



DETROIT LAKES PUBLIC SCHOOLS

AGENDA

REGULAR SCHOOL BOARD MEETING

Monday, March 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
Detroit Lakes, MN 56501
218.841.6065

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

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

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

Student Representative: 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 March 24, 2025 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. Ag in the Classroom

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. Renna Fabel

B. Barry Schoder

VII. DONATIONS

A. \$100 from Alpha Delta Kappa for Project SEARCH

B. \$225 worth of Pizza from Papa Murphy's Pizza for ECFE Polar Fest Icy Adventures Family Event.

C. \$350 Small Engine from Matt Boeke for the Small Engines class.

- D. \$600 from DL Rotay Breakfast Club for Roosevelt Science Fair.
- E. \$5,000- from BTD for Laker Robotics
- F. \$5,000 from an Anonymous Donor for the Detroit Lakes Middle School Band for Music Stands.

G. Laker Cupboard

- 1. \$130 worth of Gift Cards- DLPD Battle of the Badges
- 2. \$215- DLPD Battle of the Badges
- 3. \$400- Catholic Daughters of Americas Court Holy Rosary
- 4. Dental Supplies- Anonymous
- 5. Hygiene Products- Anonymous

VIII. PROGRAM PRESENTATIONS

Presenter:

- A. Detroit Lakes Public Education Foundation
- B. Trip Jones Project
Presenter: Jackie Buboltz
- C. Detroit Lakes Middle School
Presenter: Mike Suckert

IX. CONSENT ITEMS

Presenter: Steffl, Board Chair

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

- A. Approve the Minutes of the February 24, 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. 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
- F. Approve the DLCCC Swimming Pool Lease Agreement for 2025-2027.
- G. Approve the Spring 2025 Coaches List.

X. DISCUSSION ITEMS

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

A. First Reading of Policies:

Presenter: Steffl, Board Chair

- 1. 301- School District Administration
- 2. 302- Superintendent
- 3. 303- Superintendent Selection
- 4. 304- Superintendent Contract, Duties, and Evaluation.
- 5. 305- Policy Implementation

6. 306- Administrator Code of Ethics
7. 307- Administrator/Self-Performance Appraisal Policy

XI. ACTION ITEMS

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

- A. Motion to Approve the Out-of-State Travel Request for Rachele Isaacson.
- B. Motion to Approve the Out-of-State Travel request for High School TOSA Student Success Coordinator.
- C. Motion to Approve the 2024-2025 DLESP Seniority List.
- D. Motion to Approve the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Summer Dobratz, Shauntel Johannes, Masyn Johnson, Lauren Justesen, David Miller, Clare Nemec, Skyler Presler upon the conclusion of the 2024-2025 School Year.

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. Finance Committee

Presenter: Okeson, Board Treasurer

3. SUP Coalition

Presenter: Okeson, Board Treasurer

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. 04/14/25-District Advisory Committee 4:45pm Middle School Media Center






- B. 04/22/25-Work Session 11:30AM District Office

- C. 04/28/25- Regular School Board Meeting 5:30PM City Council Chambers

XIV. MEETING ADJOURNED

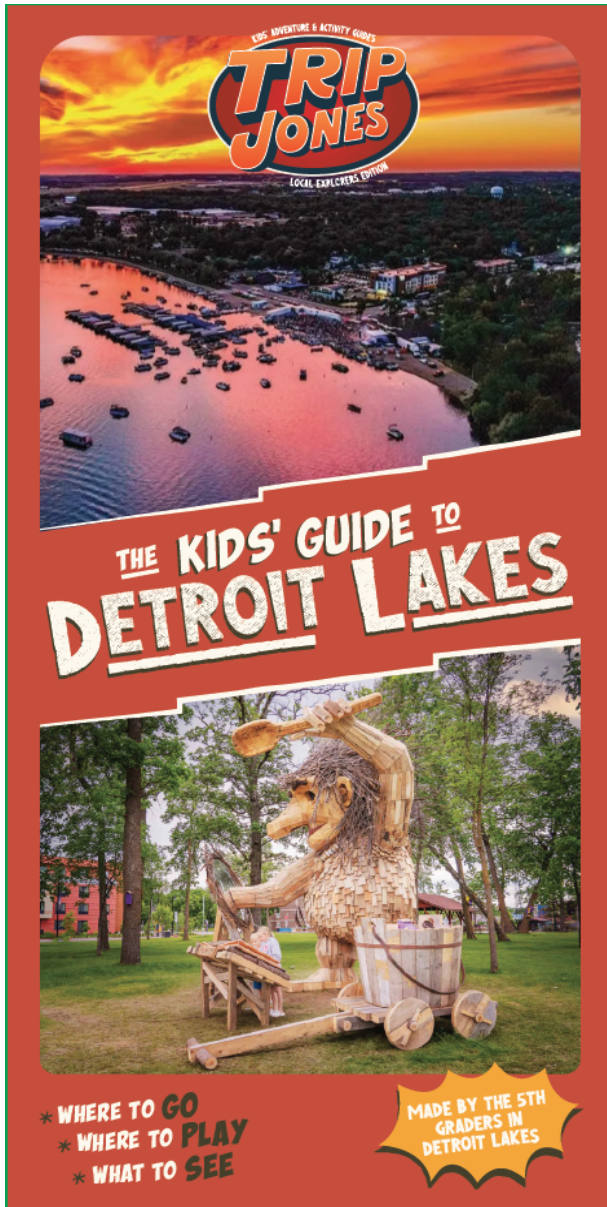
Presenter: Steffl, Board Chair

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.





Collaborative Project







OBJECTIVE: Create a vibrant representation of Detroit Lakes that highlights its unique opportunities for exploration and adventure for kids (and their families).

Who better to share these unique experiences with kids visiting the town than the kids in Detroit Lakes, while creating hometown pride with the local kids.

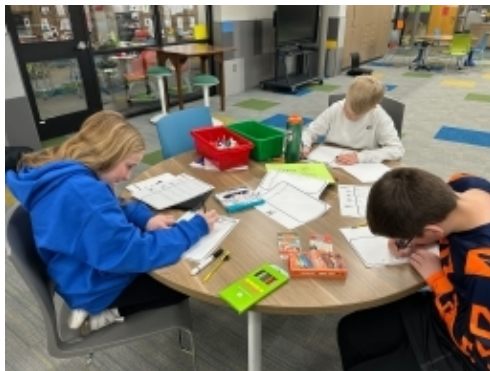
Key Elements for Success:

- ★ Support from the Chamber and Visit Detroit Lakes organization.
 - ★ Collaboration with the school district, including principals and teachers.
 - ★ A curriculum designed to execute the creative process (developed by Trip Jones).
 - ★ Professional design, production, and printing of the final product (Trip Jones).
 - ★ Distribution through the local business community (including Chamber members and beyond).
 - ★ A PR campaign led by the Chamber.
-

Points of Interest



1. Trolls!
2. Dunton Locks
3. Detroit Mountain –
Summertime fun
4. DLCCC Backyard
5. Public art – murals,
sculptures
6. Events
6. Detroit Lakes City Beach
7. Detroit Lakes Parks
8. Detroit Mountain –
Wintertime fun
9. Becker County Museum
(Holmes Theater)
10. Trowbridge Zoo (Vergas
Loon)
11. Tamarac National Wildlife
Refuge



EXPLORE
DETROIT LAKES

TROLLS!

LONG LIEF -
THE WORLD'S
TALLEST TROLL!



TROLLS!



YOU WON'T FIND TROLLS
LIKE THIS ANYWHERE ELSE!
HERE ARE THE
TOP 3 COOLEST THINGS
ABOUT THEM.



TROLL HUNT! TRACK DOWN FIVE
TROLLS, THREE MAGICAL PORTALS, AND A
GOLDEN RABBIT. SOME ARE EASY TO SPOT.
SOME ARE TRICKY. DON'T GIVE UP!



HISTORIES AND MYSTERIES
EVERY TROLL HAS ITS OWN STORY AND
CHALLENGE TO UNCOVER. AND SERIOUSLY—
WHERE DO THOSE PORTALS LEAD?!



TOTALLY UNIQUE THESE TROLLS
AREN'T YOUR AVERAGE STATUES—THEY'RE
MADE FROM RECYCLED STUFF, SO EACH
ONE HAS ITS OWN AWESOME, QUIRKY VIBE.



THE GOLDEN
RABBIT



DID YOU KNOW?

*The tallest troll in the world is in
Detroit Lakes!* How cool is that?!
The trolls were made by a famous
artist named **Thomas Dambo**—he
builds giant trolls out of recycled
wood all over the world!



Next Steps

- ★ Finalize the travel cards
 - ★ Funding for the production of *The Kids Guide to Detroit Lakes*
 - ★ Sponsors for additional cards
 - ★ Distribution partners
 - ★ Marketing plan
-

DETROIT LAKES MIDDLE SCHOOL



BARR @ DLMS

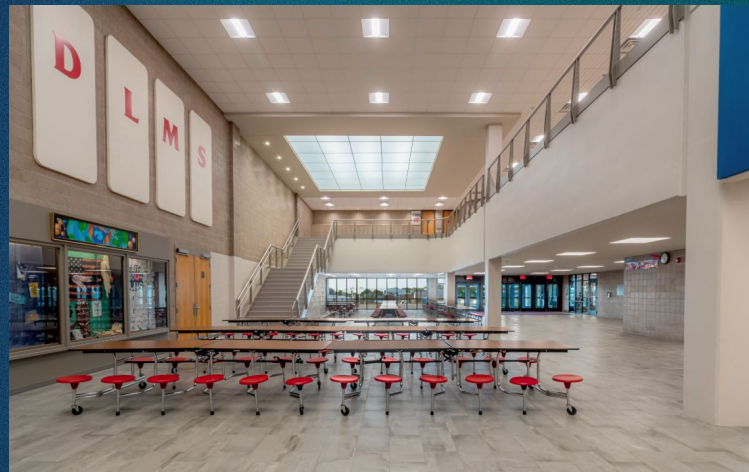


BARR

Same Students.

Same Teachers.

Better Results.



Small Block Meetings

Teacher/team driven, interventions that are handled within the teams



I-Times

One PLC facilitates an I-Time lesson in place of regularly scheduled curriculum



Big Block

Team meetings with administration and counselors, small block interventions didn't work, need more support



SST/Community Connect

Every 3 weeks we hold some form of our Community Connect meetings, could be an SST (Intervention) meeting, an attendance review, or a county social worker collaboration



QUEST

2024-2025 BARR MEETING DATA

Student Last Name	Student First Name	Primetime Teacher and/or Case Manager	Student Strength/s	Connections to School	Mtg Date	Level Concern	SOCIAL STUDIES	LANG ARTS	SCIENCE	MATH	PHY ED	BAND or CHOIR	ITECH	Trimester Elective	Missing Assignments	Attendance (3 Day/7 Day/MV)	AREAS OF CONCERN
[REDACTED]	[REDACTED]	Squires	loves outdoor activities, hunting, fishing, etc	Hegg	2/4	Level 1	M	DN	P	M	M	M		M	7	83.17% Full Days	doesn't want to work in class, struggles to complete work, doesn't have a 'true team'

AREAS OF CONCERN	STUDENT SMART GOAL	PARENT CONTACT	STAFF INTERVENTION
struggling to use class time wisely, struggles to complete work, doesn't have a 'true team'	[REDACTED] will better utilize his DS time, potentially get some extra support instead of choir	Hegg is going to call dad to get schedule change approved.	Quest will reach out Fiedler for DS supprt, team will pull in for a student meeting - will also get him a new planner - Hegg will meet with [REDACTED] and ask him about what support he would like

BARR IMPLEMENTATION



BARR

Same Students.
Same Teachers.
Better Results.



YEAR 1

YEAR 2

YEAR 3

YEAR 4 +

Staff Trainings Jan. 2024
Small/Big Block Meetings
I-Time Lesson Vol. 1 (All students)
Laker Pride Ticket Launch

Staff Trainings Aug. 2024
Small/Big Block Meetings
Community Connect Meetings
I-Time Lessons Vol. 1 (6th Grade)
I-Time Lessons Vol. 2 (7th/8th Grade)
Laker Pride Tickets
Cell Phone Policy

Staff Trainings Aug. 2025
Small/Big Block Meetings
Community Connect Meetings
I-Time Lessons Vol 1 (6th Grade)
I-Time Lessons Vol 2 (7th Grade)
I-Time Lessons Vol 3 (8th Grade)
Laker Pride Tickets

Continuing of Small/Big Block Meetings
Continuing of Community Connect
Continuing of I-Time Lessons
Continuing Laker Pride Tickets
Continuing Cell Phone Policy

MTSS @ DLMS

- Community Connect Meetings (Attendance Reviews, County Involvement, SST Team)
 - Child Study Team
- Continued Academic Interventions

Tier 3
Intensive
Interventions

Tier 2
Targeted Interventions

- Math/Reading Interventionists
 - Behavior Interventionist
- Specific Team Driven Interventions
- Truancy Prevention Meetings

Tier 1
General Core Instruction

- District Approved Curriculum based upon MN State Standards
- Top 20 / I-Time Lessons
 - Laker Pride Tickets

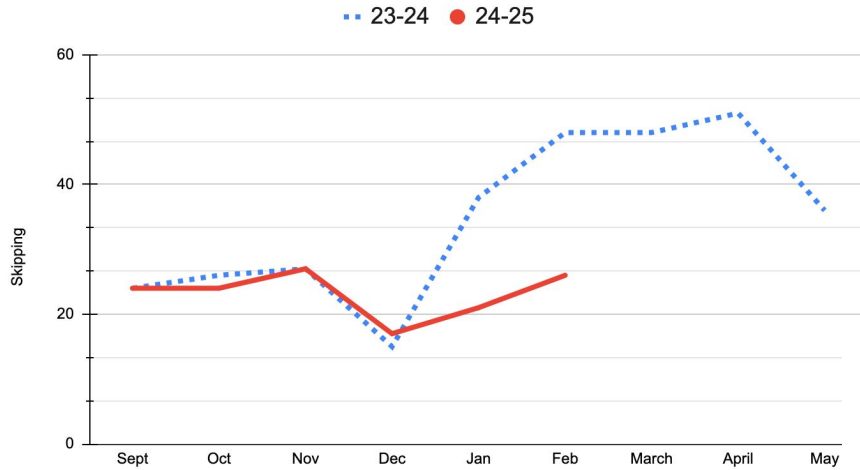
Fall Student Survey

- 87% of student responses
- Counselors, School Psych, & Lakes Crisis Center created groups that meet weekly
- Will take another survey in Spring
- Group topics: emotion regulation, anxious feelings, friendships



