



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, December 15, 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 December 15, 2025 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. DONATIONS

A. 300 Stickers from TR Industries for the Powwow.

B. 75 Sweatshirts from Lakeshirts for AI students.

C. 2003 Ford F150 (VIN #1FTRX18WX3NB59987) from Carl Stillman for the Detroit Lakes High School Production Pathway.

D. \$50 from Deb Krogsgaard for the Laker Cupboard

E. \$300 from Damien Society for Rossman Student needs.

F. \$300 from Damien Society for Roosevelt Student needs.

G. \$500 from United Savings Credit Union for the Laker Cupboard.

VIII. PROGRAM PRESENTATIONS

Presenter:

A. Roosevelt

Presenter: Trish Mariotti

IX. CONSENT ITEMS

Presenter: Steffl, Board Chair

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

A. Approve the Minutes of the November 24, 2025 Regular School Board Meeting.

B. Approve Treasurer's Report

C. Approve Personnel Agenda Items

D. **Approve Second Reading of Policies:**

1. 509-Enrollment of Nonresident Students

2. 510- School Activities and Eligibility

3. 512- School Sponsored Student Publications and Activities

4. 513 -Student Promotion, Retention and Program Design

5. 514- Bully Prohibition

6. 515- Protection and Privacy of Pupil Records

7. 516- Student Medication

8. 516.5- Overdose Medication

9. 517- Student Recruiting

E. Approve the Employee Assistance Program.

F. Approve the Sanford Sports Medicine Services Agreement Amendment.

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.

XI. ADMINISTRATIVE AND BOARD REPORTS

A. **Superintendent Report**

Presenter: Mark Jensen, Superintendent

1. District Updates

B. **Board Committee and Representative Reports**

1. Student Report

Presenter: Martin/Wilson, Student Board Representative

2. Activities Committee Report

Presenter: Rotter, Vice Chair

3. ECFE Advisory

Presenter: Rotter, Vice Chair

4. SUP Coalition Report

Presenter: Okeson, Board Treasurer

5. Finance Committee Report

Presenter: Okeson, Board Treasurer

XII. 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. Conduct Truth and Taxation and Certification of the 2025 Property Tax Levy Payable in 2026 for the 2026-2027 School Year in the amount of \$10,135,176.62.

Presenter: Jason Kuehn, Director of Finance & Operations

B. Motion to Approve the Additional Staffing Request for the American Indian Education Department.

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

A. Organizational Meeting- 01/05/26 5:30PM City Council Chambers.

B. Finance Committee Meeting- 01/20/26 12:00PM District Office.

C. SUP Coalition- 01/13/26 9:00AM High School Room 203

D. Regular School Board Meeting- 01/26/26 5:30PM City Council Chambers

XIV. MEETING ADJOURNED

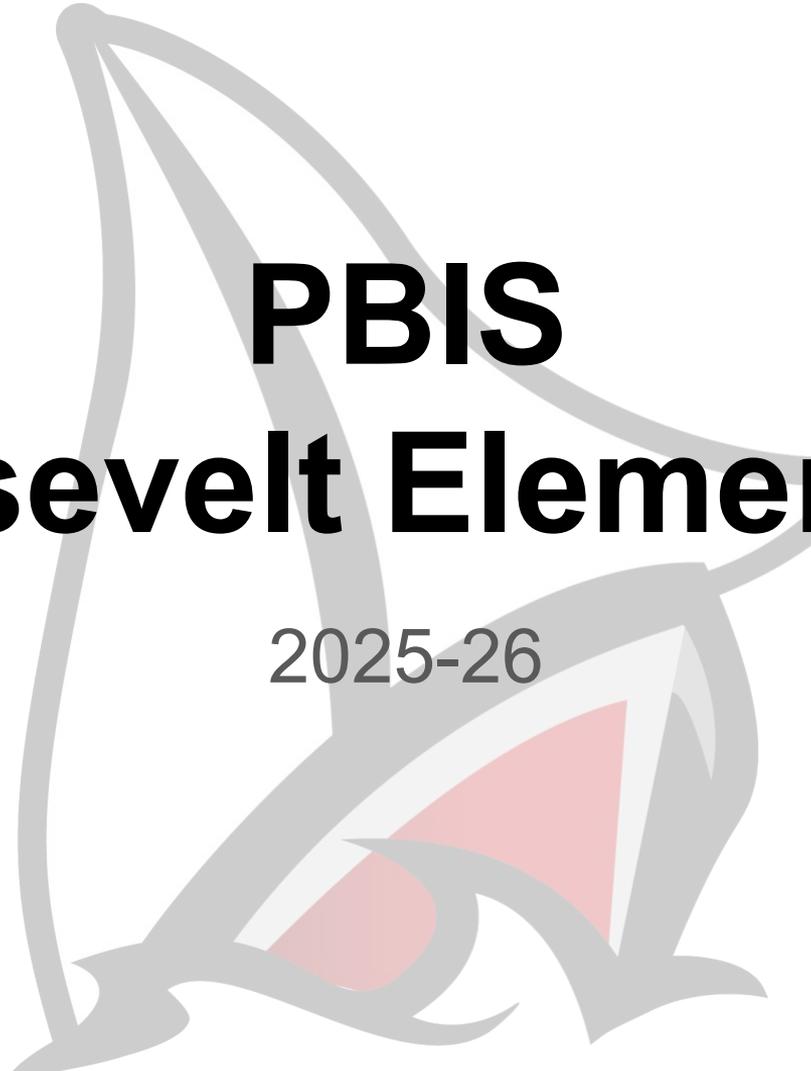
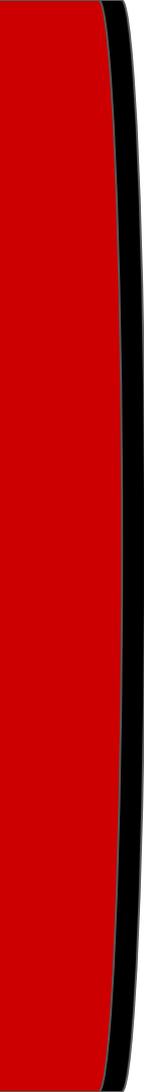
Presenter: Steffl, Board Chair

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.





PBIS

Roosevelt Elementary

2025-26

PBIS Overview



At Roosevelt, we show Laker Pride by acting kind, staying safe and showing that we are ready for success.

Kind, Safe, Ready

	Voice Level	Kind	Safe	Ready
Learning Environment	0-2	<ul style="list-style-type: none"> Use kind words Help others Tell the truth Be responsible for <u>your own</u> actions 	<ul style="list-style-type: none"> Use materials responsibly Keep your hands and feet to yourself Treat your friends with respect 	<ul style="list-style-type: none"> Follow adult directions Be on time Take out items needed for lesson Keep working during work time Do your best work
Hallway	0	<ul style="list-style-type: none"> Follow adult directions Keep hallway neat and clean Close lockers quietly Keep hands and feet to yourself 	<ul style="list-style-type: none"> Walk at ALL times Stay to the right Stay in a single line Keep hands and feet to yourself 	<ul style="list-style-type: none"> "Show me you're ready" Eyes are watching Ears are listening Keep hands and feet to yourself
Bathroom	0-1	<ul style="list-style-type: none"> Respect privacy Stay in your own space Keep bathroom clean 	<ul style="list-style-type: none"> Flush toilets Wash with soap and water Report problems to an adult 	<ul style="list-style-type: none"> Get in, do your business, get out Have adult permission to use the bathroom Quick and clean
Lunchroom	0-1	<ul style="list-style-type: none"> Follow adult directions Use your manners Stay in your seat Clean up your space Respect other's food choices 	<ul style="list-style-type: none"> Wash hands Follow hallway expectations Keep hands and feet to yourself 	<ul style="list-style-type: none"> Know your lunch number Wait until an adult dismisses you Empty your tray carefully

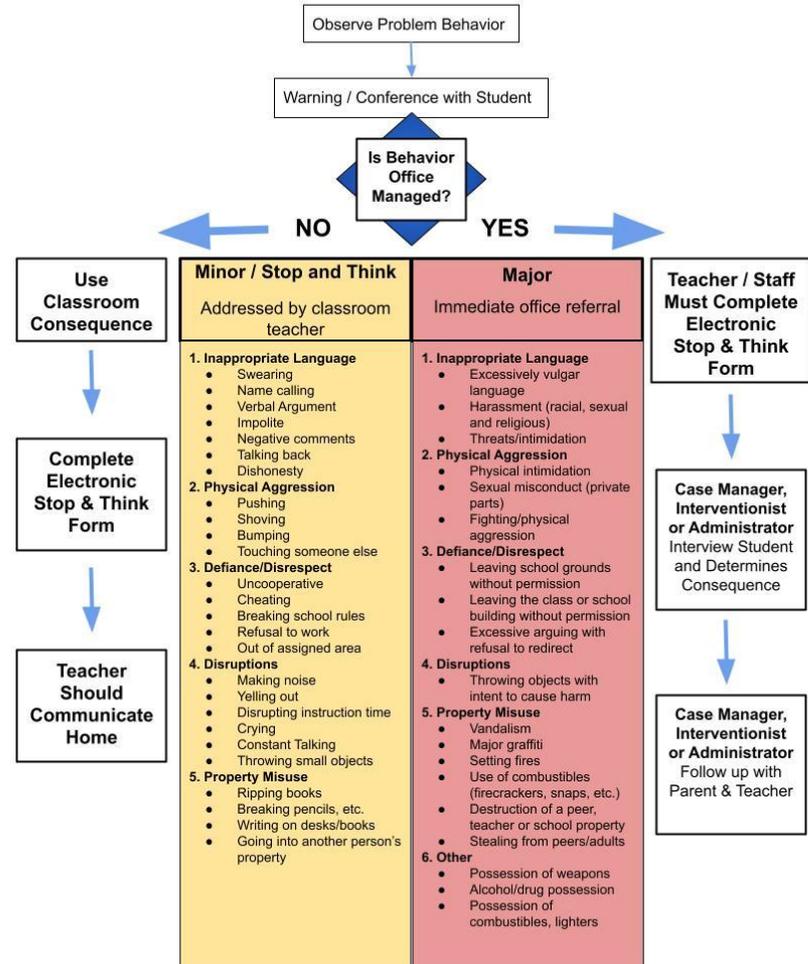
Roosevelt's PBIS Matrix:

Expectations for locations around the school

Playground	0-3	<ul style="list-style-type: none"> Follow adult directions Include others Share equipment Use kind words and actions Help each other Be responsible for <u>your own</u> actions 	<ul style="list-style-type: none"> Use equipment responsibly Leave rocks, sticks, snow and other objects outside Use gentle hands Only go feet first down slides Tell an adult right away if there is a problem 	<ul style="list-style-type: none"> Dress for the weather Return equipment Line up quickly when the bell rings Keep your hands and feet to yourself Come in clean
Bus	0-2	<ul style="list-style-type: none"> Follow adult directions Use manners Use kind words Keep bus clean 	<ul style="list-style-type: none"> Stay seated Keep objects and body inside the bus Report problems to an adult 	<ul style="list-style-type: none"> Enter and exit quickly and orderly Keep hands and feet to yourself Check to make sure you have all your belongings before exiting
Technology	0-1	<ul style="list-style-type: none"> Use kind words Keep your volume low Help your neighbor Wait calmly for your program to start 	<ul style="list-style-type: none"> Only use technology when you have permission Carry technology with two hands Treat technology respectfully (gentle hands) Only visit approved websites Keep your password private Keep food and water away from technology 	<ul style="list-style-type: none"> Follow adult directions Have your login information available Keep your computer charged Log off when instructed

Office-Managed vs. Classroom Managed Behaviors

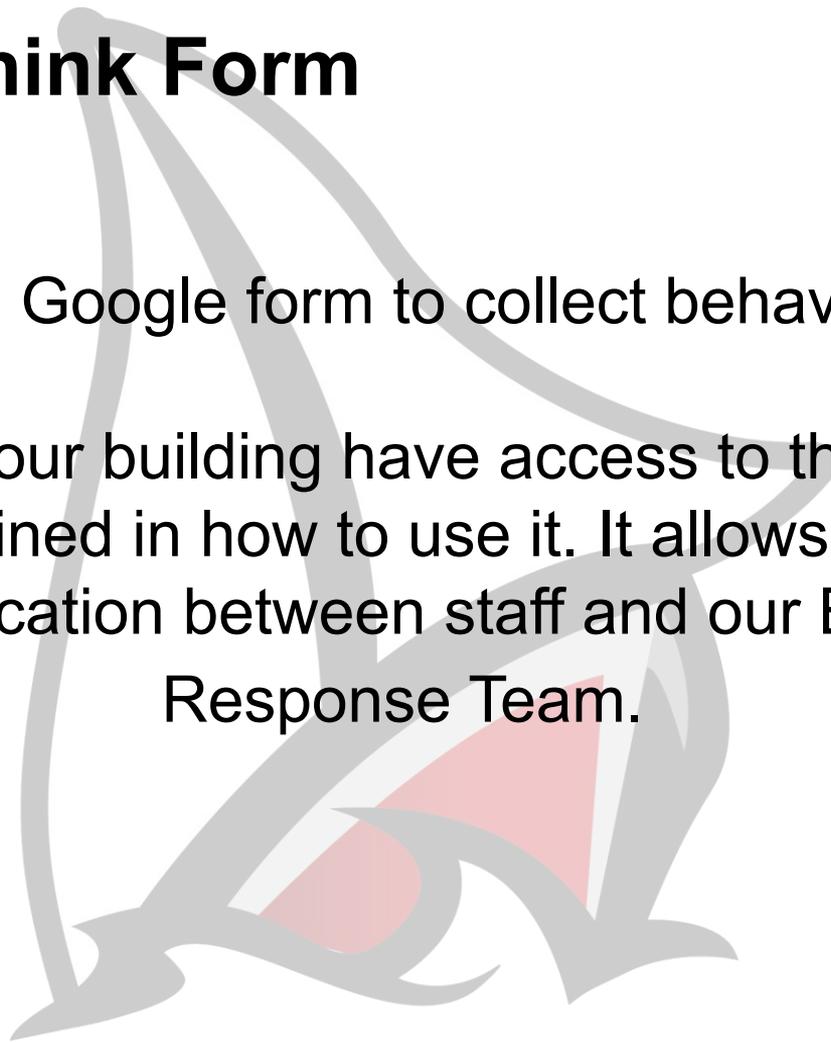
We created this Matrix to clearly outline what kind of behaviors that teachers can manage in the classroom and what should be an immediate office referral.



Stop and Think Form

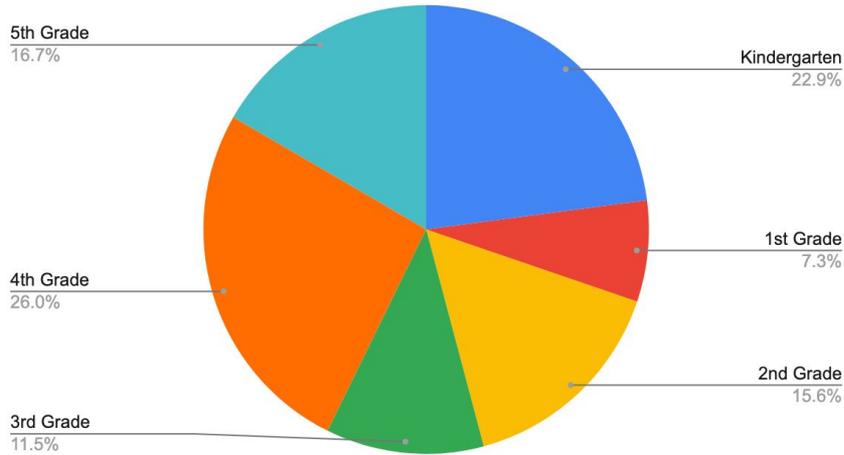
We use a Google form to collect behavior data.

All adults in our building have access to this form and are trained in how to use it. It allows quick communication between staff and our Behavior Response Team.

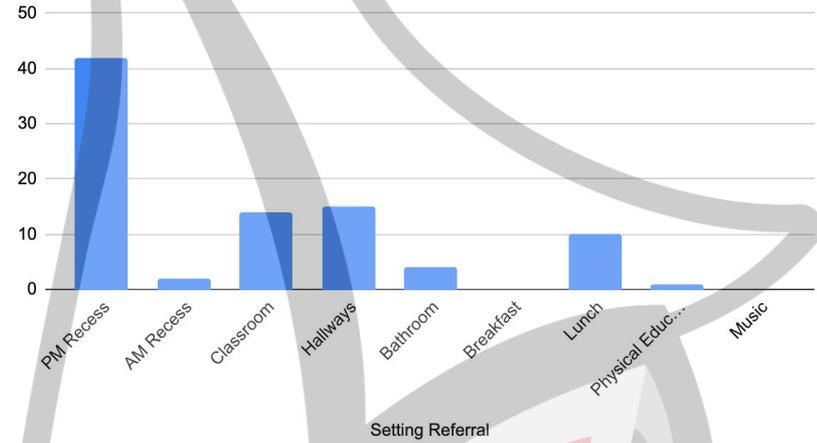


Discipline data

October Grade Level Comparison



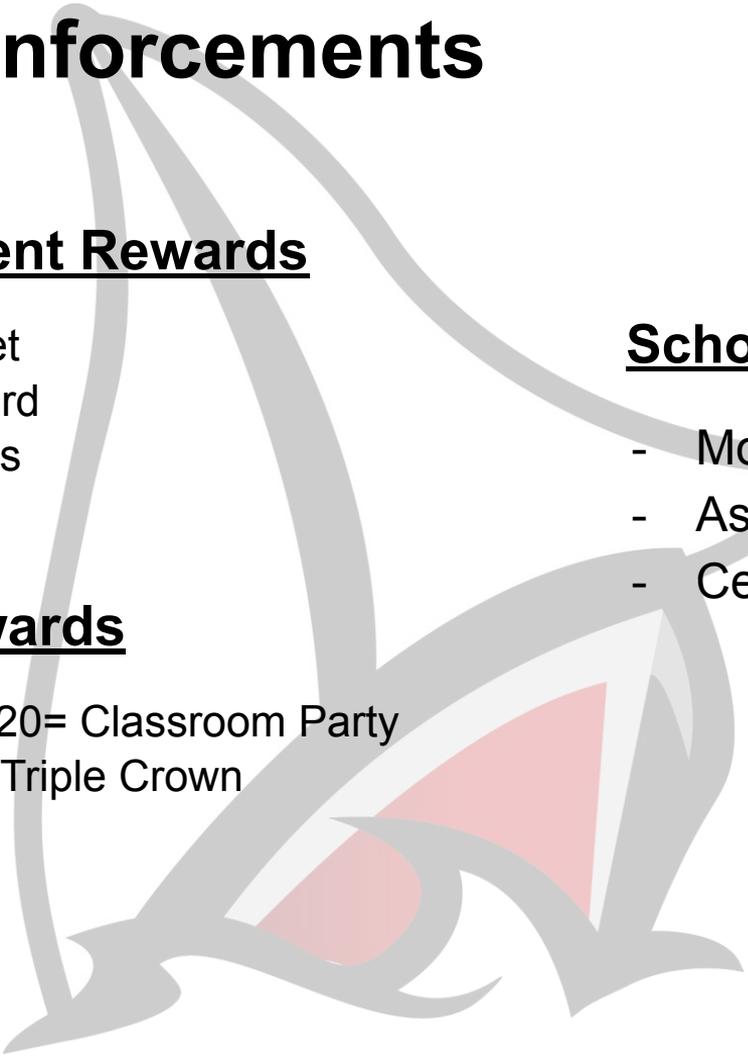
October Setting Referrals



October

Approx 95 Stop and Thinks Entered

Positive Reinforcements



Individual Student Rewards

- Blue Wave Ticket
- Laker Pride Award
- Good News Calls

Classroom Rewards

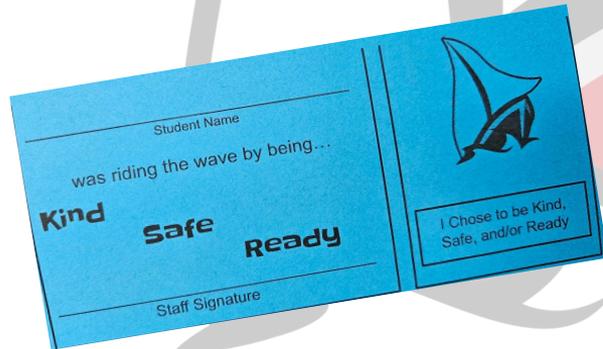
- Golden Tickets: 20= Classroom Party
- Golden Awards/ Triple Crown

Schoolwide Rewards

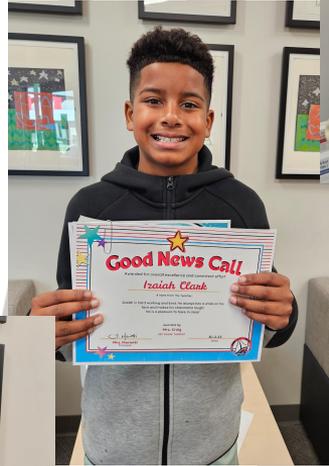
- Morning Meetings
- Assemblies
- Celebrations

Individual Student Rewards

- **Blue Wave Ticket**
 - Given to individual students caught in the act of being Kind, Safe & Ready
- **Laker Pride Award**
 - Submitted by teachers to recognize students for going above and beyond in showing Laker Pride
- **Good News Calls**
 - Students can be nominated by their classroom teacher to receive a call home to share the “Good News” about their outstanding behavior



Good News Calls



Classroom Rewards

- **Golden Tickets: 20 = Classroom Party**
 - Golden tickets are awarded by a staff member when a class as a whole is exhibiting exemplary behavior
- **Golden Awards / Triple Crown**
 - Each week classrooms have the opportunity to earn a golden awards for showing exceptional Laker Pride in various areas of our school.

