



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, February 24, 2025 - 5:30 PM
City Council Chambers, 1025 Roosevelt Avenue, 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
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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: Marian Martin 26martimari@detlakes.k12.mn.us, Hayden Wilson 27wilsohayd@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 February 24, 2025 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.

A. League of Women Voters

B. Bonnie Graham

VII. DONATIONS

A. Hygiene Products and Toiletries from Project Engage for the Laker Cupboard.

B. \$80 and Clothes from DLHS PAYS Group for the Laker Cupboard.

C. \$100.00 from the Kiwanis Club for Laker Robotics

D. \$300.00 from Foltz Buildings for Laker Robotics

E. \$500 from Lund Lutheran Church Womens Mission for the Laker Cupboard.

- F. \$1,000.00 from an Anonymous donation for Girls Swimming
- G. \$2,000 from Johnstone Supply for the Laker Robotics Program
- H. \$5,000 from Team Foundation for the Laker Robotics Program

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 January 27, 2025 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. **Approve Second Reading of Policies:**
 - 1. 491- Staff Travel
- F. Remove Policy 210.1- Conflict of Interest-Charter School Board Member
- G. Approve the Award of Student/Class Photography Contract for 2025-2028.

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. 206-Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- 2. 207-Public Hearing
- 3. 208-Development, Adoption, and Implementation of Policies
- 4. 209-Code of Ethics
- 5. 210-Conflict of Interest - School Board Members
- 6. 211- Criminal or Civil Action Against School District, School Board Members, Employee, or Student
- 7. 212- School Board Member Development
- 8. 213- School Board Committees
- 9. 214- Out-of-State Travel by School Board Members
- 10. 524-Student Access to and Use of Networked Information Resources

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 Open Enrollment - The School Board grants permission to administration at its discretion to determine when to close open enrollment to a grade level as enrollment necessitates.
- B. Motion to Approve the 2025-2026 Academic Calendar.
- C. Motion to Approve the Spring 2025 Lane Change Requests.
- D. Motion to Approve the American Indian Parent Advisory Committee (AIPAC) Resolution of Concurrence.
- E. Motion to Approve the Additional Staffing Proposal - District Transportation Coordinator
- F. Motion to Approve the Revised 2024-2025 Budget.
- G. Motion to Approve the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Karissa Berg, Austin Dodd, Joshua Erhardt, Nicholas Lenzen, Alyssa

Mitchell, Luis Moreno, Samantha Salathe and Kayla Thorp upon the conclusion of the 2024-2025 School Year.

H. Motion to Approve the Out-of-State Travel Request for Josh Omang.

XII. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

1. District Updates

B. Board Committee and Representative Reports

1. Student Report

Presenter: Wimmer/Martin, Student Board Representative

2. Sports Arena Commission

Presenter: Steffl, Board Chair

3. Facilities Committee

Presenter: Steffl, Board Chair

4. Finance Committee

Presenter: Okeson, Board Treasurer

5. District Advisory Committee

presenter: Rotter, Vice Chair

6. Transportation Committee

presenter: Rotter, Vice Chair

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

A. Finance Committee Meeting- 03/11/25 11:00AM District Office

B. Regular School Board Meeting- 03/24/25 5:30PM City Council Chambers.

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.



Dear School Board Members,

Thank you for your ongoing dedication to providing exceptional educational opportunities for the students of Detroit Lakes. As a proud graduate of this district, and now registering my nephew for kindergarten, I am reminded of how fortunate we are to have such a strong school system, thanks to your hard work and commitment.

I am here today as the Communications Officer for the local League of Women Voters (LWV). Our organization's mission is rooted in empowering voters and defending democracy through advocacy, education, and ensuring that all voices are heard. We envision a democracy where every person has the desire, right, knowledge, and confidence to participate. Our values of facts-based diversity, equity, and inclusion align strongly with the guiding principles of the Detroit Lakes Public Schools, particularly in regard to equity and ensuring that all students have the resources they need to succeed.

The League is deeply committed to advocating for fair access to education for all, and this commitment dovetails directly with the goals set out by the Detroit Lakes Schools. As you strive to ensure equitable opportunities for every student, we too believe it is crucial to remove systemic barriers and provide the support needed for all learners, especially those in special education—something we can have extra Laker Pride for as our district runs Autism Spectrum Disorder programs and Developmentally and Cognitively Delayed programs that many smaller surrounding schools can't provide. Not to mention our strong transitional programs for students 18-21 with IEPs.

We are following the potential funding cuts to public education very seriously. While only 3% of our school's budget comes from federal funds, much of our state's funding is closely intertwined with federal sources. This means that we are likely to see budget cuts at every level, affecting not just federal education programs but also state resources that support our local schools. These cuts would have a devastating impact on the critical resources that our students and teachers rely on to succeed. I'd like us all to take a moment to pause and imagine if even just one student with special needs had resources taken away. What would happen to their teachers and other students around them? We would likely see a negative ripple effect, contrary to the positive impacts we see now with our strong special education and other student support programming.

The League stands in solidarity with educators and school board members as we all work to ensure that students' needs are met. If there's anything we can do to help educate or inform the community about these issues, please don't hesitate to let us know. We are committed to supporting efforts to protect the funding and resources our schools need to thrive.

On March 4th, the League will join others across the country in advocating for the protection of these vital funds. I urge all of us here in Detroit Lakes to stand together to support continued investment in our public schools and the students they serve.

Thank you for your time and for all that you do to ensure the success of each and every student.

YOU GOT THIS *heart*

February 24, 2025

My name is Bonnie Guyer Graham and I live at 308 Sunset Ave, in Detroit Lakes.

I'm here today to share my concerns about HOW the turmoil in Washington DC and the changes in the Federal government will impact students and teachers here in Detroit Lakes. I have concerns about funding levels and civil rights.

I am a relative newcomer to Detroit Lakes, and I do not have children in local schools. But friends and neighbors of mine do have children in the schools and I have heard their concerns.

First, I want thank the Detroit Lakes Tribune and Superintendent Jenson for an titled: *Amid cuts and promises to shutter U.S. Department of Education, what can DL Public Schools expect?*

I was happy to learn that just 3 percent of our schools' budgets are reliant on Federal money – federal dollars that support Title I programs and special education.

I have experience as a parent of children who attended Title I schools – and I know from experience how important that funding was to help the students at my school succeed. Students in my school did not have the same resources available to them as students who attended schools in wealthier neighborhoods. Our school needed that Title I funding to make up SOME of the disparity. I saw how Title I funding provided the specialized services that helped students in my school learn.

Finally – the turmoil in Washington is not just about cost cutting. It is about civil rights as well.

I understand the state of Minnesota and this school district decide on curriculum. It is my hope that the staff in this school district will continue to support the civil rights of ALL of our students, and will teach them an honest version of this country's history. On January 29th the President signed an Executive order titled: *Ending Radical Indoctrination in K-12 Schooling*. This is an attempt to federalize curriculum decisions.

Please continue to follow state guidance on teaching the history of this country to our children.

Every child in our schools has civil rights:
children from immigrant families;
and children of any sexual orientation or gender identity.

I urge you to protect the privacy and civil rights of all students – even in the face of hateful words from Washington DC.

Thank you for this opportunity to share my concerns.

I will continue to be engaged.

A handwritten signature in cursive script, appearing to read "Donna Amy". The signature is written in black ink and is positioned in the lower right quadrant of the page.



MTSS and WIN Time:

Multi-Tiered Systems and Supports and What I Need Time

Personalized Learning
EVERY student. EVERY day.

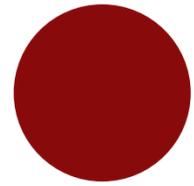
ROOSEVELT ELEMENTARY
2024 - 25
SCHOOL BOARD PRESENTATION

Roosevelt Elementary School

Detroit Lakes Public School District

This presentation will review our building's MTSS framework / processes and outline what WIN time is and how groups are determined.





What is the MTSS framework?

Multi-Tiered System of Supports is a proactive and systematic approach to identifying and addressing student needs at multiple levels. It is designed to provide access to instruction and interventions for all students, using data-driven decision-making.



The five essential components of Minnesota's Multi-Tiered System of Supports (MnMTSS) are:

- Infrastructure for Continuous Improvement
- Family and Community Engagement
- Multi-Layered Practices and Supports
- Assessment
- Data-Based Decision Making

MN Dept of Ed (MDE)

Goals of MnMTSS:

- Improve student outcomes
- Close achievement gaps
- Ensure all students graduate from high school ready for career and college

... the MTSS framework - continued

The framework consists of three tiers:

- **Tier 1:** High-quality core instruction that all students receive in the **general education setting**. This is where we focus on strong, research-based teaching practices that meet the needs of the majority of our students.
- **Tier 2:** Targeted interventions for students who need additional support. These **small-group** interventions focus on specific skill gaps to help students stay on track.
- **Tier 3: Intensive, individualized support** for students with significant learning or behavioral needs. These interventions are designed to help students make meaningful progress.

1

Tier 1

- All settings, all students
- Preventative, proactive

80%

2

Tier 2

- Small groups of students

15%

3

Tier 3

- Small groups; Individual students

5%

Roosevelt Elementary School			
	TIER 1	TIER 2	TIER 3
FOCUS OF TIER SUPPORT:	Designed for all students , with on-going differentiation . Focus on alignment of instruction and instructional resources.	Small Group problem solving Targeted evidence-based interventions for students not meeting expectations, in addition to core instruction.	Individualized problem solving Intensive and strategic evidence-based Tier 3 interventions, in addition to core instruction. Focus on specific foundational skills.
POPULATION SUPPORTED:	All students (100%)	Some Students (less than 15%)	Few Students (3-5%)
ASSESSMENTS USED:	Universal screenings and benchmarks: STAR - math and reading; FastBridge	Progress monitoring occurs every two weeks or as appropriate to targeted skill area	Progress monitoring occurs weekly , based on targeted skills
CURRICULUM AND INTERVENTION SUPPORTS:	District core curriculum	Research-based curriculum and Tier 2 intervention strategies	Researched-based curriculum, and Tier 3 intervention strategies
GROUP SIZE:	Whole class and small group	Small groups: 4-8 students	Direct Support: 2-3 students or 1:1 instruction
LOCATION:	General education classroom	General education classroom, may be outside of general classroom	Outside of general education classroom
PERSONNEL:	Classroom teacher	Classroom teacher or other professionals (interventionist, counselor)	Specialized staff (interventionist, Special Education teacher, counselor)
IMPLEMENTATION:	Ongoing	Each cycle is at least 4-6 weeks, wkly/biweekly progress monitoring data pts	Each cycle is at least 6 weeks, with daily/wkly progress monitoring data pts

MTSS Tier Descriptions and Process

Successful MTSS implementation is a highly complex process that involves the following tasks:

- Gathering accurate and reliable data
- Correctly interpreting and validating data
- Using data to make meaningful instructional changes for students
- Establishing and managing increasingly intensive tiers of support
- Evaluating the process at all tiers to ensure the system is working

SCREEN

Brief assessment for all students: beginning, middle and end of year

PROGRESS MONITOR

Assess performance over time, quantify student rates of improvement

DATA BASED DECISIONS

Inform instructional decisions and movement in tiers and WIN time

IMPROVE STUDENT OUTCOMES

All students receive high-quality instruction that is responsive and aligned to MN state standards.

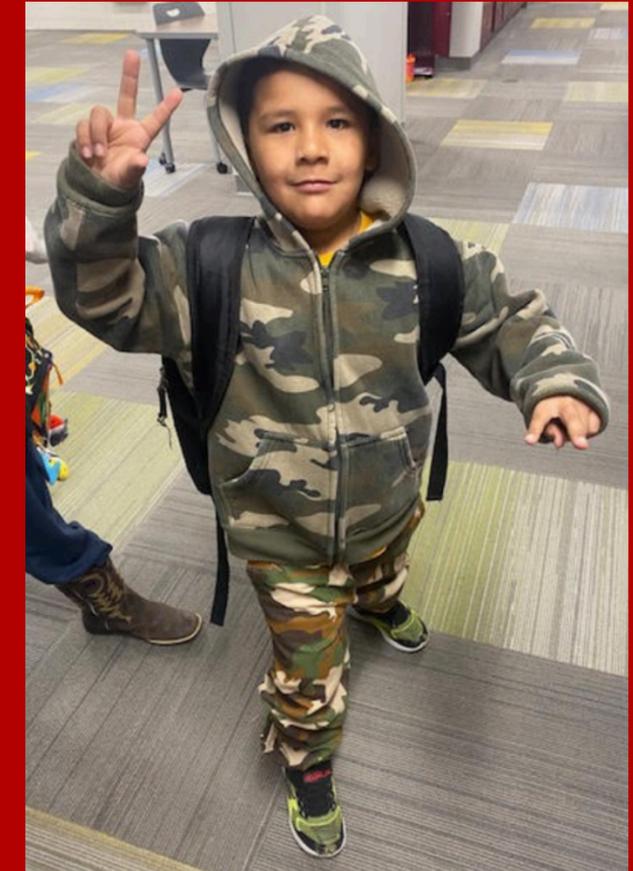
What is WIN Time and how does it enhance MTSS?

WIN Time, or "What I Need" Time, is a dedicated period during the school day that allows us to implement MTSS effectively.

During this time:

- Students receive **targeted instruction based on data from assessments, classroom performance, and teacher observations**.
 - Those who are on track can engage in enrichment activities that challenge them further.
 - Students needing extra support can receive interventions tailored to their specific needs.

Teachers collaborate in professional learning communities (PLCs) to analyze student progress and adjust instructional strategies accordingly.

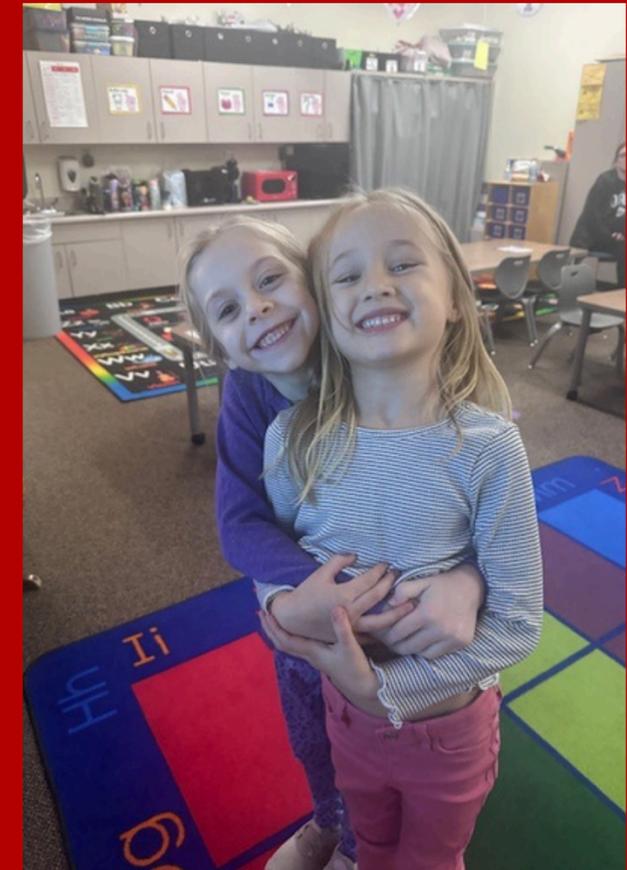


By aligning **WIN Time** with the **MTSS framework**, we work to ensure that every student gets the right support at the right time. It also allows us to be more intentional about closing achievement gaps and fostering a culture of continuous growth.

What are the benefits of WIN Time?

