



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, June 26, 2023 - 7:00 AM
M State Room C103, 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 June 26, 2023 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. Thank you to those that helped make the "We got this Summit" a success. Ben Aastuen, Nick Arens, Ty Bement, Tim Cole, Amanda Craig, Pam Daly, Mike Daly, Jami Elkington, Rhonda Fode, Jenn Fode, Bill Hansen, Bobby Heimark, Renee Kerzman, Carver Klapotz, Carly Lenzen, Laurel Long, Trisha Mariotti, Rob Nielsen, Josh Omang, Ron Overson, James O'Sullivan, Jill Perkins, Lynn Reading, Steve Smedsrud, Emily Sternberg, Jeff Tessman, Wayne Tjepkes, Mark Tumberg, Tim Vagle, Bronson Vinge, John Webber, Jade Wernerm, Aaron Wittrock.

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. PROGRAM PRESENTATIONS

Presenter:

- A. Q Comp
Presenter: Pam Daly Q-Comp Coordinator

VIII. **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 May 22, 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. 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
- F. Approve the award of Bids for Dairy and Bakery 2023-2024
- G. Approve the Adult Basic Education Agreements (ABE) for the 2023-24 school year with Ada-Borup-West, Frazee-Vergas, New York Mills, Norman County East, Pelican Rapids, Perham, Rothsay, Ulen-Hitterdal school districts, Becker County Sheriff's Department, and KLN Family Brands.
- H. Approve the Agreement for Physical Therapy Services with St. Mary's Regional Health Center for 2022-2024
- I. Approve the Renewal of the Minnesota Rural Education Associations (MREA) Membership for the 2023-2024 school year.
- J. Approve the 2023 Tenure List
- K. Approve the Renewal of Lakes Country Services Cooperative Annual Membership for 2023-2024 School Year.
- L. Approve the Activity Fee and Admission Price Schedule for 2023-2024.
- M. Authorize signatures for Josh Omang, High School Principal, and Rob Nielsen, Activities Director, for the High School Activity Fund; and Mike Suckert, Middle School Principal, and Justin Hegg, Middle School Assistant Principal, for the Middle School Activity Fund for the 2023-24 school year. Two signatures are required on Activity Fund expenditures.
- N. Approve Mark Jenson, Jason Kuehn, Jennifer Stangel, Jennifer Fode, and Kylie Johnson, to make incoming and outgoing wire transfers, stop payments, purchase or withdraw certificates of deposit, inquiries on accounts, access online accounts, and check balances on behalf of the school district for the 2023-24 school year.
- O. Approve Kathy Owens, Payroll Coordinator, to be authorized to make electronic fund transfers for the following specific items for the 2023-24 school year: 1) Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2) Transfers to our third party administrator for our 403 (b) Program; 3) Transfers to WEX Account - for our Health Savings Account (HSA) and Flex Spending Account (FSA) Program.
- P. Approve the Resolution for Membership in the Minnesota State High School League.

IX. **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. New School Song

Presenter: Timothy Siewert

B. Therapy Dog

Presenter: Jessica Johnson

X. **ACTION ITEMS**

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

A. **Resolution to Conduct Business on Juneteenth**- Recommend Motion to Approve the Resolution to Conduct Business on Juneteenth.

Presenter: Mark Jensen

B. **Certification of Updated District Population Estimate**-- Recommend Motion to Approve the Certification of Updated District Population Estimate

Presenter: Jason Kuehn

C. **Employee Property/Liability Insurance and Workers Compensation Renewal for 2023-2024 School Year** -- Recommend Motion to Approve the Employee Property/Liability Insurance and Workers Compensation Renewal for 2023-2024 School Year

Presenter: Jason Kuehn

D. **Initial Budget for 2023-2024 School Year**-- Recommend Motion to Approve the Initial Budget for 2023-2024 School Year.

Presenter: Jason Kuehn

XI. **ADMINISTRATIVE AND BOARD REPORTS**

A. **Superintendent Report**

Presenter: Mark Jensen, Superintendent

1. District Update

B. **Board Committee and Representative Reports**

1. Finance Committee

Presenter: Rotter, Board Treasurer

2. Activities Committee

Presenter: Erickson- Vice Chair

3. Schedule C Committee

Presenter: Thomas, Board Clerk

XII. **UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair

A. Facilities Committee- 07/17/23 9:00am District Office

B. Work Session, Board Evaluation- 07/17/23 5:00 pm Laker Transitions.

C. Finance Committee- 07/20/23 12:00pm District Office

D. Regular School Board Meeting- 07/24/23 MState 7:00am

XIII. **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.





Q Comp in DLPS

2022-23

Year Seven

Q Comp Leadership Team 2022-23

Lisa Lindstrom--Lincoln

DeAnna Baukol--Roosevelt

Kristi Downey--Rossman

Keith Eckhoff--Middle School

Kelly Kalina--High School

Cara Myers--ALC

Pam Daly--Q Comp Coordinator

Josh Omang--Principal

Renee Kerzman--Administration

Mark Jenson--Administration

Briefly, Q Comp is four things . . .

Career Ladder Opportunities

Performance Pay/Alternative Salary Schedule

Job-embedded Professional Learning

Teacher Evaluation



One of the most important parts of Q Comp is that it aligns with and supports district initiatives . . .

- ★ The strategic plan
 - delivering educational excellence through relationships, innovation, development and equity
- ★ MTSS
- ★ PLCs
- ★ Reading
 - via both the building goals and the individual literacy/vocabulary goals

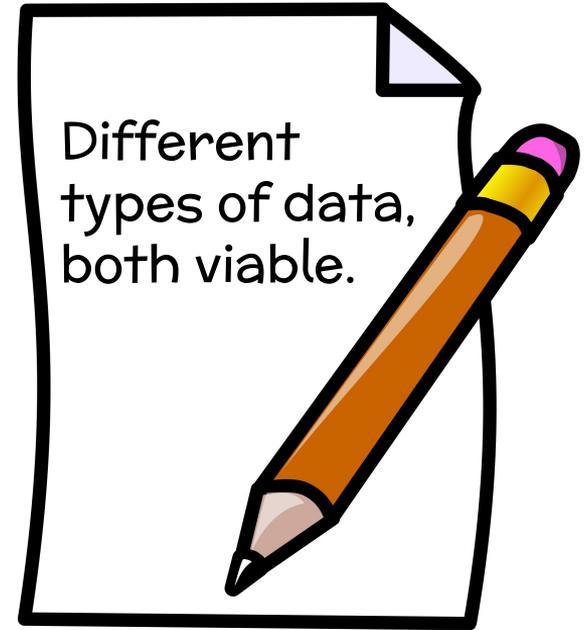


Everything we
“do” with
Q Comp is
focused on the
positive impact
we can have on
our students
and their
learning.

Example goals

Literacy/vocabulary

Engagement



Different
types of data,
both viable.

What did we add this year?

Leadership Team

- In process of revamping teacher evaluation components/process
- Read engagement and literacy/vocabulary goals; tweaked forms to include a history

Research Team

- Collaborated with principals about vocabulary instruction/strategies during early outs
- Created “power word” lists preK-12

Mentorship Team

- Actively read, discussed, and applied *Daring Greatly* by Brené Brown
- Discussed how to have difficult conversations with mentees

What did we add this year (continued)?

PLC leaders

- Met eight times during the school year
- Discussed, utilized and implemented PLC+
- Planned to continue this process next year with a focus on collective teacher efficacy

Q Comp Coordinator

- Researched and shared strong ideas for engagement and literacy goals
- Supported a wide range of people through growth in leadership (PLC leaders, mentors, research team) and grew, herself

What plans do we have for 2023-24?

1. Continued PLC leader training (collective teacher efficacy)
2. Mentor learning
3. Implementing our PK-12 power word scope and sequence
4. A continued emphasis on the research of [John Hattie](#)
5. Transparency and collaboration between Q Comp teams and administration
6. Further align with MTSS
 - a. 80% or better on core instruction
 - b. Discuss data
 - c. Create group/team goals
 - d. Use feedback from our students to gauge success

What questions
do you have?

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

Regular School Board Meeting
Monday, May 22, 2023, 5:30 PM
M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501

Present: John Steffl, April Thomas, Mary Rotter, Michelle Okeson, Ethan Walz

Absent: None: Amy Erickson,

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

The Pledge of Allegiance was recited.

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

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

- A. Approve the Minutes of the April 24, 2023 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #702814-702879 and Checks #702950-703083-for a total of \$492,10838. Hand Payable Checks #702555-702558, #702627-702667, #702762-702804, Voided Checks #702319, #702160, #702523, #702544, and Wire Transfers #4322,4326 #4402-4406, #4429-4438, #4454-4455, #4585-4602, #4621-4625, #4636-4640, #4665, #4680-4695, in the amount of \$1,681,713.45 for a total of \$2,173,821.83. Senior High Activity Account Checks #500229-500269 and Voided Check #500228 a total of \$42,236.13. Middle School Activity Account Checks #300022-300027 for a total of \$829.09.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Approve the removal of policy 626, 627, & 631
- E. Approve the Renewal of Health and Safety Programs Services Agreement with LCSC for 23-26

The following items were up for discussion

- A. First Reading of Policies
 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

A motion was made by Thomas, seconded by Rotter to approve the Out of State Travel for Project SEARCH. Motion carried unanimously.

A motion was made by Thomas, seconded by Walz to approve the MetLife Voluntary Dental Insurance. Motion carried unanimously.(EXHIBIT)

A motion was made by Rotter, seconded by Okeson to approve the Lakes Country Service Cooperative Health Insurance. Motion carried unanimously. (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

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

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

Board Chair Steffl announced upcoming meetings and events .

A motion by Thomas, to adjourn the meeting at 5:54 PM, seconded by Walz. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

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.

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	5148	703130	Check	1	1011		ACADEMIC PLANNERS PLUS	Yes	No	No	USD	06/12/2023	598.00
			5149	703131	Check	1	1018		ACT	Yes	No	No	USD	06/12/2023	6,198.25
			5147	703132	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	06/12/2023	3,055.22
			5150	703133	Check	1	1023		ADVENTIST CHRISTIAN SCHOOL	Yes	No	No	USD	06/12/2023	1,128.61
			5151	703134	Check	1	1044		AMRAMP	Yes	No	No	USD	06/12/2023	1,950.00
			5146	703135	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	06/12/2023	11.20
			5152	703136	Check	1	1067		ARVIG	Yes	No	No	USD	06/12/2023	6,072.96
			5153	703137	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	06/12/2023	16.98
			5154	703138	Check	1	1077		B.E. PUBLISHING INC	Yes	No	No	USD	06/12/2023	252.67
			5155	703139	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	06/12/2023	289.00
			5263	703140	Check	1	3030		BLAKE, JODI	Yes	No	No	USD	06/12/2023	107.38
			5156	703141	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	06/12/2023	457.00
			5271	703142	Check	1	3038		BORGMANN, KARI	Yes	No	No	USD	06/12/2023	229.13
			5157	703143	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	06/12/2023	470.70
			5264	703144	Check	1	3031		BRETHORST, JILL	Yes	No	No	USD	06/12/2023	53.94
			5158	703145	Check	1	1151		BRUSHMARKS SIGN	Yes	No	No	USD	06/12/2023	126.00
			5159	703146	Check	1	1152		BSN SPORTS	Yes	No	No	USD	06/12/2023	118.10
			5160	703147	Check	1	1165		C.T. BRUNS LLC	Yes	No	No	USD	06/12/2023	2,438.00
			5161	703148	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	06/12/2023	908.83
			5247	703149	Check	1	2398		CLEAR ADVANTAGE	Yes	No	No	USD	06/12/2023	571.74
			5258	703150	Check	1	2965		COLBY, AMBER	Yes	No	No	USD	06/12/2023	434.98
			5162	703151	Check	1	1209		COLLEGE BOARD	Yes	No	No	USD	06/12/2023	7,595.00
			5163	703152	Check	1	1231		CULINEX	Yes	No	No	USD	06/12/2023	3,964.00
			5164	703153	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	06/12/2023	1,125.47
			5250	703154	Check	1	2619		DALY, MICHAEL	Yes	No	No	USD	06/12/2023	63.00
			5165	703155	Check	1	1249		DALY, PAMELA	Yes	No	No	USD	06/12/2023	89.54
			5166	703156	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	06/12/2023	2,547.00
			5265	703157	Check	1	3032		DeGROAT-LOVO, ROCHELLE	Yes	No	No	USD	06/12/2023	100.00
			5167	703158	Check	1	1289		DL COMMUNITY & CULTURAL CENTE	Yes	No	No	USD	06/12/2023	525.00
			5168	703159	Check	1	1292		DL TOWING	Yes	No	No	USD	06/12/2023	700.00
			5169	703160	Check	1	1293		DL TRAVEL BASKETBALL	Yes	No	No	USD	06/12/2023	285.00
			5275	703161	Check	1	3043	REMIT	DR DRONE AERIAL IMAGES LLC	Yes	No	No	USD	06/12/2023	600.00
			5170	703162	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	06/12/2023	485.00
			5171	703163	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	06/12/2023	4,293.15
			5172	703164	Check	1	1313		ECKHOFF, KEITH	Yes	No	No	USD	06/12/2023	73.64
			5251	703165	Check	1	2718		ECKROTH MUSIC	Yes	No	No	USD	06/12/2023	308.00
			5243	703166	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/12/2023	231.56
			5246	703167	Check	1	2351		EMS LINQ INC	Yes	No	No	USD	06/12/2023	1,285.00
			5174	703168	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	06/12/2023	2,175.00
			5173	703169	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	06/12/2023	43.75
			5175	703170	Check	1	1347		FAIRFIELD INN & SUITES BY MARRIO	Yes	No	No	USD	06/12/2023	98.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	5276	703171	Check	1	3044		FICK, SARAH	Yes	No	No	USD	06/12/2023	7.86
			5176	703172	Check	1	1369		FIRST EDUCATIONAL RESOURCES, I	Yes	No	No	USD	06/12/2023	21,750.00
			5177	703173	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	06/12/2023	302.28
			5178	703174	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	06/12/2023	105.15
			5179	703175	Check	1	1389		FREEMAN, BELINDA	Yes	No	No	USD	06/12/2023	90.00
			5180	703176	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	06/12/2023	1,206.90
			5181	703177	Check	1	1402		GAG, KELLY	Yes	No	No	USD	06/12/2023	152.42
			5262	703178	Check	1	3029	REMIT	GAMES TO GO	Yes	No	No	USD	06/12/2023	1,750.00
			5182	703179	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	06/12/2023	545.76
			5252	703180	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	USD	06/12/2023	100.00
			5183	703181	Check	1	1418		GLOEGE, KARI	Yes	No	No	USD	06/12/2023	38.82
			5272	703182	Check	1	3039		GOODRICH, CANDI	Yes	No	No	USD	06/12/2023	127.05
			5253	703183	Check	1	2826	REMIT	GRAFTON INTEGRATED HEALTH NE	Yes	No	No	USD	06/12/2023	620.19
			5184	703184	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	06/12/2023	568.26
			5255	703185	Check	1	2952		GRAPHICS USA 1	Yes	No	No	USD	06/12/2023	3,190.00
			5185	703186	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	06/12/2023	9,458.49
			5273	703187	Check	1	3040		GROTH, BARB	Yes	No	No	USD	06/12/2023	35.64
			5270	703188	Check	1	3037		HARTHAN, DOUGLAS	Yes	No	No	USD	06/12/2023	320.00
			5186	703189	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	06/12/2023	420.18
			5187	703190	Check	1	1465		HEIMARK, JENNIFER	Yes	No	No	USD	06/12/2023	26.31
			5188	703191	Check	1	1469		HELLEKSON, JENNIFER	Yes	No	No	USD	06/12/2023	265.65
			5244	703192	Check	1	2318		HIKEHOPPERS LLC	Yes	No	No	USD	06/12/2023	5,620.00
			5189	703193	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	06/12/2023	4,549.89
			5190	703194	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	06/12/2023	80.95
			5248	703195	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	USD	06/12/2023	147.66
			5191	703196	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	06/12/2023	8,000.00
			5192	703197	Check	1	1545		ISD #548	Yes	No	No	USD	06/12/2023	4,547.16
			5193	703198	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	06/12/2023	3,600.24
			5194	703199	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	06/12/2023	1,252.50
			5195	703200	Check	1	1608		JOSTENS	Yes	No	No	USD	06/12/2023	40.65
			5196	703201	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	06/12/2023	1,106.00
			5197	703202	Check	1	1656		LAKES SPORT SHOP	Yes	No	No	USD	06/12/2023	2,390.00
			5198	703203	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	06/12/2023	56.98
			5259	703204	Check	1	2974	REMIT	LANGUAGE TESTING INTERNATION/	Yes	No	No	USD	06/12/2023	30.00
			5199	703205	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	06/12/2023	149.00
			5200	703206	Check	1	1679		LIFE LINE INC.	Yes	No	No	USD	06/12/2023	100.00
			5201	703207	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	06/12/2023	305.45
			5202	703208	Check	1	1710		MARTIN, DUSTIN	Yes	No	No	USD	06/12/2023	83.48
			5249	703209	Check	1	2539		MASC	Yes	No	No	USD	06/12/2023	440.00
			5203	703210	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	06/12/2023	1,294.40
			5204	703211	Check	1	1744		MID STATES WIRELESS, INC.	Yes	No	No	USD	06/12/2023	143.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	5205	703212	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	06/12/2023	59.70
			5206	703213	Check	1	1750		MILESTONES & MEMORIES, LLC	Yes	No	No	USD	06/12/2023	916.35
			5207	703214	Check	1	1759		MINNESOTA FLYERS GYMNASTICS, I	Yes	No	No	USD	06/12/2023	232.50
			5208	703215	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	06/12/2023	106.20
			5209	703216	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	06/12/2023	276.09
			5256	703217	Check	1	2960		MODULAR ROBOTICS INC	Yes	No	No	USD	06/12/2023	2,899.00
			5210	703218	Check	1	1815		MUD HOLE CUSTOM TACKLE, INC.	Yes	No	No	USD	06/12/2023	303.67
			5211	703219	Check	1	1839		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	06/12/2023	66.00
			5212	703220	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	06/12/2023	174.72
			5213	703221	Check	1	1868		NORTH COUNTRY BUSINESS PRODU	Yes	No	No	USD	06/12/2023	677.00
			5245	703222	Check	1	2340		OISTAD, MCKENZIE	Yes	No	No	USD	06/12/2023	61.59
			5266	703223	Check	1	3033		OLSON, MATT	Yes	No	No	USD	06/12/2023	1,300.00
			5214	703224	Check	1	1897		OMANG, JOSHUA	Yes	No	No	USD	06/12/2023	131.80
			5215	703225	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	06/12/2023	1,240.00
			5216	703226	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/12/2023	472.81
			5217	703227	Check	1	1920		PEPSI	Yes	No	No	USD	06/12/2023	1,617.19
			5218	703228	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	06/12/2023	6,312.75
			5219	703229	Check	1	1929		PIEPKORN, GREGORY	Yes	No	No	USD	06/12/2023	82.00
			5220	703230	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	06/12/2023	75.86
			5221	703231	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	06/12/2023	66.19
			5267	703232	Check	1	3034		ROOT, DONNA	Yes	No	No	USD	06/12/2023	20.00
			5222	703233	Check	1	2016		RPM ATHLETICS LLC	Yes	No	No	USD	06/12/2023	1,092.00
			5223	703234	Check	1	2020		RWP, INC.	Yes	No	No	USD	06/12/2023	6,524.68
			5224	703235	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	06/12/2023	2,201.16
			5225	703236	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	06/12/2023	195.00
			5260	703237	Check	1	2994		SCHMITZ, ALI	Yes	No	No	USD	06/12/2023	50.16
			5226	703238	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	06/12/2023	1,754.16
			5227	703239	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	06/12/2023	130.00
			5269	703240	Check	1	3036		SIMONS, MELISSA	Yes	No	No	USD	06/12/2023	50.00
			5228	703241	Check	1	2108		SOUTHERN MINNESOTA INSPECTIO	Yes	No	No	USD	06/12/2023	2,700.00
			5257	703242	Check	1	2961	REMIT	SPHERO, INC	Yes	No	No	USD	06/12/2023	1,552.47
			5229	703243	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	06/12/2023	711.37
			5230	703244	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	06/12/2023	26,800.00
			5261	703245	Check	1	3013		STROMME, BRENT	Yes	No	No	USD	06/12/2023	1,000.00
			5232	703247	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	06/12/2023	418.58
			5233	703248	Check	1	2154		SWOBODA, KARI	Yes	No	No	USD	06/12/2023	96.48
			5254	703249	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	06/12/2023	2,007.58
			5234	703250	Check	1	2168		TEAM LAB	Yes	No	No	USD	06/12/2023	180.00
			5268	703251	Check	1	3035	REMIT	THE GRAPHIC EDGE	Yes	No	No	USD	06/12/2023	2,646.00
			5235	703252	Check	1	2200		TRICORNE AUDIO INC.	Yes	No	No	USD	06/12/2023	112.86
			5236	703253	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	06/12/2023	531.90