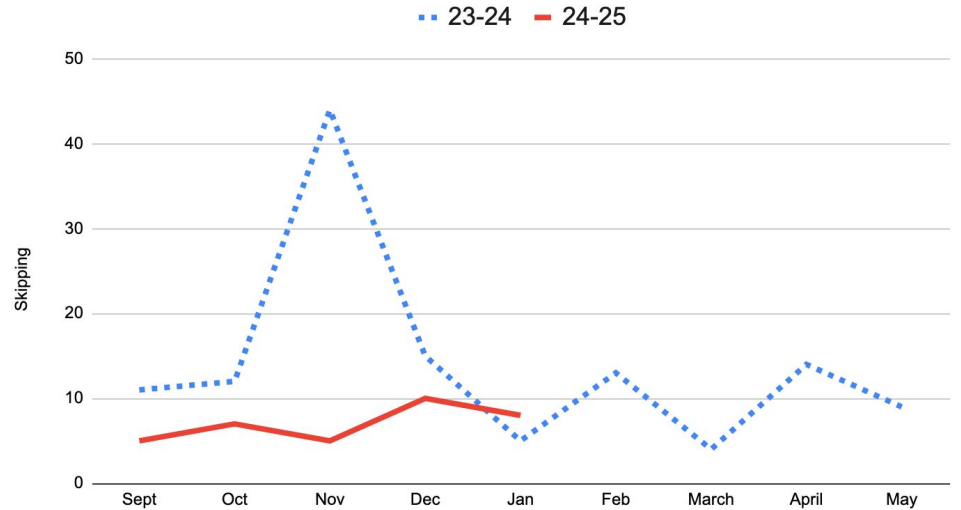
Student Survey Results '24-'25	I get very angry and often lose my temper.	I worry a lot or get a lot of headaches, stomach aches or sickness.	I have a hard time dealing with friendship drama.	I am <u>often</u> unhappy, sad or tearful.
6th Graders (2024-2025) - 194 students	23 11.9%	62 32.0%	30 15.5%	27 13.9%
7th Graders (2024-2025) - 162 Students	16 9.9%	54 33.5%	30 18.6%	15 9.3%
8th Graders (2024-2025) - 185 Students	21 11.40%	55 29.70%	29 15.70%	25 13.50%

Behavior Referrals



Trimester 1 -> Trimester 2
Behavior referrals down 32.9%

Skipping Referrals



Truancy Intervention Meetings

31 'Concern Letters' sent to families	72% of students did not need a '3-day' meeting after the concern letter was sent
12 meetings held after the '3-day' letter sent	66% of students after having a '3-day' meeting improved their attendance
4 meetings held after the '7-day' letter sent	0% of students had improved attendance after '7-day' meeting and county involvement. <i>(Area of growth)</i>



DETROIT LAKES
LAKERS
MIDDLE SCHOOL

DLMS Laker Pride Award

kbiggar@deltakes.k12.mn.us [Switch account](#) 🔒

🇺🇸 Not shared

* Indicates required question

Student *

Katelyn Biggar

Student Email Address *

kbiggar@deltakes.k12.mn.us

Parent Email Address1

timvagle@deltakes.k12.mn.us

Parent Email Address2

tim.vagle@gmail.com

Parent Email Address3

LAKER PRIDE TICKETS

- Modeled after the HS
- Shout out to Tim Vagle
- Over 1,600 tickets sent home after Trimester 2
- Ratio 10:1 to behavior referrals
- 100% of teaching staff participation (and more!)
- Monthly Laker Pride rewards
- 92.2% of students have received at least one!

CELL PHONE POLICY IMPLEMENTATION

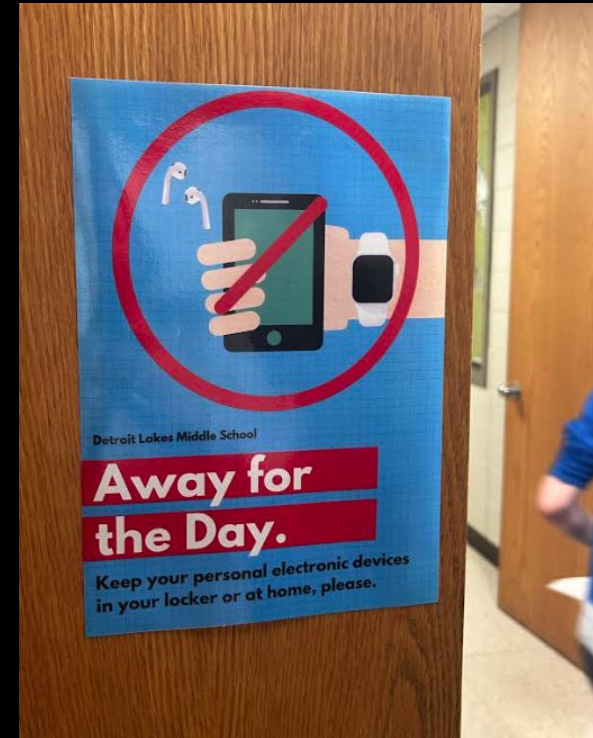
End of Trimester 1:

- Less than 5% of students with 1 or more cell phone infractions
- 83% of those students, after receiving their first violation, did not repeat



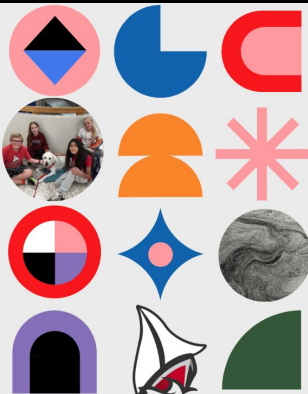
End of Trimester 2:

- Infractions down 66% from Trimester 1



AIT

Academic
Intervention
Time



Sign Ups

Teacher Directed

A teacher could assign you to be in their AIT room. This means you may have some work that needs to be done, or help with relearning material.

Student Academic

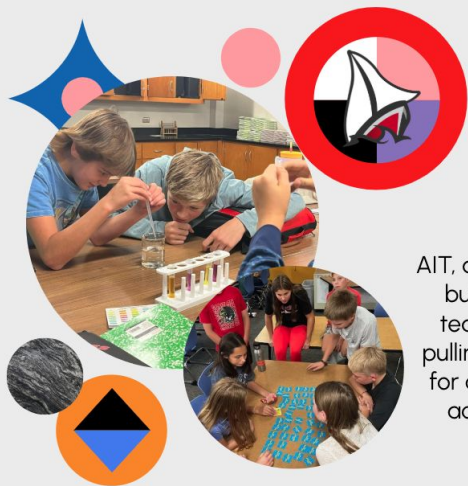
As a student, you could sign up to work with one of your core teachers (Math, LA, Science, Social). You may want support getting work done, or help with relearning material.

Student Enrichment

If a teacher has NOT assigned you to an AIT spot, and you do not sign up for an academic time with your teacher, you may select from the options listed in the form. You will pick your top 3 choices, we cannot guarantee your #1 choice.

What is AIT?

AIT, academic intervention time, is a chance for our entire building to give students the time they need. All core teachers (math, language arts, science, social) will be pulling students for work time. If you are not being pulled for academic work, you will be assigned an enrichment activity. You will stay in the same room/activity for 4 sessions.



Piloting Spring 2025
AIT @ DLMS

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

**Regular School Board Meeting
Monday, February 24, 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, Mary Rotter

Absent:None

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

The Pledge of Allegiance was recited.

A motion was made by Okeson seconded by Rotter, to approve the agenda. Motion carried unanimously.

Donations were made by the following:

- Hygiene Products and Toiletries from Project Engage for the Laker Cupboard.
- \$80 and Clothes from DLHS PAYS Group for the Laker Cupboard.
- \$100.00 from the Kiwanis Club for Laker Robotics
- \$300.00 from Foltz Buildings for Laker Robotics
- \$500 from Lund Lutheran Church Women's Mission for the Laker Cupboard.
- \$1,000.00 from an Anonymous donation for Girls Swimming
- \$2,000 from Johnstone Supply for the Laker Robotics Program
- \$5,000 from Team Foundation for the Laker Robotics Program

Program presentation was given by Trish Mariotti.

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

- A. Approve the Minutes of the January 27, 2025 Regular School Board Meeting. .
- B. Approve K-12 Computer Checks #709002-709078, and #709145-709209 for a total of \$288,011.06. Approve Hand Payable Checks #708632-708653, #708717-708798, #708883-708966, Voided Checks #705204, #705753, #705883, #707563, #708318, #708616-708617, #708779, #708782, Wire Transfers #12247-12251, #12315-12317, #12366-12378, #12388-12392, #12515-12530, #12540-12562, #12594-12597, #12616-12617, #12630-12643, and #12679 in the amount of \$5,784,632.20. Approve Net Payroll Transfers on 1/15/2025 and 1/30/2025 in the amount of \$1,4888,477.60 for a total of \$7,561,120.86.
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
 - a. 491- Staff Travel
- E. Remove Policy 210.1- Conflict of Interest-Charter School Board Member
- F. Approve the Award of Student/Class Photography Contract for 2025-2028.

Discussion was had on the following:

1. First Reading of Policies:
 - a. 206-Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
 - b. 207-Public Hearing

- c. 208-Development, Adoption, and Implementation of Policies
- d. 209-Code of Ethics
- e. 210-Conflict of Interest - School Board Members
- f. 211- Criminal or Civil Action Against School District, School Board Members, Employee, or Student
- g. 212- School Board Member Development
- h. 213- School Board Committees
- i. 214- Out-of-State Travel by School Board Members
- j. 524-Student Access to and Use of Networked Information Resources

A motion was made by Walther, seconded by Smith-Yliniemi to Approve the 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. Motion carried unanimously.

A motion was made by Nelson, seconded by Walther to Approve the 2025-2026 Academic Calendar Motion carried unanimously.

A motion was made by Okeson, seconded by Rotteri to approve the Spring 2025 Lane Change Requests. Motion carried unanimously.

A motion was made by Smith-Yliniemi, seconded by Rotter to Approve the American Indian Parent Advisory Committee (AIPAC) Resolution of Concurrence. Motion carried unanimously.

A motion was made by Okeson, seconded by Smith-Yliniemi to approve the additional staffing request, District Transportation Coordinator. Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the Revised 2024-2025 budget. Motion carried unanimously.

A motion was made by Smith- Yliniemi, seconded by Nelson 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. Motion carried unanimously.

A motion was made by Nelson, seconded by Walther to approve the Out-of-State travel request for Josh Omang.

Superintendent Jenson reported on happenings in the School District.

Board Treasurer Okeson gave an update on the Finance Committee.

Board Vice Chair gave an update on the Transportation and District Advisory Committee.

Board Chair Steffl gave an update on the Sports Arena Commission and Facilities Committee and then announced upcoming meetings and events.

A motion by Rotter, to adjourn the meeting at 6:42 PM, seconded by Smith- Yliniemi. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

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 February 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:**

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 03/10/2025-03/10/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13094	709274	Check	1	3541	REMIT	AANJIBIMAADIZING	Yes	No	No	03/10/2025	620.00
		13035	709275	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	03/10/2025	787.24
		13092	709276	Check	1	3191		AEP CONNECTIONS	Yes	No	No	03/10/2025	219.00
		13097	709277	Check	1	3683		ALLEGRO BRANDS, INC.	Yes	No	No	03/10/2025	478.00
		13036	709278	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	03/10/2025	155.00
		13037	709279	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	03/10/2025	143.00
		13038	709280	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	03/10/2025	900.00
		13039	709281	Check	1	1143		BRENCO CORP.	Yes	No	No	03/10/2025	803.40
		13040	709282	Check	1	1153		BTD MANUFACTURING	Yes	No	No	03/10/2025	86.25
		13042	709283	Check	1	1192		CENTRAL MARKET	Yes	No	No	03/10/2025	413.73
		13043	709284	Check	1	1231		CULINEX	Yes	No	No	03/10/2025	566.40
		13044	709285	Check	1	1233		CUMMINS SALE & SERVICE	Yes	No	No	03/10/2025	1,098.33
		13045	709286	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	03/10/2025	2,193.87
		13046	709287	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	03/10/2025	5,158.26
		13047	709288	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	03/10/2025	30.00
		13048	709289	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	03/10/2025	303.45
		13049	709290	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	03/10/2025	49,246.08
		13100	709291	Check	1	3694		GREISEN, JODI	Yes	No	No	03/10/2025	53.71
		13090	709292	Check	1	2652		GT INVESTMENTS	Yes	No	No	03/10/2025	271.50
		13050	709293	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	03/10/2025	5,634.41
		13093	709294	Check	1	3418		HOLMQUIST, LINDSAY	Yes	No	No	03/10/2025	350.00
		13088	709295	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	03/10/2025	154.79
		13051	709296	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LLC	Yes	No	No	03/10/2025	60.34
		13052	709297	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	03/10/2025	397.48
		13053	709298	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	03/10/2025	4,813.44
		13054	709299	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	03/10/2025	1,114.70
		13055	709300	Check	1	1608		JOSTENS	Yes	No	No	03/10/2025	438.95
		13056	709301	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	03/10/2025	1,292.20
		13057	709302	Check	1	1648		LAKER LOCKER	Yes	No	No	03/10/2025	896.00
		13058	709303	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	03/10/2025	16,261.35
		13059	709304	Check	1	1666		LEARNING A-Z	Yes	No	No	03/10/2025	144.66
		13101	709305	Check	1	3695		LUNDBERG, JOE	Yes	No	No	03/10/2025	30.00
		13041	709306	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	03/10/2025	7.81
		13060	709307	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	03/10/2025	1,490.01
		13061	709308	Check	1	1718		MATH MASTERS	Yes	No	No	03/10/2025	750.00
		13062	709309	Check	1	1734		MEEKER & WRIGHT SPECIAL ED. CO	Yes	No	No	03/10/2025	3,021.21
		13063	709310	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	03/10/2025	528.95
		13087	709311	Check	1	2386		MESPA	Yes	No	No	03/10/2025	1,000.00
		13064	709312	Check	1	1750		MILESTONES & MEMORIES, LLC	Yes	No	No	03/10/2025	954.73