The awards up for grabs are:

Golden Vacuum - for keeping their classroom tidy and in order

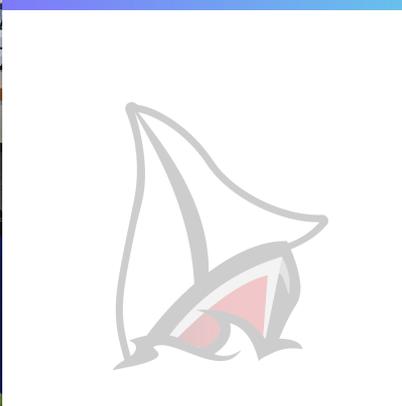
Golden Book - for being Kind, Safe & Ready in the library

Golden Spatula - for following the rules and being well behaved in the cafeteria

A classroom is awarded the triple crown once they have earned all three of the golden awards.



Golden Awards



Schoolwide Expectations and Celebrations

➤ Morning Meetings

- Morning meeting is a school-wide classroom management practice that provides an engaging way to start each day, build a strong sense of community, and set children up for social and academic success.

➤ Assemblies

- Each month we try to have a brief whole-school assembly to remind students of our expectations and reiterate the importance of being Kind, Safe & Ready.

➤ Celebrations

- As students fill our wave tube with their blue slips, they earn school-wide rewards and incentives like Turkey BINGO and watching teachers do silly things like the “Masked Singer”



Quote



True character is revealed in the choices a human being makes under pressure. Remember to be kind, safe and ready.



GREETING

What's the News?

Greet each other with,

“ _____,
what's the news?”

Student answers with, “This weekend, I _____.”



© ERIN WATERS

TALKING CIRCLE

Curiosity

This week we are talking about curiosity.

What do you think it means to be curious?

Curiosity means a strong desire to know or learn something.

Why do you think it is important to be curious?



Morning Meeting examples



PBIS Assemblies



What's next?

- **Develop new incentives for students through team collaboration**
- **Continue to address issues within the building that could be improved and collaborate w/ team to determine solutions**
- **Analyze behavioral data and put supports in place, if necessary**
- **Evaluate effectiveness of programming (staff survey) yearly**

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

**Regular School Board Meeting
Monday, November 24, 2025, 5:30 PM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

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

Absent:

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

The Pledge of Allegiance was recited.

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

Recognitions were given to: Pam Daly, Jill Perkins, Kim Lucas, Cara Myers, Lisa Eischens, Alicia Sabers, Bob Heimark Trysten Schwarzrock, Ally Hefta, Rhonda Fode, Justin Horne, Blake Weitzel, Sam Gruis, Joe Carrier, Melanie Homquist, Powwow Committee, and AI Student Council Members

Donations were made by the following:

- Knitted Hats and Mittens from Sandy Breberg to the Laker Cupboard
- Winter Gear from Kathy Coyle to the Laker Cupboard.
- Food and Snack Items from 180 Food Drive for the Laker Cupboard.
- \$200 from an Anonymous Donor to Team Awesome at the Middle School
- \$235 from an Anonymous Donor to Team Awesome at the Middle School.

Program presentation was given on the Audit Findings.

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

- A. Approve the Minutes of the October 24, 2025 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #710870-711145 for a total of \$1,291,180.26. Approve Wire Transfers #15211-15217, #15347, #15357-15361, #15368-15371, #15480-15528, #15534-15538, and #15548-15563, in the amount of \$1,717,193.74. Approve Net Payroll Transfers on 10/15/25, 10/30/25 and 10/31/25 in the amount of \$1,557,221.59 for a total of \$4,565,595.59.
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
- E. 501- School Weapons Policy
- F. 503- Student Attendance
- G. 507- Corporal Punishment and Prone Restraint
- H. Approve the Construction Management Services Agreement for the Rossman Building Exterior LTFM Project.
- I. Approve the Sanford Donation Agreement Amendment.
- J. Approve the Becker County Health Early Childhood Screening Service Agreement.
- K. Approve Winter Coaches.
- L. Approve the Application for two High School Students fulfilling the requirements for Early Graduation as per School Board Policy 613 at the end of the first semester, January 16, 2026
- M. Approve the Service Agreement between Detroit Lakes Public Schools and Lakes Country Service Cooperative beginning July 1, 2025 through June 30, 2026.

Discussion was had on the following:

First Reading of Policies:

1. 509-Enrollment of Nonresident Students
2. 510- School Activities and Eligibility
3. 512- School Sponsored Student Publications and Activities
4. 513 — Student Promotion, Retention and Program Design
5. 514- Bully Prohibition
6. 515- Protection and Privacy of Pupil Records
7. 516- Student Medication
8. 516.5- Overdose Medication
9. 517- Student Recruiting

A motion was made by Rotter , seconded by Smith-Yliniemi to approve the Master Agreement between DLPS and Detroit Lakes Special Education Administrators Association for 2025-2027. (EXHIBIT) Motion carried unanimously.

A motion was made by Okeson, seconded by Walther to approve the 2024-2025 Audit as presented. (EXHIBIT) Motion carried unanimously.

A motion was made by Nelson , seconded by Rotter to approve the Resolution of the Governing Board Supporting Form A Application to Minnesota State High School League Foundation.(EXHIBIT) Motion carried unanimously.

A motion was made by Smith-Yliniemi, seconded by Okeson to approve the 2026 Minnesota Paid Family and Medical Leave beginning January 1, 2026.(EXHIBIT) Motion carried unanimously.

A motion was made by Walther, seconded by Okeson to approve the Early Retirement Incentive Memorandum of Understanding. (EXHIBIT) Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Student Representatives Wilson/Martin gave a student report.

Board Vice Chair Rotter gave an update on the Transportation Committee.

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

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

A motion by Rotter, to adjourn the meeting at 6:24 PM, seconded by Smith-Yliniemi. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

PERSONNEL AGENDA

November 24, 2025

1) **Resignations:**

Maggy Doll– Head Girls Track Coach, effective August 19, 2025.

Vera Ferch– Roosevelt Special Education Para, effective October 31, 2025.

Nichole Harty– Middle School Food Service, effective October 31, 2025.

Mackenzie Hoffman– Roosevelt Family & Child Interventionist, effective December 31, 2025.

Mike Hoganson– 7th grade Girls Basketball Coach, effective November 6, 2025.

Shirley Janu– ABE Instructor, effective October 30, 2025.

Matt Jenson– Winter Speed and Strength Coach, effective October 30, 2025.

Rachel Kohler– Middle School Special Education Para, effective December 12, 2025.

Laura Kramer– High School Special Education Para, effective November 4, 2025.

Brianna Nims– ECFE/School Readiness Assistant, effective November 18, 2025.

Shelby Rasmussen– Rossman Special Ed Para, effective December 5, 2025.

Abi Voz– Rossman Special Ed Para, effective December 10, 2025.

2) **Retirements:**

Lloyd Alexander– Rossman Head Custodian, effective November 19, 2025.

4) **Appointments:**

Isabelle Blahut– Roosevelt ECFE/ School Readiness Educational Assistant, at the rate of \$17.35 per hour, working 37.5 hours per week, effective December 1, 2025.

Marissa Cooper– Food Service Worker, at the rate of \$17.75 per hour, working 17.5 hours per week, effective November 7, 2025.

Beth Larson– Rossman Special Education Teacher, at the rate of MA+30 Step 7 or a contract amount of \$65,484 per year, effective March 02, 2026.

Natalie Neal– High School Winter Speed and Strength Coach, at the rate of \$3,151.61 per season, effective November 10, 2025.

Brian Nelson– Roosevelt .4 Para/Noon Duty, at the rate of \$17.35 per hour, working 4 hours per day, effective November 12, 2025.

Mark Tumberg– Evening Head Custodian, at the rate of \$24.96 per hour plus \$1.00 per hour differential pay, working 40 hours per week, effective December 1, 2025.

Ella Ullrich– Rossman Laker Kids Assistant, at the rate of \$17.40 per hour, working 12.5 hours per week, effective November 3, 2025.

Cindy Weber– Rossman American Indian Education Assistant, at the rate of \$17.70 per hour working 35 hours per week, effective November 12, 2025. *pending HQ*

5) **Amended Assignment:**

6) **Leave of Absence:**

Carlie Daniel– is requesting a leave of absence from April 4 2026 through July 24, 2026.

Sheyenne Hirsch– is requesting a leave of absence from February 14, 2026 through May 09, 2026.

Angela Johnson– is requesting a leave of absence from December 3, 2025 through January 5, 2026.

