.61
			4998	702973	Check	1	2619		DALY, MICHAEL	Yes	No	No	USD	05/22/2023	46.03
			4900	702974	Check	1	1261		DEMCO INC.	Yes	No	No	USD	05/22/2023	347.92
			4901	702975	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	05/22/2023	110.00
			4902	702976	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	05/22/2023	4,180.59
			4903	702977	Check	1	1274		DETROIT LAKES OVERHEAD DOOR I	Yes	No	No	USD	05/22/2023	513.00
			4904	702978	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	05/22/2023	527.90
			4905	702979	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	05/22/2023	6,835.00
			4906	702980	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	05/22/2023	4,107.65
			4907	702981	Check	1	1312		EBSER, SARA	Yes	No	No	USD	05/22/2023	316.94
			5000	702982	Check	1	2718		ECKROTH MUSIC	Yes	No	No	USD	05/22/2023	116.65
			4989	702983	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/22/2023	394.45
			4908	702984	Check	1	1321		EIDENSCHINK, STEFANIE	Yes	No	No	USD	05/22/2023	7.44
			4909	702985	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	05/22/2023	588.00
			4910	702986	Check	1	1348		FAITH CHRISTIAN SCHOOL	Yes	No	No	USD	05/22/2023	4,065.50
			4911	702987	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	USD	05/22/2023	3,810.00
			4912	702988	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	USD	05/22/2023	101.40
			4913	702989	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	05/22/2023	56.24
			4914	702990	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	05/22/2023	865.20

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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	5012	702991	Check	1	2968		FOUNDATIONS FOR LITERACY	Yes	No	No	USD	05/22/2023	250.00
			5004	702992	Check	1	2896		FOUR HILLS FARMS INC	Yes	No	No	USD	05/22/2023	7,335.00
			4915	702993	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	05/22/2023	9,568.44
			4916	702994	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	05/22/2023	9,676.00
			4917	702995	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	05/22/2023	1,738.99
			4918	702996	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	05/22/2023	192.14
			5017	702997	Check	1	3012		GRAND FORKS PUBLIC SCHOOLS	Yes	No	No	USD	05/22/2023	76.72
			4919	702998	Check	1	1433		GREENE, MELISSA	Yes	No	No	USD	05/22/2023	44.59
			5006	702999	Check	1	2918		HAND2MIND	Yes	No	No	USD	05/22/2023	724.85
			4920	703000	Check	1	1451		HANNESSON, MARGARET	Yes	No	No	USD	05/22/2023	115.28
			4921	703001	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	05/22/2023	3,276.04
			4922	703002	Check	1	1490		HOBART SALES & SERVICE AGENCY	Yes	No	No	USD	05/22/2023	436.00
			4923	703003	Check	1	1494		HOFFMAN, MACKENZIE	Yes	No	No	USD	05/22/2023	60.10
			4924	703004	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	05/22/2023	106.48
			4925	703005	Check	1	1505		HOLY ROSARY SCHOOL	Yes	No	No	USD	05/22/2023	9,350.65
			4926	703006	Check	1	1517		HUENERS, JANELLE	Yes	No	No	USD	05/22/2023	99.06
			4993	703007	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	USD	05/22/2023	894.79
			4927	703008	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	05/22/2023	8,000.00
			4928	703009	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	05/22/2023	872.94
			4929	703010	Check	1	1559		INSECT LORE	Yes	No	No	USD	05/22/2023	66.93
			4930	703011	Check	1	1581		JENSEN FRITZ, SARA	Yes	No	No	USD	05/22/2023	52.68
			4931	703012	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	05/22/2023	130.00
			4932	703013	Check	1	1594		JOHNSON, CONNIE	Yes	No	No	USD	05/22/2023	251.27
			4933	703014	Check	1	1624		KERZMAN, RENEE	Yes	No	No	USD	05/22/2023	280.34
			4934	703015	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	05/22/2023	290.82
			5001	703016	Check	1	2721		LAKES PRINTING, INC. OF BRAINERD	Yes	No	No	USD	05/22/2023	1,050.00
			4935	703017	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	05/22/2023	780.33
			4936	703018	Check	1	1661		LARGE, KATHERINE	Yes	No	No	USD	05/22/2023	70.00
			5011	703019	Check	1	2948	REMIT	LEGO EDUCATION	Yes	No	No	USD	05/22/2023	1,741.35
			4937	703020	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	05/22/2023	149.00
			4938	703021	Check	1	1683		LINK, SAMANTHA	Yes	No	No	USD	05/22/2023	105.26
			4939	703022	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	05/22/2023	3,000.00
			4988	703023	Check	1	2303		MARCO TECHNOLOGIES, LLC NW711	Yes	No	No	USD	05/22/2023	55.43
			4990	703024	Check	1	2335		MARENEM, INC	Yes	No	No	USD	05/22/2023	1,852.40
			5015	703025	Check	1	2979		MARISTUEN, CAROL	Yes	No	No	USD	05/22/2023	31.44
			4940	703026	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	05/22/2023	2,275.92
			5008	703027	Check	1	2926		MASON, TRACEY	Yes	No	No	USD	05/22/2023	200.00
			4997	703028	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	05/22/2023	763.97
			4941	703029	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	05/22/2023	1,486.12
			4942	703030	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	05/22/2023	1,429.78
			4943	703031	Check	1	1742		MICKELSON, LISA	Yes	No	No	USD	05/22/2023	45.45

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	4944	703032	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	USD	05/22/2023	164.81
			4945	703033	Check	1	1747		MIDWEST SPECIAL INSTRUMENTS	Yes	No	No	USD	05/22/2023	425.00
			4946	703034	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	05/22/2023	2,288.00
			4991	703035	Check	1	2348		MINNESOTA MUSIC EDUCATORS AS	Yes	No	No	USD	05/22/2023	700.00
			4947	703036	Check	1	1778		MN COMMUNITY EDUCATION ASSOC	Yes	No	No	USD	05/22/2023	45.00
			4948	703037	Check	1	1779		MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	05/22/2023	200.00
			4949	703038	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	05/22/2023	17,017.69
			4994	703039	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	05/22/2023	33.00
			4950	703040	Check	1	1817		MUFF, ERIN	Yes	No	No	USD	05/22/2023	243.93
			4951	703041	Check	1	1827		MYERS, CARA	Yes	No	No	USD	05/22/2023	677.00
			4952	703042	Check	1	1833		NASCO INC.	Yes	No	No	USD	05/22/2023	378.04
			4953	703043	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	05/22/2023	2,020.81
			4954	703044	Check	1	1875		NUDELL, KAREN	Yes	No	No	USD	05/22/2023	102.15
			4955	703045	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	05/22/2023	150.00
			4956	703046	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	05/22/2023	635.83
			4957	703047	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	05/22/2023	7,057.17
			4958	703048	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	05/22/2023	39.85
			4959	703049	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	05/22/2023	4,263.36
			4960	703050	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	05/22/2023	125.98
			4961	703051	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	05/22/2023	457.88
			4962	703052	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	05/22/2023	5,380.00
			4963	703053	Check	1	1986		REDWOOD TOXICOLOGY LABORATC	Yes	No	No	USD	05/22/2023	104.11
			4964	703054	Check	1	2001		RIDDELL / ALL AMERICAN SPORTS	Yes	No	No	USD	05/22/2023	4,675.47
			4965	703055	Check	1	2018		RUPP, ANDERSON, SQUIRES, WALD'	Yes	No	No	USD	05/22/2023	132.50
			4966	703056	Check	1	2020		RWP, INC.	Yes	No	No	USD	05/22/2023	10,097.60
			5010	703057	Check	1	2943		SADDLEBACK EDUCATIONAL, INC	Yes	No	No	USD	05/22/2023	803.40
			4967	703058	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	05/22/2023	194.87
			4968	703059	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	05/22/2023	416.05
			4969	703060	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	USD	05/22/2023	306.71
			4970	703061	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	05/22/2023	498.02
			4971	703062	Check	1	2065		SCHWARTZ, JEAN	Yes	No	No	USD	05/22/2023	120.52
			4972	703063	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	05/22/2023	130.00
			5005	703064	Check	1	2908		SHINE EARLY LEARNING	Yes	No	No	USD	05/22/2023	252.00
			4973	703065	Check	1	2082		SHOPSABRE	Yes	No	No	USD	05/22/2023	16,390.00
			4974	703066	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	05/22/2023	1,591.87
			4975	703067	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	05/22/2023	313.68
			4976	703068	Check	1	2146		SWAN, MICHAEL	Yes	No	No	USD	05/22/2023	59.72
			4977	703069	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	05/22/2023	482.53
			4978	703070	Check	1	2151		SWENSON, AARON	Yes	No	No	USD	05/22/2023	121.20
			4979	703071	Check	1	2154		SWOBODA, KARI	Yes	No	No	USD	05/22/2023	24.58
			5009	703072	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	05/22/2023	564.27

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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	5016	703073	Check	1	2993		TAPPE, MICHELLE	Yes	No	No	USD	05/22/2023	88.29
			4980	703074	Check	1	2168		TEAM LAB	Yes	No	No	USD	05/22/2023	160.00
			5003	703075	Check	1	2872	REMIT	THE MATH LEARNING CENTER	Yes	No	No	USD	05/22/2023	107,960.00
			4981	703076	Check	1	2183		THORWALDSEN, SHEA	Yes	No	No	USD	05/22/2023	211.57
			4982	703077	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	05/22/2023	177.30
			4983	703078	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	05/22/2023	14,313.60
			4996	703079	Check	1	2535		VONRUDEN, MARY	Yes	No	No	USD	05/22/2023	134.66
			4984	703080	Check	1	2250		WCS1, LLC	Yes	No	No	USD	05/22/2023	6,117.50
			4985	703081	Check	1	2259		WESTERN ARCHRIB INTERNATIONA	Yes	No	No	USD	05/22/2023	4,114.12
			4986	703082	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	05/22/2023	67.98
			4987	703083	Check	1	2283		ZORBAZ	Yes	No	No	USD	05/22/2023	489.94
Bank Total: MW														\$328,183.21	
Report Total:														\$328,183.21	