SMART Finance

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 03/10/2025-03/10/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13065	709313	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	03/10/2025	41.30
		13091	709314	Check	1	2959		MOE, CHARLETTE	Yes	No	No	03/10/2025	700.00
		13066	709315	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	03/10/2025	8.81
		13067	709316	Check	1	1833	REMIT	NASCO EDUCATION	Yes	No	No	03/10/2025	486.24
		13096	709317	Check	1	3667		NELSON, SANFORD	Yes	No	No	03/10/2025	98.00
		13068	709318	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	03/10/2025	136.66
		13102	709319	Check	1	3696		NORTHERN SAFETY LLC	Yes	No	No	03/10/2025	6,335.00
		13069	709320	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	03/10/2025	375.00
		13070	709321	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	03/10/2025	1,066.32
		13071	709322	Check	1	1908		PAPA MURPHY'S	Yes	No	No	03/10/2025	357.50
		13072	709323	Check	1	1920		PEPSI	Yes	No	No	03/10/2025	2,917.80
		13074	709324	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	03/10/2025	29.98
		13075	709325	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	03/10/2025	19.19
		13076	709326	Check	1	1958		PRO PRINT, INC.	Yes	No	No	03/10/2025	407.82
		13077	709327	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	03/10/2025	1,088.00
		13078	709328	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	03/10/2025	2,475.30
		13079	709329	Check	1	2020		RWP, INC.	Yes	No	No	03/10/2025	4,000.00
		13080	709330	Check	1	2042		SCHMITT DIRECTOR CENTER	Yes	No	No	03/10/2025	120.00
		13073	709331	Check	1	1926	REMIT	SONOVA USA INC	Yes	No	No	03/10/2025	2,125.82
		13081	709332	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	03/10/2025	53,600.00
		13082	709333	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	03/10/2025	1,415.00
		13098	709334	Check	1	3689		SUNDSRUD, REBEKAH	Yes	No	No	03/10/2025	300.00
		13095	709335	Check	1	3570		SYHhealing	Yes	No	No	03/10/2025	6,000.00
		13083	709336	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	03/10/2025	135.00
		13084	709337	Check	1	2203		TROPHY HOUSE	Yes	No	No	03/10/2025	350.00
		13099	709338	Check	1	3690		TRUSTEES OF THE HAMLIN UNIVERS	Yes	No	No	03/10/2025	100.00
		13085	709339	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	03/10/2025	457.94
		13086	709340	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	03/10/2025	12,089.83
		13089	709341	Check	1	2485		VISTAR	Yes	No	No	03/10/2025	663.32

Bank Total: MW

\$200,768.08

Report Total:

\$200,768.08

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Check Number: 0-2147483647 Payment Date: 3/24/2025-3/24/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13189	709402	Check	1	1023		ADVENTIST CHRISTIAN SCHOOL	Yes	No	No	03/24/2025	312.93
		13190	709403	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	03/24/2025	60.00
		13191	709404	Check	1	1045		AMSTERDAM PRINTING & LITHO	Yes	No	No	03/24/2025	413.19
		13192	709405	Check	1	1067		ARVIG	Yes	No	No	03/24/2025	1,125.00
		13193	709406	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	03/24/2025	426.00
		13267	709407	Check	1	3105		AUTISM SOCIETY OF MINNESOTA	Yes	No	No	03/24/2025	504.00
		13194	709408	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	03/24/2025	133.12
		13269	709409	Check	1	3193		BADLANDS DISTRIBUTION INC	Yes	No	No	03/24/2025	419.48
		13195	709410	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	03/24/2025	425.00
		13197	709411	Check	1	1112		BIO CORPORATION	Yes	No	No	03/24/2025	402.53
		13199	709412	Check	1	1192		CENTRAL MARKET	Yes	No	No	03/24/2025	598.52
		13268	709413	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	03/24/2025	768.27
		13200	709414	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	03/24/2025	548.00
		13201	709415	Check	1	1231		CULINEX	Yes	No	No	03/24/2025	3,272.57
		13196	709416	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	03/24/2025	61.54
		13202	709417	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	03/24/2025	1,605.47
		13203	709418	Check	1	1245		DAKOTA BUSINESS SOLUTIONS	Yes	No	No	03/24/2025	412.00
		13204	709419	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	03/24/2025	828.70
		13265	709420	Check	1	2932		DEWEY'S SEPTIC SERVICE, LLC	Yes	No	No	03/24/2025	980.00
		13205	709421	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	03/24/2025	7,273.75
		13206	709422	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	03/24/2025	5,473.91
		13263	709423	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	03/24/2025	369.18
		13261	709424	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	03/24/2025	418.86
		13207	709425	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	03/24/2025	1,575.00
		13273	709426	Check	1	3703		ESSENTIAL EDUCATION CORP.	Yes	No	No	03/24/2025	435.00
		13208	709427	Check	1	1344		FAB WURX, INC.	Yes	No	No	03/24/2025	3,723.00
		13209	709428	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	03/24/2025	8,285.00
		13210	709429	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	03/24/2025	179.92
		13211	709430	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	03/24/2025	1,460.20
		13212	709431	Check	1	1426		GRAINGER, INC.	Yes	No	No	03/24/2025	1,395.69
		13213	709432	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	03/24/2025	1,250.00
		13214	709433	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	03/24/2025	8,753.37
		13215	709434	Check	1	1511		HOUGH INC.	Yes	No	No	03/24/2025	258.00
		13216	709435	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	03/24/2025	5,451.00
		13217	709436	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	03/24/2025	53.85
		13218	709437	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LLC	Yes	No	No	03/24/2025	298.84
		13266	709438	Check	1	2953		INTERMEDIATE DISTRICT 287	Yes	No	No	03/24/2025	5,346.12
		13219	709439	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	03/24/2025	1,020.00
		13220	709440	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	03/24/2025	58.00

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Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13221	709441	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	03/24/2025	325.00
		13222	709442	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	03/24/2025	527.88
		13223	709443	Check	1	1648		LAKER LOCKER	Yes	No	No	03/24/2025	56.00
		13224	709444	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	03/24/2025	845.01
		13225	709445	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	03/24/2025	637.07
		13226	709446	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	03/24/2025	219.00
		13227	709447	Check	1	1681		LINDGAARD, LEESA	Yes	No	No	03/24/2025	147.17
		13198	709448	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	03/24/2025	145.95
		13228	709449	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	03/24/2025	373.15
		13262	709450	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	03/24/2025	1,752.26
		13229	709451	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	03/24/2025	1,499.91
		13230	709452	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	03/24/2025	81.80
		13231	709453	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	03/24/2025	3,050.00
		13232	709454	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSO	Yes	No	No	03/24/2025	420.00
		13274	709455	Check	1	3704		MISSION FILTRATION	Yes	No	No	03/24/2025	2,288.06
		13233	709456	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	03/24/2025	96,318.27
		13270	709457	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	03/24/2025	25,249.50
		13234	709458	Check	1	1833	REMIT	NASCO EDUCATION	Yes	No	No	03/24/2025	14.80
		13235	709459	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	03/24/2025	7,576.48
		13242	709460	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	03/24/2025	687.80
		13236	709461	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	03/24/2025	7,793.89
		13237	709462	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	03/24/2025	137.60
		13238	709463	Check	1	1868		NORTH COUNTRY BUSINESS PRODUC	Yes	No	No	03/24/2025	733.46
		13239	709464	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	03/24/2025	774.14
		13240	709465	Check	1	1908		PAPA MURPHY'S	Yes	No	No	03/24/2025	782.25
		13241	709466	Check	1	1911		PAR INC.	Yes	No	No	03/24/2025	324.00
		13243	709467	Check	1	1920		PEPSI	Yes	No	No	03/24/2025	2,554.03
		13245	709468	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	03/24/2025	144.97
		13246	709469	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	03/24/2025	145.68
		13247	709470	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	03/24/2025	750.00
		13272	709471	Check	1	3691		ROSE BRAND WIPERS, INC	Yes	No	No	03/24/2025	415.22
		13249	709472	Check	1	2042		SCHMITT DIRECTOR CENTER	Yes	No	No	03/24/2025	195.00
		13250	709473	Check	1	2074		SEPTIC VAC	Yes	No	No	03/24/2025	150.00
		13271	709474	Check	1	3580		SNACKS PLUS VENDING	Yes	No	No	03/24/2025	386.00
		13251	709475	Check	1	2106		SOLUTION TREE, INC.	Yes	No	No	03/24/2025	43.20
		13244	709476	Check	1	1926	REMIT	SONOVA USA INC	Yes	No	No	03/24/2025	1,478.85
		13252	709477	Check	1	2109		SOUTHPAW ENTERPRISES, INC.	Yes	No	No	03/24/2025	695.40
		13248	709478	Check	1	2018		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	03/24/2025	504.00
		13253	709479	Check	1	2126		STEIN'S INC.	Yes	No	No	03/24/2025	2,837.64

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Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		13254	709480	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	03/24/2025	15.84
		13255	709481	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	03/24/2025	1,007.00
		13264	709482	Check	1	2801		TECH ACADEMY	Yes	No	No	03/24/2025	30.00
		13256	709483	Check	1	2203		TROPHY HOUSE	Yes	No	No	03/24/2025	830.96
		13257	709484	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	03/24/2025	313.00
		13258	709485	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	03/24/2025	20,335.17
		13259	709486	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	03/24/2025	284.14
		13260	709487	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	03/24/2025	277.78
Bank Total: MW												\$252,529.34	
Report Total:												\$252,529.34	

HAND PAYABLES SUMMARY FEBRUARY 2025

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MW	12757		Wire	BIX PRODUCE	2/6/2025	\$ 4,709.49
MW	12758		Wire	CITY OF DETROIT LAKES	2/6/2025	\$ 940.19
MW	12759		Wire	DETROIT LAKES DISPOSAL	2/6/2025	\$ 4,971.67
MW	12760		Wire	EMC INSURANCE COMPANIES	2/6/2025	\$ 18,082.94
MW	12761		Wire	PERFORMANCE FOODSERVICE	2/6/2025	\$ 4,708.54
MW	12762		Wire	MN DEPT OF REVENUE -SALES TAX	2/6/2025	\$ 1,233.00
MW	12763		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	2/6/2025	\$ 381,801.24
MW	12764		Wire	USPS.COM	2/6/2025	\$ 191.89
MW	12786		Wire	WEX HEALTH INC - HSA/FLEX	2/13/2025	\$ 18,131.96
MW	12787		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	2/13/2025	\$ 38,430.83
MW	12788		Wire	MN TEACHERS RETIREMENT ASSOC.	2/13/2025	\$ 132,289.77
MW	12789		Wire	MINNESOTA STATE RETIREMENT SYS	2/13/2025	\$ 14,034.90
MW	12790		Wire	AVIBEN	2/13/2025	\$ 39,922.37
MW	12826		Wire	INTERNAL REVENUE SERVICE	2/14/2025	\$ 236,051.20
MW	12827		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	2/14/2025	\$ 38,643.63
MW	12903		Wire	BIX PRODUCE	2/18/2025	\$ 5,615.37
MW	12904		Wire	CAPITAL ONE TRADE CREDIT	2/18/2025	\$ 84.57
MW	12905		Wire	MINNESOTA ENERGY RESOURCES	2/18/2025	\$ 2,057.68
MW	12906		Wire	MINNESOTA ENERGY RESOURCES	2/18/2025	\$ 356.93
MW	12907		Wire	MINNESOTA ENERGY RESOURCES	2/18/2025	\$ 1,369.53
MW	12908		Wire	MINNESOTA ENERGY RESOURCES	2/18/2025	\$ 66.81
MW	12909		Wire	PERFORMANCE FOODSERVICE	2/18/2025	\$ 6,233.40
MW	12910		Wire	MIDWEST BANK	2/18/2025	\$ 60.00
MW	12911		Wire	SYSCO NORTH DAKOTA, INC	2/18/2025	\$ 11,061.39
MW	12933		Wire	BREMER BANK CC	2/21/2025	\$ 15,609.78
MW	12934		Wire	AMAZON	2/21/2025	\$ 11,894.87
MW	12935		Wire	BIX PRODUCE	2/21/2025	\$ 1,184.93
MW	12936		Wire	CITY OF DETROIT LAKES	2/21/2025	\$ 267.58
MW	12937		Wire	CITY OF DETROIT LAKES	2/21/2025	\$ 4,990.15
MW	12938		Wire	CITY OF DETROIT LAKES	2/21/2025	\$ 16,388.52
MW	12939		Wire	CITY OF DETROIT LAKES	2/21/2025	\$ 235.73
MW	12940		Wire	MINNESOTA ENERGY RESOURCES	2/21/2025	\$ 394.54
MW	12941		Wire	PERFORMANCE FOODSERVICE	2/21/2025	\$ 2,369.28
MW	12949		Wire	WEX HEALTH INC - HSA/FLEX	2/25/2025	\$ 18,251.96
MW	12950		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	2/25/2025	\$ 48,035.15
MW	12951		Wire	MN TEACHERS RETIREMENT ASSOC.	2/25/2025	\$ 135,850.17
MW	12952		Wire	MINNESOTA STATE RETIREMENT SYS	2/25/2025	\$ 14,034.90
MW	12953		Wire	AVIBEN	2/25/2025	\$ 39,942.37
MW	12954		Wire	MINNESOTA ENERGY RESOURCES	2/25/2025	\$ 921.11
MW	12955		Wire	VERIZON WIRELESS	2/25/2025	\$ 639.31
MW	12956		Wire	VERIZON WIRELESS	2/25/2025	\$ 555.94
MW	12957		Wire	MIDWEST BANK	2/25/2025	\$ 500.00
MW	12958		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 660.12
MW	12959		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12960		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12961		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12962		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12963		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12964		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12965		Wire	MIDCO COMMUNICATIONS	2/25/2025	\$ 60.00
MW	12973		Wire	INTERNAL REVENUE SERVICE	2/28/2025	\$ 255,538.55
MW	12974		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	2/28/2025	\$ 41,703.87
MW	12987		Wire	ARVIG COMMUNICATION SYSTEMS	2/28/2025	\$ 123.95