WIN Time provides students the opportunity to:

- **Receive clarifying instruction**
- **Make progress on a previously unknown concept**
- **Collaborate with classmates**
- **Improve skills in a specific area**



COMMITMENTS DURING WIN TIME

**What are students
expected to be
doing?**

Actively engaged

**What are teachers
expected to be
doing?**

Lessons in all
classrooms should be
centered on highly
engaging, hands-on
and student
collaborative activities

Explicit Modeling and
Mini Lessons

**Monitoring
Progress:**

Formative
Assessments at the
end of week/bi-wkly;
regroup as needed



*****Students travel to their assigned teacher with all required materials and supplies needed.**

Master Schedule

Phy Ed			
Time	Dwyer	Oistad	Jackson
8:20			
8:45	5L	5F	
9:10	5J	5B	
9:35		DAPE	
10:00	4C	4S	
10:25	4O	4T	
10:50	3O	3S	
11:15	3V	3N	
11:40	Lunch & Prep		
12:40	KH	KSu	
1:05	KG	KSt	
1:30		1H	1K
1:55	1F	DAPE	1B
2:20	2C		2F
2:45	2M		2A
3:10			

Music		
Time	Broderius	Rice
8:20		
8:45	5J	5B
9:10	5L	5F
9:35		
10:00	4O	4T
10:25	4C	4S
10:50	3V	3N
11:15	3O	3S
11:40	Lunch & Prep	
11:50	Lunch & Prep	
12:10	Lunch & Prep	
12:40	KG	KSt
1:05	KH	KSu
1:30	1F	1B
1:55	1H	1K
2:20	2M	2A
2:45	2C	2F
3:10		

Library - Boeckel					
Time	Mon	Tue	Wed	Thu	Fri
8:20					
8:45	5J		5B		
9:10		5L		5F	
9:35	3O	3S	3N	3V	
10:00			4T		4O
10:25		4S		4C	
10:50					
11:00	Lunchroom				
11:40					
11:50					
12:10	@ LUNCH	@ LUNCH	@ LUNCH	@ LUNCH	@ LUNCH
12:40	KG				KSt
1:05		KH	KSu		
1:30				1B	1F
1:55	1K		1H		
2:20		2A			2M
2:45	2F			2C	
3:10					

SpEd/T1 WIN Time/Intervention Schedule		
Grade	Time	Subject
1	9:30-10:00	Reading
2	10:05-10:35	Reading
3	8:45-9:15	Reading
4	10:55-11:25	Reading
5	11:30-12:00	Reading
1	1:00-1:30	Math
2	1:45-2:15	Math
3	1:30-2:00	Math
4	2:00-2:30	Math
5	2:30-3:00	Math

Grade	Lunch/Recess
1	11:00 - 11:50
K	11:15 - 12:05
2	11:40 - 12:30
3	11:55 - 12:45
4	12:20 - 1:10
5	12:35 - 1:25

Art - Klair					
Time	Mon	Tue	Wed	Thu	Fri
8:20	Prep	Prep	Prep	Prep	Prep
8:45-9:30	Okeson	Torkelson	Prep	Craig	Solum
9:35-10:20	VonRuden	Prep	Skrove	Otten	Newman
10:25-11:10	Lenzen	Fode	Bergren	Justesen	Prep
11:15-12:00	Prep	Adaptive Art	Prep	Prep	Adaptive Art

PLC Times - Wednesdays

K - 12:40-1:30
1 - 1:30 - 2:20
2 - 2:20 - 3:10
3 - 11:00 - 11:50
4 - 10:00 - 10:50
5 - 8:45 - 9:35
Title I - 8:10 - 8:45
SpEd K-5 - Tuesdays 3:00-3:45
Music - Tuesdays 7:30 - 8:20
Phy Ed - Wednesdays 12:15-12:40
S/E Support Staff - Fridays 9:30-10:30

***Switch AM/PM the end of the semester - Jan 2025

1:00-1:45	Meyer	Fode	Cihak	Amundson	PREP
1:50-2:20	Hedstrom	Guler	Stenger	PREP	Suihkonen
2:25-2:55	Hanson	Bliss	PREP	Flint	Karligaard



2024-25 Master Schedule

STEAM - Wolf		
	Semester 1	Semester 2
8:45	Prep / Push In / EBD STEAM	4th Gr STEAM
9:45	1st Grade STEAM	3rd Gr STEAM
10:45	2nd Gr STEAM	5th Gr STEAM
12:40	Library/Hallway/ Incentive Club	Library/Hallway/ Incentive Club
1:30	2nd & 3rd Math /KSTEAM	2nd & 3rd Math /KSTEAM
2:00	4th Math / K STEAM	4th Math / K STEAM
2:30	5th Math / Prep	5th Math / Prep

T1/SpEd Interv. Ck in mtgs	STAR Windows 2024-25
Oct 2	Mar 26
Oct 23	Apr 16
Nov 27	
Dec 18	
Jan 29	
Feb 26	

Building MTSS Leadership Team mtg	Grade-level MTSS Mtg: Discussion/ STAR Result Grouping
Sept 24	Sept 18
Nov 19	Nov 13
Jan 21	Jan 15
Mar 18	Mar 12
Yr end wrap-up: May 20	Yr end wrap-up: May 14

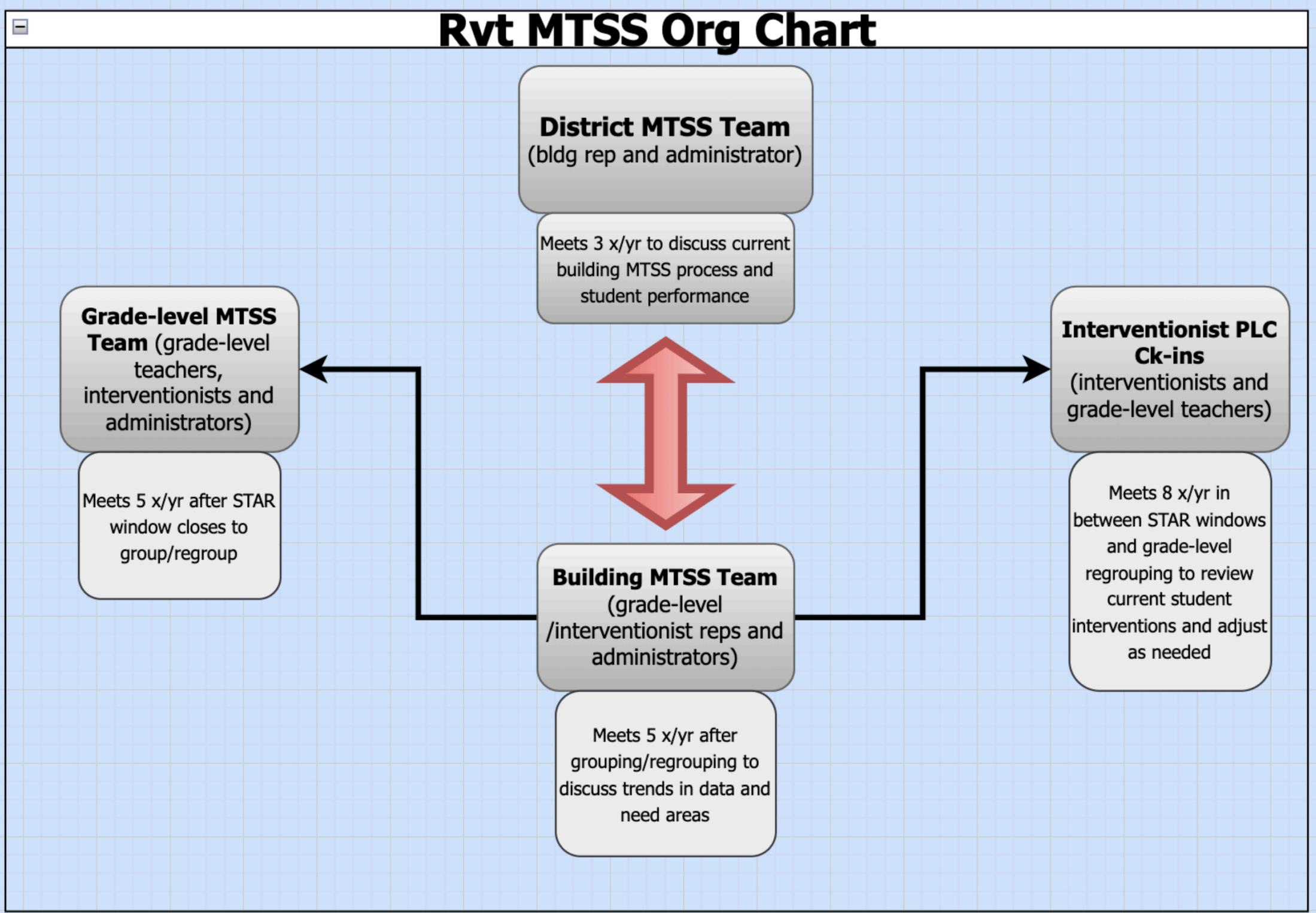
Sept 9-17
Nov 4-12
Jan 6-14
Mar 3-11
Apr 28 - May 9

Sept 24
Nov 19
Jan 21
Mar 18
Yr end wrap-up: May 20

Sept 18
Nov 13
Jan 15
Mar 12
Yr end wrap-up: May 14



Purpose of Each Team:



Assessment Screening and Mtg Dates

STAR Windows 2024-25

Sept 9--17
Nov 4-12
Jan 6-14
Mar 3-11
Apr 28 - May 9

Grade-level MTSS Mtg: Discussion/ STAR Result Grouping

Sept 18
Nov 13
Jan 15
Mar 12
Yr end wrap-up: May 14

Building MTSS Leadership Team mtg

Sept 24
Nov 19
Jan 21
Mar 18
Yr end wrap-up: May 20

T1/Sped Interv. Ck in mtgs

Oct 2	Mar 26
Oct 23	Apr 16
Nov 27	
Dec 18	
Jan 29	
Feb 26	

Grade-Level

MTSS Mtg: discussion/ STAR result grouping



**Meets approximately every 6 weeks
AFTER STAR testing window closes**



Date	Purpose
Sept 18	Review assessment data: create grade-level intervention groups
Nov 13	Regroup as needed; review attendance data and STAR data for F/R/AI/SpEd
Jan 15	Regroup as needed; review attendance data and STAR data for F/R/AI/SpEd; plan to review test specs for MCAs
Mar 12	Regroup as needed; review attendance data and STAR data for F/R/AI/SpEd; plan to review test specs for MCAs
May 14	End of Year Data Discussion

Agenda

- Review and analyze grade-level data (behavioral, attendance, academic along with demographical)
- Discuss grade-level plan to address need areas
- Assess concerns / evaluate current interventions
- Set goals
- Design a plan/adjust accordingly



Building MTSS Leadership Team mtgs



**Meets approximately every 6 weeks
AFTER Grade-level Re-grouping
PLCs**



Date	Purpose
Sept 24	Review student groupings: what did you notice? Plan to share
Nov 19	Review student groupings: what did you notice? Plan to share
Jan 21	Review student groupings: what did you notice? Plan to share
Mar 18	Review student groupings: what did you notice? Plan to share
May 20	End of Year Data Discussion

Agenda

- Review and analyze grade-level data (behavioral, attendance, academic along with demographical)
- Discuss grade-level plan to address need areas
- Collect and organize school-wide data
- Identify professional development needs
- Discuss and consider needed resources and adjustments
- Communicate and distribute data to appropriate team and staff members
- Problem-solve



Interventionist Ck In PLCs: discussion ideas



**Meets approximately every 2-3 weeks
to update progress and discuss Tier 2
and Tier 3 interventions**



Date	Purpose
Oct 2	Review current academic performance; review office referrals; review MCA Benchmark data - grades 3-5; review attendance data; review STAR data for F/R/AI/SpEd
Oct 23	Review current performance, review office referrals; review attendance data; review STAR data for F/R/AI/SpEd
Nov 27	Review current performance, review office referrals; review attendance data; review STAR data for F/R/AI/SpEd
Dec 18	Review current performance, review office referrals; review MCA Benchmark data - grades 3-5; review attendance data; review STAR data for F/R/AI/SpEd
Jan 29	Review current performance, review office referrals; review attendance data; review STAR data for F/R/AI/SpEd

Agenda

- Inventory student strengths
- Assess concerns / evaluate current interventions
- Design a plan/adjust accordingly



Reading: Materials and PM tools for each Tier

READING

Grade	Tier 1	Assessment / Progress Monitor / Screener	Tier 2	Assessment/ Progress Monitor / Screener	Tier 3	Progress Monitor / Screener
	<u>Materials</u>	<u>Frequency</u>	<u>Materials</u>	<u>Frequency</u>	<u>Materials</u>	<u>Frequency</u>
Kinder	F&P core; Guided Reading groups; Heggerty; UFLI	F&P BAS; STAR Early Lit (5x/yr); FASTBridge (3x/yr) - see specifics HERE ; UFLI (wkly)	CAP LID, SND, Rhyming, Syllables, Name writing, Letter writing	2X year Baseline plus 3X	Certified staff available (pull individual; multimodal) SPIRE Sounds Sensible	SPIRE (wkly)
1st	F&P core; Guided Reading groups; Heggerty; UFLI	F&P BAS; STAR Reading (5x/yr); FASTBridge (3x/yr) - see specifics HERE ; UFLI (wkly)	FastBridge/ Early Reading skill review/practice (WIN) Decodables (WIN)	Fastbridge/Early Reading subtest assessments; Reading CBM when ready	Small group; Explicit teaching to skill deficit; SPIRE; Sounds Sensible	SPIRE (wkly)
2nd	F&P core; Guided Reading groups; Heggerty; UFLI	F&P BAS; STAR Reading (5x/yr); FASTBridge (3x/yr) - see specifics HERE ; UFLI (wkly)	FastBridge/ Early Reading skill review/practice (WIN) UFLI Review (WIN) Decodables (WIN)	Fastbridge/Early Reading; Reading CBM when ready (bi-weekly) UFLI (bi-weekly) Core Phonics Inventory	Small group; Explicit teaching to skill deficit SPIRE Sounds Sensible	SPIRE (wkly); ORF

3rd	F&P core; Guided reading groups; Heggerty; Bridging the Gap	F&P BAS; STAR Reading (5x/yr); FASTBridge (3x/yr) - see specifics HERE	FastBridge/ Early Reading skill review/practice (WIN) UFLI Review (WIN) Word Connections (as needed); Comprehension	Fastbridge/Early Reading; Reading CBM bi-weekly; UFLI Core Phonics Inventory 3x per year	UFLI Skill-based groups SPIRE Sounds Sensible	SPIRE (wkly); UFLI ORF Easy CBM - Comp
4th	F&P core; Guided Reading groups	F&P BAS; STAR Reading (5x/yr); FASTBridge (3x/yr) - see specifics HERE	UFLI if needed Word Connections; Decodables (WIN)	UFLI easyCBM (Reading Comp); ORF Alternate weekly	easyCBM SPIRE LLI Sounds Sensible	UFLI Prog Mon ORF Easy CBM - Comp SPIRE - Prog Monitor
5th	F&P core; Guided Reading groups	F&P BAS; STAR Reading (5x/yr); FASTBridge (3x/yr) - see specifics HERE	Word Connection; Decodables (WIN)	easyCBM (Reading Comp); ORF Alternate weekly	LLI SPIRE Vocab Work Sounds Sensible	UFLI Prog Mon ORF Easy CBM - Comp SPIRE - Prog Monitor

Math: Materials and PM tools for each Tier

MATH

Grade	Tier 1	Progress Monitor / Screener	Tier 2	Progress Monitor / Screener	Tier 3	Progress Monitor / Screener
	<i>Materials</i>	<i>(6 Weeks)</i>	<i>Materials</i>	<i>(-2 Weeks)</i>	<i>Materials</i>	<i>(-2 Weeks)</i>
Kinder	Bridges	Kindergarten Assessments	Work Places Number Corner AVMR	AVMR screener	AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener
1st	Bridges	STAR	Work Places Number Corner AVMR	AVMR screener	AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener
2nd	Bridges	STAR	Work Places Number Corner AVMR	AVMR screener	AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener
3rd	Bridges	STAR	Work Places Number Corner AVMR STAR Skills		AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener
4th	Bridges	STAR	Work Places Number Corner AVMR STAR Skills		AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener
5th	Bridges	STAR	Work Places Number Corner AVMR STAR Skills		AVMR: Skill-based instruction Bridges Intervention	Bridges Intervention Prog Mon. AVMR screener

I appreciate the opportunity to speak with you today about how we are using the **Multi-Tiered System of Supports**, or **MTSS**, in conjunction with **WIN Time—What I Need Time**—to ensure that every student in our school receives the support they need to thrive. By using MTSS and WIN Time together, we have moved from a one-size-fits-all approach to a responsive and student-centered model of education.

Our goal is to create a learning environment where all students can succeed, regardless of their starting points.

I want to thank our educators, staff, and families for their dedication to this work. With your continued support, we can ensure that every student in our school has the tools they need to succeed.



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

**Regular School Board Meeting
Monday, January 27, 2025, 5:30 PM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

Present: John Steffl, Michelle Okeson, Sanford Nelson, Michael Walther, Julie Smith-Yliniemi

Absent: Mary Rotter

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 Okeson seconded by Smith-Yliniemi, to approve the agenda. Motion carried unanimously.

Ronica Wahl (DLHS Parent) and JD Carter (Sanford Athletic Trainer) were recognized for their response to a medical event that happened at a DLHS Boys Basketball game on 12/13/24.

Donations were made by the following:

- 5 Mobility Scooters from VFW to Laker Robotics.
- Mittens, Gloves, & Scarves from the Damien Society to DLMS.
- Aldi Gift Cards from Nancy Henke to the Laker Cupboard.
- Milwaukee Drillset and Impact Driver from MAC'Ss Hardware for Laker Robotics.
- Bandsaw from Tesha and Eric Fox Family for Laker Robotics.
- \$20 from Trinity Youth Church to Laker Cupboard.
- \$95.00 from Bell Bank for Custom Card Donation Program.
- \$100 worth of Manipulatives from Kylie Seaberg & Family for Lincoln Education Center.
- \$100 from Cynthia Howard for Laker Robotics.
- \$100 From Mailyn Aligada to the Lakers for Life Student Activities Account.
- \$100 from Goodin Company for Laker Robotics.
- \$240 from Lake Region Electric Trust for DLHS Prom Student Activity Account.
- \$300 worth of Magnetic Tiles and Number/Letter Puzzles from Damien Society for Lincoln Education Center.
- \$300 from White Earth Recovery Project to the Native American Student Council Advisory Account.
- \$500 from Lund Lutheran Church for the Laker Cupboard.
- \$600 worth of carpet from Ramsey Flooring to Laker Robotics.
- \$700 worth of robotic parts and building supplies from Jerrod and Anna Fingalson Family.
- Grants
 - \$2,000 from Minneapolis Foundation for Native American Instructional Books at DLMS.
 - \$2,000 from Creating Community Consulting for ALC PCN Project.
 - \$12,000 from West Central Initiative for DLHS Early Childhood Curriculum.

Program presentation was given by Rob Nielsen for Activities.

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

- A. Approve the Minutes of the December 16, 2024 Regular School Board Meeting and January 6, 2025 Organizational Meeting.

- B. Approve K-12 Computer Checks #708525-708602, #708654-708716, and #708799-708881 for a total of \$628,762.12. Approve Hand Payable Checks #708442-708524, #708603-708631, Voided Checks #707422, #708078, #708336, #708347, #708458-708459, #708461, #708475, Wire Transfers #11948, #11980-11993, #12033-12038, #12042-12043, #12147-12155, #12158-12165, and #12178-12224 in the amount of \$2,053,598.58. Approve Net Payroll Transfers on 12/13/24 and 12/30/2024 in the amount of \$1,505,255.22 for a total of \$4,187,615.92.
- C. Approve Personnel Agenda Items
- D. Approve the Early Graduation Request for 1 High School student after the first semester on January 17, 2025.

