



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, January 22, 2024 - 5:30 PM
M State Room C101 , 900 Hwy 34 E, Detroit Lakes, MN 56501

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

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

BOARD MEMBERS:

Julie Smith-Yliniemi, Clerk
25961 Brolin Beach Rd
Detroit Lakes, MN 56501
218.204.0420

Michael Walther
28030 County Hwy 34
Callaway, MN 56521
218.841.3709

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

Mary Rotter, Vice Chair
23625 Pebble Beach LN
Detroit Lakes, MN 56501
651.335.0396

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

Sanford Nelson
28633 North Buffalo Lake Rd
Callaway, MN 56521
218.847.8360

Student Representative: Jadyn Wimmer- 25wimmejadv@detlakes.k12.mn.us Marian Martin 26martimari@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the January 22, 2024 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. DONATIONS

A. \$250 from Sons of Norway for Laker Cupboard.

B. \$600 worth of winter clothing items from The High Mileage Group for Elementary Students.

VIII. PROGRAM PRESENTATIONS

Presenter:

A. Roosevelt

Presenter: Trish Mariotti

IX. CONSENT ITEMS

Presenter: Steffl, Board Chair

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

- A. Approve the Minutes of the December 18, 2023 Regular School Board Meeting.
- B. Approve the Minutes of the January 8, 2024, Organizational Meeting.
- C. Approve District Bills
- D. Approve District Hand Payable Bills
- E. Approve Personnel Agenda Items
- F. **Approve Second Reading of Policies:**
 - 1. 801- Equal Access to Facilities of Secondary Schools.
 - 2. 802- Disposition of Obsolete Equipment and Material.
 - 3. 805- Waste Reduction and Recycling.
 - 4. 806-Crisis Management Policy.
 - 5. 807- Health and Safety.
 - 6. 820- Memorial.
- G. Approve the contract between Detroit Lakes Public Schools and Lakeland Mental Health Center from January 1, 2024 through December 31, 2025.
- H. Approve the Earned Sick and Safe Time Memorandum of Understanding between Detroit Lakes Public Schools, EMDL, AFSCME, and DLESP from January 22, 2024 through June 30, 2025.
- I. Approve the Sick Leave Use for the Purpose of Adoption Memorandum of Understanding between Detroit Lakes Public Schools and EMDL from January 22, 2024 through June 30, 2025.
- J. Approve the Memorandum of Understanding Between Detroit Lakes Public Schools and Linda Mallow from January 22, 2024 through June 30, 2024.

X. **DISCUSSION ITEMS**

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

A. **First Reading of Policies:**

Presenter: Steffl, Board Chair

- 1. 410- Family Medical Leave
- 2. 416- Drug and Alcohol Testing
- 3. 506- K-12 Discipline and Violence Prevention.
- 4. 613- Graduation Requirements
- 5. 901-Community Education
- 6. 903-Visitors to the School District Buildings and Sites
- 7. 904-Distribution of Materials on School District Property by Nonschool Persons
- 8. 905-Advertising
- 9. 906-Community Notification of Sex Offenders
- 10. 907-Rewards
- 11. 910-Naming Rights

B. 2024-2025 Academic Calendar

XI. **ACTION ITEMS**

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

- A. Motion to Approve the 2023-2024 Teacher Seniority List.
Presenter: Steffl, Board Chair
- B. Motion to Approve the 2023-2025 EMDL Master Agreement
- C. **Motion to Approve the Recommendations for Reduction in Programs and Positions-**
Each year the Board of Education and administration give careful consideration to program

and staffing needs for the District as they are influenced by budget constraints. As a result of current economic forecasts at the state and national level, as well as District #22 financial forecasts, the administration proposes the following recommendation.

Presenter: Steffl, Board Chair

XII. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

1. Monthly Enrollment Report

B. Board Committee and Representative Reports

1. Student Report

Presenter: Buboltz/Rogstad, Student Board Representative

2. Joint Governance

Presenter: Okeson, Board Director

3. Transportation Committee

Presenter: Rotter, Board Treasurer

4. Finance Committee

Presenter: Rotter, Board Treasurer

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Finance Committee Meeting: 02/22/24 12:00PM District Office

- B. Regular School Board Meeting: 02/26/24 5:30PM C101 MState

XIV. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

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

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



Roosevelt's Ready Room

The Why, What, How and Who...and some current Data :)



Samantha Murphy, Mackenzie Hoffman, Maggy Doll, Kelly Westrum and Trish Mariotti

January 2024

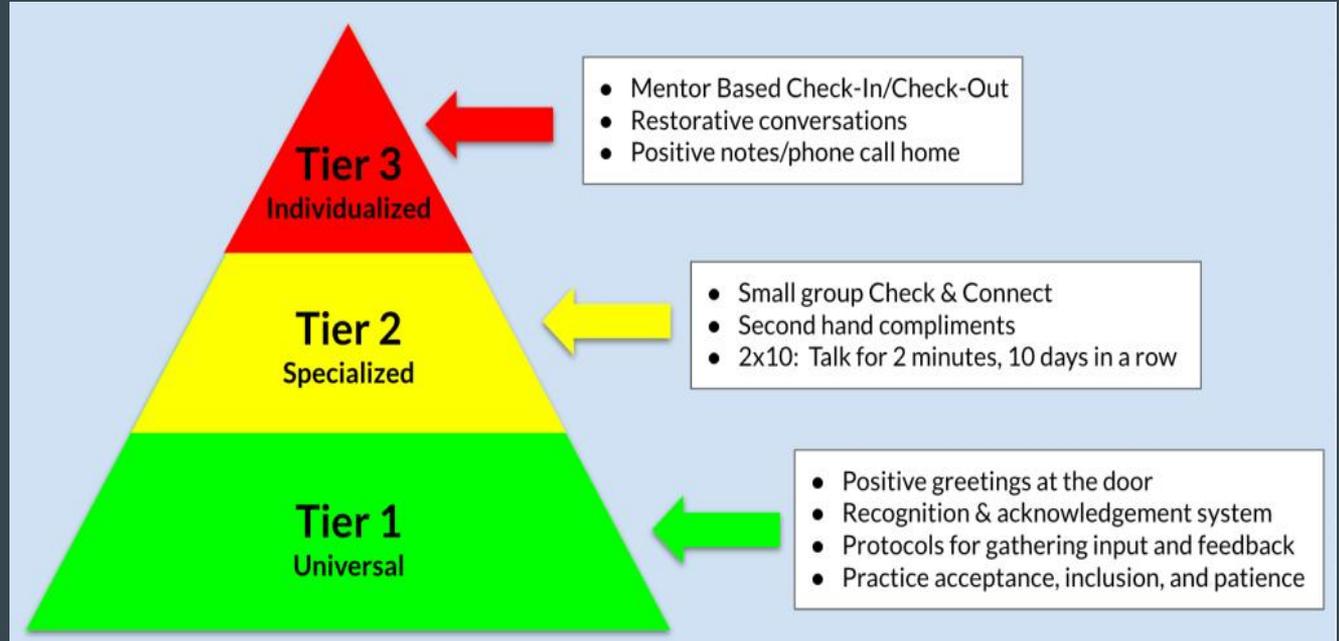


MTSS

MTSS is a framework used to provide targeted support to struggling students.

Interventions (Tier 1, Tier 2, Tier 3) are widely used in schools to develop and reinforce specific skills for students. These skills can be both academic and behavioral.

Roosevelt Elementary has been working on implementing the MTSS framework since 2018.



Why did we implement a “Ready Room”?

- Over the last 5 years, we have seen an increase in students who exhibit social/emotional needs and others who have difficulty with self-regulation skills.



- According to the SRSS completed by our classroom teachers in the Fall of 2023, 19% of our entire student population was noted to have either internalizing behaviors (sad, anxious, withdrawn, etc.) and externalizing behaviors (negative, aggressive, etc.).



What do we do in the Ready Room?

Check ins: The main goal is building positive connections with students. They can talk about what they did the day before, their morning, questions or concerns, what they are looking forward to for the day, etc.

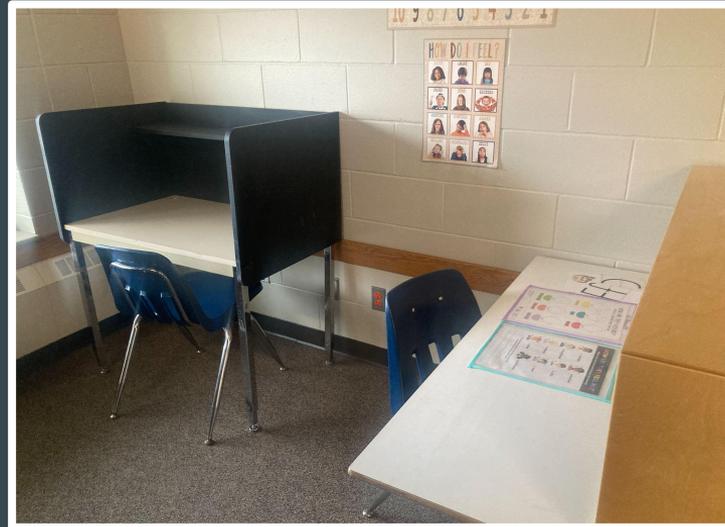
Scheduled Positive/Reward Breaks: Students may earn “play” or “free choice” breaks in the Ready Room.

Calm Down Corner: Students may need to take a break as needed.

Groups: Kindergarten Readiness, SEL Groups



What our Ready Room looks like...



Current Data

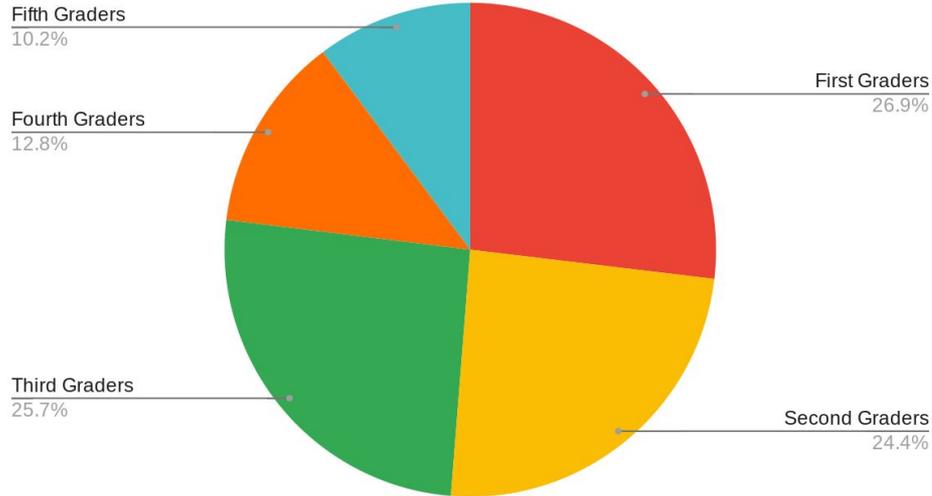
How often students check in with the Ready Room for scheduled and non-scheduled breaks:

	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>Totals</u>
<u>Kindergarten</u>	190	289	234	191						904
<u>1st grade</u>	40	88	103	57						288
<u>2nd grade</u>	26	68	87	66						247
<u>3rd grade</u>	27	96	92	60						275
<u>4th grade</u>	9	36	43	42						130
<u>5th grade</u>	18	31	27	25						101
<hr/> <u>Totals</u>	310	608	586	441						1945

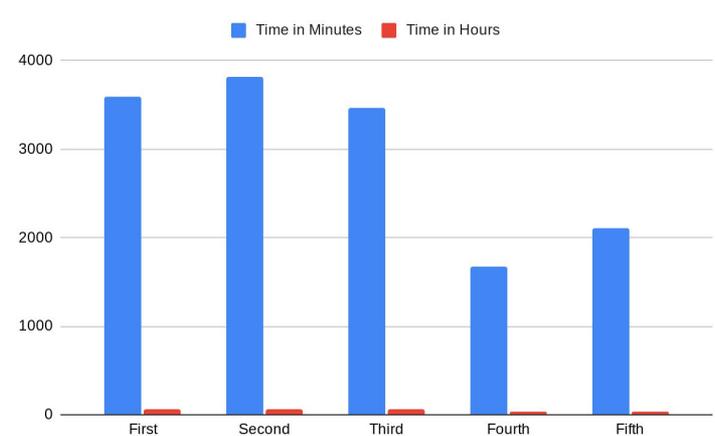
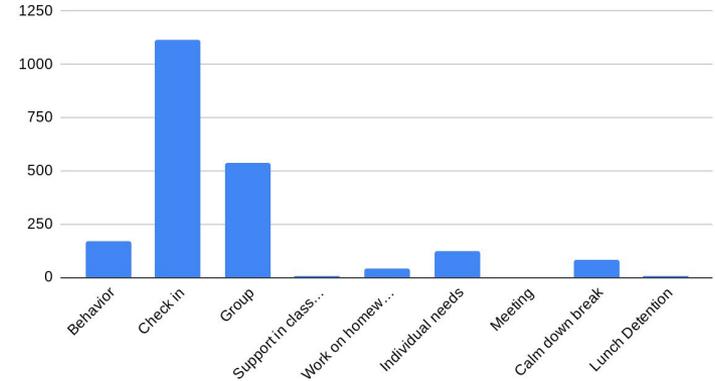


Who uses the Ready Room?

Grade Comparison

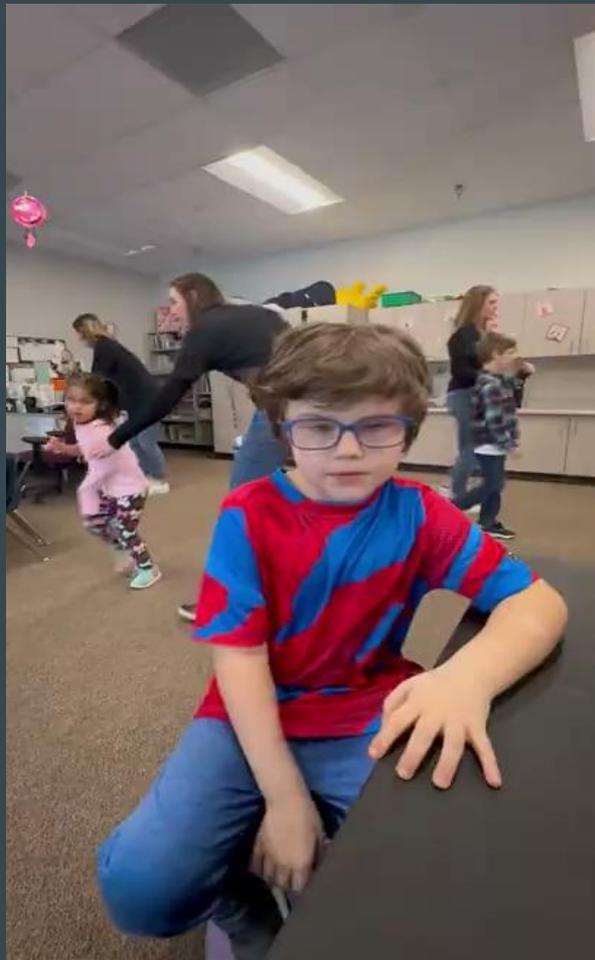


Why Student Was Seen



In conclusion...

- “The Ready Room gives our students a place to reset or take a break. When they come back to the classroom, they really are ready to learn!” - Kara Stenger, Kindergarten Teacher
- “The room really helps our students that aren’t regulated. It’s such a positive place for them to reset without 24 sets of eyes on her.” - Krystal Meyer, 2nd Grade Teacher



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

Regular School Board Meeting
Monday, December 19, 2023, 5:30 PM
M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501

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

Absent:

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 Walz, seconded by Rotter, to approve the agenda. Motion carried unanimously.

Program presentations were given by Hazel Reinhardt and Josh Omang.

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

- A. Approve the Minutes of the November 27, 2023 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #704983-705070 for a total of \$227,815.67. Approve Hand Payable Checks #704608-704616, #704743-704808, #704904-704933, Voided Checks #704014, Wire Transfers #7043-7050, #7055-7059, #7186-7195, #7206-7209, #7227-7238, #7369-7376, #7380-7382, #7403-7420, #7433-7446, in the amount of \$1,873,080.21. Approve Net Payroll Transfers on 11/29/2023 and 12/15/2203 in the amount of \$1,434,669.82 for a total of \$3,535,565.70.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Approve the Second Reading of Policies:
 - a. 510.6- Adding/Eliminating a School Sponsored Activity.
 - b. 691- Adult Education
 - c. 712- Video Surveillance Other Than on Buses
 - d. 713- Student Activity Accounting
 - e. 714- Fund Balance.
 - f. 720- Vending Machines
 - g. 721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources
 - h. 726- Use of Electronic Signature to Conduct Official Business
 - i. 790- Credit Card Use
 - j. 791- District Provided Cell Phone Guidelines
- E. Approve the MOU between Detroit Lakes Public Schools and Jon Freeman.
- F. Rescind Policy 803.
- G. Approve the Winter Coaches

Discussion was held on:

- A. First Reading of Policies:
 - a. 801- Equal Access to Facilities of Secondary Schools.
 - b. 802- Disposition of Obsolete Equipment and Material.
 - c. 805- Waste Reduction and Recycling.
 - d. 806-Crisis Management Policy.
 - e. 807- Health and Safety.
 - f. 820- Memorial.
- B. Annual Inventory of Fixed Assets

A motion was made by Erickson , seconded by Walz to approve the 2023-2025 Custodians and Bus Drivers (AFSCME) Master Agreement Presenter: Steffl, Board Chair. (EXHIBIT) Motion carried unanimously.

A motion was made by Rotter, seconded by Thomas to approve the 2023-2025 Detroit Lakes Education Support Professionals (DLESP) Master Agreement (EXHIBIT) Motion carried unanimously.

A motion was made by Erickson, seconded by Okeson to approve the 2022-2023 Audit Report as presented. (EXHIBIT) Motion carried unanimously.

A motion was made by Erickson, seconded by Walz to Conduct Truth and Taxation and Certification of the 2023 Property Tax Levy Payable in 2024 for the 2024-2025 School Year in the amount of \$9,672,387.34 as presented by Jason Kuehn. (EXHIBIT) Motion carried unanimously.

Student representative Rogstad gave an update.

Superintendent Jenson reported on happenings in the School District

Board Treasurer Rotter gave an update on the Finance Committee.

Board Chair Steffl gave an update on the Arena Commission.

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

Board Chair Steffl announced upcoming meetings and events .

A motion by Erickson, to adjourn the meeting at 7:16 PM, seconded by Thomas. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

December 18, 2023

1) Resignations:

Shannon Avery– Rossman Special Education Para, effective December 14, 2023.

Jennifer Braunschweig– Rossman Special Education Para, effective December 4, 2023.

Chelsea Christianson– Rossman ADSIS/Noon Duty, effective December 13, 2023.

Leah Honer– High School Girls Assistant Hockey Coach, effective December 13, 2023.

Rachel N. Johnson– High School Social Studies Teacher, effective January 19, 2024.

G. Scott Piepkorn– High School Girls Head Hockey Coach, Effective December 11, 2023.

Logan Stewart– High School Robotics Coach, effective December 11, 2023.

Kimberly Vaughn– Rossman Food Service, effective December 21, 2023.

2) Retirements:

3) Appointments:

Devin Arthur– High School Custodian, at the rate of \$18.33 with \$1.00 differential pay, working 40 hours per week, effective December 18, 2023.

Brett Braseth– 9th Grade Boys Basketball Coach, at the rate of \$3,027.43 per season, effective November 20, 2023.

Melisa Gatheridge– Rossman Long Term Sub, at the rate of per substitute policy effective approximately March 18, 2024 through May 23, 2024.

Ruby Finch– Rossman ADSIS Ed Asst/Noon Duty, at the rate of \$15.25 per hour, working 27.5 hours per week, effective December 20, 2023.

Garrett Jensen– Middle School Boys Basketball, at the rate of 5% of Step 7 or a contract amount of \$2,388.25 per season, effective January 3, 2024.

Christin Mohr– Head Robotics Coach, at the rate of \$3,746.70 per season, effective December 18, 2023.