MW	12988		Wire	ARVIG COMMUNICATION SYSTEMS	2/28/2025	\$ 569.22
MW	12989		Wire	BIX PRODUCE	2/28/2025	\$ 9,371.55
MW	12990		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 1,163.09
MW	12991		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 302.10
MW	12992		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 1,320.35
MW	12993		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 388.57
MW	12994		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 17,352.21
MW	12995		Wire	CITY OF DETROIT LAKES	2/28/2025	\$ 269.04
MW	12996		Wire	LAKES COMMUNITY COOPERATIVE	2/28/2025	\$ 3,027.18
MW	12997		Wire	MINNESOTA ENERGY RESOURCES	2/28/2025	\$ 438.25
MW	12998		Wire	MINNESOTA ENERGY RESOURCES	2/28/2025	\$ 4,336.76
MW	12999		Wire	MINNESOTA ENERGY RESOURCES	2/28/2025	\$ 11,768.99
MW	13000		Wire	MINNESOTA ENERGY RESOURCES	2/28/2025	\$ 3,030.53
MW	13001		Wire	PERFORMANCE FOODSERVICE	2/28/2025	\$ 4,616.81
MW	13002		Wire	QUADIENT FINANCE (POSTAGE)	2/28/2025	\$ 1,000.00
MW	13006		Wire	MIDWEST BANK	2/28/2025	\$ 682.08
MW	13007		Wire	MIDWEST BANK	2/28/2025	\$ 10.00
MW	13008		Wire	MIDWEST BANK	2/28/2025	\$ 100.00
MW	13009		Wire	MIDWEST BANK	2/28/2025	\$ 10.00
MW	13010		Wire	AUTHORIZE.NET GATEWAY BILLING	2/28/2025	\$ 10.00
MW	13011		Wire	VANTIV BILLING / WORLDPAY	2/28/2025	\$ 147.77
MW	13012		Wire	REVTRAK	2/28/2025	\$ 29.95
MW	13013		Wire	TRANSFIRST AFFINETY	2/28/2025	\$ 346.50
MW	13014		Wire	WEX HEALTH INC	2/28/2025	\$ 453.75
MW	13015		Wire	WEX HEALTH INC	2/28/2025	\$ 7,657.02
MW	13016		Wire	ARUX SOFTWARE, INC	2/28/2025	\$ 299.00
MW	13017		Wire	ND STATE TAX COMMISSIONER	2/28/2025	\$ 330.48
MW	12608	708939	Check	CONZEMIUS, DAVID	2/24/2025	\$ (155.00)
MW	12644	708967	Check	ANDERSON COACH OF FRAZEE, INC.	2/4/2025	\$ 49,176.00
MW	12670	708968	Check	ANDYMARK, INC.	2/4/2025	\$ 127.70
MW	12659	708969	Check	BARBERG, HANNAH	2/4/2025	\$ 40.00
MW	12654	708970	Check	BARBERG, JOB	2/4/2025	\$ 40.00
MW	12667	708971	Check	BOEHM, VANESSA	2/4/2025	\$ 163.60
MW	12653	708972	Check	BURNSIDE, BRADY	2/4/2025	\$ 120.00
MW	12645	708973	Check	CENTRAL MARKET	2/4/2025	\$ 177.88
MW	12646	708974	Check	DETROIT LAKES FLORAL & GIFTS	2/4/2025	\$ 210.00
MW	12647	708975	Check	FODE, STEVEN	2/4/2025	\$ 270.00
MW	12666	708976	Check	FUHRMAN, MANDY	2/4/2025	\$ 120.00
MW	12677	708977	Check	HAGEN, HANNAH	2/4/2025	\$ 120.00
MW	12648	708978	Check	ISD #2170	2/4/2025	\$ 186.00
MW	12656	708979	Check	ISD #23	2/4/2025	\$ 225.00
MW	12650	708980	Check	JIMMY JOHNS	2/4/2025	\$ 293.77
MW	12649	708981	Check	JIMMY JOHNS #1897	2/4/2025	\$ 179.75
MW	12658	708982	Check	KIPPEN, JACK	2/4/2025	\$ 96.00
MW	12655	708983	Check	LEARY, CHRIS	2/4/2025	\$ 287.76
MW	12676	708984	Check	MARTINEZ, JAXSON	2/4/2025	\$ 160.00
MW	12672	708985	Check	MULCAHY, JAMES	2/4/2025	\$ 155.00
MW	12663	708986	Check	NDSCS PERFORMING ARTS	2/4/2025	\$ 612.00
MW	12673	708987	Check	OMBERG, NICK	2/4/2025	\$ 60.00
MW	12660	708988	Check	PETERSON, EMILY	2/4/2025	\$ 40.00
MW	12660	708988	Check	PETERSON, EMILY	2/24/2025	\$ (40.00)
MW	12665	708989	Check	PIEMONTE, BETH	2/4/2025	\$ 120.00
MW	12665	708989	Check	PIEMONTE, BETH	2/20/2025	\$ (120.00)
MW	12651	708990	Check	RAMSEY, BRITTON	2/4/2025	\$ 43.21
MW	12664	708991	Check	RIEDEL, LOGAN	2/4/2025	\$ 155.00
MW	12662	708992	Check	SAMUELSON, CRAIG	2/4/2025	\$ 155.00
MW	12674	708993	Check	SAMUELSON, MATT	2/4/2025	\$ 155.00
MW	12652	708994	Check	SCHULTZ BUS COMPANY	2/4/2025	\$ 125,995.36
MW	12657	708995	Check	STAPLES, TAYLOR	2/4/2025	\$ 202.00

MW	12671	708996	Check	SWANSON, TRENT	2/4/2025	\$ 140.82
MW	12678	708997	Check	SWENSON, KRIS	2/4/2025	\$ 376.39
MW	12668	708998	Check	WESTHOLTER, JASON	2/4/2025	\$ 40.00
MW	12661	708999	Check	WHEELING, EMMERY	2/4/2025	\$ 40.00
MW	12675	709000	Check	WHEELING, KINLEY	2/4/2025	\$ 40.00
MW	12669	709001	Check	ZEHNACKER, NANCY	2/4/2025	\$ 40.00
MW	12778	709079	Check	ALVERSON, KALEA	2/6/2025	\$ 40.00
MW	12769	709080	Check	BARBERG, HANNAH	2/6/2025	\$ 40.00
MW	12766	709081	Check	DILLARD, MARY	2/6/2025	\$ 181.02
MW	12771	709082	Check	FM HOCKEY OFFICIALS	2/6/2025	\$ 2,589.68
MW	12777	709083	Check	HAGEL, ADELIA	2/6/2025	\$ 40.00
MW	12773	709084	Check	KLUNDT, TYLER	2/6/2025	\$ 96.00
MW	12774	709085	Check	LHS ACTIVITIES	2/6/2025	\$ 75.00
MW	12765	709086	Check	MARNANTELI'S PIZZA	2/6/2025	\$ 354.40
MW	12776	709087	Check	QUALLEY, CADEN	2/6/2025	\$ 40.00
MW	12782	709088	Check	RAISING CANES	2/6/2025	\$ 503.55
MW	12780	709089	Check	RUNYAN, HILARY	2/6/2025	\$ 40.00
MW	12779	709090	Check	SCHINDLER, EMILY	2/6/2025	\$ 80.00
MW	12768	709091	Check	STAPLES, TAYLOR	2/6/2025	\$ 202.00
MW	12768	709091	Check	STAPLES, TAYLOR	2/24/2025	\$ (202.00)
MW	12772	709092	Check	SWANSON, TRENT	2/6/2025	\$ 140.82
MW	12781	709093	Check	WEISS, KYLE	2/6/2025	\$ 345.38
MW	12781	709093	Check	WEISS, KYLE	2/24/2025	\$ (345.38)
MW	12767	709094	Check	WELLER, BRENT	2/6/2025	\$ 193.82
MW	12775	709095	Check	WHEELING, KINLEY	2/6/2025	\$ 40.00
MW	12770	709096	Check	ZURN, CARLY	2/6/2025	\$ 40.00
MW	12783	709097	Check	HOLMQUIST, MELANIE	2/10/2025	\$ 150.00
MW	12784	709098	Check	OLANDER BUS SERVICE INC.	2/10/2025	\$ 219,512.00
MW	12785	709099	Check	TRI-COLLEGE MATH CONTEST	2/10/2025	\$ 45.00
MW	12791	709100	Check	AAKRE, ANNA	2/13/2025	\$ 212.77
MW	12817	709101	Check	ALVERSON, KALEA	2/13/2025	\$ 40.00
MW	12809	709102	Check	ANDYMARK, INC.	2/13/2025	\$ 694.10
MW	12819	709103	Check	BRAATEN, AVERY	2/13/2025	\$ 40.00
MW	12800	709104	Check	BURNSIDE, BRADY	2/13/2025	\$ 125.00
MW	12792	709105	Check	BURNSIDE, JENNIFER	2/13/2025	\$ 70.71
MW	12793	709106	Check	CARRIER, JOSEPH	2/13/2025	\$ 850.00
MW	12812	709107	Check	CENTRAL LAKES CONFERENCE	2/13/2025	\$ 1,701.00
MW	12822	709108	Check	CRAVENS, CHUCK	2/13/2025	\$ 125.00
MW	12794	709109	Check	GERRELL'S SPORT CENTER	2/13/2025	\$ 2,425.00
MW	12816	709110	Check	HAGEL, ADELIA	2/13/2025	\$ 40.00
MW	12795	709111	Check	HAUS, MARY	2/13/2025	\$ 57.10
MW	12796	709112	Check	HEFTA, REED	2/13/2025	\$ 119.13
MW	12820	709113	Check	JENSEN, BROOKLYN	2/13/2025	\$ 125.00
MW	12803	709114	Check	KIPPEN, JACK	2/13/2025	\$ 202.00
MW	12808	709115	Check	LONGWEEKEND SPORTSWEAR	2/13/2025	\$ 500.00
MW	12821	709116	Check	MAHLUM, NATALIE	2/13/2025	\$ 125.00
MW	12807	709117	Check	MITCHELL, ALYSSA	2/13/2025	\$ 161.97
MW	12811	709118	Check	MOHR, CHRISTIN	2/13/2025	\$ 249.28
MW	12797	709119	Check	NOAH, BENJAMIN	2/13/2025	\$ 146.97
MW	12810	709120	Check	NORTHERN MN ROBOTICS CONFERENCE	2/13/2025	\$ 157.50
MW	12806	709121	Check	PIEMONTE, BETH	2/13/2025	\$ 125.00
MW	12798	709122	Check	RAMSEY, BRITTON	2/13/2025	\$ 312.44
MW	12814	709123	Check	REV ROBOTICS LLC	2/13/2025	\$ 1,232.92
MW	12818	709124	Check	SCHINDLER, EMILY	2/13/2025	\$ 40.00
MW	12813	709125	Check	SJOBLOM, BRAYDEN	2/13/2025	\$ 80.00
MW	12802	709126	Check	STAPLES, TAYLOR	2/13/2025	\$ 279.72
MW	12799	709127	Check	TROPHY HOUSE	2/13/2025	\$ 2,054.40
MW	12801	709128	Check	VOLLOM, TOM	2/13/2025	\$ 500.00
MW	12805	709129	Check	WHEELING, EMMERY	2/13/2025	\$ 40.00

MW	12815	709130	Check	WHEELING, KINLEY	2/13/2025	\$ 40.00
MW	12804	709131	Check	ZURN, CARLY	2/13/2025	\$ 64.67
MW	12823	709132	Check	BIRKELAND, TIM	2/13/2025	\$ 155.00
MW	12824	709133	Check	MARTINSON, RICK	2/13/2025	\$ 203.65
MW	12825	709134	Check	PEDERSON, DARREL	2/13/2025	\$ 155.00
MW	12830	709135	Check	AFSCME COUNCIL 65	2/14/2025	\$ 281.08
MW	12828	709136	Check	AMERICAN FAMILY LIFE ASSURANCE CO	2/14/2025	\$ 165.56
MW	12832	709137	Check	D. L. ATHLETIC FOUNDATION	2/14/2025	\$ 115.00
MW	12833	709138	Check	D.L. PUBLIC EDUC FOUNDATION	2/14/2025	\$ 30.00
MW	12837	709139	Check	MESSERLI & KRAMER P.A.	2/14/2025	\$ 212.46
MW	12829	709140	Check	MINNESOTA CHILD SUPPORT	2/14/2025	\$ 564.90
MW	12835	709141	Check	MN SCHOOL EMPLOYEES ASSOC.	2/14/2025	\$ 139.70
MW	12836	709142	Check	ND CHILD SUPPORT DIVISION	2/14/2025	\$ 429.50
MW	12834	709143	Check	SUPPORT PAYMENT CLEARINGHOUSE	2/14/2025	\$ 335.91
MW	12831	709144	Check	UNITED WAY OF BECKER COUNTY	2/14/2025	\$ 105.00
MW	12921	709210	Check	BACHMANN, DARWIN	2/18/2025	\$ 155.00
MW	12920	709211	Check	BURNSIDE, BRADY	2/18/2025	\$ 125.00
MW	12912	709212	Check	CENTRAL MARKET	2/18/2025	\$ 235.94
MW	12930	709213	Check	CHALLEY SCHOOL OF MUSIC	2/18/2025	\$ 565.00
MW	12913	709214	Check	FODE, STEVEN	2/18/2025	\$ 60.00
MW	12931	709215	Check	HAGEN, HANNAH	2/18/2025	\$ 125.00
MW	12914	709216	Check	HYATT REGENCY, MINNEAPOLIS	2/18/2025	\$ 2,277.48
MW	12915	709217	Check	ISD #31	2/18/2025	\$ 192.00
MW	12929	709218	Check	LINDBERG, JAN-ERIK	2/18/2025	\$ 155.00
MW	12927	709219	Check	MILLER JR, EDWARD T.	2/18/2025	\$ 200.00
MW	12916	709220	Check	MN BPA	2/18/2025	\$ 1,415.00
MW	12917	709221	Check	NERESON AUTOMOTIVE INC.	2/18/2025	\$ 66,774.82
MW	12918	709222	Check	NIELSEN, ROBERT	2/18/2025	\$ 585.00
MW	12923	709223	Check	PETERSON, DAVID	2/18/2025	\$ 155.00
MW	12928	709224	Check	PETERSON, STUART	2/18/2025	\$ 288.00
MW	12926	709225	Check	PIEMONTE, BETH	2/18/2025	\$ 125.00
MW	12932	709226	Check	PROVO, LISA	2/18/2025	\$ 4.29
MW	12924	709227	Check	RIEDEL, LOGAN	2/18/2025	\$ 155.00
MW	12922	709228	Check	SAVARY, DYLAN	2/18/2025	\$ 155.00
MW	12919	709229	Check	WESTRUM, SANDRA	2/18/2025	\$ 3.23
MW	12925	709230	Check	WOLD, JOHN	2/18/2025	\$ 155.00
MW	12945	709231	Check	FM HOCKEY OFFICIALS	2/21/2025	\$ 647.42
MW	12942	709232	Check	FODE, STEVEN	2/21/2025	\$ 120.00
MW	12948	709233	Check	MADISON NATIONAL LIFE INSURANCE	2/21/2025	\$ 4,696.10
MW	12947	709234	Check	OMBERG, NICK	2/21/2025	\$ 120.00
MW	12946	709235	Check	PIPESTONE FFA	2/21/2025	\$ 60.00
MW	12943	709236	Check	PRECISION PRINTING	2/21/2025	\$ 180.00
MW	12944	709237	Check	REGION 8A	2/21/2025	\$ 3,290.00
MW	12967	709238	Check	BARTUNEK, BRYCE	2/25/2025	\$ 155.00
MW	12970	709239	Check	BIRKELAND, TIM	2/25/2025	\$ 195.20
MW	12969	709240	Check	CAMRUD, CONNOR	2/25/2025	\$ 120.00
MW	12968	709241	Check	ENGEL, ROD	2/25/2025	\$ 155.00
MW	12966	709242	Check	NIELSEN, ROBERT	2/25/2025	\$ 375.00
MW	12971	709243	Check	XCEL ENERGY CENTER	2/25/2025	\$ 120.00
MW	12972	709244	Check	XCEL ENERGY CENTER	2/25/2025	\$ 192.00
MW	12977	709245	Check	AFSCME COUNCIL 65	2/28/2025	\$ 281.08
MW	12975	709246	Check	AMERICAN FAMILY LIFE ASSURANCE CO	2/28/2025	\$ 165.56
MW	12979	709247	Check	D. L. ATHLETIC FOUNDATION	2/28/2025	\$ 115.00
MW	12983	709248	Check	D.L. EDUCATION MINNESOTA (PARA)	2/28/2025	\$ 1,291.71
MW	12982	709249	Check	D.L. EDUCATION MINNESOTA (TEACHER)	2/28/2025	\$ 19,107.50
MW	12980	709250	Check	D.L. PUBLIC EDUC FOUNDATION	2/28/2025	\$ 30.00
MW	12986	709251	Check	MESSERLI & KRAMER P.A.	2/28/2025	\$ 142.02
MW	12976	709252	Check	MINNESOTA CHILD SUPPORT	2/28/2025	\$ 534.90
MW	12984	709253	Check	MN SCHOOL EMPLOYEES ASSOC.	2/28/2025	\$ 109.46