**HAND PAYABLES SUMMARY
APRIL 2023**

Bank	Pmt No	Check No	TYPE	VENDOR	DATE	AMOUNT
HACT	4395	500228	Check	Character Challenge Course	4/4/2023	1,500.00
HACT	4395	500228	Check	Character Challenge Course	4/17/2023	(1,500.00)
HACT	4407	500229	Check	BPA-BUSINESS PROFESSIONALS OF	4/6/2023	750.00
HACT	4408	500230	Check	BREAKDOWN SPORTS USA, INC	4/6/2023	1,800.00
HACT	4409	500231	Check	BURNSIDE, JENNIFER	4/6/2023	154.01
HACT	4410	500232	Check	CENTRAL MARKET	4/6/2023	182.82
HACT	4417	500233	Check	HARRIER, CALI	4/6/2023	86.40
HACT	4411	500234	Check	LA BARISTA	4/6/2023	800.00
HACT	4412	500235	Check	LINK, SAMANTHA	4/6/2023	2,778.13
HACT	4413	500236	Check	MN BPA	4/6/2023	110.00
HACT	4414	500237	Check	SCHNATHORST, VERNON	4/6/2023	345.80
HACT	4415	500238	Check	SPEECH WIRE TOURNAMENT SERVICE	4/6/2023	255.00
HACT	4416	500239	Check	TROPHY HOUSE	4/6/2023	307.00
HACT	4418	500240	Check	BURNSIDE, BRADY	4/6/2023	150.00
HACT	4419	500241	Check	ISD #252	4/6/2023	200.00
HACT	4420	500242	Check	SPORT SCOPE, INC	4/6/2023	2,572.00
HACT	4465	500243	Check	PABLO CENTER	4/17/2023	901.00
HACT	4584	500244	Check	AMERICINN BY WYNDHAM	4/20/2023	2,178.00
HACT	4583	500245	Check	Forest Hills Resort	4/20/2023	322.13
HACT	4573	500246	Check	GREAT NORTHERN PIZZA	4/20/2023	6,922.50
HACT	4574	500247	Check	ISD #22	4/20/2023	150.64
HACT	4578	500248	Check	JOSTENS INC	4/20/2023	78.00
HACT	4575	500249	Check	L&M FLEET SUPPLY, INC.	4/20/2023	31.98
HACT	4576	500250	Check	LAKER LOCKER	4/20/2023	162.00
HACT	4577	500251	Check	LINK, SAMANTHA	4/20/2023	2,361.45
HACT	4582	500252	Check	MN FFA Association	4/20/2023	860.00
HACT	4579	500253	Check	NATIONAL FFA ORGANIZATION	4/20/2023	338.94
HACT	4580	500254	Check	STEWART, LOGAN	4/20/2023	3,325.69

HACT	4581	500255	Check	TAG UP	4/20/2023	190.74
HACT	4651	500256	Check	BEUG'S ACE HARDWARE	4/28/2023	84.25
HACT	4652	500257	Check	BLUE 84 SPIRIT	4/28/2023	510.00
HACT	4653	500258	Check	BREAKDOWN SPORTS USA, INC	4/28/2023	1,470.00
HACT	4654	500259	Check	CONCORDIA COLLEGE	4/28/2023	540.00
HACT	4664	500260	Check	Detroit Country Club	4/28/2023	965.00
HACT	4655	500261	Check	EITER, TERRY	4/28/2023	829.67
HACT	4656	500262	Check	HUENERS, JANELLE	4/28/2023	148.15
HACT	4657	500263	Check	ISD #22	4/28/2023	750.00
HACT	4658	500264	Check	LEADING EDGE FUNDRAISING	4/28/2023	4,408.58
HACT	4659	500265	Check	LINK, SAMANTHA	4/28/2023	105.57
HACT	4660	500266	Check	MARTIN, DUSTIN	4/28/2023	833.21
HACT	4663	500267	Check	MOSER, STEVE	4/28/2023	87.04
HACT	4661	500268	Check	ROGUE FITNESS	4/28/2023	2,355.43
HACT	4662	500269	Check	TROPHY HOUSE	4/28/2023	835.00
DLHS SAA TOTAL						\$ 42,236.13

Bank	Pmt No	Check No	TYPE	VENDOR	DATE	AMOUNT
MACT	4610	300022	Check	CENTER STAGE DANCE	4/25/2023	350.00
MACT	4626	300023	Check	JENSEN, NICOLE	4/25/2023	77.21
MACT	4627	300024	Check	JOHNSON, JACOB	4/25/2023	81.95
MACT	4628	300025	Check	BARBERG, JENNIFER	4/25/2023	272.18
MACT	4629	300026	Check	AAKRE, ANNA	4/25/2023	33.00
MACT	4630	300027	Check	JOHNSON, JESSICA	4/25/2023	14.75
DLMS SAA TOTAL						\$ 829.09

Bank	Pmt No	Check No	TYPE	VENDOR	DATE	AMOUNT
MW	4322		Wire	CITY OF DETROIT LAKES	4/3/2023	937.02

MW	4323		Wire	CONSTELLATION NEW ENERGY GAS D	4/3/2023	7,311.65
MW	4324		Wire	EMC INSURANCE COMPANIES	4/3/2023	14,522.22
MW	4325		Wire	MINNESOTA STATE RETIREMENT SYS	4/3/2023	14,157.68
MW	4326		Wire	AVIBEN	4/3/2023	37,902.34
MW	4402		Wire	AMAZON	4/6/2023	15,555.38
MW	4403		Wire	BIX PRODUCE	4/6/2023	11,990.77
MW	4404		Wire	CASH-WA DISTRIBUTING CO.	4/6/2023	1,602.86
MW	4405		Wire	WEX HEALTH INC - HSA/FLEX	4/6/2023	12,092.05
MW	4406		Wire	INTERNAL REVENUE SERVICE	4/6/2023	10.46
MW	4429		Wire	CASH-WA DISTRIBUTING CO.	4/12/2023	1,034.81
MW	4430		Wire	MN DEPT OF REVENUE -SALES TAX	4/12/2023	1,746.00
MW	4431		Wire	BIX PRODUCE	4/13/2023	2,394.04
MW	4432		Wire	CITY OF DETROIT LAKES	4/13/2023	14,797.08
MW	4433		Wire	CITY OF DETROIT LAKES	4/13/2023	181.43
MW	4434		Wire	CITY OF DETROIT LAKES	4/13/2023	217.28
MW	4435		Wire	CITY OF DETROIT LAKES	4/13/2023	4,532.12
MW	4436		Wire	MINNESOTA ENERGY RESOURCES	4/13/2023	18,296.61
MW	4437		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	4/13/2023	36,008.43
MW	4438		Wire	MN TEACHERS RETIREMENT ASSOC.	4/13/2023	125,292.48
MW	4454		Wire	INTERNAL REVENUE SERVICE	4/14/2023	218,422.60
MW	4455		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	4/14/2023	34,981.83
MW	4585		Wire	BIX PRODUCE	4/21/2023	4,295.89
MW	4586		Wire	CASH-WA DISTRIBUTING CO.	4/21/2023	1,040.34
MW	4587		Wire	CITY OF DETROIT LAKES	4/21/2023	238.75
MW	4588		Wire	CITY OF DETROIT LAKES	4/21/2023	15,012.83
MW	4589		Wire	CITY OF DETROIT LAKES	4/21/2023	1,016.46
MW	4590		Wire	CITY OF DETROIT LAKES	4/21/2023	790.90
MW	4591		Wire	CITY OF DETROIT LAKES	4/21/2023	267.91
MW	4592		Wire	CITY OF DETROIT LAKES	4/21/2023	457.73
MW	4593		Wire	MINNESOTA ENERGY RESOURCES	4/21/2023	327.86
MW	4594		Wire	MINNESOTA ENERGY RESOURCES	4/21/2023	69.52
MW	4595		Wire	MINNESOTA ENERGY RESOURCES	4/21/2023	872.26
MW	4596		Wire	MINNESOTA ENERGY RESOURCES	4/21/2023	586.62

MW	4597		Wire	MINNESOTA ENERGY RESOURCES	4/21/2023	880.99
MW	4598		Wire	MN PEIP	4/21/2023	329,402.68
MW	4599		Wire	WEX HEALTH INC	4/21/2023	493.75
MW	4600		Wire	WEX HEALTH INC - HSA/FLEX	4/21/2023	12,028.05
MW	4601		Wire	MINNESOTA STATE RETIREMENT SYS	4/21/2023	14,135.18
MW	4602		Wire	AVIBEN	4/21/2023	38,190.75
MW	4621		Wire	CASH-WA DISTRIBUTING CO.	4/25/2023	1,081.25
MW	4622		Wire	VERIZON WIRELESS	4/25/2023	635.25
MW	4623		Wire	VERIZON WIRELESS	4/25/2023	555.74
MW	4624		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	4/25/2023	46,020.03
MW	4625		Wire	MN TEACHERS RETIREMENT ASSOC.	4/25/2023	125,417.57
MW	4636		Wire	BIX PRODUCE	4/27/2023	3,132.78
MW	4637		Wire	QUADIENT FINANCE USA, INC.	4/27/2023	1,000.00
MW	4638		Wire	QUADIENT LEASING USA, INC.	4/27/2023	759.42
MW	4639		Wire	INTERNAL REVENUE SERVICE	4/28/2023	231,034.75
MW	4640		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	4/28/2023	37,356.16
MW	4665		Wire	CORPORATE PAYMENT SYSTEMS	4/30/2023	9,255.27
MW	4680		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4681		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4682		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4683		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4684		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4685		Wire	MIDWEST BANK	4/30/2023	10.00
MW	4686		Wire	MIDWEST BANK	4/30/2023	100.00
MW	4687		Wire	AUTHORIZE.NET GATEWAY BILLING	4/30/2023	8.87
MW	4688		Wire	BANKCARD	4/30/2023	127.89
MW	4689		Wire	VANTIV BILLING / WORLDPAY	4/30/2023	75.32
MW	4690		Wire	VANTIV BILLING / WORLDPAY	4/30/2023	120.16
MW	4691		Wire	REVTRAK	4/30/2023	29.95
MW	4692		Wire	TRANSFIRST AFFINETY	4/30/2023	1,497.72
MW	4693		Wire	WEX HEALTH INC	4/30/2023	10,213.84
MW	4694		Wire	AVIBEN	4/30/2023	295.90
MW	4695		Wire	MIDWEST BANK	4/30/2023	10.00