4) Amended Assignment:

Morgan Eiter- is amending her assignment from part time, to Paraprofessional Substitute, effective December 8, 2023.

Bryan Larson– is amending his assignment from Middle School Custodian to High School Custodian/Groundskeeper, effective January 1, 2024.

Elizabeth McCann– is amending her assignment from Admin Assistant 1 Step 5 at \$18.98 per hour, to Admin Assistant 2 at \$20.39 per hour, effective December 1, 2023.

Wyatt Schlehr– High School Part Time Custodian, at the rate of \$16.44 per hour, working up to 9 hours per week, effective December 8, 2023 through May 23, 2024.

Sue Woytassek– is amending her assignment from Laker Kids Assistant Supervisor to Laker Kids Supervisor at the rate of \$22 per hour, effective December 6, 2023.

Steve Zazmo– is amending his assignment from Middle School Gymnastics Coach to Co-Head Gymnastics Coach, effective November 20, 2023.

5) Leave of Absence:

Katie Biggar– is requesting a leave of absence from approximately April 15, 2024 through May 24, 2024.

Kristi Downey– is requesting a leave of absence from April 17, 2024 through May 24, 2024.

Barb Oistad– is currently on a leave of absence from December 12, 2023 through January 23, 2024.

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

Regular School Board Meeting
Monday, January 8, 2023, 5:30 PM
M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501

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

Absent:

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

The Pledge of Allegiance was recited.

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

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

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

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

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

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

Michelle Okeson and Ethan Walz will serve as Directors for the 2023 School Board Calendar Year.

A motion was made by Erickson, seconded by Okeson, to Designate the following bank as Official Depositories for K-12 depository accounts respectively: Bremer Bank, Midwest Bank, Minnesota Liquid Asset Fund, and Ehlers/Pershing. Motion carried unanimously.

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

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

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

A motion was made by Rotter, seconded by Erickson, to approve the 2024 Board Calendar Meeting Schedule, as presented. Motion carried unanimously.

A motion was made by Thomas, seconded by Okeson to approve the Vehicle Mileage Reimbursement Rate effective January 1, 2024. Motion carried unanimously.

Board Chair Steffl announced upcoming meetings and events .

A motion by Rotter, to adjourn the meeting at 5:51 PM, seconded by Walz. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	7673	705125	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	12/25/2023	160.00
			7674	705126	Check	1	1037		ALLIED FIRE PROTECTION	Yes	No	No	USD	12/25/2023	1,420.00
			7723	705127	Check	1	2439		ANDERSON'S	Yes	No	No	USD	12/25/2023	332.32
			7675	705128	Check	1	1058		ARAMARK SERVICES INC	Yes	No	No	USD	12/25/2023	313.40
			7676	705129	Check	1	1064		ARROW ELECTRIC SUPPLY COMPAN	Yes	No	No	USD	12/25/2023	41.59
			7677	705130	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	12/25/2023	202.00
			7731	705131	Check	1	3193	REMIT	BADLANDS DISTRIBUTION INC	Yes	No	No	USD	12/25/2023	379.16
			7678	705132	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	12/25/2023	447.51
			7679	705133	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	12/25/2023	608.70
			7730	705134	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	12/25/2023	497.55
			7726	705135	Check	1	2770		CHILED A INSTITUTE, LLC	Yes	No	No	USD	12/25/2023	9,475.49
			7680	705136	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	12/25/2023	150.00
			7681	705137	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	12/25/2023	965.76
			7682	705138	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	12/25/2023	782.00
			7683	705139	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	12/25/2023	4,971.67
			7684	705140	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	12/25/2023	4,203.78
			7734	705141	Check	1	3297		FRONT 20 OUTFITTERS	Yes	No	No	USD	12/25/2023	280.00
			7727	705142	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	USD	12/25/2023	185.00
			7716	705143	Check	1	2086		GMT, LLC	Yes	No	No	USD	12/25/2023	6,072.00
			7685	705144	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	12/25/2023	5,489.54
			7686	705145	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	12/25/2023	1,325.98
			7687	705146	Check	1	1459		HDQ LANDSCAPING & MORE, INC	Yes	No	No	USD	12/25/2023	4,525.00
			7688	705147	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	12/25/2023	203.00
			7689	705148	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	12/25/2023	4,948.95
			7691	705149	Check	1	1536		ISD #152	Yes	No	No	USD	12/25/2023	1,038.96
			7692	705150	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	12/25/2023	100.00
			7693	705151	Check	1	1608		JOSTENS	Yes	No	No	USD	12/25/2023	31.35
			7694	705152	Check	1	1613		KALINA, EMILY	Yes	No	No	USD	12/25/2023	560.43
			7695	705153	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	12/25/2023	585.00
			7733	705154	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	USD	12/25/2023	270.00
			7696	705155	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	12/25/2023	1,381.19
			7721	705156	Check	1	2303		MARCO TECHNOLOGIES, LLC NW712	Yes	No	No	USD	12/25/2023	1,206.09
			7697	705157	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	12/25/2023	2,055.24
			7698	705158	Check	1	1715		MASSP	Yes	No	No	USD	12/25/2023	175.00
			7725	705159	Check	1	2528		MCEA	Yes	No	No	USD	12/25/2023	1,335.00
			7699	705160	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	12/25/2023	1,364.33
			7700	705161	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	12/25/2023	675.00
			7728	705162	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	12/25/2023	8,105.00
			7701	705163	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	12/25/2023	288.70
			7722	705164	Check	1	2420		MRI SOFTWARE LLC	Yes	No	No	USD	12/25/2023	10.00
			7732	705165	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	USD	12/25/2023	8,280.00

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	7702	705166	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	12/25/2023	194.10
			7703	705167	Check	1	1833	REMIT	NASCO EDUCATION	Yes	No	No	USD	12/25/2023	65.79
			7704	705168	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	USD	12/25/2023	3,955.40
			7705	705169	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	12/25/2023	123.19
			7729	705170	Check	1	2924		NIKKI'S PRETTIES, LLC	Yes	No	No	USD	12/25/2023	475.00
			7690	705171	Check	1	1498	REMIT	NORTH CENTRAL INTERNATIONAL L	Yes	No	No	USD	12/25/2023	83.18
			7706	705172	Check	1	1871		NORTHERN DIGITAL SOLUTIONS	Yes	No	No	USD	12/25/2023	100.00
			7707	705173	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	12/25/2023	495.66
			7708	705174	Check	1	1920		PEPSI	Yes	No	No	USD	12/25/2023	4,172.01
			7709	705175	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	12/25/2023	257.50
			7710	705176	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	12/25/2023	129.98
			7711	705177	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	12/25/2023	427.95
			7712	705178	Check	1	1972		QUALITY INN & SUITES	Yes	No	No	USD	12/25/2023	549.75
			7713	705179	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	12/25/2023	5,193.00
			7714	705180	Check	1	2002		RIEKES EQUIPMENT CO.	Yes	No	No	USD	12/25/2023	728.28
			7715	705181	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	12/25/2023	1,515.00
			7717	705182	Check	1	2164		TEACHER SYNERGY, LLC	Yes	No	No	USD	12/25/2023	20.00
			7718	705183	Check	1	2188		TOLLEFSON, AMY	Yes	No	No	USD	12/25/2023	397.81
			7719	705184	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/25/2023	12,660.34
			7724	705185	Check	1	2485		VISTAR	Yes	No	No	USD	12/25/2023	1,234.07
			7720	705186	Check	1	2243		WAGONER PORTRAIT STUDIO	Yes	No	No	USD	12/25/2023	2,990.80
			7735	705187	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	12/25/2023	801.27
			7736	705188	Check	1	1231		CULINEX	Yes	No	No	USD	12/25/2023	114.20
			7737	705189	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	12/25/2023	892.40
			7738	705190	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	12/25/2023	3,481.88
			7739	705191	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	12/25/2023	362.20
			7740	705192	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	12/25/2023	1,439.50
			7743	705193	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	12/25/2023	2,040.32
			7741	705194	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/25/2023	11,316.62
			7742	705195	Check	1	2248		WATER BILLBOARDS	Yes	No	No	USD	12/25/2023	1,248.83

Bank Total: MW

\$132,907.72

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0022		MW	7847	705259	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	01/08/2024	754.65
			7848	705260	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	01/08/2024	202.00
			7849	705261	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	01/08/2024	2,617.50
			7850	705262	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	01/08/2024	242.00
			7851	705263	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	01/08/2024	70.28
			7914	705264	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	01/08/2024	1,228.14
			7852	705265	Check	1	1205		CLASSIC CONCRETE CONTRACTOR	Yes	No	No	USD	01/08/2024	27,600.00
			7906	705266	Check	1	2398		CLEAR ADVANTAGE	Yes	No	No	USD	01/08/2024	260.00
			7853	705267	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	01/08/2024	2,759.03
			7854	705268	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	01/08/2024	12,917.50
			7904	705269	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	USD	01/08/2024	1,600.00
			7855	705270	Check	1	1261		DEMCO INC.	Yes	No	No	USD	01/08/2024	290.00
			7856	705271	Check	1	1293		DL TRAVEL BASKETBALL	Yes	No	No	USD	01/08/2024	260.00
			7857	705272	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	01/08/2024	3,103.83
			7910	705273	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	USD	01/08/2024	546.58
			7903	705274	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	01/08/2024	640.61
			7858	705275	Check	1	1320		EIDE BAILLY LLP	Yes	No	No	USD	01/08/2024	9,180.00
			7859	705276	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	01/08/2024	2,520.00
			7860	705277	Check	1	1351		FARGO GLASS & PAINT CO., INC.	Yes	No	No	USD	01/08/2024	187.52
			7861	705278	Check	1	1373		FLAGSHIP RECREATION	Yes	No	No	USD	01/08/2024	11,940.00
			7862	705279	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	01/08/2024	2,175.84
			7907	705280	Check	1	2532	REMIT	GATEKEEPER SYSTEMS, INC.	Yes	No	No	USD	01/08/2024	107.31
			7911	705281	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	USD	01/08/2024	60.00
			7863	705282	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	01/08/2024	509.76
			7915	705283	Check	1	3226		H2I GROUP	Yes	No	No	USD	01/08/2024	25,222.10
			7916	705284	Check	1	3239		HAZEL REINHARDT CONSULTING SE	Yes	No	No	USD	01/08/2024	3,000.00
			7864	705285	Check	1	1484		HIGHSCOPE	Yes	No	No	USD	01/08/2024	20.00
			7865	705286	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	01/08/2024	10,449.75
			7866	705287	Check	1	1511		HOUGH INC.	Yes	No	No	USD	01/08/2024	1,616.70
			7909	705288	Check	1	2653		HUSEBY, BYRON	Yes	No	No	USD	01/08/2024	300.00
			7867	705289	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	01/08/2024	1,650.00
			7868	705290	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	01/08/2024	6,195.08
			7869	705291	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	01/08/2024	165.00
			7870	705292	Check	1	1608		JOSTENS	Yes	No	No	USD	01/08/2024	820.42
			7871	705293	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	01/08/2024	182.53
			7872	705294	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	01/08/2024	105.00
			7918	705295	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	USD	01/08/2024	675.00
			7873	705296	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	01/08/2024	219.00
			7905	705297	Check	1	2345	REMIT	LITERACY RESOURCES, LLC	Yes	No	No	USD	01/08/2024	980.64
			7874	705298	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	01/08/2024	1,350.71
			7901	705299	Check	1	2303		MARCO TECHNOLOGIES, LLC NW712	Yes	No	No	USD	01/08/2024	96.69

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0022		MW	7875	705300	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	01/08/2024	3,710.27
			7908	705301	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	01/08/2024	390.00
			7876	705302	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	01/08/2024	1,838.75
			7877	705303	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	01/08/2024	106.91
			7878	705304	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	01/08/2024	1,135.89
			7879	705305	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	USD	01/08/2024	535.16
			7880	705306	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	01/08/2024	35.40
			7881	705307	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	01/08/2024	194.30
			7882	705308	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	01/08/2024	243.40
			7920	705309	Check	1	3313		NORTHLAND	Yes	No	No	USD	01/08/2024	3,685.00
			7883	705310	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	01/08/2024	375.00
			7884	705311	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	01/08/2024	402.76
			7885	705312	Check	1	1920		PEPSI	Yes	No	No	USD	01/08/2024	1,265.70
			7886	705313	Check	1	1937		PLASMACAM, INC.	Yes	No	No	USD	01/08/2024	1,095.00
			7887	705314	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	01/08/2024	985.00
			7888	705315	Check	1	1968		PUSH PEDAL PULL	Yes	No	No	USD	01/08/2024	300.00
			7889	705316	Check	1	1974		R SCHOOL TODAY	Yes	No	No	USD	01/08/2024	2,100.00
			7890	705317	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	USD	01/08/2024	61.12
			7902	705318	Check	1	2306		REGION 1	Yes	No	No	USD	01/08/2024	6,712.98
			7891	705319	Check	1	1996		RENNEBERG HARDWOODS	Yes	No	No	USD	01/08/2024	1,117.60
			7917	705320	Check	1	3241		SCREENFLEX PORTABLE PARTITION	Yes	No	No	USD	01/08/2024	1,287.00
			7893	705321	Check	1	2089		SKYWARD	Yes	No	No	USD	01/08/2024	525.00
			7892	705322	Check	1	2018		SQUIRES, WALDSPURGER & MACE,	Yes	No	No	USD	01/08/2024	768.50
			7894	705323	Check	1	2120		STAPLES	Yes	No	No	USD	01/08/2024	48.70
			7895	705324	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	01/08/2024	26,800.00
			7896	705325	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	01/08/2024	143.36
			7919	705326	Check	1	3310		STORYBOOK THEATRE, LLC	Yes	No	No	USD	01/08/2024	200.00
			7912	705327	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	01/08/2024	2,487.40
			7897	705328	Check	1	2173		TEXTHELP INC.	Yes	No	No	USD	01/08/2024	1,984.50
			7898	705329	Check	1	2177		THE RETROFIT COMPANIES, INC	Yes	No	No	USD	01/08/2024	326.75
			7899	705330	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	01/08/2024	115.00
			7900	705331	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	01/08/2024	11,046.62
			7913	705332	Check	1	3115		WALLACE RADIO SYNDICATION	Yes	No	No	USD	01/08/2024	66.40

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\$206,910.64

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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	8023	705403	Check	1	1011		ACADEMIC PLANNERS PLUS	Yes	No	No	USD	01/22/2024	90.00
		8095	705404	Check	1	3331		ANDERSON PUMPING AND PORTABL	Yes	No	No	USD	01/22/2024	125.00
		8024	705405	Check	1	1067		ARVIG	Yes	No	No	USD	01/22/2024	2,670.00
		8025	705406	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	01/22/2024	334.00
		8026	705407	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	01/22/2024	133.99
		8089	705408	Check	1	3193	REMIT	BADLANDS DISTRIBUTION INC	Yes	No	No	USD	01/22/2024	699.80
		8027	705409	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	01/22/2024	330.50
		8029	705410	Check	1	1133		BOND TRUST SERVICES CORPORAT	Yes	No	No	USD	01/22/2024	950.00
		8030	705411	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	01/22/2024	479.17
		8031	705412	Check	1	1184		CDW GOVERNMENT, INC.	Yes	No	No	USD	01/22/2024	1,625.00
		8032	705413	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	01/22/2024	430.65
		8087	705414	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	01/22/2024	93.67
		8083	705415	Check	1	2770		CHILEDA INSTITUTE, LLC	Yes	No	No	USD	01/22/2024	7,979.36
		8033	705416	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	01/22/2024	150.00
		8034	705417	Check	1	1231		CULINEX	Yes	No	No	USD	01/22/2024	287.74
		8028	705418	Check	1	1107		CWIKLACE HARDWARE	Yes	No	No	USD	01/22/2024	297.68
		8035	705419	Check	1	1238		D & D APPLIANCE	Yes	No	No	USD	01/22/2024	789.03
		8036	705420	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	01/22/2024	893.22
		8037	705421	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	01/22/2024	540.00
		8038	705422	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	01/22/2024	220.00
		8039	705423	Check	1	1289		DL COMMUNITY & CULTURAL CENTE	Yes	No	No	USD	01/22/2024	60.00
		8040	705424	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	01/22/2024	7,190.93
		8041	705425	Check	1	1319		EHLERS	Yes	No	No	USD	01/22/2024	3,825.00
		8042	705426	Check	1	1384		FOLTZ, CAROL	Yes	No	No	USD	01/22/2024	48,000.00
		8043	705427	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	01/22/2024	473.16
		8084	705428	Check	1	2896		FOUR HILLS FARMS INC	Yes	No	No	USD	01/22/2024	8,962.50
		8044	705429	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	01/22/2024	274.95
		8045	705430	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	01/22/2024	439.58
		8046	705431	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	01/22/2024	1,894.72
		8047	705432	Check	1	1490		HOBART SALES & SERVICE AGENCY	Yes	No	No	USD	01/22/2024	935.77
		8048	705433	Check	1	1505		HOLY ROSARY SCHOOL	Yes	No	No	USD	01/22/2024	821.60
		8049	705434	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	01/22/2024	6,800.00
		8050	705435	Check	1	1531		IDEAL SERVICES, INC.	Yes	No	No	USD	01/22/2024	1,695.00
		8051	705436	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	01/22/2024	1,020.00
		8052	705437	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	01/22/2024	1,162.61
		8053	705438	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	01/22/2024	490.00
		8054	705439	Check	1	1657		LAKESHIRTS, LLC	Yes	No	No	USD	01/22/2024	558.00
		8092	705440	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	USD	01/22/2024	1,215.00
		8055	705441	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	01/22/2024	1,649.29
		8056	705442	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	01/22/2024	9,822.12
		8082	705443	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	01/22/2024	1,720.45

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0022	MW	8057	705444	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	01/22/2024	469.55
		8058	705445	Check	1	1753		MILLER YARD CARE AND CONSTRUC	Yes	No	No	USD	01/22/2024	1,060.00
		8059	705446	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	USD	01/22/2024	335.00
		8060	705447	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	01/22/2024	258.15
		8096	705448	Check	1	3332		MORRISON, STEPHANIE	Yes	No	No	USD	01/22/2024	12.61
		8081	705449	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	01/22/2024	58.00
		8090	705450	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	USD	01/22/2024	6,480.00
		8061	705451	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	USD	01/22/2024	62.36
		8094	705452	Check	1	3318		NEIN, TAYLOR	Yes	No	No	USD	01/22/2024	800.00
		8062	705453	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	01/22/2024	123.19
		8063	705454	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	01/22/2024	761.50
		8064	705455	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	01/22/2024	1,213.00
		8065	705456	Check	1	1920		PEPSI	Yes	No	No	USD	01/22/2024	1,309.24
		8066	705457	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	01/22/2024	2,027.70
		8067	705458	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	01/22/2024	80.00
		8068	705459	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	01/22/2024	129.98
		8069	705460	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	01/22/2024	71.25
		8070	705461	Check	1	1986		REDWOOD TOXICOLOGY LABORATC	Yes	No	No	USD	01/22/2024	38.20
		8088	705462	Check	1	3160		RISE ABOVE CONSULTING LLC	Yes	No	No	USD	01/22/2024	1,000.00
		8071	705463	Check	1	2014		ROTARY CLUB OF DETROIT LAKES N	Yes	No	No	USD	01/22/2024	209.00
		8072	705464	Check	1	2025		SAFETYFIRST PLAYGROUND MAINT	Yes	No	No	USD	01/22/2024	7,955.80
		8073	705465	Check	1	2042		SCHMITT DIRECTOR CENTER	Yes	No	No	USD	01/22/2024	476.99
		8074	705466	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	USD	01/22/2024	1,742.12
		8075	705467	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	01/22/2024	150.00
		8091	705468	Check	1	3244		SPSI	Yes	No	No	USD	01/22/2024	4,147.95
		8076	705469	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	01/22/2024	118.91
		8093	705470	Check	1	3310		STORYBOOK THEATRE, LLC	Yes	No	No	USD	01/22/2024	200.00
		8077	705471	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	01/22/2024	1,617.00
		8078	705472	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	01/22/2024	433.08
		8086	705473	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	01/22/2024	3,153.15
		8079	705474	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	01/22/2024	9,977.51
		8080	705475	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	01/22/2024	21,876.00
		8085	705476	Check	1	2914		VORTEX TOOLS	Yes	No	No	USD	01/22/2024	60.99