Discussion was had on the following:

- 1. First Reading of Policies:
 - a. 491- Staff Travel
- 2. 25-26 Academic Calendar

A motion was made by Walther, seconded by Okeson 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.. Motion carried unanimously.

Out of State Travel was Approved for Sara Pender, Katie Biggar, Wendy Fritz, Nathan Ochsner, Fletcher Nelson, and Mark Whiting.

A motion was made by Walther, seconded by Okeson to Approve the Dissolution of Cooperative Sponsorship for Girls Swim and Dive between Detroit Lakes High School, Frazee High School, and Hawley High School. Motion carried unanimously.

A motion was made by Walther, seconded by Smith-Yliniemi to approve the Cooperative Sponsorship for Girls Swim and Dive between Detroit Lakes High School and Frazee High School. Motion carried unanimously.

A motion was made by Smith-Yliniemi, seconded by Okeson to Motion to Approve the Additional Staffing Requests for E-Laker Online School. Motion carried unanimously.

A motion was made by Okeson, seconded by Smith-Yliniemi to approve the Vehicle Mileage Reimbursement Rate effective January 1, 2025. Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Board Treasurer Okeson gave an update on the Finance Committee and SUP Coalition.

Board Director Nelson gave an update on the BCCI and ECFE Advisory Committee.

Board Chair Steffl announced upcoming meetings and events.

A motion by Nelson, to adjourn the meeting at 6:41 PM, seconded by Smith- Yliniemi. Motion carried unanimously.

Respectfully submitted,

PERSONNEL AGENDA

January 27, 2025

1) **Resignations:**

Aurian Bennett– Lincoln Food Service Worker, effective December 28, 2024.

Craig Blank– Roosevelt Head Custodian, effective January 5, 2025.

Cami Eckhoff– Middle School Track Coach, effective January 8, 2025.

Olivia Gravelle– ABE Instructor, effective January 3, 2025.

Megan Klair– High School Track Coach, effective December 10, 2024.

Emma Mejia– Girls Head Softball Coach, effective December 16, 2024.

Peter Paulson– Track Coach, effective January 16, 2025.

2) **Retirements:**

Carolyn Hoff– Rossman Special Education Teacher, effective end of 24-25 School Year.

3) **Appointments:**

Amya Gilmore– Roosevelt Paraprofessional, at the rate of \$17.00 per hour, working 29.75 hours per week, effective January 27, 2025.

Joseph Grove– Middle School Custodian, at the rate of \$19.90 per hour with \$1.00 per hour differential pay, working 40 hours per week, effective January 20, 2025.

Samantha Gruis– High School Academy Ambassador Advisor, at the rate of \$900.46 per season, effective September 3, 2024.

Lori Haspel– High School Food Service Worker, at the rate of \$17.25 per hour, working up to 16 hours per week, effective January 13, 2025.

Trevor Hockett– High School Groundskeeper/Custodian, at the rate of \$19.90 per hour, working 40 hours per week, effective January 27, 2025.

Taylor Johnson– Roosevelt Paraprofessional, at the rate of \$10.00 per hour, working 29.75 hours per week, effective January 15, 2025

MacKenzi Kuehl– Lincoln ECSE Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective January 15, 2025.

Tatum Borah (Mercer)-- Lake Transitions Project LIFE Skills Trainer, at the rate of \$17.00 per hour, working 29.75 hours per week, effective January 15, 2025.

Greta Moen-Oak– Rossman Long Term Substitute, rate of pay is per sub contract, effective February 24, 2025.

Ashley Pinske– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective January 24, 2025.

Jill Stroborg– Roosevelt Paraprofessional, at the rate of \$17.00 per hour, working 37 hours per week, effective January 23, 2025.

Jessica Stuewe– Middle School Girls Track Coach, at the rate of \$2,026.04 per season, effective March 31, 2025.

Darin Zimmerman– Middle School Boys Basketball Coach, at the rate of \$2,582.90 per season, effective January 6, 2024.

4) **Amended Assignment:**

Kaitlin Kellerhuis– Special Education Para is amending her assignment from Rossman to the High School, effective January 6, 2025.

5) **Leave of Absence:**

Ruby Finch– Rossman Para is requesting a leave of absence from January 6, 2025 through February 12, 2025.

6) **Terminations:**

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 02/10/2025-02/10/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	12746	709002	Check	1	3640		95 PERCENT GROUP LLC	Yes	No	No	02/10/2025	1,028.50
		12680	709003	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	02/10/2025	787.24
		12681	709004	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	02/10/2025	155.00
		12682	709005	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	02/10/2025	499.00
		12683	709006	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	02/10/2025	483.96
		12684	709007	Check	1	1096		BELLAND, MELYSSA	Yes	No	No	02/10/2025	23.40
		12745	709008	Check	1	3604		BENCO EQUIPMENT	Yes	No	No	02/10/2025	4,247.00
		12686	709009	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	02/10/2025	461.94
		12687	709010	Check	1	1143		BRENCO CORP.	Yes	No	No	02/10/2025	668.90
		12749	709011	Check	1	3663		BROMANDER, ESTHER	Yes	No	No	02/10/2025	35.00
		12750	709012	Check	1	3664		BROMANDER, JON	Yes	No	No	02/10/2025	35.00
		12688	709013	Check	1	1192		CENTRAL MARKET	Yes	No	No	02/10/2025	239.84
		12741	709014	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	02/10/2025	374.05
		12685	709015	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	02/10/2025	88.84
		12689	709016	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	02/10/2025	1,125.04
		12690	709017	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	02/10/2025	2,867.00
		12751	709018	Check	1	3665		DENIO, LESLIE	Yes	No	No	02/10/2025	203.00
		12691	709019	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	02/10/2025	5,428.26
		12738	709020	Check	1	2724		ELLSWORTH PUBLISHING COMPANY	Yes	No	No	02/10/2025	290.25
		12743	709021	Check	1	3568		FENWORKS, INC.	Yes	No	No	02/10/2025	1,600.00
		12692	709022	Check	1	1387		FORUM COMMUNICATIONS PRINTING	Yes	No	No	02/10/2025	4,198.29
		12693	709023	Check	1	1421		GOPHER SPORT	Yes	No	No	02/10/2025	1,380.52
		12694	709024	Check	1	1425		GRACENOTES LLC	Yes	No	No	02/10/2025	45.00
		12695	709025	Check	1	1426		GRAINGER, INC.	Yes	No	No	02/10/2025	113.20
		12736	709026	Check	1	2547		GRIMCO INC.	Yes	No	No	02/10/2025	1,644.23
		12696	709027	Check	1	1447		HAL LEONARD	Yes	No	No	02/10/2025	299.00
		12697	709028	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	02/10/2025	550.00
		12698	709029	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	02/10/2025	669.00
		12699	709030	Check	1	1511		HOUGH INC.	Yes	No	No	02/10/2025	1,614.88
		12700	709031	Check	1	1532		IDENTISYS, INC.	Yes	No	No	02/10/2025	1,065.46
		12701	709032	Check	1	1536		ISD #152	Yes	No	No	02/10/2025	129.87
		12702	709033	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	02/10/2025	830.49
		12703	709034	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	02/10/2025	4,842.70
		12704	709035	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	02/10/2025	122.90
		12752	709036	Check	1	3666		JORSCHUMB, DAVID	Yes	No	No	02/10/2025	39.98
		12705	709037	Check	1	1608		JOSTENS	Yes	No	No	02/10/2025	1,037.70
		12706	709038	Check	1	1634		KROGSGAARD, CARY	Yes	No	No	02/10/2025	120.97
		12707	709039	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	02/10/2025	1,826.27
		12708	709040	Check	1	1656		LAKES SPORT SHOP	Yes	No	No	02/10/2025	560.00

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 02/10/2025-02/10/2025 Period: 0-99999999

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	MW	12747	709041	Check	1	3645		LAPREA EDUCATION INC,	Yes	No	No	02/10/2025	386.82
		12709	709042	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	02/10/2025	8,323.49
		12710	709043	Check	1	1712		MASA	Yes	No	No	02/10/2025	1,755.00
		12737	709044	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	02/10/2025	2,312.00
		12711	709045	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	02/10/2025	651.17
		12739	709046	Check	1	2781		MERCIL, BOBBI	Yes	No	No	02/10/2025	74.95
		12712	709047	Check	1	1743		MID CENTRAL DOOR COMPANY	Yes	No	No	02/10/2025	3,231.59
		12713	709048	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	02/10/2025	32.73
		12744	709049	Check	1	3596		MnACTE-FOR ALL	Yes	No	No	02/10/2025	150.00
		12740	709050	Check	1	2813		MNIAAAA	Yes	No	No	02/10/2025	415.00
		12742	709051	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	02/10/2025	24,738.00
		12714	709052	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	02/10/2025	36.22
		12753	709053	Check	1	3667		NELSON, SANFORD	Yes	No	No	02/10/2025	39.20
		12715	709054	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	02/10/2025	143.03
		12716	709055	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	02/10/2025	1,451.67
		12717	709056	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	02/10/2025	375.00
		12718	709057	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	02/10/2025	693.03
		12719	709058	Check	1	1908		PAPA MURPHY'S	Yes	No	No	02/10/2025	680.00
		12720	709059	Check	1	1920		PEPSI	Yes	No	No	02/10/2025	1,025.89
		12721	709060	Check	1	1936		PLANK ROAD PUBLISHING, INC.	Yes	No	No	02/10/2025	185.45
		12722	709061	Check	1	1942		POPP BINDING & LAMINATING	Yes	No	No	02/10/2025	1,554.86
		12723	709062	Check	1	1951		PRECISION PRINTING	Yes	No	No	02/10/2025	879.00
		12724	709063	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	02/10/2025	120.98
		12725	709064	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	02/10/2025	114.07
		12754	709065	Check	1	3668		ROTTER, MARY	Yes	No	No	02/10/2025	402.60
		12726	709066	Check	1	2050		SCHOLASTIC INC.	Yes	No	No	02/10/2025	263.74
		12748	709067	Check	1	3653		SCHOOL NEUROPHSCHOLOGY INSTITI	Yes	No	No	02/10/2025	350.00
		12727	709068	Check	1	2074		SEPTIC VAC	Yes	No	No	02/10/2025	195.00
		12728	709069	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	02/10/2025	23,501.18
		12729	709070	Check	1	2120		STAPLES	Yes	No	No	02/10/2025	192.02
		12730	709071	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	02/10/2025	30,025.00
		12734	709072	Check	1	2359		TENNIS WAREHOUSE	Yes	No	No	02/10/2025	257.70
		12731	709073	Check	1	2203		TROPHY HOUSE	Yes	No	No	02/10/2025	45.00
		12732	709074	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	02/10/2025	4,922.30
		12733	709075	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	02/10/2025	15,805.11
		12735	709076	Check	1	2485		VISTAR	Yes	No	No	02/10/2025	1,727.44
		12755	709077	Check	1	3671		WALTHER, MICHAEL	Yes	No	No	02/10/2025	77.72

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 02/10/2025-02/10/2025 Period: 0-99999999

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MW		12756	709078	Check	1	3672		YLINIEMI, JULIE	Yes	No	No	02/10/2025	164.83
Bank Total: MW													\$169,030.47
Report Total:													\$169,030.47

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 2/24/2025-2/24/2025 Period: 0-99999999

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	MW	12838	709145	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	02/24/2025	461.00
		12839	709146	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	02/24/2025	4,656.15
		12840	709147	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	02/24/2025	500.00
		12841	709148	Check	1	1143		BRENCO CORP.	Yes	No	No	02/24/2025	437.19
		12842	709149	Check	1	1192		CENTRAL MARKET	Yes	No	No	02/24/2025	239.28
		12898	709150	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	02/24/2025	123.55
		12843	709151	Check	1	1231		CULINEX	Yes	No	No	02/24/2025	111.71
		12844	709152	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	02/24/2025	1,008.76
		12890	709153	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	02/24/2025	1,213.92
		12845	709154	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	02/24/2025	4,948.39
		12894	709155	Check	1	2438		ECKHOFF, CAMI	Yes	No	No	02/24/2025	42.88
		12896	709156	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	02/24/2025	55.62
		12889	709157	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	02/24/2025	418.86
		12846	709158	Check	1	1321		EIDENSCHINK, STEFANIE	Yes	No	No	02/24/2025	59.00
		12847	709159	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	02/24/2025	2,240.00
		12848	709160	Check	1	1338		EVCO PETROLEUM PRODUCTS, INC	Yes	No	No	02/24/2025	140.55
		12849	709161	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	02/24/2025	7,232.50
		12897	709162	Check	1	2806		GEORGAKOPOULOS, TESS	Yes	No	No	02/24/2025	30.00
		12850	709163	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	02/24/2025	265.00
		12851	709164	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	02/24/2025	12,917.90
		12852	709165	Check	1	1457		HAWKINS, INC.	Yes	No	No	02/24/2025	512.60
		12853	709166	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	02/24/2025	1,150.00
		12854	709167	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	02/24/2025	12,670.16
		12855	709168	Check	1	1511		HOUGH INC.	Yes	No	No	02/24/2025	3,057.55
		12892	709169	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	02/24/2025	329.58
		12856	709170	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	02/24/2025	17,210.00
		12857	709171	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	02/24/2025	107.70
		12858	709172	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	02/24/2025	1,020.00
		12859	709173	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	02/24/2025	1,724.60
		12891	709174	Check	1	2354		KOONS, BOBBI JO	Yes	No	No	02/24/2025	118.12
		12860	709175	Check	1	1648		LAKER LOCKER	Yes	No	No	02/24/2025	840.00
		12861	709176	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	02/24/2025	42.00
		12900	709177	Check	1	3402		LAMB GARAGE DOOR SERVICE	Yes	No	No	02/24/2025	117.00
		12862	709178	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	02/24/2025	219.00
		12863	709179	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	02/24/2025	3,527.48
		12895	709180	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	02/24/2025	1,509.73
		12864	709181	Check	1	1743		MID CENTRAL DOOR COMPANY	Yes	No	No	02/24/2025	212.78
		12865	709182	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	02/24/2025	4,420.00
		12866	709183	Check	1	1759		MINNESOTA FLYERS GYMNASTICS, IN	Yes	No	No	02/24/2025	100.00

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 2/24/2025-2/24/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		12867	709184	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSOC	Yes	No	No	02/24/2025	210.00
		12868	709185	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	02/24/2025	675.52
		12893	709186	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	02/24/2025	18.00
		12869	709187	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	02/24/2025	16.15
		12870	709188	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	02/24/2025	107.39
		12902	709189	Check	1	3655		NORTH DAKOTA STATE COLLEGE OF :	Yes	No	No	02/24/2025	135.00
		12871	709190	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	02/24/2025	771.80
		12872	709191	Check	1	1908		PAPA MURPHY'S	Yes	No	No	02/24/2025	1,241.50
		12899	709192	Check	1	3355		PELICAN RAPIDS PUBLIC LIBRARY	Yes	No	No	02/24/2025	79.30
		12873	709193	Check	1	1920		PEPSI	Yes	No	No	02/24/2025	1,302.16
		12874	709194	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	02/24/2025	964.25
		12875	709195	Check	1	1951		PRECISION PRINTING	Yes	No	No	02/24/2025	1,675.00
		12876	709196	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	02/24/2025	64.99
		12877	709197	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	02/24/2025	859.32
		12878	709198	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	02/24/2025	56.14
		12880	709199	Check	1	2020		RWP, INC.	Yes	No	No	02/24/2025	1,500.00
		12881	709200	Check	1	2050		SCHOLASTIC INC.	Yes	No	No	02/24/2025	205.93
		12901	709201	Check	1	3580		SNACKS PLUS VENDING	Yes	No	No	02/24/2025	522.00
		12879	709202	Check	1	2018		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	02/24/2025	4,218.06
		12882	709203	Check	1	2120		STAPLES	Yes	No	No	02/24/2025	178.02
		12883	709204	Check	1	2126		STEIN'S INC.	Yes	No	No	02/24/2025	68.00
		12884	709205	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	02/24/2025	925.13
		12885	709206	Check	1	2150		SWEETWATER	Yes	No	No	02/24/2025	149.98
		12886	709207	Check	1	2203		TROPHY HOUSE	Yes	No	No	02/24/2025	339.27
		12887	709208	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	02/24/2025	16,468.48
		12888	709209	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	02/24/2025	238.64
Bank Total: MW												\$118,980.59	
Report Total:												\$118,980.59	