MW	2573	701319	Check	WILSON, ANNA	4/25/2023	(27.90)
MW	3764	702160	Check	RITTENOUR, CAMERON	4/3/2023	(242.65)
MW	4268	702523	Check	Character Challenge Course	4/3/2023	(1,500.00)
MW	4278	702544	Check	VOLLOM, TOM	4/6/2023	(500.00)
MW	4318	702555	Check	ANDERSON COACH OF FRAZEE, INC.	4/3/2023	5,015.10
MW	4320	702556	Check	ISD # 549	4/3/2023	200.00
MW	4321	702557	Check	KUEHN, JASON	4/3/2023	1,000.00
MW	4319	702558	Check	SCHULTZ BUS COMPANY	4/3/2023	99,096.55
MW	4396	702627	Check	CONCORDIA COLLEGE	4/6/2023	475.00
MW	4397	702628	Check	ISD #22 ACTIVITY FUND	4/6/2023	11,285.00
MW	4400	702629	Check	NDSU ATHLETICS	4/6/2023	500.00
MW	4398	702630	Check	TRAINING ROOM, INC.	4/6/2023	696.73
MW	4399	702631	Check	VOLLOM, TOM	4/6/2023	500.00
MW	4401	702632	Check	WIRTH, DUSTIN	4/6/2023	60.00
MW	4422	702633	Check	GUTHERIE THEATER	4/12/2023	337.00
MW	4421	702634	Check	LAKES COMMUNITY COOPERATIVE	4/12/2023	4,065.24
MW	4428	702635	Check	MADISON NATIONAL LIFE INSURANCE	4/12/2023	10,000.00
MW	4423	702636	Check	MN DEPARTMENT OF HEALTH	4/12/2023	290.00
MW	4425	702637	Check	NDSU ATHLETICS	4/12/2023	400.00
MW	4427	702638	Check	OFFICE OF THE SECRETARY OF STATE	4/12/2023	120.00
MW	4424	702639	Check	SCHAEFER, MEGAN	4/12/2023	600.00
MW	4426	702640	Check	SUITE SHOTS	4/12/2023	120.00
MW	4441	702641	Check	ANDERSON, MICHAEL	4/13/2023	107.00
MW	4442	702642	Check	BRAUSEN, CASSANDRA	4/13/2023	26.80
MW	4443	702643	Check	DAVIS, SHARON	4/13/2023	48.40
MW	4452	702644	Check	HAUGRUD, KATHRYN	4/13/2023	36.15
MW	4439	702645	Check	HEIN, CHRISTINA	4/13/2023	71.75
MW	4449	702646	Check	McKENZIE, MATTHEW	4/13/2023	124.05
MW	4447	702647	Check	MILLAGE, STACY	4/13/2023	58.65
MW	4444	702648	Check	NELSON, MELISSA	4/13/2023	222.55
MW	4450	702649	Check	SCHULBERG, LYNN	4/13/2023	37.10
MW	4451	702650	Check	SING, MARCIA	4/13/2023	100.80
MW	4446	702651	Check	SINGH, RITESH	4/13/2023	49.90

MW	4440	702652	Check	SKARIE, SHELLEY	4/13/2023	100.00
MW	4448	702653	Check	STEEN, BECKY	4/13/2023	42.30
MW	4445	702654	Check	TRICKEY, NATALIE	4/13/2023	45.30
MW	4453	702655	Check	ISD #726	4/14/2023	175.00
MW	4458	702656	Check	AFSCME COUNCIL 65	4/14/2023	276.35
MW	4457	702657	Check	AMERICAN FAMILY LIFE ASSURANCE CO	4/14/2023	224.78
MW	4460	702658	Check	D. L. ATHLETIC FOUNDATION	4/14/2023	189.00
MW	4461	702659	Check	D.L. PUBLIC EDUC FOUNDATION	4/14/2023	35.00
MW	4456	702660	Check	GEERDES, GREGORY	4/14/2023	498.69
MW	4463	702661	Check	MN SCHOOL EMPLOYEES ASSOC.	4/14/2023	379.20
MW	4462	702662	Check	SUPPORT PAYMENT CLEARINGHOUSE	4/14/2023	335.91
MW	4459	702663	Check	UNITED WAY OF BECKER COUNTY	4/14/2023	285.00
MW	4464	702664	Check	MINNESOTA CHILD SUPPORT	4/14/2023	710.00
MW	4467	702665	Check	CROSSWOODS GOLF COURSE	4/18/2023	420.00
MW	4468	702666	Check	LAKE CITY GOLF	4/18/2023	150.00
MW	4466	702667	Check	MINNESOTA ADAPTED ATHLETICS ASSOCIATION	4/18/2023	300.00
MW	4570	702762	Check	COON RAPIDS BOYS GOLF	4/18/2023	250.00
MW	4567	702763	Check	COURTS PLUS	4/18/2023	186.00
MW	4565	702764	Check	FUHS, STEVE	4/18/2023	220.00
MW	4569	702765	Check	GREYSTONE GOLF CLUB	4/18/2023	150.00
MW	4564	702766	Check	ISD #206	4/18/2023	175.00
MW	4566	702767	Check	KANGAS, ELSTON (HOWIE)	4/18/2023	250.26
MW	4568	702768	Check	RICH SPRINGS GOLF CLUB	4/18/2023	280.00
MW	4563	702769	Check	SPIEGELBERG, DARYL	4/18/2023	190.00
MW	4571	702770	Check	GEHRTZ CONSTRUCTION SERVICES	4/24/2023	3,331.77
MW	4572	702771	Check	LEDGESTONE, INC.	4/24/2023	5,000.00
MW	4603	702772	Check	ARVIG COMMUNICATION SYSTEMS	4/21/2023	2,451.24
MW	4604	702773	Check	BECKER COUNTY AUDITOR-TREASURER	4/21/2023	35,846.00
MW	4608	702774	Check	FINCH, RUBY	4/21/2023	50.00
MW	4605	702775	Check	L&M FLEET SUPPLY, INC.	4/21/2023	1,489.48
MW	4609	702776	Check	MADISON NATIONAL LIFE INSURANCE	4/21/2023	2,155.98
MW	4606	702777	Check	MATH MASTERS	4/21/2023	338.00
MW	4607	702778	Check	REGION 8AA MSHSL	4/21/2023	180.00

MW	4611	702779	Check	BELLAND, MELYSSA	4/25/2023	750.00
MW	4618	702780	Check	BOIS DE SIOUX GOLF COURSE	4/25/2023	90.00
MW	4615	702781	Check	BURNS, STEVE	4/25/2023	281.70
MW	4616	702782	Check	FUHS, STEVE	4/25/2023	220.00
MW	4620	702783	Check	KANGAS, ARLEN	4/25/2023	190.00
MW	4613	702784	Check	NINJA ANYWHERE, LLC	4/25/2023	1,170.00
MW	4619	702785	Check	OHLGREN, TERRY	4/25/2023	190.00
MW	4617	702786	Check	SCHAEFER, MEGAN	4/25/2023	800.00
MW	4614	702787	Check	SPIEGELBERG, DARYL	4/25/2023	217.51
MW	4612	702788	Check	WILSON, ANNA	4/25/2023	27.90
MW	4632	702789	Check	CHESKA, ROLAND	4/27/2023	150.00
MW	4633	702790	Check	CHESKA, ROLAND	4/27/2023	150.00
MW	4635	702791	Check	HAMLIN UNIVERSITY	4/27/2023	20.00
MW	4631	702792	Check	KANGAS, ELSTON (HOWIE)	4/27/2023	250.26
MW	4634	702793	Check	SCHMITZ, RYAN	4/27/2023	190.00
MW	4643	702794	Check	AFSCME COUNCIL 65	4/28/2023	270.09
MW	4641	702795	Check	AMERICAN FAMILY LIFE ASSURANCE CO	4/28/2023	224.78
MW	4645	702796	Check	D. L. ATHLETIC FOUNDATION	4/28/2023	189.00
MW	4649	702797	Check	D.L. EDUCATION MINNESOTA (PARA)	4/28/2023	1,341.12
MW	4648	702798	Check	D.L. EDUCATION MINNESOTA (TEACHER)	4/28/2023	20,248.67
MW	4646	702799	Check	D.L. PUBLIC EDUC FOUNDATION	4/28/2023	35.00
MW	4642	702800	Check	MINNESOTA CHILD SUPPORT	4/28/2023	742.50
MW	4650	702801	Check	MN SCHOOL EMPLOYEES ASSOC.	4/28/2023	277.05
MW	4647	702802	Check	SUPPORT PAYMENT CLEARINGHOUSE	4/28/2023	335.91
MW	4644	702803	Check	UNITED WAY OF BECKER COUNTY	4/28/2023	285.00
MW	4666	702804	Check	U.S. POSTMASTER	4/28/2023	100.00
DISTRICT TOTAL						\$ 1,681,713.45

PERSONNEL AGENDA

May 22, 2023

1) **Resignations:**

Marissa Bakke– Middle School Special Education Para, effective March 17, 2023.

Matthew Brown–Rossman Special Education Teacher, effective end of 2022-2023 school year.

Dawnelle DeSautel– Lincoln Education Center Teacher, effective end of 2022-2023 school year.

Steve Fode– APEX Science, effective end of 2022-2023 school year.

McKensie Pischel– Rossman Special Education Teacher, effective end of 2022-2023 school year.

Lynn Monley– Rossman Paraprofessional, effective May 10, 2023.

2) **Retirements:**

Mark Kemper– DLPS Level 4 Transportation Provider, effective May 30, 2023.

Sue Livermore– Roosevelt Title I Assistant/Noon Duty, effective end of 2022-2023 school year.

Lisa Provo– Roosevelt Special Education Teacher, effective May 31, 2023.

3) **Appointments:**

Samuel Bergren– Roosevelt Fifth Grade Classroom Teacher, at the rate of BA+20 Step 5 or a contract amount of \$48,568 per year, effective August 28, 2023.

Sydney C. Bly– Rossman 4th Grade Teacher, at the rate of BA Step 1 or a contract amount of \$41,630 per year, effective August 21, 2023.

Summer Dobratz– Rossman First Grade Teacher, at the rate of BA Step 3 or a contract amount of \$43,249 per year, effective August 21, 2023.

Joshua Erhardt– High School Special Education Teacher, at the rate of BA+40 Step 3 or a contract amount of \$49,631 per year, effective August 21, 2023.

Elisabeth Grady– Roosevelt Fifth Grade Classroom Teacher, at the rate of MA Step 1 or a contract amount of \$47,829 per year, effective August 21, 2023.

Taylor Kohler– Roosevelt Special Education Teacher, at the rate of BA Step 2, or a contract amount of \$43,370 per year, effective August 21, 2023.

Maiji Kraus– Rossman Summer LatchKey Assistant, at the rate of \$16.00 per hour working up to 25 hours per week, effective May 30, 2023.

Shelby Laymon– Roosevelt Fifth Grade Classroom Teacher, at the rate of BA+40 Step 2 or a contract amount of \$48,733 per year, effective August 28, 2023.

Christin Mohr– Rossman Special Education Teacher, at the rate of MA Step 14, or a contract amount of \$73,055 per year, effective August 21, 2023.

Sophia Rezac– Roosevelt COTA, at the rate of \$20.84 per hour working 40 hours per week, effective August 28, 2023.

Elise Sack– Rossman First Grade Teacher, at the rate of BA Step 1 or a contract amount of \$41,630, effective August 21, 2023.