Bank Total: MW

\$186,537.72

Report Total:

\$186,537.72

HAND PAYABLE SUMMARY (DECEMBER 2023)

PAYMENT NUMBER	CHECK NUMBER	Pay Type	VENDOR	DATE	AMOUNT
7432		Wire	AVIBEN	12/1/2023	\$ 2,601.00
7447		Wire	CASH-WA DISTRIBUTING CO.	12/1/2023	\$ 686.27
7467		Wire	CAPITAL ONE TRADE CREDIT	12/4/2023	\$ 267.32
7468		Wire	CONSTELLATION NEW ENERGY GAS D	12/4/2023	\$ 2,118.36
7469		Wire	EMC INSURANCE COMPANIES	12/4/2023	\$ 16,806.24
7470		Wire	MINNESOTA ENERGY RESOURCES	12/4/2023	\$ 67.75
7471		Wire	MINNESOTA ENERGY RESOURCES	12/4/2023	\$ 519.97
7472		Wire	MINNESOTA ENERGY RESOURCES	12/4/2023	\$ 480.00
7473		Wire	PERFORMANCE FOODSERVICE	12/4/2023	\$ 10,893.55
7474		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	12/4/2023	\$ 289,971.28
7593		Wire	INTERNAL REVENUE SERVICE	12/7/2023	\$ 147.50
7595		Wire	WEX HEALTH INC - HSA/FLEX	12/7/2023	\$ 15,181.79
7596		Wire	MINNESOTA STATE RETIREMENT SYS	12/7/2023	\$ 14,087.28
7597		Wire	AVIBEN	12/7/2023	\$ 38,341.70
7611		Wire	BIX PRODUCE	12/7/2023	\$ 4,168.65
7612		Wire	CASH-WA DISTRIBUTING CO.	12/7/2023	\$ 768.89
7613		Wire	CITY OF DETROIT LAKES	12/7/2023	\$ 1,054.06
7614		Wire	PERFORMANCE FOODSERVICE	12/7/2023	\$ 3,037.09
7615		Wire	PERFORMANCE FOODSERVICE	12/7/2023	\$ 176.71
7616		Wire	MN DEPT OF REVENUE -SALES TAX	12/7/2023	\$ 1,163.00
7617		Wire	USPS.COM	12/7/2023	\$ 72.00
7618		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	12/11/2023	\$ 43,338.28
7619		Wire	MN TEACHERS RETIREMENT ASSOC.	12/11/2023	\$ 124,240.89
7648		Wire	AMAZON	12/15/2023	\$ 13,926.18
7649		Wire	BIX PRODUCE	12/15/2023	\$ 5,443.26
7650		Wire	CASH-WA DISTRIBUTING CO.	12/15/2023	\$ 720.03
7651		Wire	CITY OF DETROIT LAKES	12/15/2023	\$ 15,565.26
7652		Wire	CITY OF DETROIT LAKES	12/15/2023	\$ 163.18
7653		Wire	CITY OF DETROIT LAKES	12/15/2023	\$ 302.69
7654		Wire	CITY OF DETROIT LAKES	12/15/2023	\$ 5,559.11
7655		Wire	LAKES COMMUNITY COOPERATIVE	12/15/2023	\$ 3,698.83
7656		Wire	MINNESOTA ENERGY RESOURCES	12/15/2023	\$ 156.03
7657		Wire	PERFORMANCE FOODSERVICE	12/15/2023	\$ 1,721.83
7658		Wire	USPS.COM	12/15/2023	\$ 228.62
7663		Wire	INTERNAL REVENUE SERVICE	12/15/2023	\$ 206,779.15
7664		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	12/15/2023	\$ 32,989.41
7767		Wire	WEX HEALTH INC - HSA/FLEX	12/21/2023	\$ 14,996.79
7768		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	12/21/2023	\$ 40,182.45
7769		Wire	MN TEACHERS RETIREMENT ASSOC.	12/21/2023	\$ 123,228.91
7789		Wire	BIX PRODUCE	12/21/2023	\$ 1,389.01
7790		Wire	CASH-WA DISTRIBUTING CO.	12/21/2023	\$ 382.29
7791		Wire	MINNESOTA ENERGY RESOURCES	12/21/2023	\$ 174.26
7792		Wire	PERFORMANCE FOODSERVICE	12/21/2023	\$ 3,719.78
7793		Wire	PERFORMANCE FOODSERVICE	12/21/2023	\$ 42.81
7794		Wire	PERFORMANCE FOODSERVICE	12/21/2023	\$ 98.75
7795		Wire	PERFORMANCE FOODSERVICE	12/21/2023	\$ 979.66
7796		Wire	VERIZON WIRELESS	12/21/2023	\$ 637.05
7797		Wire	VERIZON WIRELESS	12/21/2023	\$ 555.74

7798		Wire	WEX HEALTH INC - HSA/FLEX	12/21/2023	\$ 125.00
7799		Wire	METLIFE	12/21/2023	\$ 6,445.23
7800		Wire	CORPORATE PAYMENT SYSTEMS	12/31/2023	\$ 21,285.64
7801		Wire	MINNESOTA STATE RETIREMENT SYS	12/26/2023	\$ 14,004.78
7802		Wire	AVIBEN	12/26/2023	\$ 38,428.42
7803		Wire	INTERNAL REVENUE SERVICE	12/28/2023	\$ 235,844.38
7804		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	12/28/2023	\$ 39,087.61
7815		Wire	CASH-WA DISTRIBUTING CO.	12/28/2023	\$ 1,079.17
7816		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 121.27
7817		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 15,842.81
7818		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 1,107.90
7819		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 921.55
7820		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 236.19
7821		Wire	CITY OF DETROIT LAKES	12/28/2023	\$ 411.36
7822		Wire	MINNESOTA ENERGY RESOURCES	12/28/2023	\$ 686.83
7823		Wire	MINNESOTA ENERGY RESOURCES	12/28/2023	\$ 412.51
7824		Wire	MINNESOTA ENERGY RESOURCES	12/28/2023	\$ 7,365.72
7825		Wire	MINNESOTA ENERGY RESOURCES	12/28/2023	\$ 2,710.05
7826		Wire	MINNESOTA ENERGY RESOURCES	12/28/2023	\$ 1,994.68
7827		Wire	PERFORMANCE FOODSERVICE	12/28/2023	\$ 3,112.81
7921		Wire	PERFORMANCE FOODSERVICE	12/31/2023	\$ 1,887.57
7922		Wire	MIDWEST BANK	12/31/2023	\$ 10.00
7923		Wire	MIDWEST BANK	12/31/2023	\$ 10.00
7924		Wire	MIDWEST BANK	12/31/2023	\$ 555.00
7925		Wire	MIDWEST BANK	12/31/2023	\$ 4.00
7926		Wire	MIDWEST BANK	12/31/2023	\$ 10.00
7927		Wire	MIDWEST BANK	12/31/2023	\$ 100.00
7928		Wire	MIDWEST BANK	12/31/2023	\$ 10.00
7929		Wire	AUTHORIZE.NET GATEWAY BILLING	12/31/2023	\$ 10.00
7930		Wire	VANTIV BILLING / WORLDPAY	12/31/2023	\$ 93.53
7931		Wire	REVTRAK	12/31/2023	\$ 29.95
7932		Wire	TRANSFIRST AFFINETY	12/31/2023	\$ 1,139.86
7933		Wire	WEX HEALTH INC	12/31/2023	\$ 442.75
7934		Wire	WEX HEALTH INC	12/31/2023	\$ 11,467.96
7935		Wire	AVIBEN	12/31/2023	\$ 256.50
6562	704251	Check	JOHNSON, BRANDON	12/11/2023	\$ (82.50)
7449	704934	Check	CALVIN AND ANNE SCHOW	12/1/2023	\$ 101.25
7448	704935	Check	LAKEVIEW GREENHOUSES	12/1/2023	\$ 70.00
7463	704936	Check	AMERICAS BEST VALUE INN & SUITES	12/4/2023	\$ 1,042.91
7450	704937	Check	ANDERSON COACH OF FRAZEE, INC.	12/4/2023	\$ 18,265.30
7451	704938	Check	BPA-BUSINESS PROFESSIONALS OF	12/4/2023	\$ 912.00
7460	704939	Check	CAMRUD, CONNOR	12/4/2023	\$ 150.00
7452	704940	Check	CAULFIELD STUDIO	12/4/2023	\$ 535.00
7462	704941	Check	EVEN, MIKE	12/4/2023	\$ 30.00
7453	704942	Check	FODE, STEVEN	12/4/2023	\$ 30.00
7454	704943	Check	HAUS, MARY	12/4/2023	\$ 789.50
7455	704944	Check	JOHNSON, RACHEL	12/4/2023	\$ 4,591.54
7461	704945	Check	LENZEN, NICK	12/4/2023	\$ 30.00
7465	704946	Check	OFF/SZN MEDIA	12/4/2023	\$ 1,000.00
7456	704947	Check	OLANDER BUS SERVICE INC.	12/4/2023	\$ 187,325.40
7457	704948	Check	OLK, MARSHA	12/4/2023	\$ 2,303.00
7466	704949	Check	PAM SKARIE CATERING	12/4/2023	\$ 1,360.00
7458	704950	Check	SCHULTZ BUS COMPANY	12/4/2023	\$ 109,936.50

7459	704951	Check	SOLUM, RACHEL	12/4/2023	\$	187.56
7464	704952	Check	STATTELMAN, KARI	12/4/2023	\$	318.00
7487	704953	Check	BIRKELAND, TIM	12/5/2023	\$	145.00
7481	704954	Check	BURNS, STEVE	12/5/2023	\$	236.70
7479	704955	Check	ENGEL, ROD	12/5/2023	\$	165.00
7480	704956	Check	ENGEL, ROD	12/5/2023	\$	145.00
7497	704957	Check	EVEN, MIKE	12/5/2023	\$	60.00
7475	704958	Check	FODE, STEVEN	12/5/2023	\$	60.00
7486	704959	Check	FUHS, STEVE	12/5/2023	\$	60.00
7504	704960	Check	GILSDORF, MEGAN	12/5/2023	\$	64.50
7482	704961	Check	HANSEN, HANNAH	12/5/2023	\$	138.00
7500	704962	Check	HASBARGEN, ANDREW	12/5/2023	\$	226.50
7502	704963	Check	HONSA, JENNIFER	12/5/2023	\$	273.00
7496	704964	Check	ISD #112	12/5/2023	\$	420.00
7476	704965	Check	ISD #181	12/5/2023	\$	350.00
7495	704966	Check	ISD #549 ACTIVITIES	12/5/2023	\$	200.00
7478	704967	Check	JOHNSON, RICH	12/5/2023	\$	95.00
7488	704968	Check	KIPPEN, JACK	12/5/2023	\$	146.00
7477	704969	Check	LABINE, MICHAEL	12/5/2023	\$	60.00
7485	704970	Check	LAFRINIERE, TORI	12/5/2023	\$	64.50
7490	704971	Check	LYNGAAS, TREY	12/5/2023	\$	60.00
7489	704972	Check	MARTINSON, RICK	12/5/2023	\$	165.00
7493	704973	Check	MORRISON, JUSTIN	12/5/2023	\$	226.50
7492	704974	Check	NUDELL, ROB	12/5/2023	\$	150.00
7499	704975	Check	OLSON, DARRELL	12/5/2023	\$	150.00
7501	704976	Check	OPLAND, NICOLE	12/5/2023	\$	301.00
7491	704977	Check	PALUBICKI, MEGHAN	12/5/2023	\$	165.00
7503	704978	Check	POLK, ROBIN	12/5/2023	\$	273.00
7498	704979	Check	RAUSCH, CHRIS	12/5/2023	\$	95.00
7483	704980	Check	SCHWEIGART, PAIGE	12/5/2023	\$	98.00
7494	704981	Check	SOLUM, BRADY	12/5/2023	\$	150.00
7484	704982	Check	TOOV, JESSIE	12/5/2023	\$	173.00
7598	705072	Check	AAKRE, ANNA	12/7/2023	\$	90.00
7607	705073	Check	HAMMER, KENNETH	12/7/2023	\$	155.00
7599	705074	Check	JENSEN, NICOLE	12/7/2023	\$	85.00
7600	705075	Check	JOHNSON, JESSICA	12/7/2023	\$	89.33
7608	705076	Check	KRISTA LYNN LLC	12/7/2023	\$	144.00
7610	705077	Check	MADISON NATIONAL LIFE INSURANCE	12/7/2023	\$	2,515.49
7609	705078	Check	MITCHELL, ALYSSA	12/7/2023	\$	91.73
7602	705079	Check	SMITH, QUENTIN	12/7/2023	\$	600.00
7603	705080	Check	STEVICK BUSINESS SPECIALTIES	12/7/2023	\$	410.00
7604	705081	Check	TROPHY HOUSE	12/7/2023	\$	1,460.36
7601	705082	Check	U.S. POSTMASTER	12/7/2023	\$	792.00
7606	705083	Check	WITT, BRENDAN	12/7/2023	\$	397.74
7605	705084	Check	ZAMZO, STEVEN	12/7/2023	\$	116.92
7620	705085	Check	BERGERON, CHRISTINA	12/11/2023	\$	332.94
7621	705086	Check	CAULFIELD STUDIO	12/11/2023	\$	350.00
7623	705087	Check	CREAMY CREATIONS	12/11/2023	\$	2,078.40
7624	705088	Check	FODE, STEVEN	12/11/2023	\$	120.00
7628	705089	Check	FUHS, STEVE	12/11/2023	\$	120.00
7627	705090	Check	JOHNSON, BRANDON	12/11/2023	\$	82.50
7622	705091	Check	LAKES COMMUNITY COOPERATIVE	12/11/2023	\$	841.59
7625	705092	Check	NOAH, BENJAMIN	12/11/2023	\$	924.67

7626	705093	Check	OCHSNER, NATHAN	12/11/2023	\$ 30.37
7639	705094	Check	BEACHY, ELI	12/12/2023	\$ 150.00
7633	705095	Check	BOEHM, VANESSA	12/12/2023	\$ 160.26
7629	705096	Check	DILLARD, MARY	12/12/2023	\$ 175.98
7635	705097	Check	FM HOCKEY OFFICIALS	12/12/2023	\$ 362.85
7640	705098	Check	GLAD, NOAH	12/12/2023	\$ 150.00
7631	705099	Check	GULER, BRIAN	12/12/2023	\$ 120.00
7630	705100	Check	LENZEN, NICK	12/12/2023	\$ 120.00
7634	705101	Check	LINDBERG, JAN-ERIK	12/12/2023	\$ 150.00
7636	705102	Check	MARK MINDT	12/12/2023	\$ 6,650.00
7638	705103	Check	METTLER, LAWRENCE	12/12/2023	\$ 150.00
7632	705104	Check	OLSON, JACK	12/12/2023	\$ 150.00
7637	705105	Check	SMITH, KYLE	12/12/2023	\$ 210.00
7645	705106	Check	KIPPEN, JACK	12/14/2023	\$ 186.00
7644	705107	Check	KOECK, ZACH	12/14/2023	\$ 129.50
7647	705108	Check	LONGWEEKEND SPORTSWEAR	12/14/2023	\$ 563.00
7646	705109	Check	MIDTOWN TAVERN	12/14/2023	\$ 300.00
7643	705110	Check	MURPHY, BLAKE	12/14/2023	\$ 205.00
7641	705111	Check	PIEPKORN, GREGORY	12/14/2023	\$ 966.89
7642	705112	Check	RAMSEY, BRITTON	12/14/2023	\$ 16.92
7661	705113	Check	CALVIN AND ANNE SCHOW	12/15/2023	\$ 463.50
7659	705114	Check	CENTRAL MARKET	12/15/2023	\$ 192.23
7662	705115	Check	HAMMER, KENNETH	12/15/2023	\$ 90.00
7660	705116	Check	JIMMY JOHNS #1897	12/15/2023	\$ 350.70
7667	705117	Check	AFSCME COUNCIL 65	12/15/2023	\$ 284.56
7665	705118	Check	AMERICAN FAMILY LIFE ASSURANCE CO	12/15/2023	\$ 228.97
7669	705119	Check	D. L. ATHLETIC FOUNDATION	12/15/2023	\$ 155.00
7670	705120	Check	D.L. PUBLIC EDUC FOUNDATION	12/15/2023	\$ 30.00
7666	705121	Check	MINNESOTA CHILD SUPPORT	12/15/2023	\$ 769.50
7672	705122	Check	MN SCHOOL EMPLOYEES ASSOC.	12/15/2023	\$ 158.40
7671	705123	Check	SUPPORT PAYMENT CLEARINGHOUSE	12/15/2023	\$ 335.91
7668	705124	Check	UNITED WAY OF BECKER COUNTY	12/15/2023	\$ 143.00
7755	705196	Check	BARBERG, HANNAH	12/18/2023	\$ 30.00
7752	705197	Check	BARBERG, JOB	12/18/2023	\$ 30.00
7744	705198	Check	BERGMANN, TUCKER	12/18/2023	\$ 41.02
7765	705199	Check	BLONIGAN, MARK	12/18/2023	\$ 150.00
7745	705200	Check	BLUE 84 SPIRIT	12/18/2023	\$ 540.00
7764	705201	Check	BOND, BRIAN	12/18/2023	\$ 150.00
7753	705202	Check	CAMRUD, CONNOR	12/18/2023	\$ 180.00
7746	705203	Check	CAULFIELD STUDIO	12/18/2023	\$ 980.00
7758	705204	Check	HAGEN, DOMINIC	12/18/2023	\$ 30.00
7751	705205	Check	HUT AMERICAN GROUP LLC	12/18/2023	\$ 364.99
7747	705206	Check	ISD #31	12/18/2023	\$ 125.00
7748	705207	Check	JOHNSON, JACOB	12/18/2023	\$ 41.22
7749	705208	Check	MINNTEX	12/18/2023	\$ 2,563.00
7750	705209	Check	OCHSNER, NATHAN	12/18/2023	\$ 57.69
7757	705210	Check	PIERZ WRESTLING CLUB	12/18/2023	\$ 200.00
7766	705211	Check	SNOBL, PRESTON	12/18/2023	\$ 207.16
7760	705212	Check	TALBERT, DAYTON	12/18/2023	\$ 30.00
7754	705213	Check	WELLER, BRENT	12/18/2023	\$ 298.82
7763	705214	Check	WENAAS, LARRY	12/18/2023	\$ 150.00
7761	705215	Check	WESTHOLTER, JASON	12/18/2023	\$ 30.00
7756	705216	Check	WHEELING, EMORY	12/18/2023	\$ 30.00

7762	705217	Check	ZEHACKER, NANCY	12/18/2023	\$ 30.00
7759	705218	Check	ZURN, CAROLINE	12/18/2023	\$ 30.00
7770	705219	Check	ARVIG COMMUNICATION SYSTEMS	12/21/2023	\$ 690.70
7781	705220	Check	BOEHM, VANESSA	12/21/2023	\$ 160.26
7771	705221	Check	C.T. BRUNS LLC	12/21/2023	\$ 6,067.20
7775	705222	Check	DILLARD, MARY	12/21/2023	\$ 175.98
7784	705223	Check	EVEN, MIKE	12/21/2023	\$ 60.00
7772	705224	Check	GERRELL'S SPORT CENTER	12/21/2023	\$ 12,500.00
7783	705225	Check	HAMMER, KENNETH	12/21/2023	\$ 103.75
7780	705226	Check	ISD #252	12/21/2023	\$ 1,000.00
7777	705227	Check	ISD #544	12/21/2023	\$ 200.00
7787	705228	Check	JENSEN, GARRET	12/21/2023	\$ 71.63
7773	705229	Check	JIMMY JOHNS #1897	12/21/2023	\$ 367.08
7776	705230	Check	LENZEN, NICK	12/21/2023	\$ 60.00
7786	705231	Check	LINDBERG, CHARLIE	12/21/2023	\$ 343.99
7788	705232	Check	MADISON NATIONAL LIFE INSURANCE	12/21/2023	\$ 2,202.42
7782	705233	Check	OLSEN, JESSIE	12/21/2023	\$ 400.00
7785	705234	Check	OLSON, DARRELL	12/21/2023	\$ 150.00
7774	705235	Check	RAMSEY, BRITTON	12/21/2023	\$ 367.08
7779	705236	Check	RIEDEL, LOGAN	12/21/2023	\$ 150.00
7778	705237	Check	SAMUELSON, CRAIG	12/21/2023	\$ 150.00
7807	705238	Check	AFSCME COUNCIL 65	12/28/2023	\$ 284.56
7805	705239	Check	AMERICAN FAMILY LIFE ASSURANCE CO	12/28/2023	\$ 228.97
7809	705240	Check	D. L. ATHLETIC FOUNDATION	12/28/2023	\$ 155.00
7813	705241	Check	D.L. EDUCATION MINNESOTA (PARA)	12/28/2023	\$ 1,093.54
7812	705242	Check	D.L. EDUCATION MINNESOTA (TEACHER)	12/28/2023	\$ 19,301.10
7810	705243	Check	D.L. PUBLIC EDUC FOUNDATION	12/28/2023	\$ 30.00
7806	705244	Check	MINNESOTA CHILD SUPPORT	12/28/2023	\$ 769.50
7814	705245	Check	MN SCHOOL EMPLOYEES ASSOC.	12/28/2023	\$ 157.73
7811	705246	Check	SUPPORT PAYMENT CLEARINGHOUSE	12/28/2023	\$ 335.91
7808	705247	Check	UNITED WAY OF BECKER COUNTY	12/28/2023	\$ 323.00

\$ 1,865,027.36

PERSONNEL AGENDA

January 22, 2024

1) **Resignations:**

Tiffany Heim– Roosevelt Special Education Para, effective December 21, 2023.