HAND PAYABLES SUMMARY

JANUARY 2025

Pmt No	Check No	Pay Type	Vendor	Date	Amount
12247		Wire	CITY OF DETROIT LAKES	1/7/2025	\$ 1,087.72
12248		Wire	DETROIT LAKES DISPOSAL	1/7/2025	\$ 4,971.67
12249		Wire	EMC INSURANCE COMPANIES	1/7/2025	\$ 18,132.75
12250		Wire	PERFORMANCE FOODSERVICE	1/7/2025	\$ 2,142.65
12251		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	1/7/2025	\$ 389,230.84
12315		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	1/8/2025	\$ 43,817.30
12316		Wire	MN TEACHERS RETIREMENT ASSOC.	1/8/2025	\$ 136,134.57
12317		Wire	MINNESOTA STATE RETIREMENT SYS	1/8/2025	\$ 14,034.90
12366		Wire	BIX PRODUCE	1/14/2025	\$ 4,374.59
12367		Wire	CAPITAL ONE TRADE CREDIT	1/14/2025	\$ 68.09
12368		Wire	MINNESOTA ENERGY RESOURCES	1/14/2025	\$ 66.54
12369		Wire	MINNESOTA ENERGY RESOURCES	1/14/2025	\$ 281.16
12370		Wire	MINNESOTA ENERGY RESOURCES	1/14/2025	\$ 1,252.00
12371		Wire	MINNESOTA ENERGY RESOURCES	1/14/2025	\$ 1,586.07
12372		Wire	PERFORMANCE FOODSERVICE	1/14/2025	\$ 2,493.96
12373		Wire	MIDWEST BANK	1/14/2025	\$ 1.00
12374		Wire	SYSCO NORTH DAKOTA, INC	1/14/2025	\$ 10,569.27
12375		Wire	USPS.COM	1/14/2025	\$ 970.38
12377		Wire	INTERNAL REVENUE SERVICE	1/15/2025	\$ 221,183.30
12378		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	1/15/2025	\$ 35,398.81
12388		Wire	CITY OF DETROIT LAKES	1/16/2025	\$ 15,521.95
12389		Wire	CITY OF DETROIT LAKES	1/16/2025	\$ 223.60
12390		Wire	CITY OF DETROIT LAKES	1/16/2025	\$ 4,659.24
12391		Wire	CITY OF DETROIT LAKES	1/16/2025	\$ 203.27
12392		Wire	MN DEPT OF REVENUE -SALES TAX	1/16/2025	\$ 924.00
12515		Wire	BREMER BANK CC	1/22/2025	\$ 12,669.45
12516		Wire	WEX HEALTH INC - HSA/FLEX	1/22/2025	\$ 18,051.96
12517		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	1/22/2025	\$ 33,284.43
12518		Wire	MN TEACHERS RETIREMENT ASSOC.	1/22/2025	\$ 137,485.08
12519		Wire	MINNESOTA STATE RETIREMENT SYS	1/22/2025	\$ 14,034.90
12520		Wire	AVIBEN	1/22/2025	\$ 39,592.37
12521		Wire	MN DEPT OF REVENUE - LEVY	1/22/2025	\$ 219.87
12522		Wire	BIX PRODUCE	1/22/2025	\$ 4,761.85
12523		Wire	PERFORMANCE FOODSERVICE	1/22/2025	\$ 1,039.82
12524		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12525		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12526		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 660.12
12527		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12528		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12529		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12530		Wire	MIDCO COMMUNICATIONS	1/22/2025	\$ 60.00
12540		Wire	AMAZON	1/17/2025	\$ 3,820.12
12541		Wire	ARVIG COMMUNICATION SYSTEMS	1/28/2025	\$ 123.95
12542		Wire	ARVIG COMMUNICATION SYSTEMS	1/28/2025	\$ 568.67
12543		Wire	BIX PRODUCE	1/28/2025	\$ 3,668.71
12544		Wire	BOND TRUST SERVICES CORPORATION	1/28/2025	\$ 3,799,890.63
12545		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 379.28
12546		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 173.90
12547		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 16,113.93
12548		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 1,133.22
12549		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 242.41
12550		Wire	CITY OF DETROIT LAKES	1/28/2025	\$ 858.35
12551		Wire	LAKES COMMUNITY COOPERATIVE	1/28/2025	\$ 2,465.85
12552		Wire	CONSTELLATION NEW ENERGY GAS D	1/28/2025	\$ 5,486.55
12553		Wire	MINNESOTA ENERGY RESOURCES	1/28/2025	\$ 410.08
12554		Wire	MINNESOTA ENERGY RESOURCES	1/28/2025	\$ 338.96
12555		Wire	MINNESOTA ENERGY RESOURCES	1/28/2025	\$ 968.98

12556		Wire	MINNESOTA ENERGY RESOURCES	1/28/2025	\$ 10,178.32
12557		Wire	MINNESOTA ENERGY RESOURCES	1/28/2025	\$ 3,516.17
12558		Wire	PERFORMANCE FOODSERVICE	1/28/2025	\$ 2,657.66
12559		Wire	QUADIENT LEASING USA, INC.	1/28/2025	\$ 333.39
12560		Wire	VERIZON WIRELESS	1/28/2025	\$ 555.98
12561		Wire	VERIZON WIRELESS	1/28/2025	\$ 639.31
12562		Wire	MIDCO COMMUNICATIONS	1/28/2025	\$ 60.00
12594		Wire	MINNESOTA ENERGY RESOURCES	1/30/2025	\$ 2,424.02
12595		Wire	PERFORMANCE FOODSERVICE	1/30/2025	\$ 2,125.42
12596		Wire	QUADIENT FINANCE (POSTAGE)	1/30/2025	\$ 1,000.00
12597		Wire	USPS.COM	1/30/2025	\$ 87.46
12616		Wire	INTERNAL REVENUE SERVICE	1/30/2025	\$ 236,098.02
12617		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	1/30/2025	\$ 39,388.86
12630		Wire	BIX PRODUCE	1/31/2025	\$ 4,569.28
12631		Wire	MIDWEST BANK	1/31/2025	\$ 20.00
12632		Wire	MIDWEST BANK	1/31/2025	\$ 100.00
12633		Wire	MIDWEST BANK	1/31/2025	\$ 10.00
12634		Wire	MIDWEST BANK	1/31/2025	\$ 10.00
12635		Wire	MIDWEST BANK	1/31/2025	\$ 615.36
12636		Wire	AUTHORIZE.NET GATEWAY BILLING	1/31/2025	\$ 10.00
12637		Wire	VANTIV BILLING / WORLDPAY	1/31/2025	\$ 146.91
12638		Wire	REVTRAK	1/31/2025	\$ 29.95
12639		Wire	TRANSFIRST AFFINETY	1/31/2025	\$ 453.33
12640		Wire	WEX HEALTH INC	1/31/2025	\$ 437.25
12641		Wire	WEX HEALTH INC	1/31/2025	\$ 22,079.67
12642		Wire	ARUX SOFTWARE, INC	1/31/2025	\$ 299.00
12643		Wire	METLIFE	1/31/2025	\$ 6,569.61
12679		Wire	MIDWEST BANK	1/31/2025	\$ 10.00
7758	705204	Check	HAGEN, DOMINIC	1/22/2025	\$ (30.00)
8452	705753	Check	PRATT, ASHER	1/22/2025	\$ (20.00)
8611	705883	Check	CLAYPOOL, KERRY	1/22/2025	\$ (125.00)
10851	707563	Check	EITER, TERRY	1/2/2025	\$ (85.00)
11769	708318	Check	CAMRUD, CONNOR	1/8/2025	\$ (60.00)
12137	708616	Check	SLACK, DEB	1/22/2025	\$ (177.00)
12144	708617	Check	SWANSON, TRENT	1/22/2025	\$ (140.82)
12225	708632	Check	ANDERSON COACH OF FRAZEE, INC.	1/2/2025	\$ 26,702.80
12234	708633	Check	ASKEGAARD, MASON	1/2/2025	\$ 150.00
12229	708634	Check	BENHAM, RICK	1/2/2025	\$ 207.26
12230	708635	Check	CAMRUD, CONNOR	1/2/2025	\$ 120.00
12226	708636	Check	EITER, TERRY	1/2/2025	\$ 85.00
12235	708637	Check	EVERT, CHUCK	1/2/2025	\$ 150.00
12233	708638	Check	GRAHAM, HUNTER	1/2/2025	\$ 155.00
12232	708639	Check	GULER, BRIAN	1/2/2025	\$ 150.00
12236	708640	Check	JAX CAFE	1/2/2025	\$ 970.00
12227	708641	Check	PRECISION PRINTING	1/2/2025	\$ 210.30
12231	708642	Check	SAVARY, DYLAN	1/2/2025	\$ 155.00
12228	708643	Check	SCHULTZ BUS COMPANY	1/2/2025	\$ 123,323.03
12240	708644	Check	CAMRUD, CONNOR	1/7/2025	\$ 60.00
12237	708645	Check	FODE, STEVEN	1/7/2025	\$ 60.00
12241	708646	Check	GLAD, NOAH	1/7/2025	\$ 150.00
12239	708647	Check	LEARY, CHRIS	1/7/2025	\$ 180.00
12246	708648	Check	LHS ACTIVITIES	1/7/2025	\$ 75.00
12245	708649	Check	LOMBARDI, JEREMY	1/7/2025	\$ 186.00
12238	708650	Check	OLANDER BUS SERVICE INC.	1/7/2025	\$ 212,361.45
12242	708651	Check	ROLL, GLEN	1/7/2025	\$ 150.00
12243	708652	Check	SAMUELSON, MATT	1/7/2025	\$ 150.00
12244	708653	Check	SHEPHERD, BRONSON	1/7/2025	\$ 269.00
12332	708717	Check	BELLEG, SAM	1/9/2025	\$ 150.00
12318	708718	Check	CAULFIELD STUDIO	1/9/2025	\$ 390.00
12319	708719	Check	CREAMY CREATIONS	1/9/2025	\$ 4,836.80
12324	708720	Check	DILLARD, MARY	1/9/2025	\$ 181.02
12320	708721	Check	DOMINOS PIZZA	1/9/2025	\$ 199.49
12329	708722	Check	FM HOCKEY OFFICIALS	1/9/2025	\$ 647.42

12334	708723	Check	HAVERINEN, SAMANTHA	1/9/2025	\$ 186.00
12327	708724	Check	KIPPEN, JACK	1/9/2025	\$ 112.00
12336	708725	Check	LEVANG, MICHAEL	1/9/2025	\$ 150.00
12330	708726	Check	LONGWEEKEND SPORTSWEAR	1/9/2025	\$ 166.00
12321	708727	Check	MINNTEX	1/9/2025	\$ 4,899.50
12328	708728	Check	MN FFA ASSOCIATION	1/9/2025	\$ 225.00
12322	708729	Check	NOAH, BENJAMIN	1/9/2025	\$ 599.85
12333	708730	Check	REV ROBOTICS LLC	1/9/2025	\$ 132.66
12331	708731	Check	ROSS, CHUCK	1/9/2025	\$ 150.00
12325	708732	Check	SLACK, DEB	1/9/2025	\$ 177.00
12323	708733	Check	SMITH, QUENTIN	1/9/2025	\$ 800.00
12326	708734	Check	STAPLES, TAYLOR	1/9/2025	\$ 278.38
12335	708735	Check	UNIVERSITY OF MN CROOKSTON	1/9/2025	\$ 60.00
12365	708736	Check	ANDES TOWER HILLS	1/14/2025	\$ 110.00
12362	708737	Check	BOYS & GIRLS CLUB THRIFT STORE	1/14/2025	\$ 399.99
12350	708738	Check	CAMRUD, CONNOR	1/14/2025	\$ 120.00
12337	708739	Check	CARRIER, JOSEPH	1/14/2025	\$ 350.00
12338	708740	Check	CENTRAL MARKET	1/14/2025	\$ 103.52
12364	708741	Check	CLOQUET ACTIVITIES	1/14/2025	\$ 200.00
12346	708742	Check	ENGEL, ROD	1/14/2025	\$ 187.16
12356	708743	Check	GILSON, MIKE	1/14/2025	\$ 160.00
12357	708744	Check	HASBARGEN, ANDREW	1/14/2025	\$ 256.05
12347	708745	Check	HAUKEBO, BETTY	1/14/2025	\$ 202.26
12339	708746	Check	ISD #152	1/14/2025	\$ 77.00
12351	708747	Check	ISD #544	1/14/2025	\$ 54.00
12340	708748	Check	JIMMY JOHNS #1897	1/14/2025	\$ 197.56
12342	708749	Check	JOSTENS INC	1/14/2025	\$ 743.85
12352	708750	Check	KIPPEN, JACK	1/14/2025	\$ 96.00
12345	708751	Check	KOONS, BOBBI JO	1/14/2025	\$ 122.23
12341	708752	Check	LAKIN, AMY	1/14/2025	\$ 290.80
12359	708753	Check	LONGWEEKEND SPORTSWEAR	1/14/2025	\$ 4,325.00
12353	708754	Check	MARTINSON, RICK	1/14/2025	\$ 155.00
12358	708755	Check	MITCHELL, ALYSSA	1/14/2025	\$ 60.29
12355	708756	Check	MORRISON, JUSTIN	1/14/2025	\$ 112.00
12363	708757	Check	MOUNDS PARK ACADEMY	1/14/2025	\$ 100.00
12360	708758	Check	MT. ITASCA NORDIC SKI ASSOCIATION	1/14/2025	\$ 143.00
12343	708759	Check	NOAH, BENJAMIN	1/14/2025	\$ 798.85
12361	708760	Check	NORTHERN MN ROBOTICS CONFERENCE	1/14/2025	\$ 500.00
12354	708761	Check	PETERSON, DAVID	1/14/2025	\$ 155.00
12344	708762	Check	REGION 6 BPA	1/14/2025	\$ 230.00
12348	708763	Check	SUTOR, DEB	1/14/2025	\$ 210.30
12349	708764	Check	WINTER, AMY	1/14/2025	\$ 150.00
12376	708765	Check	WILLSON, CASSANDRA	1/15/2025	\$ 350.26
12381	708766	Check	AFSCME COUNCIL 65	1/15/2025	\$ 281.08
12379	708767	Check	AMERICAN FAMILY LIFE ASSURANCE CO	1/15/2025	\$ 165.56
12383	708768	Check	D. L. ATHLETIC FOUNDATION	1/15/2025	\$ 115.00
12384	708769	Check	D.L. PUBLIC EDUC FOUNDATION	1/15/2025	\$ 30.00
12380	708770	Check	MINNESOTA CHILD SUPPORT	1/15/2025	\$ 534.90
12386	708771	Check	MN SCHOOL EMPLOYEES ASSOC.	1/15/2025	\$ 83.93
12387	708772	Check	ND CHILD SUPPORT DIVISION	1/15/2025	\$ 429.50
12385	708773	Check	SUPPORT PAYMENT CLEARINGHOUSE	1/15/2025	\$ 335.91
12382	708774	Check	UNITED WAY OF BECKER COUNTY	1/15/2025	\$ 106.00
12401	708775	Check	BARBERG, HANNAH	1/16/2025	\$ 40.00
12393	708776	Check	BOND TRUST SERVICES CORPORATION	1/16/2025	\$ 950.00
12398	708777	Check	CAMRUD, CONNOR	1/16/2025	\$ 60.00
12396	708778	Check	DILLARD, MARY	1/16/2025	\$ 181.02
12405	708779	Check	EVERT, CHUCK	1/16/2025	\$ 150.00
12405	708779	Check	EVERT, CHUCK	1/21/2025	\$ (150.00)
12407	708780	Check	FM HOCKEY OFFICIALS	1/16/2025	\$ 647.42
12394	708781	Check	ISD #152	1/16/2025	\$ 275.00
12406	708782	Check	LINDBERG, JAN-ERIK	1/16/2025	\$ 150.00
12406	708782	Check	LINDBERG, JAN-ERIK	1/21/2025	\$ (150.00)
12395	708783	Check	MARNANTELI'S PIZZA	1/16/2025	\$ 178.35