MW	12985	709254	Check	ND CHILD SUPPORT DIVISION	2/28/2025	\$	429.50
MW	12981	709255	Check	SUPPORT PAYMENT CLEARINGHOUSE	2/28/2025	\$	335.91
MW	12978	709256	Check	UNITED WAY OF BECKER COUNTY	2/28/2025	\$	105.00
MW	13003	709257	Check	CAMRUD, CONNOR	2/28/2025	\$	30.00
MW	13004	709258	Check	OKESON, KYLEIGH	2/28/2025	\$	40.00
MW	13005	709259	Check	ROCORI BASKETBALL	2/28/2025	\$	100.00

TOTAL

\$ 2,167,821.37

PERSONNEL AGENDA

March 24, 2025

1) **Resignations:**

Matt Brown– Roosevelt Special Education Para, effective May 23, 2025.

Kari Kirby– High School Custodian, effective March 21, 2025.

Shane Nerby– Middle School Special Education Teacher, effective May 23, 2025.

Markus Okeson– JV Softball Coach, effective January 22, 2025.

Jenna Pipek– 8th Grade Softball Coach, effective March 7, 2025.

Allie Sanders– Roosevelt Special Education Para, effective March 6, 2025.

Mike Scolley– High School Assistant Softball Coach, effective March 4, 2025.

Art Specht– High School JV Baseball, effective January 30, 2025.

Abigail Voz– Rossman Special Education Para, effective February 12, 2025.

2) **Retirements:**

Leah Hamann– Adult Education Instructor, effective June 6, 2025.

Christina Lof– High School Special Education Teacher, effective end of 24-25 school year.

3) **Appointments:**

Julie Berntson– High School Assistant Varsity Softball Coach, at the rate of \$3,406.20 per season, effective March 7, 2025.

Breah Branden– Rossman Special Education Paraprofessional, at the rate of \$18.35 per hour, working 37.5 hours per week, effective March 18, 2025.

Jenna Castegnari– High School JV Softball Coach, at the rate of \$3,151.61 per season, effective March 10, 2025.

Matt Jenson– High School JV Baseball Coach, at the rate of \$3,151.61 per season, effective March 7, 2025.

Mack Jones– High School Spring Speed & Strength Coordinator, at the rate of \$2,749.38 per season, effective March 7, 2025.

Troy Larson– High School 9th Grade Girls Track Coach, at the rate of \$2,701.38 per season, effective March 7, 2025.

Nikki Oliver– Middle School Softball Coach, at the rate of \$2,026.04 per season, effective March 31, 2025.

Zach Oistad– High School 9th Grade Baseball Coach, at the rate of \$2,701.38 per season, effective March 10, 2025.

Jason Satter– 9th Grade Softball Coach, at the rate of \$2,701, per season, effective March 19, 2025.

Aimee Truedson– High School Head Softball Coach, at the rate of \$5,145.14 per season, effective March 10, 2025.

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

4) **Amended Assignment:**

Kelli Hanninen– is amending her assignment from Fifth Grade Teacher 1.0 FTE to ADSIS Interventionist 0.8 FTE, effective August 25, 2025.

Cali Harrier– High School Freshman Seminar teacher is amending her assignment to Teacher on Special Assignment Student Success, effective July 1, 2025.

Andrea Judisch– Rossman ADSIS Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.

Tammy Langworthy– Roosevelt Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.

Nicholas Lenzen– is amending his assignment from Middle School Basketball Coach to Middle School Baseball Coach, effective April 1, 2025.

Katie Swanhorst– Rossman ADSIS Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.

5) Leave of Absence:

Julie Bemis– Rossman Special Education para is requesting an intermittent leave of absence from January 22, 2025 through March 19, 2025.

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

Trisha Mariotti– Roosevelt Principal is requesting a leave of absence from March 20, 2025 through May 1, 2025.

6) Terminations:

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 and board chair 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. ~~Finance~~Audit
2. Policy
3. ~~Facilities~~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

DATE: February 26, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn - Director of Finance & Operations
SUBJECT: **DLCCC Swimming Pool Lease Agreement (2025-2027)**

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 proposed agreement includes an increase of \$756.84 from the current lease, with an annual increase of \$250.00. With the renewal of the agreement, the annual lease will be as follows:

- 2025-26 School Year: \$8,250.00
- 2026-27 School Year: \$8,500.00

The Facilities and Finance committees recommend approval.

DETROIT LAKES CULTURAL AND
COMMUNITY CENTER
POOL USE AGREEMENT

DETROIT LAKES PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #22

AND

DLCCC, Inc.

2025-2027

POOL USE AGREEMENT
Detroit Lakes Cultural and Community Center

THIS AGREEMENT, Made this ____ day of _____, 2025, by and between the DLCCC, a Minnesota non-profit corporation, 826 Summit Avenue, Detroit Lakes, MN 56501, hereinafter called "DLCCC," and the Independent School District No. 22 of Becker County, 702 Lake Avenue, Detroit Lakes, MN 56501, hereinafter called "School District."

RECITALS

- A. The City of Detroit Lakes provides community recreation, education and wellness services and programs at the "Detroit Lakes Cultural and Community Center," a municipal recreation facility owned and used by the City as part of its program of public recreation as authorized by Minn. Stat. 471.191 Subd. 1 (hereinafter the "Facility").
- B. Pursuant to the terms of a separate Management Agreement effective March 2, 2024 (hereinafter the "Management Agreement") the City employs DLCCC, Inc. (hereinafter "DLCCC") to manage the property for public use and operate the facility for the benefit and recreation of the general public and for the City. DLCCC, Inc. is a Minnesota non-profit corporation exempt from taxes under Minnesota Law and under Chapter 501 (c)(3) of the Federal Internal Revenue Code being a qualifying non-profit organization under Minn. Stat. Chapter 317A.
- C. The Management Agreement permits DLCCC to permit public use of the Facility under conditions and for use fees that it deems appropriate, as agent for and on behalf of the City and subject to the written consent and approval of the City
- D. The School District, through its Physical Education Program and its Athletic Program, offers physical education, swimming and other educational and activity programs; and
- E. It is the desire of the School District to use defined areas of the Facility, including but not limited to the Pool area, for such physical education, swimming and other educational activity programs such as competitive swimming sanctioned through the Minnesota State High School League ("MSHSL").
- F. DLCCC has determined that it is advisable to permit non-exclusive use of defined areas of the Facility, including but not limited to the Pool area, by the School District, for recreational and educational use programming, physical education, swimming and other educational activity programs such as MSHSL sanctioned competitive swimming and diving, and has recommended to the City that the City consent and agree to this Pool Use Agreement.

NOW, THEREFORE, in consideration of the use fee and pursuant to the terms of this agreement, the DLCCC and School agree as follows:

1. **TERM OF AGREEMENT.** This agreement shall be in effect from July 1, 2025, through June 30, 2027.
2. **USE OF POOL AREA.** The School District is granted the non-exclusive use of the pool deck area, pool, locker rooms, showers and necessary appurtenances such as parking areas, entrance, common areas and the pool party room of the DLCCC (hereinafter collectively the "Pool") for its Physical Education Program and its Athletic Program to offer physical education, swimming and diving practice and other education and activity programs such as MSHSL sanctioned competitive swimming and diving regular season meets according to the schedule set forth in Section 4 of this agreement. The DLCCC retains the right to use of the "Pool" and all other facilities of the DLCCC and the right to grant use of the those facilities to third parties during the term of this agreement, provided that use by the DLCCC does not conflict with the use of the "Pool" by the School District as set forth in this agreement. The School District agrees that its use of those areas of the DLCCC will occur in a manner that does not unduly disrupt normal DLCCC operations.
3. **USE FEE.** The School District agrees to pay to the DLCCC the following annual base use fee for the use of the "Pool" described in this agreement:

2025- 2026 \$8,250.00 by July 1, 2025

2026- 2027 \$8,500.00 by July 1, 2026

by check made payable and delivered to:

DLCCC
826 Summit Avenue
Detroit Lakes, MN 56501

The base use fee does not include use of the "Pool" by the School District for hosting MSHSL sanctioned "Section" swimming or diving meets. Use of the "Pool" for hosting those events will be separately negotiated, with additional compensation for that use required.

The base use fee does not include the cost of certified life guards during all swim meet competitions. DLCCC will provide certified life guard during all swim meet competitions at a rate of \$15.00 per hour per life guard. DLCCC will invoice the School District for these costs at the end of the fall and the end of the winter swim seasons for these costs.

4. **SCHEDULE.** The School District shall have the use of the "Pool" according to the following schedule:

School year 2025-2026:

Season: August 1, 2025 to March 31, 2026

School year 2026-2027:

Season: August 1, 2026 to March 31, 2027

A. All regular season scheduled MSHSL sanctioned swim meets, the dates and hours, which are set forth in a schedule supplied by the School District to the DLCCC on or before July 1 each year for girls swimming meets each year this agreement and by October 1 each year for boys swimming meets. If the School District contemplates hosting MSHSL sanctioned "Section" swimming or diving meets in any year of this agreement, the School District will make the request on or before those same dates for each gender each year of this agreement and the dates and times for those events will be separately negotiated. DLCCC makes no guaranty that the "Pool" will be available for those events in any year of this agreement.

If any scheduled meets are canceled or postponed due to weather or other conditions, they shall be rescheduled with 48 hour notice only after consultation with and approval by the DLCCC. The School District shall give the DLCCC as much notice as possible, if it becomes necessary to reschedule swim meets or any allowed Section meets. Any additional costs associated with the change shall be the responsibility of the School District.

B. Regular season swimming and diving practice, the dates and hours, which are set forth in a schedule supplied by the School District to the DLCCC on or before July 1 each year for girls swimming practices each year this agreement and by October 1 each year for boys swimming practices each year this agreement. The swimming coach will be responsible for seeing that students are out of the "Pool" and out of the building no later than 30 minutes after the close of practice. Any changes in the schedule will be made only by mutual agreement with the School District Administration and the DLCCC. The "Pool" will be closed if school activities are cancelled due to the weather.

5. SUPERVISION. The School District is to provide personnel to supervise students at any time the "Pool" is being used by its students under this agreement. Such personnel shall be assigned by and responsible to School Administration.

6. EQUIPMENT AND SUPPLIES. The coaches or supervisors shall be responsible for seeing that all pieces of equipment and supplies of the School District are picked up and properly stored in the areas determined and provided by the DLCCC. Any and all equipment or supplies of the School District stored at the "Pool" in any area or portion of the DLCCC is stored there at the sole risk of the School District. The DLCCC makes no assurance that such storage will be secure or that any such equipment or supplies stored at the DLCCC will not be stolen or damaged.

7. MAINTENANCE. The DLCCC shall provide regular maintenance for the "Pool" and shall keep the same in good condition and state of repair. Other than items of personal property belonging to the School District that are stored at the DLCCC with the

permission of the DLCCC, the School District is responsible to remove all other items of personal property not belonging to the DLCCC each day, including but not limited to personal items belonging to coaches and students. The School District shall not commit or allow any nuisance or waste in the "Pool," shall not obstruct entries, halls, stairways, lavatories or common areas or allow such obstruction by students or coaches. The School District will not place any signage within the "Pool" or on the interior or exterior areas or windows of the DLCCC without the express written permission of the DLCCC, nor shall it place or permit the placement of nails or tacks on any interior or exterior wall surface of the DLCCC.