Ashley Heinz– Girls JV Softball Coach, effective January 19, 2024.

Cassie Kippen– Rossman Paraprofessional, effective March 1, 2024.

Mary Ann Nelmark– Rossman Laker Kids Supervisor, effective January 18, 2024.

2) **Retirements:**

Terri Geer-Green– Rossman ADSIS Reading and Math Support Teacher, Effective May 24, 2024.

3) **Appointments:**

Olivia Gravelle– ABE Instructor, at the rate of \$33.47 per hour, working 12 hours per week, effective January 8, 2024.

Myllinda Johnson– Rossman Laker Kids Assistant, at the rate of \$16.50 per hour, working 12.5 hours per week, effective January 8, 2024.

Isabella Kahle– Rossman Special Education Paraprofessional, at the rate of \$16.50 per hour, working 37.5 hours per week, effective January 16, 2024.

Kari Kirby– Middle School Custodian, at the rate of \$18.33 per hour with \$1.00 differential pay, working 40 hours per week, effective January 2, 2024.

Julie Mendoza– Rossman Special Education Paraprofessional, at the rate of \$16.50 per hour, working 37.5 hours per week, effective January 3, 2024.

Sheryl Metcalf– Roosevelt Special Education Para, at the rate of \$17.20 per hour, working 37.5 hours per week, effective January 22, 2024.

Greta Moen-Oak– Middle School Special Education Teacher Substitute, at the rate of per substitute contract, effective January 29, 2024.

Gretchen Norby– High School Girls Head Hockey Coach, at the rate of \$3,993.60 per season, effective December 12, 2023.

Jeffrey Norby– Interim Assistant Girls Hockey Coach, at the rate of \$2,357.45 per season, effective December 13, 2023 through February 29, 2024.

Trysten Schwarzrock– Roosevelt IT Tech I, at the rate of \$20.50 per hour, working 40 hours per week, effective January 15, 2024.

Karen Trout– ABE Instructor, at the rate of \$33.47 per hour, working up to 15 hours per week, effective December 1, 2023.

Isabella Wilson– Rossman Laker Kids Assistant, at the rate of \$16.50 per hour, working 12.5 hours per week, effective January 8, 2024.

4) **Amended Assignment:**

Arlene Bakker– Roosevelt Special Education Para is amending her assignment from 5.75 hours per day to 4 hours per day, effective December 21, 2023.

Mark Gulseth– High School Varsity Baseball Coach, is amending his assignment from Assistant Varsity Coach to Head Varsity Baseball Coach. Effective January 1, 2024.

Linda Mallow– High School Social Studies Teacher is amending her assignment from Part time to Full time, effective January 22, 2024 through May 24, 2024.

Cassandra Willson– Lincoln Education ECSE Para is amending her assignment from 29.75 hours per week to 23 hours per week, effective January 10, 2024.

Isabella Wilson– Rossman Laker Kids Assistant is amending her assignment from Laker Kids Assistant to Laker Kids Supervisor, at the rate of \$22.00 per hour, effective January 19, 2024.

5) Sixth Period Pay:

Mary Haus– High School Spanish Teacher is requesting sixth period pay for the second semester.

Reed Hefta– High School Physical Education teacher is requesting sixth period pay for the second semester.

Charles Honke– High School Chemistry Teacher is requesting sixth period pay for the second semester.

Lisa Ito– High School Chemistry Teacher is requesting sixth period pay for the second semester.

Linda Mallow– High School Social Studies Teacher is requesting sixth period pay for the second semester.

6) Leave of Absence:

April Sunram– Rossman Third Grade Teacher is requesting a leave of absence from January 29, 2024 through April 29, 2024.

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 801
Date Revised: 02/09/04; 06/12/06	

801 - EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to elementary and secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in elementary and secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Elementary school” means any school with enrollment of pupils ordinarily in grades K through 5 or any portion thereof.
- C. “Secondary school” means any school with enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.
- D. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- F. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity:

- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information;

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act).
[Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226 \(1991\)](#)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 802
Date Revised: 8/11/03; 06/12/06; 03/09/2009, 5/10/10, <u>01/22/24</u>	

802 - DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization.

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

B. Contracts over \$~~17500~~,000

- 1. If the value of the equipment or materials is estimated to exceed \$~~17500~~,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts from \$25,000 to \$17500,000.

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$~~17500~~,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

D. Contracts \$25,000 or Less.

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the school board. The sale in the open market may be by auction. If the contract is made upon quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A. A school district may bypass the requirements for competitive bidding and is not subject to any others laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities;
- ~~4.~~
4. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
5. a charitable organization under section 501(c) (3) of the International Revenue Code that is registered with the attorney general's office for educational use.

B. If surplus school computers are not disposed of as described in Paragraph

4. _____ 1., upon adoption of a written resolution of the school board, when _____ updating or replacing school computers, including tablet devices, used _____ primarily by students, the school district may sell or give used computers _____ or tablets to qualifying students at the price specified in the written _____ resolution. A student is eligible to apply to the school board for a _____ computer or tablet under this subdivision if the student is currently _____ enrolled in the school and intends to enroll in the school in the year _____ following the receipt of the computer or tablet. If more students apply for _____ computers or tablets than are available, the school must first qualify _____ students whose families are eligible for free or reduced-price meals and _____ then dispose of the remaining computers or tablets by lottery.-

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. §15.054 (~~Sale or Purchase of State Property; Penalty Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty~~)
Minn. Stat. § 123B.29 (Sale ~~of School Building~~ at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)
Minn. Stat. §645.11 (Published Notice)

Cross References: MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin “F” (School District Contract and Bidding Procedures)

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 805
Date Revised: 05/10/10, <u>01/22/24</u>	

805 - WASTE REDUCTION AND RECYCLING

[NOTE: The obligations stated in this policy are substantial and ~~are~~ virtually all are governed by statute. ~~Accordingly, you will see statutory references throughout the policy. Obviously Aa~~ school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. ~~(Minn. Stat. § 115A.15, Subd. 1)~~

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. ~~(Minn. Stat. § 116.93, Subd. 1)~~
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste streams ~~(Minn. Stat. § 115A.03, Subd. 21)~~
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and

- packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (~~Minn. Stat. § 115A.03, Subd. 22b~~)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (~~Minn. Stat. § 115A.03, Subd. 24b~~)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner). (~~Minn. Stat. § 115A.9157~~)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (~~Minn. Stat. § 115A.15, Subd. 1a(a)~~)
- G. “Recyclable materials” means materials that are separated from mixed solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil, and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (~~Minn. Stat. § 115A.03, Subd. 25a~~)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (~~Minn. Stat. § 115A.03, Subd. 25b~~)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (~~Minn. Stat. § 115A.03, Subd. 26a~~)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (~~Minn. Stat. § 115A.15, Subd. 1a(b)~~)
- K. “Source-separated compostable materials” means mixed solid waste that:
1. are separated at the source by waste generators for the purpose of preparing it for use as compost;
 2. are collected separately from other mixed municipal solid wastes and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the

~~Commissioner~~director has determined that no other person is willing to accept the paper for recycling; ~~and~~

4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's ~~agency's~~ class I or class II, or equivalent, compost standards and where process ~~rejects~~residues do not exceed 15 percent by weight of the total material delivered to the facility.
5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

LK. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

~~(Minn. Stat. § 115A.03, Subd. 36b)~~

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic, and metal. ~~(Minn. Stat. § 115A.151)~~

- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (~~Minn. Stat. § 115A.151~~)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the district prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (~~Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4~~)

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the PCA; or
 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA.

- b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

~~(Minn. Stat. § 115A.916)~~

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in solid waste; or
 - 2. in a wastewater disposal system.

~~(Minn. Stat. § 115A.932, Subd. 1(a))~~

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in a solid waste processing facility; or
 - 2. in a solid waste disposal facility.

~~(Minn. Stat. § 115A.932, Subd. 1(b))~~

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes, section § 216B.241, Subdivisions 2, and 4. ~~(Minn. Stat. § 115A.932, Subd. 1(e))~~

- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed

municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (~~Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2~~)

- J. The school district may not place yard waste:
1. in mixed municipal solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting.

(~~Minnesota Statutes section~~ § 115A.931(~~c~~), (~~d~~), (~~e~~))

- K. The school district may not place a telephone directory:
1. in solid waste;
 2. in a disposal facility; or
 3. in a resource recovery facility, except a recycling facility.

(~~Minn. Stat. § 115A.951, Subd. 2~~)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(~~Minn. Stat. § 115A.9561~~)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (~~Minn. Stat. § 115A.9565~~)

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (~~Minn. Stat. § 115A.961, Subd. 3~~)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. ~~(Minn. Stat. § 16B.122, Subd. 3(a))~~

- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. ~~(Minn. Stat. § 16B.122, Subd. 3(b))~~

- C. Whenever practicable, the school district will:
 - 1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;

 - 2. purchase recycled content paper with at least ~~30~~ten percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;

 - 3. purchase paper which has not been dyed with colors, excluding pastel colors;

 - 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;

 - ~~5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~

 - 56. use reusable binding materials or staples and bind documents by methods that do not use glue;

 - 67. use soy-based inks;

 - 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;

8. produce reports, publications and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow~~purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

~~(Minn. Stat. § 16B.122, Subd. 2)~~

DF. ~~After July 1, 1998, T~~the school district may not use a specified product included on the prohibited products list published in the State Register. ~~(Minn. Stat. § 115A.9651)~~

EG. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. ~~(Minn. Stat. § 16B.122, Subd. 3(b))~~

H. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. ~~(Minn. Stat. § 16B.122, Subd. 3(b))~~

VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities~~State and Local Facilities~~)
Minn. Stat. § 115A.46 (regional and Local Solid Waste Management Plan Requirements~~Requirements~~)
Minn. Stat. § 115A.471 (Public Entities; Managingement of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposingal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)

Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Public Utilities; Energy Conservation and Optimization-Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal – Western Lake Superior Sanitary District)
National Solid Waste Management Ass’n v. Williams, et al., 966 F.Supp. 844, (D. Minn. 1997), aff’d 146 F.3d 595 (8th Cir. 1998)

Cross References:

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806 - CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and

groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building specific crisis management plan to meet that building's specific situation and needs

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These districtwide procedures may be modified by building administrators when creating their building specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in development of the building specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

a. LockDown Procedures. Lockdown procedures will be used in

situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or when determined to be necessary by the building administrator or designee. The building administrator or designee will announce the lockdown over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lockdown. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes section 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minnesota Statutes section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis Specific Procedures. The Crisis Management Policy includes crisis specific procedures for crisis situations that may occur during the school day or at school sponsored events and functions. These districtwide procedures are designed to enable building administrators to tailor response procedures when creating building specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond in emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members Will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designee, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should

include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a daytoday basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to nonteaching school personnel who have direct contact with students. All staff should be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's

proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minnesota Statutes section 121A.035.

[Note: The State Fire Marshall advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charger school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and will be updated annually.

School district employees will receive training on how to make emergency

contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification System

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decision about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based

on any of the following:

- i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
- b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

- a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
- b. the importance of taking threats seriously and seeking help; and
- c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

- a. student opportunities for leadership related to prevention

and safety;

b. encouragement and support to students in establishing clubs and programs focused on safety; and

c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault

- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitor

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 United States Code section 6301, et seq.; Title IX, 20 United States Code section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section 7912, require school districts to establish such transfer procedures.]

~~D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

~~School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.~~

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.038 (Students Safe at School)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. §326B.002, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et. seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to the School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf)
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

Date Adopted: 06/11/2012	File Number: Detroit Lakes Policy - 807
Date Revised: 07/10/2013, <u>01/22/24</u>	

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education~~The provisions of this policy substantially reflect statutory requirements.~~

The subdivisions of Minnesota Statutes Section 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district will form a health and safety advisory committee to be appointed by the superintendent. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating

accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know Lighting
 - 4. Emergency Action Planning Structural Safety
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for

Minnesota Schools

10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. ~~Safety Committee~~Mercury
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. ~~Fall Protection~~Chlorine
34. ~~National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.~~Ladder/Fall Protection
- ~~35. Laboratory Safety~~
356. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting

hazards or unsafe or potentially unsafe working conditions or practices.

- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. §123B.57 (~~Capital Expenditure~~; Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program;
Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program;

Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Date Adopted: 3/15/2020	File Number: Detroit Lakes Policy - 820
Date Revised:	

820 MEMORIAL POLICY

I. PURPOSE

Detroit Lakes Public Schools recognizes that the loss of a student or staff member deeply impacts students, staff and families. The purpose of this policy is to ensure that the district will provide support for staff, students and families impacted from a death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Detroit Lakes Public Schools will provide a process for memorial decision-making, as well as Board-approved policies regarding memorial activities.

II. DEFINITIONS

- A. Memorials - Objects or activities to remember an event or deceased person(s).
- B. Living Memorials - A non-tangible memorial intended to be sustained over time.
- C. Crisis Team - An appointed group of staff members who develop and execute district-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support.
- D. Crisis - Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.
- E. Impact - The magnitude of the potential loss or seriousness of the crisis.

III. GENERAL STATEMENT OF POLICY

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities conducted at school need to be coordinated and approved through the Crisis Team, as well as building administration. The Crisis Team will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that building administration should have a certain amount of discretion in these situations to make professional judgements—in consultation with the Superintendent and the Crisis Team—to best meet the overall needs of students, staff, parents and community as a whole.

IV. MEMORIAL POLICY

Living memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Other recommended memorial activities include:

- A. Yearbooks - A staff member or student who has died may be acknowledged in the yearbook. The student will be acknowledged their senior year of high school with parent/guardian input and/or approval. Information about the student will be included on a memorial page representing all students in the graduation year. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.
- B. Commemorative Events - A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)
- C. Graduation Recognition - One symbol representing all deceased members of a graduating class or staff member, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
- D. Moment of Silence Recognition - Upon request or permission of the deceased student's or staff member's family, a 'moment of silence' maybe used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD 22 School Board meetings, co-curricular events in which the deceased participated, and community-based events.

Existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall education needs of students.

V. PROHIBITED MEMORIAL ACTIVITIES

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day. Memorials may not include the retirement, alteration, or discontinued use of school property.

The Superintendent, in consultation with the Crisis Team, has the discretion to consider memorial events that utilize district facilities when the death of a student, staff member, or community member has a significant impact on a majority of students, staff and community.

Formal, school-wide recognition of anniversary dates will not occur. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring.

December 20, 2023

Jason Kuehn
Director of Finance and Operations
Detroit Lakes Schools
702 Lake Ave
Detroit Lakes, MN 56501
jkuehn@detlakes.k12.mn.us

Dear Mr. Kuehn,

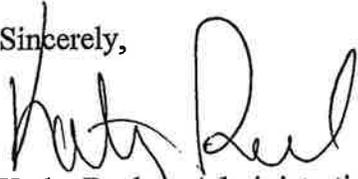
Thank you for choosing LMHC to be your Employee Assistant Provider for the Detroit Lakes Schools. I have enclosed a contract for EAP services for your consideration. LMHC would like to propose a 2-year contract to alleviate the time spent on renewing these contracts every year as well as to keep the rate the same for you during the next 2 years.

While we hope that your staff will have a healthy year, we are available to provide services if the need should arise.

If you are in agreement with the terms of this contract, please sign and return to me at kbecher@lmhc.org. I will then send the fully executed contract to you once our LMHC representative signs it. If you would like some EAP brochures, please let me know.

If you have any questions, please call (218) 739-1723 or e-mail me at kbecher@lmhc.org.

Sincerely,



Kathy Becher, Administrative Specialist
Lakeland Mental Health Center
980 South Tower Road
Fergus Falls MN 56537
(218) 739-1723
(218) 736-0734 fax
kbecher@lmhc.org



LAKELAND MENTAL HEALTH CENTER, INC.
980 South Tower Road
Fergus Falls MN 56537

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

The Detroit Lakes School District #22 and Lakeland Mental Health Center, Inc (LMHC) are the contracting parties of this agreement.

TERMS OF AGREEMENT

LMHC will provide Employee Assistance Program development, training, promotion, organizational services and assessment/referral services in order to establish and maintain a successful Employee Assistance Program for the employees of the Detroit Lakes Schools #22. EAP sessions are defined as short term counseling sessions, therefore, are not available to individuals already involved in an episode of care. Psychiatry Services and other evaluations are also not included as an EAP service.

ASSESSMENT AND REFERRAL SERVICES

1. LMHC will provide standard employee assistance counseling services by qualified staff members. In addition, provision of chemical health screening is available in the Fergus Falls and Glenwood offices.
2. The Detroit Lakes School District agrees to pay \$105.00 per hour for each confidential EAP session to an employee. Continued counseling will be billed to the employee or the employee's insurance. One (1) session per year is authorized for each employee and each family member.

ORGANIZATIONAL SERVICES AVAILABLE

The following EAP organizational services are available upon request. LMHC will provide one or more of these services only with prior authorization from the Detroit Lakes Schools #22. For each requested service, the Detroit Lakes Schools #22 agrees to reimburse LMHC at a rate of \$105.00 per hour, per clinician.

- * Trainings/Seminars
- * On-site visits by professional to resolve conflicts, facilitate discussions, increase morale, and provide crisis intervention services.
- * Provision of Critical Incident Stress Debriefing (CISD)

This contract will be effective January 1, 2024 through December 31, 2025. This contract may be terminated by either party upon thirty (30) days written notice.

12-20-23
Date

Tom Maslone CFO
Lakeland Mental Health Center, Inc.