Brandon Schlenner– ALC Principal, at the rate of \$108,855.32 per year, effective July 1, 2023.

Sadie Skrove– Roosevelt Third Grade Classroom Teacher, at the rate of BA Step 4 or a contract amount of \$44,116 per year, effective August 28, 2023.

Jessica Stockstrom– Rossman First Grade Teacher at the rate of BA Step 3 or a contract amount of \$43,249 per year, effective August 21, 2023.

Dylan Surface– High School Speed and Strength Coach, at the rate of Step 5 or a contract amount of \$2,699.58 in the fall, \$3,149.51 in the winter, \$2,699.58 in the spring, And \$2,614.45 in the summer, effective August 15, 2022.

4) Amended Assignment:

Ben Aastuen– Middle School Math Teacher is amending his assignment from 7th grade to 8th grade, effective for the 2023-2024 school year.

Nick Alton– Rossman 4th Grade Teacher is amending his assignment to 7th Grade Social Science Teacher, effective June 1, 2023.

Maria Amundson– Roosevelt Kindergarten Teacher is amending her assignment to 2nd Grade Teacher, effective August 28, 2023.

Zachary Biggar– Middle School Math Teacher is amending his assignment from 6th grade to 7th grade, effective 2023-2024 school year.

Keith Eckhoff– Middle School Social Science Teacher is amending his assignment from 6th grade Social Science to 6th Grade Math, effective 2023-2024 school year.

Mary Haynes– Part time custodian is amending her assignment from \$16.44 per hour to \$17.08 per hours, effective June 1, 2023 through August 18, 2023.

Shauntel Johannes– Rossman Special Education Teacher is amending her assignment from .5 LEC and .5 Rossman to 1.0 Rossman, effective 2023-2024 school year.

Shelly Kepler– Substitute Custodian is amending her assignment to Part Time Custodian, at the rate of \$16.44/\$17.44 per hour.

Rhett Zima– Summer Latchkey Aide is amending her assignment to Summer Latchkey Assistant at the rate of \$16.00 per hour.

5) Leave of Absence:

6) Terminations:

Nathan Anderson– E-Laker Online Instructor, effective May 31, 2023.

Cami Eckhoff– E-Laker Online Instructor, effective May 31, 2023.

Brandon Johnson– E-Laker Online Instructor, effective May 31, 2023.

Heather Malone– E-Laker Online Instructor, effective May 31, 2023.

Cara Myers– E-Laker Online Instructor, effective May 31, 2023.

Jordan Sawicki– E-Laker Online Instructor, effective May 31, 2023.

Heidi Voz– E-Laker Online Instructor, effective May 31, 2023.

Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 610
Date Revised: 8/11/03, 5/10/10, <u>01/23/22</u>	

610 - FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (~~Minnesota Statute~~- 123B.37, ~~Prohibited Fees~~)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (~~Minnesota Statute~~- 123B.36 (~~Authorized Fees~~))

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament

competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.

C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.~~

D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.

E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

C.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. 123B.36 (Authorized Fees)
Minn. Stat. 123B.37 (Prohibited Fees)
Minn. Stat. 123B.49 (~~Cocurricular~~ and Extracurricular Activities; Insurance)
Minn. Stat. 169.011, Subd. 71(a) (Definitions)
Minn. Stat. 169.454, Subd. 13 (Type III Vehicle Standards)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d
675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension,
and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Date Adopted: 06/08/98	File Number: Detroit Lakes Policy - 616
Date Revised: 08/14/00; 03/14/05; 06/12/06; 12/11/17; 12/21/2020, <u>04/24/23</u>	

616 - SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

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

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process ~~that~~which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law ~~will require~~s a level of accountability for the school district. The school district ~~will establish~~ed a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also ~~will establish~~ed a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.

B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; REPORTING

A. School District Goals

1. The school board has established school district-wide goals ~~that~~which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district’s Advisory Committee

2. The Advisory Committee ~~is will be~~ established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section Minn. Stat. § 123B.147, ~~Subd. 3,~~ and teacher evaluation under Minnesota Statutes section Minn. Stat. § 122A.40, ~~Subd. 8,~~ or 122A.41, ~~Subd. 5.~~

C. Implementation of Graduation Requirements

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning

opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet state and local expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By March 1 of each year, the Advisory Council will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Council, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;

c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,

d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The Advisory Council shall meet the following timeline each year:

October: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

October: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

December: Review evaluation results and prepare recommendations.

February: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and the student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting.

1. Consistent with Minnesota Statutes section~~Minn. Stat. §~~ 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

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

Minn. Stat. § 120B.35 (Student Academic Achievement and Growth Levels)

Minn. Stat. § 120B.36 (School Accountability; ~~Appeals Process~~)

Minn. Stat. § 122A.40, ~~Subd. 8~~ (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, ~~Subd. 5~~ (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements Agreement)

Minn. Stat. § 123B.147, ~~Subd. 3~~ (Principals)

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 3501.08~~2000-3501.0815~~ (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)

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 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students)

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

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

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

MSBA/MASA Model Policy 620 (Credit for Learning)

Date Adopted: 06/08/98	File Number: Detroit Lakes Policy - 618
Date Revised: 05/13/02; 03/14/05; 06/12/06	

618 - ASSESSMENT OF STANDARD ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to be used to determine how well students have achieved the Graduation Standards.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete the Graduation Standards. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of the Graduation Standards.

III. DEFINITIONS

A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards. ~~“Rubric” means the criteria set by the Commissioner of Education that must be used by a district to score student work that meets the specifications of a content standard.~~

B. “Academic standard” means a summary description of student learning in a required content area or elective content area.

C.

D. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

E.

F. “Benchmark” means the academic knowledge ~~or~~ skills that a students must master to complete part of an academic standard by the end of the ~~achieve at each~~ grade level or ~~grade band~~ high school level to satisfactorily complete a state standard.

~~B.G.~~ “Elective standards Career and college ready” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue

a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation. ~~are the academic standards adopted by the school district in the subject areas of vocational and technical education; and world languages.~~

~~C.H.~~ “Computer-adaptive assessments Profile of Learning” means fully adaptive assessments. ~~refers to the graduation content standards previously required by state law which the school district has retained as part of its locally established graduation requirements.~~

~~G.I.~~

~~D.J.~~ “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

~~H.K.~~

~~E.L.~~ “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.

~~I.M.~~

~~F.N.~~ “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.

~~J.O.~~

~~G.P.~~ “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. [Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]

~~K.Q.~~

~~H.R.~~ “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.

~~L.S.~~

~~I.T.~~ “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

A. The Superintendent or designee shall establish criteria by which student performance of locally adopted Graduation Standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.

B. The ~~District superintendent~~ shall ensure that students and parents or guardians are provided with notice of the process by which program Graduation Standards will be assessed.

C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer ~~and students must achieve all benchmarks for an~~ academic standard, knowledge and skills to allow students by the use of grade level or high school level benchmarks. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Local Assessments

~~Locally selected assessments are expected to provide opportunities for students to demonstrate their achievement of the elective standards or other locally adopted standards. These assessments are embedded in courses for the students.:~~

~~CB.~~ Statewide Academic Standards Testing

1. ~~Commencing with the 2005-2006 school year and later, t~~The school district will utilize state wide assessments constructed tests developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards. ~~If a state assessment is not available, the school district will determine if a student has met the required academic standards through locally developed assessments.~~

2. The school district will administer annually, in accordance with the process determined by Minnesota Department of Education~~the Department~~, the state-constructed tests aligned with state standards to all students in grades three through eight and at the high school level as follows:

a. computer-adaptive reading annual language arts and mathematics assessments in grades three through eight; ~~and at the high school level for the 2005-2006 school year and later; and~~

b. high school reading in grade 10, mathematics in grade 11 and a high school writing test, when it becomes available; and

c. annual science assessments in one grade in the grades three through five span, the grades six through ~~nine~~eight span, and a life science assessment in the grades ~~ten~~nine through twelve

span ~~(a passing score on high school science assessments is not a condition of receiving a diploma)for the 2007-2008 school year and later.~~

3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.

~~Students incapable of taking the statewide or locally constructed tests, as determined by the student's individualized education program team, or students with limited English proficiency who have been in the United States for fewer than three years, shall be exempt from statewide and local testing with the approval of the student's parent or guardian. The school district will report student exemptions to the Department consistent with the format provided by the Department. Alternative assessments shall be provided to students exempt from the statewide tests.~~

~~5.~~ 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

~~6.~~

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.

~~7.~~ 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

D. Rigorous Course of Study Waiver

~~1. _____ Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:~~

~~a. _____ is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;~~

~~b. _____ would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and~~

e. ~~_____ satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.~~

2. ~~_____ The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.~~

3. ~~_____ A student who satisfactorily completes a postsecondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.~~

C. Student Participation

1. The Commissioner of Education must create and publish a form for _____ parents and guardians that:

a. _____ explains the need for state academic standards;

b. _____ Identifies the state assessments that are aligned with state standards;

c. _____ Identifies the consequences, if any, the school or students may face if a student does not participate in state or locally required standardized assessments;

d. _____ states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, non credit course at a Minnesota state college or university in the corresponding subject area;

e. _____ summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and

f. _____ notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.

2. The school district must post the form created by the Commissioner on the _____ school district website and include it in the school district's student _____ handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:

a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;

b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and

c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.

2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.

a. 3. A student who satisfactorily completes a postsecondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

b.g. _____

VII. CAREER EXPLORATION ASSESSMENT

A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Students in grade 11 or grade 12 must be provided with an opportunity to participate on a nationally normed college entrance exam. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need~~ed~~ to sufficiently understand the assessments.

B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

A.C. _____

D. All students, except those eligible for alternative assessments, must be given the opportunity to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study

within broad career areas and technical skill assessments that extend beyond course grades. To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade eleven or twelve, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

B-E.

F. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

C-G.

H. In developing, supporting, and improving students' academic readiness or a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

D-I.

Legal References:

~~Minn. Rule Parts 3501.0010 to 3501.0180 (Rules relating to Graduation Standards—mathematics and reading)~~

~~Minn. Rule Parts 3501.0200–3501.0290 (Rules relating to Graduation Standards—written composition)~~

~~Minn. Rule Part 3501.0370 subd.3 and subd. 5(Assessment and Scoring of Student Achievement)~~

Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

~~Minn. Stat. § 120B.11 (School District Process)~~

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.023 (Benchmarks)

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.31 (System Accountability and Statistical Adjustments)

~~Minn. Rules Part 3501.05050640-3501.0635-0655 (Academic Standards for Language ArtsK-12 Standards)~~

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.082000-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.096055 (Academic Standards in Science)

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

209 U.S.C. § 6301, et.seq. (Every Student Succeeds Acts/No Child Left Behind Act)

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 615 (~~Basic Standards~~ Testing, Accommodations, Modifications,
and Exemptions for IEP, Section 504 Accommodation Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Date Adopted: 08/13/84	File Number: Detroit Lakes Policy - 619
Date Revised: 06/08/98; 03/14/05, 01/11/2010	

619 - STAFF DEVELOPMENT FOR GRADUATION ~~S~~ STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements Standards and with students as they progress to achievement of those Graduation Assessment Requirements Standards and meet the requirements of federal law ~~the No Child Left Behind Act~~.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Assessment Requirements Standards of federal law ~~and the No Child Left Behind Act~~ at all levels.