12400	708784	Check	MINNESOTA TRUE TEAM TRACK	1/16/2025	\$ 210.00
12409	708785	Check	OHM, J RILEY	1/16/2025	\$ 150.00
12410	708786	Check	OMBERG, NICK	1/16/2025	\$ 60.00
12413	708787	Check	ROCORI PUBLIC SCHOOLS	1/16/2025	\$ 300.00
12397	708788	Check	SLACK, DEB	1/16/2025	\$ 177.00
12404	708789	Check	SNOBLE, SCOTT	1/16/2025	\$ 287.16
12399	708790	Check	WELLER, BRENT	1/16/2025	\$ 268.82
12403	708791	Check	WHEELING, EMMERY	1/16/2025	\$ 40.00
12412	708792	Check	WHEELING, KINLEY	1/16/2025	\$ 40.00
12408	708793	Check	ZEHNACKER, NANCY	1/16/2025	\$ 40.00
12402	708794	Check	ZURN, CARLY	1/16/2025	\$ 40.00
12411	708795	Check	ZURN, JACKSON	1/16/2025	\$ 40.00
12415	708797	Check	GENCHEVA, GERGANNA	1/17/2025	\$ 25.00
12416	708798	Check	DESIGNS BY LISA	1/17/2025	\$ 300.00
12508	708883	Check	ANDYMARK, INC.	1/21/2025	\$ 169.61
12510	708884	Check	BIG LAKE HIGH SCHOOL	1/21/2025	\$ 200.00
12502	708885	Check	CAMRUD, CONNOR	1/21/2025	\$ 150.00
12501	708886	Check	FODE, STEVEN	1/21/2025	\$ 120.00
12503	708887	Check	GULER, BRIAN	1/21/2025	\$ 265.00
12511	708888	Check	GULER, TIM	1/21/2025	\$ 150.00
12507	708889	Check	JENSEN, GARRET	1/21/2025	\$ 42.25
12513	708890	Check	JENSON, MARK	1/21/2025	\$ 722.56
12512	708891	Check	KUEHL, NICK	1/21/2025	\$ 150.00
12506	708892	Check	LINDBERG, JAN-ERIK	1/21/2025	\$ 265.00
12514	708893	Check	MAKING WAVES USA, LLC	1/21/2025	\$ 667.10
12509	708894	Check	REGION 1 FFA	1/21/2025	\$ 104.00
12505	708895	Check	RIEDEL, LOGAN	1/21/2025	\$ 265.00
12504	708896	Check	ZURN, CARLY	1/21/2025	\$ 134.12
12539	708897	Check	EVINK, GABE	1/22/2025	\$ 314.56
12534	708898	Check	GLAD, NOAH	1/22/2025	\$ 180.00
12531	708899	Check	GRUCHOW, BRANDON	1/22/2025	\$ 200.00
12535	708900	Check	JOHNSON, IAN	1/22/2025	\$ 96.00
12536	708901	Check	KUEHL, NICK	1/22/2025	\$ 180.00
12533	708902	Check	NUDELL, ROB	1/22/2025	\$ 180.00
12538	708903	Check	PELSB	1/22/2025	\$ 90.25
12532	708904	Check	STAPLES, TAYLOR	1/22/2025	\$ 202.00
12537	708905	Check	WEAREONE LLC	1/22/2025	\$ 750.00
12571	708906	Check	ALEXANDRIA PUBLIC SCHOOLS	1/28/2025	\$ 450.00
12586	708907	Check	ANDYMARK, INC.	1/28/2025	\$ 613.66
12577	708908	Check	BARBERG, HANNAH	1/28/2025	\$ 40.00
12573	708909	Check	BARTUNEK, BRYCE	1/28/2025	\$ 155.00
12592	708910	Check	BAUMGARTNER, CAS	1/28/2025	\$ 50.00
12572	708911	Check	BENHAM, RICK	1/28/2025	\$ 207.26
12590	708912	Check	BUREMANN, VERENA	1/28/2025	\$ 50.00
12563	708913	Check	CAULFIELD STUDIO	1/28/2025	\$ 510.00
12569	708914	Check	DILLARD, MARY	1/28/2025	\$ 181.02
12574	708915	Check	ENGEL, ROD	1/28/2025	\$ 155.00
12583	708916	Check	FM HOCKEY OFFICIALS	1/28/2025	\$ 1,294.84
12564	708917	Check	HUB 41	1/28/2025	\$ 800.00
12578	708918	Check	ISD #51	1/28/2025	\$ 340.00
12565	708919	Check	JIMMY JOHNS #1897	1/28/2025	\$ 332.79
12566	708920	Check	LAKER LOCKER	1/28/2025	\$ 684.00
12593	708921	Check	MADISON NATIONAL LIFE INSURANCE	1/28/2025	\$ 4,664.44
12576	708922	Check	MARTINSON, RICK	1/28/2025	\$ 203.65
12591	708923	Check	MITCHELL, EMMA	1/28/2025	\$ 50.00
12587	708924	Check	OMBERG, NICK	1/28/2025	\$ 120.00
12581	708925	Check	PEDERSON, DARREL	1/28/2025	\$ 155.00
12582	708926	Check	PIZZA RANCH	1/28/2025	\$ 289.80
12567	708927	Check	RAMSEY, BRITTON	1/28/2025	\$ 83.00
12575	708928	Check	SAVARY, DYLAN	1/28/2025	\$ 155.00
12570	708929	Check	SLACK, DEB	1/28/2025	\$ 177.00
12589	708930	Check	SUNRAM, JOY	1/28/2025	\$ 200.00
12568	708931	Check	TROPHY HOUSE	1/28/2025	\$ 68.00

12584	708932	Check	WESTHOLTER, JASON	1/28/2025	\$ 40.00
12580	708933	Check	WHEELING, EMMERY	1/28/2025	\$ 40.00
12588	708934	Check	WHEELING, KINLEY	1/28/2025	\$ 40.00
12585	708935	Check	ZEHNACKER, NANCY	1/28/2025	\$ 40.00
12579	708936	Check	ZURN, CARLY	1/28/2025	\$ 40.00
12603	708937	Check	BURNS, STEVE	1/30/2025	\$ 246.70
12604	708938	Check	CAMRUD, CONNOR	1/30/2025	\$ 120.00
12608	708939	Check	CONZEMIUS, DAVID	1/30/2025	\$ 155.00
12614	708940	Check	FOSTER, MIKE	1/30/2025	\$ 348.00
12611	708941	Check	HASBARGEN, ANDREW	1/30/2025	\$ 346.05
12600	708942	Check	HAUKEBO, BETTY	1/30/2025	\$ 177.26
12609	708943	Check	ISD #194	1/30/2025	\$ 280.00
12606	708944	Check	KIPPEN, JACK	1/30/2025	\$ 96.00
12612	708945	Check	KOLLES, LINDA	1/30/2025	\$ 226.25
12598	708946	Check	LAKER LOCKER	1/30/2025	\$ 1,138.50
12607	708947	Check	MARTINSON, RICK	1/30/2025	\$ 155.00
12615	708948	Check	MINNESOTA MORRIS SWIMMING & DIVING	1/30/2025	\$ 150.00
12613	708949	Check	OMBERG, NICK	1/30/2025	\$ 120.00
12605	708950	Check	STAPLES, TAYLOR	1/30/2025	\$ 202.00
12599	708951	Check	SUBWAY	1/30/2025	\$ 252.77
12601	708952	Check	SUTOR, DEB	1/30/2025	\$ 185.30
12610	708953	Check	WEBER, BLAKE	1/30/2025	\$ 150.00
12602	708954	Check	WINTER, AMY	1/30/2025	\$ 125.00
12620	708955	Check	AFSCME COUNCIL 65	1/30/2025	\$ 281.08
12618	708956	Check	AMERICAN FAMILY LIFE ASSURANCE CO	1/30/2025	\$ 165.56
12622	708957	Check	D. L. ATHLETIC FOUNDATION	1/30/2025	\$ 115.00
12626	708958	Check	D.L. EDUCATION MINNESOTA (PARA)	1/30/2025	\$ 1,261.51
12625	708959	Check	D.L. EDUCATION MINNESOTA (TEACHER)	1/30/2025	\$ 19,107.50
12623	708960	Check	D.L. PUBLIC EDUC FOUNDATION	1/30/2025	\$ 30.00
12629	708961	Check	MESSERLI & KRAMER P.A.	1/30/2025	\$ 213.19
12619	708962	Check	MINNESOTA CHILD SUPPORT	1/30/2025	\$ 534.90
12627	708963	Check	MN SCHOOL EMPLOYEES ASSOC.	1/30/2025	\$ 119.36
12628	708964	Check	ND CHILD SUPPORT DIVISION	1/30/2025	\$ 429.50
12624	708965	Check	SUPPORT PAYMENT CLEARINGHOUSE	1/30/2025	\$ 335.91
12621	708966	Check	UNITED WAY OF BECKER COUNTY	1/30/2025	\$ 105.00

TOTAL

\$ 5,784,632.20

PERSONNEL AGENDA

February 24, 2025

1) **Resignations:**

Ali Braukmann– Special Education Facilitator, effective May 30, 2025.

Lori Haspel– High School Food Service, effective January 31, 2025

Terry Haus– Head JV Baseball Coach, effective February 3, 2025.

Sheila Helgeson– Assistant Speech Coach, effective January 16, 2025.

Diane Lanoue– Rossman Paraprofessional, effective February 21, 2025.

Katrena Lende– Executive Assistant to the Superintendent, effective July 31, 2025.

Deborah Marweg– Food Service, October 24, 2024.

Randall Rabideaux– Rossman Custodian, effective February 19, 2025.

2) **Retirements:**

3) **Appointments:**

Janet L Clark II– Roosevelt Head Custodian, at the rate of \$24 per hour, working 40 hours a week, effective January 21, 2025.

Lori Haspel– Roosevelt Substitute Custodian, at the rate of \$17.80 per hour, working 3.5 hours per day, effective February 18, 2025 through May 23, 2025.

Nick Lenzen– Middle School Basketball Coach, at the rate of \$2,026.04 per season, effective April 1, 2025.

Cara Myers– E-Laker WBL Teacher, at the rate of \$30 per hour, working up to 5 hours per week, effective January 27, 2025.

Lynn Monley– Middle School Special Education Para, at the rate of \$17.85 per hour, working 29.75 hours per week, effective February 6, 2025.

Nathan Ochsner– High School Assistant Prom Advisor, at the rate of \$1,350.69 per year, effective February 6, 2025.

Ashley Pinske– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective January 24, 2025.

Jay Sorensen– ALC Online Facilitator, at the rate of \$30 per hour, working up to 20 hours per week, effective January 23, 2025.

Zachary Werner– Rossman Custodian, at the rate of \$19.90 per hour with \$1.00 per hour differential, working 40 hours per week, effective February 20, 2025.

4) **Amended Assignment:**

Jorde Hutton- is amending his assignment from Interim Assistant boys Tennis Coach to Assistant Boys Tennis Coach, effective February 11, 2025.

5) **Leave of Absence:**

Barb Oistad– High School English Teacher is requesting a 5 year leave of absence starting with the 2025-2026 school year and ending with the 2029 2030 school year.

6) **Terminations:**

Date Adopted: 12/15/1986	File Number: Detroit Lakes Policy - 491
Date Revised: 01/10/00; 12/08/08; 03/08/10; 08/14/17; 1/24/22, <u>2/24/25</u>	

491 - STAFF TRAVEL

GENERAL PROCEDURES

This policy applies to all staff on the payroll of District #22 and those individual authorized by school board action to be compensated for mileage or other travel costs in the conduct of school district business.

Prior approval (authorization) must be granted in writing (electronic time off request or other means) by the individual's supervisor and the Superintendent or designee prior to the actual incurrence of expenses and shall be subject to funds allocated for these purposes in the budget. Exceptions will be made to this condition providing the travel request bears written approval by the Superintendent.

Each claim for expenses for travel shall be certified by the claimant's signature [1] or through the electronic submission via SMART eR that the expense is just and correct and that no part has been paid by District #22.

The supervisor's (or other appointed authority's) approval of reimbursement in SMART eR signature on the claimant's expense report [2] for payment for such expenses will be considered evidence of approval of each expense item.

~~Travel advances will be authorized by the Superintendent or Director of Finance & Operations from the Contingency Fund. Advances will be allowed for the full cost of lodging and commercial transportation. District #22 personnel shall submit supportive documentation for reimbursement of allowance for hotel/motel accommodations and commercial transportation. There will be no advances for mileage or meals.~~ [3]

Receipts will be required for certain expenses to be reimbursed. These include receipts for parking fees, registration costs, hotel/motel accommodations, meals, car rental, and incidental supply costs incurred while performing the duties for the school. Costs for bus, taxi, or mileage do not require a receipt, but must be documented on the reimbursement request submitted via SMART eR expense report [4] stating dates as well as to/from destination.

All expense reports to be reimbursed will be submitted with receipts (as required above) through SmartEr [5] ~~and forwarded to the business office~~ in a timely fashion. Such reports will be signed and dated [6] by the supervisor prior to submission to the business office.

The procedure for travel reimbursement should follow the following steps: 1) Budget for the expense, 2) Obtain budget approval, 3) Submit request for travel, 4) Authorization by supervisor and Superintendent or designee, 5) Travel advance and/or reservation of district vehicle, 6) Travel as planned, 7) Submit reimbursement expense report with receipts through SMART eR [7] ~~to supervisor, 8) Submit expense report with receipts to business office,~~ 9) Expenses reimbursed to claimant.

INSURANCE

It shall be the responsibility of the employee to immediately notify the Business Office of an accident involving an employee, regardless of whether a district-owned vehicle is used.

When using a personal vehicle, it shall be the responsibility of the employee to maintain and be able to furnish proof of adequate automobile liability insurance at least in the minimum amounts prescribed by law.

AUTOMOBILE LEASING/RENTAL

District #22 will reimburse a claimant for car leasing/rental expenses, when a district vehicle, taxi, or bus is not possible, and the use of rental car or other common carrier is the best or least expensive method of transportation.

The type of vehicle rented must be appropriate for its intended use.

District #22 will reimburse user of costs of car rental to include the cost of insurance.

USE OF DISTRICT-OWNED VEHICLES

District personnel may utilize district-owned or leased vehicles, when available, when travel is required to conduct school business. Vehicles are to be reserved by completing a Field Trip Form [via our online transportation on our online infofinder](#)^[8] system. A mileage log and pre-trip inspection is provided in each vehicle and must be completed by the vehicle operator for each use. It is the responsibility of the person to whom the vehicle is assigned that the vehicle is refueled and clean after use. Report any and all vehicle malfunctions immediately to the Transportation/Business Office so that they are remedied.

USE OF PRIVATELY-OWNED VEHICLES

District #22 will reimburse district personnel for use of their personal vehicle up to the rate consistent with ~~Board Policy and~~ IRS rules and regulations governing tax exempt travel reimbursement.

The use of a privately-owned vehicle shall be approved in advance by the supervisor or the Superintendent or designee for mileage incurred to be reimbursable.

The reimbursement for use of a privately-owned vehicle described in this section shall not allow additional reimbursement for cost incurred in the operation of any vehicle other than mileage rates as set forth, except that parking and toll expenses may be reimbursed. Traffic tickets, damage to a privately-owned vehicle, repair work, gas and oil, and other incidental costs attributable to the operation of the vehicle shall not be the responsibility of the school district.

The school district has hired vehicle and non-owned vehicle insurance to indemnify the district in the event of an accident involving a staff member using the employee's personal vehicle. However, employees using their own vehicle for school approved travel have "primary" legal responsibility in the event of an accident resulting in property damage or injury to passengers. In the event of an accident, worker's compensation may have some responsibility for employee only, but not students or non-employees who are passengers. Minnesota uses the no-fault law for automobile insurance. It is the employee's responsibility to review the adequacy of the limits of their personal automobile insurance coverage. This District does not allow transporting students in privately owned vehicles except in the case of an emergency.

AIR TRAVEL AND COMMERCIAL TRANSPORTATION

District employees may travel either in-state or out-of-state by commercial carrier when authorized in advance by the school board or the Superintendent. Air transportation shall be by coach class except in those

instances when unavailable. District employees may elect to fly via the local airlines to the metro area, but the reimbursement for said travel shall not exceed the comparative cost of said trip using school district vehicle and allowance for meals and hotel accommodations and take into consideration all the other related expense of travel requests.

MEALS

District #22 employees may claim reimbursement up to the actual amount paid for meals including tax and gratuities, when on approved travel, but shall not exceed the reimbursement rate established by the district including tax and gratuities. Any exceptions to the meal allowance must be approved by the supervisor and Superintendent. Receipts shall be required to document the actual meal expense and shall be attached to the report of travel expenses.

An employee on travel status between the employee's work station and a field assignment may claim reimbursement for meals under the following circumstances.

- A. Breakfast: providing the employee leaves home before 7:00 a.m. and is away from home residence, or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- B. Noon Meal: employee may be reimbursed for noon meals, if the employee is on travel status outside the school district boundaries after 11:00 and not scheduled to return before 1:00 in the afternoon or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.
- C. Dinner: providing such employee returns home after 7:00 p.m. or acting as the official school representative to a school district interest, when meetings are held in Detroit Lakes.

The District shall reimburse the employee up to the actual cost of meals limited to the amounts listed below for meals including tax and gratuities.

MEALS	BREAKFAST	NOON	DINNER
	\$ 16.00 13.00	\$ 19.00 16.00	\$ 28.00 26.00

The District shall reimburse an employee the actual cost (not subject to the limits above) for official breakfast, luncheon, or dinner banquet meeting and the cost of registration fee as may be required as part of an official function. A receipt shall be attached to the report of travel expenses to document the actual cost of the banquet.

HOTEL/MOTEL LODGING

When selecting lodging accommodations, employees shall use good judgment and consider the cost of hotel/motel accommodations and obtain approval from their supervisor prior to booking the lodging. District #22 personnel shall submit supportive documentation for reimbursement of hotel and motel accommodations. Choice of accommodations should be made in good judgment in regards to what is reasonable and consistent with what facilities are available. Receipts are required for all lodging claims to be reimbursed.

Date Adopted: 04/14/2014	File Number: Detroit Lakes Policy – 210.1
Date Revised: 5/17/2021	

210.1 CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

The policy of the charter school board is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

A. An individual is prohibited from serving as a member of the board of directors of a charter school if the individual, an immediate family member, or the individual’s partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Commissioner of Education (Commissioner) or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the board of directors if no conflict of interest under this paragraph exists.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (1) the board member, employee, officer, or agent; (2) the immediate family of the board member, employee, officer, or agent; (3) the partner of the board member, employee, officer, or agent; or (4) an organization that employees, or is about to employ, any individual in clauses (1) to (3), has a financial or other interest in the entity with which the charter school is contracting. A violation of this provision renders the contract void.

C. Any employee, agent, or board member of the authorizer of a charter school who

participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

- D. The charter school board member conflict of interest provisions do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under Minn. Stat. Ch. 308A when the teacher also serves on the charter school board of directors.
- E. A charter school board member, employee, or officer is a local official with regard to the receipt of gifts. A board member, employee, or officer must not receive compensation from a group health insurance provider.

Legal References: Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 124E.14 (Charter Schools; Conflict of Interest)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

DATE: February 5, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Award of Student/Class Photography Contract for 2025-28**

The School District requested a proposal from our current provider (Caulfield Studios) for student/class and District photography services for the 2025-26, 2026-27, and 2027-28 school years. Their pricing can be seen on the attached "Request for Proposals" and is comparable to our previous agreement for 2022-2025.

The cost to the School District for photography services is zero and the School District does not receive commission off of picture sales.

Recommend approval of this contract for the 2025-2028 school years.

cc: Building Principals
Rob Nielsen
Amy Knopf

INDEPENDENT SCHOOL DISTRICT #22
 Detroit Lakes Public Schools

Request for Proposals

Detroit Lakes Public Schools requests proposals for individual student and group activity photographs for three years (2025-26, 2026-27, 2027-28).

Proposal Requirements

I. Proposal Requirements:

Photography and finishing to be of highest standards. Any portraits or team photos ordered that do not meet the School District's and the parent's expectations, for any reason, will be returned for a full refund.

II. Retakes:

No charge if the subject's eyes are closed or tongue shows. If a retake charge is made, vendor to state cost and conditions.