SMART Finance
Reconciliation Worksheet Report
11/30/2025

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1072	11/30/2025	0022	MW	Midwest Bank General Checking

Worksheet has been Finalized

Statement Amount	11,694,140.10
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	267,219.93
Wires	313,532.14
SHR - Payments	6,155.97
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	<input type="text" value="0.00"/>
Amount Per Bank	11,107,232.06
GL Account Balance	11,107,232.06
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0022	B	01	101	000				F

Adjustments
 00/00/0000

SMART Finance Outstanding Payments by Payment Date

Bank: MW
Acct#: 4139754

11/30/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	15901	Wire	2 3757	HEALTH PARTNERS, INC	11/26/2025		313,532.14
	12592	Check	1 3660	BAUMGARTNER, CAS	01/28/2025	708910	50.00
	12780	Check	1 3680	RUNYAN, HILARY	02/06/2025	709089	40.00
	12805	Check	1 2730	WHEELING, EMMERY	02/13/2025	709129	40.00
	14151	Check	1 3771	BUZICK, ALYSSA	06/09/2025	710093	34.70
	14354	Check	1 3784	ANDERSON, LILY	06/26/2025	710294	50.00
	14685	Check	1 3318	NEIN, TAYLOR	08/11/2025	710530	64.17
	15078	Check	1 3819	SWANSON, KARLA	09/22/2025	710829	13.99
	15322	Check	1 3367	CASAS	10/13/2025	710892	2,825.00
	15267	Check	1 1749	MIGUEL'S	10/13/2025	710951	200.00
	15350	Check	2 2292	UNITED WAY OF BECKER COUN	10/15/2025	711016	72.00
	15362	Check	1 2410	LAKEVIEW GREENHOUSES	10/16/2025	711021	217.20
	15472	Check	1 3845	ANDERSON, BECKETT	10/27/2025	711025	90.00
	15541	Check	2 2292	UNITED WAY OF BECKER COUN	10/30/2025	711144	72.00
	15564	Check	1 1544	ISD #309	10/31/2025	711145	100.00
	15588	Check	1 2925	BLOOM, ANTHONY	11/06/2025	711149	500.00
	15574	Check	1 1323	EITER, TERRY	11/06/2025	711153	120.00
	15575	Check	1 1381	FODE, STEVEN	11/06/2025	711154	180.00
	15664	Check	1 2949	ELEVATED SURFACE CLEANING	11/10/2025	711192	6,900.00
	15659	Check	1 2409	PIZZA HUT	11/10/2025	711202	889.58
	15663	Check	1 2870	MN FFA ASSOCIATION	11/10/2025	711227	125.00
	15644	Check	1 1915	PDQ.COM /SMARTDEPLOY	11/10/2025	711239	1,701.00
	15698	Check	2 2287	AFSCME COUNCIL 65	11/14/2025	711260	315.93
	15700	Check	2 2309	D. L. ATHLETIC FOUNDATION	11/14/2025	711261	110.00
	15703	Check	2 2330	D.L. EDUCATION MINNESOTA (PA	11/14/2025	711262	636.20
	15701	Check	2 2310	D.L. PUBLIC EDUC FOUNDATION	11/14/2025	711263	30.00
	15704	Check	2 2363	MN SCHOOL EMPLOYEES ASSO	11/14/2025	711266	162.68
	15699	Check	2 2292	UNITED WAY OF BECKER COUN	11/14/2025	711268	64.00
	15833	Check	1 3809	ALEXANDRIA TECH AND COMMU	11/24/2025	711271	745.11
	15721	Check	1 1035	ALLIANCE PEST PROTECTION	11/24/2025	711272	60.00
	15824	Check	1 3430	ANDERSON, CRAIG	11/24/2025	711273	350.00
	15829	Check	1 3751	ARBITERSPORTS LLC	11/24/2025	711274	667.10
	15722	Check	1 1064	ARROW ELECTRIC SUPPLY COM	11/24/2025	711275	37.43
	15723	Check	1 1067	ARVIG	11/24/2025	711276	604.00
	15724	Check	1 1072	ASL INTERPRETING SERVICES, I	11/24/2025	711277	391.00
	15725	Check	1 1075	AUDIO QUIP	11/24/2025	711278	360.00
	15800	Check	1 2317	AVIBEN LLC	11/24/2025	711279	418.86
	15816	Check	1 3193	BADLANDS DISTRIBUTION INC	11/24/2025	711280	527.24
	15726	Check	1 1091	BECKER COUNTY ENVIRONMEN	11/24/2025	711281	507.50
	15805	Check	1 2506	BECKER COUNTY MUSEUM	11/24/2025	711282	150.00
	15727	Check	1 1097	BEMIDJI WELDERS SUPPLY	11/24/2025	711283	477.25
	15729	Check	1 1121	BLUE 84 SPIRIT	11/24/2025	711284	1,342.00
	15730	Check	1 1143	BRENCO CORP.	11/24/2025	711285	1,177.71
	15731	Check	1 1146	BRIDGESTONE GOLF, INC	11/24/2025	711286	483.50
	15732	Check	1 1152	BSN SPORTS	11/24/2025	711287	3,743.83
	15734	Check	1 1192	CENTRAL MARKET	11/24/2025	711288	521.39
	15814	Check	1 3155	CENTRAL MCGOWAN, INC.	11/24/2025	711289	562.95
	15735	Check	1 1214	CONNECT INTERIORS	11/24/2025	711290	49.15
	15728	Check	1 1107	CWIKLA ACE HARDWARE	11/24/2025	711291	143.42
	15737	Check	1 1238	D & D APPLIANCE	11/24/2025	711292	4,737.00
	15738	Check	1 1244	DACOTAH PAPER COMPANY	11/24/2025	711293	3,256.86
	15831	Check	1 3787	DCW - Data Center Warehouse	11/24/2025	711294	3,598.00

SMART Finance

Outstanding Payments by Payment Date

Bank: MW
Acct#: 4139754

11/30/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	15801	Check	1 2322	DELL MARKETING L.P.	11/24/2025	711295	6,927.92
	15739	Check	1 1261	DEMCO INC.	11/24/2025	711296	492.25
	15812	Check	1 2869	DETROIT COUNTRY CLUB	11/24/2025	711297	1,000.00
	15839	Check	1 3857	Draftback LLC	11/24/2025	711298	280.00
	15740	Check	1 1300	DRIVEWAY SERVICE	11/24/2025	711299	1,000.00
	15741	Check	1 1305	EAST SIDE JERSEY DAIRY ESJD	11/24/2025	711300	5,428.85
	15810	Check	1 2718	ECKROTH MUSIC	11/24/2025	711301	170.00
	15742	Check	1 1336	ESSENTIA HEALTH	11/24/2025	711302	3,618.75
	15826	Check	1 3568	FENWORKS, INC.	11/24/2025	711303	1,000.00
	15743	Check	1 1375	FLINN SCIENTIFIC INC.	11/24/2025	711304	71.05
	15825	Check	1 3554	GAME ONE	11/24/2025	711305	190.33
	15806	Check	1 2532	GATEKEEPER SYSTEMS, INC.	11/24/2025	711306	1,196.77
	15744	Check	1 1408	GENERAL PARTS LLC	11/24/2025	711307	1,004.31
	15745	Check	1 1409	GERRELL'S SPORT CENTER	11/24/2025	711308	192.80
	15746	Check	1 1421	GOPHER SPORT	11/24/2025	711309	1,448.59
	15811	Check	1 2826	GRAFTON INTEGRATED HEALTH	11/24/2025	711310	1,245.31
	15747	Check	1 1426	GRAINGER, INC.	11/24/2025	711311	87.07
	15808	Check	1 2547	GRIMCO INC.	11/24/2025	711312	184.40
	15748	Check	1 1447	HAL LEONARD	11/24/2025	711313	299.00
	15817	Check	1 3218	HAMMER, KENNETH	11/24/2025	711314	277.50
	15749	Check	1 1457	HAWKINS, INC.	11/24/2025	711315	496.82
	15750	Check	1 1459	HDQ LANDSCAPING & MORE, INC	11/24/2025	711316	11,300.00
	15751	Check	1 1481	HERZOG ROOFING, INC.	11/24/2025	711317	1,450.00
	15752	Check	1 1487	HILLYARD / HUTCHINSON	11/24/2025	711318	5,344.38
	15753	Check	1 1511	HOUGH INC.	11/24/2025	711319	432.50
	15754	Check	1 1514	HOWIES HOCKEY, INC.	11/24/2025	711320	1,902.14
	15809	Check	1 2653	HUSEBY, BYRON	11/24/2025	711321	300.00
	15802	Check	1 2409	PIZZA HUT	11/24/2025	711322	544.37
	15755	Check	1 1532	IDENTISYS, INC.	11/24/2025	711323	758.00
	15757	Check	1 1551	INDEPENDENT EMERGENCY SEF	11/24/2025	711324	107.70
	15818	Check	1 3243	INSPIRE TO CREATE ENTERPRIS	11/24/2025	711325	301.00
	15758	Check	1 1563	INTERQUEST DETECTION CANIN	11/24/2025	711326	1,360.00
	15756	Check	1 1536	ISD #152	11/24/2025	711327	4,285.71
	15759	Check	1 1601	JOHNSON CONTROLS	11/24/2025	711328	3,233.03
	15843	Check	1 3865	JOHNSON, JENNIFER	11/24/2025	711329	75.00
	15736	Check	1 1231	CULINEX	11/24/2025	711330	66.89
	15760	Check	1 1638	L&M FLEET SUPPLY, INC.	11/24/2025	711331	395.00
	15761	Check	1 1648	LAKER LOCKER	11/24/2025	711332	4,732.37
	15762	Check	1 1656	LAKES SPORT SHOP	11/24/2025	711333	4,291.00
	15763	Check	1 1658	LAKESHORE LEARNING MATERI,	11/24/2025	711334	303.95
	15803	Check	1 2410	LAKEVIEW GREENHOUSES	11/24/2025	711335	283.50
	15764	Check	1 1673	LEIGHTON BROADCASTING	11/24/2025	711336	269.00
	15836	Check	1 3849	Little Bee Speech	11/24/2025	711337	119.99
	15841	Check	1 3862	LIVINGOOD, JEAN	11/24/2025	711338	768.86
	15765	Check	1 1695	MACKIN EDUCATION RESOURCE	11/24/2025	711339	16.55
	15733	Check	1 1168	MAC'S -DETROIT LAKES	11/24/2025	711340	91.40
	15771	Check	1 1772	MN ASSOC. OF SCHOOL BUSINE	11/24/2025	711341	89.00
	15766	Check	1 1726	MCGRAW-HILL LLC	11/24/2025	711342	552.60
	15767	Check	1 1736	MENARDS - DETROIT LAKES	11/24/2025	711343	686.71
	15837	Check	1 3850	Mightier	11/24/2025	711344	600.00
	15768	Check	1 1753	MILLER YARD CARE AND CONST	11/24/2025	711345	1,025.00
	15770	Check	1 1761	MINNESOTA SCHOOL BOARDS A	11/24/2025	711346	210.00