III. STAFF DEVELOPMENT FOR IMPLEMENTATION OF STANDARDS

A. The Advisory District Staff Development Committee for Comprehensive Continuous Improvement of Student Achievement shall address the needs of all staff in prioritizing staff development ~~goals~~ which will ensure effective implementation of the Graduation Assessment Requirements Standards and federal law ~~the No Child Left Behind Act~~ at all levels. The Committee will advise the school board on the planning of staff development opportunities.

B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements Standards effectively and to upgrade that implementation continuously.

C. Staff development goals for the school district shall address identified needs for Graduation Assessment Requirements Standards implementation throughout all levels of the school district programs.

D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation ~~and improvement of the implementation~~ of the Graduation Assessment Requirements Standards at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

~~2. The school district will assign an administrator to serve as a highly objective uniform state standard of evaluation ("HOUSSE") reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher's application for highly qualified status.~~

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

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

Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)

Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.60 (Staff Development Program)

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 6501.0900-3501.0960 (Academic Standards in Science)

Minn. Rules Parts 6501.1200-3501.1210 (Academic Standards for English Language Development)

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

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

~~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 3501.0505-3501.0635 (K-12 Standards)~~

20 U.S.C. § 6301, et seq. (Every Student Succeeds Act~~No Child Left Behind Act~~)

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 616 (School District System Accountability)

DATE: May 15, 2023
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Postage Machine Lease**

Quotes were received from Dakota Mailing & Shipping Equipment, Inc. and Dakota Business Solutions. We are leasing a postage machine for the District Office and Detroit Lakes High School.

The Administration is recommending that we award the postage machine lease to Dakota Business Solutions, with a cost of \$10,444.80 over the 60 month lease. The 60 month lease includes meter rental and service on the following:

<u>Location</u>	<u>Product</u>	<u>Annual Amount</u>
District Office	iX-5 Series (Product ID #IX5AF)	\$1765.56
Detroit Lakes High School	IX Series (Product ID #IXWP5)	\$323.40

See attached quote tabulation.

Recommend Approval - this is a budgeted expenditure.

Mailing System Agreement - Quote Comparison
 Contract Date: 07/01/2023-06/30/2028

Current Contract:
 Dakota Business/Quadient \$3,113.00 Annually

Dakota Business/Quadient (Recommended iX-5 for Admin and iX-1 for DLHS)

iX-5	Monthly Cost	Annual Cost
Year 1	\$111.13	\$1,333.56
Years 2-5	\$156.13	\$1,873.56
iX-1	Monthly Cost	Annual Cost
Years 1-5	\$26.95	\$323.40
Total Contract Cost		\$10,444.80

Dakota Mailing (Recommended SendPro C Auto for Admin and SendPro C Lite for DLHS)

SendPro C Auto	Monthly Cost	Annual Cost
Year 1	\$108.57	\$1,302.84
Years 2-5	\$139.56	\$1,674.72
SendPro C Lite	Monthly Cost	Annual Cost
Years 1-5	\$45.00	\$540.00
Total Contract Cost		\$10,701.72



Postage Meter Rental Agreement

Section (A) Office Information

Office Number	Office Name	Phone Number	Date
6124	DBS East	(701) 220-6706	04/24/2023

Section (B) Billing Information

Detroit Lakes Schools ISD 22		
Company Name (Full Legal Name)		
DBA		
PO BOX 766		
Mailing Address		
DETROIT LAKES	MN	56502-0766
City	State	Zip Code + 4
Jason Kuehn	Business Manager	
Contact Name	Contact Title	
jkuehn@detlakes.k12.mn.us		
Email Address		
(218) 847-9271		
Phone Number	Fax Number	

Section (C) Installation Information (if different from billing information)

Detroit Lakes Schools ISD 22		
Company Name (Full Legal Name)		
1301 ROOSEVELT AVE		
Installation Address (No PO Boxes)		
DETROIT LAKES	MN	56501-4407
City	State	Zip Code + 4
Jason Kuehn		
Contact Name		
jkuehn@detlakes.k12.mn.us		
Email Address		
(218) 847-9271		
Phone Number	Fax Number	
Detroit Lakes	56502	
Main Post Office	Post Office Zip Code + 4	

Section (D) Postage Meter Rental/Services and Payment/Funding Information

Monthly Meter Rental Payments: \$26.95 for 36 months
Payment Frequency: <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually
<input checked="" type="checkbox"/> Tax Exempt (attach Exemption Certificate) <input type="checkbox"/> Mail me a rental invoice <input type="checkbox"/> Bill my NeoFunds postage account <input type="checkbox"/> Bill my credit card (customer to submit authorization form) <input type="checkbox"/> ACH Direct Debit (customer to submit authorization form)
Postage Funding Method: <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Customer to submit authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (attach authorization form)
Agency Code _____ Sub Agency Code _____
Postage Funding Account: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account #: 8055048

Section (E) Postage Meter and Services

Meter Model	Machine Model
IX1BAI	IX1R10
Service Products (check all that apply)	
<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input checked="" type="checkbox"/> NeoShip PLUS (EP70PLUS) <input checked="" type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> 3G/4G Cell Service <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Installation & Training	

Section (F) Approval

Existing customers who are upgrading or renewing an Agreement and currently fund the POC account by ACH Debit will not be converted to a Postage Funding Account unless initial here _____.

This document consists of a Postage Meter Rental Agreement and an Online Services and Software Agreement with Quadiant, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Rental-Terms-V9-2020), which are also available at www.quadiant.com/Rental-Terms-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadiant, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadiant.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature _____ Date _____

Print Name and Title _____

Accepted by Quadiant Inc. and its Affiliates _____

Customer

Organization	Detroit Lakes Schools ISD 22		
DBA			
Address	PO BOX 766		
City State Zip	DETROIT LAKES	MN	56502-0766
Phone	(218) 847-9271	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #: 213073 (MN)

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Detroit Lakes Schools ISD 22		
Attention	Jason Kuehn		
Address	702 LAKE AVE		
City State Zip	DETROIT LAKES	MN	56501-3016
Phone	(218) 847-9271	Email	jkuehn@detlakes.k12.mn.us

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
04242023			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$111.13	\$6,667.80

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	iX Series 5 lb Weighing Platform

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:
 Quadient Leasing USA Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682

3) Send all correspondence to:
 Quadient Leasing USA Inc.
 478 Wheelers Farms Rd
 Milford CT 06461

 Authorized by

Date

 Print Name

Title

DATE: May 15, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance & Operations

SUBJECT: **Renewal of Health & Safety Program Services Agreement
with Lakes Country Service Cooperative for 2023-2026**

Attached is the Health and Safety Services agreement between Lakes Country Service Cooperative and Detroit Lakes Public Schools. The cost of these services has increased by 6.3% from the previous three year contract. The cost of the Health and Safety Agreement is funded under the Health and Safety Levy Program.

Recommend approval.

cc: Colin Gedrose

Lakes Country Service Cooperative
1001 E. Mt. Faith, Fergus Falls, MN 56537
Jeremy Kovash, Executive Director
Services Agreement

This "Agreement" is entered into the _____ day of _____, 2023 ("Effective Date") between Lakes Country Service Cooperative (LCSC), a public corporation, and Detroit Lakes Public School District located in Detroit Lakes, Minnesota ("Member").

For good and valuable consideration, the parties agree as follows:

1. **Service.** The Member agrees to purchase from LCSC, and LCSC agrees to perform on behalf of the Member, the following "Service":
Through one or more designated LCSC staff, perform consultative services to support the Member's management of its environmental health and occupational safety programs, as further described in Exhibit A to this Agreement.
2. **LCSC's Responsibilities:**
In furtherance of performing the Services, and in addition to any other obligations described herein, LCSC shall:
Assign a trained Health and Safety staff person to provide the Services to the Member over the course of 16 days equivalency per year. The days of service may be a combination of remote and onsite work.
3. **Member's Responsibilities:**
 - a. Provide on-site workspace, internet access, and office related functions as needed to complete work;
 - b. Assign a main contact person;
 - c. Provide access to employees (within their normal workday) as needed to support the Member's management of its safety program. LCSC staff will work with employees to accommodate schedules;
 - d. Provide notice of any changes that could affect the safety programs; and
 - e. Implement programs/policies; store required documents and records; and complete action items and pay fines resulting from a regulatory inspection.
4. **Payment.** The Member agrees to pay LCSC for the Services as follows:
 - a. FY24 \$ 24327
 - b. FY25 \$ 24813
 - c. FY26 \$ 25433

In addition, the annual Service cost may be adjusted based on service changes. Notification of a price adjustment will be sent by LCSC 45 days prior to any adjustment.

Fees for Services provided by LCSC outside the scope of the Service described in this agreement shall be paid according to LCSC's standard fees and will be billed separately. LCSC will obtain prior approval from the Member before initiating additional billable services.

5. **Term.** The Service under this Agreement will begin July 1, 2023 and continue through June 30, 2026. Either party may terminate this Agreement early, effective as of the end of the Member's fiscal year, upon not less than 90-day notice given in writing prior to the end of a fiscal year.
6. **Law Governing.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Otter Tail.
7. **Insurance.** LCSC agrees to hold and maintain general liability insurance and errors and omissions insurance specific to the duties of its employees providing the Service. The Member agrees to maintain general liability

insurance and insurance necessary to cover claims related to the Service. Nothing in this Agreement shall constitute a waiver by either party of any statutory limitations, exclusions, or exceptions on liability.