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	5237	703254	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	06/12/2023	777.62
			5238	703255	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/12/2023	13,476.06
			5242	703256	Check	1	2305		VALLEY BUS COACHES, LLC	Yes	No	No	USD	06/12/2023	2,100.00
			5239	703257	Check	1	2246		WARREN, JACK	Yes	No	No	USD	06/12/2023	247.59
			5240	703258	Check	1	2255	REMIT	WENGER CORPORATION	Yes	No	No	USD	06/12/2023	5,386.37
			5241	703259	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	06/12/2023	280.78
			5274	703260	Check	1	3041		WURST, AMANDA	Yes	No	No	USD	06/12/2023	67.85
			5302	703285	Check	1	2138		SUCKERT, MICHAEL	Yes	No	No	USD	06/12/2023	74.99
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Report Total:														\$217,351.20	

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	5354	703304	Check	1	1034	REMIT	ALL STATE COMMUNICATIONS	Yes	No	No	USD	06/26/2023	1,583.60
			5355	703305	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	06/26/2023	370.00
			5356	703306	Check	1	1045		AMSTERDAM PRINTING & LITHO	Yes	No	No	USD	06/26/2023	357.52
			5357	703307	Check	1	1067		ARVIG	Yes	No	No	USD	06/26/2023	4,373.75
			5358	703308	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	06/26/2023	494.25
			5359	703309	Check	1	1096		BELLAND, MELYSSA	Yes	No	No	USD	06/26/2023	550.00
			5446	703310	Check	1	3076		BJORGE, BOB	Yes	No	No	USD	06/26/2023	50.00
			5360	703311	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	06/26/2023	1,148.50
			5361	703312	Check	1	1171		CARLSON, CARRIE	Yes	No	No	USD	06/26/2023	88.12
			5362	703313	Check	1	1176		CARRIER, JOSEPH	Yes	No	No	USD	06/26/2023	19.50
			5441	703314	Check	1	3071		CASTAGNERI, REBECCA	Yes	No	No	USD	06/26/2023	89.15
			5363	703315	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	06/26/2023	95.57
			5433	703316	Check	1	2770		CHILEDIA INSTITUTE, LLC	Yes	No	No	USD	06/26/2023	5,047.73
			5364	703317	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	06/26/2023	150.00
			5365	703318	Check	1	1231		CULINEX	Yes	No	No	USD	06/26/2023	728.78
			5366	703319	Check	1	1233		CUMMINS SALE & SERVICE	Yes	No	No	USD	06/26/2023	1,230.14
			5367	703320	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	06/26/2023	205.46
			5368	703321	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	06/26/2023	4,579.50
			5369	703322	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	06/26/2023	4,441.61
			5370	703323	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	06/26/2023	210.95
			5371	703324	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	06/26/2023	394.67
			5372	703325	Check	1	1307		EASTMAN FENCE AND SONS LLC	Yes	No	No	USD	06/26/2023	1,650.00
			5427	703326	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/26/2023	626.01
			5374	703327	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	06/26/2023	4,989.00
			5373	703328	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	06/26/2023	588.00
			5375	703329	Check	1	1352		FARGO PUBLIC SCHOOLS	Yes	No	No	USD	06/26/2023	324.00
			5442	703330	Check	1	3072		GEFFRE, EDWARD	Yes	No	No	USD	06/26/2023	65.00
			5376	703331	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	06/26/2023	3,208.00
			5377	703332	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	06/26/2023	12,641.79
			5378	703333	Check	1	1445		HABITAT PRO LLC	Yes	No	No	USD	06/26/2023	474.00
			5445	703334	Check	1	3075		HAUSER, GENE	Yes	No	No	USD	06/26/2023	25.10
			5379	703335	Check	1	1459		HDQ LANDSCAPING & MORE, INC	Yes	No	No	USD	06/26/2023	6,264.21
			5380	703336	Check	1	1460		HEBERT, NANCY	Yes	No	No	USD	06/26/2023	60.00
			5381	703337	Check	1	1479		HERO'S TIMING	Yes	No	No	USD	06/26/2023	1,200.00
			5382	703338	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	06/26/2023	538.00
			5383	703339	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	06/26/2023	4,778.37
			5438	703340	Check	1	3068		HINES, BRIAN	Yes	No	No	USD	06/26/2023	426.90
			5384	703341	Check	1	1502		HOLMQUIST, MELANIE	Yes	No	No	USD	06/26/2023	64.82
			5385	703342	Check	1	1511		HOUGH INC.	Yes	No	No	USD	06/26/2023	850.59
			5437	703343	Check	1	3067		HR DIRECT	Yes	No	No	USD	06/26/2023	97.08
			5431	703344	Check	1	2550		IKI INC.	Yes	No	No	USD	06/26/2023	88.00

SMART Finance

Check Register by Bank and Check

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			5386	703346	Check	1	1536		ISD #152	Yes	No	No	USD	06/26/2023	1,428.57
			5388	703347	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	06/26/2023	55.00
			5439	703348	Check	1	3069		JOHNSON, ROBB	Yes	No	No	USD	06/26/2023	136.80
			5389	703349	Check	1	1608		JOSTENS	Yes	No	No	USD	06/26/2023	14.10
			5428	703350	Check	1	2354		KOONS, BOBBI JO	Yes	No	No	USD	06/26/2023	159.10
			5429	703351	Check	1	2380		KROMER COMPANY	Yes	No	No	USD	06/26/2023	1,903.18
			5390	703352	Check	1	1637		KVEBAK, MARY	Yes	No	No	USD	06/26/2023	86.13
			5391	703353	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	06/26/2023	1,670.29
			5392	703354	Check	1	1659		LAKIN, AMY	Yes	No	No	USD	06/26/2023	73.09
			5432	703355	Check	1	2720		LAMINATOR.COM	Yes	No	No	USD	06/26/2023	378.87
			5435	703356	Check	1	2974	REMIT	LANGUAGE TESTING INTERNATIONAL	Yes	No	No	USD	06/26/2023	50.00
			5443	703357	Check	1	3073		LUNDE, CHAD	Yes	No	No	USD	06/26/2023	56.40
			5393	703358	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	06/26/2023	2,111.76
			5426	703359	Check	1	2303		MARCO TECHNOLOGIES, LLC NW711	Yes	No	No	USD	06/26/2023	522.93
			5394	703360	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	06/26/2023	2,169.34
			5395	703361	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	06/26/2023	69.42
			5396	703362	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	06/26/2023	163.00
			5397	703363	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	USD	06/26/2023	823.00
			5398	703364	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	06/26/2023	280.25
			5434	703365	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	06/26/2023	2,906.00
			5399	703366	Check	1	1803		MOORE'S SEPTIC PUMPING	Yes	No	No	USD	06/26/2023	1,650.00
			5400	703367	Check	1	1806		MORRIS PAINTING & DECORATING I	Yes	No	No	USD	06/26/2023	9,273.34
			5444	703368	Check	1	3074		MORTON, JENNIFER RAE	Yes	No	No	USD	06/26/2023	34.80
			5430	703369	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	06/26/2023	8.00
			5401	703370	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	06/26/2023	121.14
			5402	703371	Check	1	1859		NIELSEN, ROBERT	Yes	No	No	USD	06/26/2023	952.00
			5403	703372	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	06/26/2023	92.95
			5404	703373	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/26/2023	46.71
			5405	703374	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	06/26/2023	2,830.87
			5406	703375	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	06/26/2023	95.11
			5407	703376	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	06/26/2023	1,282.00
			5408	703377	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	06/26/2023	183.57
			5409	703378	Check	1	2002		RIEKES EQUIPMENT CO.	Yes	No	No	USD	06/26/2023	1,679.85
			5410	703379	Check	1	2014		ROTARY CLUB OF DETROIT LAKES M	Yes	No	No	USD	06/26/2023	274.00
			5412	703380	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	06/26/2023	379.22
			5413	703381	Check	1	2106		SOLUTION TREE, INC.	Yes	No	No	USD	06/26/2023	81.40
			5411	703382	Check	1	2018		SQUIRES, WALDSPURGER & MACE,	Yes	No	No	USD	06/26/2023	397.50
			5440	703383	Check	1	3070		STEFFL, WILLIAM	Yes	No	No	USD	06/26/2023	89.70
			5414	703384	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	06/26/2023	2,659.20
			5415	703385	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	06/26/2023	15,000.00

SMART Finance

Check Register by Bank and Check

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			5436	703387	Check	1	3023		SUMMIT FOOD SERVICE	Yes	No	No	USD	06/26/2023	135.00
			5417	703388	Check	1	2168		TEAM LAB	Yes	No	No	USD	06/26/2023	195.00
			5418	703389	Check	1	2169		TECH CHECK, LLC	Yes	No	No	USD	06/26/2023	84.00
			5419	703390	Check	1	2174		THE HARTFORD	Yes	No	No	USD	06/26/2023	652.00
			5447	703391	Check	1	3077		THE TESSMAN COMPANY	Yes	No	No	USD	06/26/2023	323.31
			5420	703392	Check	1	2182		THORSON, JOHNNA	Yes	No	No	USD	06/26/2023	271.89
			5421	703393	Check	1	2188		TOLLEFSON, AMY	Yes	No	No	USD	06/26/2023	192.83
			5422	703394	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	06/26/2023	185.00
			5423	703395	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	06/26/2023	344.08
			5424	703396	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/26/2023	1,638.28
			5425	703397	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	06/26/2023	71.67
Bank Total: MW														\$122,495.20	
Report Total:														\$122,495.20	

HAND PAYABLES SUMMARY

MAY 2023

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
HACT	1651	500023	Check	TROPHY HOUSE	5/17/2023	\$ (199.60)
HACT	4414	500237	Check	SCHNATHORST, VERNON	5/15/2023	\$ (345.80)
HACT	4762	500270	Check	CASEY'S	5/3/2023	\$ 228.47
HACT	4762	500270	Check	CASEY'S	5/26/2023	\$ (228.47)
HACT	4763	500271	Check	HAUSER, TAMRA	5/3/2023	\$ 220.39
HACT	4781	500272	Check	ARES SPORTSWEAR	5/5/2023	\$ 1,829.80
HACT	4782	500273	Check	BECKER COUNTY SPORTSMEN'S CLUB	5/5/2023	\$ 4,638.00
HACT	4783	500274	Check	CAULFIELD STUDIO	5/5/2023	\$ 630.00
HACT	4784	500275	Check	CENTRAL MARKET	5/5/2023	\$ 307.01
HACT	4785	500276	Check	DETROIT LAKES HIGH SCHOOL	5/5/2023	\$ 454.00
HACT	4786	500277	Check	ISD #22	5/5/2023	\$ 8,049.03
HACT	4787	500278	Check	LAKER LOCKER	5/5/2023	\$ 1,287.91
HACT	4790	500279	Check	MN FFA Association	5/5/2023	\$ 195.00
HACT	4788	500280	Check	MN HIGH SCHOOL WEIGHTLIFTING ORGANIZATION	5/5/2023	\$ 410.00
HACT	4789	500281	Check	SCHNATHORST, VERNON	5/5/2023	\$ 964.50
HACT	4793	500282	Check	FRIESTAD, JORDAN S.	5/5/2023	\$ 1,500.00
HACT	4843	500283	Check	CAULFIELD STUDIO	5/15/2023	\$ 765.00
HACT	4844	500284	Check	DETROIT LAKES HIGH SCHOOL	5/15/2023	\$ 400.00
HACT	4845	500285	Check	ISD #22	5/15/2023	\$ 175.12

HACT	4846	500286	Check	JB'S CUSTOM APPAREL	5/15/2023	\$	70.00
HACT	4849	500287	Check	KOONS, BOBBI JO	5/15/2023	\$	267.51
HACT	4847	500288	Check	LINK, SAMANTHA	5/15/2023	\$	532.07
HACT	4848	500289	Check	OCHSNER, NATHAN	5/15/2023	\$	205.55
HACT	4850	500290	Check	CLOUD 9 SPORTS	5/15/2023	\$	2,203.20
HACT	5019	500291	Check	DETROIT LAKES HIGH SCHOOL	5/18/2023	\$	600.00
HACT	5020	500292	Check	LAKER LOCKER	5/18/2023	\$	1,467.00
HACT	5021	500293	Check	LAKES SPORT SHOP	5/18/2023	\$	127.00
HACT	5022	500294	Check	TROPHY HOUSE	5/18/2023	\$	224.70
HACT	5024	500295	Check	BECKER, CARTER	5/18/2023	\$	168.87
HACT	5025	500296	Check	ISD #545	5/18/2023	\$	311.45
HACT	5023	500297	Check	THE BUFF	5/18/2023	\$	1,163.21
HACT	5062	500298	Check	BURNSIDE, JENNIFER	5/25/2023	\$	69.32
HACT	5063	500299	Check	CENTRAL MARKET	5/25/2023	\$	136.36
HACT	5064	500300	Check	DETROIT LAKES HIGH SCHOOL	5/25/2023	\$	50.00
HACT	5065	500301	Check	GERRELL'S SPORT CENTER	5/25/2023	\$	2,480.00
HACT	5066	500302	Check	HAUS, MARY	5/25/2023	\$	962.72
HACT	5067	500303	Check	OCHSNER, NATHAN	5/25/2023	\$	220.93
HACT	5069	500304	Check	PAULSON, PETER	5/25/2023	\$	41.19
HACT	5068	500305	Check	SURFACE, DYLAN	5/25/2023	\$	430.90
HACT	5087	500306	Check	CENTRAL FLORAL	5/26/2023	\$	47.97
HACT	5088	500307	Check	CENTRAL MARKET	5/26/2023	\$	175.50
HACT	5089	500308	Check	EITER, TERRY	5/26/2023	\$	282.36
HACT	5093	500309	Check	GOODWATER, AMY	5/26/2023	\$	144.14
HACT	5090	500310	Check	HUENERS, JANELLE	5/26/2023	\$	128.41
HACT	5091	500311	Check	SAND BAR	5/26/2023	\$	125.00
HACT	5092	500312	Check	SCHNATHORST, VERNON	5/26/2023	\$	146.01

HACT	5094	500313	Check	SURFACE, DYLAN	5/26/2023	\$ 323.72
						\$ 34,385.45

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MACT	4794	300028	Check	BERNTSON, JULIE	5/8/2023	\$ 17.69
MACT	4805	300029	Check	MASC	5/10/2023	\$ 400.00
MACT	5018	300030	Check	JOHNSON, JACOB	5/17/2023	\$ 64.50
MACT	5061	300031	Check	Dairy Queen	5/24/2023	\$ 189.00
MACT	5095	300032	Check	VAGLE, LINDA	5/26/2023	\$ 52.65
MACT	5096	300033	Check	AASTUEN, BENJAMIN	5/26/2023	\$ 20.91
MACT	5097	300034	Check	JOHNSON, JACOB	5/26/2023	\$ 40.74
MACT	5100	300035	Check	SCHMITZ, DANIELLE	5/30/2023	\$ 84.05
						\$ 869.54

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MW	4672		Wire	CASH-WA DISTRIBUTING CO.	5/1/2023	\$ 973.99
MW	4673		Wire	CONSTELLATION NEW ENERGY GAS D	5/1/2023	\$ 4,788.92
MW	4674		Wire	EMC INSURANCE COMPANIES	5/1/2023	\$ 14,522.20
MW	4675		Wire	ND STATE TAX COMMISSIONER	5/1/2023	\$ 129.05
MW	4777		Wire	BIX PRODUCE	5/4/2023	\$ 5,528.99
MW	4778		Wire	CITY OF DETROIT LAKES	5/4/2023	\$ 1,043.48

MW	4779		Wire	MN DEPT OF REVENUE -SALES TAX	5/4/2023	\$	1,214.00
MW	4780		Wire	AMAZON	5/4/2023	\$	19,540.37
MW	4795		Wire	WEX HEALTH INC - HSA/FLEX	5/8/2023	\$	12,028.05
MW	4796		Wire	MINNESOTA STATE RETIREMENT SYS	5/8/2023	\$	14,135.18
MW	4797		Wire	AVIBEN	5/8/2023	\$	38,680.75
MW	4825		Wire	BIX PRODUCE	5/11/2023	\$	6,508.39
MW	4826		Wire	CASH-WA DISTRIBUTING CO.	5/11/2023	\$	608.67
MW	4827		Wire	CITY OF DETROIT LAKES	5/11/2023	\$	15,685.32
MW	4828		Wire	CITY OF DETROIT LAKES	5/11/2023	\$	160.99
MW	4829		Wire	CITY OF DETROIT LAKES	5/11/2023	\$	231.84
MW	4830		Wire	CITY OF DETROIT LAKES	5/11/2023	\$	5,413.49
MW	4831		Wire	MN TEACHERS RETIREMENT ASSOC.	5/11/2023	\$	128,208.26
MW	4832		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	2,384.51
MW	4833		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	7,863.03
MW	4834		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	3,070.04
MW	4835		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	190.12
MW	4836		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	164.52
MW	4837		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	337.21
MW	4838		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	66.38
MW	4839		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	609.82
MW	4840		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	417.26
MW	4841		Wire	MINNESOTA ENERGY RESOURCES	5/12/2023	\$	493.80
MW	4842		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/12/2023	\$	33,810.12
MW	4851		Wire	INTERNAL REVENUE SERVICE	5/15/2023	\$	211,032.61
MW	4852		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/15/2023	\$	33,597.81
MW	4853		Wire	MN DEPT OF REVENUE - LEVY	5/15/2023	\$	124.65
MW	5026		Wire	BIX PRODUCE	5/18/2023	\$	9,629.84