SMART Finance

Outstanding Payments by Payment Date

Bank: MW
Acct#: 4139754

11/30/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	15828	Check	1 3704	MISSION FILTRATION	11/24/2025	711347	1,975.26
	15807	Check	1 2539	MN ASSOCIATION OF STUDENT	11/24/2025	711348	845.00
	15769	Check	1 1756	MN DEPARTMENT OF HEALTH	11/24/2025	711349	6,635.00
	15772	Check	1 1780	MN ELEM. SCHOOL PRINCIPAL A	11/24/2025	711350	195.00
	15773	Check	1 1787	MN STATE COMMUNITY & TECHN	11/24/2025	711351	22,358.24
	15821	Check	1 3354	MOHR, CHRISTIN	11/24/2025	711352	204.25
	15823	Check	1 3397	MOORE, LUCINDA	11/24/2025	711353	20.00
	15774	Check	1 1803	MOORE'S SEPTIC PUMPING	11/24/2025	711354	1,900.00
	15804	Check	1 2420	MRI SOFTWARE LLC	11/24/2025	711355	4.00
	15776	Check	1 1866	MUSCATELL GMC	11/24/2025	711356	42.95
	15775	Check	1 1840	NATIONAL FOOD GROUP, INC	11/24/2025	711357	2,647.50
	15780	Check	1 1917	PEARSON INC	11/24/2025	711358	76.00
	15822	Check	1 3374	NORBY, GRETCHEN	11/24/2025	711359	1,325.87
	15820	Check	1 3343	NORTHERN MN ROBOTICS CONI	11/24/2025	711360	150.00
	15777	Check	1 1901	OTIS ELEVATOR COMPANY	11/24/2025	711361	375.00
	15778	Check	1 1907	PAN-O-GOLD BAKING CO.	11/24/2025	711362	1,217.27
	15779	Check	1 1908	PAPA MURPHY'S	11/24/2025	711363	132.75
	15781	Check	1 1920	PEPSICO BEVERAGE SALES LLC	11/24/2025	711364	1,285.37
	15813	Check	1 2895	PETERSON, STUART	11/24/2025	711365	288.00
	15815	Check	1 3185	PIZZA RANCH	11/24/2025	711366	1,189.44
	15782	Check	1 1951	PRECISION PRINTING	11/24/2025	711367	682.64
	15783	Check	1 1954	PREMIUM WATERS, INC.	11/24/2025	711368	148.68
	15784	Check	1 1986	REDWOOD TOXICOLOGY LABOF	11/24/2025	711369	116.49
	15840	Check	1 3858	REICHEL JR, HARVEY	11/24/2025	711370	150.00
	15786	Check	1 2020	RWP, INC.	11/24/2025	711371	6,500.00
	15787	Check	1 2035	SAVVAS LEARNING COMPANY LL	11/24/2025	711372	5,340.00
	15788	Check	1 2056	SCHOOL SPECIALTY LLC	11/24/2025	711373	203.86
	15838	Check	1 3856	SCHUR, JOCELYN	11/24/2025	711374	86.75
	15789	Check	1 2073	SEESAW LEARNING, INC	11/24/2025	711375	10,500.00
	15790	Check	1 2074	SEPTIC VAC	11/24/2025	711376	515.00
	15819	Check	1 3244	SPSI	11/24/2025	711377	278.30
	15785	Check	1 2018	SQUIRES, WALDSPURGER & MA	11/24/2025	711378	588.00
	15791	Check	1 2126	STEIN'S INC.	11/24/2025	711379	111.20
	15792	Check	1 2128	STELLHER HUMAN SERVICES, IN	11/24/2025	711380	23,154.00
	15793	Check	1 2129	STENERSON BROS. LUMBER CC	11/24/2025	711381	276.50
	15842	Check	1 3864	STOWE, CHELSEA	11/24/2025	711382	54.84
	15827	Check	1 3570	SYHhealing	11/24/2025	711383	7,000.00
	15830	Check	1 3758	TR INDUSTRIES	11/24/2025	711384	80.00
	15794	Check	1 2194	TRAFERA	11/24/2025	711385	2,359.00
	15795	Check	1 2197	TRANSFINDER CORP.	11/24/2025	711386	7,600.00
	15796	Check	1 2203	TROPHY HOUSE	11/24/2025	711387	734.79
	15797	Check	1 2207	TWEETON REFRIGERATION, INC	11/24/2025	711388	3,680.00
	15832	Check	1 3806	VIKING COCA COLA BOTTLING C	11/24/2025	711389	9,451.85
	15798	Check	1 2252	WEBBER FAMILY MOTORS	11/24/2025	711391	1,619.56
	15835	Check	1 3836	X-GRAIN SPORTSWEAR	11/24/2025	711392	2,720.00
	15799	Check	1 2283	ZORBAZ	11/24/2025	711393	236.05
	15854	Check	2 2287	AFSCME COUNCIL 65	11/26/2025	711394	315.93
	15856	Check	2 2309	D. L. ATHLETIC FOUNDATION	11/26/2025	711395	110.00
	15860	Check	2 2330	D.L. EDUCATION MINNESOTA (PA	11/26/2025	711396	636.20
	15859	Check	2 2329	D.L. EDUCATION MINNESOTA (TE	11/26/2025	711397	18,749.18
	15857	Check	2 2310	D.L. PUBLIC EDUC FOUNDATION	11/26/2025	711398	30.00
	15862	Check	2 3121	MESSERLI & KRAMER P.A.	11/26/2025	711399	69.03

SMART Finance

Outstanding Payments by Payment Date

Bank: MW
Acct#: 4139754

11/30/2025

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	15853	Check	2 2286	MINNESOTA CHILD SUPPORT	11/26/2025	711400	795.40
	15861	Check	2 2363	MN SCHOOL EMPLOYEES ASSO(11/26/2025	711401	154.97
	15858	Check	2 2328	SUPPORT PAYMENT CLEARINGH	11/26/2025	711402	335.91
	15855	Check	2 2292	UNITED WAY OF BECKER COUN	11/26/2025	711403	64.00
	15903	Check	1 3405	CENTRAL LAKES CONFERENCE	11/26/2025	711404	374.00
	15905	Check	1 3868	DETROIT LAKES MORNING ROT/	11/26/2025	711405	474.55
	15906	Check	2 2288	MADISON NATIONAL LIFE INSUR	11/26/2025	711406	4,558.87
	15902	Check	1 3299	PIERZ HEALY HIGH SCHOOL	11/26/2025	711407	350.00
	15904	Check	1 3697	WEITZEL, BLAKE	11/26/2025	711408	125.36
Bank						Total	580,752.07
						Total	\$580,752.07

SMART Finance SHR Outstanding Payments

Bank: MW
Acct#: 4139754

11/30/2025

Co	Pmt Type	Code	Name	Pmt Date	Check No	Amount		
0022	SHR-Payments	1416	Taelor Kuhn	11/15/2023	0002221	2.31		
0022	SHR-Payments	1916	Katelynn A Ellingson	7/15/2024	0002612	6.08		
0022	SHR-Payments	1372	Peggy A Werner	8/29/2025	0003085	842.04		
0022	SHR-Payments	2250	Christopher J Cotten	9/15/2025	0003090	0.08		
0022	SHR-Payments	2082	Terry J Haus	9/30/2025	0003113	55.13		
0022	SHR-Payments	1469	Judy A Maxwell	10/15/2025	0003133	124.18		
0022	SHR-Payments	1469	Judy A Maxwell	10/30/2025	0003155	256.37		
0022	SHR-Payments	2282	Tatiana C Chase	11/26/2025	0003169	702.19		
0022	SHR-Payments	2295	Brian F Nelson	11/26/2025	0003170	192.27		
0022	SHR-Payments	2050	Wyatt M Schlehr	11/26/2025	0003171	1,164.11		
0022	SHR-Payments	2092	Malory L Anderson	11/26/2025	0003172	200.77		
0022	SHR-Payments	1344	Alison M Cook	11/26/2025	0003173	1,385.25		
0022	SHR-Payments	2293	Laurie AG Erdall	11/26/2025	0003174	56.08		
0022	SHR-Payments	1237	Kristen R Frank	11/26/2025	0003175	88.57		
0022	SHR-Payments	1899	Nerissa L Hendrickson	11/26/2025	0003176	461.75		
0022	SHR-Payments	1522	Janna L Nelson	11/26/2025	0003177	260.34		
0022	SHR-Payments	2227	Abigail L Sawatzke	11/26/2025	0003178	342.23		
0022	SHR-Payments	2298	Katherine M Thompson	11/26/2025	0003179	16.22		
Bank						MW	Total	6,155.97
							Total	6,155.97

Detroit Lakes Public Schools Receipts November 2025

Type	Amount	Fund
Activities - White Card Fees	19,675.00	01
Activities - Admissions	35,218.00	01
Activities - Student Activity Accounts (FUND 21)	21,133.25	21
Agreement - Sanford	20,000.00	01
Comm Ed - School Readiness Tuition	4,441.44	04
Comm Ed - Laker Kids Tuition	10,016.00	04
Comm Ed - Tuition Classes	892.00	04
Community Education - Drivers Education Fees	5,375.00	04
Donation - Dairy Queen (ABE)	174.00	04
Donation - Ameriprise (ABE)	500.00	01
Donation - Viking Coke (Grad Bash)	500.00	18
Food Service - Lunch Account	4,699.88	02
Food Service - Catering	450.72	02
Food Service - MSTATE Sales	187.94	02
Food Service - Rebate	982.29	02
Grant - United Way (ABE)	3,000.00	04
Grant - DL Community Foundation	1,700.00	04
Interest on Investments	34,242.25	01
Miscellaneous - ATM Proceeds	124.50	01
Miscellaneous - ABE Testing Fees	155.00	04
Miscellaneous - DLHS AP/PSAT Testing Fees	5,808.00	01
Miscellaneous - DLHS Interact	474.55	01
Miscellaneous - DLHS Fines/Fees	266.00	01
Miscellaneous - DLMS Fees/Fines	3,761.00	01
Miscellaneous - Health/Life Insurance Premiums	4,534.66	01
Miscellaneous - MN Energy Rebate	2,824.66	01
Miscellaneous - Royalties	222.25	01
Miscellaneous - Roosevelt Book Fair	4,126.08	01
Miscellaneous - Paraeducator Fees	94.00	01
Reimbursement - Laker Booster Club	2,142.63	01
Reimbursement - Becker County	150.00	01
Reimbursement - Roosevelt PTO	860.00	01
Reimbursement - DL Youth Soccer	43.94	01
Rentals	1,078.75	01
Sales - Laker Production	100.00	01
Sales - Laker Shop	21,196.92	01
State of MN - MA/IEP	62,984.96	01
State of MN - Miscellaneous State Aids	85,669.66	01/04/07
State of MN - Federal Reimbursements	115,140.77	01
State of MN - FNS Reimbursements	218,385.14	02
State of MN - General Education Aid	875,277.74	01
State of MN - Unemployment Reimbursement	218,928.25	01
State of MN - Youth Skills Training Grant	671.37	01
Taxes - Ottertail County	5,308.24	01/04/07
Total Receipts	1,793,516.84	

SMART Finance
Receipt Listing Report with Detail by Deposit
Fund Summary

<u>Fund</u>	<u>Total</u>
01	\$1,433,558.02
02	\$224,599.97
04	\$74,352.68
07	\$39,372.92
18	\$500.00
21	\$21,133.25
Report Total	\$1,793,516.84