Date

Detroit Lakes Schools #22

Current number of employees: _____

**MEMORANDUM OF UNDERSTANDING
EARNED SICK AND SAFE TIME
2023-2025**

This Memorandum of Understanding is entered into by and between Detroit Lakes Public Schools ISD #22 (hereinafter referred to as the "School District") and DLESP (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2023 to June 30, 2025; and

WHEREAS, there is current contract language about sick leave relationships and usage that is not consistent with the new Earned Sick and Safe Time Law; and

WHEREAS, the Earned Sick and Safe Time Law is scheduled to take effect January 1, 2024, and there are still details that need to be worked out. In order to provide clarity to employees on how the District will implement the new law for the duration of the contract.;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Accrual.** The current contractual accrual of sick leave is in compliance with the Earned Sick and Safe Leave Law. This MOU will not revise any regularly scheduled employees sick leave accruals.
2. **Definition.** Where the leave section discusses sick leave, we are in agreement that this means sick and safe leave.
3. **Relationships:** Effective on agreement of this MOU, and going through the duration of the contract, employees may use earned sick and safe time for the following family members:
 - 1) Their child, including foster, adult, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis (in place of a parent)
 - 2) Their spouse or registered domestic partner
 - 3) Their sibling, stepsibling, or foster sibling
 - 4) Their biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis (in place of a parent) when the employee was a minor child
 - 5) Their grandchild, foster grandchild, or step-grandchild
 - 6) Their grandparent or step-grandparent
 - 7) A child of a sibling of the employee (niece or nephew)
 - 8) A sibling of the parents of the employee (aunt or uncle)
 - 9) A child-in-law or sibling-in-law
 - 10) Any of the family members listed in 1 through 9 above of the employee's spouse or registered domestic partner
 - 11) Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - 12) Up to one individual annually designated by the employee
4. **Usage.** Employees can use their earned sick and safe time for reasons such as:
 - o The employee's mental or physical illness, treatment, or preventative care
 - o A family member's mental or physical illness, treatment or preventative care
 - o Absence due to domestic abuse, sexual assault or stalking of the employee or a family member
 - o Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
 - o When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
5. **Substitutes.** Part-time, casual, or other non-certified employees who work at least 80 hours in a year are eligible for earned sick and safe leave at a rate of 1 hour earned per 30 hours worked, up to a maximum of 48 hours per year. The District will begin tracking and awarding this on January 1, 2024, as required by law. Substitutes that qualify for earned sick and safe leave will have access to the same relationships and usage reasons as certified employees.

6. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
7. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2025. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.
8. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

For the District:

Date: _____

For the Union

Date: _____

**MEMORANDUM OF UNDERSTANDING
EARNED SICK AND SAFE TIME
2023-2025**

This Memorandum of Understanding is entered into by and between Detroit Lakes Public Schools ISD #22 (hereinafter referred to as the "School District") and EMDL (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2023 to June 30, 2025; and

WHEREAS, there is current contract language about sick leave relationships and usage that is not consistent with the new Earned Sick and Safe Time Law; and

WHEREAS, the Earned Sick and Safe Time Law is scheduled to take effect January 1, 2024, and there are still details that need to be worked out. In order to provide clarity to employees on how the District will implement the new law for the duration of the contract.;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Accrual.** The current contractual accrual of sick leave is in compliance with the Earned Sick and Safe Leave Law. This MOU will not revise any certified employees sick leave accruals.
2. **Definition.** Where the leave section discusses sick leave, we are in agreement that this means sick and safe leave.
3. **Relationships:** Effective on agreement of this MOU, and going through the duration of the contract, employees may use earned sick and safe time for the following family members:
 - 1) Their child, including foster, adult, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis (in place of a parent)
 - 2) Their spouse or registered domestic partner
 - 3) Their sibling, stepsibling, or foster sibling
 - 4) Their biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis (in place of a parent) when the employee was a minor child
 - 5) Their grandchild, foster grandchild, or step-grandchild
 - 6) Their grandparent or step-grandparent
 - 7) A child of a sibling of the employee (niece or nephew)
 - 8) A sibling of the parents of the employee (aunt or uncle)
 - 9) A child-in-law or sibling-in-law
 - 10) Any of the family members listed in 1 through 9 above of the employee's spouse or registered domestic partner
 - 11) Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - 12) Up to one individual annually designated by the employee
4. **Usage.** Employees can use their earned sick and safe time for reasons such as:
 - o The employee's mental or physical illness, treatment, or preventative care
 - o A family member's mental or physical illness, treatment or preventative care
 - o Absence due to domestic abuse, sexual assault or stalking of the employee or a family member
 - o Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
 - o When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
5. **Substitutes.** Part-time, casual, or other non-certified employees who work at least 80 hours in a year are eligible for earned sick and safe leave at a rate of 1 hour earned per 30 hours worked, up to a maximum of 48 hours per year. The District will begin tracking and awarding this on January 1, 2024, as required by law. Substitutes that qualify for earned sick and safe leave will have access to the same relationships and usage reasons as certified employees.

6. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
7. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2025. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.
8. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

For the District:

Date: _____

For the Union

Tosco Dwyer

W. P. G. P.

Date: Jan 9, 2024

**MEMORANDUM OF UNDERSTANDING
EARNED SICK AND SAFE TIME
2023-2025**

This Memorandum of Understanding is entered into by and between Detroit Lakes Public Schools ISD #22 (hereinafter referred to as the "School District") and AFSCME Local 568 (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2023 to June 30, 2025; and

WHEREAS, there is current contract language about sick leave relationships and usage that is not consistent with the new Earned Sick and Safe Time Law; and

WHEREAS, the Earned Sick and Safe Time Law is scheduled to take effect January 1, 2024, and there are still details that need to be worked out. In order to provide clarity to employees on how the District will implement the new law for the duration of the contract;

NOW, THEREFORE, the parties hereto agree as follows:

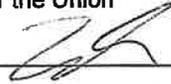
1. **Accrual.** The current contractual accrual of sick leave is in compliance with the Earned Sick and Safe Leave Law. This MOU will not revise any regularly scheduled employees sick leave accruals.
2. **Definition.** Where the leave section discusses sick leave, we are in agreement that this means sick and safe leave.
3. **Relationships:** Effective on agreement of this MOU, and going through the duration of the contract, employees may use earned sick and safe time for the following family members:
 - 1) Their child, including foster, adult, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis (in place of a parent)
 - 2) Their spouse or registered domestic partner
 - 3) Their sibling, stepsibling, or foster sibling
 - 4) Their biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis (in place of a parent) when the employee was a minor child
 - 5) Their grandchild, foster grandchild, or step-grandchild
 - 6) Their grandparent or step-grandparent
 - 7) A child of a sibling of the employee (niece or nephew)
 - 8) A sibling of the parents of the employee (aunt or uncle)
 - 9) A child-in-law or sibling-in-law
 - 10) Any of the family members listed in 1 through 9 above of the employee's spouse or registered domestic partner
 - 11) Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - 12) Up to one individual annually designated by the employee
4. **Usage.** Employees can use their earned sick and safe time for reasons such as:
 - o The employee's mental or physical illness, treatment, or preventative care
 - o A family member's mental or physical illness, treatment or preventative care
 - o Absence due to domestic abuse, sexual assault or stalking of the employee or a family member
 - o Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
 - o When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
5. **Substitutes.** Part-time, casual, or other non-certified employees who work at least 80 hours in a year are eligible for earned sick and safe leave at a rate of 1 hour earned per 30 hours worked, up to a maximum of 48 hours per year. The District will begin tracking and awarding this on January 1, 2024, as required by law. Substitutes that qualify for earned sick and safe leave will have access to the same relationships and usage reasons as certified employees.

- 6. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
- 7. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2025. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.
- 8. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

For the District:

Date: _____

For the Union



Labor Representative

Date: 1-11-2024

Mack A. Nelson
Union Negotiator
1/12/24

**MEMORANDUM OF UNDERSTANDING
SICK LEAVE USE FOR THE PURPOSE OF ADOPTION
2023-2025**

This Memorandum of Understanding is entered into by and between Detroit Lakes Public Schools ISD #22 (hereinafter referred to as the "District"), and Education Minnesota- Detroit Lakes ("Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2023 to June 30, 2025; and

WHEREAS, the parties recently negotiated the terms of EMDL's 2023-25 CBA; and

WHEREAS, an MOU was agreed upon in regards to the use of sick leave for adoption of a child; and

NOW, THEREFORE, the parties hereto agree as follows:

1. **Amendment.** A teacher who adopts a dependent child may use up to twenty (20) days of available sick leave upon initial placement of the child into the teacher's home.
2. **Sick Leave Award.** The district will not award additional sick leave days to a teacher should the adopting teacher not have a sufficient bank of sick leave available. In this instance, the teacher may use up to their available sick balance, if fewer than twenty (20) days.
3. **Sequence.** Sick leave days are to be used consecutively, not intermittently, to allow the teacher time to secure childcare and promote bonding.
4. **Preparation.** A teacher should provide their building principal as much advance notice as possible prior to utilizing sick leave for adoption.
5. **Compensation.** Applicable days will be paid at the teacher's contracted, daily rate of pay.
6. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
7. **Terms of this Letter of Agreement; Modification.** This Letter of Agreement shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2025. This Letter of Agreement may be modified by mutual written agreement between the parties hereto.
8. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

EMDL:

Date: _____

Board Clerk:

Board Chair::

Date: _____

Date: _____

**MEMORANDUM OF UNDERSTANDING
AGREEMENT TO TEMPORARILY AMEND TEACHING ASSIGNMENT
2023-2024**

This Memorandum of Understanding is entered into by and between Detroit Lakes Public Schools ISD #22 (hereinafter referred to as the "District"), Linda Mallow ("Employee"), and Education Minnesota-Detroit Lakes ("Union").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2023 to June 30, 2025; and

WHEREAS, Employee is currently a .5 (half-time) FTE tenured teaching in the District; and

WHEREAS, Employee is licensed in 7-12 Social Studies; and

NOW, THEREFORE, the parties hereto agree as follows:

1. **Amendment.** Employee will amend their assignment from .5 FTE to 1.0 FTE for the entirety of the high school second semester, during the 2023-24 school year.
2. **Duration.** Employee will resume their .5 (half-time) FTE status on July 1, 2024.
3. **Extra Class Pay.** Compensation for an "extra class" assigned during this time will follow §601.5 of EMDL's CBA.
4. **Preparation.** Employee has been granted up to 6 hours of paid preparation time (\$28/hr) to use as needed in advance of the second semester's start, January 22, 2024.
5. **Compensation.** Employee will be compensated in accordance with their current salary step and lane.
6. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
7. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on January 22, 2024, and shall remain in effect until June 30, 2024. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.
8. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

Employee:

Linda Mallow

Date: 1/11/24

Board Chair:

Date: _____

EMDL:

Will [Signature]

Date: 1/12/24

Board Clerk:

Date: _____

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 410
Date Revised: 11/10/08; 11/12/20; 11/15/21, <u>02/26/24</u>	

410 - FAMILY AND MEDICAL LEAVE POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of

service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;

8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted child or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as

defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces including a member of the National Guard or Reserves, means:
 - a. Injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduce schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule

leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition;; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation

of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition, during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this

policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. **DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: ~~MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees Family Medical Leave Act Summary)~~

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416 DRUG, ~~AND~~ ALCOHOL, AND CANNABIS TESTING

[Note: ~~Drug, and Alcohol, and cannabis~~ testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Drug and alcohol testing of other employees or drug and alcohol testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. Cannabis testing of school employees and school bus drivers shall conform to federal and Minnesota law To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo cannabis testing or drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, ~~and~~ alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, ~~and~~ alcohol, and cannabis use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, ~~and~~ alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver’s license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver’s license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota State sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also

prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.

E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:

1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;

2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;

3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or

4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable

suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the (EBT).
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substance use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, Local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer's

instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory reports to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section 382.601. Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver has received a copy of the policy and materials. This statement should

be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she received a copy of these materials. 49 Code of Federal Regulations section 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 Code of Federal Regulations section 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations section 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that

the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a ~~confirmed~~ positive test result for ~~cannabis~~ marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[Note: School districts must utilize U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual Queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations section 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations section 382.413 and 49 Code of Federal Regulations section 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substance test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

3. Post-Accident Testing

[Note: 49 Code of Federal Regulations section 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school

district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.

- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

4. Random Testing

[Note: 49 Code of Federal Regulations section 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) set the random alcohol selection and testing rate at 10% of the average number of driver positions and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

5. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, Or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 Code of Federal Regulations section 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

6. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: 49 Code of Federal Regulations section 382.311, 40.307, and

40.309 govern follow-up testing.]

7. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
8. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations section 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations section 382.501-382.507 and in 49 United States Code section 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 Code of Federal Regulations section 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to

three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventh-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an SST using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minnesota Statutes section 221.031, Subdivision 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an

employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [**Medtox, St. Cloud, Minnesota, 800-508-9675/320-251-9675**], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 Code of Federal Regulations section 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.	
Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse”) as required under federal Law, including;

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - a. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

- b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory***

test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes sections 181.950-181.957. See Minnesota Statutes section 221.031, Subdivision 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B or part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and

alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts a full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verifies positive, adulterated, or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Cod of Federal Regulations section 382.701

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in

section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.

2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.

6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter school in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.).

8. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."

9. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.

10. "Random Selection Basis" means a mechanism for selection of employees that:

a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

b. does not give the charter school discretion to waive the selection of any employee selected under the mechanism.

11. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

12. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

BA. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions:

1. General Limitations

a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug, ~~or~~ alcohol, or cannabis testing, unless the testing is

done pursuant to this ~~drug and alcohol testing~~ policy; and is conducted by a testing laboratory that meets one of the ~~criteria listed~~criteria listed in Minnesota Statutes section 181.953, Subdivision 1.

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug, ~~and alcohol,~~ or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.

b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job

applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.

c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.

d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

43. Random Testing

The school district may request or require employees to undergo cannabis or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

54. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis drug ~~or~~ alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes section 176.011, Subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

65. Treatment Program Testing

The school district may request or require any employee to undergo cannabis or drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis or drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

76. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the

employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

CB. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

DC. Definitions

1. ~~"Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.~~
2. ~~"Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, Subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.~~
3. ~~"Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."~~
4. ~~"Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).~~
5. ~~"Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes section 181.953, Subdivision 1.~~
6. ~~"Random Selection Basis" means a mechanism for selection of employees that:~~
 - a. ~~results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and~~
 - b. ~~does not give the school district discretion to waive the selection of any employee selected under the mechanism.~~
7. ~~"Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.~~
8. ~~"Safety Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage~~

~~would threaten the health or safety of any person.~~

~~DD.~~ Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV. D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any cannabis, drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabismarijuana. MROs will verify a drug test confirmed as a positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statute section 181.953, Subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same cannabis, drug, or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

- 1. The school district may not discharge, discipline, discriminate against, request,

or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a cannabis, drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the cannabis, drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this cannabis, drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.75 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis;)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis;)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
[49 C.F.R. Part 382 \(Controlled Substances and Alcohol Use and Testing\)](#)

Cross-References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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Date Revised: 01/12/98; 08/08/05; 05/15/06; 5/20/19; 10/21/19; 12/21/20, 4/25/22, 09/26/22, 08/28/23, <u>02/26/24</u>	

506 - K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statute section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section [120B.02](#) and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative

educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary

under the circumstances to restrain a student to prevent bodily harm or death to the student or another.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and

procedures;

- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress in a manner which meets standards of safety and health;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school districts' Bullying Prohibition Policy;
30. Student attire which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of

recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;

- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict,

bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. – J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N]

C. Procedures for Removal of a Student from a Class.

1. When circumstances permit, students shall be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the pupil;
2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and an escort is needed the teacher will notify the office immediately;
3. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.
4. A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

The student must report directly to the office and at that time the building administrator or his/her designee will determine the appropriate consequences. The building administrator or his/her designee will have responsibility for and custody of the student once removed from the classroom and has reported to the office.

F. Procedures for Return of a Student to a Class from Which the Student Was Removed.

The building administrator will determine the appropriate classroom re-entry plan.

G. Procedures for Notification.

Parents are to be notified whenever a child is referred to the office for disciplinary reasons. Notification may be in written or verbal form. Administrators will determine who will notify the parents and if follow up conferences are necessary.

H. Students with Disabilities; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;

2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student with a disability who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

~~All Special Education rules and regulations are to be followed in cases where students have IEP's.~~

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises. According to Policy 417 – Chemical Use/Abuse: Section IV:C

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. (In many cases, this will be the buildings Student Assistance Team)
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

The building administrator will determine the appropriate interventions tied to a violation of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

The building administrator will assist in determining appropriate procedures for encouraging early involvement of parents/guardians in attempts to improve student's behavior which may include, but is not limited to referral to the buildings Student Assistance Team.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

The building administrator will assist in determining appropriate procedures for encouraging early detection of behavioral problems which may include, but is not limited to referral to the buildings Student Assistance Team.

L. Reasonable Force Standard

A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during the dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene

a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than 10 (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statute section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statute section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal

administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school

year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on the website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the

proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statute section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent

with Minnesota Statute section 120B.232, Subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain- parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary discipline practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statute section 124D.03) or Enrollment in Nonresident District (Minnesota Statute section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students

and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Date Adopted: 07/14/86	File Number:
Date Revised: 10/13/03, 12/12/05, 10/08/2007, 5/10/10, 6/10/2013; 1/13/2020, 03/27/23, 10/23/23, <u>02/26/24</u>	Detroit Lakes Policy - 613

613 – GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- E. “Required standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- F. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Curriculum and Instruction or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION REQUIREMENTS

Students’ state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. §120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. DETROIT LAKES PUBLIC SCHOOLS CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Eight (8) semester credits of language arts;
- B. Seven (7) semester credits of social studies encompassing at least United States history, geography, government and citizenship, world history, and economics;
- C. Six (6) semester credits of science to include courses that meet all required Minnesota Academic Standards for science, including at least:
 - 1. one credit of biology;
 - 2. one credit of chemistry or physics; and
 - 3. one elective credit of science. The combination of credits must be sufficient to satisfy

- i. all of the academic standards in either chemistry or physics and
 - ii. all other academic standards in science
- D. Six (6) semester credits of mathematics, including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- E. One (1) semester credit of Health in grades 9-12 encompassing district-adopted standards.
- F. Three (3) semester credits of physical education encompassing district-adopted standards.
- G. Two (2) semester credits of Fine Arts that meet all required Minnesota Academic Standards for the Arts.
- H. One (1) semester credit that includes financial literacy.
- I. A minimum of fourteen (14) semester elective credits for students graduating in 202~~40~~. For students graduating after 202~~40~~, refer to the table below:

Graduation Requirements	Class of 2020 SR	Class of 2021 JR	Class of 2022 SO	Class of 202 53 SFR	Class of 202 64 & beyond 8 th -Grade
English	8	8	8	8	8
Health	4	4	4	1	1
Mathematics	6	6	6	6	6
Physical Education	3	3	3	3	3
Science	6	6	6	6	6
Social Studies	7	7	7	7	7
Fine Arts	2	2	2	2	2
Financial Literacy *Local Requirement	4	4	4	1	1
<u>Required Elective Credits</u> <u>Total required MDE+Local credits</u>	34	34	34	<u>18</u> 34	<u>16</u> 34
Pathway Electives (2 per year)	0	2	8	8	8
General Elective Credits	14	12	8	10	<u>8</u> 12
Total credits required to graduate	48	48	50	52	<u>50</u> 54
<u>Total possible credits</u>	58	60	62	64	64

J. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A. Or Paragraph D., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph C. or Paragraph E., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academics Standards, Science K-12;
 4. Minnesota Academics Standards, Social Studies K-12; and
 5. Minnesota Academics Standards, Physical Education K-12.
- C. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- D. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.
- E. Meeting the requirements of an Individualized Education Plan (IEP) or a Section 504 Plan.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07, upon meeting the following conditions:

- A. All course and credit requirements must be met.
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References:

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

Minn. Stat. § 120B.018 (Definitions)

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

Minn. Stat. § 120B.023 (Benchmarks)

Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)

Minn. Stat. § 120B.07 (Early Graduation)

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

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

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 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA\MASA Model Policy 104 (School District Mission Statement)
MSBA\MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA\MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA\MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA\MASA Model Policy 616 (School District System Accountability)

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 901
Date Revised: 02/09/2015, <u>02/26/24</u>	

901 - COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, ~~well rounded~~wellrounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory with consideration given to members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in

part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings~~Access for Non-Curricular Purposes~~)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Date Adopted: 8/11/03	File Number: Detroit Lakes Policy - 903
Date Revised: 10/09/2017, <u>02/26/24</u>	

903 - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post—secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. These procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school

community and to the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When authorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-~~s~~Secondary Enrollment Options ~~Act~~Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses ~~on School Property~~)

| *Cross References:* None

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 904
Date Revised: 8/11/03; 03/09/2009; 01/11/2010	

**904 - DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT
PROPERTY BY NONSCHOOL PERSONS**

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "Minor" means any person under the age of eighteen (18).

F. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

G. "School activities" means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material *is* prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:

1. whether the material is educational related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.

- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter, including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-I School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 905
Date Revised: 05/10/04, <u>02/26/24</u>	

905 - ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objective of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise

and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar byline with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state laws.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. §123B.93, (Advertising on School Buses)
Minn. Stat. §125B.022, (Contracts for Computers or Related Equipment or Service)
Minn. Stat. §173.08, (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 702 (Accounting)

Date Adopted: 05/11/98	File Number: Detroit Lakes Policy - 906
Date Revised: 09/11/00; 03/09/2009, <u>02/26/24</u>	

906 - COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. ~~The Sex Offender Community Notification Act, Minnesota Statutes section- § 244.052, imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]~~

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent in conjunction with the building principal or designee shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and/or students.

III. DEFINITIONS

- A. ~~The “Sex Offender Community Notification Act,” Minnesota Statutes section § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.~~
- B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. ~~(Minn. Stat. § 244.052, subds. 2, 3)~~
- C. “Risk Levels.”
1. “Level I” — Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 2. “Level II” — Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 3. “Level III” — Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.
- ~~(Minn. Stat. § 244.052, subd. 3(e))~~
- D. “Notification or Disclosure by Law Enforcement Agency”
1. Risk Level I — The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 2. Risk Level II — In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
 3. Risk Level III — In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with

information concerning and a photograph of the soon-to-be-released Level III offender.

~~(Minn. Stat. § 244.052, subd. 4)~~

- E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.
 - 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 - 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
~~(Minn. Stat. § 244.052, Subd. 1 (3))~~
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). ~~(Minn. Stat. § 13.87)~~

IV. PROCEDURES

- A. Level II Notification.

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district's care while they are on or near the school district's premises or under the control of the school district, the school district will take the following steps:

- 1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
- 2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
- 3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons

within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers and transportation providers.

4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by- case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification.

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III offender is released into a community, generally the local law enforcement agency will notify the school district of the time and

location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.

3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Predatory Offenders; Notice~~Community~~
Notification)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
~~3442~~ U.S.C. ~~20901-§ 14071~~ et seq. (Jacob Wetterling Megan Nocile Kanka,
and Pam Lychner Sex Offender Registration and Notification Program
~~Crimes Against Children and Sexually Violent Offender Registration~~
~~Program~~)

Minnesota Department of Administration Advisory Opinion: 98-004

Cross References:

MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)
MSBA Model Policy 415 (Mandated Reporting of Maltreatment of
Vulnerable Adults)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Model Policy 903 (Visitors to School District
Buildings and Sites)

Date Adopted: 02/08/10	File Number: Detroit Lakes Policy - 907
Date Revised: 01/01/2015 (No Change), <u>02/26/24</u>	

907 REWARDS

[Note: A school board must formally adopt a policy authorizing rewards for information leading to the conviction of the person committing or conspiring to commit the specified crimes before a reward may be offered.]

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (General Powers of Independent School Districts~~Reward~~)

Cross References:

Date Adopted: 6/29/2020	File Number: Detroit Lakes Policy – 910
Date Revised:	

910 – NAMING RIGHTS

I. PURPOSE

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to District facilities. This policy does not cover scholarships or research grants. The Naming Rights Policy applies district-wide.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to recognize persons who have either supported the district through distinguished effort or substantial financial contributions by naming facilities in their honor.

III. REQUIREMENT

A. Facilities included in the Naming Rights Policy include:

1. Buildings or parts of a building such as wings where the identification focuses on the external feature.
2. Parts of buildings, such as theatres, laboratories, gymnasiums, or classrooms.
3. Outdoor areas, which may be gardens, courtyards, stadiums, playing fields, roads or walkways.
4. Other facilities may be recommended for naming after consultation with the school board.

B. “Naming Rights in Consideration” is in consideration of financial contributions, sponsorships or other commercial transactions.

C. “Naming Rights in Recognition” is in recognition of any significant contributions to the district that it wishes to honor.

1. Recognition of outstanding services to the district while serving in an academic or administrative capacity.
2. Recognition of the achievement of distinguished alumni.
3. Recognition of a financial contribution or other contribution from a donor.

IV. GRANTING NAMING RIGHTS

- A. The granting of Naming Rights must be consistent with the District 22 Mission and Core Values.
- B. For the purposes of this policy, a significant financial contribution is set at a minimum of \$100,000.00.
- C. No representative of the district shall solicit donations from patrons without prior approval from the superintendent.
- D. All requests for Naming Rights must be submitted in writing to the board of education.
- E. The board of education will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.
- F. The committee will review and research each submitted facility-naming nomination on its individual merits.
- G. The committee will make its recommendation to the superintendent.
- H. The superintendent will submit her/his recommendation to the board of education for review and action.
- I. The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis.

V. DURATION OF NAMING RIGHTS

- A. Naming Rights will normally remain in place for a period of no longer than ten [10] years.
- B. Exceptions to the duration may be granted with the approval of the board of education.

VI. EARLY TERMINATION OF NAMING RIGHTS

- A. The Naming Rights agreement may be terminated under the following conditions:
 - 1. Termination by the District – The district reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.

2. Termination by the Named Party – The Named Party without refund of consideration, at its sole discretion, may terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the district directly brings the Named Party into disrepute.

VII. TRANSFERABILITY OF NAMING RIGHTS

- A. Naming Rights may only be transferred to any other Named Party by mutual agreement between all named parties.
- B. “Naming Rights in Consideration” may be traded by mutual agreement between all parties. Traded is defined as “to exchange one naming right for another” as in the case where a company changes its name, the naming right might be “traded” to reflect the new name.

VIII. RENEWABILITY OF NAMING RIGHTS

- A. Naming Rights may be renewed by the mutual agreement between all the parties.

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

DETROIT LAKES

LAKERS



- 167** Student Contact Days
- 10** Teacher Inservice/Conference/Work Days
- 177** Teacher Contract Days

2024-2025

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-20-New Teacher Inservice
26-29-Teacher Inservice

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2- Labor Day- No School
3-First Day of School PK-12

October 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16-Early Dismissal
17-18- Fall Break- No School

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1- Inservice-No School **18-CD**
27-Early Dismissal
28-29- Holiday- No School

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23--Winter Break Begins **15-CD**

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3- Winter Break- No School
20- Teacher Inservice **19CD**

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

12- Early Dismissal
13- Inservice No School **17-CD**
14-17- Holiday No School

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13- Early Dismissal
14-Spring Break No School

April 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18- Holiday No School

21-CD

May 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

23- Last day of School **17 CD**

26- Holiday No School
27-Inservice- No School
27-29- Potential Makeup Days
Graduation

June 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

District Calendar

DETROIT LAKES PUBLIC SHOOOLS 2023-2024 SENIORITY LIST

#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
1	Gilson, Michelle	269400	8/27/1986	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
1	Gilson, Michelle	269400	8/27/1986	Mild to Moderate Mentally Handicapped	Gr. K-12	Tier 4	1.0	2028	T3
2	Hedstrom, Diana	309668	8/29/1990	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
2	Nielsen, Mindy	322714	8/29/1990	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
3	Ullyott, Robert	339760	9/2/1992	Coaching	Gr. 7-12	Tier 4	1.0	2026	T3
3	Ullyott, Robert	339760	9/2/1992	Social Studies	Gr. 7-12	Tier 4	1.0	2026	T3
3	Ullyott, Robert	339760	9/2/1992	Physical Education	Gr. K-12	Tier 4	1.0	2026	T3
3	Gulon, Samantha	341078	9/2/1992	Coaching	Gr. 7-12	Tier 4	1.0	2025	T3
3	Gulon, Samantha	341078	9/2/1992	English/Language Arts	Gr. 7-12	Tier 4	1.0	2025	T3
4	Fode, Rhonda	333851	9/24/1992	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T2
4	Fode, Rhonda	333851	9/24/1992	Coaching	Gr. 7-12	Tier 4	1.0	2025	T2
5	Schnathorst, Vern	336131	8/31/1993	Business Education - ALL -	Gr. 7-12	Tier 4	1.0	2024	T3
5	Schnathorst, Vern	336131	8/31/1993	Coaching	Gr. 7-12	Tier 4	1.0	2024	T3
5	Schnathorst, Vern	336131	8/31/1993	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2024	T3
5	Schnathorst, Vern	336131	8/31/1993	Administrative Support Occupations	High School	Tier 4	1.0	2024	T3
5	Squires, Alan	322332	8/31/1993	Industrial Arts	Gr. 5-12	Tier 4	1.0	2027	T1
5	Squires, Alan	322332	8/31/1993	Coaching	Gr. 7-12	Tier 4	1.0	2027	T1
6	Odegaard-Bliss, Emily	320217	9/20/1993	Pre-Kindergarten	Pre K	Tier 4	1.0	2026	T1
6	Odegaard-Bliss, Emily	320217	9/20/1993	Elementary Education	K-6	Tier 4	1.0	2026	T1
7	Nunn, Shad	349250	1/19/1994	Coaching	Gr. 7-12	Tier 4	1.0	2028	T3
7	Nunn, Shad	349250	1/19/1994	Mathematics	Gr. 7-12	Tier 4	1.0	2028	T3
8	Trout, Karen	352820	8/30/1994	Coaching	Gr. 7-12	Tier 4	1.0	2027	T1
8	Trout, Karen	352820	8/30/1994	Mathematics	Gr. 7-12	Tier 4	1.0	2027	T1
8	Trout, Karen	352820	8/30/1994	Physical Sciences (Physics & Chemistry)	Gr. 7-12	Tier 4	1.0	2027	T1
8	Vagle, Thomas	325824	8/30/1994	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
8	Vagle, Thomas	325824	8/30/1994	Physical Sciences (Physics & Chemistry)	Gr. 7-12	Tier 4	1.0	2028	T1
8	Ritter, Kristi	335333	8/30/1994	Learning Disabilities	Gr. K-12	Tier 4	1.0	2024	T1
8	Ritter, Kristi	335333	8/30/1994	Mild to Moderate Mentally Handicapped	Gr. K-12	Tier 4	1.0	2024	T1
8	VonRuden, Mary	329546	8/30/1994	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
9	Vagle, Linda	346338	8/29/1995	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
9	Vagle, Linda	346338	8/29/1995	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
9	Vagle, Linda	346338	8/29/1995	Life Sciences	Middle School	Tier 4	1.0	2028	T1
9	Vagle, Linda	346338	8/29/1995	Mathematics	Middle School	Tier 4	1.0	2028	T1
9	Vagle, Linda	346338	8/29/1995	Social Studies - ALL -	Middle School	Tier 4	1.0	2028	T1
9	Daly, Pamela	336822	8/29/1995	English/Language Arts	Gr. 7-12	Tier 4	1.0	2028	T3
10	Harrier, Cali	363488	8/27/1996	Coaching	Gr. 7-12	Tier 4	1.0	2024	T3
10	Harrier, Cali	363488	8/27/1996	Physical Education	Gr. K-12	Tier 4	1.0	2024	T3
10	Harrier, Cali	363488	8/27/1996	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1.0	2024	T3
10	Oistad, Barbara	327423	8/27/1996	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
10	Oistad, Barbara	327423	8/27/1996	English/Language Arts	Gr. 7-12	Tier 4	1.0	2028	T1
11	Meyer, David	345366	8/26/1997	Coaching	Gr. 7-12	Tier 4	1.0	2027	T3
11	Meyer, David	345366	8/26/1997	Physical Education	Gr. K-12	Tier 4	1.0	2027	T3
12	Gloege, Kari	374712	8/28/1998	Elementary Guidance & Counseling	Gr. 1-6	Tier 4	1.0	2026	T3
12	Gloege, Kari	374712	8/28/1998	Middle School Guidance & Counseling	Middle School	Tier 4	1.0	2026	T3
12	Marcus, Kathryn	374272	8/28/1998	Emotionally/Behaviorally Disordered	Gr. K-12	Tier 4	1.0	2026	T3
12	Marcus, Kathryn	374272	8/28/1998	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T3
12	Boe, Kimberly	371848	8/28/1998	Visual Arts	K-12	Tier 4	1.0	2026	T3
13	Bettcher, Joshua	358172	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2028	T2
13	Bettcher, Joshua	358172	9/1/1999	Life Sciences	Gr. 7-12	Tier 4	1.0	2028	T2

DETROIT LAKES PUBLIC SCHOOLS 2023-2024 SENIORITY LIST

#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
13	Bettcher, Joshua	358172	9/1/1999	Principal K-12	Gr. K-12	Tier 4	1.0	2025	T2
13	Bettcher, Joshua	358172	9/1/1999	Science 5-9	Middle School	Tier 4	1.0	2028	T2
13	Lakin, Amy	384744	9/1/1999	Science 5-9	Gr. 5-9	Tier 4	1.0	2027	T2
13	Lakin, Amy	384744	9/1/1999	Life Sciences	Gr. 7-12	Tier 4	1.0	2027	T2
13	Lakin, Amy	384744	9/1/1999	Earth & Space Science	Gr. 9-12	Tier 4	1.0	2027	T2
13	Kirchner, Philip	368661	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2027	T2
13	Kirchner, Philip	368661	9/1/1999	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T2
13	Kirchner, Philip	368661	9/1/1999	Physical Education	Gr. K-12	Tier 4	1.0	2027	T2
13	Geer-Green, Terri	296239	9/1/1999	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
13	Geer-Green, Terri	296239	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2028	T2
13	Geer-Green, Terri	296239	9/1/1999	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2028	T2
13	Brager, Kara	377791	9/1/1999	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2028	T3
13	Brager, Kara	377791	9/1/1999	Vocal & Classroom Music	Gr. K-12	Tier 4	1.0	2028	T3
13	Burnside, Jennifer	377855	9/1/1999	Communication Arts/Literature	Gr. 7-12	Tier 4	1.0	2027	T2
13	Burnside, Jennifer	377855	9/1/1999	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T2
13	Malchow, Kalan	338285	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2025	T2
13	Malchow, Kalan	338285	9/1/1999	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2025	T2
13	Vinje, Rebecca	377912	9/1/1999	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T2
14	Baukol, DeAnna	333554	8/29/2000	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
14	Baukol, DeAnna	333554	8/29/2000	Principal K-12	District	Prof.Admin.	1.0	2025	T1
14	Kvebak, William	388984	8/29/2000	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2028	T1
14	Freeman, Belinda	334157	8/29/2000	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T3
15	Lof, Christina	362248	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2024	T3
15	Lof, Christina	362248	8/28/2001	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2024	T3
15	Lof, Christina	362248	8/28/2001	Learning Disabilities	Gr. K-12	Tier 4	1.0	2024	T3
15	Richter, Doreen	325854	8/28/2001	Coaching	Gr. 7-12	Tier 4	1.0	2028	T3
15	Richter, Doreen	325854	8/28/2001	Secondary Guidance & Counseling	Gr. 7-12	Tier 4	1.0	2028	T3
15	Itzen, Rebecca	337350	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
15	Itzen, Rebecca	337350	8/28/2001	Coaching	Gr. 7-12	Tier 4	1.0	2028	T3
15	Perkins, Jill	357481	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T1
15	Jensen-Fritz, Sara	371034	8/28/2001	School Psychologist	Pre K-12	Tier 4	1.0	2027	T2
16	Jorgenson, Dan	385087	8/27/2002	Industrial Arts	Gr. 5-12	Tier 4	1.0	2027	T3
17	Skarie, Shelley	408710	10/1/2002	Parent & Family Education	Adult	Tier 4	1.0	2024	T3
18	Zamzo, Steven	347581	8/26/2003	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T3
18	Zamzo, Steven	347581	8/26/2003	Coaching	Gr. 7-12	Tier 4	1.0	2025	T3
18	Haus, Mary	359381	8/26/2003	Spanish	Gr. 7-12	Tier 4	1.0	2024	T3
18	Blom, Kristen	373633	8/26/2003	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T3
19	Weaver, Dennis	393778	8/31/2004	Life Sciences	Gr. 7-12	Tier 4	1.0	2027	T2
19	Weaver, Dennis	393778	8/31/2004	Chemistry	Gr. 9-12	Tier 4	1.0	2027	T2
19	Weaver, Dennis	393778	8/31/2004	Earth and Space Science	Gr. 9-12	Tier 4	1.0	2027	T2
19	Weaver, Dennis	393778	8/31/2004	Physics	Gr. 9-12	Tier 4	1.0	2027	T2
19	Boeke, Amy	393840	8/31/2004	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T3
19	Boeke, Amy	393840	8/31/2004	Pre-Kindergarten	Pre-K	Tier 4	1.0	2027	T3
19	Blow, Jacob	393328	8/31/2004	Health Education (Two-Year LOA 2023-2025)	Gr. 5-12	Tier 4	1.0	2027	T1
19	Blow, Jacob	393328	8/31/2004	Physical Education (Two-Year LOA 2023-2025)	Gr. K-12	Tier 4	1.0	2027	T1
19	Holland (Reading), Lynn	368891	8/31/2004	Emotional Behaviorally Disorders	Gr. K-12	Tier 4	1.0	2025	T1
19	Holland (Reading), Lynn	368891	8/31/2004	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T1
19	Schramel, Jill	366944	8/31/2004	Speech - Language Pathologist	Pre K-12	Tier 4	1.0	2026	T1
19	Jackson, Todd	373012	8/31/2004	Physical Education	Gr. K-12	Tier 4	1.0	2025	T3

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#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
20	Courneya, Nicole	413950	8/30/2005	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T2
20	Trowbridge, Heather	380977	8/30/2005	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2027	T1
21	Eckhoff, Keith	428268	8/29/2006	Mathematics	Gr. 5-8	Tier 4	1.0	2027	T1
21	Eckhoff, Keith	428268	8/29/2006	Elementary Education	Gr. K-12	Tier 4	1.0	2027	T1
21	Stuewe, Jessica	414685	8/29/2006	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T1
21	Stuewe, Jessica	414685	8/29/2006	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T1
21	Schuld, Anna	420984	8/29/2006	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
21	Schuld, Anna	420984	8/29/2006	Pre-Primary	Age 3-K	Tier 4	1.0	2026	T1
21	Gag, Kelly	102918	8/29/2006	Occupational Therapy Practitioner		Tier 4	0.8	2025	T3
21	Pender, Sara	405310	8/29/2006	School Counselor	Gr. K-12	Tier 4	1.0	2028	T3
21	Fritz, Wendy	369756	8/29/2006	Speech/Language Pathologist	Pre K-12	Tier 4	1.0	2026	T3
21	Heimark, Rian	363507	8/29/2006	Elementary Education	Gr. 1-6	Tier 4	1.0	2024	T3
22	Swenson, Kristin	431477	9/11/2006	Physical Education	Gr. K-12	Tier 4	1.0	2027	T1
23	Hanninen, Kelli	349173	8/27/2007	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T2
23	Hanninen, Kelli	349173	8/27/2007	Coaching	Gr. 7-12	Tier 4	1.0	2027	T2
23	Hanninen, Kelli	349173	8/27/2007	Health Education	Middle School	Tier 4	1.0	2027	T2
23	Hanninen, Kelli	349173	8/27/2007	Mathematics	Middle School	Tier 4	1.0	2027	T2
23	Hanninen, Kelli	349173	8/27/2007	Social Studies - ALL -	Middle School	Tier 4	1.0	2027	T2
23	Hanninen, Kelli	349173	8/27/2007	Spanish	Middle School	Tier 4	1.0	2027	T2
23	Flint, Robb	404178	8/27/2007	Health Education	Gr. 5-12	Tier 4	1.0	2027	T3
23	Flint, Robb	404178	8/27/2007	Physical Education	Gr. K-12	Tier 4	1.0	2027	T3
23	Flint, Robb	404178	8/27/2007	Developmental Adaptive Physical Education	Pre K-12	Tier 4	1.0	2027	T3
23	Doll, Margaret	435731	8/27/2007	Principal K-12	District	Prof.Admin.	1.0	2024	T2
23	Doll, Margaret	435731	8/27/2007	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2028	T2
23	Doll, Margaret	435731	8/27/2007	Elementary Education	Gr. K-12	Tier 4	1.0	2028	T2
23	Fiedler, Michael	420617	8/27/2007	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2024	T3
24	Haugrud, Kathryn	373593	10/15/2007	Elementary Guidance & Counseling (Five-Year LOA 2021-2026)	Gr. 1-6	Tier 4	1.0	2022	T2
24	Haugrud, Kathryn	373593	10/15/2007	English/Language Arts (Five-Year LOA 2021-2026)	Gr. 7-12	Tier 4	1.0	2022	T2
24	Haugrud, Kathryn	373593	10/15/2007	Elementary Education (Five-Year LOA 2021-2026)	Gr. K-6	Tier 4	1.0	2022	T2
25	Paulson, Kristi	408055	8/25/2008	Principal K-12	Gr. K-12	Prof.Admin.	1.0	2025	T2
25	Paulson, Kristi	408055	8/25/2008	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2024	T2
25	Paulson, Kristi	408055	8/25/2008	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T2
25	Sunram, April	413866	8/25/2008	Pre-Primary	Age 3-K	Tier 4	1.0	2025	T2
25	Sunram, April	413866	8/25/2008	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
25	Zunich, Ryan	395637	8/25/2008	Physical Education	Gr. K-12	Tier 4	1.0	2028	T1
25	Zunich, Ryan	395637	8/25/2008	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
25	Schmitz, Danielle	439158	8/25/2008	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2027	T2
25	Jackson, Jennifer	378368	8/25/2008	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
26	Jernberg, Terri	320672	11/3/2008	Elementary Education (One Year LOA 2023-2024)	Gr. 1-6	Tier 4	1.0	2027	T3
26	Jernberg, Terri	320672	11/3/2008	Mathematics (One Year LOA 2023-2024)	Gr. 5-8	Tier 4	1.0	2027	T3
27	Ford-Milligan, Shawn	344880	3/10/2009	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T1
27	Ford-Milligan, Shawn	344880	3/10/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T1
27	Ford-Milligan, Shawn	344880	3/10/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2027	T1
28	Bommersbach, Mike	385145	4/14/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T1
28	Bommersbach, Mike	385145	4/14/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T1
29	Myers, Cara	448026	8/31/2009	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2025	T1
29	Myers, Cara	448026	8/31/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2025	T1
29	Myers, Cara	448026	8/31/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T1
29	Hanson, Julie	447729	8/31/2009	Pre-Primary	Age 3-K	Tier 4	1.0	2025	T1