MW	5027		Wire	CASH-WA DISTRIBUTING CO.	5/18/2023	\$ 1,838.99
MW	5028		Wire	MN PEIP	5/18/2023	\$ 325,457.02
MW	5052		Wire	VERIZON WIRELESS	5/22/2023	\$ 635.25
MW	5053		Wire	VERIZON WIRELESS	5/22/2023	\$ 555.82
MW	5058		Wire	WEX HEALTH INC - HSA/FLEX	5/23/2023	\$ 11,883.05
MW	5059		Wire	MINNESOTA STATE RETIREMENT SYS	5/23/2023	\$ 14,135.18
MW	5060		Wire	AVIBEN	5/23/2023	\$ 38,445.75
MW	5073		Wire	BIX PRODUCE	5/25/2023	\$ 1,586.93
MW	5074		Wire	CASH-WA DISTRIBUTING CO.	5/25/2023	\$ 709.66
MW	5075		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 121.54
MW	5076		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 19,372.49
MW	5077		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 1,306.02
MW	5078		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 819.43
MW	5079		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 254.67
MW	5080		Wire	CITY OF DETROIT LAKES	5/25/2023	\$ 425.48
MW	5081		Wire	CONSTELLATION NEW ENERGY GAS D	5/25/2023	\$ 3,015.43
MW	5082		Wire	QUADIENT FINANCE USA, INC.	5/25/2023	\$ 1,000.00
MW	5083		Wire	QUADIENT LEASING USA, INC.	5/25/2023	\$ 80.85
MW	5084		Wire	WEX HEALTH INC	5/25/2023	\$ 442.75
MW	5085		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/25/2023	\$ 40,000.68
MW	5086		Wire	MN TEACHERS RETIREMENT ASSOC.	5/25/2023	\$ 126,535.03
MW	5099		Wire	AMAZON	5/26/2023	\$ 14,489.95
MW	5102		Wire	QUADIENT FINANCE USA, INC.	5/30/2023	\$ 1,000.00
MW	5103		Wire	INTERNAL REVENUE SERVICE	5/30/2023	\$ 384,297.42
MW	5104		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/30/2023	\$ 65,242.62
MW	5115		Wire	CORPORATE PAYMENT SYSTEMS	5/31/2023	\$ 25,592.86
MW	5121		Wire	MIDWEST BANK	5/31/2023	\$ 10.00

MW	5122		Wire	MIDWEST BANK	5/31/2023	\$	10.00
MW	5123		Wire	MIDWEST BANK	5/31/2023	\$	10.00
MW	5124		Wire	MIDWEST BANK	5/31/2023	\$	10.00
MW	5125		Wire	MIDWEST BANK	5/31/2023	\$	100.00
MW	5126		Wire	MIDWEST BANK	5/31/2023	\$	10.00
MW	5127		Wire	MIDWEST BANK	5/31/2023	\$	10.00
MW	5128		Wire	AUTHORIZE.NET GATEWAY BILLING	5/31/2023	\$	24.62
MW	5129		Wire	BANKCARD	5/31/2023	\$	127.89
MW	5130		Wire	VANTIV BILLING / WORLDPAY	5/31/2023	\$	102.76
MW	5131		Wire	REVTRAK	5/31/2023	\$	29.95
MW	5132		Wire	TRANSFIRST AFFINETY	5/31/2023	\$	402.34
MW	5133		Wire	WEX HEALTH INC	5/31/2023	\$	7,725.61
MW	4537	702745	Check	RPM ATHLETICS LLC	5/8/2023	\$	(1,425.00)
MW	4569	702765	Check	GREYSTONE GOLF CLUB	5/22/2023	\$	(150.00)
MW	4671	702805	Check	COLBY, AMBER	5/1/2023	\$	410.00
MW	4670	702806	Check	DAKOTA WINDS GOLF COURSE	5/1/2023	\$	75.00
MW	4668	702807	Check	GRAVEL PIT GOLF COURSE	5/1/2023	\$	100.00
MW	4667	702808	Check	TUCKER, STEVE	5/1/2023	\$	150.00
MW	4669	702809	Check	VILLAGE GREEN GOLF COURSE	5/1/2023	\$	75.00
MW	4676	702810	Check	BURNS, STEVE	5/2/2023	\$	281.70
MW	4677	702811	Check	KANGAS, ARLEN	5/2/2023	\$	190.00
MW	4679	702812	Check	MINNEWASKA GOLF CLUB	5/2/2023	\$	270.00
MW	4678	702813	Check	WHITE BEAR LAKE GOLF	5/2/2023	\$	490.00
MW	4765	702880	Check	ANDERSON COACH OF FRAZEE, INC.	5/4/2023	\$	9,000.20
MW	4772	702881	Check	FOREST HILLS GOLF COURSE	5/4/2023	\$	240.00
MW	4766	702882	Check	HOGIE, BRAEDEN	5/4/2023	\$	2,572.74
MW	4767	702883	Check	ISD #31	5/4/2023	\$	175.00

MW	4771	702884	Check	KALINA, KELLY	5/4/2023	\$ 1,895.85
MW	4768	702885	Check	OLANDER BUS SERVICE INC.	5/4/2023	\$ 375,408.90
MW	4769	702886	Check	REGION 8AA MSHSL	5/4/2023	\$ 140.00
MW	4776	702887	Check	RISLUND, JAMES	5/4/2023	\$ 150.00
MW	4775	702888	Check	RISLUND, RITA	5/4/2023	\$ 230.00
MW	4773	702889	Check	SCHMITZ, RYAN	5/4/2023	\$ 95.00
MW	4770	702890	Check	SCHULTZ BUS COMPANY	5/4/2023	\$ 94,588.10
MW	4774	702891	Check	WELLER, TERRY	5/4/2023	\$ 136.27
MW	4791	702892	Check	FOREST HILLS GOLF COURSE	5/5/2023	\$ 1,200.00
MW	4792	702893	Check	WILDFLOWER GOLF COURSE	5/5/2023	\$ 2,180.00
MW	4798	702894	Check	CARRIER, JOSEPH	5/8/2023	\$ 300.00
MW	4802	702895	Check	CHESKA, ROLAND	5/8/2023	\$ 150.00
MW	4804	702896	Check	MAPLELAG RESORT	5/8/2023	\$ 1,250.00
MW	4799	702897	Check	RPM ATHLETICS LLC	5/8/2023	\$ 976.00
MW	4800	702898	Check	RUEGEMER, STEPHANIE	5/8/2023	\$ 300.00
MW	4803	702899	Check	SCHAEFER, MEGAN	5/8/2023	\$ 1,000.00
MW	4801	702900	Check	TUCKER, STEVE	5/8/2023	\$ 150.00
MW	4807	702901	Check	BEMIDJI TOWN & COUNTRY CLUB	5/10/2023	\$ 175.00
MW	4806	702902	Check	ISD #2170	5/10/2023	\$ 300.00
MW	4814	702903	Check	BRAINERD SPORTS BOOSTERS	5/11/2023	\$ 275.00
MW	4811	702904	Check	CHESKA, ROLAND	5/11/2023	\$ 150.00
MW	4816	702905	Check	DREWES, AMY	5/11/2023	\$ 41.20
MW	4824	702906	Check	ECKBERG, SARAH	5/11/2023	\$ 27.00
MW	4809	702907	Check	FUHS, STEVE	5/11/2023	\$ 660.00
MW	4821	702908	Check	GEBHART, PETER	5/11/2023	\$ 49.40
MW	4819	702909	Check	HANSEN, HOLLY	5/11/2023	\$ 29.70
MW	4817	702910	Check	HOFFMAN, TIM	5/11/2023	\$ 47.10

MW	4810	702911	Check	KANGAS, ELSTON (HOWIE)	5/11/2023	\$	390.26
MW	4808	702912	Check	LAKES COMMUNITY COOPERATIVE	5/11/2023	\$	4,775.96
MW	4820	702913	Check	LUNDEEN, MICHAEL	5/11/2023	\$	106.15
MW	4815	702914	Check	OISTAD, ZACK	5/11/2023	\$	150.00
MW	4818	702915	Check	PRINDLE, DONALD	5/11/2023	\$	35.52
MW	4823	702916	Check	SEKUNDIAK, LISA	5/11/2023	\$	142.05
MW	4813	702917	Check	SMART, DAVE	5/11/2023	\$	130.50
MW	4812	702918	Check	STOEN, JEFF	5/11/2023	\$	130.50
MW	4822	702919	Check	THORSON, LEEANN	5/11/2023	\$	86.40
MW	4856	702920	Check	AFSCME COUNCIL 65	5/15/2023	\$	376.90
MW	4854	702921	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/15/2023	\$	224.78
MW	4858	702922	Check	D. L. ATHLETIC FOUNDATION	5/15/2023	\$	189.00
MW	4859	702923	Check	D.L. PUBLIC EDUC FOUNDATION	5/15/2023	\$	35.00
MW	4855	702924	Check	MINNESOTA CHILD SUPPORT	5/15/2023	\$	742.50
MW	4861	702925	Check	MN SCHOOL EMPLOYEES ASSOC.	5/15/2023	\$	301.53
MW	4860	702926	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/15/2023	\$	335.91
MW	4857	702927	Check	UNITED WAY OF BECKER COUNTY	5/15/2023	\$	285.00
MW	4874	702928	Check	AHLSTEN, BRIAN	5/15/2023	\$	290.00
MW	4873	702929	Check	BARTEE, RACHEL	5/15/2023	\$	290.00
MW	4863	702930	Check	BURNS, STEVE	5/15/2023	\$	186.70
MW	4872	702931	Check	CARLSON, BRADLEY	5/15/2023	\$	135.00
MW	4862	702932	Check	CITY OF DETROIT LAKES	5/15/2023	\$	2,122.62
MW	4869	702933	Check	DUFFNEY, JOYCE	5/15/2023	\$	150.00
MW	4867	702934	Check	ESALA, GREG	5/15/2023	\$	95.00
MW	4864	702935	Check	FUHS, STEVE	5/15/2023	\$	110.00
MW	4876	702936	Check	HEIMARK, LESLIE	5/15/2023	\$	110.00
MW	4878	702937	Check	HUNT, LOWELL	5/15/2023	\$	90.00

MW	4868	702938	Check	ISD #112	5/15/2023	\$	390.00
MW	4871	702939	Check	JASKEN, PAMELA	5/15/2023	\$	150.00
MW	4875	702940	Check	JOHNSON-BLAUERT, SHELENE	5/15/2023	\$	280.00
MW	4870	702941	Check	JOSEPHSON, ROGER	5/15/2023	\$	280.00
MW	4880	702942	Check	MADISON NATIONAL LIFE INSURANCE	5/15/2023	\$	2,528.91
MW	4866	702943	Check	MAPLE RIVER GOLF CLUB	5/15/2023	\$	75.00
MW	4877	702944	Check	SINCLAIR, SHANNON	5/15/2023	\$	85.00
MW	4879	702945	Check	SOLIE, RUTH	5/15/2023	\$	100.00
MW	4865	702946	Check	THE MEADOWS GOLF COURSE	5/15/2023	\$	90.00
MW	4882	702947	Check	CHESKA, ROLAND	5/16/2023	\$	150.00
MW	4883	702948	Check	KUEHN, JASON	5/16/2023	\$	291.17
MW	4881	702949	Check	TUCKER, STEVE	5/16/2023	\$	150.00
MW	5033	703084	Check	BOERGJAN, BENJAMIN	5/18/2023	\$	190.00
MW	5031	703085	Check	FUHS, STEVE	5/18/2023	\$	220.00
MW	5036	703086	Check	GRAVEL PIT GOLF COURSE	5/18/2023	\$	200.00
MW	5032	703087	Check	GULER, BRIAN	5/18/2023	\$	221.92
MW	5038	703088	Check	HEADWATERS COUNTRY CLUB	5/18/2023	\$	360.00
MW	5029	703089	Check	ISD #2170	5/18/2023	\$	225.00
MW	5030	703090	Check	MARTIN, DUSTIN	5/18/2023	\$	75.59
MW	5037	703091	Check	OISTAD, ZACK	5/18/2023	\$	220.00
MW	5034	703092	Check	RIEDEL, LOGAN	5/18/2023	\$	190.00
MW	5035	703093	Check	SAILER, RAY	5/18/2023	\$	204.63
MW	5040	703094	Check	BLASCZYK, JESSICA	5/19/2023	\$	400.00
MW	5046	703095	Check	BLASCZYK, JESSICA	5/19/2023	\$	60.00
MW	5039	703096	Check	BRAUN, JOSEPH	5/19/2023	\$	135.00
MW	5042	703097	Check	HALL, EVAN J	5/19/2023	\$	700.00
MW	5041	703098	Check	MEYER, TREVOUR	5/19/2023	\$	500.00

MW	5043	703099	Check	PROBOOKINGS	5/19/2023	\$ 1,250.00
MW	5044	703100	Check	THE PRESERVE	5/19/2023	\$ 384.00
MW	5044	703100	Check	THE PRESERVE	5/24/2023	\$ (384.00)
MW	5045	703101	Check	THUMPER POND GOLF COURSE	5/19/2023	\$ 100.00
MW	5047	703102	Check	ARVIG COMMUNICATION SYSTEMS	5/22/2023	\$ 2,535.56
MW	5048	703103	Check	CHESKA, ROLAND	5/22/2023	\$ 150.00
MW	5050	703104	Check	MADISON NATIONAL LIFE INSURANCE	5/22/2023	\$ 45.14
MW	5051	703105	Check	MADISON NATIONAL LIFE INSURANCE	5/22/2023	\$ 2,162.09
MW	5049	703106	Check	SCHAEFER, MEGAN	5/22/2023	\$ 100.00
MW	5054	703107	Check	FUHS, STEVE	5/23/2023	\$ 110.00
MW	5057	703108	Check	FUHS, TAYLOR	5/23/2023	\$ 156.18
MW	5056	703109	Check	RICH SPRINGS GOLF CLUB	5/23/2023	\$ 120.00
MW	5055	703110	Check	RIEDEL, LOGAN	5/23/2023	\$ 95.00
MW	5071	703111	Check	BJERKETVEDT, BRITTANY	5/25/2023	\$ 460.00
MW	5070	703112	Check	ILLUMINATE EDUCATION, INC.	5/25/2023	\$ 500.00
MW	5072	703113	Check	MADISON NATIONAL LIFE INSURANCE	5/25/2023	\$ 2,563.43
MW	5098	703114	Check	CITY OF DETROIT LAKES	5/26/2023	\$ 40.00
MW	5101	703115	Check	NORSEMAN MOTORS, INC.	5/30/2023	\$ 58,435.50
MW	5107	703116	Check	AFSCME COUNCIL 65	5/30/2023	\$ 382.35
MW	5105	703117	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/30/2023	\$ 224.78
MW	5109	703118	Check	D. L. ATHLETIC FOUNDATION	5/30/2023	\$ 189.00
MW	5113	703119	Check	D.L. EDUCATION MINNESOTA (PARA)	5/30/2023	\$ 1,394.53
MW	5112	703120	Check	D.L. EDUCATION MINNESOTA (TEACHER)	5/30/2023	\$ 19,530.33
MW	5110	703121	Check	D.L. PUBLIC EDUC FOUNDATION	5/30/2023	\$ 35.00
MW	5106	703122	Check	MINNESOTA CHILD SUPPORT	5/30/2023	\$ 742.50
MW	5114	703123	Check	MN SCHOOL EMPLOYEES ASSOC.	5/30/2023	\$ 260.86
MW	5111	703124	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/30/2023	\$ 335.91

MW	5108	703125	Check	UNITED WAY OF BECKER COUNTY	5/30/2023	\$ 285.00
						\$2,268,063.52

BANK RECONCILIATION

5/31/23

BREMER BANK STATEMENT ENDING BALANCE	246,058.33
ADD: RECEIPTS DEPOSITED NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(13,642.13)
BANK ENDING STATEMENT BALANCE	<u>232,416.20</u>
BOOK BALANCE - PRIOR MONTH ENDING	238,337.47
ADD: RECEIPTS (FROM RECEIPTS REPORT)	29,009.58
LESS: PAYMENTS (CHECKS REPORT)	(34,930.85)
MISC FEES:	0.00
BOOK ENDING BALANCE	<u>232,416.20</u>

DIFFERENCE

Cash Flow - Earliest To Date

7/1/1998 through 6/6/2023

6/6/2023

Page 1

Category	7/1/1998- 6/6/2023
INFLOWS	
Uncategorized	0.00
003 I-ART CLUB	481.00
005 I-ATH	298.99
006-JSA-SGA	150.00
007 INTERACT	2,777.93
010 I-BPA	1,124.19
015 I-BAND	17,622.34
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	24.89
030 I-BBB	10,572.11
040 I-GBB	8,626.14
045 I-Cheer	351.66
050 I-CHOIR	9,730.41
051I All City Choir	0.00
053 I-CC	3,387.03
055 I-SKI	3,242.35
060 I-DANCE	9,826.16
065 I	0.00
070 I-FFA	16,102.07
075 I	0.00
080 I-FB	3,718.53
082 I-BGOLF	10,028.38
083 I-GGOLF	6,035.30
085 I-GYM	1,188.36
090 I	0.00
095 I-BHOC	10,117.89
096I-GHOC	1,784.81
097 I	0.00
100 I	0.00
102 I	0.00
103 I	0.00
105 I-NHS	884.68
110 I	0.00
115 I-NACLUB	5,959.78
116 I	0.00
117 I-Robotics	2,723.45
118 I	0.00
119	0.00
120 I-PROM	20,868.82
125- Trap	0.00
126 I-Trap Shooting	7,109.96
128 I-BSOC	2,121.35
129 I-GSOC	4,777.67
130 I	0.00
132 I-SB	16,160.05
133 I-SPAN	0.00
134 I	0.00

Cash Flow - Earliest To Date

7/1/1998 through 6/6/2023

6/6/2023

Page 2

Category	7/1/1998- 6/6/2023
135 I-SPEECH	3,738.11
140 I-STUD. CO.	7,611.93
141I-Link Crew	1,263.21
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	5,595.82
143 Sidekicks	1,864.60
144 I-BSWIM	960.35
145 I-GSWIM	1,944.68
147 I-TARGET	224.88
149I-ALC	5,471.40
150 I-GTEN	1.05
151 I-BTEN	167.75
155 I-TRACK	7,665.57
157 I	0.00
160 I-VB	15,412.77
163 I	0.00
165 I-WREST	2,850.80
170 I-INT.	0.00
171I-Service Fee's	-153.02
180 I	0.00
TOTAL INFLOWS	232,416.20
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	232,416.20