SMART Finance Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch Rct No	Receipt Type	Receipt St Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022 MW												
Fund 21 - G Hockey (11/4/25)	5551	Credit A	11/30/25	0022 R 21 003 298 715 301 099	Check 1		Miscellaneous Customer Poster Fundraiser (11/4/25)					3,560.00	0.00
											Receipt Total:	\$3,560.00	\$0.00
Fund 21 - Robotics (11/4/25)	5552	Credit A	11/30/25	0022 R 21 003 298 732 301 099	Check 1		Miscellaneous Customer Donation					3,000.00	0.00
											Receipt Total:	\$3,000.00	\$0.00
DLHS Laker Shop (11/4/25)	5553	Credit A	11/30/25	0022 R 01 003 380 990 835 620	Check 1		LAKERSHOP SALES Laker Shop (10/27/25)					434.00	0.00
												583.00	0.00
												967.55	0.00
												629.25	0.00
											Receipt Total:	\$2,613.80	\$0.00
DLHS - Various (11/4/25)	5554	Credit A	11/30/25	0022 R 01 003 000 000 000 099	Check 1		Miscellaneous Customer Parking Passes (11/4/25)					246.00	0.00
												6.40	0.00
												727.00	0.00
												40.00	0.00
												15.00	0.00
												100.00	0.00
											Receipt Total:	\$1,134.40	\$0.00
Fund 21-Speed&Strength (11/4)	5555	Credit A	11/30/25	0022 R 21 003 298 729 301 099	Check 1		Miscellaneous Customer Vending Fundraiser					217.25	0.00
											Receipt Total:	\$217.25	\$0.00
DLHS Admissions (11/4/25)	5556	Credit A	11/30/25	0022 R 01 002 298 118 000 060	Check 1		Miscellaneous Customer Musical Production Adm&St A					132.00	0.00
											Receipt Total:	\$132.00	\$0.00
FUND 21-DLMS (11/5/25)	5558	Credit A	11/30/25	0022 R 21 004 298 749 301 099	Check 1		Miscellaneous Customer Anonymous Donation (11/5/25)					200.00	0.00
											Receipt Total:	\$200.00	\$0.00
DLMS FS Deposit (11/5/25)	5559	Credit A	11/30/25	0022 R 02 002 000 000 701 601	Check 1		Miscellaneous Customer J. Johnson - DLMS FS Depos					150.00	0.00
												50.00	0.00
											Receipt Total:	\$200.00	\$0.00

SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022	MW														
DLHS-Various (11/6/25)	5560	Credit	A	11/30/25	0022	R 01 003 380 990 835 620	Check 1			Miscellaneous Customer					477.00	0.00
						0022 R 01 003 380 990 835 620				Laker Shop - 11/4/25					548.25	0.00
						0022 R 01 003 361 000 830 620				Laker Prod - Peterson					100.00	0.00
															\$1,125.25	\$0.00
MSTATE (Week of 11/3/25)	5561	Credit	A	11/30/25	0022	R 02 002 770 809 707 099	Check 1			Miscellaneous Customer					53.50	0.00
						0022 R 02 002 770 809 707 099				MSTATE (Week of 11/3/25)					\$53.50	\$0.00
DLPS FS Deposits (11/6/25)	5562	Credit	A	11/30/25	0022	R 02 002 000 000 701 601	Check 1			Miscellaneous Customer					52.25	0.00
						0022 R 02 002 000 000 701 601				DLPS FS Deposit (11/6/25)					\$52.25	\$0.00
Oct ATM Deposit (11/6/25)	5563	Credit	A	11/30/25	0022	R 01 002 000 000 000 099	Wire 1			Miscellaneous Customer					124.50	0.00
						0022 R 01 002 000 000 000 099				Oct ATM Deposit (11/6/25)					\$124.50	\$0.00
Go Fan Deposit (11/7/25)	5564	Credit	A	11/30/25	0022	R 01 002 298 118 000 060	Wire 1			Miscellaneous Customer					9,900.00	0.00
						0022 R 01 002 298 118 000 060				Musical (10/30/25)					10,545.00	0.00
						0022 R 01 002 298 118 000 060				Musical (11/1/25 - Matinee)					8,820.00	0.00
						0022 R 01 002 298 118 000 060				Musical (11/1/25 - Evening)					297.00	0.00
						0022 R 01 003 258 000 000 060				CLC Jazze Festival - 10/27/25					\$29,562.00	\$0.00
INV 1260 - Facility Rental	5565	Credit	A	11/30/25	0022	B 01 115 000	Check 1			LEIGHTON BROADCASTII	1260	10/20/25	Invoice	360.00	360.00	0.00
						0022 B 01 115 000									\$360.00	\$0.00
District Deposit (11/7/25)	5566	Credit	A	11/30/25	0022	B 01 215 054	Check 1			Miscellaneous Customer					3,519.24	0.00
						0022 R 01 002 000 000 000 370				Retiree Health (Various)					50.00	0.00
						0022 R 02 002 770 809 707 099				Student Teaching Stipend					85.50	0.00
						0022 R 18 003 298 812 000 099				Coke Commissions - MSTATE					500.00	0.00
						0022 R 21 003 298 716 301 099				Coke Donation					500.00	0.00
						0022 R 02 002 000 000 701 099				FS Rebates - IPS					781.89	0.00
						0022 R 04 002 520 000 324 099				United Way Grant					3,000.00	0.00
						0022 R 04 002 520 000 322 099				Serve Safe - Dunham					110.00	0.00
						0022 R 04 002 520 000 322 099				Donation - Ameriprise					500.00	0.00

SMART Finance Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022 MW	5566 Credit	A	11/30/25		Check	1	Miscellaneous Customer						
	District Deposit (11/7/25)	0022 R	04	002	520	000	322	DL Comm Found Grant				1,700.00		0.00
		0022 R	04	002	520	000	322	ABE Donation - DQ of PEO				174.00		0.00
		0022 R	04	002	520	000	324	GED Testing Fees				45.00		0.00
		Receipt Total: \$10,965.63 \$0.00												
FUND 21 - G HOCKEY (11/12/25)	5570 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	21	003	298	715	301	Sponsorship/Pizza Fundrais				2,542.50		0.00
		Receipt Total: \$2,542.50 \$0.00												
DLHS Athletics-Booster Reimb	5571 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 E	01	003	294	105	000	DLHS Athletics-Booster Reiml				2,142.63		0.00
		Receipt Total: \$2,142.63 \$0.00												
Fund 21 - Dance (11/12/25)	5572 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	21	003	298	718	301	Sponsorship Banner				1,650.00		0.00
		Receipt Total: \$1,650.00 \$0.00												
COMM ED Deposit (11/12/25)	5573 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	04	002	000	000	321	COMM ED Deposit (11/12/25)				70.00		0.00
		0022 R	04	002	000	000	321	COMM ED Deposit (11/12/25)				400.00		0.00
		0022 R	04	002	000	000	344	COMM ED Deposit (11/12/25)				420.00		0.00
		0022 R	04	002	570	000	321	COMM ED Deposit (11/12/25)				376.00		0.00
		Receipt Total: \$1,266.00 \$0.00												
DLHS Various	5574 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	01	003	380	990	835	Laker Shop (11/7/25)				511.35		0.00
		0022 R	01	003	380	990	835	Laker Shop (11/11/25)				712.75		0.00
		0022 R	01	003	000	000	000	Parking Pass (Maasjo)				20.00		0.00
		Receipt Total: \$1,244.10 \$0.00												
Fund 21-Girls Hockey (11/12)	5575 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	21	003	298	715	301	Pizza Card Fundraiser				800.00		0.00
		Receipt Total: \$800.00 \$0.00												
Fund 21-Dance (11/12/25)	5576 Credit	A	11/30/25			Check	1	Miscellaneous Customer						
		0022 R	21	003	298	718	301	Banner Sponsors				600.00		0.00
		Receipt Total: \$600.00 \$0.00												

SMART Finance Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022	MW														
Fund 21-X Country (11/12/25)	5577	Credit	A	11/30/25	0022	R	21 003 298 708 301 099	Check 1		Miscellaneous Customer Banquet Donations					528.50	0.00
														Receipt Total:	\$528.50	\$0.00
DLHS Activities (11/12/25)	5578	Credit	A	11/30/25	0022	R	01 002 292 000 000 099	Check 1		Miscellaneous Customer Roses for Rotary Event					474.55	0.00
														Receipt Total:	\$474.55	\$0.00
DLHS-Various (11/12/25)	5579	Credit	A	11/30/25	0022	R	02 002 770 807 707 099	Check 1		Miscellaneous Customer FS Inv 7837-Popcorn					217.53	0.00
							0022 R 01 002 000 000 000 099	Check 1		Becker Cty-Damage Reimb					150.00	0.00
														Receipt Total:	\$367.53	\$0.00
DLHS Activities (11/12/25)	5580	Credit	A	11/30/25	0022	R	01 002 292 000 000 050	Check 1		Miscellaneous Customer White Card Fee-Renteria					20.00	0.00
							0022 R 01 002 292 000 000 050	Check 1		White Card Fee-Dahlin					135.00	0.00
							0022 R 01 002 292 000 000 050	Check 1		White Card Fee-White					20.00	0.00
														Receipt Total:	\$175.00	\$0.00
Fund 21-G Soccer (11/12/25)	5581	Credit	A	11/30/25	0022	R	21 003 298 702 301 099	Check 1		Miscellaneous Customer Banquet Donations					110.00	0.00
														Receipt Total:	\$110.00	\$0.00
RSV FS Deposit (11/12/25)	5582	Credit	A	11/30/25	0022	R	02 002 000 000 701 601	Check 1		Miscellaneous Customer RSV FS Deposit (11/12/25)					102.05	0.00
														Receipt Total:	\$102.05	\$0.00
RSV FS Deposit (11/12/25)	5583	Credit	A	11/30/25	0022	R	02 002 000 000 701 601	Check 1		Miscellaneous Customer RSV FS Deposit (11/12/25)					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
DLPS FS Deposit (11/13/25)	5584	Credit	A	11/30/25	0022	R	02 002 000 000 701 601	Check 1		Miscellaneous Customer DLPS FS Deposit (11/13/25)					46.00	0.00
														Receipt Total:	\$46.00	\$0.00
MSTATE (Week of 11/10/25)	5585	Credit	A	11/30/25	0022	R	02 002 770 809 707 099	Check 1		Miscellaneous Customer MSTATE (Week of 11/10/25)					28.18	0.00
														Receipt Total:	\$28.18	\$0.00