8. UTILITIES. The DLCCC shall supply all necessary utilities to the "Pool" and other DLCCC facilities. The DLCCC shall not be liable for damages or loss of use due to unforeseen or unexpected loss of utilities. In the event that utility services shall be interrupted due to repair or maintenance, the DLCCC shall give the School District prior notice, barring utility loss due to an emergency.
9. JANITOR SERVICE. The DLCCC shall maintain the "Pool" and locker rooms, shower rooms, bleachers, and other areas subject to this agreement and keep the same in good condition and state of repair. The DLCCC shall also provide janitor service for cleaning of the "Pool" including the locker rooms and shower rooms as needed. The School District shall properly dispose of all trash in waste bins provided by the DLCCC and coaches and other School District personnel are responsible to clean up any trash left by students, its personnel and spectators using the "Pool" according to this agreement.
10. RULES AND REGULATIONS. The rules and regulations of Independent School District No. 22 pertaining to student conduct shall be in effect during all times the "Pool" and any other areas of the DLCCC are used by the School District. Additional policies governing the conduct of students may be developed as needed by the DLCCC and the School Administration. The policies, rules and regulations shall be enforced by School District personnel as assigned by the School Administration. The School Activities Director shall identify and notify the DLCCC of identifies of the School District personnel responsible for supervision and enforcement of policies, rules, and regulations pertaining to the activities conducted by the School District on the premises.
11. WEATHER CANCELLATIONS. The "Pool" will be closed if school activities are cancelled due to weather.
12. OPEN SWIMMING. The DLCCC reserves the right to establish hours for open public swimming. Any scheduling conflict with School District events or activities will be resolved by mutual agreement with the School District Administration and the DLCCC.
13. ENERGY SHORTAGES. In the event that deviation from the School District use schedule set forth in this agreement is necessary due to energy shortages, the use fee expressed in this contract is subject to modification. The amount to be paid, should

services be curtailed, will be negotiated by the parties, taking into consideration limitations experienced by the School District in terms of use of facilities.

14. **ASSIGNMENT.** The School District shall not assign any rights or duties under this agreement or grant any third party the use of the "Pool," or any part thereof, nor allow any other person to occupy or use the "Pool" without the prior written consent of the DLCCC. Consent to one period of use by any other person or entity shall not be consent to any subsequent use by persons other than the School District. This agreement shall not be assignable, as to the interest of the School District voluntarily or by operation of law without the written consent of the DLCCC. If the DLCCC does give consent to assignment or use by third parties, such consent shall not release the School District from its obligations hereunder unless a release is specifically given by the DLCCC.
15. **CASUALTY DAMAGE.** If during the term of this agreement the "Pool" or any portion of the DLCCC shall be damaged or destroyed by fire or other casualty so that the "Pool" or a portion thereof shall thereby be rendered unfit for use or occupation, the DLCCC shall have the option to either (a) repair such damage with all reasonable diligence and restore the premises to substantially the same condition immediately prior to such event, and until said premises shall have been duly repaired and restored, the use fee or a proportionate part thereof, according to the nature and extent of the damage which has been sustained, shall be abated, or (b) the DLCCC or School District may terminate this agreement and in case of such termination, the use fee shall be paid proportionate to the date of such fire or casualty and all other further obligations on the part of either party hereto shall cease.
16. **INDEMNIFICATION BY SCHOOL DISTRICT.** The School District shall protect, defend, hold harmless and indemnify the DLCCC against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorney's fees for defense, arising out of or in any way related to the School District's use of the "Pool" or any of the School District's activities or events, save when said claim, action, loss, cost, expense or liability is caused or contributed to by the negligence or breach of this agreement by the DLCCC. In case of any action or proceeding brought against the DLCCC by reason of a claim covered by this paragraph, upon notice from the DLCCC, the School District covenants to defend such action or proceeding by counsel reasonably satisfactory to the DLCCC. Nothing in this agreement shall cause either the City of Detroit Lakes, the DLCCC or School District to be subject to liability in excess of any statutory limits of liability or waive any governmental immunities applicable to the City of Detroit Lakes, the DLCCC or School District
17. **INDEMNIFICATION BY DLCCC.** The DLCCC shall protect, defend, hold harmless and indemnify the School District against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorney's fees for defense, arising out of or in any way related to claims, actions, losses, costs, expenses or liability caused or contributed to by the negligence or breach of this agreement by the DLCCC. In case of any action or proceeding brought against the School District by reason of a claim

covered by this paragraph, upon notice from the School District, the DLCCC covenants to defend such action or proceeding by counsel reasonably satisfactory to the School District. Nothing in this agreement shall cause either the City of Detroit Lakes, the DLCCC or School District to be subject to liability in excess of any statutory limits of liability or waive any governmental immunities applicable to the City of Detroit Lakes, the DLCCC or School District.

18. **LIABILITY INSURANCE.** The School District, the City of Detroit Lakes and the DLCCC shall each maintain, through the term of this agreement, policies of comprehensive general liability insurance with limits at least equal to the maximum liability limits provided by Minnesota Statute 466.04; as may be amended. Said policies of insurance shall be evidenced by a certificate of insurance, which shall be placed on file with the DLCCC by the School District and with the School District by the DLCCC prior to commencement of use of the premises by the School District. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving the other party to this agreement thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidence insurance coverage for the School District's indemnification obligation to the DLCCC and City of Detroit Lakes and the DLCCC's indemnification obligation to the School District under this agreement.
19. **HOLD HARMLESS.** The DLCCC shall not be liable to the School District or to any employee, student or invitee of the School District for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the "Pool" or other areas of the DLCCC except for damages caused or contributed to by the negligence or breach of this agreement by the DLCCC, its employees or agents as determined by a court of competent jurisdiction.
20. **ALTERATIONS AND IMPROVEMENTS.** The School District shall not make alterations, additions or improvements, nor make changes to the "Pool" or other changes to the DLCCC. Any banners or signs placed on the building's interior or exterior shall be approved by the DLCCC prior to placement.
21. **COVENANTS OF SCHOOL DISTRICT.**
 - A. The School District shall not do or allow anything on or at the "Pool" that will increase the rate of fire insurance for the DLCCC or permit the accumulation of waste or refuse matter.
 - B. The School District shall commit no act of waste and shall take good care of the "Pool" and the buildings, fixtures and personal property located at the DLCCC. Damage to the "Pool" building, fixtures and personal property caused by the School District, its employees, invitees or students shall be repaired by the DLCCC at the expense of the School District and the School District will, upon invoice, reimburse the DLCCC for repair costs.

- C. Not later than the last day of the term of this agreement (June 30, 2027), the School District shall remove all of the School District's personal property, repair all damage done in connection with the installation or removal of said property and improvements. All property of School District remaining in or on the Premises after the last day of the term of this agreement shall be deemed abandoned and may be disposed of by the DLCCC without recourse by the School District.
22. **INSPECTION.** The DLCCC retains the right at all reasonable times to enter the "Pool" to inspect same or to make repairs or replacements as may be required in the judgment and discretion of the DLCCC.
23. **SCHOOL DISTRICT PROPERTY INSURANCE.** The School District shall insure its contents now or later located on, in or a part of the DLCCC against loss by fire, extended coverage perils, vandalism, and malicious mischief for at least the amount of its full insurable value.
24. **GOVERNMENTAL REGULATIONS.** School District shall, at School District's sole cost and expense, comply with and faithfully observe all of the rules, regulations, ordinances, laws and requirements of county, municipal, state, federal and other applicable governmental authorities, present or future, which affect the occupancy or use of the "Pool." School District shall defend and hold DLCCC and City of Detroit Lakes financially harmless from consequences of any violation of such laws, ordinances, or regulations by the School District, its employees, invitees or students.
25. **SUCCESSORS.** This agreement shall bind the respective successors, and assigns of the parties.
26. **DEFAULT.** If a party defaults in the performance of any provision of this agreement, the non-defaulting party may give the defaulting party a notice of such default. If the defaulting party fails to cure any default within 10 days after notice, then the non-defaulting party may terminate this agreement by notice to the other party and on the date specified in said notice the agreement shall terminate and the use of the "Pool" by the School District shall end on the date specified. If termination results from default by the DLCCC, use of the "Pool" by the School District shall end and the DLCCC shall refund to the School District the share of the use fee paid by the School District proportionate to the date of such termination. If termination results from default by the School District use of the "Pool" by the School District shall end, but no refund of any share of the use fee paid by the School District is due and the School District shall remain liable for all obligations of the School District established in this agreement.
27. **NO WAIVER OF DEFAULT.** The failure of either party to insist on strict performance of any provision of this agreement shall not be construed as a waiver of such provision.
28. **NOTICE.** Any notice by either party to the other shall be in writing and shall be deemed to be duly given if delivered personally or mailed by certified mail in a postpaid

envelope addressed to the business office of the addressee noted in this agreement. Notice shall be deemed duly given, if delivered personally, upon the delivery thereof, and if mailed, upon the day following the mailing thereof.

29. ENTIRE AGREEMENT. This document sets forth the entire agreement between the parties concerning the Arena. No amendment to this agreement shall be binding upon the parties unless made in writing, duly authorized by their respective governing bodies and signed. This agreement shall cover all activities and swim meets and practices that are scheduled in the "Pool" by the School District, including but not limited to District or permitted Sectional High School events.
30. NO JOINT POWERS RELATIONSHIP. Nothing in this agreement shall be interpreted as creating a partnership or Joint Powers entity between the parties relative to the "Pool" or any other activity at the "Pool."
31. NO WARRANTIES. The DLCCC makes no warranties or representations and School District has not relied on any such warranties or representations express or implied, relative to the condition of the "Pool" or any other matter relative to this agreement. School District acknowledges that School District has thoroughly inspected the "Pool" and can and will use the same in an "AS IS" condition without any obligation on behalf of the DLCCC to make alterations or improvements.
32. CAPTIONS. All captions, headings or titles in this agreement are for convenience and do not limit the scope of the paragraphs or sections to which they apply.
33. INTERRUPTION OF SERVICES OR USE. The DLCCC is not required to pay for any services connected with the use of the "Pool" by the School District set forth in this agreement. Except as may be contemplated by Section 13 of this agreement, interruption of any services necessary to the use of the "Pool", including utilities, shall not entitle the School District to any claim against DLCCC or reduction in the use fees required by this agreement.

INDEPENDENT SCHOOL DISTRICT NO. 22
OF BECKER COUNTY

School Board approved this _____ day of _____, 2025

By: _____
Board Chair

By: _____
Clerk

DLCCC, Inc.

By: _____
Its:

CITY OF DETROIT LAKES

The City Council of the City of Detroit Lakes consented to this Agreement _____ day of _____, 2025

CITY OF DETROIT LAKES

By: _____
Matt Brenk, Mayor

By: _____
Kelcey Klemm, City Administrator

DETROIT LAKES

LAKERS



Girls Golf

Dustin Martin Head
Anna Moser Asst
Robb Flint 7th/8th

Boys Golf

Vern Schnathorst Head
Jay Peterson Asst
Greg Unruh Asst
Keith Eckhoff 7th/8th

Softball

Aimee Truedson Head
Julie Berntson Asst
Jenna Castagneri JV
Nikki Oliver 7th/8th
John Cervantes 8th
Steve Jensen 7th

Track

Maggy Doll Head
Ryan Zunich Head
Reed Hefta Asst
Rachel Moen Asst
Troy Larson 9th
Mikel Renteria 9th
Garrett Penton 9th
Jim Fredrickson 9th
Edgar Negron 7th/8th

Track Cont.

Cami Eckhoff 7th/8th
Laura Jensen 7th/8th
Darin Zimmerman 7th/8th

Baseball

Mark Gulseth Head
Bradly Swiers Asst
Matt Jenson JV
Zach Oistad 9th
Jeremy Martinez 8th
Josh Hochgraber 7th
Nick Lenzon 7th/8th

Boys Tennis

Zach Biggar Head
Jorde Hutton Asst

Trap

Cory Haverkamp Head

Speed & Strength

Mack Jones Coordinator

3 Act Play

Nikki Caulfield

Adapted Bowling

Scott Piepkorn Head

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 301
Date Revised: 06/09/2014; 6/21/2021; 04/28/25	

301 - SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services [equitably](#).

B. The school board expects all activities related to ~~school district~~[the operations of the school district](#) to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. 123B.143 (Superintendent)
Minn. Stat. 123B.147 (Principals)

Cross References: ~~[None](#)~~ [MSBA Service Manual, Chapter 3, Superintendent of Schools](#)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 302
Date Revised: 06/09/2014; 6/21/2021, 04/28/25	

302 - SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

[MSBA Service Manual, Chapter 3, Superintendent of Schools](#)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 303
Date Revised: 02/09/04; 01/01/2014: 6/21/2021; 04/28/25	

303 - SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: [None](#) ~~MSBA Service Manual, Chapter 3, Superintendent of Schools.~~

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 304
Date Revised: 02/09/04; 01/01/2014; 6/21/2021; <u>04/28/25</u>	

304 - SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: ~~NoneMSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)~~

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 305
Date Revised: 01/01/2014; 6/21/2021; <u>04/28/25</u>	

305 - POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school ~~district~~board policy.

II. GENERAL STATEMENT OF POLICY

A. It shall be the responsibility of the superintendent to implement school ~~district~~board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines and directives to effectuate the implementation of school ~~district~~board policies. These procedures, guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.

B. Employee and student handbooks shall be subject to annual review and approval by the school board.

C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school ~~district~~board policy and shall be approved by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 306
Date Revised: 02/09/04; 01/01/2014; 6/21/2021	No Changes 2025

306 - ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirement of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

Date Adopted: 09/09/91	File Number: Detroit Lakes Policy - 307	
Date Revised: 07/07/97, 06/21/21		

307 - ADMINISTRATOR/SELF PERFORMANCE EVALUATION POLICY

BACKGROUND: This document is to be used as an open-ended instrument for discussion and the improvement of the administrator's job performance. The construction allows it to be used by the diverse administrative responsibilities within the Detroit Lakes School District.

INSTRUCTIONS:

1. The supervisor and administrator will each complete the Performance Evaluation Form separately prior to the meeting. Those areas on the Performance Scale that are not applicable should be marked with an "NA."
2. The performance form will be compared and discussed at the meeting. This will be the starting point for the evaluation.
3. The evaluation will center around the strengths or concerns that are indicated on the Performance Evaluation Form.
4. Comments would be noted on page three under the "Additional Comments" section based on the Performance Evaluation discussion.
5. The Supervisor and the Administrator would each bring 3 goals for the following year to the evaluation. These would be discussed and agreed on.
6. The discussion would lead to recommendations being formulated.