Transaction - May 2023

5/1/2023 through 5/31/2023

6/6/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 4/30/2023							
5/2/2023	98-99	13172	Dance	warm ups jerzey gigstead	060 I-DANCE	R	238,337.47
5/2/2023	98-99	13173	Ffa	MN FFA Association funds	070 I-FFA	R	104.00
5/2/2023	98-99	13174	Bpa	BPA Silent Auction fundr...	010 I-BPA	R	275.00
5/2/2023	98-99	13171	Boys Golf	greens	082 I-BGOLF	R	615.00
5/3/2023	98-99	13179	NATIVE AMERICAN CLUB	Quiz Bowl	115 I-NACLUB	R	1,865.00
5/3/2023	98-99	13180	Bpa	TEAM grant	010 I-BPA	R	375.00
5/3/2023	98-99	13175	Prom	prom tickets	120 I-PROM	R	500.00
5/3/2023	98-99	13178	NATIVE AMERICAN CLUB	Powwow sponsors	115 I-NACLUB	R	920.00
5/3/2023	98-99	13177	SOFTBALL	softball card fundraiser	132 I-SB	R	1,000.00
5/3/2023	98-99	13176	SOFTBALL	softball card fundraiser	132 I-SB	R	2,490.00
5/3/2023	98-99	500270	**VOID**CASEY'S GENERA...	team pizza- voided	155 I-TRACK	R	4,040.00
5/3/2023	98-99	500271	Tamara Hauser	reimb for GBB banquet s...	040 I-GBB	R	0.00
5/5/2023	98-99	500272	ARE'S SPORTSWEAR	dance warm up inv 718901	060 I-DANCE	R	-220.39
5/5/2023	98-99	500275	CENTRAL MARKET	team snacks \$59.98 & \$2...	135 I-SPEECH	R	-1,829.80
5/5/2023	98-99	500277	ISD # 22	reimb for fb decals from ...	080 I-FB	R	-307.01
5/5/2023	98-99	500277	ISD # 22	reimb for FFA State hotel...	070 I-FFA	R	-455.59
5/5/2023	98-99	500277	Bpa	reimb for BPA national ex...	010 I-BPA	R	-2,128.06
5/5/2023	98-99	500280	MNHSWL	Laker W/Lifting Dues	142- SPEEDSTRENGTH	R	-5,465.38
5/5/2023	98-99	500274	CAULFIELD STUDIO	sb banners	132 I-SB	R	-410.00
5/5/2023	98-99	500276	DLHS Laker Shop	na club laker shop snacks	115 I-NACLUB	R	-630.00
5/5/2023	98-99	500276	DLHS Laker Manufacturing	chairs, decals, and cornh...	165 I-WREST	R	-129.00
5/5/2023	98-99	500279	MN FFA ASSOCIATION	Region 1 Banquet	070 I-FFA	R	-325.00
5/5/2023	98-99	500281	VERN SCHNATHORST	reimb for hotel rooms	082 I-BGOLF	R	-195.00
5/5/2023	98-99	500282	Jordan S Friestad	prom dj	120 I-PROM	R	-964.50
5/5/2023	98-99	500278	LAKER LOCKER	team shirts inv6417	126 I-Trap Shooting	R	-1,500.00
5/5/2023	98-99	500273	BECKER COUNTY SPORTS...	inv 2019.90	126 I-Trap Shooting	R	-1,287.91
5/8/2023	98-99	13181	Prom	prom tickets & admission	120 I-PROM	R	-4,638.00
5/10/2023	98-99	13205	Band	online fundraiser	015 I-BAND	R	4,765.00
5/15/2023	98-99	500283	CAULFIELD STUDIO	vb banners	160 I-VB	R	12.00
5/15/2023	98-99	500283	CAULFIELD STUDIO	banner	145 I-GSWIM	R	-470.00
5/15/2023	98-99	500287	Bobbi Jo Koons	reimb for team meals	144 I-BSWIM	R	-295.00
5/15/2023	98-99	500284	DLHS Laker Manufacturing	prom decorations inv 202...	120 I-PROM	R	-267.51
5/15/2023	98-99	500284	DLHS Laker Manufacturing	decals inv 2023 5	082 I-BGOLF	R	-200.00
5/15/2023	98-99	500286	JB'S CUSTOM APPAREL	jacket inv 17540	117 I-Robotics	R	-200.00
5/15/2023	98-99	500285	ISD # 22	reimb for funeral flowers f...	080 I-FB	R	-70.00
5/15/2023	98-99	500285	ISD # 22	reimb for funeral flowers f...	095 I-BHOC	R	-87.56

Transaction - May 2023

5/1/2023 through 5/31/2023

6/6/2023

Date	Account	Num	Description	Memo	Category	Cir	Amount
5/15/2023	98-99	500288	Sam Link	reimb for prom supplies	120 I-PROM	R	-532.07
5/15/2023	98-99	500290	Cloud 9 Sports	fb jerseys inv LF1172	080 I-FB		-2,203.20
5/15/2023	98-99	500289	Nathan Ochner	reimb for prom supplies a...	120 I-PROM	R	-205.55
5/16/2023	98-99	13184	Dance	warm ups maria	060 I-DANCE	R	36.00
5/16/2023	98-99	13190	Volleyball	camp ava esser	160 I-VB	R	50.00
5/16/2023	98-99	13185	Football	fb camp	080 I-FB	R	180.00
5/16/2023	98-99	13186	Football	fb camp	080 I-FB	R	270.00
5/16/2023	98-99	13191	Interact	tie blanket fundraiser	007 INTERACT	R	367.00
5/16/2023	98-99	13182	Boys Golf	clothing	082 I-BGOLF	R	590.00
5/16/2023	98-99	13183	Boys Golf	greens	082 I-BGOLF	R	600.00
5/16/2023	98-99	13187	Trap Shooting	Nova Francis fee \$350 & ...	126 I-Trap Shooting	R	850.00
5/16/2023	98-99	13188	Band	clothing fundraiser	015 I-BAND	R	1,092.00
5/16/2023	98-99	13189	Track	concessions	155 I-TRACK	R	1,550.00
5/16/2023	98-99	13192	Prom	prom tickets	120 I-PROM	R	3,000.00
5/16/2023	98-99	13205	Band	online fundraiser		R	12.00
5/18/2023	98-99	500292	LAKER LOCKER	state true team shirts inv ...	155 I-TRACK	R	-1,467.00
5/18/2023	98-99	500291	DLHS Laker Manufacturing	weight room lighthouse in...	142- SPEEDSTRENGTH	R	-600.00
5/18/2023	98-99	500294	TROPHY HOUSE	awards inv 260331	132 I-SB	R	-224.70
5/18/2023	98-99	500293	LAKES SPORT SHOP	practice jerseys inv 147891	095 I-BHOC	R	-127.00
5/18/2023	98-99	500295	Carter Becker	wt room lighthouse suppli...	142- SPEEDSTRENGTH	R	-168.87
5/18/2023	98-99	500296	Henning School District	Maddy Blahut room @ na...	010 I-BPA	R	-311.45
5/18/2023	98-99	500297	The Buff	dlhs track team meal	155 I-TRACK	R	-1,163.21
5/25/2023	98-99	500304	PETER PAULSON	reimb for lumber for track	155 I-TRACK	R	-41.19
5/25/2023	98-99	500305	Dylan Surface	reimb for team pizza	080 I-FB	R	-430.90
5/25/2023	98-99	500298	JEN BURNSIDE	reimb for nhs cords and tr...	105 I-NHS	R	-69.32
5/25/2023	98-99	500300	DLHS Laker Manufacturing	Awards for speech tourney	135 I-SPEECH	R	-50.00
5/25/2023	98-99	500299	CENTRAL MARKET	team snacks	135 I-SPEECH	R	-136.36
5/25/2023	98-99	500301	GERRELL'S	fb camp shirts inv 628008	080 I-FB	R	-2,480.00
5/25/2023	98-99	500303	Nathan Ochner	reimb for certificates and ...	007 INTERACT		-220.93
5/25/2023	98-99	500302	MARY BUFF HAUS	reimb for St Co meals, a...	140 I-STUD. CO.		-962.72
5/26/2023	98-99	13199	Speech	tourney	135 I-SPEECH	R	186.88
5/26/2023	98-99	13197	Football	fb camp	080 I-FB	R	240.00
5/26/2023	98-99	13195	Boys Golf	clothing	082 I-BGOLF	R	270.00
5/26/2023	98-99	13196	SOFTBALL	lakeshirts clothing fudnrai...	132 I-SB	R	274.70
5/26/2023	98-99	13194	Speech	tourney	135 I-SPEECH	R	980.00
5/26/2023	98-99	13198	Volleyball	character challenge reim...	160 I-VB	R	1,500.00
5/26/2023	98-99	500309	Amy Goodwater	reimb for alc treats	149I-ALC		-144.14
5/26/2023	98-99	500311	SANDBAR	banquet catering	070 I-FFA		-125.00

Transaction - May 2023

5/1/2023 through 5/31/2023

6/6/2023

Date	Account	Num	Description	Memo	Category	Clr	Amount
5/26/2023	98-99	500313	Dylan Surface	reimb for team pizza	080 I-FB	R	-323.72
5/26/2023	98-99	500308	Terry Eiter	reimb for team meal	025 I-BSB		-282.36
5/26/2023	98-99	500312	VERN SCHNATHORST	reimb for range balls	082 I-BGOLF	R	-146.01
5/26/2023	98-99	500310	Janelle Hueners	reimb for ffa mental health...	070 I-FFA		-128.41
5/26/2023	98-99	500306	CENTRAL FLORAL	ALC Graduation balloons	149I-ALC		-47.97
5/26/2023	98-99	500307	CENTRAL MARKET	alc graduation cake and ...	149I-ALC		-175.50
5/1/2023 - 5/31/2023							-5,921.27

BALANCE 5/31/2023

232,416.20

TOTAL INFLOWS 29,009.58

TOTAL OUTFLOWS -34,930.85

NET TOTAL -5,921.27

May 2023 Reconciliation

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			262,959.17
Checks and Payments	57	Items	-45,910.42
Deposits and Other Credits	31	Items	29,009.58
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			246,058.33

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			246,058.33
Checks and Payments	51	Items	-13,642.13
Deposits and Other Credits	0	Items	0.00
Register Balance as of 5/31/2023:			232,416.20
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			232,416.20

May 2023 Reconciliation

98-99
6/6/2023

Uncleared Transaction Detail up to 5/31/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
1/17/2018	26697	Make A Wish Foundation	Freshman Donation	141I-Link Crew		-125.00
1/17/2018	26698	AMERICAN CANCER SO...	Freshman Donation	141I-Link Crew		-125.00
1/23/2018	26708	Mary's Place	Stuff A Stocking Donation	105 I-NHS		-300.00
2/26/2018	26783	Cherish Johnson	reimburse for hotel room	060 I-DANCE		-20.00
2/26/2018	26786	Elle Seaberg	reimburse for hotel room	060 I-DANCE		-20.00
3/7/2018	26803	MN FFA	4 students APEX confer...	070 I-FFA		-380.00
3/15/2018	26810	MN FFA	H2O Conference	070 I-FFA		-175.00
11/8/2018	27161	Cole Bryant	reimburse for red ribbon ...	147 I-TARGET		-11.90
2/11/2019	27297	Nate Ochsner	reimburse for donute for ...	007 INTERACT		-27.45
3/6/2019	27341	Todd Dwyer	reimburse for team meal	095 I-BHOC		-197.72
3/19/2019	27362	Nathan Ochsner	interact snacks	007 INTERACT		-32.00
5/21/2019	27514	Humane Society Of The L...	NHS Donation	105 I-NHS		-264.00
6/27/2019	27550	TROPHY HOUSE	invoice 253073 FFA Awa...	070 I-FFA		-42.00
10/1/2019	400044	JEM Kensinger Inc./ Dairy ...	cc dilly bars	053 I-CC		-57.60
10/1/2019	400050	Region 1 FFA	rlc 1	070 I-FFA		-35.00
11/14/2019	400080	Cole Bryant	reimb for lunch	147 I-TARGET		-25.01
11/25/2019	400103	Ronnie Hutchinson	reimb for wheels	050 I-CHOIR		-9.68
1/24/2020	400181	Region 1 FFA	wrlc & rally	070 I-FFA		-75.00
1/30/2020	400188	ELSMORE AQUATIC	swim caps	145 I-GSWIM		-132.75
3/25/2020	400253	HARRIS MARKETING	IM Dodgeball shirts invoi...	147 I-TARGET		-72.00
1/21/2021	400444	MN BPA	masks	010 I-BPA		-22.50
3/24/2021	400487	Saf Enterprises, LLC	sr gifts	030 I-BBB		-214.68
4/15/2021	400499	Zachiea Properties	wres catering	165 I-WREST		-93.57
2/1/2022	400716	Jimmy John's	team meal	030 I-BBB		-298.10
2/8/2022	400731	LAKER LOCKER	shirts	060 I-DANCE		-425.00
2/17/2022	400743	Jimmy John's	team meal	030 I-BBB		-325.70
3/4/2022	400764	LEN BUSCH ROSES	poinsettia fundraiser	050 I-CHOIR		-146.15
4/4/2022	400798	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
4/5/2022	400810	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
5/26/2022	400896	The Ice Cream Truck	ALC ice cream for grads	149I-ALC		-112.00
9/21/2022	500023	TROPHY HOUSE	AWARDS inv258985	082 I-BGOLF		-160.80
9/21/2022	500023	TROPHY HOUSE	AWARDS inv259364	150 I-GTEN		-38.80
2/10/2023	500181	Zachiea I	Wrestling food inv 9, 10, ...	165 I-WREST		-1,167.39
2/10/2023	500181	Zachiea I	Wrestling food inv 15, 16	165 I-WREST		-425.51
4/6/2023	500236	MN BPA	national bpa conference ...	010 I-BPA		-110.00
4/6/2023	500237	VERN SCHNATHORST	reimb for golf clothing an...	082 I-BGOLF		-345.80
4/20/2023	500244	AMERICINN	HOTEL FOR jazz band	015 I-BAND		-2,178.00
4/28/2023	500262	Janelle Hueners	reimb for ffa team meal	070 I-FFA		-148.15
5/5/2023	500280	MNHSWL	Laker WtLifting Dues	142- SPEEDSTRENGTH		-410.00
5/15/2023	500290	Cloud 9 Sports	fb jerseys inv LF1172	080 I-FB		-2,203.20
5/18/2023	500296	Henning School District	Maddy Blahut room @ n...	010 I-BPA		-311.45
5/25/2023	500300	DLHS Laker Manufacturing	Awards for speech tourney	135 I-SPEECH		-50.00
5/25/2023	500302	MARY BUFF HAUS	reimb for St Co meals, a...	140 I-STUD. CO.		-962.72
5/25/2023	500303	Nathan Ochner	reimb for certificates and...	007 INTERACT		-220.93
5/25/2023	500304	PETER PAULSON	reimb for lumber for track	155 I-TRACK		-41.19
5/26/2023	500306	CENTRAL FLORAL	ALC Graduation balloons	149I-ALC		-47.97
5/26/2023	500307	CENTRAL MARKET	alc graduation cake and ...	149I-ALC		-175.50
5/26/2023	500308	Terry Eiter	reimb for team meal	025 I-BSB		-282.36
5/26/2023	500309	Amy Goodwater	reimb for alc treats	149I-ALC		-144.14
5/26/2023	500310	Janelle Hueners	reimb for ffa mental healt...	070 I-FFA		-128.41
5/26/2023	500311	SANDBAR	banquet catering	070 I-FFA		-125.00

Total Uncleared Checks and Payments 51 Items -13,642.13

Uncleared Deposits and Other Credits

Total Uncleared Deposits and Other Credits 0 Items 0.00

May 2023 Reconciliation

98-99
6/6/2023

Uncleared Transaction Detail up to 5/31/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Total Uncleared Transactions					51 Items	<u>-13,642.13</u>

BANK RECONCILIATION

5/31/23

BREMER BANK STATEMENT BALANCE	7,255.16
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(536.70)
BANK ENDING STATEMENT BALANCE	<u>6,718.46</u>
BOOK BALANCE - PRIOR MONTH ENDING	7,447.82
ADD: RECEIPTS (FROM RECEIPTS REPORT)	140.18
LESS: PAYMENTS (CHECKS REPORT)	(869.54)
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>6,718.46</u>
DIFFERENCE	0.00

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			8,169.64
Checks and Payments	9	Items	
Deposits and Other Credits	4	Items	-1,054.66
Service Charge	0	Items	140.18
Interest Earned	0	Items	0.00
			0.00
Ending Balance of Bank Statement:			7,255.16

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			7,255.16
Checks and Payments	3	Items	
Deposits and Other Credits	0	Items	-536.70
			0.00
Register Balance as of 5/31/2023:			6,718.46
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			6,718.46

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
Cleared Checks and Payments						
4/21/2022	200122	Julie Bertnson	mints VOID 5/8/23 REISSUE #300028	Quest	R	-17.69
4/25/2023	300022	Center Stage Dance	Dance	Energize with Exercise	R	-350.00
4/25/2023	300024	Jacob Johnson	auction items	Blue Team	R	-81.95
4/25/2023	300025	Jennifer Barberg	reimburse/orientation.winter activities.lu...	Student Council	R	-272.18
5/8/2023	300028	Julie Bertnson	reissue #200122 Lost check	Quest	R	-17.69
5/17/2023	300030	Jacob Johnson	Shark Tank/Red White Blue Teams	Blue Team	R	-64.50
5/24/2023	300031	Dairy Queen	Student Treats	Imagination	R	-189.00
5/26/2023	300033	Ben Aastuen	student treats	Quest	R	-20.91
5/26/2023	300034	Jacob Johnson	student auction items	Blue Team	R	-40.74
Total Cleared Checks and Payments						-1,054.66
Cleared Deposits and Other Credits						
5/5/2023			coffee shop	Team Awesome	R	60.00
5/8/2023		Void** Julie Bertnson	#200122 lost check	Quest	R	17.69
5/30/2023			coffee shop	Team Awesome	R	61.15
5/31/2023		Interest Earned		Student Council	R	1.34
Total Cleared Deposits and Other Credits						140.18
Total Cleared Transactions						-914.48

Uncleared Transaction Detail up to 5/31/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
5/10/2023	300029	Masc	Student Council Registration for MASC ...	Student Council		-400.00
5/26/2023	300032	Linda Vagle	Reward Day Activities	Imagination		-52.65
5/30/2023	300035	Danielle Schmitz	last day student treats	Spirit		-84.05
Total Uncleared Checks and Payments						-536.70
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-536.70

Uncleared Transaction Detail after 5/31/2023

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

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

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

Last statement: April 30, 2023
This statement: May 31, 2023
Total days in statement period: 31

Page 1 of 2
XXXXXX2547
(0)

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

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

Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$8,169.64
Low balance	\$7,253.82	Total additions	122.49
Average balance	\$7,873.33	Total subtractions	1,036.97
Avg collected balance	\$7,873	Ending balance	\$7,255.16
Interest paid year to date	\$6.92		

CHECKS

Number	Date	Amount	Number	Date	Amount
300022	05-18	350.00	300031	05-30	189.00
300024 *	05-01	81.95	300033 *	05-31	20.91
300025	05-23	272.18	300034	05-31	40.74
300028 *	05-31	17.69			
300030 *	05-23	64.50			

* Skip in check sequence

CREDITS

Date	Description	Additions
05-05	Deposit	60.00
05-30	Deposit	61.15
05-31	Interest Credit	1.34

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
04-30	8,169.64	05-18	7,797.69	05-31	7,255.16
05-01	8,087.69	05-23	7,461.01		
05-05	8,147.69	05-30	7,333.16		

OVERDRAFT/RETURN ITEM FEES

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

Thank you for banking with Bremer Bank National Association

IMPORTANT INFORMATION ABOUT YOUR STATEMENT

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

FINANCE CHARGE: CREDIT LINE ACCOUNTS

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

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

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

In your letter, provide the following information:

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

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

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

ERROR RESOLUTION NOTICE FOR DEPOSIT ACCOUNTS

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

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

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

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

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

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

PERSONNEL AGENDA

June 26, 2023

1) **Resignations:**

Mitchell Benson– High School Chemistry Teacher, effective end of 2022-2023 school year

Brianna Byer– Middle School Volleyball, effective June 7, 2023.