SMART Finance Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022	MW														
	RSV Book Fair (11/14/25)		5587	Credit	A	11/30/25	0022 R 01 060 203 032 000 099	Check 1		Miscellaneous Customer RSV Book Fair (11/14/25)				1,425.00	\$1,425.00	0.00
														Receipt Total:		\$0.00
	RSV Book Fair (11/14/25)		5588	Credit	A	11/30/25	0022 R 01 060 203 032 000 099	Check 1		Miscellaneous Customer RSV Book Fair (11/14/25)				700.00	\$700.00	0.00
														Receipt Total:		\$0.00
	Go Fan Deposit (11/14/25)		5589	Credit	A	11/30/25	0022 R 01 002 296 115 000 060	Wire 1		Miscellaneous Customer GHOCK v ST CLD (11/8/25)				523.00		0.00
							0022 R 01 002 292 000 000 060			Season Passes (11/14/25)				1,200.00		0.00
														Receipt Total:		\$0.00
	Fund 21-Robotics (11/17/25)		5591	Credit	A	11/30/25	0022 R 21 003 298 732 301 099	Check 1		Miscellaneous Customer Arvig				3,000.00	\$3,000.00	0.00
														Receipt Total:		\$0.00
	Fund 21 -Volleyball (11/17/25)		5592	Credit	A	11/30/25	0022 R 21 003 298 726 301 099	Check 1		Miscellaneous Customer Late Night With Lakers				2,740.00	\$2,740.00	0.00
														Receipt Total:		\$0.00
	RSV Book Fair (11/17/25)		5593	Credit	A	11/30/25	0022 R 01 060 203 032 000 099	Check 1		Miscellaneous Customer RSV Book Fair (11/17/25)				1,959.85	\$1,959.85	0.00
														Receipt Total:		\$0.00
	Fund 21 - FFA (11/17/25)		5594	Credit	A	11/30/25	0022 R 21 003 298 734 301 099	Check 1		Miscellaneous Customer FFA				850.00	\$850.00	0.00
														Receipt Total:		\$0.00
	Fund 21-G HOCKEY (11/17/25)		5595	Credit	A	11/30/25	0022 R 21 003 298 715 301 099	Check 1		Miscellaneous Customer Pizza Card Fundraiser				380.00	\$380.00	0.00
														Receipt Total:		\$0.00
	Fund 21-Team Awesome (5596	Credit	A	11/30/25	0022 R 21 004 298 749 301 099	Check 1		Miscellaneous Customer Anonymous Donation				235.00	\$235.00	0.00
														Receipt Total:		\$0.00
	Fund 21 - Dance		5597	Credit	A	11/30/25	0022 R 21 003 298 718 301 099	Check 1		Miscellaneous Customer Banner Sponsors				200.00	\$200.00	0.00
														Receipt Total:		\$0.00

SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022	MW														
INV 1261 - SANFORD			5609	Credit	A	11/30/25	0022 B 01 115 000	Check	1	SANFORD	1261	10/20/25	Invoice	20,000.00	20,000.00	0.00
														Receipt Total:	\$20,000.00	\$0.00
INV #1228 - Centre Stage			5610	Credit	A	11/30/25	0022 B 01 115 000	Check	1	CENTER STAGE DANCE	1228	06/10/25	Invoice	718.75	718.75	0.00
														Receipt Total:	\$718.75	\$0.00
INV #1263 - Roosevelt PTO			5611	Credit	A	11/30/25	0022 B 01 115 000	Check	1	ROOSEVELT PTO	1263	11/17/25	Invoice	860.00	860.00	0.00
														Receipt Total:	\$860.00	\$0.00
District Deposit (11/21/25)			5612	Credit	A	11/30/25		Check	1	Miscellaneous Customer						
										FS Rebate (Peterson Farms)				114.90	114.90	0.00
										FS Inv #7853 (ISD #549)				57.50	57.50	0.00
										Para Pro (Ergum)				47.00	47.00	0.00
										MN Energy Rebate				2,824.66	2,824.66	0.00
										FS Inv 7842 (Faith Christian)				61.44	61.44	0.00
										FS Deposit (Hagedorn)				50.00	50.00	0.00
										Dental (W. Richter)				128.21	128.21	0.00
										LTD (W. Richter)				7.40	7.40	0.00
										District Royalty (Cotton Gall)				215.85	215.85	0.00
										Retiree Health (M. Paulson)				879.81	879.81	0.00
										Para Pro (C. Weber)				47.00	47.00	0.00
										Reimbursement - DLYSA				43.94	43.94	0.00
										Drivers Ed (Davis Smith)				325.00	325.00	0.00
														Receipt Total:	\$4,802.71	\$0.00
DLMS - Various			5613	Credit	A	11/30/25		Check	1	Miscellaneous Customer						
										Sales To Pupils				115.20	115.20	0.00
														Receipt Total:	\$115.20	\$0.00
DLMS FS Deposit (11.21.25)			5614	Credit	A	11/30/25		Check	1	Miscellaneous Customer						
										DLMS FS Deposit (Squires)				3.00	3.00	0.00
														Receipt Total:	\$3.00	\$0.00
Go Fan Deposit (11/24/25)			5616	Credit	A	11/30/25		Wire	1	Miscellaneous Customer						
										GHOCK vs Fort Fran (11/15/2				73.00	73.00	0.00

SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1504	0022	MW														
	Go Fan Deposit (11/24/25)		5616	Credit	A	11/30/25	0022 R 01 002 292	Wire	1	Miscellaneous Customer SEASON PASSES				390.00		0.00
														Receipt Total:	\$463.00	\$0.00
	DLHS - AP Testing (11/24/25)		5617	Credit	A	11/30/25	0022 R 01 003 000	Check	1	Miscellaneous Customer DLHS - AP Testing (11/24/25)				5,808.00		0.00
														Receipt Total:	\$5,808.00	\$0.00
	DLMS-PHY ED (11/24/25)		5618	Credit	A	11/30/25	0022 R 01 004 240	Check	1	Miscellaneous Customer DLMS-PHY ED (11/24/25)				3,761.00		0.00
														Receipt Total:	\$3,761.00	\$0.00
	Laker Shop (11/24/25)		5619	Credit	A	11/30/25	0022 R 01 003 380	Check	1	LAKERSHOP SALES Laker Shop (11/24/25)				1,366.25		0.00
														Receipt Total:	\$1,366.25	\$0.00
	DLMS FS - 11/24/25		5620	Credit	A	11/30/25	0022 R 02 002 000	Check	1	Miscellaneous Customer DLMS FS Deposit (Stuewe)				12.00		0.00
														Receipt Total:	\$12.00	\$0.00
	DLPS FS Deposit (11/25/25)		5621	Credit	A	11/30/25	0022 R 02 002 000	Check	1	Miscellaneous Customer FS Deposit (S. Nunn) FS Deposit (W. Carlson)				200.00		0.00
														Receipt Total:	\$250.00	\$0.00
	RSV - FS Deposit (11/26/25)		5622	Credit	A	11/30/25	0022 R 02 002 000	Check	1	Miscellaneous Customer RSV - FS Deposit (11/26/25)				80.00		0.00
														Receipt Total:	\$80.00	\$0.00
	Go Fan Deposit (11/28/25)		5623	Credit	A	11/30/25	0022 R 01 002 296	Wire	1	Miscellaneous Customer GHOCK v. River Lakes (11/18) BHOCK v. GF Cent (11/21/25) SEASON PASSES				307.00		0.00
														Receipt Total:	\$951.00	0.00
														Receipt Total:	\$2,080.00	0.00
														Receipt Total:	\$3,338.00	\$0.00
	Otter Tail Remit (11/28/25)		5624	Credit	A	11/30/25	0022 R 01 002 000	Wire	1	OTTER TAIL COUNTY Otter Tail Remit (11/28/25) Otter Tail Remit (11/28/25) Otter Tail Remit (11/28/25) Otter Tail Remit (11/28/25) Otter Tail Remit (11/28/25)				1,426.37		0.00
														Receipt Total:	1,581.66	0.00
														Receipt Total:	157.69	0.00
														Receipt Total:	1,649.07	0.00
														Receipt Total:	329.74	0.00

SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1505	0022	MW														
	FNS Reimbursement (Oct 25)		5567	Credit	A	11/30/25	0022 R 02 002 000 000 703 300	Wire	1	MDE (MMB SWIFT PMTS) FNS Reimbursement (Oct 25)					586.00	0.00
														Receipt Total:	\$142,655.44	\$0.00
	MEGS REIMB #1 - FIN 425 (FY26)		5568	Credit	A	11/30/25	0022 R 01 002 000 000 425 400	Wire	1	MDE (MMB SWIFT PMTS) MEGS REIMB #1 - FIN 425 (f					10,028.50	0.00
														Receipt Total:	\$10,028.50	\$0.00
	YST Grant - Qtr 5		5569	Credit	A	11/30/25	0022 R 01 002 000 000 370	Wire	1	MDE (MMB SWIFT PMTS) YST Grant - Qtr 5					671.37	0.00
														Receipt Total:	\$671.37	\$0.00
	FNS Reimbursement (Oct 2025)		5586	Credit	A	11/30/25	0022 R 02 002 000 000 701 471	Wire	1	MDE (MMB SWIFT PMTS) FNS Reimbursement (Oct 2025)					15,751.12	0.00
							0022 R 02 002 000 000 701 471	Wire	1	FNS Reimbursement (Oct 2025)					3,221.82	0.00
							0022 R 02 002 000 000 701 472	Wire	1	FNS Reimbursement (Oct 2025)					55,754.24	0.00
							0022 R 02 002 000 000 702 471	Wire	1	FNS Reimbursement (Oct 2025)					1,002.52	0.00
														Receipt Total:	\$75,729.70	\$0.00
	MA/IEP (11/19/25)		5590	Credit	A	11/30/25	0022 R 01 002 000 000 372 071	Wire	1	MDE (MMB SWIFT PMTS) MA/IEP (11/19/25)					62,984.96	0.00
														Receipt Total:	\$62,984.96	\$0.00
	Pathways II (11/20/25)		5604	Credit	A	11/30/25	0022 R 04 002 000 000 337 300	Wire	1	MDE (MMB SWIFT PMTS) Pathways II (11/20/25)					5,986.51	0.00
														Receipt Total:	\$5,986.51	\$0.00
	MSUM - Student Teacher		5606	Credit	A	11/30/25	0022 R 01 002 000 000 370	Wire	1	MDE (MMB SWIFT PMTS) MSUM - Student Teacher					300.00	0.00
														Receipt Total:	\$300.00	\$0.00
	IDEASPYS (11/30/25)		5615	Credit	A	11/30/25	0022 R 01 002 000 000 211	Wire	1	MDE (MMB SWIFT PMTS) IDEASPYS (11/30/25)-FY25					15,673.16	0.00
							0022 R 01 002 000 000 211	Wire	1	IDEASPYS (11/30/25)-FY26					859,604.58	0.00
							0022 R 07 002 000 000 234	Wire	1	IDEASPYS (11/30/25)-FY26					2,443.97	0.00
							0022 R 07 002 000 000 258	Wire	1	IDEASPYS (11/30/25)-FY26					32,690.21	0.00
							0022 R 07 002 000 000 229	Wire	1	IDEASPYS (11/30/25)-FY26					9.35	0.00
							0022 R 07 002 000 000 317	Wire	1	IDEASPYS (11/30/25)-FY26					2,250.58	0.00
							0022 R 01 002 000 000 369	Wire	1	IDEASPYS (11/30/25)-FY26					218,928.25	0.00