* * *

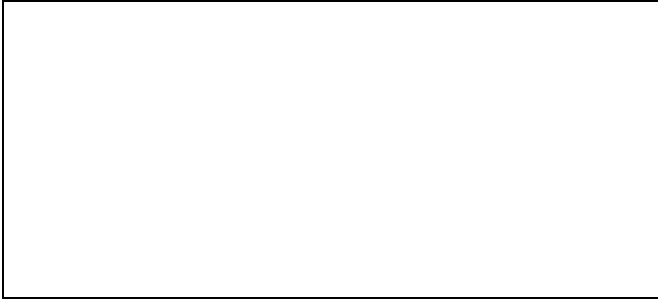
Evaluator

Evaluatees

Superintendent Director of Finance & Operations Special Education Director, Principals	<u>Director of Curriculum, Instruction, & Technology</u> Education Director, Business Manager, Director of Community Education Director, Director of <u>Special Education Director</u> , Principals
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<u>Director of Finance & Operations</u> Business Manager Operations <u>Transportation Director</u> , <u>Finance Coordinator</u>	Accountant Food Service Director, Supervisor of
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<u>Director of Curriculum, Instruction & Technology</u> Education Director Manager <u>Technology Coordinator</u> Principals	<u>District Technology</u> All Assistants
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Detroit Lakes Public Schools – Independent School District #22

Administrator/Director Performance Evaluation

Admin/Director _____ Date _____

District #22

Site _____ Supervisor _____

Performance Scale: Rating 1-5 with 1 being well below average and 5 being well above average

Well Below Average	Below Average	Average	Above Average	Well Above Average
Deficient in performance and understanding of knowledge and skills underlying the components as an administrator/director	Demonstrates understanding of knowledge and skills underlying the components as an administrator/director and generally implements them. Need for professional growth in this area as a leader in the district.	Demonstrate appropriate understanding of knowledge and skills as an administrator/director. Continues to work towards higher levels of leadership and possess attributes that allow for opportunities to achieve at a higher level.	Demonstrates specific understanding of knowledge and skills and implements components as an administrator/director at a consistently high level; shows attributes of accomplished practice.	Demonstrates exceptional understanding of knowledge and skills and implements components as an administrator/director at a consistently high level; shows attributes of accomplished practice at a qualitatively high level.

1	2	3
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I- FUNCTIONAL DOMAINS Please evaluate the Administrator's/ Director's knowledge and skills in the following areas:	Well-Below Average	Below Average	Average	Above Average	Well-Above Average	Not-Observed
1- LEADERSHIP —Provide purpose and direction for individuals and groups; shape school culture and values; facilitate a shared vision for the school; form goals and change in the community and school context to meet student and staff needs.						

**2-
INFORMATION
COLLECTION**—Gather information from a variety of sources; seek knowledge about policies, rules, laws, precedents, or practices; manage data flow; classify and organize information for use in decisions and monitoring information.

**3-
PROBLEM
ANALYSIS**—Identify problem elements and possible causes; analyze information and frame issues; seek additional issues and reframe issues; demonstrate conceptual flexibility; assist others in forming opinions about problems and issues.

4- JUDGMENT

–Reach logical conclusions by making quality, timely decisions; demonstrate adaptability; give priority to significant issues.

5- ORGANIZATIONAL OVERSIGHT

T—Plan and schedule work to meet goals and use resources appropriately; schedule the flow of activities; establish procedures to regulate activities; monitor projects to meet deadlines

<p>6- IMPLEME NTATION -Put programs into action; facilitate coordinatio n-and collaboratio n-of-tasks; establish project checkpoints to monitor progress; provide corrections when outcomes are missed or conditions change; support persons responsible for project work and goals-</p>						
<p>7- DELEGATIO N-Assign tasks and responsibility with authority for their accomplishmen ts; use subordinates effectively; follow up on delegated activities-</p>						

1	2	3	4	5	6
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II. PROGRAMMATIC	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
8. INSTRUCTION AND LEARNING ENVIRONMENT —Create a culture for learning in the school; envision and introduce initiatives for improvement of instruction and learning; recognize elementary, middle and secondary student needs in designing instruction; accommodate student differences in cognition and achievement; mobilize appropriate people for programs and a positive learning environment.						
9. CURRICULUM DESIGN —Understand major curriculum design models; interpret school-district curricula; initiate needs analysis with staff within an instructional framework; align curriculum and outcomes; monitor social and technology developments, including youth service programs, for curriculum; solicit curriculum input from parents, families, business community and the public; adjust curriculum to meet changing needs and conditions.						
10. STUDENT GUIDANCE AND DEVELOPMENT —Understand and accommodate student growth and development; provide student guidance and auxiliary services; utilize community resources in response to family needs; enlist appropriate persons in connecting school programs with plans for adult life.						
11. STAFF DEVELOPMENT —Plan and facilitate, with faculty, programs consistent with instructional goals and needs; supervise individuals and groups; provide feedback on staff performance and arrange remedial assistance; engage faculty and others in recruitment and development; initiate self-development; ensure training for all staff in collaboration, teaming, consulting and conflict resolution.						
12. MEASUREMENT AND EVALUATION —Determine diagnostic information needed for students, staff and school environment; examine the extent outcomes meet standards, goals or priorities; draw inferences for program revision; interpret measurements of evaluations; relate programs to outcomes; develop equivalent competence measures and design accountability mechanisms.						
13. RESOURCE ALLOCATION —Procure, apportion, monitor, account for and evaluate fiscal, human and time resources; ensure resources bring about outcomes to reflect the needs and goals of the school; plan and develop the budget process with appropriate staff.						

1	2	3	4	5	6
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III. INTERPERSONAL	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
14. MOTIVATION —Develop conditions in which staff willingly focus on and achieve educational excellence; plan and encourage participation; facilitate teamwork, provide intellectual stimulation and support innovation; recognize and reward effective performance; provide feedback, coaching, guidance and needed resources.						
15. SENSITIVITY —Understand the concerns of others; deal tactfully with others; work with others who face stressful situations or conflict; manage conflict and obtain feedback; recognize multicultural differences; advocate for child and family issues; develop parent involvement in children's education.						
16. ORAL AND NONVERBAL EXPRESSION —Make clear and understandable presentations; clarify and restate questions; respond, review and summarize information for groups; use communications aids; recognize culture and gender based norms; adapt to audiences; make education issues clear to parents and public.						
17. WRITTEN EXPRESSION —Express ideas clearly in writing; write appropriately for different audiences, e.g., parents, teachers, and students; prepare clear and intelligible memoranda, letters, reports and job specific documents.						

1	2	3	4	5	6
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IV. CONTEXTUAL	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
18. PHILOSOPHICAL AND CULTURAL VALUES —Act ethically, understanding the role of education in a democratic society; recognize philosophical influences in education; understand American culture and current social and economic issues related to education.						
19. LEGAL AND REGULATORY APPLICATION —Act in accordance with federal and state constitutional provisions and statutory law; act in accordance with regulatory applications governing education; work within local rules, procedures and directives; recognize standards of care regarding civil and criminal liability for: negligence, harassment and intentional torts; administer contracts and financial accounts; understand state and federal laws governing special education, alternative instructional designs, curriculum and behavior modifications, assessment accommodations, parent involvement and labor relations, and collective bargaining						

<p>20. POLICY AND POLITICAL INFLUENCES— Understand schools as political systems; identify relationships between public policy and education; recognize policy issues; examine policies individually and through professional and public groups; relate policy initiatives to student and family welfare; address ethical issues.</p>						
<p>21. PUBLIC RELATIONS— Develop perceptions about school issues; interact with external and internal publics; understand and respond to the news media; initiate and report school news through appropriate channels; manage school reputations by promoting a positive image; enlist public participation and support; recognize and provide for various markets.</p>						

Additional Comments:

Personal/Professional Goals:

I acknowledge that the above evaluation has been discussed with me and understand my signature does not imply agreement or disagreement with this evaluation. Likewise, I understand that I have the right to provide written comments to this evaluation that will be attached by the district to this report.

Employee Signature _____ Date

Mark Jensen, Superintendent of Schools Signature _____ Date

Date Reviewed with Employee

~~FM EVALUATION ADM.2008~~

~~Revised January 2008~~



Special Education Out of State Travel Request

Description: Project Search 18th Annual Conference

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

- Project Search's primary objective is to secure competitive employment for people with disabilities.
- DLPS has partnered with Essentia Health to become a Project Search site.

DETAILS OF REQUEST

Request permission for out of state travel to:

- July 14-18, 2025
- Austin, TX
- ISD 22 will cover the registration fee of \$550.00, all other expenses will be paid for by Rachelle.

Who will be attending: *Rachelle Isaacson, Project SEARCH Instructor, DLPS along with Vocational Rehabilitation partner, Maureen Lillaby. (Maureen's expenses will be covered by Vocational Rehabilitation) and Skills Assessment Partner from Blue Sky, Inc.*

Rachelle is requesting to attend and potentially present now that Detroit Lakes Essentia Health has successfully navigated two years as a Project SEARCH site. Attending the conference with having the experience of 2 years will allow for new learning opportunities and perspectives from other worldwide Project SEARCH sites and professionals.



Out-of-State Travel Request

Description

I am requesting approval for out-of-state travel for our Teacher on Special Assignment–Student Success to attend the BARR National Conference from April 22nd to 24th. This conference brings together schools from across the country to collaborate on improving student outcomes through the implementation of the BARR framework.

This year’s conference theme, *Leading with Culture*, aligns with our ongoing efforts to foster a supportive, student-centered learning environment. Attending the conference in both 2022 and 2023 has played a key role in our successful implementation of BARR at DLHS. These experiences have allowed us to collaborate with educators nationwide, strengthen relationships with BARR Center staff, and bring back innovative strategies that have directly improved student outcomes here.

This training would be highly beneficial for our Student Success TOSA, as it includes specialized sessions tailored for staff who support BARR. These sessions provide opportunities to collaborate with experienced leaders on student interventions, staff support, relationship-building, and data-driven decision-making.

There is a potential opportunity to use a scholarship from BARR to cover costs; otherwise, we would use our Building Professional Development funding. This conference is a valuable investment that has a significant impact on our school.

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: Newly hired TOSA Student Success-(Will be completed the week of March 24th)

DLESP Seniority List - February 2025

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

33	Valerie	Soberg	8/29/2016
34	Natasha	Haverkamp	8/29/2016
35	Sheyenne	Hirsch	9/14/2016
36	Dori	Fugere	10/4/2016
37	Tracy	Gunderson	11/21/2016
38	Rachel	Kohler	12/13/2016
39	Cody	Bahls	8/28/2017
40	Kelly	Bristlin	9/14/2017
41	Victoria	Kohler	3/6/2018
42	Laura	Kramer	8/26/2018
43	Jessica	Foster	8/30/2018
44	Jennifer	Reynolds	8/30/2018
45	Mary	Sundby	9/28/2018
46	Ashley	Francis	2/11/2019
47	Deb	Baker	8/20/2019
48	Jessie	Olsen	9/24/2019
49	Tonia	Nelson	10/10/2019
50	Mason	Sampson	10/14/2019
51	Melvina	Grose	12/16/2019
52	Nicole	Tredwell	1/13/2020
53	Jacquelyn	Erickson	9/25/2020
54	Kristi	Husby	9/25/2020
55	Salone	Scallon	10/5/2020
56	Abigail	Maneval	10/30/2020
57	Michelle	Tappe	2/5/2021
58	April	Hilde	8/30/2021
59	Kari	Baer	8/30/2021
60	Sandy	Northup	8/30/2021
61	Pat	Wavra	8/30/2021
62	Dori	Bakke	9/7/2021
63	Katie	Steinke	1/24/2022
64	Cassandra	Willson	8/29/2022
65	Deb	Haverkamp	8/29/2022
66	Lourdes	Tangen	9/6/2022

67	Casey	Hoffman	10/4/2022
68	Julie	Villa	1/17/2023
69	Beth	Hedstrom	1/30/2023
70	Jennifer	Blanchard	3/27/2023
71	Tirzah	Sandoval	4/14/2023
72	Lisa	Black-Lorz	8/21/2023
73	Martha	Nustad	8/21/2023
74	Sophia	Rezac	8/24/2023
75	Marnie	Presler	8/28/2023
76	Juli	Clarey	8/28/2023
77	Susan	Jones	8/28/2023
78	Kelly	Westrum	8/28/2023
79	Julie	Bemis (Michalek)	8/28/2023
80	Jessie	Pechia	8/28/2023
81	Heather	Pepek	8/28/2023
82	Julie	Smith	8/28/2023
83	Amber	Mangel	8/29/2023
84	Mikel	Renteria	8/30/2023
85	Amanda	Ferencik	9/5/2023
86	Stacy	Opatz	10/2/2023
87	Amanda	Germundson	10/9/2023
88	Josi	Oppegard	10/16/2023
89	Cassandra (Cassie)	Feldt	12/7/2023
90	Ruby	Finch	12/20/2023

	PROBATIONARY EMPLOYEES		
91	Laurie	Schmidt	8/15/2024
92	Candace	Goodrich	8/26/2024
93	Katja	Mohn	8/26/2024
94	Isabella	Wilson	8/26/2024
95	Kelsie	Casperson	8/26/2024
96	Katie	Odegaard	8/26/2024
97	Shelby	Rasmussen	8/26/2024
98	Timmie	Hansen	8/27/2024

99	Jodi	Hatch	8/28/2024
100	Tara	Sweeney	8/28/2024
101	Mackenzie	Carriere	8/29/2024
102	Avery	Austinson-Schultz	8/29/2024
103	Ashley	Wettels	9/3/2024
104	Macy	Bird	9/6/2024
105	Lisa	Harsch	10/4/2024
106	Robin	Jordan	10/10/2024
107	Matt	Brown	10/11/2024
108	Kukowski	Angella (Angie)	10/21/2024
109	Brianna	Nims	11/13/2024
110	Carmen	Chapman	12/11/2024
111	Kait	Kellerhuis	12/24/2024
112	McKenzie	Kuehl	1/17/2025
113	Tatum	Borah (Mercer)	1/21/2025
114	Taylor	Johnson	1/21/2025
115	Amya	Gilmore	1/21/2025
116	Jill	Stroburg	1/27/2025
117	Ashley	Pinske	2/6/2025
118	Lynn	Monley	2/18/2025