Lisa Conzemius– High School Math Teacher, effective June 12, 2023.

Elisabeth Grady– Roosevelt Teacher, effective June 8, 2023.

Anita Henderson– Speech/Language Pathologist, effective May 31, 2023.

Jacob Johnson– Middle School Baseball Coach, effective May 30, 2023.

Karen Kalk– Deaf/Hard of Hearing Teacher, effective May 28, 2023.

Britt Moore– Summer Latchkey Supervisor, effective August 31, 2023.

Ali Schmitz– Middle School Social Worker, effective June 23, 2023.

Madyson Webber– Soccer Coach, effective June 8, 2023.

2) **Retirements:**

Sandra Westrum– Latchkey and Food Service Worker, effective September 4, 2023.

3) **Appointments:**

Arlene Baker–Rossman ESY Paraprofessional, at the rate of \$18.55 per hour, effective June 6, 2023 through August 17, 2023.

Karissa Berg– Roosevelt BCBA/Special Education Teacher, at the rate of MA Step 5 or a contract amount of \$51,906 per year, effective August 21, 2023.

Kristin Bird– Lincoln ECFE/School Readiness Child Educator, at the rate of \$33.47 per hour working up to 1410 hours per year, effective August 21, 2023 through May 31, 2024.

Sydney Bly– Middle School Volleyball, at the rate of 4.5% of Step 1 or a contract amount of \$1,873.35 per season, effective August 21, 2023.

Austin Dodd– High School Summer Speed and Strength Coach, at the rate of 3% of Step 1 or a contract amount of \$1,248.90 per season, effective June 5, 2023.

Mary Edwards–Rossman ESY Paraprofessional, at the rate of \$18.55 per hour, effective June 6, 2023 through August 17, 2023.

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

Fletcher Nelson– High School 9th Grade Girls Volleyball Coach, at the rate of 7% of Step 1 or a contract amount of \$2,914.10 per season, effective August 14, 2023.

Nicholas Grant– Rossman Full Time Custodian, at the rate of \$18.33 per hour working up to 40 hours per week, effective June 20, 2023.

Melissa Greene– Lincoln Child Educator, at the rate of \$35.55 per hour, effective May 30, 2023 through June 30, 2023.

Deb Haverkamp–Rossman ESY Paraprofessional, at the rate of \$17.80 per hour, effective June 6, 2023 through August 17, 2023.

Matthew Jenson– High School Assistant Summer Speed and Strength Coach, at the rate of 3% of Step 1 or a contract amount of \$1,248.90 per season, effective June 5, 2023.

Lauren Justesen– Roosevelt 5th Grade Teacher, at the rate of BA Step 2 or a contract amount of \$42,370 per year, effective August 21, 2023.

Michelle Kangas– ABE Instructor, at the rate of \$33.47 per hour, effective August 1,

2023.

Ashley McDougall– Rossman Latchkey Assistant, at the rate of \$16.00 per hour, effective May 30, 2023 through September 1, 2023.

Andrea McIntosh–Rossman ESY Paraprofessional, at the rate of \$15.95 per hour, effective June 6, 2023 through August 17, 2023.

Greta Moen-Oak– Middle School Long Term Substitute, at the rate of as per Sub Agreement, effective August 21, 2023.

Britt Moore– Rossman Summer Latchkey Supervisor, at the rate of \$21.19 per hour, effective May 30, 2023.

Clay Nagel– Lincoln Driver's Education Instructor, at the rate of \$28.50 per hour, working up to 30 hours per week, effective June 12, 2023.

Amalea Price–Rossman ESY Paraprofessional, at the rate of \$17.80 per hour, effective June 6, 2023 through August 17, 2023.

Jennifer Reynolds– Lincoln ECFE/SR Instructional Assistant, at the rate of \$16.30 per Hour, effective June 6, 2023 through June 29, 2023.

Keli Richards– High School Girls JV Volleyball Coach, at the rate of 9% of Step 5 or a contract amount of \$4,049.37 per season, effective August 14, 2023.

Samantha Salathe– High School Head Girls Swim Coach, at the rate of 11% of Step 1 or a contract amount of \$4,579.30 per season, effective August 14, 2023.

Samantha Salathe– High School Health Teacher, at the rate of MA Step 2 or a contract amount of \$48,733 per year, effective August 28, 2023.

Mason Sampson– Rossman Latchkey Assistant, at the rate of \$16.00 per hour, effective May 30, 2023 through September 1, 2023.

Andrea Seiling– Lincoln ECFE/SR Instructional Assistant, at the rate of \$15.95 per hour, effective June 6, 2023 through June 29, 2023.

Shannon Sitz– Rossman/Roosevelt Speech Language Pathologist, at the rate of MA Step 6 or a contract amount of \$53,637 per year, effective August 21, 2023.

Donna Stroeing– Lincoln ECFE/SR Instructional Assistant, at the rate of \$15.95 per hour, effective June 6, 2023 through June 29, 2023.

Sadie Stroeing– ECFE/SR Instructional Assistant, at the rate of \$15.25 per hour, effective June 6, 2023 to June 29, 2023.

Amanda Swanson– Rossman ESY Teacher, at the rate of \$30.00 per hour, effective June 6, 2023.

Preston Teske– Rossman ESY Teacher, at the rate of \$30.00 per hour, effective June 6, 2023.

Kayla Thorp– Rossman Special Education Teacher, at the rate of BA Step 1 or a contract amount of \$41,630 per year, effective August 21, 2023.

Nicole Tredwell–Rossman ESY Paraprofessional, at the rate of \$15.95 per hour, effective June 6, 2023 through August 17, 2023.

Abigail Voz–Rossman ESY Paraprofessional, at the rate of \$15.95 per hour, effective June 6, 2023 through August 17, 2023.

Kelly Westrum– Roosevelt Behavior Interventionist Para, at the rate of \$16.80 per hour working 37.5 hours per week, effective September 5, 2023.

Sandy Westrum– Rossman Summer Latchkey Supervisor, at the rate of \$24.36 per hour, effective May 24, 2023 through September 1, 2023.

Isabella Wilson– Lincoln ECFE/SR Instructional Assistant, at the rate of \$15.25 per hour, effective June 6, 2023 to June 29, 2023.

Anna Wilson– Lincoln Child Educator, at the rate of \$33.47 per hour, effective May 30, 2023 to June 30, 2023.

Clara Woytassek– Rossman Summer Latchkey Assistant, at the rate of \$16.00 per hour, effective May 30, 2023.

4) Amended Assignment:

Patrice Wavra– Rossman Special Education Para is amending her assignment from 37.5 hours per week to 27.5 hours per week, effective August 29, 2023.

Theresa Kemper– Rossman Special Education Para is amending her assignment from 37.5 hours per week to 27.5 hours per week ,effective August 29, 2023.

Sueann Lee– Rossman Custodian is amending her assignment from Part Time custodian to Full Time, effective July 1, 2023.

Fletcher Nelson– Rossman 4th Grade Teacher is amending his assignment from 4th grade teacher to 3rd grade teacher, effective August 1, 2023.

Kacey Wood Rossman 3rd Grade Teacher is amending her assignment from 3rd grade teacher to 4th grade teacher, effective August 1, 2023.

Alice Zawdi-Bayoma– Middle School Food Service worker is amending her assignment to Summer Substitute Custodian, at the rate of \$16.44 per hour, effective June 5, 2023 through September 1, 2023.

5) Leave of Absence:

Jacob Blow– is requesting a leave of absence for the 2023-2024, 2024-2025, and 2025-2026 School Years.

6) Terminations:

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)

DATE: June 2, 2023
TO: Mark Jenson, Superintendent and Board of Education
FROM: Anne Skjold, Food Service Director and Jason Kuehn, Director of Finance and Operations
SUBJECT: Award of Bids Dairy and Bakery 2023-2024

Bids for Dairy and Bakery Products were opened at 10:00 A.M., Thursday, June 1, 2023, at the Administration Center.

As with past years, Detroit Lakes Public Schools has invited Lake Park Audubon ISD 2889 and Holy Rosary School to join together in a combined annual volume bid with separate billings to each entity.

Administration recommends the following for award:

Dairy:

One bid was received. We are recommending awarding the bid to Prairie Farms. The contract may be renewed upon mutual agreement for up to two (2) years after the original contract year. Prices for a renewal contract may be adjusted up to the maximum percentage is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

Bakery:

One bid was received. We are recommending awarding the bid to Pan-O-Gold Baking Company. The contract may be renewed upon mutual agreement for up to two (2) years after the original contract year. Prices for a renewal contract may be adjusted up to the maximum percentage is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

Recommend approval.

cc: Lake Park Audubon ISD 2889
Holy Rosary School

BID FORM - DAIRY PRODUCTS

Board of Education
 Independent School District #22
 702 Lake Avenue
 Detroit Lakes, Minnesota 56501

City _____ State _____

To Whom It May Concern:

Pursuant to your call for bids, returnable on June 1, 2023, at 10:00 A.M., CDT, and in accordance with your detailed specification, we submit the following bid:

	<u>Est. Annual Usage</u> (more or less)	<u>½pt.</u> waxed cardboard <u>containers</u>	<u>Alternate</u> ½ pint other <u>packaging</u>
Half Pints Milk - White (1% B.F.)	236,377 ½ pt.	\$ <u>0.28</u>	_____
Half Pints Skim Milk	8,800 ½ pt.	\$ <u>0.27</u>	_____
Chocolate ^{1%} Skim Milk - half pints	269,705 ½ pt.	\$ <u>0.30</u>	_____
Strawberry Skim Milk - half pints	4,452 ½ pt.	\$ <u>-</u>	_____
Cottage Cheese (low fat), 5 lb. carton, small curd	611 contain.	\$ <u>10.05</u>	_____
White milk, 1/2 gallon (1% preferred)	107 (1/2 gallon)	\$ <u>1.7836</u>	_____
Chocolate milk, 1/2 gallon (1% preferred)	292 (1/2 gallon)	\$ <u>1.9356</u>	_____
White whole milk, 1/2 gallon	147 (1/2 gallon)	\$ <u>1.9778</u>	_____
White Milk 2% gallon	74 (gallon)	\$ <u>3.6629</u>	_____
Chocolate 2%, plastic pint.	150 (pint)	\$ <u>-</u>	_____
Sour Cream (1OZ 100 per box)	150 boxes	\$ <u>15.9262</u>	_____
Eggs, 15 doz/cs.	25 (cs.)	\$ <u>-</u>	_____
Lactose Free Milk, half pint	5,820 (half pint)	\$ <u>0.70</u>	_____

If an escalator clause is a condition of this bid, specifics must be attached to this Bid Form. This bid is based on the cost of skim milk being based on \$ 10.47 per hundred weight and butterfat at \$ 2.7059 per pound (prices stated are for May, 2022).

The delivery schedule to be followed is as follows (if other than specified):

This bid meets the general conditions and specifications.

COMPANY Prairie Farms ADDRESS 1301 main Ave PO Box 430
Corporation-Partnership-Individual

CONTACT PERSON Kevin Lantz CITY & ZIP CODE Bismarck ND 58501

SIGNED BY Km Lantz BUSINESS PHONE 701-205-2719

BID FORM - BAKERY PRODUCTS

Board of Education
 Independent School District #22
 702 Lake Avenue
 Detroit Lakes, MN 56501

City _____ State _____

To Whom It May Concern:

Pursuant to your call for bids, returnable on June 1, 2021, at 10:00 A.M., CDT, and in accordance with your detailed specifications, we submit the following bid for bakery goods covering one year's supply to be delivered to various school lunchrooms as required from August 1, 2023 to July 31, 2024:

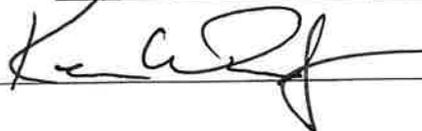
<u>Est. Annual Usage (More or Less)</u>	<u>Item</u>	<u>Unit Price</u>	<u>Extended Price</u>
590 30 ct.	White whole grain hot dog buns	12 ct. <u>30 ct. 2.15</u>	<u>3171.25</u>
155 12 ct.	White whole grain dinner rolls	12 ct. <u>2.24</u>	<u>347.20</u>
845 24 ct.	6" whole grain steak buns	24 ct. <u>5.55</u>	<u>4689.75</u>
440 30 ct.	Hamburger Buns, 4" white whole grain	30 ct. <u>5.30</u>	<u>2332.00</u>
472 60 ct.	Hamburger buns, 3 1/4" white whole grain	60 ct. <u>10.60</u>	<u>5003.20</u>
185 loaves	Round top sliced whole wheat loaves	loaves <u>2.10</u>	<u>388.50</u>
315 loaves	Texas Toast loaves	loaves <u>2.65</u>	<u>834.75</u>
2800 loaves 1 1/2 lb.	Sandwich White Whole Grain loaves	loaves <u>2.10</u>	<u>5880.00</u>
74 12 ct.	Hamburger Buns, 4" white	12 ct. <u>2.16</u>	<u>159.84</u>
121 12 ct.	White hot dog buns	12 ct. <u>2.16</u>	<u>261.36</u>

ALL DELIVERIES TO BE MADE BETWEEN 6:00 A.M. and 7:00 A.M., F.O.B., CENTRAL KITCHEN, M-State - Detroit Lakes, Highway 34 E.; Middle School, 500 11th Avenue South; High School, 1301 Roosevelt Avenue; Roosevelt School, 510 11th Avenue South; Rossman School, 1221 Rossman Avenue; Holy Rosary School, 1016 Washington Avenue, Detroit Lakes, Minnesota; Lake Park-Audubon Public School in Lake Park, Minnesota and Audubon, Minnesota.

This bid meets the general conditions of the specification.

COMPANY Pan-O-Gold Baking Co. ADDRESS 501 University Dr. N.
 Corporation-Partnership-Individual

CONTACT PERSON Kevin Windjue CITY & ZIP CODE Fargo, ND 58102

SIGNED BY  BUSINESS PHONE 701-235-5595 ext. 215

DATE: June 12, 2023
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance & Operations
SUBJECT: **Adult Education (AE) Agreements**

Attached are the agreements for the Adult Education (AE) Literacy Consortium program. Each location enters into an agreement to provide funds in partial support of area AE programming through base funding available for the program year 2023-24. The locations are as follows:

Ada-Borup-West School District
Frazee-Vergas School District
New York Mills School District
Norman County East School District
Pelican Rapids School District
Perham School District
Rothsay School District
Ulen-Hitterdal School District
Becker County Sheriff Department
KLN Family Brands

Administration recommends approval of these agreements.

cc: Amy Fish

**LAKES AREA ADULT EDUCATION - SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ada Borup West School ISD #2910, 604 West Thorpe Ave, Ada MN 56510 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #2910 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2910 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2910 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe. skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligations for the 2023-2024 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised, or terminated by either ISD #2910 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2910 and Detroit Lakes have executed this agreement this 1st day of July 2023.

ISD #2910
604 West Thorpe Ave
Ada, MN 56510

Aaron Cook-Superintendent
Ada/Borup/West School District
604 West Thorpe Ave
Ada, MN 56510

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes, MN 56501

**LAKES AREA ADULT EDUCATION - SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Frazee-Vergas ISD #23, 305 North Lake St. Frazee, MN 56544 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #2910 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #23 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #23 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligations for the 2023-2024 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised, or terminated by either ISD #23 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #23 and Detroit Lakes have executed this agreement this 1st day of July 2023.

ISD #23
Frazee-Vergas
305 North Lake St
Frazee, MN 56544

Terry Karger - Superintendent
305 North Lake St
Frazee, MN 56544

Mark Jenson - Superintendent
702 Lake Ave
Detroit Lakes, NB 56501

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between New York Mills ISD #553, 209 Hayes Ave, New York Mills, MN 56567 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #553 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #553 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #553 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.
4. Provide \$5,000.00 in funding for expenditures related to transitioning into the Detroit Lakes Literacy Consortium.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #553 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #553 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #553
New York Mills
209 Hayes Ave
New York Mills, MN 56567

Blaine Novak
209 Hayes Ave
New York Mills MN 56567

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Norman County East ISD #2215, 408 West Main, Twin Valley, MN 56584 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #2215 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2215 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2215 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2215 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHEREOF ISD #2215 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #2215
Norman County East
PO Box 420
408 West Main
Twin Valley, MN 56584

Rob Nudell
408 West Main
Twin Valley, MN 56584

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Pelican Rapids ISD #548, PO Box 642, 310 S. Broadway, Pelican Rapids, MN 56572 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #548 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #548 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #548 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.
4. Provide \$5,000.00 in funding for expenditures related to transitioning into the Detroit Lakes Literacy Consortium.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #548 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD#548 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #548
Pelican Rapids
P.O. Box 642
310 S. Broadway
Pelican Rapids MN 56572

Brian Korf
P.O. Box 642, 310 S. Broadway
Pelican Rapids MN 56572

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Perham-Dent ISD #549, 800 Coney St. West, Perham MN 56573 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #549 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #549 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #549 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.
4. Provide \$5,000.00 in funding for expenditures related to transitioning into the Detroit Lakes Literacy Consortium.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #549 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #549 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #549
Perham-Dent
800 Coney St West
Perham MN 56573

Mitch Anderson
800 Coney St West
Perham MN 56573

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Rothsay ISD #850, 2040 Co. Rd. 52, Rothsay, MN 56579 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st , 2023 to June 30th, 2024.