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#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
29	Hanson, Julie	447729	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
29	Downey, Kristi	449626	8/31/2009	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2025	T1
29	Downey, Kristi	449626	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
29	Berntson, Julie	445662	8/31/2009	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2025	T1
29	Flint, Laura	435538	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T1
29	Knopf, Amy	438763	8/31/2009	Business	Gr. 5-12	Tier 4	1.0	2024	T1
30	Cihak, Lynn	325610	9/14/2009	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T2
30	Cihak, Lynn	325610	9/14/2009	Coaching	Gr. 7-12	Tier 4	1.0	2025	T2
31	Porter, Amy	451680	8/30/2010	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T3
31	Porter, Amy	451680	8/30/2010	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T3
31	Eischens, Lisa	333411	8/30/2010	Dirver Education	Gr. 7-12	Tier 4	1.0	2026	T3
31	Eischens, Lisa	333411	8/30/2010	Mathematics	Gr. 7-12	Tier 4	1.0	2026	T3
31	Miller, Micheal	350757	8/30/2010	Mathematics	Gr. 7-12	Tier 4	1.0	2024	T1
32	Bahr, Briana	455103	8/29/2011	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2026	T2
32	Bahr, Briana	455103	8/29/2011	Elementary Education	K-6	Tier 4	1.0	2026	T2
32	Miller, Teri	452676	8/29/2011	Early Childhood Education	B-Grade 3	Tier 4	1.0	2026	T3
32	Miller, Teri	452676	8/29/2011	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T3
32	Kaji-Horne, Justin	463905	8/29/2011	Mathematics	Gr. 5-12	Tier 4	1.0	2027	T2
33	Pedersen, Benjamin	453691	8/27/2012	Principal K-12	District	Prof.Admin.	1.0	2025	T1
33	Pedersen, Benjamin	453691	8/27/2012	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T1
33	Pedersen, Benjamin	453691	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
33	Alton, Nicholas	452078	8/27/2012	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2026	T1
33	Alton, Nicholas	452078	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
33	Baxter, Brady	437243	8/27/2012	Principal K-12	K-12	Tier 4	1.0	2025	T1
33	Baxter, Brady	437243	8/27/2012	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2028	T1
33	Meyer, Krystal	465353	8/27/2012	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T1
33	Meyer, Krystal	465353	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
33	Pipek, Jenna	467748	8/27/2012	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T1
33	Pipek, Jenna	467748	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
33	Wood, Kacey	467806	8/27/2012	Early Childhood Education	B-Grade 3	Tier 4	1.0	2028	T1
33	Wood, Kacey	467806	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
33	Thorwaldsen, Shea	464574	8/27/2012	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2024	T2
33	Thorwaldsen, Shea	464574	8/27/2012	Early Childhood Education	B-Grade 3	Tier 4	1.0	2024	T2
33	Benson, Nicole	436863	8/27/2012	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T3
33	VanValkenburg, Amy	445315	8/27/2012	Family and Consumer Sciences	Gr. 5-12	Tier 4	1.0	2026	T1
34	Moore, Charles	384156	9/24/2012	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T2
34	Moore, Charles	384156	9/24/2012	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T2
35	Moore, Charles	384156	9/24/2012	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1.0	2028	T2
35	Moore, Charles	384156	9/24/2012	Social Studies - ALL	Gr. 7-12	Tier 4	1.0	2028	T2
35	Karlgaard, Christine	450309	8/26/2013	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T2
35	Karlgaard, Christine	450309	8/26/2013	Autism Spectrum Disorders	Gr. 8-12	Tier 4	1.0	2026	T2
35	Karlgaard, Luke	411925	8/26/2013	Pre-Primary	Age3-K	Tier 4	1.0	2024	T2
35	Karlgaard, Luke	411925	8/26/2013	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T2
35	Truedson, Aimee	445870	8/26/2013	Developmental/Adapted Physical Education	Gr. Pre K-12	Tier 4	1.0	2026	T3
35	Truedson, Aimee	445870	8/26/2013	Physical Education	Gr. K-12	Tier 4	1.0	2026	T3
35	Rasmussen, Kayla	474329	8/26/2013	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2024	T3
35	Rasmussen, Kayla	474329	8/26/2013	Developmental Disabilities	Gr. K-12	Tier 4	1.0	2024	T3
35	Langworthy, Tammy	300930	8/26/2013	Coaching	Gr. 7-12	Tier 4	1.0	2029	T2
35	Langworthy, Tammy	300930	8/26/2013	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T2

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#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
35	Kvebak, Mary	359849	8/26/2013	English/Language Arts	Gr. 7-12	Tier 4	1.0	2025	T2
35	Thompson, Kayla	453949	8/26/2013	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2026	T2
35	Hefta, Reed	475807	8/26/2013	Physical Education	Gr. K-12	Tier 4	1.0	2026	T3
36	Rice, Annette	297239	8/21/2014	Classroom Music	Gr. K-12	Tier 4	1.0	2027	T3
36	Rice, Annette	297239	8/21/2014	Vocal Music	Gr. K-12	Tier 4	1.0	2027	T3
36	Rice, Annette	297239	8/21/2014	Family Ed/Early Childhood Educator	Pre-K	Tier 4	1.0	2027	T3
36	Rice, Annette	297239	8/21/2014	Pre-Kindergarten	Pre-K	Tier 4	1.0	2027	T3
36	Johnson, Jessica	435742	8/21/2014	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2027	T1
36	Johnson, Jessica	435742	8/21/2014	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T1
36	Johnson, Jessica	435742	8/21/2014	Learning Disabilities	Gr. K-12	Tier 4	1.0	2027	T1
36	Johnson, Jessica	435742	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T1
36	Kalina, Kelly	388327	8/21/2014	Mathematics	Gr. 7-12	Tier 4	1.0	2025	T1
36	Kalina, Kelly	388327	8/21/2014	Physical Education	Gr. 7-12	Tier 4	1.0	2025	T1
36	Kalina, Kelly	388327	8/21/2014	District Superintendent	District	Prof.Admin.	1.0	2024	T1
36	Kalina, Kelly	388327	8/21/2014	Principal K-12	District	Prof.Admin.	1.0	2024	T1
36	Dwyer, Todd	433402	8/21/2014	Physical Education	Gr. K-12	Tier 4	1.0	2025	T2
36	Braaten, Elissa	397413	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T2
36	Whiting, Mark	482167	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
36	Schwartz, Jean	480549	8/21/2014	Public School Nurse	Pre K-12	Tier 4	1.0	2025	T2
36	Schmitz, Laura	445656	8/21/2014	Vocal and Classroom Music	Gr. K-12	Tier 4	1.0	2025	T1
36	Swanson, Amanda	472869	8/21/2014	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T1
37	Guler, Rachel	484783	1/5/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
38	Biggar, Katelyn	484617	2/2/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
39	Barberg, Jennifer	403733	8/27/2015	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T1
39	Barberg, Jennifer	403733	8/27/2015	Reading	Gr. K-12	Tier 4	1.0	2028	T1
39	Barberg, Jennifer	403733	8/27/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
39	Danner, Claire	465603	8/27/2015	Visual Arts	Gr. K-12	Tier 4	1.0	2028	T3
39	Biggar, Zachary	489345	8/27/2015	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T1
39	Biggar, Zachary	489345	8/27/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
39	Bergmann, Tucker	487724	8/27/2015	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
39	Aastuen, Benjamin	480526	8/27/2015	Mathematics	Gr. 5-12	Tier 4	1.0	2025	T1
39	Siewert, Timothy	448308	8/27/2015	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2025	T3
40	Leighton, Beth	350658	8/25/2016	Physical Education	Gr. K-12	Tier 4	0.2	2027	T1
40	Leighton, Beth	350658	8/25/2016	Developmental/Adapted Physical Education	Gr. Pre K-12	Tier 4	0.2	2027	T1
40	Newman, Sarah	435987	8/25/2016	Early Childhood Education	Gr. B-3	Tier 4	1.0	2028	T2
40	Newman, Sarah	435987	8/25/2016	Reading	Gr. K-12	Tier 4	1.0	2028	T2
40	Aakre, Anna	464512	8/25/2016	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2028	T2
40	Aakre, Anna	464512	8/25/2016	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T2
40	Wenschlag, Molly	427172	8/25/2016	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2025	T3
40	Wenschlag, Molly	427172	8/25/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T3
40	Swanhorst, Kathryn	489318	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
40	Hannesson, Margaret	495764	8/25/2016	Speech/Language Pathologist	Pre K-12	Tier 4	1.0	2027	T3
40	Blasczyk, William	396174	8/25/2016	English/Language Arts	Gr. 7-12	Tier 4	1.0	2024	T3
40	Olson, Jennifer	381341	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T2
40	Nelson, Fletcher	493586	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
40	Swenson, Aaron	396764	8/25/2016	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2027	T2
40	Fode, Kelsey	487885	8/25/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T3
40	Anderson, Nathan	490451	8/25/2016	Counselor	Gr. K-12	Tier 4	1.0	2027	T3
40	Swiers, Hailey	496011	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3

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41	Johnson, Sherri	451292	11/30/2016	Academic and Behavioral Strategist	Gr. K-12	Tier 4	1.0	2028	T2
41	Johnson, Sherri	451292	11/30/2016	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T2
41	Johnson, Sherri	451292	11/30/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
42	Lundberg, Jillian	453731	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2026	T1
42	Lundberg, Jillian	453731	8/24/2017	Early Childhood Special Education	Gr. B-Age 6	Tier 4	1.0	2026	T1
42	Lundberg, Jillian	453731	8/24/2017	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T1
42	Lundberg, Jillian	453731	8/24/2017	Reading	Gr. K-12	Tier 4	1.0	2026	T1
42	Lundberg, Jillian	453731	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
42	Hendrickson, Jason	374789	8/24/2017	Business	Gr. 5-12	Tier 4	1.0	2027	T1
42	Hendrickson, Jason	374789	8/24/2017	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2027	T1
42	Hendrickson, Jason	374789	8/24/2017	Physical Education	Gr. K-12	Tier 4	1.0	2027	T1
42	Okeson, Destany	413636	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2024	T1
42	Okeson, Destany	413636	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T1
42	Okeson, Markus	413836	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2025	T1
42	Okeson, Markus	413836	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
42	Schnathorst, Sara	379133	8/24/2017	Physical Education	Gr. K-12	Tier 4	1.0	2027	T1
42	Gruis, Samantha	499212	8/24/2017	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2023	T2
42	Hogie, Braeden	482754	8/24/2017	Business	Gr. 5-12	Tier 4	1.0	2026	T1
42	Nielsen, Alyssa	503680	8/24/2017	Emotional Behavior Disorders	Gr. K-12	Tier 3	1.0	2025	T3
42	Mallow, Linda	342759	8/24/2017	Social Studies	Gr. 7-12	Tier 4	1.0	2026	T2
43	Stenger, Kara	502384	8/29/2017	Early Childhood Education	B-Grade 3	Tier 4	1.0	2028	T2
44	Kuhlmeiy, Carol	415047	8/23/2018	Developmental Disabilities	K-12	Tier 4	1.0	2026	T3
44	Kuhlmeiy, Carol	415047	8/23/2018	Emotional Behavior Disorders	K-12	Tier 4	1.0	2026	T3
44	Kuhlmeiy, Carol	415047	8/23/2018	Learning Disabilities	K-12	Tier 4	1.0	2026	T3
44	Kuhlmeiy, Carol	415047	8/23/2018	Vocal and Classroom Music	K-12	Tier 4	1.0	2026	T3
44	Mehus-Jensen, Nicole	405271	8/23/2018	Emotional Behavior Disorders	Gr K-12	Tier 4	1.0	2028	T1
44	Mehus-Jensen, Nicole	405271	8/23/2018	Learning Disabilities	Gr K-12	Tier 4	1.0	2028	T1
44	Mehus-Jensen, Nicole	405271	8/23/2018	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
44	Newman, Graham	487306	8/23/2018	Academic and Behavioral Strategist	Gr. K-12	Tier 4	1.0	2026	T1
44	Newman, Graham	487306	8/23/2018	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2026	T1
44	Amundson, Maria	441219	8/23/2018	Pre-Primary	Age 3-K	Tier 4	1.0	2024	T3
44	Amundson, Maria	441219	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T3
44	Otten, Carla	395606	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T3
44	Otten, Carla	395606	8/23/2018	Pre-Kindergarten	Pre K	Tier 4	1.0	2027	T3
44	Tollefson, Amy	367671	8/23/2018	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2025	T3
44	Tollefson, Amy	367671	8/23/2018	Pre-Kindergarten	Pre K	Tier 4	1.0	2025	T3
44	Ebsen, Sara	469374	8/23/2018	School Psychologist	Pre K-12	Tier 4	1.0	2027	T3
44	Suihkonen (Hillier), Nicolle	481812	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T3
44	Wolf, Kellie	479721	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
44	Carlson, Carrie	500858	8/23/2018	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2028	T1
44	Tweeton, Tracey	349023	8/23/2018	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2028	T3
44	Johnson, Jacob	498306	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
44	Richter, Whitney	505970	8/23/2018	Elementary Education	Gr. K-6	Tier 3	1.0	2026	T1
44	Ochsner, Nathan	502434	8/23/2018	School Counselor	Gr. K-12	Tier 4	1.0	2028	T3
45	Gulseth, Meredith	366547	8/22/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T2
45	Gulseth, Meredith	366547	8/22/2019	English as a Second Language	Gr. K-12	Tier 4	1.0	2027	T2
45	Gulseth, Mark	365865	8/22/2019	Coaching	Gr. 7-12	Tier 4	1.0	2027	T2
45	Gulseth, Mark	365865	8/22/2019	Physical Education	Gr. K-12	Tier 4	1.0	2027	T2
45	Jensen, Laura	445429	8/22/2019	Science 5-8	Gr. 5-8	Tier 4	1.0	2025	T2

DETROIT LAKES PUBLIC SCHOOLS 2023-2024 SENIORITY LIST

#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
45	Jensen, Laura	445429	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
45	Lucas, Kimberly	493172	8/22/2019	School Psychologist	Pre K-12	Tier 4	1.0	2027	T2
45	Craig, Amanda	473686	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2024	T2
45	Thorson, Johnna	377127	8/22/2019	Speech-Language Pathologist	Pre K-12	Tier 4	1.0	2024	T2
45	Tarara, Antonino	449024	8/22/2019	Instr (Band/Orch) and Classroom Music	Gr. K-12	Tier 4	1.0	2026	T2
45	Fode, Tyler	488463	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T2
45	Broderius, William	453142	8/22/2019	Vocal and Classroom Music	Gr. K-12	Tier 4	1.0	2026	T2
45	Johnson, Rachel	1001803	8/22/2019	Social Studies	Gr. 5-12	Tier 4	1.0	2027	T3
45	Solum, Rachel	1000589	8/22/2019	Elementary Education	Gr. K-6	Tier 3	1.0	2025	T3
45	Torgerson, Heather	401191	8/22/2019	Early Childhood Special Education	B - Age 6	Tier 4	1.0	2028	T3
45	Torgerson, Heather	401191	8/22/2019	Physical and Health Disabilities	B-12	Tier 4	1.0	2028	T3
45	Torgerson, Heather	401191	8/22/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
45	Judisch, Andrea	509651	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T3
45	Jenson, Matthew	497496	8/22/2019	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1.0	2027	T2
45	Jenson, Matthew	497496	8/22/2019	Emotional Behavioral Disorder	Gr. K-12	Tier 4	1.0	2027	T2
46	Lindstrom, Lisa	386971	8/26/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
46	Lindstrom, Lisa	386971	8/26/2019	Early Childhood Special Education	Age B-6	Tier 4	1.0	2028	T2
46	Gerdes, Christine	482469	8/26/2019	Science 5-8	Gr. 5-8	Tier 3	1.0	2025	T2
47	Daniel, Carli-Rae	1003382	12/16/2019	Communication Arts/Literature	Gr. 5-12	Tier 3	1.0	2026	T2
48	Hoff, Carolyn	282950	8/31/2020	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2025	T1
48	Hoff, Carolyn	282950	8/31/2020	Emotional Behavior Disorder	Gr. K-12	Tier 4	1.0	2025	T1
48	Hoff, Carolyn	282950	8/31/2020	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T1
48	Hoff, Carolyn	282950	8/31/2020	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
48	Hoff, Carolyn	282950	8/31/2020	Pre-Kindergarten	Prek K	Tier 4	1.0	2025	T1
48	Oistad, McKenzie	499971	8/31/2020	Heath Education	Gr. 5-12	Tier 4	1.0	2028	T1
48	Oistad, McKenzie	499971	8/31/2020	Physical Education	Gr. K-12	Tier 4	1.0	2028	T1
48	Oistad, McKenzie	499971	8/31/2020	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1.0	2028	T1
48	Swoboda, Kari	469385	8/31/2020	School Counselor	Gr. K-12	Tier 4	1.0	2026	T1
48	Skrove, Sadie	513082	8/31/2020	Early Childhood Education	B- Gr. 3	Tier 3	1.0	2025	T2
48	Colby, Amber	1005469	8/31/2020	Academic and Behavioral Strategist	Gr. K-12	Tier 3	1.0	2028	T2
48	Colby, Amber	1005469	8/31/2020	Elementary Education	Gr. K-6	Tier 3	1.0	2028	T2
48	Ito, Lisa	1004562	8/31/2020	Chemistry	Gr. 9-12	Tier 3	1.0	2028	T2
48	Byer, Brianna	512753	8/31/2020	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2027	T2
48	Sannes, Kiera	1003566	8/31/2020	Early Childhood Special Education	B- Age 6	Tier 3	1.0	2028	T2
48	Sannes, Kiera	1003566	8/31/2020	Early Childhood Education	B-Grade 3	Tier 3	1.0	2028	T2
49	Voz, Heidi	349583	9/8/2020	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T1
49	Voz, Heidi	349583	9/8/2020	Visual Arts	Gr. K-12	Tier 4	1.0	2027	T1
50	Lenzen, Carly	472261	8/23/2021	Mathematics	Gr. 5-12	Tier 4	1.0	2024	T3
50	Maass, Brett	445417	8/23/2021	Mathematics	Gr. 5-12	Tier 4	1.0	2025	T3
51	Jensen, Garrett	445431	08/24/2022	Elementary Education	Gr. K-6	Tier 4	1	2025	T2
51	Jensen, Garrett	445431	08/24/2022	Social Studies	Gr. 5-8	Tier 4	1	2025	T2
51	Berntson, Casey	450640	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2025	T2
51	Braukmann, Alissa	407285	08/24/2022	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2024	T2
51	Braukmann, Alissa	407285	08/24/2022	Learning Disabilities	Gr. K-12	Tier 4	1	2024	T2
51	Evans, Heidi	397522	08/24/2022	Communication Arts/Literature	Gr. 5-12	Tier 4	1	2027	T2
51	Thelen, Nathan	503218	08/24/2022	Vocal and Classroom Music	Gr. K-12	Tier 4	1	2028	T2
P 07/2024	Bergren, Samuel	513084	8/23/2021	Elementary Education	Gr. K-6	Tier 3	1.0	2025	U3
P 07/2024	Bergeron, Christina	1016638	08/24/2022	Communication Arts/Literature	Gr. 5-12	Tier 3	1	2025	U3
P 07/2024	Bergeron, Christina	1016638	08/24/2022	English as a Second Language	Gr. K-12	Tier 3	1	2025	U3