**Detroit Lakes Public Schools
Monthly Enrollment Summary - FY 2024
March 1, 2025**

Roosevelt					
Grade	Current	Previous (Feb)	Opening Day	Sections	Per Section
K	84	83	84	4	21.0
1	91	89	89	4	22.8
2	94	95	95	4	23.5
3	96	97	96	4	24.0
4	100	100	99	4	25.0
5	95	96	97	4	23.8
RSVT Total	560	560	560	24	23.3
Difference	-	-	-		Avg/section

Rossman					
Grade	Current	Previous (Feb)	Opening Day	Sections	Per Section
K	88	90	91	4	22.0
1	96	97	101	5	19.2
2	90	89	88	4	22.5
3	95	96	99	4	23.8
4	94	94	95	4	23.5
5	98	98	95	4	24.5
RSM Total	561	564	569	25	22.4
Difference		(3)	(8)		Avg/section

Middle School			
Grade	Current	Previous (Feb)	Opening Day
6	214	214	213
7	200	200	199
8	208	207	211
MS Total	622	621	623
Difference		1	(1)

High School			
Grade	Current	Previous (Feb)	Opening Day
9	201	203	214
10	194	196	206
11	167	166	187
12	198	198	206
HS Total	760	763	813
Difference		(3)	(53)

Online	
Grade	Current
9	6
10	7
11	21
12	22
Total Online	56
Opening Day	24
Jan 2025	57

District Wide Summary			
Pre-K	50		
K	172		
1	187		
2	184		
3	191		
4	194		
5	193		
	949		
6	214		
7	200	Laker Online	56
8	208	Transitions	17
	622	Rossman	561
		Roosevelt	560
9	210	DLMS	622
10	211	DLHS	760
11	210	ALC	58
12	260	PSEO	-
	891	Pre-K	50
Total	2,684	Monthly Total	2,684

Comparisons	
Last Month Report	2,690
Difference	(6)
2024-25 Opening Day	2,714
Difference	(30)

Pre K ADM*	50
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Detroit Lakes Public Schools

Monthly Enrollment Summary

2024-2025

Month: March

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	38	97	135

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	8	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	59	25	84
Rossman	68	20	88
Totals	127	45	172

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	91	94	96	100	95	476
Rossman	96	90	95	94	98	473
Totals	187	184	191	194	193	949

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
172	949	1121

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	214	200	208	622

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	201	194	167	198	760	0	0	760

E-LAKER ONLINE

	Grade 9	Grade 10	Grade 11	Grade 12	Total
E-Laker	6	7	21	22	56

2024-2025

K-12 Total

2631

2023-2024

K-12 Total

2689

2022-2023

K-12 Total

2690

MONTHLY TOTALS*

EIC	40
ECSE	105
Kind. Sp. Ed.	45
Kindergarten	127
Grades 1-5	949
Middle School	622
Senior High	760
E-Laker	56
Laker Transitions	17
ALC	55
TOTAL	2776

*Does not include non-resident students on tuition agreement

ALC

D.L.	47
Other	8
Total	55

LAKER TRANSITIONS

D.L.	12
Other	5
Total	17



Detroit Lakes Public Schools Yearly Enrollment Summary 2024-2025

Date: March

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
28	31	35	28	31	35	38				55	63	82	89	84	89	97			

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
0	0	0	2	2	2	2				5	3	4	5	7	7	8			

Kindergarten - Special Ed.										Kindergarten									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	23	23	21	25	25	25	25			Roosevelt	61	62	64	58	58	58	59		
Rossman	22	21	21	21	21	21	20			Rossman	69	70	70	71	69	69	68		
Totals	45	44	42	46	46	46	45	-	-	Totals	130	132	134	129	127	127	127	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	84	85	85	83	83	83	84	-	-
Rossman	91	91	91	92	90	90	88	-	-
Totals	175	176	176	175	173	173	172	-	-

Grade One										Grade Two									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	89	90	89	90	89	89	91	-	-	Roosevelt	95	93	94	94	95	95	94	-	-
Rossman	101	98	98	99	98	97	96	-	-	Rossman	88	90	90	90	91	89	90	-	-
Totals	190	188	187	189	187	186	187	-	-	Totals	183	183	184	184	186	184	184	-	-

Grade Three										Grade Four									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	96	95	95	94	95	97	96	-	-	Roosevelt	99	99	99	97	98	100	100	-	-
Rossman	99	97	98	99	98	96	95	-	-	Rossman	95	95	95	96	95	94	94	-	-
Totals	195	192	193	193	193	193	191	-	-	Totals	194	194	194	193	193	194	194	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	97	94	96	96	97	96	95	-	-
Rossman	95	94	95	95	98	98	98	-	-
Totals	192	188	191	191	195	194	193	-	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: March

Grades 1 - 5 Totals										ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Rsvlt/MS	476	471	473	471	474	477	476	-	-	Resident	45	49	43	40	42	49	47		
Rossman	478	474	476	479	480	474	473	-	-	Non-Resid.	12	11	14	8	8	7	8		
Totals	954	945	949	950	954	951	949	-	-	Total	57	60	57	48	50	56	55		

Middle School										E-Laker Online									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Six	213	212	212	211	212	214	214	-	-	Resident	18	28	28	26	26	42	41		
Gr. Seven	199	198	200	201	201	200	200	-	-	Non-Resid.	10	11	11	10	10	15	15		
Gr. Eight	211	208	210	209	209	207	208	-	-	Total	28	39	39	36	36	57	56		
Totals	623	618	622	621	622	621	622	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	214	207	206	205	207	203	201	-	-
Gr. Ten	206	199	198	198	198	196	194	-	-
Gr. Eleven	187	182	177	175	175	166	167	-	-
Gr. Twelve	206	208	207	207	208	198	198	-	-
Subtotals	813	796	788	785	788	763	760	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
Totals	813	796	788	785	788	763	760	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2024-2025

Month: March

		Roosevelt		Rossman		Grade Average
Kindergarten						21.50
	Section 1&3	22	21	22	23	
	Section 2&4	21	20	22	21	
	Section 5					
Building Average		21.00		22.00		
Grade 1						20.56
	Section 1&3	24	23	20	20	
	Section 2&4	21	21	20	18	
	Section 5			18		
Building Average		22.25		19.20		
Grade 2						22.88
	Section 1&3	24	23	22	23	
	Section 2&4	24	22	23	22	
	Section 5					
Building Average		23.25		22.50		
Grade 3						23.50
	Section 1&3	23	23	24	24	
	Section 2&4	24	23	25	22	
	Section 5					
Building Average		23.25		23.75		
Grade 4						24.25
	Section 1&3	25	25	23	24	
	Section 2&4	24	26	23	24	
	Section 5					
Building Average		25.00		23.50		
Grade 5						24.13
	Section 1&3	24	25	25	24	
	Section 2&4	22	24	24	25	
	Section 5					
Building Average		23.75		24.50		

The district class size average for K-5 is:

19.94

The class size average on this page is different than the class size average calculated by the State. The class size average on this page reflects students in a classroom with the regular classroom teacher and does not count specialists such as music, phy.ed. and art teachers which the state uses in calculating class size average.

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - March 11, 2025

Members Present:

Mickey Okeson
Mark Jenson

Sanford Nelson
Jason Kuehn

Julie Smith-Yliniemi

A Finance Committee Meeting was held on Tuesday, March 11th at the District Office. The agenda was as follows:

1. Review of Receipts and Disbursements

Receipts for the month totaled \$3,826,989.30. Receipts of note included Activities deposits related to admissions and concessions, Food Service catering agreements, tuition for Community Service programming, metered State Aid payments, as well as multiple donations to the Laker Cupboard.

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for January totaling \$2,167,821.37 which includes payments for payroll liabilities, food service vendors, utilities, transportation contracts, and Student Activities. It also included payment for the purchase vehicle for Special Education transportation.

The committee also recommends approval of the check summary for March 10th in the amount of \$200,768.08. Due to the committee meeting earlier in the month, the second check disbursement will be approved at the April committee meeting.

2. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of February. Total balances for all funds as of 2/28/25 were \$17,196,648.42.

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

3. Additional Items

Kuehn provided the committee with information in regards to required steps to complete a transfer of funds from the District's "Committed to Severance" balance.

Additionally, Kuehn reviewed the progress related to the approval of the next agreement for Managed Print Services (copiers/printers).

Next Meeting: Tuesday, April 22nd at 2:00 PM (District Office)



Detroit Lakes
Substance Use
Prevention
Coalition

March 11, 2025
HS Room 203

Welcome Back!

Review of our Norms:

- Respectful of Time and Attention
- Challenge past assumptions and think creatively/work collaboratively
- Make sure everyone's voice is heard
- It's OK to reflect and change your mind

Roles:

- Meeting minutes - Josh (thank you!)

HOW WOULD YOU SPEND YOUR IDEAL MORNING?



1. Taking a hike



2. Breakfast in bed



3. Sleeping in



4. Coffee with friends

Introductions

- Name
- Organization and your role there
- Update/Happenings from your organization
- Your ideal morning . . .

Taking a look at today

- Review of meeting with students from last week
- Next steps
- New Findings
- What's coming up



Student Meeting

- 10 students participated in the small group session
- Had them look at some of the misperceptions from 2022 data and challenge their own perceptions
- Split into groups of 2
- Create a poster idea around one of the data points they felt was impactful
- Identified what they learned from the session and what they felt would work to get the message out to start with
- Here are some of the ideas they came up with . . .

Create Your Poster

84% of 11th grade girls students have not used a vap or ecigarette in the past 30 days.

84% of DLHS students understand that being Vape free is great for your health.



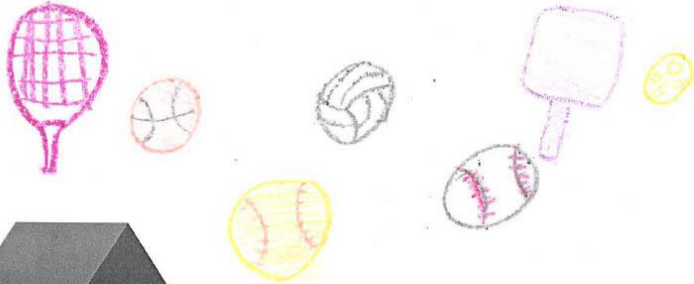
Help is Available
Reach out to
Amy

Create Your Poster

4/5 Juniors
HAVENT
Vaped in
30 Days.
Join the norm, call

Create Your Poster

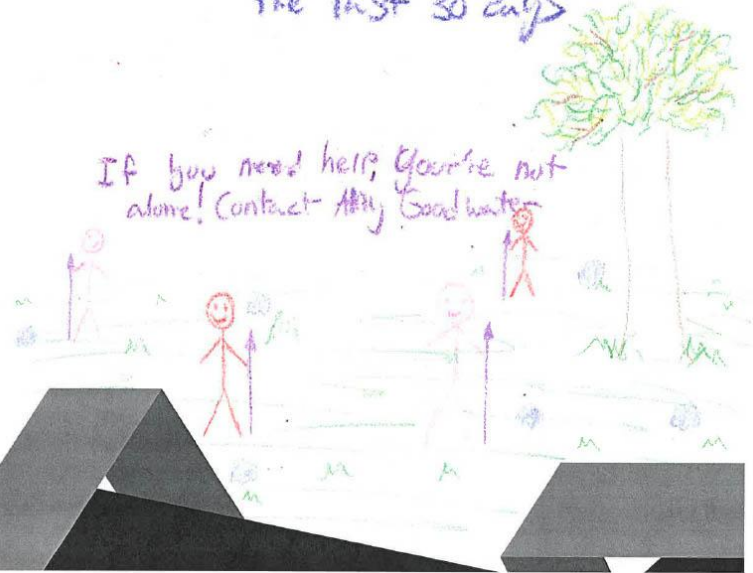
Most DLHS
Students believe consuming
alcohol is bad
for their health.



Create Your Poster

Roughly 84%
of students choose NOT
to vape or
use e-cigarettes in
the last 30 days

If you need help, you're not
alone! Contact Abby Goodwater



Create Your Poster

most students think it's
normal to NEVER use
them for people they
to be

If you want to join them
there is help out there
for you. ♥

Don't be afraid to reach
out!



Go to _____ for help!

Create Your Poster

Did you know...

around 84% of 11th graders

HAVE NOT

used an e-cigarette in 30 days



So Sigma

yippie



Next Steps

- Meet with Mrs. Knopf and student aid for poster design
- Get students together again to discuss getting information out
 - Ideas they had:
 - Put them in the restrooms and in other high visibility areas
 - Add a PCN message to the morning announcements
 - Have a table at lunch with stickers and information
 - Have someone at the table that could share their story
 - Place the posters around the community if possible
 - Put the messaging on social media

Things to consider . . .

1. How can **we** get the message out?
2. How can we incorporate the community more at this point?

New Findings

Stanford Medicine REACH lab - [Free trainings](#)

[Healthy Futures](#)

Nicotine and Cannabis curriculums

Designed to be an alternative to suspension

Self-paced student course first

Follow up with staff

[You and Me, Together Vape Free](#)

Elementary, Middle and High School versions

2 lessons for elementary
6 for both middle and high school

[Curriculum Data Dashboard](#)

- You and Me, Together Vape Free
 - Healthy Futures
- Smart Talk: Cannabis Prevention & Awareness Curriculum
 - Safety First

What's Coming Up

- MSS - HS did theirs on 2/10, ALC and E-Laker on 2/25
 - Since we had them completed by 3/14/25 we will have results by May
- Powwow - Thursday, March 13th ~ 9:30am-2:30pm
 - Set up starts at 8:30am
 - We will have a booth (thank you Melanie!)
- Conferences - do we want to set up and have information out???
 - MS - March 20th & 24th
 - HS - March 24
- Grant approval?? - Hoping to hear back from the County by the end of the month as to if we were approved

Resources, Trainings and Such - Oh my!

- Trainings and webinars - [MN Prevention Resource Center](#)
 - THIS WEEK!! Wednesday, March 19th 12-1pm CDT - [Important Readout on Current Drug Trends](#)
 - [Strength in Connection: Fostering Belonging for Youth and Communities](#) (free webinar recording)
- [Framing the Conversation](#)
- [Northwest Region Prevention demographic report](#)
- [Great Lakes PTTC](#)
- [Montana Institute](#)
- [PBS - Addiction 101](#)
- [Stanford Medicine Infographics](#)

Wrap Up

Next meeting:

Tuesday, April 8, 2025