WHEREAS ISD #850 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2023-2024.

WHERE AS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #850 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #850 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA)to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #850 or Detroit Lakes by providing the other party with a thirty(30) day written notice.

IN WITNESS WHERE OF ISD #850 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #850
Wade Johnson
Superintendent
2040 Co. Rd. 52
Rothsay, MN 56579

ISD #22
Mark Jenson
Superintendent
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ulen-Hitterdal ISD #914, 27 2nd Street NW, Ulen MN 56585 and the Detroit Lakes Literacy Consortium, 900 Hwy 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2023 to June 30th, 2024.

WHEREAS ISD #914 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2023-2024.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #914 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #914 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2023-2024 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #914 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #914 and Detroit Lakes have executed this agreement this 1st day of July, 2023.

ISD #914
27 2nd Street Northwest
Ulen, MN 56585

Dustin Flaten
Ulen-Hitterdal School District
27 2nd Street NW
Ulen, MN 56585

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**AE/GED Service Agreement
Lakes Area Adult Education
and
Becker County Jails**

**For Year
2023-2024**

Lakes Area Adult Education and Becker County Jails agree to work cooperatively to make AE and GED opportunities available to adult residents of the Becker County Jail. Educational opportunities will include basic literacy skills, GED instruction, basic computer skills, functional life skills, accessing community resources, parenting, job seeking and employability skills, and post-secondary preparation.

Lakes Area Adult Education agrees to provide certified instructors, textbooks, and other teaching materials, computers and software. Official GED examinations will be scheduled as appropriate for inmates working towards the General Equivalency Diploma.

Becker County Jail agrees to provide a classroom and storage space in the Detroit Lakes correctional facility, supervision of inmates, and to contribute to the cost of the program.

Funding will be provided through federal (P.L. 91-230), state (M.S. 124.26) and local (ISD #22). Becker County will contribute \$10,000 yearly to the local share of the funding. Payment for AE/GED services will be made on an annual basis to the Detroit Lakes School District.

Todd Glander
Becker County Sheriff

Mark Jenson
Detroit Lakes ISD #22, Superintendent

Date

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN:

KLN Family Brands
109 Lakeside Dr
Perham, MN 56573

AND

Lakes Area Adult Education (LAAE)
M/State Suite E103
900 Highway 34 E
Detroit Lakes, MN 56501

part of

Detroit Lakes Public Schools
702 Lake Ave
Detroit Lakes, MN 56501

Goals and objectives

- provide on-site English as a Second Language classes for KLN employees for all 3 shifts
- each class will meet 1.5 hours per day, 2 days per week for 16 weeks

Roles and responsibilities

LAAE will:

- provide a licensed and qualified instructor for all classes
- provide quality curriculum for synchronous instruction
- assess students' English reading, speaking, and listening skills at the beginning and conclusion of each 16 week course
- target skills and vocabulary to meet the specific needs of the KLN employer

KLN will:

- provide necessary classroom space, technology, and storage space for the classes
- provide copying resources for student materials each week
- pay LAAE \$4,800 for instructor time for each 16 week class (\$40/hour x 96 hours x 1.25 prep)
- pay for any additional Burlington English seats needed by KLN employee students if electing to encourage online asynchronous English practice between classes

DATE: June 10, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance & Operations

SUBJECT: **Agreement for Physical Therapy Services with St. Mary's Regional Health Center for 2022-24**

Essentia Health St. Mary's - Detroit Lakes shall provide to the District the services of physical therapy as per the agreement that states that this agreement shall have an initial term of one year from the effective date set forth (July 1, 2011), and shall be automatically renewed for successive one (1) year terms unless terminated by either party.

The agreement for 2023-24 will provide services for students with Individual Education Plans (IEP) of the School District upon request of the school, including evaluation, treatment plan recommendation, and provision of physical and/or occupational therapy services.

The contract rate of \$70 per hour will increase \$4.00 per hour in comparison to last year for physical therapy services.

Recommend approval.

cc: Karen Nudell

**FIRST AMENDMENT TO AGREEMENT FOR THE
PROVISION OF PROFESSIONAL SERVICES**

This First Amendment to Agreement for the Provision of Professional Services ("1st Amendment") is made and entered into effective as of JUNE 1ST, 2023 ("1st Amendment Effective Date"), by and between Independent School District No. 22 (Detroit Lakes Public Schools) ("Facility") and St. Mary's Regional Health Center, dba Essentia Health St. Mary's Detroit Lakes ("SMRHC").

WHEREAS the parties entered into an Agreement for the Provision of Professional Services ("Agreement") effective July 1, 2016; and

WHEREAS the parties desire to amend the Agreement as set forth in this 1st Amendment.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. **Exhibit B.** Exhibit B to the Agreement is deleted in its entirety and is replaced with the attached Exhibit B.
2. **Effect.** Except as modified by this 1st Amendment, all provisions of the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have caused this 1st Amendment to be executed as of the 1st Amendment Effective Date first set forth above.

SMRHC
By: 
Printed: Tanner Goodrich
Title: SVP
Date: 5/31/2023

FACILITY
By: _____
Printed: _____
Title: _____
Date: _____

EXHIBIT B

PAYMENT

District shall pay the following fee(s):

2022-2023 School Year \$66.00 per hour or fraction thereof for Physical Therapist.

2023-2024 School Year \$70.00 per hour or fraction thereof for Physical Therapist.

Check if applicable: Facility shall reimburse SMRHC for travel expenses in accordance with the then-current IRS standard mileage rates and shall reimburse SMRHC or shall directly pay for all other reasonable and appropriate related expenses including, but not necessarily limited to, lodging and meals.



Voice For Greater Minnesota Education

MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1590

Due: July 15, 2023

BILL TO:

Mark Jenson
Detroit Lakes School District
702 Lake Ave
Detroit Lakes MN 56501

Current expiration: June 30, 2023
New membership year: July 1, 2023-June 30, 2024
2023-24 Membership type: Full ISD Membership
***APU = 2946 **Shared District: NA**

Base Fee:	\$1100.00
*Legislative Fee:	+\$1400.00
2023-24 Dues:	\$2500.00
Amount Enclosed: \$ _____	

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.*

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: Detroit Lakes School District	Superintendent Cell Phone: _____
Primary Contact to Receive Communications: Mark Jenson	Principal Place of Business: 702 Lake Ave
Contact Position Title: Superintendent	City, State, Zip: Detroit Lakes, MN 56501
Contact Email: markjenson@detlakes.k12.mn.us	Website Address: www.dlschools.com
District Phone: 218 - 847-9271	County: Becker

***Primary Contact Signature:** _____ **Date:** _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL	VISIT	CALL	LEARN
PO Box 187 St. Cloud, MN 56302-0187	2233 Roosevelt Rd, Suite 7 St. Cloud, MN 56301	(320) 762-6574 Toll-Free (833)-MNVOICE	MREAVoice.org



2023 CONTINUING/TENURED STAFF

Briana Byer

Amber Colby

Christine Gerdes

Lisa Ito

Matthew Jenson

Carli-Rae Daniel

Kiera Sannes

Sadie Skrove

Garrett Jensen

Ali Schmitz

DATE: June 1, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance & Operations

SUBJECT: **Renewal of Lakes Country Service Cooperative Annual Membership for 2023-24 School Year**

Attached is the annual membership agreement between Lakes Country Service Cooperative and Detroit Lakes Public Schools. This membership is a budgeted expenditure.

Recommend approval.



Lakes Country Service Cooperative
School District Membership Agreement
FY 2024
July 1, 2023 - June 30, 2024

Membership	Total
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>2775</u> *student count	\$4,856.25
Subtotal	\$6,256.25
Adjusted Membership Fee <i>(Smaller of the Subtotal or \$5,500.00 Max)</i>	\$5,500.00
Capital Outlay <i>(Cooperative facility maintenance fee)</i> Facilities Maintenance Fee	<u>\$1,000.00</u>
Total Membership	\$6,500.00

**Student count was taken from the MDE website. Please update if necessary.*

Detroit Lakes Public School District
School District Name

Superintendent

Date

Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

5/18/2023

Date

Please return completed agreement by August 1, 2023 to:
Lakes Country Service Cooperative
Attn: Siri Livdahl
1001 E. Mount Faith
Fergus Falls, MN 56537
Questions? Contact Siri Livdahl at 218-737-6542 or slivahl@lcsc.org

DATE: June 15, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Activity Fee & Admission Price Schedule for 2023-24**

The Activity Fee Schedule and Admission Prices were reviewed for 2023-2024 and Administration recommends the following increases based on cost and participation.

Activity Fee Schedule:

	Increase Amount	2023-2024 Fee
Middle School	\$5.00	\$65.00
High School	\$5.00	\$125.00
Educational Benefit Eligible (Free/Reduced)	\$0.00	\$20.00
Family Maximum	\$0.00	\$450.00
Hockey Facility Fee (In Addition to White Card Fee)	\$15.00	\$300.00

Admission to Activity Events:

	Increase Amount	2022-2023 Fee
Student - Single Event	\$0.00	\$5.00
Adult - Single Event	\$0.00	\$7.00
Student Season Pass	\$0.00	\$5.00
Adult Season Pass	\$5.00	\$45.00

Administration and Activities Committee recommend approval.



**2023-2024 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Detroit Lakes High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and. Participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Detroit Lakes High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

April Thomas

(Designated School Board Member – please print)

athomas@detlakes.k12.mn.us

Email Address

Rob Nielsen

(Designated School Representative – please print)

rnielsen@detlakes.k12.mn.us

Email Address

208.02 ACTIVITY REPRESENTATIVES

Rob Nielsen

(Boys Sports – please print)

Jen Burnside

(Speech – please print)

Margaret Doll

(Girls Sports – please print)

Tim Siewert

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

April Thomas

(Board Member—please print)

Amy Erickson

(Parent—please print)

Annie Houglum

(Student—please print)

Josh Omang

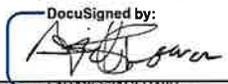
(Faculty Member—please print)

Rob Nielsen

(Mailing Representative—please print)

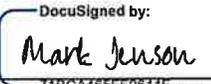
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: April Thomas
(Clerk/Secretary - Local Governing Board)

Signed: 
54DABF631C5D48B...
(Clerk/Secretary - Local Governing Board)

Date: 6/20/2023

Print Name: Mark Jenson
(Superintendent or Head of School)

Signed: 
71BCA365FF0644F...
(Superintendent or Head of School)

Date: 5/10/2023

Voice

Sails Up, Lakers!

Detroit Lakes School Song
(Notre Dame Victory March)

arranged by Tim Siewert, 2023

$\text{♩} = 144$

Cheer, cheer for

11

De-troit Lakes High. Go La - kers go, we fight for our pride. Red and

18

White we hon-or thee, on-ward we march to vic-to - ry! Cham-pions in

26

life we an-swer the call, D-L - H - S will win ov - er all. Sails up,

34

La - kers! Get a - head, we shout out that, "Go Big Red!"

MEMORANDUM OF AGREEMENT

Between

Detroit Lakes School District No. 22

and

MSEA 12-Month/2080-Hour Employees

WHEREAS, on May 24, 2023, Governor Walz signed legislation that establishes Juneteenth as a Minnesota State holiday. Juneteenth recognizes the historical pronouncement of the abolition of slavery on June 19, 1865.

WHEREAS, as is the case with other holidays defined in Minnesota Session Laws 2023 Chapter 5, no public business can be conducted on this day. This means schools cannot hold classes or programs, school board meetings, athletic practices and competitions, and other school-associated events; and

WHEREAS, this change in law will have an impact on 12-month employees of the School District, some of whom are represented by an exclusive representative, MSEA; and;

WHEREAS, the collective bargaining agreement (CBA) with the School District labor group for the 2023-2025 contract period will be in negotiations between the parties following the expiration of the existing CBA on June 30, 2023.

NOW, THEREFORE, the parties stipulate and agree as follows:

- A. Paid Holiday for June 19, 2023.** Schools and district offices will be closed on Monday, June 19, 2023. MSEA 12-month/2080-Hour employees will receive a paid holiday for this date. Eligibility for a paid holiday will be determined by the Collective Bargaining Agreement applicable to the employee group.
- B. Collective Bargaining on the Future Impact.** The parties agree that the future impact of this state holiday on school business and paid holiday schedules will be a subject of bargaining during negotiations for the 2023-2025 contract period.
- C. Complete Agreement.** This Memorandum constitutes the full and complete agreement between the parties and the parties affirm they have not relied upon any agreements or assurances outside the written terms of this Memorandum. This Memorandum shall expire on June 30, 2023, and paid holidays thereafter will be determined solely by the 2023-2025 Collective Bargaining Agreements.

The signatures below represent that all parties understand and agree to the above-described terms.

School District 22:

School District 22:

John Steffl Date:
School Board Chair

Mark Jenson Date:
Superintendent

MSEA Representative:

MSEA School District 22:

Terri Knutson Date:
Date:
Field Representative

Elizabeth McCann
Local Union Chairperson

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION REGARDING THE NECESSITY TO
CONDUCT CERTAIN SCHOOL BUSINESS ON JUNE 19, 2023**

WHEREAS, Minnesota Statutes section 645.44, subdivision 5, identifies official holidays recognized by the State of Minnesota;

WHEREAS, on February 3, 2023, Governor Tim Walz signed into law a bill amending section 645.44, subdivision 5, by adding Juneteenth as an official state holiday effective August 1, 2023;

WHEREAS, in May 2023, both the Minnesota House of Representatives and the Minnesota Senate passed a bill amending the effective date of said law from August 1, 2023, to the day following enactment;

WHEREAS, on May 24, 2023, Governor Tim Walz signed the bill into law, making the reorganization of Juneteenth as an official state holiday effective May 25, 2023;

WHEREAS, section 645.44, subdivision 5, allows public entities to transact business on official state holidays in cases of necessity;

WHEREAS, Minnesota Statutes section 10.55 also allows school districts to “offer instruction and programs on” Juneteenth;

WHEREAS, in reliance upon the prior effective date of August 1, 2023, the Administration previously planned and scheduled summer child care, required set up for a two-day conference scheduled to commence on June 20th & 21st, 2023, and other school business to take place on June 19, 2023;

WHEREAS, before the legislature passed a law making Juneteenth a state holiday in 2023, the District previously contracted with certain staff members to work on June 19, 2023 and entered into a facilities use arrangement that will require set up activities for a two-day conference to take place on June 19, 2023;

WHEREAS, given the recent amendment to the effective date, certain plans cannot be rescheduled at this late date;

WHEREAS, during the pandemic, certain activities were deemed necessities and continued to operate, such as child care and the delivery of meals to students;

WHEREAS, the Administration anticipates hardship for its students, their families, and community members if the District cancels the provision of child care and other events that cannot be reasonably rescheduled at this late date;

WHEREAS, the Administration is concerned about an interference with existing contract obligations if the District is unable to transact any school business on June 19, 2023;

WHEREAS, due to the timing issue created by the last-minute change in the effective date of the law, the Administration recommends that, out of necessity, the District transact certain school business on June 19, 2023, as planned, limited to child care, set up activities for the conference scheduled to commence on June 20th & 21st, 2023, and any other school district business deemed necessary by Administration following consultation with legal counsel; and

WHEREAS, the School Board has specifically considered the social, political, and financial costs associated with not transacting school business on June 19, 2023, including those activities referenced above.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 22, Detroit Lakes, as follows:

1. The School Board concludes that it is necessary for the District to transact certain school business on June 19, 2023, limited to child care, other activities necessary to continue providing child care on Juneteenth, required activities needed to ensure District facilities are set up for a previously scheduled conference that starts on the morning of June 20, 2023, and any other school district business deemed necessary by Administration following consultation with the School District's legal counsel.

The motion for the adoption of this Resolution was duly seconded by _____ and upon a vote being taken thereon, this Resolution was declared duly passed and adopted.

MEMORANDUM OF AGREEMENT

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023; and

WHEREAS, Detroit Lakes ISD #22 is a party to a collective bargaining agreement (CBA) with AFSCME Council 65 (“Union”) governing the terms and conditions of custodians, bus drivers and food couriers; and

NOW, THEREFORE, for the reasons stated, Detroit Lakes ISD #22 and the Union agree as follows:

1. For 2023, Juneteenth (Monday, June 19, 2023) will be considered a holiday purposes of Article 12 of the CBA.
2. The parties will address how Juneteenth will be treated for future years as part of negotiations for the successor to the 2021-2023 CBA.
3. This MOA will not be construed to establish any kind of precedent or past practice and will automatically sunset on June 30, 2023.

Dated: _____

Union Chairperson

Dated: _____

AFSCME Labor Representative

Dated: _____

Board Chair

Dated: _____

Superintendent ISD 22

DATE: June 5, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Andrew Lesch, Community Education Director

SUBJECT: **Certification of Updated District Population Estimate**

The purpose of the resolution is to certify that ISD #22 population has increased. From 2020 until 2022 the population within the boundaries of ISD #22 has increased by 275.

Due to population growth within ISD #22, our Community Education department now qualifies for additional general community education revenue.

I recommend that we recertify the population with ISD #22 to update the district population with the state of MN.

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT #22

WHEREAS, the Independent School District #22 has experienced an increase in population from the 2020 census figure of 18,163, to the current census figure of 18,492 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #22 that the census figure of 18,492 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

DATE: June 10, 2023

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Employee Property/Liability Insurance and Workers Compensation Renewal for 2023-24 School Year**

The Risk Management and Workers Compensation Insurance programs for Detroit Lakes Public Schools are up for renewal on July 1, 2023. Bremer Insurance is our authorized agent of record.

Property/Liability Insurance, Cyber Liability, Volunteer Accident

We will have a \$26,009.55 increase from last year's premium. This year's anticipated Property/Liability, Cyber, Volunteer Accident premium will be \$203,887.28 compared to \$177,877.73 last year. EMC has increased the blanket property coverage limit to \$237,515,357.00.

Public School property/liability insurance premiums are largely predicated on three variables:

1. Valuation of Buildings/Equipment
2. Number of Students Served
3. Number of Licensed Professional Staff

Our enrollments and staffing levels have remained fairly consistent for the last five years, while our building and equipment valuations have increased through the building project.

Our Agent of Record, Matthew Baker, from Bremer Insurance is recommending the EMC Insurance proposal.

I recommend that we renew our insurance program with EMC Insurance as shown on the attached summary between July 1, 2023 and June 30, 2024 at the annual premium of \$203,887.28.

Workers' Compensation Insurance

Our Workers' Compensation will cost \$98,534 for 2023-24, an increase of \$4,464.00 in comparison to 2022-23. The 2023-24 premium is based on maintaining coverage with RAS-First Dakota Indemnity.