DETROIT LAKES PUBLIC SCHOOLS 2023-2024 SENIORITY LIST

#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
P 07/2024	Clark, Joan	373579	08/24/2022	Social Studies	Gr. 7-12	Tier 3	1	2025	U3
P 07/2024	Clark, Joan	373579	08/24/2022	Learning Disabilities	Gr. 5-12	Tier 3	1	2025	U3
P 07/2024	Moser, Anna	453532	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2026	U3
P 07/2024	Moser, Anna	453532	08/24/2022	Physical Education	Gr. K-12	Tier 4	1	2026	U3
P 07/2024	Sabers, Alicia	1004507	08/24/2022	Elementary Education	Gr. K-6	Tier 3	1	2026	U3
P 07/2024	Sabers, Alicia	1004507	08/24/2022	Principal	Gr. K-12	Tier 3	1	2024	U3
P 07/2024	Sabers, Alicia	1004507	08/24/2022	Emotional Behavior Disorder	Gr. K-12	Tier 3	1	2026	U3
P 07/2024	Anderson, Leslie	365914	08/21/2023	Physical Education	Gr. K-12	Tier 4	1	2027	U3
P 07/2024	Anderson, Leslie	365914	08/21/2023	Coaching	Gr. 7-12	Tier 4	1	2027	U3
P 07/2024	Anderson, Leslie	365914	08/21/2023	Health Education	Gr. K-12	Tier 4	1	2027	U3
P 07/2024	Williams, Sarah	1017092	08/24/2022	FACS	Gr. 5-12	Tier 3	1	2025	U3
P 07/2024	Cervantes, Shelley	409162	08/21/2023	School Counselor	Gr. K-12	Tier 4	1	2026	U3
P 07/2024	Drotts, Kevin	506958	08/21/2023	Science 5-8	Gr. 5-8	Tier 4	1	2027	U3
P 07/2024	Drotts, Kevin	506958	08/21/2023	Life Science	Gr. 9-12	Tier 4	1	2027	U3
P 07/2024	Helm, Sarah	361434	08/21/2023	Speech Language Pathologist	Gr. Prek-12	Tier 4	1	2027	U3
P 07/2024	Isaacson, Rachelle	348004	08/21/2023	Speech Language Pathologist	Gr. Prek-12	Tier 4	1	2026	U3
P 07/2024	Isaacson, Rachelle	348004	08/21/2023	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1	2026	U3
P 07/2024	Mohr, Christin	424658	08/21/2023	Learning Disabilities	Gr. K-12	Tier 4	1	2026	U3
P 07/2024	Mohr, Christin	424658	08/21/2023	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2026	U3
P 07/2024	Stockstrom, Jessica	513545	08/21/2023	Early Childhood Education	Gr. B-3	Tier 4	1	2027	U3
P 07/2024	Nelson, Nicole	436467	08/24/2022	Elementary Education	Gr. 1-6	Tier 3	1	2026	U3
P 07/2024	Nelson, Nicole	436467	08/24/2022	Emotional Behavior Disorders	Gr. K-12	Tier 3	1	2026	U3
P 07/2024	Nelson, Nicole	436467	08/24/2022	Learning Disabilities	Gr. K-12	Tier 3	1	2026	U3
P 07/2024	Nelson, Nicole	436467	08/24/2022	Developmental Disabilities	Gr. K-12	Tier 3	1	2026	U3
P 07/2025	Knutson, Allison	1015577	02/28/2022	School Social Worker	Gr. K-12	Tier 3	1	2025	U2
P 07/2025	Laymon, Shelby	510533	02/28/2022	Elementary Education	Gr. K-6	Tier 3	1	2025	U2
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Physical Education	Gr. K-12	Tier 4	1	2028	U2
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Health Education	Gr. 5-12	Tier 4	1	2028	U2
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1	2028	U2
P 07/2025	Erhardt, Joshua	493966	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2028	U2
P 07/2025	Johannes, Shauntel	1014016	08/24/2022	Early Childhood Special Education	Gr. B- Age 6	Tier 3	1	2025	U2
P 07/2025	Kucera, Megan	1014340	08/24/2022	Visual Arts	Gr. K-12	Tier 3	1	2025	U2
P 07/2025	Murphy, Samantha	1017587	08/24/2022	Social Worker	Gr. Pre K-12	Tier 3	1	2025	U2
P 07/2025	Neal, Natalie	1011545	08/24/2022	Elementary Education	Gr. K-6	Tier 3	1	2024	U2
P 07/2025	Neal, Natalie	1011545	08/24/2022	Academic and Behavioral Strategist	Gr. K-12	Tier 3	1	2024	U2
P 07/2026	Thiel, Lacey		08/24/2022	Occupational Therapist	OT	Tier 4	0.6		U1
P 07/2026	Bly, Sydney	1027003	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2026	U1
P 07/2026	Dobratz, Summer	1009554	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2024	U1
P 07/2026	Dobratz, Summer	1009554	08/21/2023	Pre-Primary	Gr. Age 3-Prek	Tier 3	1	2024	U1
P 07/2026	Sellin, Lauren	1014555	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2025	U1
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Elementary Education	Gr K-6	Tier 3	1	2025	U1
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Emotional Behavior Disorders	Gr K-6	Tier 3	1	2025	U1
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Learning Disabilities	Gr K-6	Tier 3	1	2025	U1
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Developmental Disabilities	Gr K-6	Tier 3	1	2025	U1
P 07/2026	Miller, David	1026581	08/21/2023	Mathematics	Gr. 5-12	Tier 3	1	2026	U1
P 07/2026	McCollum, Elise	1022803	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2026	U1
P 07/2026	Sitz, Shannon	1025912	08/21/2023	Speech Language Pathologist	Gr. K-12	Tier 3	1	2026	U1
P 07/2026	Frosig, Rebecca	477516	08/21/2023	Elementary Education	Gr. K-6	Tier 4	1	2025	U1
P 07/2026	Frosig, Rebecca	477516	08/21/2023	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2025	U1

DETROIT LAKES PUBLIC SHOOOLS 2023-2024 SENIORITY LIST

#	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
P 07/2026	Frosig, Rebecca	477516	08/21/2023	Learning Disabilities	Gr. K-12	Tier 4	1	2025	U1
P 07/2026	Alyssa Mitchell	1030780	08/21/2023						
T = Tenured Evaluation Cycle									
T-1 = Principal Evaluation									
T-2 = Peer Review									
T-3 = Collect Individual Data									
U = Untenured Evaluation Cycle									
U-1 = 1st Year									
U-2 = 2nd Year									
U-3 = 3rd Year									
UFT 2024	Hunt, Laura	514931	8/30/2021	Academic and Behavioral Strategist	Gr. K-12	Tier 2	1.0	2025	4
	Ostlie, Melissa	425230	8/30/2021	Academic and Behavioral Strategist	Gr. K-12	Tier 2	1.0	2025	4
	Carlson, Rachel	1023724	08/21/2023	Autism Spectrum Disorder	Gr. B-12	Tier 2	1	2024	U1
	Berg, Karissa	1026419	08/21/2023			Tier 2	1		U1
	Salathe, Samantha	1019048	8/24/2022	Health	Gr. 5-12	Tier 1	0.4	2023	U2
	Dodd, Austin	1014003	8/21/2023	Physical Education	Gr. K-12	Tier 1	1.0	2024	U1
	Honke, Charles (Skip)	1027209	8/21/2023	Manufacturing Careers	Gr. 7-12	Tier 1	1.0	2024	U1
	Honke, Charles (Skip)	1027209	8/21/2023	Chemistry	Gr. 9-12	Tier 1	1.0	2024	U1
	Honke, Charles (Skip)	1027209	8/21/2023	Physics	Gr. 9-12	Tier 1	1.0	2024	U1
	Thorp, Kayla	1027488	8/21/2023	Academic and Behavioral Strategist	Gr. K-12	Tier 1	1.0	2024	U1
	TIER 1								
	TIER 2								

School Board Meeting Agenda Memorandum



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

DATE: January 17, 2024
TO: Board of Education
FROM: District Bargaining Committee - Board Members: Amy Erickson, April Thomas, John Steffl
Administrators: Mark Jenson (Supt), Jason Kuehn (Finance Director), Kylie Johnson (HR Director)
SUBJECT: **2023-25 Teacher Contract Settlement (Education Minnesota-Detroit Lakes)**

The district bargaining committee for contract negotiations is recommending the approval of the Teacher Master Agreement for 2023-2025. EMDL ratified the tentative agreement on January 16, 2024.

Financial Improvements:

Salary Schedule & Hourly Pay Increases:

- 2023-24: 5.00% (Steps 1-14)
- 2024-25: 3.00% (Steps 1-14)
- Step movement each year for applicable teachers
- ECFE/LR, ABE hourly pay increases: 5.00% year 1 / 3.00% year 2
- Increases to the district's contribution to health insurance: 2024-25: \$660 (single)/\$1,275 (family)
- Coverage Compensation Pay: \$140/day - \$70/half-day, effective February 1, 2024
- Driver's Education Instructor increased to \$32/hour
- Special Education Third Party Billing: moved to a tiered payment structure
- Stipend (non-cumulative): Beginning 2024-25, teachers who have completed a full school year at Step 14 will receive \$1,000 annual stipend
- Changes to Schedules C as recommended by the Schedule C Committee

Language / Other Benefit Changes:

- Adoption Leave – MOU to allow usage of up to 20 sick leave days (if available) for adoption of a child for the remainder of 23-24 and 24-25 school years
- 3 Personal Leave days awarded to ECFE/LR Teachers
- ULA Reinstatement period adjusted from five (5) years to three (3) years
- 403(b) providers adjusted from eleven (11) to seven (7)
- Removal of six (6) obsolete positions from Schedule D
- Master Agreement reference to "ERMA" updated

Total 2-year Package Increase: \$3,792,164

The district bargaining committee recommends approval of this agreement

DETROIT LAKES PUBLIC SCHOOLS
January 22, 2024 – Regular School Board Meeting

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

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

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

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

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

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

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

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

_____ and upon vote being taken thereon, the following

voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Detroit Lakes Public Schools
Monthly Enrollment Summary - FY 2024
January 1, 2024**

Roosevelt						
Grade	Current	Previous (December)	Opening Day	Sections	Per Section	
K	90	90	90	4	23	
1	97	96	96	5	19	
2	92	93	93	4	23	
3	98	100	98	4	25	
4	95	97	97	4	24	
5	110	110	113	4	28	
RSVT Total	582	586	587	25	23	
Difference		(4)	(5)		Avg/section	

Rossman						
Grade	Current	Previous (December)	Opening Day	Sections	Per Section	
K	104	103	105	5	21	
1	91	92	96	5	18	
2	97	97	97	4	24	
3	96	96	95	4	24	
4	96	96	99	4	24	
5	103	103	102	4	26	
RSM Total	587	587	594	26	23	
Difference		-	(7)		Avg/section	

Middle School				
Grade	Current	Previous (December)	Opening Day	
6	198	197	197	
7	211	211	214	
8	206	203	208	
MS Total	615	611	619	
Difference		4	(4)	

High School				
Grade	Current	Previous (December)	Opening Day	
9	206	205	211	
10	196	195	207	
11	221	226	235	
12	208	208	220	
HS Total	831	834	873	
Difference		(3)	(42)	

Online		
Grade	Current	
9	2	
10	2	
11	3	
12	7	
Total Online	14	

District Wide Summary			
Pre-K	45		
K	194		
1	188		
2	189		
3	194		
4	191		
5	213		
	975		
6	198		
7	211	Laker Online	14
8	206	Transitions	11
	615	Rossman	587
		Roosevelt	582
9	208	DLMS	615
10	212	DLHS	831
11	251	ALC	63
12	248	PSEO	-
	919	Pre-K	45
Total	2,748	Monthly Total	2,748

Comparisons		
Last Month Report		2,752
	Difference	(4)
2023-24 Opening Day		2,809
	Difference	(61)

ALC				
Grade	Current	Previous (December)	Opening Day	
9	-	-	-	
10	14	14	8	
11	27	28	33	
12	22	22	28	
Total	63	64	69	
	Difference	(1)	(6)	



Detroit Lakes Public Schools

Monthly Enrollment Summary

2023-2024

Month: January

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	38	79	117

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	1	9	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	68	22	90
Rossman	75	29	104
Totals	143	51	194

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	97	93	98	95	110	493
Rossman	91	97	96	96	103	483
Totals	188	190	194	191	213	976

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
194	976	1170

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	198	211	206	615

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	206	196	221	208	831	0	0	831

2023-2024

K-12 Total

2704

2022-2023

K-12 Total

2690

2021-2022

K-12 Total

2719

MONTHLY TOTALS*

EIC	39
ECSE	88
Kind. Sp. Ed.	51
Kindergarten	143
Grades 1-5	976
Middle School	615
Senior High	831
ALC	63
E-Laker Online	14
Transitions	11
TOTAL	2831

*Does not include non-resident students on tuition agreement

ALC

D.L.	44
Other	19
Total	63

LAKER TRANSITIONS

D.L.	10
Other	1
Total	11



Detroit Lakes Public Schools Yearly Enrollment Summary 2023-2024

Date: January

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
49	28	33	37	38						58	61	70	77	79					

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
2	0	0	0	1						4	6	7	9	9					

Kindergarten - Special Ed.										Kindergarten										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	22	22	22	23	22					Roosevelt	69	68	67	67	68					
Rossman	28	28	28	28	29					Rossman	83	78	77	75	75					
Totals	50	50	50	51	51	-	-	-	-	Totals	152	146	144	142	143	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	91	90	89	90	90	-	-	-	-
Rossman	111	106	105	103	104	-	-	-	-
Totals	202	196	194	193	194	-	-	-	-

Grade One										Grade Two										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	97	97	95	96	97	-	-	-	-	Roosevelt	93	93	93	93	93	-	-	-	-	-
Rossman	97	95	94	93	91	-	-	-	-	Rossman	102	96	96	97	97	-	-	-	-	-
Totals	194	192	189	189	188	-	-	-	-	Totals	195	189	189	190	190	-	-	-	-	-

Grade Three										Grade Four										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	98	98	100	100	98	-	-	-	-	Roosevelt	96	95	96	97	95	-	-	-	-	-
Rossman	96	94	94	96	96	-	-	-	-	Rossman	100	98	97	96	96	-	-	-	-	-
Totals	194	192	194	196	194	-	-	-	-	Totals	196	193	193	193	191	-	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	110	110	110	110	110	-	-	-	-
Rossman	107	103	103	103	103	-	-	-	-
Totals	217	213	213	213	213	-	-	-	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2023-2024

Date: January

Grades 1 - 5 Totals										ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rsvlt/MS	494	493	494	496	493	-	-	-	-	Resident	47	44	41	45	44				
Rossman	502	486	484	485	483	-	-	-	-	Non-Resid.	15	18	20	19	19				
Totals	996	979	978	981	976	-	-	-	-	Total	62	62	61	64	63				

Middle School										E-Laker Online									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Six	196	197	197	197	198	-	-	-	-	Resident	2	10	10	10	10				
Gr. Seven	213	212	211	211	211	-	-	-	-	Non-Resid.	2	5	4	4	4				
Gr. Eight	207	206	204	203	206	-	-	-	-	Total	4	15	14	14	14				
Totals	616	615	612	611	615	-	-	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	212	209	207	205	206	-	-	-	-
Gr. Ten	207	204	202	195	196	-	-	-	-
Gr. Eleven	235	233	228	226	221	-	-	-	-
Gr. Twelve	220	213	209	208	208	-	-	-	-
Subtotals	874	859	846	834	831	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
Totals	874	859	846	834	831	-	-	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2023-2024

Month: January

		Roosevelt		Rossman		Grade Average
Kindergarten						21.56
	Section 1&3	22	23	20	21	
	Section 2&4	22	23	22	20	
	Section 5			21		
Building Average		22.50		20.80		
Grade 1						18.80
	Section 1&3	19	20	19	19	
	Section 2&4	19	19	18	16	
	Section 5	20		19		
Building Average		19.40		18.20		
Grade 2						23.75
	Section 1&3	23	22	25	24	
	Section 2&4	24	24	24	24	
	Section 5					
Building Average		23.25		24.25		
Grade 3						24.25
	Section 1&3	25	23	24	24	
	Section 2&4	25	25	24	24	
	Section 5					
Building Average		24.50		24.00		
Grade 4						23.88
	Section 1&3	23	24	25	24	
	Section 2&4	24	24	22	25	
	Section 5					
Building Average		23.75		24.00		
Grade 5						26.63
	Section 1&3	28	28	26	26	
	Section 2&4	27	27	25	26	
	Section 5					
Building Average		27.50		25.75		

The district class size average for K-5 is:

20.92

The class size average on this page is different than the class size average calculated by the State. The class size average on this page reflects students in a classroom with the regular classroom teacher and does not count specialists such as music, phy.ed. and art teachers which the state uses in calculating class size average.

INDEPENDENT SCHOOL DISTRICT #22
TRANSPORTATION COMMITTEE MEETING AGENDA
Transportation Committee Meeting - January 5, 2024

A Transportation Committee Meeting was held on Friday, January 5, 2024 at the District Office. In attendance were Mark Jenson (Superintendent), John Steffl (School Board Chair), Mary Rotter (School Board Treasurer), and Jason Kuehn (Director of Finance and Operations).

1. Review of 2024-2026 Pupil Transportation Services Proposals

The committee reviewed Transportation Services proposals from Schultz Garage and Olander Bus Service. The committee will schedule individual meetings with each contractor to work toward a final agreement.

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - January 19, 2024

Members Present:

Mary Rotter Ethan Walz Mickey Okeson Mark Jenson Jason Kuehn
Josh Omang Trisha Mariotti

A Finance Committee Meeting was held on Friday, January 19th at the District Office. The agenda was as follows:

1. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of December and receipts for the month of December. District expenditures and revenues through December were reviewed in comparison to the budget.

2. Review of Disbursements

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for December. The committee also recommends approval of the check summaries for December 25th, January 8th, and January 22nd.

3. Insurance Agent of Record - Review of RFP

Kuehn reviewed a draft version seeking Request for Proposals for Insurance Agent of Record services beginning on July 1, 2024. The timeline for the RFP was finalized, beginning on February 1, 2024 and closing on February 23, 2024. The committee will review proposals at the February Finance Committee Meeting.

4. District Investment Quarterly Summary

The committee reviewed the district's investment portfolio as of 12/31/2023. Kuehn updated the committee on opportunities to reclassify one of the district accounts to maximize interest revenue.

Next Meeting: Thursday, February 22nd, 2024 at 12:00 PM (District Office)