8. Risk Management Arrangements. It is recognized that LCSC is a cooperative of which Member is a member, and which is providing the Service as a function which otherwise would be provided by Member employees. The parties recognize that LCSC's liability for claims relating to the Service should be limited to any available insurance coverage and in any event to an amount not exceeding certain Service payments made, within the limits in this Section. The following arrangements are in furtherance of the foregoing:
- a. Indemnity. The Member agrees to indemnify and hold LCSC and its employees, agents or representatives harmless from all claims, demands, or liability, including attorney's fees, and related expenses, which arise out of or are in any manner connected with the Service, this Agreement, or the Member's operations.
 - b. Standard of Performance; Disclaimer. LCSC makes no warranties, representations, or guarantees expressed or implied, regarding the Service or performance hereunder, and all such are hereby disclaimed by LCSC and waived by Member, including but not limited to any implied warranties of merchantability and fitness for a particular purpose. The Service will be provided and accepted on an "as is" "where is" basis, without recourse against LCSC.
 - c. Limitation of Liability. In no event shall LCSC ever be liable to the Member or any third party, directly or indirectly, for any sum greater than the total amount of fees for Service actually paid to and received by LCSC in the six (6) month period immediately preceding any determination of liability. All other provisions of law, equity, or this agreement or any other document notwithstanding, this and any available insurance is the exclusive remedy available to district, and is in lieu of all other remedies available at law, in equity or otherwise. The foregoing does not, and shall not be construed or deemed to, create any circumstance, express or implied, under which LCSC may be liable to the Member, and shall not subvert the indemnity, release and other clauses in this Agreement for the benefit of LCSC.

The provisions of this Section 8 i) shall apply regardless of whether matters are based on breach of warranty, breach of contract, negligence, strict liability, tort, or any other legal theory, ii) shall apply to all matters, whether claimed by or through the Member or by or through third parties, including any students, employees, and governmental or regulatory agencies, and iii) shall survive the termination of the Agreement.

9. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or otherwise.
10. Modification. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both LCSC and the Member, and attached hereto.
11. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, Parties hereto have executed this agreement this ___ day of _____, 2023.

LCSC MEMBER AGENCY

LAKES COUNTRY SERVICE COOPERATIVE

By: _____
Authorized Official

By: _____
Executive Director

Date: _____

Date: _____

**Lakes Country Service Cooperative
Health and Safety Services Contract
Exhibit A**

Scope of Work

LCSC staff works closely with a Member's administration, designated health and safety contact, and other staff members to prioritize and meet the Member's health and safety needs:

- Advisement and assistance to the member in complying with applicable federal, state, and local safety regulations by developing and reviewing written plans and procedures for identified hazards in the Member's workplace. The development and review will be based on current regulations and/or best practices.
- Provide training and instruction to employees on identified workplace hazards. Training will be based on Federal and State occupational health and safety regulations.
- Guidance on, and templates for, documentation required to show compliance with regulations.
- Consultation on safety and related facility issues.
- LCSC will work with the Member to review the Minnesota Department of Education's *Health, Safety, and Environmental Management Program* guidance to establish the Member's health and safety program according to its guidance.
- As requested, assist in identifying and advising on coding of H&S projects that may be included in the 10-year plan through the LTFM funding program.
- Coordinate and assist with the management of asbestos and asbestos management plans.
- Conduct an annual IAQ walkthrough of member owned and leased buildings covering ventilation and the building envelope. Provide completed ventilation checklist and a written report.
- When notified by the Member, an LCSC health and safety facilitator will come to the Member's site to assist in the event a regulatory agency arrives to conduct an investigation/inspection.
- Conduct an annual mock-OSHA safety walkthrough of member owned and leased buildings, with emphasis on high hazard areas to help identify potential hazards. A written report will be provided to the identified main contact.
- As requested, assist with accident investigations involving employees to determine the cause and recommend actions necessary to prevent similar accidents.
- Assist with implementation and provide guidance to the Health and Safety Committee.
- Costs not covered by this contract include laboratory testing fees, third party contractors for asbestos removal or mitigation projects, or for other specific hazardous material/environment mitigation projects, and additional project management beyond the scope of this agreement. LCSC staff will obtain prior approval before beginning the work.

Date Adopted: 06/08/98	File Number: Detroit Lakes Policy - 620
Date Revised:	

620 - CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs ~~in other schools, in alternative learning sites,~~ in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs. It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences.

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or

a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

C. “Commissioner” means the Commissioner of MDE.

D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

G. “Online learning” is a form of digital learning delivered by an approved online learning provider.

H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IVH. TRANSFER OF ~~CONTENT STANDARDS~~CREDIT FROM OTHER SCHOOLS

~~A.— The school district will transfer high school content standards achieved in earlier grades or in other schools on standards based programs to the student’s record upon receiving an official copy of the records from the previous school of attendance, completion of a summer school program or the like. A procedure for the transfer of such records which addresses how transfer of achievement will be accomplished for students, including those with special needs will be established. The superintendent will submit the procedure for transfer of records to the school board for approval. Upon approval by the school board, the procedure for transfer of records shall be deemed part of this policy.~~

~~B.— The content standard achieved, the score achieved and the site from which the content standard is transferred shall be included in the student transcript.~~

~~C. Students shall be advised of the opportunities available to complete further requirements and electives.~~

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.

b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.

c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

a. Students will be required to provide copies of course descriptions, syllabi, or work

samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).

c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.

e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.

3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.

B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.

C. When a determination is made that the content of the advanced academic course aligns

directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

1. A grade awarded in an Advanced Placement course will be calculated as 1 GPA point higher than the posted grade when calculating weighted GPA. A grade awarded in an Advanced Placement course will be increased by one grade point multiplied by a factor of (i.e., 1.07).^[1]

A. The students regular GPA will include the unweighted posted grade.

2. A grade awarded in an Honors course will be multiplied by a factor of .^[2]

3. A grade awarded in a College in the Schools/Concurrent Enrollment course will be calculated as 1 GPA point higher than the posted grade—A grade awarded in a College In the Schools^[3] and Concurrent Enrollment course will be increased by one grade point multiplied by a factor of .^[4]

A. The students regular GPA will include the unweighted posted grade.

~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of _____.^[5] Courses do not receive weighted grades.~~

~~5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of _____.^[6]~~

~~B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.~~

IX. PROCESS FOR AWARDING CREDIT

~~A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.~~

~~B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.~~

~~C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.~~

~~D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.~~

~~E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.~~

IV. RECOGNITION OF COMPLETED WORK

~~A. The school district will translate work completed by students, including those with special needs, in schools (K-12, post secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.~~

~~B. A procedure to implement such translations with fairness and consistency will be established. The superintendent will submit the procedure for translation of records to the school board for approval. Upon approval by the school board, the procedure for transfer of records shall be deemed part of this policy.~~

~~V. CREDIT BY ASSESSMENT~~

~~A. The school district will provide students, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.~~

~~B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal.~~

~~C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.~~

~~D. Upon the principal's determination of successful submission of the required evidence, the standard shall be noted on the transcript, with a score if appropriate, and a notation of where and when the standard was completed and verified.~~

~~VI. VARIATIONS OF CONTENT STANDARDS~~

~~A. Upon application of a student, with approval of the student's parent or guardian, the school district must waive any content standard when the school district determines that:~~

~~1. the student is participating in a course of study as rigorous or more rigorous than required by the Graduation Rule;~~

~~2. achieving the content standard to be waived would have the effect of precluding the student's opportunity to participate in the rigorous course of study; and~~

~~3. the content standard could not feasibly have been attained earlier in the students' course of study.~~

~~B. A waiver may not have the effect of a student graduating with no completed content standards in any of the learning areas one through nine of the Profile of Learning and a waiver should rarely be granted from more than one requirement.~~

~~— C. — Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.~~

~~— D. — A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.~~

~~— E. — The school district shall annually inform the Department of the number, type and conditions of waivers granted in a format prescribed by the Department and shall work with the Department to reduce the number of waivers needed.~~

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

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

Minn. Stat. § 120B.14 (Advanced Academic Credit)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.445 (Nonpublic Education Council)

Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)

Minn. Stat. § 124D.095 (Online Learning Option)

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 3501.0900-3501.0960 (Academic Standards in Science)

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

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

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

~~Minn. Rule Parts 3501.0010 to 3501.0180 (Rules relating to Graduation Standards mathematics and reading)~~

~~Minn. Rule Parts 3501.0200-3501.0290 (Rules relating to Graduation Standards written composition)~~

~~Minn. Rule Parts 3501.0300 to 3501.0469 (Rules relating to Graduation Standards Profile of Learning)~~

~~Minn. Rule Part 3501.0370, Subp. 1(B) (Assessment and Scoring Student Achievement)~~

~~Minn. Rule Part 3501.0420 (Implementation Reporting)~~

~~Minn. Stat. § 120B.02 (Results-oriented Graduation Rule)~~

~~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 615 (~~Basic—Standards—Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans—Accommodation and LEP Students~~)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

Date Adopted: 01/09/81	File Number: Detroit Lakes Policy - 625
Date Revised: 03/09/98	

625 - HEALTH SERVICES PROGRAM POLICY

PHILOSOPHY

The primary purpose of the School Health Program is to assist each child to achieve the highest potential of which he is capable. This implies a healthy child is a better learner. To accomplish this goal, the school must:

- Practice and promote optimal health
- Provide factual and scientific health information.
- Maintain a safe and healthful environment
- Through health appraisals, assess and refer for evaluation children who demonstrate special health needs that prevent him from taking advantage of the educational opportunities available to the child now and in the future.

To provide these opportunities to each student, it shall be the obligation of the school to:

- Maintain the pupils' optimum fitness to learn.
- Maintain conditions that promote healthful living while children are under the schools jurisdiction.
- Assure optimum health for each individual.
- Develop individuals capable of making intelligent decisions about personal, family, and community health.

The following phases of the health program shall be administered through the school nursing staff and under the direction of the district administrative staff:

CURRICULUM

Health and safety education shall be an integral part of the K-12 curriculum. The curriculum shall be designed to meet the needs of the student and shall include instructional units as developed through Comprehensive School Health Education designed to meet Graduation Standards.

HEALTH RECORDS

Health records shall be maintained on all pupils as part of their records. All federal and state regulations regarding data privacy shall be enforced. In addition to the results of vision, hearing, and scoliosis screening; immunization statistics; dental records; height and weight records, and any special examinations or specialized services provided to the child may be included on the health records.

MEDICAL EXAMINATIONS

It is recommended that parents arrange for a physical examination by the family's physician or community health service prior to entering school in kindergarten (this can be accomplished through the Early Childhood Screening Program); prior to the student entering seventh grade, and prior to the student's entry into tenth grade. Physical examination is mandated for athletics and cheerleading at any Middle School and High School grade level. All information provided is recorded on the students health record.

The Early Childhood Screening Program for the Detroit Lakes Public Schools shall be conducted in compliance with the regulations as set forth by the Minnesota State Legislature and the Minnesota State Department of Education/Health.

Participation in the screening program by children is mandatory as legislated by Minnesota State Law for entry into school. Referral procedures shall be utilized for further screening when condition is identified and is in need of further evaluation.