I recommend that we continue to use RAS-First Dakota Indemnity for our Workers' Compensation Insurance for the policy period of July 1, 2023 through June 30, 2024 at an estimated premium of \$98,534..

Summary

The overall premium of Property, Liability, Cyber Liability, Volunteer Accident, and Workers' Compensation Insurance for 2023-23 is \$267,947.73, a 11.4% increase over last year's combined premium.

The Property/Liability Insurance, Cyber Liability, Volunteer Accident and Workers' Compensation Insurance are budgeted items.

Administration recommends approval of this agreement.

June 2nd, 2023

Jason Kuehn, Business Manager
Detroit Lakes Public Schools ISD #22
PO Box 766
Detroit Lakes MN 56502-0766

Dear Mr. Kuehn and School Board Members:

Your renewal insurance proposal provided by EMC and RAS-First Dakota Indemnity is attached for your consideration. In this document we will compare your expiring versus renewal premium costs and describe the changes you directed us to make for your renewal policy period.

<u>Coverage Description</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Property	\$125,105.73	\$152,301.28
General Liability	\$8,773.00	\$8,373.00
School Leaders Liability	\$7,417.00	\$7,806.00
Inland Marine	\$871.00	\$871.00
Crime	\$1,513.00	\$1,710.00
Auto	\$20,111.00	\$22,682.00
Umbrella	\$6,654.00	\$6,711.00
Cyber Solutions	\$2,781.00	\$2,781.00
Volunteer Accident (Hartford)	\$652.00	\$652.00
Work Comp (RAS)	\$94,070.00	\$98,534.00
Total Premium	\$267,947.73	\$302,421.28

The changes made for your renewal policy period are as follows:

Property: Your blanket property coverage limit was \$218,915,135 on your expiring EMC policy. EMC increased the blanket property coverage limit to \$237,515,357 to adjust for current construction costs and applying the 4% inflation factor. Your blanket business income and extra expense coverage limit remain at \$2 Million.

Your expiring property deductible is \$10,000. The property deductible remains at \$10,000.

General and Professional Liability: Population changes were made based on the estimated number of students in your district.

<u>Description of Population</u>	<u>-</u>	<u>Expiring</u>	<u>-</u>	<u>Renewal</u>
Total Student Count		2,141		2,736
Total Staff Count		588		571

School Leaders E&O: No coverage changes were made for your renewal policy period

Crime Coverage: No coverage changes were made or requested for your renewal policy period.

Volunteer Accident Coverage: ISD #22 has a Volunteer Accident Policy that provides up to \$15,000 Accidental Death Benefit/Accidental Dismemberment Benefit, up to \$10,000 Accident Medical Expense Benefit and up to \$250 dental expense. The Hartford provides you with the accident insurance policy at an annual premium cost of \$652. This is based on using the same 200 volunteer count as provided last year.

Student Medical Payments: ISD #22 has purchased \$1,000 Student Medical Payments coverage at an annual premium cost of \$500.

Inland Marine: No coverage changes were made or requested for your renewal policy period.

Excess Liability: No coverage changes were made or requested for your renewal policy period.

Terrorism: Terrorism coverage is included in your EMC proposal at a \$4,962 annual premium cost; this can be waived if the district chooses which would then reduce the annual premium costs indicated.

Cyber Liability: EMC is including \$1MM cyber/data breach coverage at \$2,781 annual premium (included in the pricing summary).

Workers' Compensation: You instructed us to increase your total payroll from \$26,719,783 to \$26,909,000 for your renewal policy period. We will compare the expiring versus renewal rates and payroll plus debits and credits based on your current loss ratio:

Job Description -	Code	Expiring Payroll	Rate	Renewal Payroll	Rate
Bus Drivers	7382	\$101,730	4.53	\$179,000	4.59
Teachers	8868	\$25,051,913	0.43	\$25,100,000	0.45
Other Employees	9101	\$1,566,140	4.06	\$1,630,000	4.05
Total Payroll		\$26,719,783		\$26,909,000	

Experience Modification:	0.69	- 55,461	0.75	- 47,591
Scheduled Credit:	22%	- 27,158	28%	- 39,976
Premium Volume Discount:		- 9,918		- 10,691
Total Annual Premium:		\$94,070		\$98,534

Notes: Your estimated payroll was increased by \$189,217. Your Experience Modification factor increased from 0.69 to 0.75. The 2023 base rates with RAS-First Dakota Indemnity are lower for class code 9101, and slightly higher for class code 8868 and 7382. All these factors impacted your Workers' Compensation renewal premium cost, which resulted in an increase of \$4,464.

Renewal Cost Analysis: Your overall premium is up around 12.9% this year. Industry wide we are seeing rate increases across all lines, with property experiencing the largest rate increases. This is due to the current hard insurance market. The primary reason for the increase is due to increased property rates. Your workers' compensation premium also increased.

Recommendation to the Board: Bremer is recommending the district renew with EMC for the Package and umbrella, at an annual premium of \$203,235.28. (Federal Terrorism can be waived for a premium savings of \$4,962). For Cyber Liability/Data Breach we are recommending the EMC coverage (*alternative cyber options are available at a higher cost). For worker's comp we are recommending renewing with RAS-First Dakota Indemnity at an annual premium of \$98,534. For the Student Accident coverage, we are recommending you renew with The Hartford at an annual premium cost of \$652. The annual premium cost for all proposed insurance coverage is as follows:

Coverage Description -	Insurance Carrier -	Annual Premium Cost
Property & Liability Package	EMC	\$203,235.28
Volunteer Accident Liability	The Hartford	\$652.00
Workers' Comp	RAS-First Dakota Indemnity	\$98,534.00
Total All Policies:		\$302,421.28

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated! Please let us know if you have any questions or need additional information as you review your renewal insurance proposal.

Sincerely,

Matthew Baker
Bremer Insurance



Detroit Lakes Public Schools 2023-24 Initial Budget

June 26, 2023

Average Daily Membership

- 2023-24 Projected ADM - 2,687 students
 - Projected Incoming Kindergarten Class - 185 Students
 - Largest Classes
 - Class of 2024
 - Class of 2025
 - Class of 2026
- Budget includes additional ADM for Extended Time Programming



Average Daily Membership

DETROIT LAKES PUBLIC SCHOOLS ENROLLMENT HISTORY AND PROJECTIONS 6/15/2023													
Average Daily Membership (ADM) /Grade	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimated 2022-23	Projected ADM for Budget 2023-24	Projected ADM for Budget 2024-25	Projected ADM for Budget 2025-26	Projected ADM for Budget 2026-27	Projected ADM for Budget 2028-27
Pre K	65.23	55.27	61.03	72.00	51.81	41.09	43.76	45.00	45.00	45.00	45.00	45.00	45.00
HK	41.50	52.92	42.39	46.74	50.45	37.53	40.60	49.00	40.00	40.00	40.00	40.00	40.00
K	182.05	173.78	168.50	170.82	150.55	138.34	158.35	138.00	145.00	145.00	145.00	145.00	145.00
Kindergarten Total	223.55	226.70	209.89	217.56	201.00	175.87	198.65	187.00	185.00	185.00	185.00	185.00	185.00
1	214.22	226.49	216.57	206.18	212.58	181.28	180.34	194.00	187.00	185.00	185.00	185.00	185.00
2	207.58	212.82	226.22	212.20	214.31	198.01	186.06	183.00	194.00	187.00	185.00	185.00	185.00
3	240.69	214.73	206.97	227.05	208.18	188.35	207.57	187.00	183.00	194.00	187.00	185.00	185.00
4	245.05	244.27	218.50	212.31	223.54	196.80	195.09	208.00	187.00	183.00	194.00	187.00	187.00
5	234.93	248.68	242.35	207.73	206.30	204.82	210.20	194.00	208.00	187.00	183.00	194.00	194.00
Elementary Total	1,142.34	1,148.97	1,107.62	1,065.47	1,064.91	969.06	979.26	966.00	959.00	936.00	934.00	936.00	936.00
6	224.73	245.19	254.48	246.59	210.27	191.59	204.15	209.00	194.00	208.00	187.00	183.00	183.00
7	241.89	225.52	244.99	250.35	251.00	194.25	181.66	198.00	209.00	194.00	208.00	187.00	187.00
8	214.86	239.08	219.86	233.33	248.62	230.43	194.09	180.00	198.00	209.00	194.00	208.00	208.00
Middle School Total	891.48	799.79	718.33	730.27	708.89	616.27	579.90	587.00	601.00	611.00	589.00	578.00	578.00
9	217.23	236.13	242.81	232.12	248.39	245.69	257.93	210.00	185.00	203.00	214.00	199.00	199.00
10	231.52	214.54	232.42	246.82	226.37	230.02	251.26	257.00	210.00	185.00	203.00	214.00	214.00
11	213.52	219.97	212.73	222.10	241.45	206.13	234.38	245.00	257.00	210.00	185.00	203.00	203.00
12	208.14	205.85	216.84	207.91	206.37	203.04	199.75	230.00	245.00	257.00	210.00	185.00	185.00
High school Total	870.41	876.49	904.78	908.95	922.58	884.88	943.32	942.00	897.00	855.00	812.00	801.00	801.00
Total ADM	2,983.01	3,016.22	3,061.65	2,994.25	2,950.19	2,887.17	2,742.59	2,727.00	2,687.00	2,632.00	2,565.00	2,545.00	2,545.00
	1.56%	1.08%	-0.45%	-0.25%	-1.56%	-10.09%	-2.06%	-0.57%	-1.47%	-2.95%	-2.55%	-0.78%	-0.78%

2023-24 Revenue Budget Assumptions

- 4% Increase in the General Education Aid
- Levy Increase - Debt Service
- Increase in Projected Compensatory Revenue
- Increase in Projected Special Education Aid
- American Rescue Plan (ARP) Funds - Projected at \$1,250,000



2023-24 Expenditure Budget Assumptions

- Salary & Wage Increases - Including Step & Lane Advancements
- Anticipated Benefit Increases (TRA/Health Insurance)
- Inflationary Impact on Supplies and Services
- Contract Increases
- Legislative Changes & Mandates



General Fund - Fund 01

- Total Revenues - \$42,065,708
- Total Expenditures - \$42,059,907
 - Surplus - \$5,801
- Restricted Funds
 - Projected Deficit - \$183,198
 - Deficit Spending - Staff Development & Operating Capital



General Fund - Fund 01

Unassigned General Fund

- Projected surplus of \$189,000
 - Estimated Revenues - \$39,743,142
 - Estimated Expenditures - \$39,554,143

- Projected Unassigned Fund Balance - \$4,967,283 (14.6%)



Detroit Lakes Public Schools General Fund - Unassigned Fund Balance Analysis

	General Fund Unassigned Fund Balance**	General Fund SOD Expenditures**	Unassigned Fund Balance As a % Expenditures**
2010-11	\$4,211,311	\$23,087,157	18.24%
2011-12	\$4,696,033	\$23,906,847	19.64%
2012-13	\$4,944,900	\$24,017,431	20.59%
2013-14	\$4,797,193	\$24,433,679	19.63%
2014-15	\$5,707,848	\$25,114,947	22.73%
2015-16	\$5,882,356	\$26,323,158	22.36%
2016-17	\$6,015,088	\$27,907,492	21.55%
2017-18	\$5,425,230	\$29,394,094	18.46%
2018-19	\$5,393,503	\$31,624,477	17.06%
2019-20	\$5,038,918	\$32,384,773	15.56%
2020-21	\$6,336,201	\$34,725,049	18.24%
2021-22	\$5,147,443	\$33,792,081	15.23%
2022-23** (Estimate)	\$4,778,284	\$33,912,022	14.10%
2023-24** (Estimate)	\$4,967,283	\$34,016,833	14.60%

** Projected using General Fund and Transportation Unassigned Fund balance and non-restricted expenditures

Food Service - Fund 02

- Projected surplus of \$2,719
 - Estimated Revenues - \$1,970,656
 - Estimated Expenditures - \$1,967,937
- Assumptions
 - Legislative Change - Universal Free Meals
 - Maintain Current Staffing Level
 - Decreasing Inflationary Impact on Food Prices
- Projected Fund Balance - \$1,087,603



Community Service - Fund 04

- Projected deficit of \$52,196
 - Estimated Revenues - \$1,419,756
 - Estimated Expenditures - \$1,471,952

Projected Fund Balance - \$657,940



Debt Service - Fund 07

- Projected surplus of \$96,048
 - Estimated Revenues - \$3,942,979
 - Estimated Expenditures - \$3,846,931
- Projected Fund Balance - \$722,560



Student Activities

- Projected Revenue and Expenditure Neutral
 - Estimated Revenues - \$220,450
 - Estimated Expenditures - \$220,450
- Projected Fund Balance - \$243,744



Summary - All Funds

- Projected surplus of \$84,633
 - Estimated Revenues - \$50,424,935
 - Estimated Expenditures - \$50,340,272
- Projected Fund Balance - \$15,058,863



DETROIT LAKES PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #22



2023-2024 BUDGET

June 26, 2023

DETROIT LAKES PUBLIC SCHOOLS

**INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes, Minnesota**

BOARD OF EDUCATION

**John Steffl
Amy Erickson
April Thomas
Mary Rotter
Michelle Okeson
Ethan Walz**

**Board Chair
Vice-Chair
Clerk
Treasurer
Director
Director**

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**Superintendent
Human Resources Director
Education Director
Director of Finance & Operations
Federal Programs Director**

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

2023-24 Budget

This document includes the Detroit Lakes Public Schools initial budget for the upcoming 2023-24 school year. The budget is primarily driven by the Average Daily Membership (ADM). The ADM is a yearlong moving average based on the number of students served by the District at reporting times set by the Minnesota Department of Education. Projecting the ADM for upcoming years is far from a simple science. Many factors can come into play such as difference in class size of the outgoing senior class and incoming kindergarten class, changes in open enrollment, change in pre-kindergarten enrollment, student mobility, and the year to year retention ratios. The projected district ADMs for 2023-24 are based on kindergarten registration numbers, as well as past enrollment trends. We are predicting a kindergarten class size of 185 students in 2023-24.

In addition to ADMs, the initial budget for 2023-24 have been prepared based on planning parameters such as employee compensation increases, utility changes, liability and workers' compensation insurance cost projections, changes in special education funding, General Education formula changes, and updates to anticipated other revenues/expenditures.

Funding related to the Covid-19 pandemic continues to have a significant impact in the school district. The 2023-24 budget includes previous revenue streams provided through the America Rescue Plan paired with expenditures. These funds initially were targeted on purchases necessary to keep our staff and students safe and now focus on providing resources for lost instructional time and mental health. This will be the final year for accessing these funds.

GENERAL FUND

Unassigned General Fund is projected to have a surplus of \$189,000.00. This budget reflects estimated revenues of \$39,743,142.00 and expenditures of \$39,554,143.00 with a projected year-end fund balance of \$4,967,283.

Revenue changes include increases to the general education formula aid & levy. The General Education formula revenue was increased \$275 (4%) to \$7,138 per student. The District's Average Daily Member (ADM) was estimated at 2687 for the 2023-24 budget. Student projections are based on historical grade by grade progression, incoming kindergarten class size and the latest demographic information. The kindergarten class is estimated at 185. Additional revenue from an increase in extended time ADMs and the net effect of various America Rescue Plan revenue streams are a significant part of the revenue projections.

Expenditure changes include an increase in services, maintaining appropriate staffing levels, continued mental health services, increases of salary (including fringe benefits), expenditures associated with the America Rescue Plan, and operation costs of District buildings taking new space created through the building project into consideration.

OPERATING CAPITAL FUND

Restricted Operating Capital is projected to have a deficit of \$251,742. The budgeted expenditures of \$1,126,400 include significant costs associated with technology equipment and routine building equipment improvements.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

Restricted Long Term Facilities Maintenance Revenue (LTFM) is projected to have a surplus of \$211,430. Past LTFM projects have utilized existing General Fund Unassigned fund balance to cover the cost up front and will be replenished by future LTFM aid. The revenue stream is based on \$380 per adjusted pupil unit. Taking the prior negative balance and the estimated current year surplus, the anticipated year-end fund balance will be negative \$13,931 and expected to be recovered in the 2024-25 school year.

TOTAL GENERAL FUND

The Total Restricted General Fund is projected to have a deficit of \$183,198 based on revenues of \$2,322,566 and expenditures of \$2,505,764 with an ending combined fund balance of \$2,956,935.

The Total Committed for Severance Pay and Other Post-Employment Benefits General Fund is budget neutral with a projected year-end fund balance of \$2,619,414.

The Total Assigned General Fund is budget neutral with a projected year-end fund balance of \$1,552,650.

The Total Unassigned General Fund is projected to have a surplus of \$189,000 with a year-end fund balance of \$4,967,283.

The Total Restricted, Committed, and Unassigned General Fund is projected to have a surplus of \$5,801 based on revenues of \$42,065,708 and expenditures of \$42,059,907 with a year-end fund balance of \$12,156,291.

FOOD SERVICE FUND

The Food Service Fund is projected to have a surplus of \$2,719 based on revenues of \$1,970,656 and expenditures of \$1,967,937 and a year-end fund balance of \$1,087,759.

COMMUNITY SERVICES FUND

The Community Services fund is comprised of five sub-components:

1. Restricted for Early Childhood/Family Education is projected to have a surplus of \$15,283 and a year-end fund balance of \$193,113.
2. Restricted for Community Education is projected to have a deficit of \$6,498 and a year-end fund balance of \$166,145.
3. Restricted for School Readiness is projected to have a deficit of \$55,479 and a year-end fund balance of \$229,994.
4. Restricted for Adult Basic Education (ABE) is projected to have a deficit of \$831 and a year-end fund balance of \$62,357.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

5. Restricted for Community Services - Unassigned is projected to have a deficit of \$4,671 with a funding balance of \$7,162.

Overall, all five components of the Community Education Fund combined are predicted to have a deficit of \$52,196 bringing the overall fund balance to \$657,940.

BUILDING FUND

The Building Fund will have no activity during the 2023-24 school year as all projects have been completed and final payments have been made to contractors.

DEBT SERVICE FUND

The Debt Service Fund is projected to have a surplus of \$128,339 with a year-end fund balance of \$820,266. The fund is servicing payments for the Abatement bonds issued in 2018, the Referendum GO Bonds issued in 2019, Facilities Maintenance Bonds issued in 2020, and the exercising of additional levying authority in 2022.

CUSTODIAL FUND

The Custodial Fund is projected to be revenue and expenditure neutral with a year-end fund balance of \$12,500. The fund records fiduciary activities by acting as a flow through mechanism for revenue and expenditures from outside organizations not resulting in a financial benefit to the District.

STUDENT ACITIVITIES FUND

The Student Activities Fund is projected to be budget neutral with a year-end fund balance of \$243,744. The fund records transactions related to student extracurricular activity accounts at the Middle School and High School.