Re-Take Cost Description:

\$5.00	A \$5.00 retake fee will be charged if the subject doesn't like their clothes or hairstyle.
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District reserves the right to schedule a re-take photo day at each site (likely on or about the second week of October).

III. CD/Digital Image:

All student photographs will be available by

2 weeks after retake day

to each individual building principal.

A digital image/picture on a CD/Digital Image or each varsity team.

IV. Other School Requirements:

TOTAL COST

Photographer shall provide to the School District:

1. Approx. 950 total photo student ID cards for High School laminated and die cut for use as student ID cards to be delivered to the High School two weeks before school starts, plus approx. 105 staff ID's with lanyards and/or belt clips. (Must be contrasting color to High School ID Cards)⁴
2. Approx. 70 photo student ID cards for Area Learning Center laminated and die cut for use as a student passport with 10 teacher faculty ID's with lanyards. (Must be contrasting color to High School ID Cards)
3. Approx. 100 photo ID cards for Middle School staff laminated and die cut with lanyards and/or belt clips.
4. Approx. 140 elementary teacher faculty ID's with lanyards and/or belt clips.
5. A 6 x 8 class composite photo will be available K-5 at no charge for each classroom. There will be an extra charge for students requesting a class photo.
6. Approx. 300 staff ID's with bar coding for use with the District's automated time tracking system with lanyards and/or belt clips.
7. (2) 5 x 7 color photos of each varsity team plus (1) 8 x 10 for each state tournament team as needed.
8. (1) Building wide (mounted) 24 x 30 color photo each of all staff/students at Rossman and Roosevelt elementary schools.
9. Photos of individual students who move into the district after the school year commences will be taken by the district.
10. Individual student picture retakes will be charged:

 Estimate High School 40; Middle School 25; Elementary 80; ALC 5; Total 145
11. Vendor shall be available as needed.

0
0
0
0
0
0
0
0
\$5.00
0

⁴ At the High School we will use existing pictures of 8th through 11th grades to create next year's photo ID cards.

A CD/Digital Image of existing photos will be provided for those pictures.

GRAND TOTAL SCHOOL COST (If any)

\$0

Vendor to state cost to School District for each item required above.

V. Portrait Packages:

2025-2028 Costs

- a. (2) 8 x 10 (2) 5 x 7 (12) wallet (16) exchange
- b. (1) 8 x 10 (2) 5 x 7 (8) wallet (2) 3½ x 5
- c. (8) exchange (1) 5 x 7 (4) wallet (2) 3½ x 5
- d. (1) 8 x 10
- e. (2) 5 x 7
- f. (8) wallet
- g. (2) 3½ x 5
- h. (8) exchange

NOTE: \$4 package increase due to 20% increase in lab cost since 2020.

Please see attached school envelope form.

\$25.00
\$21.00
\$18.00
\$10.00
\$10.00
\$10.00
\$10.00
\$10.00

Memory Mate Packages: Prices will change each year due to technology changes (there may be new options, not known as of this time)

- i. Memory Mate 5x7 & 10x8 (2) 3" buttons,(4)wallets,(8)1x2 minis,(1)fridge mate
- j. Memory Mate 3x5 & 7x5, (2) 3" buttons, (4)wallets, (8)1x2 minis
- k. Memory Mate 3x5 & 7x5, (1) 3" buttons, (4)wallets
- l. Memory Mate 3x5 & 7x5, (4) wallets
- m. Memory Mate 3x5 & 7x5 (base packaged)

Please see attached Memory Mate form.

\$18.00

If other options are available, vendor to specify.

Color background option act? (Vendor to provide samples)

\$3.00 or \$5.00

Grades K-5 6x 8 color class composite (with names)

\$8.00

Vendor will provide discount pricing for families with three or more children.

Yes

Family Discount Details 3rd child and over will receive 50% off of future purchases in form of a rebate card.

School commission (per student per package and paid to each school separately)

N/A

The successful vendor shall provide each school with a prepaid envelope for each student before the 1st day of school, as well as providing the School District with hall posters and other necessary advertising identifying when pictures will be taken, costs, and when pictures will be delivered (should be 3-4 weeks after picture day). Memory Mates shall be delivered within 2 weeks after picture day.

It is understood that every student in school will be photographed utilizing a high resolution photography for the CD/Digital Image, which will be provided to each principal for school use.

It is understood that students are not obligated to purchase the pictures.

Photo schedule will generally be 8:30 AM - 2:30 PM on the days selected by the school principal.

Tentative Extra Curricular Photo Schedule:

Approx. Date	Activity/Function	Recommended Staff/Equipment
7/29	Deliver DL High School student/faculty ID's (est. 1020)	CD/Digital Image containing all pictures required on or about the first week of October
8/15-9/15	DLHS & DLMS Fall Sports	2 photographers and portable risers
9/13	Pictures for new or no ID students	1 photographer and 1 computer assistant
9/14	DL High School students and staff individual portraits. 1000 students/staff	*2 photographers and 2 computer assists. at school
9/16	DL Middle School students/staff ID's (est. 800)	
9/23	DL High School class pictures	Pictures delivered to school for yearbook by second week of Oct.
10/4 & 10/6	Roosevelt Elem. Students and staff individual portraits	*1 photographer & 1 computer assist. 2 days
10/6 (est.)	DL Homecoming	All color photographs taken are given to yearbook at no charge
10/13	Area Learning Center student/faculty ID's (est. 80)	1 photographer and 1 computer assistant
10/18 & 10/20	Rossman Elem. Students and staff individual portraits.	*1 photographer & 1 computer assist. 2 days
10/21	DL High School picture re-take day	1 photographer and 1 computer assistant at school
10/21	DL Middle School individual absentee and retakes	* 1 photographer and 1 computer assistant at school
11/8	DL Yearbook group pictures	*Photographers time and all group photos provided to yearbook at no charge. Pictures delivered to yearbook staff by first week of Dec.
11/10	Elementary individual absentee and retakes	*1 photographer and 1 computer assistant at school
11/15-12/15	DLHS Winter Sports (Includes MS Girls Basketball)	2 photographers (risers when needed)
12/16	DL Yearbook group pictures	*Photographers time and all group photos provided to yearbook at no charge.
1/6	DLMS Boys Basketball	2 photographers
1/20 (est.)	DL Snoball Coronation	*Photographers time and all group photos provided to yearbook at no charge
Late March	Spring Sports	2 photographers (risers when needed)
May 6 (Sat)	Prom (200 Couples est.)	1 photographer plus 1 assistant

* Photographer to furnish portable risers for large groups over 50 individuals (Example: Football teams)

* Photographer to use custom painted backgrounds to match school colors for individual sports photographs taken indoors.

Photographer to contact coach to confirm extra-curricular pictures (day and time) and provide picture marketing packet at least 3 days in advance of pictures shoot.

NOTE:

All fall sports teams and Homecoming pictures need to be delivered to yearbook staff on or about the third week of October. All

winter sports team's pictures need to be delivered to yearbook staff on or about the second week of January.

Snoball Coronation pictures need to be delivered ASAP (preferably one week after event).

Proposal Time Table:

Proposals must be returned by 4:00PM, Friday, March 7th accompanied with a reference list of Minnesota public school accounts the vendor has served during the last two years.

The School District reserves the right to cancel this contract immediately if the District determines the service, quality or time lines are not acceptable.

The School District will award the winning proposal to the lowest responsible vendor (if applicable). Factors such as reliability, responsibility, availability, quality, suitability, adaptability, competency and capacity to perform all aspects of the contract may be considered material criteria in making a final determination of winner, as well as price.

The School District reserves the right to accept or reject any and all proposals and to waive irregularities in vendor proposals (if applicable). The District's determination is final.

All questions should be directed to Jason Kuehn, Business Manager at 218-847-9271.

Caulfield Studio, Inc.

Name of Vendor

Office: 218-847-1616 Devon Cell: 973-349-8827

Telephone Number



Signature

2/4/2025

Date

***Please completely fill out the form below, enclose your payment in the envelope and turn it in to the photographer on Picture Day.

1 CIRCLE YOUR POSE

CLOSE UP
 HALF LENGTH
 No Charge

If nothing is circled, you will receive the Close-Up pose.

2 CIRCLE YOUR BACKGROUND

Please CIRCLE one or more of the backgrounds you would like and add the amount (if needed). If no background is circled, you will receive the Traditional Gray Background.

1	Traditional Gray Background	NO CHARGE																		
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

3 CHOOSE YOUR PACKAGE

Package #1	\$25.00	Package #2	\$33.00	Package #3	\$43.00
1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets		1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets		1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets	
Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____
Package #4	\$21.00	Package #5	\$29.00	Package #6	\$39.00
1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange		1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	
Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____
Package #7	\$18.00	Package #8	\$26.00	Package #9	\$36.00
2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange		2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	
Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____
Package #10	\$13.00	Package #11	\$21.00	Package #12	\$31.00
1-5x7, 4 Gift Wallets, 8 Wallet Exchange		1-5x7, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		1-5x7, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	
Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____	Qty: _____

Detroit Lakes High School
CaulfieldStudio
 1900 East Shore Drive Detroit Lakes, MN 56501
 218-847-1616 www.caulfieldstudio.com

(For Office Use Only)



To insure that you receive the correct portraits, PLEASE make sure your envelope is completely filled out! Double check that you have marked HALF-LENGTH or CLOSE-UP! If you DO NOT turn in an envelope and order at a later date you will receive the Close-up pose with a gray background!

STUDENT'S FIRST NAME _____

STUDENT'S LAST NAME _____

TEACHER/HOMEROOM _____

GRADE _____

DAYTIME PHONE # _____

4 ALA CARTE PRODUCTS

	Price	Qty	Total
1-8x10 (H)	\$10.00	_____	_____
2-5x7 (I)	\$10.00	_____	_____
1-5x7, 2-3x5 (J)	\$10.00	_____	_____
4-3x5 (K)	\$10.00	_____	_____
8-Gift Wallets (L)	\$10.00	_____	_____
16-Mini Wallets (M)	\$15.00	_____	_____
1-10x13 (N)	\$25.00	_____	_____
3-Key Fobs (P)	\$11.00	_____	_____
2-Magnets (U)	\$12.00	_____	_____

5 BLEMISH REMOVAL Add \$8.00 = \$_____ (Removes Acne Only. Does Not include Teeth Whitening)

6 ADD PERSONALIZATION Add \$4.00 (Not Available on Digital Download!) = \$_____ (Please print First Name below (Limit 12 Characters))

2023-2024 will automatically be printed below your First Name on Prints.

7 PLEASE ENCLOSE PAYMENT

TOTAL AMOUNT ENCLOSED \$ _____

Please make checks payable to:
CaulfieldStudio
 PREPAID ONLINE?
 Please write PrePay Code Here: _____

* All NSF Checks are turned over to a Collection Agency and are subject to a \$30.00 charge. *
 PLEASE TEAR OFF AT PERFORATION, ENCLOSE CASH OR CHECK AND BRING ON PICTURE DAY.

CaulfieldStudio
 1900 East Shore Drive Detroit Lakes, MN 56501
 218-847-1616 www.caulfieldstudio.com
 Studio Hours: Monday-Thursday 8:00 am - 4:30 pm

Detroit Lakes High School

Package #1	\$25.00	Package #2	\$33.00	Package #3	\$43.00
1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets		1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets		1-8x10, 2-5x7, 2-3x5, 12 Gift Wallets, 16 Wallet Exchange, 2-2x3 Magnets	
Package #4	\$21.00	Package #5	\$29.00	Package #6	\$39.00
1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange		1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		1-8x10, 1-5x7, 2-3x5, 8 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	
Package #7	\$18.00	Package #8	\$26.00	Package #9	\$36.00
2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange		2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		2-5x7, 2-3x5, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	
Package #10	\$13.00	Package #11	\$21.00	Package #12	\$31.00
1-5x7, 4 Gift Wallets, 8 Wallet Exchange		1-5x7, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets		1-5x7, 4 Gift Wallets, 8 Wallet Exchange, 2-2x3 Magnets	

A LA CARTE PRODUCTS *ADDITIONAL PRODUCTS ARE AVAILABLE ONLINE ONLY*

(H) 1-8x10.....\$10.00 (M) 16 Wallet Exchange.....\$10.00 **Blemish Removal \$8** (removal of acne, freckles, stray hair, moles or facial shine.)

(I) 2-5x7.....\$10.00 (N) 1-10x13.....\$15.00

(J) 1-5x7, 2-3x5.....\$10.00 (O) Digital Download.....\$25.00 Add your First Name & School Year to Personalization (NOT AVAILABLE ON DIGITAL DOWNLOAD)

(K) 4-3x5.....\$10.00 (P) 3 - Key Fobs.....\$11.00 Please print name in boxes on form.

(L) 8 Gift Wallets.....\$10.00 (U) 2 - Magnets.....\$12.00 NOT AVAILABLE ON DIGITAL DOWNLOAD

If you would like to Prepay with a Credit Card, you may preorder online at www.ospgo.com/1vrp Password: Prepay

or scan the QR Code on the right for a direct link to the preorder page.

*** Please print off your preorder receipt, enclose it in your completed order envelope and turn it in to the photographer on Picture Day. ***

* Packages are only available online prior to Picture Day. Any late orders are subject to Reorder Pricing. *

For proper credit, each student MUST turn in their own envelope with separate payment. REMINDER... Only those students who pay at the time of photography will receive a set of pictures!

Family Photo: If you have 3 or more students in Grades K-5 that are being photographed by Caulfield Studio, you are eligible for a rebate on the packages purchased for the 3rd, 4th, 5th, etc. students. Please pick up a rebate form in the school office.

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 206
Date Revised: 02/09/04; 01/10/05; 05/15/06; 03/09/09; 03/08/10; 05/12/14; 8/13/18; 5/17/21; 12/20/21	

206 - PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title, job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent

that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence; except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. §15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address, either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against the appointee; and upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. §13D.05 (Not Public Data).
4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. ~~260Es-626.556~~ (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda items

1. Persons who wish to have a subject discussed at a public-school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person must be a resident of the district or a parent of a student. The person should provide his or her name, ~~address~~, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
3. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
4. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
5. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
6. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
7. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)

Minn. Stat. § 13D.05 (~~Meetings Having Data Classified as Public~~~~Open Meeting Law~~)

Minn. Stat. § 121A.47, Subd. 5 (~~Exclusion and Expulsion Procedures; Closed or Open Meeting~~~~Student Dismissal Hearing~~)

Minn. Stat. § 122A.33, Subd. 3 (~~License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond~~~~Coaches; Opportunity to Respond~~)

Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures~~Teacher Discharge Hearing~~)

Minn. Stat. § 122A.44, (Contracting with Teachers; Substitute Teachers)

Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)

Minn. Stat. § 123B.143, Sub. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. Ch. 260E ~~§ 626.556~~ (Reporting of Maltreatment of Minors)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

MSBA/MASA Model Policy 207 (Public Hearings)

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

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

~~MSBA Service Manual, Chapter 13~~, School Law Bulletin "C" (Minnesota's Open Meeting Law)

~~MSBA Service Manual Chapter 13~~, School Law Bulletin "I" (School Records-Privacy-Access to Data)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 207
Date Revised: 05/12/2014; 5/17/2021	

207 - PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address

the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name ~~and address~~ of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.

4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References:

Minn. Stat. § 123A.15 (Education District Establishment)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123B.51 (School houses and Sites; Uses for School and Nonschool Purposes Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 208
Date Revised: 02/09/04; 05/15/06; 07/14/14; 5/17/21	

208 - DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meeting at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]

B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.

C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.

D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability-722 Public Data Requests,~~ and 806 Crisis Management Policy.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the

superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School Boards Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 209
Date Revised: 02/09/04, 05/12/14, 5/17/21	

209 - CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session—not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.

5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 210
Date Revised: 07/12/04; 01/10/05; 03/09/2009; 05/12/2014; 5/17/2021	

210 - CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with **Minnesota Statutes chapter Minn-Stat. Ch. 118A**. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes ~~of the school board~~. Disclosure ~~shall~~**must** be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~need~~**must** only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed.

a. The school board ~~shall~~must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

c. Before a claim is paid, the interested school board member ~~shall~~must file with the clerk of the school board an affidavit stating:

1. The name of the school board member and the office held;

2. An itemization of the goods or services furnished;

3. The contract price;

4. The reasonable value;

5. The interest of the school board member in the contract; and

6. That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only when~~ne~~ the school district has a population of 1,000 or less according to the last federal census.)*

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~at which~~where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if~~where~~ there is a

reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$~~208~~,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~at which~~where all school board members are present, that employment ~~is~~must be immediately terminated and that school board member ~~has~~will have no further rights to employment while serving as a school board member in the school district.

D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~when~~where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~For~~In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~in which~~where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The school board ~~must~~can hire or dismiss teachers only at duly called meetings. ~~When~~Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree, as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal Reference: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination~~Teacher Hiring, Dismissal~~)

Minn. Stat. § 123B.195 (Board Member Right to Employment)

Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)

Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13 and 21 (Exceptions)

Minn. Stat. § 471.89 (Contract, When Void)

Op. Atty. Gen. 437-A-4, March 15, 1935

Op. Atty. Gen. 90-C-5, July 30, 1940

Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)

MSBA/MASA Model Policy 209 (Code of Ethics)

~~MSBA Service Manual, Chapter 3, School District Governance, Powers and Duties~~

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 211
Date Revised: 01/10/05; 05/12/14; 5/17/21	

**211 - CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT,
SCHOOL
BOARD MEMBER, EMPLOYEE OR STUDENT**

I. PURPOSE

The purpose of this policy is to provide guidance ~~aboutas to~~ the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.