IMMUNIZATIONS

Minnesota Statutes 1980, Section 123.70 requires that all children enrolled in any public or non-public elementary or secondary school submit to the building principal or other designated person a statement indicating appropriate immunization against measles, mumps, polio, diphtheria, tetanus, and pertussis or legal exemptions and signatures required upon entry including kindergarten and grade 7-12 or within 0-30 days of transfer. The district shall complete the annual immunization status report to the Minnesota Department of Health.

HEALTH SCREENING

The following screening and/or examinations are to be provided according to the Minnesota Department of Health protocol.

Vision: provide and record annual screening for students in grades K-1-3-5-7-10, including teacher, parent, and student referral.

Hearing: provide and record annually in coordination with speech clinicians for students in grades K-1-2-3-5-8-11, including teacher, parent, and student referrals.

Scoliosis: provide and record screening annually usually during the physical education classes following Minnesota Department of Health protocol for female students in grades 5 & 7 and males in grades 8 or 9.

MEDICATION ADMINISTRATION POLICY

In the event that it is necessary (doses cannot be spaced for administration at home only) for a student to take prescription medication during school hours, it is necessary to have a signed statement by a physician and parent with medication name, dosage, and reason (problem) for administration along with an authorization for school personnel to administer the medication to the student. The medication should be brought to the office of the principal or the school nurse in the original labeled container. No over-the-counter medications will be administered without written request and provision of same by the parent. Following Minnesota Department of Health guidelines, no school shall stock any medications to be administered (i.e. ASA, Tylenol, etc.)

COMMUNICABLE DISEASES

Any child demonstrating the signs/symptoms of a communicable disease, shall be sent home as soon as possible, being detained at home consistent with the recommended period of isolation. Treatment and time of exclusion shall be that as recommended by the State Health Department and/or local physicians.

ILLNESS/ACCIDENTS OCCURRING AT SCHOOL

Illness or emergency care needed because of an accident occurring at school the parent will then be notified immediately. The emergency telephone number shall be available for each family in the case the family cannot be reached.

All injuries to students and/or accidents shall be reported to the office the day the injury occurs. An accident report form should be completed with one copy being sent to the Business Office and one kept on file by the building administrator and in student health folder.

DETROIT LAKES PUBLIC SCHOOLS STUDENT ACCIDENT REPORT

This report is to be filled out on the day of the accident and kept on file in either the Building Principal's or the School Nurse's Office.

Student _____ Sex M F Grade _____ School _____

Parent _____ Address _____

Faculty Supervisor at Time of Accident _____

Staff Member of Other Student Witnessing Accident _____

Date and Time of Accident _____

Was Parent or Guardian Notified Yes No. Person Notified _____

By Whom _____

Nature of Injury: (Give details as to part of body injured, how, where, etc.)

Action Taken: _____

Name of Person Making Report _____ Date _____

Date Adopted: 09/16/85	File Number: Detroit Lakes Policy - 628
Date Revised: 03/09/98	

628 - RELEASED TIME RELIGIOUS INSTRUCTION

I. LEGAL BASIS FOR RELEASED TIME

A. The Minnesota Compulsory Attendance Laws provide the authority for public schools to excuse children for released-time religious instruction under Minnesota Statute 1982, Section 120.10, Subdivision 3.

- A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year.
- The child may attend for a period or periods not exceeding in the aggregate three hours in any week, a school for religious instruction conducted and maintained by some church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof.
- This school for religious instruction shall be conducted and maintained in a place other than a public school building, and in no event, in whole or in part, shall be conducted and maintained at public expense.

II. RESTRICTIONS PLACED UPON RELIGIOUS INSTRUCTION

From the terms of the statute and interpretations of those terms by the Attorney General, the restrictions concerning released-time religious instruction can be summarized as follows:

A. General Religious Instruction:

- The School Board may grant permission to the school administrators to excuse pupils for up to three hours per week. It may also refuse to excuse pupils for any period of time.

- Pupils may be excused for a maximum of three hours per week, or for any period of time less than three hours. The time may be divided among various days of the week. The public school determines the amount of time and the days and hours during which pupils are to be excused.
- The excuse must be requested by the pupil's parent or guardian or another person having control of the pupil. Individual application forms should be submitted by the parent of each pupil and not by the church of attendance. (See sample of district approved form to be used by each family requesting release of child to attend religious instruction.)

B. Instruction According to Church Ordinances:

- A pupil has a right to absent himself for instruction according to the ordinances of a church.
- Such absences may be for a full day per week or longer if justified.
- The parent, guardian, or other person having control of the pupil should give written notice of the intention to have the pupil be absent for such instruction.

C. Use of School and Building:

- Minnesota Statute Section 123.36, Subdivision 5, allows the School Board to authorize the use of public school buildings "for divine worship, Sunday schools, public meetings, elections, and such other community purposes as, in its judgment, will not interfere with their use for school purposes." This authorization does not include released-time religious instruction, however, since such instruction occurs only during regular school hours.

D. Regular Instructional Program:

- If some pupils are absent for "religious instruction" or "instruction according to the ordinances of some church," the school has an obligation to provide the regular instructional program for the remaining pupils, no matter how many there are. School may not be dismissed early for religious instruction to be conducted in the public school. Pupils attending religious instruction may be required to make up the school work missed.

- E. No Public Expense for Released Time Classes:
- No public funds may be used either directly or indirectly to support or promote religious instruction.
- F. Transportation:
- There is no statutory authority for a School Board to provide transportation to and from released-time classes.

III. LOCAL SCHOOL BOARD RESPONSIBILITY

- A. Each local School Board should determine whether or not general released-time religious instruction is a valid infringement on the local instructional program, but the local School Board has neither the responsibility nor authority to determine the quality of the religious instruction. Practices and results of released-time programs should be regularly appraised by the religious groups involved.

IV. LOCAL CHURCH'S RESPONSIBILITY

- A. It shall be the responsibility of the local church to annually request in writing, permission to conduct religious time classes. This must be done at least one month prior to the first day of classes.
- B. The request for permission must state the dates for the first class, as well as the ending date of class. Beginning and ending dates shall be coordinated for all churches to be the same.
- C. Acknowledgement of the request shall be made in writing by the Superintendent of Schools as the designee for the Board of Education.
- D. The local church shall also:
- Be responsible for collecting and signing the parental permission slip.
 - Take attendance at classes and give a report of the attendance to the respective schools involved.
 - Be responsible for any transportation required.

DETROIT LAKES PUBLIC SCHOOLS

**RELIGIOUS INSTRUCTION RELEASE TIME
PARENT PERMISSION SLIP**

Student's Name: _____

School: _____

—

Grade in School: _____

Church
Attending: _____

Please excuse my son/daughter to attend Religious Release Time Education during the
_____ school year.
(date)

(Parent's Signature) (Date)

Parent: Please return this signed form to your pastor.

Pastor: Please sign below and return all forms to the proper school, elementary or junior high school, with an alphabetical list, by grade, of all names of students to be excused to attend Religious Instruction. Students will not be excused without both parents and pastor signatures.

(Pastor's Signature) (Date)

Date Adopted: 03/11/85	File Number: Detroit Lakes Policy - 630
Date Revised: 03/09/98	

630 - EARLY ADMISSION

KINDERGARTEN ENROLLMENT

Entrants must be five (5) years of age on or before September 1.

Exception: Children who transfer into the Detroit Lakes School District, who have been currently participating in a kindergarten educational program in an accredited school, will be permitted to continue their enrollment in kindergarten. Evidence of this enrollment is the responsibility of the parent. Private nursery schools and similar organizations are not recognized as meeting this exception.

Under-age children with superior ability and above average social/emotional maturity may be admitted according to the following procedure:

Children who will be 5 years of age between September 1 and December 31 may be considered for early entrance to kindergarten. The parent or guardian of such children shall meet with the principal of the school which the child would normally attend, to discuss the program, and to obtain and early admission application form. The completed form shall be returned to the principal. If the principal feels that kindergarten entrance is a possibility, the child will be recommended for psychological evaluation. The evaluation will be made by the school psychologist who will make a recommendation to the building principal. The recommendation of the principal will be reviewed by the Superintendent or designee. The parents will than be notified as to whether or not the child will be admitted.

FIRST GRADE ENROLLMENT

Entrants must be six (6) years of age on or before September 1.

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

Date Adopted: 03/10/97	File Number:
Date Revised: 02/08/99; 12/14/2009	Detroit Lakes Policy - 690

690 - STORM DAY POLICY

I. PURPOSE

The purpose of this policy is to inform the general public, students, and staff of emergency procedures in the event of school closing.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that it may be necessary to close school in inclement weather, natural disasters, fire, arson, or other reasons which would render the buildings unfit for use that result in a potential compromise with the public's safety.

III. RESPONSIBILITY OF ACTION

The School Board recognizes that it has the authority through its chief administrator, Superintendent of Schools or designee, to close school for inclement weather or other reasons. As a result, the following guidelines shall be effective:

1. Student and Staff. When school is closed for weather or other reasons, the students are expected to go home. Staff may leave, on approval by the building administrator, when the students have been safely transported home. School is canceled.
2. Extracurricular Activities. On the days when the school starts late, all morning practices are canceled.

On the days that school closes early, all practices and events scheduled for that evening are canceled.

If school is canceled the whole day, all practices and events are canceled for that day. On these days, the school gymnasium and pool will not be open for open gym.

Events and practices scheduled on regularly scheduled non-school days (i.e. Saturday, holidays, etc.) Will be left up to the discretion of the Activities Director whether said activities will be held.

- C. Community Education Cancellation. On days when school starts late, all morning Community Education activities are canceled.

On the days that school closes early due to inclement weather, all practices, rehearsals, and classes are canceled for the remainder of the day. On these days the school gymnasium and pool will not be open for open gym.

On the events and practices scheduled on regularly scheduled non-school days (i.e. Saturday, holidays, or during the summer) will be left to the discretion of the Community Education Director.

4. Non-School Use of School Facilities. On the days when school starts late, all morning use of school facilities are canceled.

On the days that school closes early due to bad weather, all practices and events scheduled for that evening are canceled.

If school is canceled for the whole day, all non-school use of school facilities are canceled for that day. On these days the school gymnasium and pool will not be open.

Non-school events scheduled on regularly scheduled non-school days (i.e. Saturdays, holidays, and summer) will be left to the discretion of the Community Education Director.

5. Exceptions. Exceptions to this policy may be granted on an individual basis by the Superintendent or his/her designee.

Date Adopted: 11/12/84	File Number: Detroit Lakes Policy - 691
Date Revised: 03/09/98; 12/14/2009	

691 - GED TESTING

GED HISTORY AND BACKGROUND

The State Department of Education will not authorize individuals under the age of 19 to take the G.E.D. exam unless the high school principal of the district in which the student resides agrees to a waiver of the age requirement.