TOTAL (ALL FUNDS)

At the District Wide level, the fund balance of the School District is projected to have a surplus of \$84,663 with a year-end Fund Balance of \$15,058,063 based on combined revenues of \$50,424,935 and expenditures of \$50,340,272

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

SUMMARY OF 2023-2024 INITIAL BUDGET

The total Unassigned General Fund, representing the largest portion of our School District's operating expenses, is predicted to have a surplus of \$188,999.

Maintaining a healthy fund balance is essential for future success. Table 1 below gives a brief history of the Unassigned General Fund Balance and Expenditures. District Policy 714 establishes the desired fund balance in the range of 15% to 25% of the annual Statutory Operating Debt (SOD) expenditures as calculated by Minnesota Department of Education. The 2023-24 estimated fund balance to expenditure percentage is 14.60%.

	General Fund Unassigned Fund Balance**	General Fund SOD Expenditures**	Unassigned Fund Balance As a % Expenditures**
2010-11	\$4,211,311	\$23,087,157	18.24%
2011-12	\$4,696,033	\$23,905,847	19.64%
2012-13	\$4,944,900	\$24,017,431	20.59%
2013-14	\$4,797,193	\$24,433,679	19.63%
2014-15	\$5,707,848	\$25,114,947	22.73%
2015-16	\$5,882,356	\$26,323,158	22.35%
2016-17	\$6,015,088	\$27,907,492	21.55%
2017-18	\$5,425,230	\$29,394,094	18.46%
2018-19	\$5,393,503	\$31,624,477	17.05%
2019-20	\$5,038,918	\$32,384,773	15.56%
2020-21	\$6,336,201	\$34,725,049	18.24%
2021-22	\$5,147,443	\$33,792,081	15.23%
2022-23** (Estimate)	\$4,778,284	\$33,912,022	14.10%
2023-24** (Estimate)	\$4,967,283	\$34,016,833	14.60%

** Projected using General Fund and Transportation Unassigned Fund balance and non-restricted expenditures

INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools

Revenue and Expenditure Budget Summary by Fund

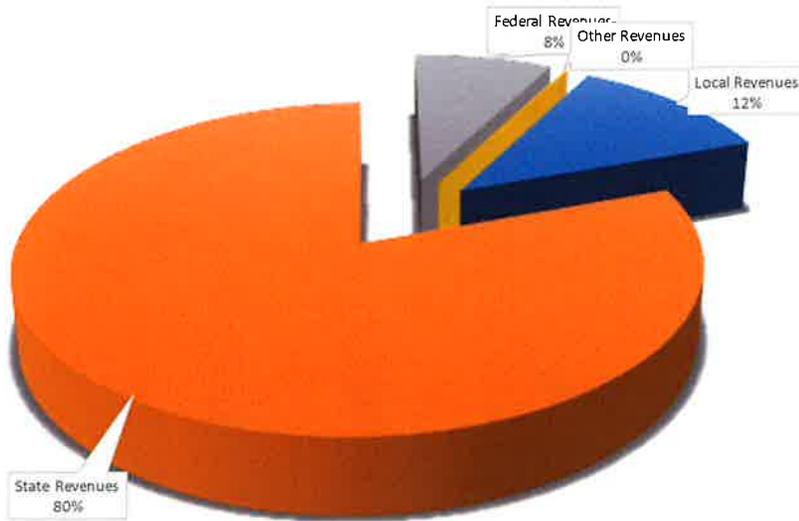
2022-23 BUDGET

	<u>2022-23 Revenue</u>	<u>2022-23 Expenditures</u>	<u>Difference</u>
General Fund	\$ 39,773,141.00	\$ 40,399,461.00	\$ (626,320.00)
Food Service	\$ 1,854,368.00	\$ 1,845,524.00	\$ 8,844.00
Community Education	\$ 1,440,844.00	\$ 1,372,846.00	\$ 67,998.00
Building Fund	\$ 2,837,796.00	\$ 3,218,000.00	\$ (380,204.00)
Debt Service	\$ 3,929,384.00	\$ 3,846,931.00	\$ 82,453.00
Custodial Accounts	\$ 81,000.00	\$ 81,000.00	\$ -
Student Activities	\$ 193,400.00	\$ 187,000.00	\$ 6,400.00
TOTAL ALL FUNDS	\$ 50,109,933.00	\$ 50,950,762.00	\$ (840,829.00)

2023-24 BUDGET

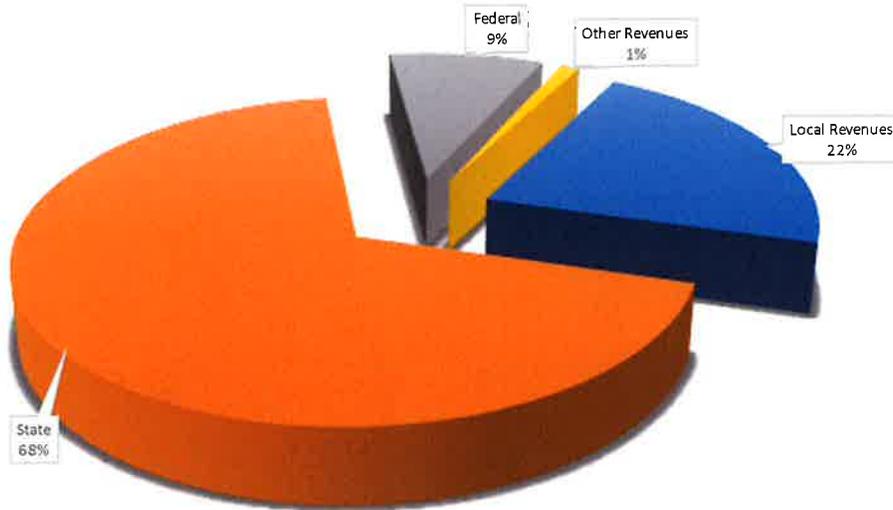
	<u>2023-24 Revenue</u>	<u>2023-24 Expenditures</u>	<u>Difference</u>
General Fund	\$ 42,065,708.00	\$ 42,059,907.00	\$ 5,801.00
Food Service	\$ 1,970,656.00	\$ 1,967,937.00	\$ 2,719.00
Community Education	\$ 1,419,756.00	\$ 1,471,952.00	\$ (52,196.00)
Building Fund	\$ -	\$ -	\$ -
Debt Service	\$ 4,738,365.00	\$ 4,610,026.00	\$ 128,339.00
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -
Student Activities	\$ 220,450.00	\$ 220,450.00	\$ -
TOTAL ALL FUNDS	\$ 50,424,935.00	\$ 50,340,272.00	\$ 84,663.00

**Independent School District #22
2023-24 General Fund Revenues By Major Source**



Local Revenues	\$	4,930,942.00	11.7%
State Revenues	\$	33,770,807.00	80.3%
Federal Revenues	\$	3,323,859.00	7.9%
Other Revenues	\$	40,100.00	0.1%
Total Revenue	\$	42,065,708.00	

**Independent School District #22
2023-24 All Fund Revenues By Major Source**



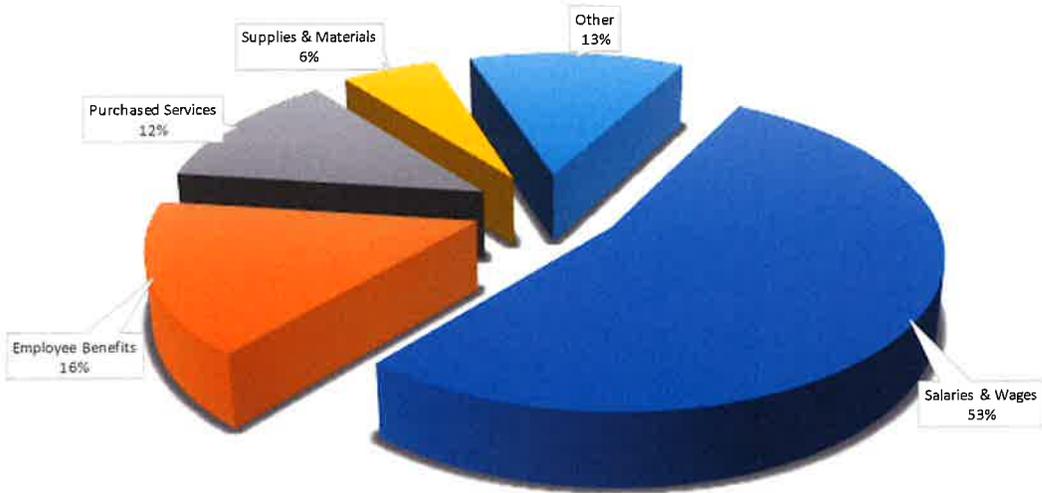
Local Revenues	\$	11,012,312.00	21.8%
State	\$	34,454,807.00	68.3%
Federal	\$	4,424,124.00	8.8%
Other Revenues	\$	533,692.00	1.1%
Total Revenue	\$	50,424,935.00	

**Independent School District #22
2023-24 General Fund Expenditures By Object**



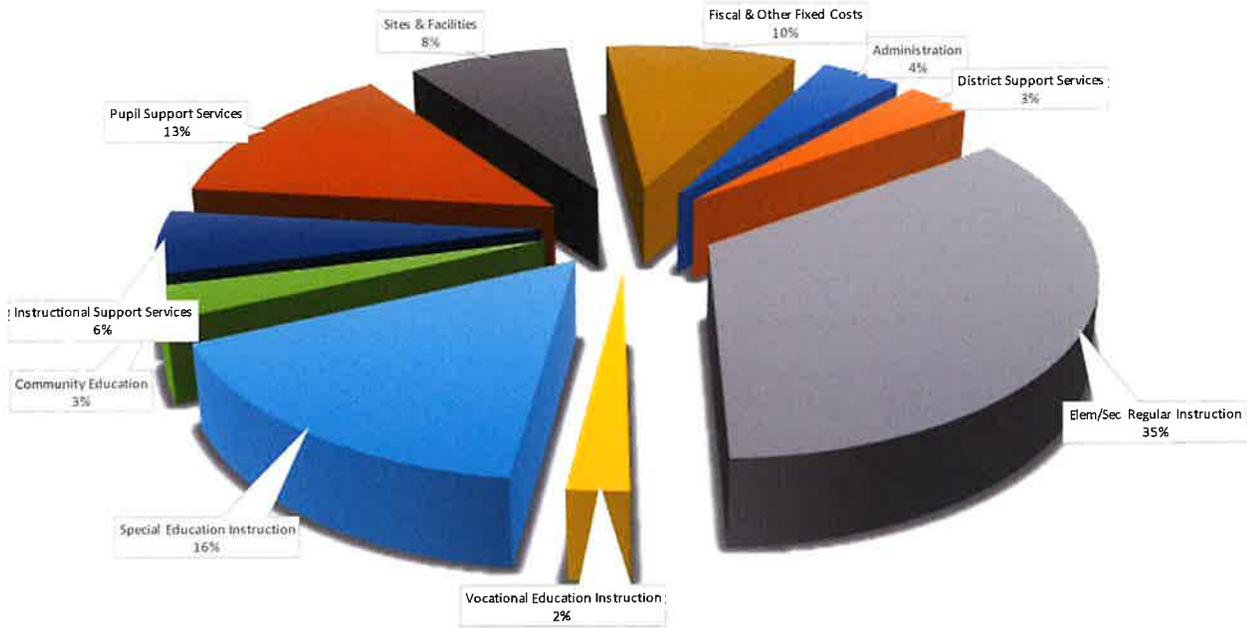
Salaries & Wages	\$	25,191,313	62.0%
Employee Benefits	\$	7,623,362	18.0%
Purchased Services	\$	6,050,701	11.0%
Supplies & Materials	\$	1,461,281	4.0%
Other	\$	1,733,250	5.0%
Total Expenditures	\$	42,059,907.00	

**Independent School District #22
2023-24 Expenditures By Object (All Funds)**



Salaries & Wages	\$	26,891,815	47%
Employee Benefits	\$	8,017,740	15%
Purchased Services	\$	6,249,730	14%
Supplies & Materials	\$	2,809,324	6%
Other	\$	6,371,663	18%
Total Expenditures	\$	50,340,272.00	

**Independent School District #22
2023-24 General Fund Expenditures By Program**



Administration	\$	2,061,756	4.1%
District Support Services	\$	1,666,057	3.3%
Elem/Sec Regular Instruction	\$	17,400,591	34.6%
Vocational Education Instruction	\$	1,106,905	2.2%
Special Education Instruction	\$	8,161,390	16.2%
Community Education	\$	1,471,952	2.9%
Instructional Support Services	\$	2,873,269	5.7%
Pupil Support Services	\$	6,745,356	13.4%
Sites & Facilities	\$	4,039,970	8.0%
Fiscal & Other Fixed Costs	\$	4,813,026	9.6%
Total Expenditures	\$	50,340,272.00	

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

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

Rossman					
Grade	Current	Previous (May)	Opening Day	Sections	Per Section
K	93	93	92	5	19
1	97	97	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	579	572	26	22
Difference		-	7		Avg/section

Middle School			
Grade	Current	Previous (May)	Opening Day
6	209	209	213
7	198	198	201
8	180	180	181
MS Total	587	587	595
Difference		-	(8)

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

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			2,723
Difference			3
2022-23 Opening Day			2,739
Difference			(12)

ALC		
Current	Previous (May)	Opening Day
4	4	-
30	30	8
23	23	19
21	21	23
78	78	50
Difference	-	28

Pre K	
ADM*	45

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - June 23, 2023

Members Present:

Mary Rotter

April Thomas

Ethan Walz

Mark Jenson

Jason Kuehn

A Finance Committee Meeting was held on Friday, June 23rd, 2023 in the District Office Conference Room. The agenda was as follows:

1. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of May and receipts for the month of May. District expenditures and revenues through May 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 May. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of May. Lastly, the committee recommends approval of the check summaries for June 12th and June 26th.

3. 2023-24 Property, Liability, and Workers Compensation Insurance Renewal

Kuehn reviewed the 2023-24 insurance renewal provided by Bremer Insurance. The renewal includes a \$4,464.00 increase for Workers Compensation Insurance and \$26,009.55 increase for Property, Liability, and Cybersecurity Insurance. Committee recommends approval.

4. 2023-24 Activity and Admission Fees

Kuehn reviewed the updated 2023-24 Activity and Admission Fees for the District. Committee recommends approval.

5. 2023-24 Initial Budget

Kuehn reviewed the Initial 2023-24 Budget for the committee. Committee recommends approval.

Next Meeting: Thursday, July 20th @ 12:00 PM at the District Office

Activities Committee Minutes

10am - Thursday, June 8, 2023 - HS Office Conference Room

Present: Jason Kuehn, Rob Nielsen, Justin Hegg, April Thomas, Amy Erickson, Mickey Okeson

Absent: Mark Jenson and Josh Omang

1. School Song - Tim Siewert Presented- Recommend new song
 - a. Current song is hard to sing and play. People don't know the words. Written in 1930's by two students.
 - b. Opportunity to re-energize students/Laker Pride
 - c. Tim presented a new song developed by current students and performed by the band and choir
 - d. Mickey suggested a retirement of the old with the introduction of the new if we decide to make this change.
2. [Participation Numbers](#)
 - a. Participation remains strong and continues to grow slightly from the low of the COVID year.
3. Review Activities Fee/Season Pass fees
 - a. Increase HS Activities Fees to \$125 for grades 9-12 for 23-24 school year. Increase MS Activities Fees to \$65. Family max will remain \$475
 - b. Free and reduced still \$20
 - c. Hockey Facility fee will increase from \$285 - \$300 to offset increase in city lease fee
 - d. Season pass Costs Students will remain \$5 and Adults will increase \$40 Nightly admissions will remain \$5 and \$7.
 - e. Musical Tickets will increase to \$15 and will be sold online.
4. Fundraising discussion - Staff Continue to fill out forms and communicate with Mark
 - a. Donating back to a charity this needs to be noted in Abby's statement of purpose on Abby's form
 - b. Continue to try to use more painless fundraisers
5. Girls Hockey - discussed that it looks like we will be very close to a JV/V this season with the girls we will gain from the new Cooperative Agreement.
6. Procedures/Policies for adding a sport/activity/club
 - a. We looked at a couple of examples. The committee agreed we need to tighten up this procedure and develop a formal policy.
 - b. Rob will contact Katrena to see if MSBA has a current policy. They do not suggest it as an addition to Policy 510
7. 6th Grade Activities - Rob & Justin
 - a. Agreed to allow 6th grade participation in the following events: Wrestling, CC, Swimming, Nordic ski and tennis with the following stipulations
 - i. No additional Coaches would be hired
 - ii. No travel for 6th graders. Can participate in home events.
 - iii. Only considered for Individual sports that struggle with MS participation
8. Conference
 - a. We received a letter of rejection from the Central Lakes Conference
 - i. Where do we go from here for 24-25 School year
 1. Become an Independent
 2. See if we can find others interested in a Conference
 3. Apply to another conference. If rejected by a second conference the MSHSL will place us in a conference. Rob is following up to see if this is still MSHSL policy



School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director
Detroit Lakes Public Schools
kyliejohnson@detlakes.k12.mn.us

DATE: May 30, 2023
TO: Mark Jenson, Superintendent and Board of Education
FROM: Kylie Johnson – Human Resources Director
SUBJECT: **Schedule C Committee Recommendations**

The Schedule C Ad Hoc Committee met on May 30, 2023 to review the requests and rationale for proposed changes to Schedule C compensation. The committee has the following recommendations:

- 1. Baseball:** Review of season length, comparison of spring activities internally and across other districts. The committee recommends no increase in compensation at this time.
- 2. Music :** The committee recommends removal of **MS Instrumental Music Instructor**, and increase of **MS Instrumental Music Director** stipend from 2.5% to 3.5% to include MS rock band in OTHER CONDITIONS. Removal of “marching in Memorial Day Parade” from OTHER CONDITIONS.
- 3. Wrestling:** Monitor growth of girls’ program participation. No coaching additions recommended at this time.
- 4.** Increase compensation for **Game Workers** from \$30/event + \$10 per hour for hours worked over 3 hours to \$40/event + \$10 per hour for hours worked over 3 hours.
- 5. Sidekicks Advisor:** This is a new position being recommended to add to Schedule C. This is a 38 week position at the High School. The committee recommends a 4% stipend.
- 6. Link Crew:** The committee recommends removal of Link Crew Advisor at 4%, to be replaced by the creation of **Academy Ambassador Advisor** at 2%, and **Target Advisor** at 2%.
- 7. Drama: Major School Plays:** Committee recommends restructuring of payment schedule as follows:
 - Music Director/Producer/Assistant Director: 12%
 - Artistic Director: 10%
 - Set/Prop Designer: 4.5%
 - Choreographer: \$2000
 - Head Costume/Hair/Make-up: \$1500

- Sound Technician: \$500
- Light Technician: \$500
- Stage Manager: \$500

Administration recommends approval for consideration during the EMDL 2023-25 contract negotiations.

CC: Rob Nielsen
Tim Siewert
Jennifer Burnside
Jason Kuehn
Brett Maass
Josh Omang
Kathy Owens