B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to ~~Minnesota Statutes section~~§ 466.07, Sub~~division~~ 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that ~~the school board member or employee~~~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to ~~Minnesota Statutes section~~§ 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~must~~~~shall~~ provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection

with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, ~~Minnesota Statutes Chapter 13~~, and to the Family Educational Rights and Privacy Act, 20 ~~United States Code section~~§ 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~the employee will~~ he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the responsible authority ~~responsible~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

~~The policy of the Ss~~ School district ~~is that its~~ officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.

2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

3. Pursuant to ~~Minnesota Statutes section~~§ 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The

decision as to whether to reimburse shall be made at the school board's discretion ~~of the school board~~. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~To promote~~In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances exist or the matter being investigated is school-related, or as otherwise provided by law.

2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality and to avoid embarrassment to the students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (~~Minnesota Statutes, section~~ § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with ~~Minnesota Statutes, Chapter~~ 13 (Minnesota Government Data Practices Act) and 20 ~~United States Code, section~~ § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

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

Minn. Stat. §§ 121A.40 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)

Minn. Stat. § 123B.25(b) (**Legal** Actions Against Teachers)

Minn. Stat. § 260E.22 (Interviews)

Minn. Stat. § 466.07, Subd. 1 (Indemnification)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for Deprivation ing of Rights)

Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)

Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)

Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983);

Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975);

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 408 (Subpoena of a School District Employee)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

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

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 212
Date Revised: 03/09/2009; 01/11/2010; 01/01/2014; 5/17/2021	

212 - SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.

B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.

C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 ([Boards of Independent School Districts School Board Member Training](#))

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Date Adopted: 5/12/97	File Number: Detroit Lakes Policy - 213
Date Revised: 11/09/98; 03/09/2009; 05/12/2014; 5/17/2021	

213 - SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Audit
 - 2. Policy
 - 3. Building and Grounds
 - 4. Negotiations Committee(s) for various employee groups

Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.

- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Chapter 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin "C"
(Minnesota's Open Meeting Law)

Date Adopted: 1/9/2006	File Number: Detroit Lakes Policy - 214
Date Revised: 7/10/2013; 05/12/2014; 12/19/2016; 5/17/2021	

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. ~~Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose.~~ Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Date Adopted: 11/13/1995	File Number: Policy #524
Date Revised: 5/10/2004, 2/09/2009, 12/14/2009, 6/11/2012; 12/21/2020, 10/24/22, 09/25/23, <u>3/24/25</u>	

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social

networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok”~~and~~ “Reddit,” and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or

services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials, Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 2

~~*Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.*~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~

- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

ALTERNATIVE NO. 3

[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

-
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.

- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or employee through the Internet is the sole responsibility of the student and/or the student's parents or employee.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' AND/OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and materials to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. “Technology provider” means a person who:
 - 1. Contracts with the school district, as part of a one-to-one program or otherwise, to provide a school - issued device for student use; and
 - 2. Creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communications, of any curriculum, testing, or assessment technology provider contract affecting a student’s educational data. The notice must:
 - 1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student’s educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. The technology provider’s employees or contractors have access to educational data only if authorized; and
 - 2. The technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued devices” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or technology provider must not electronically access or monitor;
 - 1. Any location-tracking feature of a school-issued device

2. Any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. Student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. The activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. The activity is permitted under a judicial warrant;
 3. The school district is notified or becomes aware that the device is missing or stolen;
 4. The activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. The activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. The activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

~~A. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~

~~B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~

~~C. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by~~

~~the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

~~*[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]*~~

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

D.A. Because of the rapid changes in the development of the Internet, the school board shall conduct periodic reviews of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 121A.73 \(School Cell Phone Policy\)](#)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011))
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



TECHNOLOGY USE AGREEMENT - EMPLOYEE

I have read and understand school district policy #524 - ACCESS TO AND USE OF THE DISTRICT TECHNOLOGY SYSTEM (NETWORKED INFORMATION RESOURCES) relating to acceptable use and safety of the school district's technology systems including: the computer system, internet, email, voicemail and telephone system and agree to abide by the policy. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken (up to and including suspension or termination of employment), and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

*****SIGN AND RETURN THIS FORM TO YOUR BUILDING SECRETARY*****



Student/Parent Alternative To Internet Use Request Form

Parent/guardian understands their student is offered school district resources/accounts to access the Internet and it is the parent's/guardian's responsibility to notify the school district if, at the parent's option, they would like to request alternative activities not requiring Internet access.

I, _____ (parent or guardian name) hereby request alternative educational activities not requiring Internet access and the material to exercise this option for my student _____ (name of student).

I understand this notification form must be completed each school year.

Parent/Guardian Signature

Date

Forward this completed form to the student's supervising teacher

DETROIT LAKES

LAKERS



25-26 DISTRICT CALENDAR

August 18-19	New Teacher Inservice
August 25-28	Teacher Inservice
August 27	K-12 Open House
September 1	Labor Day • No School
September 2	First Day of School PK-12
September 24	Early Dismissal
October 13	HS/MS P/T Conferences
October 14	Elementary P/T Conferences
October 15	K-8 No School; P/T Conferences; 9-12 In Session
October 16-17	Fall Break- No School
October 29	Early Dismissal
October 31	End of 1st Quarter
November 10	Teacher Inservice-No School
November 21	End of 1st Trimester
November 24	HS P/T Conferences
November 26	Early Dismissal
November 27-28	Holiday- No School
December 23	Early Dismissal 1:00pm
December 24	Winter Break Begins
January 1-2	Winter Break- No School
January 16	End of 2nd Quarter/ 1st Semester
January 19	Teacher Inservice-No School
February 12	Early Dismissal
February 13-16	Holiday No School
February 23	HS P/T Conferences
February 27	End of 2nd Trimester
March 9	MS P/T Conferences
March 10	Elementary P/T Conferences
March 11	K-8 No School; P/T Conferences; 9-12 In Session
March 12-13	Spring Break No School
March 20	End of 3rd Quarter
March 23	HS P/T Conferences
April 3-6	Holiday No School
May 21	Last Day of School
May 21	Last day of Semester/Trimester/Quarter
May 22	Teacher Inservice-No School
May 25	Holiday No School
May 22, 26-29	Potential Makeup Days
June 19	Holiday District Closed

KEY	
	New Teacher Inservice 168 Student Contact Days
	Teacher Inservice 9 Teacher Inservice/Conferences
	Early Dismissal Day 177 Teacher Contract Days
	Holidays Offices Closed 1 August 1-Sept 1; K-8 Teacher Floating day
	K-8 No School • 9-12 Open
	No School
	P/T Conferences
	End of semester/Trimester
	Beginning/Ending Days

OFFICES CLOSED:
 July 4th, Labor Day, Thanksgiving Eve & Day,
 Christmas Eve & Day, New Years Eve & Day, Good
 Friday, Memorial Day, Juneteenth

July • 2025							January • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31

August • 2025							February • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	31						

September • 2025							March • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

October • 2025							April • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		

November • 2025							May • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						

December • 2025							June • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

DETROIT LAKES

LAKERS



25-26 DISTRICT CALENDAR

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November 26	Early Dismissal
November 27-28	Holiday- No School
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December 24	Winter Break Begins
January 1-2	Winter Break- No School
January 16	End of 2nd Quarter / 1st Semester
January 19	Teacher Inservice-No School
February 12	Early Dismissal
February 13	Potential Makeup Day
February 13-16	Holiday No School
February 23	HS P/T Conferences
February 27	End of 2nd Trimester
March 9	MS P/T Conferences
March 10	Elementary P/T Conferences
March 11	K-8 No School; P/T Conferences; 9-12 In Session
March 12-13	Spring Break No School
March 20	End of 3rd Quarter
March 23	HS P/T Conferences
April 3-6	Holiday No School
April 6	Potential Makeup Day
May 21	Last Day of School
May 21	Last day of Semester/Trimester/Quarter
May 22	Teacher Inservice-No School
May 25	Holiday No School
May 26-29	Potential Makeup Days
June 19	Holiday District Closed

KEY	
	New Teacher Inservice
	Teacher Inservice
	Early Dismissal Day
	Holidays Offices Closed
	K-8 No School • 9-12 Open
	No School
	P/T Conferences
	End of semester/Trimester
	Beginning/Ending Days
168	Student Contact Days
9	Teacher Inservice/Conferences
177	Teacher Contract Days
1	August 1-Sept 1; K-8 Teacher Floating day

OFFICES CLOSED:
 July 4th, Labor Day, Thanksgiving Eve & Day,
 Christmas Eve & Day, New Years Eve & Day, Good
 Friday, Memorial Day, Juneteenth

July • 2025							January • 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30	31			25	26	27	28	29	30	31	

August • 2025							February • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	31						

September • 2025							March • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

October • 2025							April • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		

November • 2025							May • 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	24	25	26	27	28	29	30	
30							31							

December • 2025							June • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

Annual Compliance Overview

[Minnesota Statutes 2023, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark or X next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all required items **by March 1** to: MDE.AIEA@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Detroit Lakes Public Schools

The American Indian Parent Advisory Committee Vote

X *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: 1-21-2025

Date the AIPAC presented to the school board: _____

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson

Date



1/30/2025

Superintendent or Charter/Tribal School Director

Date



1/21/25

AIPAC Chairperson

Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

X We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

_____ We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Heby Bloom

AIPAC Chairperson Printed Name and Signature

1/21/25

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education at the Minnesota Department of Education. This document is necessary to submit with your compliance documentation and eligibility for American Indian Education Aid next year.

Minnesota Statutes 2022, section 124D.81, subdivision 3. Additional requirements.

Each district receiving aid under this section must each year conduct a count of American Indian children in the schools of the district; test for achievement; identify the extent of other educational needs of the children to be enrolled in the American Indian education program; and classify the American Indian children by grade, level of educational attainment, age and achievement. Participating schools must maintain records concerning the needs and achievements of American Indian children served.

Directions

This document should be shared with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation due to the Office of American Indian Education on March 1, 2024. Ultimately, this document is a portion of the Compliance documentation submitted to the Office of American Indian Education as required by Minnesota Statutes 2022, 124D.78, subdivision 2.

Using the approved American Indian Education Aid application that was submitted Fall 2023, communicate how the district has progressed towards all the goals outlined within each narrative that was provided for areas 1-6. Data should be shared with the AIPAC in order for the AIPAC to concur with the district plan. Additionally, the Self-Assessment Rubric for districts is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to Minnesota Statutes 124D.81, subdivision 2.

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus area 6: Supplement (not supplant) state and federal educational and co-curricular programs

Focus Area	Measurable Goal	Progress towards Goal	Is Progress sufficient for concurrence?
Support postsecondary preparation for pupils	Graduate 62.2% HS 2023		YES
Support the academic achievement of American Indian students	Math 51% Reading 51%	Math 31.8% Reading 37%	YES

Focus Area	Measurable Goal	Progress towards Goal	Is Progress sufficient for concurrence?
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils	Seven Grandfathers AI Cultural Experiences at the Elementary Cultural Activities/events	Meeting all of the goals	YES
Provide positive reinforcement of the self-image of American Indian pupils	Provide minimum of 8 AI Programming, Activities and Experiences	Meeting all goals	YES
Develop intercultural awareness among pupils, parents, and staff	Seven Grandfathers with Ojibwe, Mashkiki Road	Meeting all goals	YES
Supplement (not supplant) state and federal educational and co-curricular programs	DL will upplement not supplant funds towards the measurable goals	Meeeting all goals	YES

Approval

Kelsey Bloom

1-27-25

AIPAC Chairperson

Date

Joe Elam

1-27-25

Director of Indian Education

Date

Contact us

For more information, please visit our website at <https://education.mn.gov/MDE/dse/indian/parent/>

Please submit this documentation to: MDE.AIEA@state.mn.us

DATE: February 5, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Additional Staffing Requests - District Transportation Coordinator**

District Transportation Coordinator

The creation of the District Transportation Coordinator would allow for a seamless transition with projected staffing changes during the 2025-26 school year. The position will create efficiencies within our current transportation software system and work to identify areas of opportunity.

The anticipated start date for this position would be May 1st, 2025, to allow for training during the end of the school year, as well as the transition to the new school year. The position would work closely with current staff to understand current processes, while identifying areas of growth.

The Transportation Committee and District Administration recommend approval.



**ADDITIONAL STAFFING PROPOSAL FORM
BUDGET YEAR: 2024-2025**

Instructions:

1. Must be complete for all positions requested after the approval of the annual staffing plan.
2. Make a copy for each position requested.
3. Administrative approval required.
4. Approved proposals will be presented to the School Board for review.

Name of the Building: District (Transportation)

Topic of Proposal: District Transportation Coordinator

Submitted By: Jason Kuehn

Date: 2/5/2025

Date to be Implemented: May 1st, 2025

Person responsible to

Recommend to Superintendent: Jason Kuehn

Recommendation by person responsible: Add a new position for the Transportation Department beginning on May 1st, 2025 that would be incorporated into future budget cycles. This position would oversee all aspects of the Transportation Department and report to the Director of Finance & Operations.

Complete a description of your program proposal. All six (6) areas must be addressed and support the proposal. The proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding:

The proposal for funding would be for a 1.0 FTE Transportation Coordinator that would be included in the Administrator B group of non-affiliated employee groups.



**ADDITIONAL STAFFING PROPOSAL FORM
BUDGET YEAR: 2024-2025**

2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):

The creation of the District Transportation Coordinator would allow for a seamless transition with projected staffing changes during the 2025-26 school year. The position will create efficiencies within our current transportation software system and work to identify areas of opportunity.

The anticipated start date for this position would be May 1st, 2025, to allow for training during the end of the school year, as well as the transition to the new school year. The position would work closely with current staff to understand current processes, while identifying areas of growth.

3. State the negative implications if the proposal is not approved:

If not approved, we would instead implement the position on July 1st, 2025 and delay the transition and training for this position by two months. Additionally, we would be integrating the position during the busiest time of transportation planning and registration prior to the school year starting.

4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.

If not approved, we would continue to operate in the same manner but risk not being able to implement efficiencies during the 2025-26 school year or in time for the next round of contract negotiations for our contracted transportation services.

5. Estimate the cost implications of this proposal on the following chart:

PROPOSAL BUDGET

PERSONNEL	NUMBER REQUESTED	ESTIMATED COST	REIMBURSEMENT	NET COST
Administrator	1.0 (partial year)	\$12,900.00	\$1,550.00	\$11,350.00
Benefits:		\$4,500	\$0.00	\$4,500.00
Subtotal:		\$17,400.00	\$1,550.00	\$15,850.00



**ADDITIONAL STAFFING PROPOSAL FORM
BUDGET YEAR: 2024-2025**

OTHER COSTS		ESTIMATED COST	REIMBURSEMENT	NET COST
Supplies:		\$0.00	\$0.00	\$0.00
Capital Outlay:		\$1,500.00	\$0.00	\$1,500.00
Other Expenses:		\$0.00	\$0.00	\$0.00
Subtotal:		\$1,500.00	\$0.00	\$1,500.00

NET COST		\$17,350.00
Code:	E 01 002 760 000 720 110 (80%) E 01 002 760 000 723 110 (20%)	

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	X - Not applicable
b. Review by Business Office before Superintendents approval:	Complete
c. Space implications (short/long range):	X - Not Applicable
d. Equity implications:	N/A
e. Technology implications:	An additional district device will be needed for this position.
f. Suggested timelines for implementations:	Effective immediately for the 2024-25 school year.
g. Who has been involved in this decision? Other comments:	Colin Gedrose, Kylie Johnson, Mark Jenson, and Transportation Committee

Approve: _____ Disapprove: _____ Hold: _____ Date: _____

Form must be routed to Human Resources and the Director of Finance and Operations for review.

DETROIT LAKES PUBLIC SCHOOLS

Job Description



Job Title	Transportation Coordinator		
Reports To:	Director of Finance & Operations		
Supervises:			
Department/Program:	Operations / Central Services	FLSA Status	Exempt
Assignment	HR USE ONLY		

I. JOB SUMMARY

Under the direction of the Director of Finance and Operations, coordinates the District's transportation services, including the development of safe and efficient transportation routes, while working within the District's policies and guidelines, and monitoring results, to ensure consistent compliance with District service and safety expectations. Performs responsibilities in a manner which builds and maintains working relationships with all stakeholders.

II. POSITION RESPONSIBILITIES

- Designs and maintains District transportation routes through the effective and efficient use of transportation software, including but not limited to, determining number of routes needed, establishing routes and route combinations, assignment of students to school bus stops, daily maintenance activities, new student downloads, and the updating of maps.
- Create and maintain routing for all regular education, special education, homeless care and treatment students to ensure maximum efficiency and safety for all students.
- Continually analyzes the system to anticipate problems including overloads, timing of runs/routes, and inappropriate or unsafe routes, determining a course of action and executing changes accordingly.
- Serves as liaison between the District and its transportation contractors, monitors performance, investigates complaints related to route operations, and takes action to correct problems as necessary.
- Monitors compliance of School District and transportation contractor with state laws and District policies and guidelines.
- Serves as the initial contact and a primary resource for others inside or outside the District with regard to the policies, procedures and administrative details of transportation routing and vehicle scheduling for which responsible.
- Coordinates scheduling of the District's vehicles, ensuring users are fully aware of relevant policies and procedures.