Waivers have been authorized from time-to-time by the high school principal for 17 and 18 year olds who have dropped out of school and as a matter of course pursuant to state regulations in absence of a school district policy.

The granting of a waiver and the passing of a G.E.D. permits a high school drop-out to receive a high school equivalency diploma and enables this person to enter college, vocational training, or the military. While this makes it easier for a high school drop-out to enter these areas, it also makes the decision to drop-out an easier one to make.

Based on Detroit Lakes experiences with drop-outs, the establishment of the Alternative School, and related considerations, the Board of Education believes the adoption of a policy prohibiting the granting of G.E.D. age waivers by District #22 students (except in the case of hardship) will reduce the drop-out rate of Detroit Lakes High School age students.

PHILOSOPHY

It is the belief of the Board of Education of Independent School District #22 that every student should be supplied with a core of general education. That core will supply them with the opportunity to acquire basic competencies, as well as broader elective experiences, while pursuing completion of the planned educational experiences of the school district. It is also the belief of the Board of Education that the acquisition of a high school diploma as a result of the completion of requirements established by the Board is important and valuable and in the best interest of students.

POLICY

It is, therefore, the policy of the Board of Education of Independent School District #22 not to grant requests for age waivers for the General Education Diploma (GED) or for enrollment in post-secondary programs for non-high school graduates.

HARDSHIP EXCEPTION

The Board reserves to itself the right to review the merits of extreme hardship cases upon the recommendation of the Superintendent.

Date Adopted: 05/14/87	File Number: Detroit Lakes Policy - 722
Date Revised: 06/12/00; 08/09/10, <u>06/26/23</u>	

722 - PUBLIC DATA AND DATA SUBJECT REQUESTS RECORDS RETENTION

INTRODUCTION:

~~Detroit Lakes Public Schools has established a plan for managing all of the school records in compliance with Minnesota Statute 138.17 and other applicable rules and regulations. The school district policy establishes minimum retention period for all school records based on administrative, legal, and historical value.~~

I. PURPOSE:

~~The School District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. desires to develop a policy regarding the retention of records in order to protect the integrity of the records while effectively managing the cost of maintaining written records of school activities.~~

PROCEDURE:

~~The Detroit Lakes Public Schools will follow the process and schedule for the retention of records as stated in the attached "SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE" as provided by the STATE OF MINNESOTA, Department of Administration, Information Policy Analysis Division, dated January 2000.~~

See MSBA-722.ATTACHMENT

II. GENERAL STATEMENT OF POLICY

~~The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.~~

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person

may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;

3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject's parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:

a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

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



Special Education Out-of-State Travel Request

Description: Project Search 16th Annual Conference

An important part of Project SEARCH's mission is education through which best practices and continuous improvement of programs are shared. The goal is to provide the tools and technical assistance needed to maximize employment outcomes for people with intellectual and developmental disabilities.

- Project Search's primary objective is to secure competitive employment for people with disabilities.
- DLPS has partnered with Essentia Health to implement a Project Search site in the fall of the 2023 - 2024 school year.

DETAILS OF REQUEST

Request permission for out of state travel to:

- Drive to Milwaukee, WI
- July 10-14, 2023
- Conference dates: July 10-14, 2023

Who will be attending: *Wendy Fritz, Transition Facilitator Rachelle Isaacson Project SEARCH Instructor Beth Hedstrom Project SEARCH Skills Trainer*

Expenses are paid for by the Vocational and Life Skills Recovery for Students ages 18-21 grant that Detroit Lakes received.

What is Project SEARCH?

Project SEARCH is a business led collaboration that enables young adults with disabilities to gain and maintain employment through training and career exploration.

A 9-12 month program, Project SEARCH provides total immersion in a large community business. Students with disabilities are offered a workforce alternative for their last year of high school.

The Project SEARCH partnership includes a local host business, a school, VRS, a Community Service Provider and a disability services agency. The business provides an on-site training classroom, business liaison and rotational internships for on the job training. The school provides an instructor and job skills trainer(s).

Each day, students report to the host business, learn employability skills in the classroom and job skills through their internships (usually 3-4 internships during the year). Students are encouraged to use public

transportation when available, just as they would when employed after high school.

Students and their teams meet monthly for progress reports and to continually refine their career goals and determine concrete next steps. Managers from the host business work with the teacher and skills trainers to support the students every step of the way.

The ultimate goal upon program completion being the students' competitive placements at the host business or in the community, based on the skills and experience learned in their Project SEARCH experiences.



DATE: May 16, 2023
TO: Board of Education
FROM: Kylie Johnson - HR Director
SUBJECT: 2023 MetLife Voluntary Dental Plan

In an effort to provide competitive benefits to current employees and attract new talent, the District submitted a request for proposal (RFP) for dental insurance coverage. Two initial bids were received from Delta Dental and MetLife. Delta Dental’s rates were not affordable, so a request for further consideration and best bid request was sent to MetLife. MetLife responded with reduced rates for both single and family coverage. Dental insurance has not historically been offered by the District, therefore no claims history exists, posing potential high risk to an insurance carrier. Dental coverage will be a voluntary benefit with premiums fully funded by the employee.

Rates can be seen below:

2023: Monthly Premium Payment	
Employee	\$34.75
Employee + Spouse	\$66.96
Employee + Child(ren)	\$72.74
Employee + Family	\$111.99

Coverage Type:	In-Network ¹ % of Negotiated Fee ²	Out-of-Network ¹ % of R&C Fee ⁴
Type A - Preventive	100%	100%
Type B - Basic Restorative	80%	80%
Type C - Major Restorative	50%	50%
Deductible³		
Individual	\$50	\$50
Family	\$150	\$150
Annual Maximum Benefit:		
Per Individual	\$1,000	\$1,000
Dependent Age:	Eligible for benefits until the day that he or she turns 26.	

Administration requests approval to offer MetLife voluntary dental insurance coverage effective 7/1/23.

cc: Matie Hanson



DATE: May 16, 2023
TO: Board of Education
FROM: Kylie Johnson - HR Director
SUBJECT: Change of 2023-24 Group Health Insurance Coverage

The District sought health insurance bids as its two year contract with current insurer, PEIP (Public Employee Insurance Program) expires June 30, 2023. Bids were received from PEIP, BlueCross/Blue Shield, Lakes Country Service Cooperative (LCSC), Gravia, and Medica. Two bids offered cost savings from PEIP’s 2023 renewal rates and ultimately LCSC was selected. LCSC was selected based on monthly premium savings, two year rate cap, and clinic flexibility offered through Medica’s provider network. LCSC rates offer an average of 7% premium savings from PEIP’s 2023 proposed rates. The district’s insurance committee is comprised of representatives from 5 union bargaining groups and 3 unaffiliated groups.

Rates can be seen below:

Plans:	7/1/2023	
	PEIP Renewal Rates	LCSC 7/1/2023 Rates
PEIP High Plan- Single	\$ 933.40	Passport MN 1000-40- Single \$ 911.92
PEIP High Plan- Family	2491.68	Passport MN 1000-40- Family \$ 2,434.24
PEIP Value Plan- Single	835.92	Essentia MN 1000-40- Single \$ 729.53
PEIP Value Plan- Family	2231.34	Essentia MN 1000-40- Family \$ 1,947.39
PEIP HSA Plan- Single	657.48	Passport MN 3000 HSA- Single \$ 688.08
PEIP HSA Plan- Family	1755.03	Passport MN 3000 HSA- Family \$ 1,836.77
		Essentia MN 3000 HSA- Single \$ 550.47
		Essentia MN 3000 HSA- Family \$ 1,469.42

District Administration recommends approval of selecting Lakes Country Service Cooperative for the 2023 plan year for employee health insurance coverage for the non-union groups. Board approval is not necessary for Union groups, only to acknowledge the renewal. (MN Statute allows for union groups to select PEIP as their health insurer). Five union groups participated in the selection of LCSC.

cc: Matie Hanson

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

Roosevelt					
Grade	Current	Previous (Apr)	Opening Day	Sections	Per Section
K	94	93	96	5	19
1	97	97	99	5	19
2	90	92	90	4	23
3	91	92	88	4	23
4	107	107	109	4	27
5	95	96	96	4	24
RSVT Total	574	577	578	26	22
Difference		(3)	(4)		Avg/section

Rossman					
Grade	Current	Previous (Apr)	Opening Day	Sections	Per Section
K	93	93	92	5	19
1	97	95	94	5	19
2	93	93	94	4	23
3	96	96	93	4	24
4	101	101	101	4	25
5	99	99	98	4	25
RSM Total	579	577	572	26	22
Difference		2	7		Avg/section

Middle School			
Grade	Current	Previous (Apr)	Opening Day
6	209	211	213
7	198	199	201
8	180	179	181
MS Total	587	589	595
Difference		(2)	(8)

High School						
Grade	Current	Previous (Apr)	Opening Day	PSEO		
				Part-time	Full-Time	ADM*
9	206	205	209			
10	227	227	241	-	-	-
11	211	213	225	-	-	-
12	198	198	206	-	-	-
HS Total	842	843	881	-	-	-
Difference		(1)	(39)	Total PSEO		

ALC		
Current	Previous (Apr)	Opening Day
4	2	0
30	30	8
23	21	19
21	23	23
78	76	50
Difference	2	28

District Wide Summary			
Pre-K	45		
K	187		
1	194		
2	183		
3	187		
4	208		
5	194		
	966		
6	209		
7	198	Laker Online	11
8	180	Transitions	11
	587	Rossman	579
		Roosevelt	574
9	210	Middle School	587
10	257	High school	842
11	234	ALC	78
12	241	PSEO	-
	942	Pre-K	45
Total	2,749	Monthly Total	2,727
Comparisons			
Last Month Report			2,725
	Difference		3
2022-23 Opening Day			2,739
	Difference		(12)

Pre K	
ADM*	45

* - Average Daily Membership (ADM) counts are based on partial day calculations

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - May 18 2023

Members Present:

Mary Rotter (via phone)

April Thomas

Ethan Walz

Jason Kuehn

Members Absent:

Mark Jenson

A Finance Committee Meeting was held on Thursday, April 20th 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 April and receipts for the month of April. District expenditures and revenues through April 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 April. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of April. Lastly, the committee recommends approval of the check summaries for May 8th and May 22nd.

3. FY 24 Budget Update

The committee was given a brief legislative update and potential impacts it has on budgeting for the 2023-24 school year. The Finance Committee will review the preliminary budget at its June 22nd meeting before the budget is adopted at the June Board meeting.

Next Meeting: Thursday, January 22nd @ 12:00 PM at the District Office