- Coordinates the maintenance and repair of District vehicles.
- Works closely with teachers, coaches and other District staff to anticipate and plan transportation requirements for activities, estimates costs and time tables, and coordinates service and delivery of transportation with the District's contractors.
- Recommends new or modified procedures in the areas for which responsible to help achieve the most efficient and effective allocation of available District resources.
- Prepares and distributes information and other mailings regarding transportation as appropriate.
- Coordinate the annual reimbursement process for non-public students.
- Assists with verification and processing of monthly transportation bills.
- Develops and delivers the District's Type III Vehicle training program, ensuring compliance with all state laws.
- Works with transportation contractors to ensure appropriate student school bus safety training is provided in accordance with state laws.
- Constructs and maintains computer generated information, including graphical boundaries, attendance areas, address maps, plan maps and maintains computer data related to attendance area, student eligibility for transportation, hazardous crossings, safe walking paths to school.
- Maintains various transportation records and compiles, prepares and distributes accurate, well-documented and timely reports as requested or required.
- Collects and maintains information related to the annual transportation report for online state reporting students.
- Complete special projects as scheduled or assigned.
- Performs other job-related duties as requested or assigned.

III. CRITICAL SKILLS/EXPERTISE

Physical Involvement:

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Mental Involvement:



Working Conditions:

Supervision:

IV. Minimum Qualifications

Education:

- High school diploma or GED equivalent.
- Associate degree (2 yr.) or equivalent, or combination of experience and training providing the required knowledge, skills and abilities.
- Maintain CDL Class B License with endorsements to operate a school bus; or willingness to achieve certification within 6-12 months of employment.

Experience:

- Three years specific experience in the coordination of school transportation.
- Specific experience and working knowledge of automated transportation systems.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

Special Knowledge, Skills, Certifications, Licensure Required:

- Excellent working knowledge of Transportation and Field Trip software and of the district school programs, along with the skill and ability to apply its capabilities in the timely design, implementation, monitoring and maintenance of District transportation routes ensuring current and accurate data.
- The ability to analyze data and make necessary changes to improve effectiveness and/or efficiency, making sound process decisions and recommendations within authority levels of the position.
- Knowledge of Federal, State and District regulations and guidelines covering school transportation, and ability to apply such to ensure the District remains in compliance.
- Excellent time management, planning, organizational and oral and written communication skills.
- Excellent working knowledge of transportation programs with the ability to provide clear, correct information to staff and the public.
- The knowledge, skill and ability to establish, communicate and coordinate service and delivery requirements.

DETROIT LAKES PUBLIC SCHOOLS

Job Description



- A breadth and depth of detail knowledge to address and resolve a wide variety of questions, comments and concerns, from whatever sources, in a confident, tactful manner consistent with established policies.
- Possess strong computer skills with a high level of competence in database, word processing and spreadsheet applications.
- The knowledge, skill and ability to maintain assigned databases and draw requested data into report form as scheduled or requested.
- Knowledge of the process to develop a district-wide routing plan.
- Familiarity with the community road configuration and demographics.
- Highly developed training and facilitation skills.
- Ability to handle multiple tasks and changing priorities with attention to detail and deadlines.
- Excellent communication and problem-solving skills, with a strong emphasis on customer service and effective working relationships with parents, staff and service vendors.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. Some requirements may be subject to possible modification to reasonably accommodate individuals with a disability.

Human Resource Use:

Band/Grade: _____

Revision Date: 2/5/25



**2024-2025 REVISED BUDGET
FEBRUARY 24, 2025**



GENERAL FUND SUMMARY

	Revenues	Expenditures
Original Budget	\$43,677,003	\$43,590,471
Revised Budget	\$44,370,559	\$44,821,272
Change	\$693,556	\$1,230,801



GENERAL FUND - REVISIONS

- Adjustments related to 2024 Legislative Session
- General Education and Extended Time Revenue Estimates
 - Decrease in Projected Enrollment
 - Approval of Voluntary PreK Programming
- Adjustments following Staffing Adjustments
- Capital and Long-Term Facilities Adjustments



FOOD SERVICE FUND SUMMARY

	Revenues	Expenditures
Original Budget	\$2,372,400	\$2,382,191
Revised Budget	\$2,589,243	\$2,606,584
Change	\$216,843	\$224,393



FOOD SERVICE FUND REVENUE & EXPENDITURE REVISIONS

- Revenue
 - Better than expected participation
 - Reimbursement Rates Finalized

- Expenditures
 - Adjusted Staffing Expenses
 - Equipment improvements

Detroit Lakes Public Schools
Independent School District #22

2024-25 Revenue and Expenditure Budget Summary by Fund

	2024-25 Revenue	2024-25 Expenditures	Difference
General Fund			
Original Budget	43,677,003	43,920,471	86,632
Revised Budget	44,370,529	44,821,272	(450,743)
Change	693,526	1,230,801	(537,275)
Food Service			
Original Budget	2,372,400	2,382,191	(9,791)
Revised Budget	2,589,243	2,605,584	(17,341)
Change	216,843	224,393	(7,669)
Community Education			
Original Budget	1,291,464	1,443,832	(62,388)
Revised Budget	1,381,464	1,413,832	(32,388)
Change	(10,000)	(30,000)	20,000
Debt Service			
Original Budget	4,887,590	4,705,000	181,970
Revised Budget	4,887,590	4,705,000	181,970
Change	-	-	-
Custodial Account			
Original Budget	10,000	(0,000)	-
Revised Budget	10,000	10,000	-
Change	-	-	-
Student Activities			
Original Budget	228,450	228,450	-
Revised Budget	228,450	228,450	-
Change	-	-	-
TOTAL ALL FUNDS			
Original Budget	\$ 52,677,287	\$ 52,989,844	\$ 218,243
Revised Budget	\$ 53,477,838	\$ 53,758,135	\$ (280,452)
Change	\$ 800,551	\$ 1,425,194	\$ (624,795)

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

2024-25 Revenue and Expenditure Budget Summary by Fund

	<u>2024-25 Revenue</u>	<u>2024-25 Expenditures</u>	<u>Difference</u>
General Fund			
Original Budget	43,677,003	43,590,471	86,532
Revised Budget	<u>44,370,559</u>	<u>44,821,272</u>	<u>(450,713)</u>
Change	693,556	1,230,801	(537,245)
Food Service			
Original Budget	2,372,400	2,382,191	(9,791)
Revised Budget	<u>2,589,243</u>	<u>2,606,584</u>	<u>(17,341)</u>
Change	216,843	224,393	(7,550)
Community Education			
Original Budget	1,391,464	1,443,832	(52,368)
Revised Budget	<u>1,381,464</u>	<u>1,413,832</u>	<u>(32,368)</u>
Change	(10,000)	(30,000)	20,000
Debt Service			
Original Budget	4,897,970	4,706,000	191,970
Revised Budget	<u>4,897,970</u>	<u>4,706,000</u>	<u>191,970</u>
Change	-	-	-
Custodial Account			
Original Budget	10,000	10,000	-
Revised Budget	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Change	-	-	-
Student Activities			
Original Budget	228,450	228,450	-
Revised Budget	<u>228,450</u>	<u>228,450</u>	<u>-</u>
Change	-	-	-
TOTAL ALL FUNDS			
Original Budget	\$ 52,577,287	\$ 52,360,944	\$ 216,343
Revised Budget	<u>\$ 53,477,686</u>	<u>\$ 53,786,138</u>	<u>\$ (308,452)</u>
Change	\$ 900,399	\$ 1,425,194	\$ (524,795)



Out of State Travel Request

Description

I am requesting approval for out-of-state travel to attend the BARR National Conference, which will take place from April 22nd-24th. This conference brings together schools from across the country to collaborate on improving student outcomes through the implementation of the BARR framework.

DLHS has been invited to share our data and results at the conference, providing an opportunity to highlight our progress and learn from other schools implementing BARR. Additionally, our middle school will also be attending this year, allowing us to collaborate and strengthen the alignment of BARR from grades 6-12 within our district.

The theme of this year's conference, "*Leading with Culture*," aligns with our ongoing efforts to foster a supportive and student-centered learning environment. One of the key factors in our successful implementation of BARR at DLHS has been the opportunity to attend this conference in 2022 and 2023. Our participation has allowed us to collaborate with educators nationwide, build strong relationships with the BARR center staff, and bring back innovative ideas and strategies that have directly contributed to improved student outcomes at DLHS.

This opportunity comes at no cost to the district.

Thank you for your consideration.

DETAILS OF REQUEST

Request permission for out of state travel to: BARR National Conference, Rancho Mirage, CA.

Dates of Travel: April 22-25, 2025

Who is Attending: Josh Omang



City of Detroit Lakes

1025 Roosevelt Ave., P.O. Box 647 Detroit Lakes, MN 56502

SPORTS ARENA COMMISSION

AGENDA

Tuesday, February 4, 2025, at 7:30 AM

The Meeting will be held in the City Hall Committee Conference Room, 1025 Roosevelt Ave, Detroit Lakes MN.

1. Consideration to approve the Minutes from the meeting held on December 3, 2024.
2. Consideration to approve the Financials for November & December 2024.
3. Arena CIP Review
4. Update schedule of events
 - a. Craft Beer Tour, April 4
 - b. Shrine Circus, April 8
 - c. LRBA Show, April 10-11
 - d. Bike Rodeo, May 3
 - e. No Mercy Boxing, May 17
 - f. Becker County Fair, July 20-27
5. Update Arena addition project
 - a. Update from Fair Board on parking lot collaboration
6. Other

Respectfully,
KELCEY KLEMM
City Administrator

Sports Arena Commission Members:

Chad Carlblom - Chairman
Matt Boeke - Alderman Ward 3-At Large
John Steffl - School District 22- At Large
Rob Nielsen - School District 22
Nate Hunter - Detroit Lakes Youth Hockey Association
Matt Thompson - Becker County Fair Board

Meeting Dates:

May 6 @ 7:30

Aug 5 @ 7:30

Nov 4 @ 7:30

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING
February 7, 2025

A Facilities Committee Meeting was held on Friday, February 7, 2025 at the District Office. In attendance were John Steffl, Michael Walther, Mary Rotter, Mark Jenson, Colin Gedrose, and Jason Kuehn.

1. Rossman Roofing Project - Bid Review

The committee reviewed the bid summary provided by ICS for the Rossman Roofing project. The committee recommends approving the low bid by Herzog Roofing for the base bid and both alternate bids. The total bids recommended for approval were in the amount of \$264,000.00

2. FY 2025-2026 Capital Budget Planning

Director of Finance reviewed budget targets for reserved Operating Capital funds which included funds for operations equipment, technology, curriculum, and building allocations. Kuehn will present a detailed budget at the March Facilities Committee meeting that will also highlight planned summer projects.

3. DLCCC Lease Renewal

Detroit Lakes Public Schools has leased the Detroit Lakes Community & Cultural Center (DLCCC) swimming pools for many years for the purposes of space for its swimming and diving programs. The District has worked with the DLCCC administration and City of Detroit Lakes on an agreement to renew the lease agreement between Detroit Lakes Public Schools and the Detroit Lakes Community & Cultural Center beginning July 1, 2025 and ending June 30, 2027. The committee recommends approval of the new lease agreement.

The proposed agreement includes an increase of \$756.84 from the current lease to \$8,250.00 for the 2025-26 school year. The lease rate would increase by \$250.00 to \$8,500.00 for the 2026-27 school year.

4. Washington Ball Park Committee Update

Board Chair Steffl and Kuehn provided an update on the progress of the Washington Ball Park Committee which includes representatives from the City of Detroit Lakes, local baseball affiliations, and other citizens of Detroit Lakes. The committee continues to work towards a goal of determining funding option for renovating the existing site.

5. Long Term Facilities Planning

Kuehn and Jenson provided an update to the committee in regards to continued discussions with MSTATE in regards to leasing space for DLPS programming. Additionally, the committee was updated on planned programming adjustments for School Readiness programming and necessary space for equivalent programming.

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - February 20, 2025

Members Present:

Mickey Okeson
Mark Jenson

Sanford Nelson
Jason Kuehn

Julie Smith-Yliniemi
Josh Omang

Trisha Mariotti

A Finance Committee Meeting was held on Thursday, February 20th at the District Office. The agenda was as follows:

1. Review of Receipts and Disbursements

Receipts for the month totaled \$4,763,179.98. Receipts of note included a 2024 tax distribution from Becker County, Food Service catering agreements, tuition for Community Service programming, metered State Aid payments, as well as Federal reimbursements for Title and other Federal Programming.

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for January totaling \$5,784,632.20 which includes payments for payroll liabilities, food service vendors, utilities, transportation contracts, and Student Activities. It also included annual payments for bond principal and interest.

The committee also recommends approval of the check summaries for February 10th and February 24th in the amount of \$288,011.06.

2. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of January and receipts for the month of January. Total balances for all funds as of 1/31/25 were \$17,464,600.82.

District expenditures and revenues through January were reviewed in comparison to the budget.

3. Fiscal Year 2024-2025 Revised Budget

Kuehn reviewed the planned presentation for the final revised budget for the 2024-25 school that will be recommended for approval on February 24, 2025.

4. DLCCC Lease Renewal

Kuehn reviewed the renewal of the District's lease with the Detroit Lakes Community & Cultural Center (DLCCC) for use of its swimming pool for DLHS Swimming programs for 2025-2027. The committee recommends approval.

5. Additional Items

Director of Finance Kuehn reviewed the staffing proposal submitted to add a Transportation Coordinator beginning May 1, 2025. The committee recommends approval.

The committee also reviewed a proposal from Caulfield Studios to renew the agreement for School Photography services for the 2025-26, 2026-27, and 2027-28 school year. The committee recommends approval.

Next Meeting: Thursday, March 11th, 2025 (12:00 PM)



ISD 22 District Advisory Committee (DL-DAC)

Date: February 3rd, 2025

Attendees: Renee Kerzman, Trish Mariotti, Mark Jenson, Rhonda Fode, Pam Daly, Josh Omang, Tom Trobridge, Heidi Evans, Kris Swenson, Cara Myers, Tiffany Hoggarth, Tyler Fode, Lindsay Jacobus, Britton Ramsey, K Westholter), Mary Rotter, Jamie McDougall, Josh Hochgraber

Reading to Ensure Academic Development Act Updates – (READ Act)

- K-2, 3-5, and K-12 special education teachers are participating in the Online Language and Literacy Academy (OL&LA).
- Early Childhood teachers are receiving separate training focused on early reading skills, with fewer required hours.
- A reading screener for K-3 students has been implemented to identify characteristics of dyslexia.
- Families must be notified at the end of the year if their child is below grade level, along with resources for home support, as required by the READ Act.
- Renee Kerzman expressed appreciation for the extra effort teachers are putting into this learning and work, noting that the impact is already visible through the implementation of new strategies.

Mid-Year District Data Review – Data was discussed in these areas

- **MCA (Grades 3-8 and HS):** Discussed MCA proficiency rates and the impact of family opt-outs, which affect overall district data. The inclusion of opt-outs skews results, making the data less reliable for evaluating overall district proficiency in DLPS and across the state. A new science MCA will be used this year.
- **Attendance Data:** Schools intervene when students are chronically absent. Intervention steps were reviewed.
- **STAR Data:** Reviewed data and explained student growth/proficiency in Math and Reading.
- **FastBridge:** Reading assessment, required for READ Act and will replace STAR for elementary students in 2025-26. Does have a math component and will use this as well.
- **MN Student Survey:** Conducted every three years, gathering data on student behaviors (e.g., vaping, drinking, online activity, bullying). The District Substance Use Coalition is using this data for messaging. Administered to grades 5, 8, 9, and 11; families are notified and they may opt their child out.
- **NAEP Testing:** A small, randomly selected group of students participate, with no district-specific data returned. Minnesota scores are above the national average. Roosevelt and Middle School had students participate during the last testing cycle.

Social Studies Standards Implementation (Grades 6-12)

- Discussion on how the new standards and benchmarks align to specific courses. The scope, sequence, and instructional planning were reviewed.

2025-26 Calendar Discussion

- Reviewed the School Board approved drafts including a discussion on eliminating flex learning days and using snow day make-up days instead. The group was split on whether to schedule the snow make-up days at the end of the year or distribute them throughout. Agreed that people adjust to whatever is needed as long as it is known.
- The process for gathering input was discussed. It was shared that the drafts were created through information gathered from principals, site teams, staff, committees, the School Board, and the District Advisory Committee. Then the School Board makes the final decision.

Title Family Engagement Updates – Title I

- **Title I – Roosevelt:** Hosted a Family Game Night (175 participants, no technology).
- **Title I -** Principal Mariotti is leading a virtual book study on *The Anxious Generation*.
- **District-wide Engagement Suggestion:** A dashboard at each school featuring student activity options.
- **Rossmann PTO:** Hosted a successful Book Bingo Night.

Next Meeting Agenda Items - April 14, 2025 @ 4:45-6:00 pm

- A parent suggested that we explore a University of Minnesota math opportunity for middle and high school students. Renee Kerzman will do so and share.
- Review of professional learning feedback and planning for 2025-26.

INDEPENDENT SCHOOL DISTRICT #22
TRANSPORTATION COMMITTEE MEETING AGENDA
Transportation Committee Meeting - February 7, 2025

A Transportation Committee Meeting was held on Friday, February, 7 2025 at the District Office. In attendance were Mark Jenson (Superintendent), John Steffl (School Board Chair), Mary Rotter (School Board Treasurer), Colin Gedrose (Operations Supervisor) and Jason Kuehn (Director of Finance and Operations).

1. District Transportation Update

Gedrose and Kuehn updated the committee on the continued progress of integrating the contractor routes into the District's transportation software system. Also, the additional SUV ordered for Special Education transportation should be available within the next month - allowing the district to transition an older SUV into general use by the time the Spring Activities season begins.

2. FY26 Budgeting Recommendations

Kuehn provided the committee with budgeting targets for transportation for the 2025-26 school year. The targets include limited investments in vehicles, but a proposed transition of the current staffing model. The adjustment would merge duties currently held by the Operations Supervisor (Gedrose) with the Transportation Assistant in a newly created position (Transportation Coordinator). The committee recommended moving forward with the new position beginning May 1st to allow for training.