SMART Finance
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MW		15565		Wire	1	1114	BIX PRODUCE		No	Yes	No	11/06/2025	5,382.35
MW		15566		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/06/2025	493.59
MW		15567		Wire	1	1328	EMC INSURANCE COMPANIES		No	Yes	No	11/06/2025	20,553.23
MW		15568		Wire	1	1368	FIRST DAKOTA INDEMNITY COMPANY		No	Yes	No	11/06/2025	8,480.00
MW		15569		Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	11/06/2025	3,233.28
MW		15570		Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	11/06/2025	7,145.18
MW		15571		Wire	2	2311	ND STATE TAX COMMISSIONER		No	Yes	No	11/06/2025	181.35
MW		15686		Wire	1	1270	DETROIT LAKES DISPOSAL		No	Yes	No	11/12/2025	4,640.67
MW		15687		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/12/2025	508.55
MW		15688		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/12/2025	44.24
MW		15689		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/12/2025	158.93
MW		15690		Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	11/12/2025	1,918.87
MW		15691		Wire	2	2293	INTERNAL REVENUE SERVICE		No	Yes	No	11/14/2025	214,432.43
MW		15692		Wire	2	2294	MN DEPT OF REVENUE -PAYROLL TAXI		No	Yes	No	11/14/2025	34,261.45
MW		15693		Wire	2	2295	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	11/14/2025	46,356.35
MW		15694		Wire	2	2296	MN TEACHERS RETIREMENT ASSOC.		No	Yes	No	11/14/2025	138,421.70
MW		15695		Wire	2	2308	MINNESOTA STATE RETIREMENT SYS		No	Yes	No	11/14/2025	14,157.78
MW		15696		Wire	2	2312	AVIBEN		No	Yes	No	11/14/2025	40,649.54
MW		15706		Wire	1	1039	AMAZON		No	Yes	No	11/14/2025	13,965.65
MW		15707		Wire	1	1114	BIX PRODUCE		No	Yes	No	11/18/2025	3,867.60
MW		15708		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/18/2025	487.14
MW		15709		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/18/2025	8,749.12
MW		15710		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/18/2025	876.92
MW		15711		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/18/2025	22,373.99
MW		15712		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/18/2025	177.21
MW		15713		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/18/2025	62.28
MW		15714		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/18/2025	49.39
MW		15715		Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	11/18/2025	4,683.71
MW		15716		Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	11/18/2025	16,045.48
MW		15717		Wire	1	2942	SYSCO NORTH DAKOTA, INC		No	Yes	No	11/18/2025	18,118.68
MW		15718		Wire	1	3086	USPS.COM		No	Yes	No	11/18/2025	32.54
MW		15844		Wire	1	3510	BREMER BANK CC		No	Yes	No	11/21/2025	14,391.87
MW		15845		Wire	2	2290	WEX HEALTH INC - HSA/FLEX		No	Yes	No	11/14/2025	16,191.50
MW		15846		Wire	2	2285	AMERICAN FAMILY LIFE ASSURANCE C		No	Yes	No	11/26/2025	423.68
MW		15847		Wire	2	2293	INTERNAL REVENUE SERVICE		No	Yes	No	11/26/2025	237,965.73
MW		15848		Wire	2	2294	MN DEPT OF REVENUE -PAYROLL TAXI		No	Yes	No	11/26/2025	39,315.65
MW		15849		Wire	2	2295	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	11/26/2025	42,085.37
MW		15850		Wire	2	2296	MN TEACHERS RETIREMENT ASSOC.		No	Yes	No	11/26/2025	138,978.56

SMART Finance

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MW		15851		Wire	2	2308	MINNESOTA STATE RETIREMENT SYS		No	Yes	No	11/26/2025	15,470.28
MW		15852		Wire	2	2312	AVIBEN		No	Yes	No	11/26/2025	40,584.54
MW		15863		Wire	1	1068	ARVIG COMMUNICATION SYSTEMS		No	Yes	No	11/26/2025	514.98
MW		15864		Wire	1	1068	ARVIG COMMUNICATION SYSTEMS		No	Yes	No	11/26/2025	123.95
MW		15865		Wire	1	1114	BIX PRODUCE		No	Yes	No	11/26/2025	6,129.12
MW		15866		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	1,303.55
MW		15867		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	131.03
MW		15868		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	944.22
MW		15869		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	394.12
MW		15870		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	20,860.77
MW		15871		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	11/26/2025	249.23
MW		15872		Wire	1	1211	LAKES COMMUNITY COOPERATIVE		No	Yes	No	11/26/2025	3,537.01
MW		15873		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/26/2025	272.79
MW		15874		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/26/2025	295.59
MW		15875		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/26/2025	3,417.10
MW		15876		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	11/26/2025	1,057.60
MW		15877		Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	11/26/2025	2,787.12
MW		15878		Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	11/26/2025	8,015.60
MW		15879		Wire	1	2232	VERIZON WIRELESS		No	Yes	No	11/26/2025	17.02
MW		15880		Wire	1	2232	VERIZON WIRELESS		No	Yes	No	11/26/2025	287.31
MW		15881		Wire	1	2388	MN DEPT OF REVENUE -SALES TAX		No	Yes	No	11/26/2025	1,661.00
MW		15882		Wire	1	2389	MIDWEST BANK		No	Yes	No	11/26/2025	685.28
MW		15883		Wire	1	2389	MIDWEST BANK		No	Yes	No	11/26/2025	5.00
MW		15884		Wire	1	2389	MIDWEST BANK		No	Yes	No	11/26/2025	10.00
MW		15885		Wire	1	2389	MIDWEST BANK		No	Yes	No	11/26/2025	0.10
MW		15886		Wire	1	2389	MIDWEST BANK		No	Yes	No	11/26/2025	12.00
MW		15887		Wire	1	2390	AUTHORIZE.NET GATEWAY BILLING		No	Yes	No	11/26/2025	25.00
MW		15888		Wire	1	2393	REVTRAK		No	Yes	No	11/26/2025	29.95
MW		15889		Wire	1	2394	TRANSFIRST AFFINETY		No	Yes	No	11/26/2025	2,252.14
MW		15890		Wire	1	2489	WEX HEALTH INC		No	Yes	No	11/26/2025	498.50
MW		15891		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	660.12
MW		15892		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15893		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15894		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15895		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15896		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15897		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00
MW		15898		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	11/26/2025	60.00

SMART Finance
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MW		15899		Wire	1 3507		ARUX SOFTWARE, INC		No	Yes	No	11/26/2025	799.00
MW		15900		Wire	1 3811		MARCO		No	Yes	No	11/26/2025	6,728.31
MW		15901		Wire	2 3757		HEALTH PARTNERS, INC		No	No	No	11/26/2025	313,532.14
MW		15907		Wire	2 2290		WEX HEALTH INC - HSA/FLEX		No	Yes	No	11/26/2025	15,991.50
MW		15908		Wire	1 1114		BIX PRODUCE		No	Yes	No	11/28/2025	3,519.24
MW		15909		Wire	1 1328		EMC INSURANCE COMPANIES		No	Yes	No	11/28/2025	20,553.23
MW		15910		Wire	1 2226		UPPER LAKES FOODS, INC.		No	Yes	No	11/28/2025	4,442.48
MW		15911		Wire	1 2389		MIDWEST BANK		No	Yes	No	11/28/2025	10.00
MW		15912		Wire	1 2389		MIDWEST BANK		No	Yes	No	11/28/2025	66.00
MW		15913		Wire	1 2389		MIDWEST BANK		No	Yes	No	11/28/2025	10.00
MW		15914		Wire	1 2389		MIDWEST BANK		No	Yes	No	11/28/2025	10.00
MW		15915		Wire	1 2389		MIDWEST BANK		No	Yes	No	11/28/2025	10.00
MW		15916		Wire	1 2489		WEX HEALTH INC		No	Yes	No	11/28/2025	4,746.10

Bank Total: \$1,602,931.58

Report Total: \$1,602,931.58

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15572	711146	Check	1	1049	ANDERSON COACH OF FRAZEE, INC	Yes	Yes	No	11/06/2025	19,218.11
		15589	711147	Check	1	2977	BEMIDJI TOWN & COUNTRY CLUB	Yes	Yes	No	11/06/2025	210.00
		15595	711148	Check	1	3701	BEYL, VINCE	Yes	Yes	No	11/06/2025	1,000.00
		15588	711149	Check	1	2925	BLOOM, ANTHONY	Yes	No	No	11/06/2025	500.00
		15573	711150	Check	1	1156	BUERMANN, EMILY	Yes	Yes	No	11/06/2025	420.00
		15582	711151	Check	1	2484	REMIT CALVIN AND ANNE SCHOW	Yes	Yes	No	11/06/2025	750.00
		15587	711152	Check	1	2924	REMIT DEWEY, NICOLE	Yes	Yes	No	11/06/2025	800.00
		15574	711153	Check	1	1323	EITER, TERRY	Yes	No	No	11/06/2025	120.00
		15575	711154	Check	1	1381	FODE, STEVEN	Yes	No	No	11/06/2025	180.00
		15585	711155	Check	1	2881	GABBARD, MICHAEL	Yes	Yes	No	11/06/2025	500.00
		15590	711156	Check	1	3218	HAMMER, KENNETH	Yes	Yes	No	11/06/2025	285.00
		15584	711157	Check	1	2880	JONES, DAYTON	Yes	Yes	No	11/06/2025	800.00
		15583	711158	Check	1	2878	KIER, BRANDON	Yes	Yes	No	11/06/2025	500.00
		15581	711159	Check	1	2410	LAKEVIEW GREENHOUSES	Yes	Yes	No	11/06/2025	198.00
		15592	711161	Check	1	3565	LITTLE ELBOW FARM, LLC	Yes	Yes	No	11/06/2025	282.00
		15594	711162	Check	1	3700	MASON, THOMAS	Yes	Yes	No	11/06/2025	300.00
		15586	711163	Check	1	2884	MILLER JR, EDWARD T.	Yes	Yes	No	11/06/2025	800.00
		15591	711164	Check	1	3390	MONROE, LOGAN	Yes	Yes	No	11/06/2025	500.00
		15577	711165	Check	1	1891	OLANDER BUS SERVICE INC.	Yes	Yes	No	11/06/2025	500.00
		15593	711166	Check	1	3652	PELSB	Yes	Yes	No	11/06/2025	220,823.50
		15578	711167	Check	1	2008	ROGERS, DENNIS	Yes	Yes	No	11/06/2025	57.00
		15579	711168	Check	1	2063	SCHULTZ BUS COMPANY	Yes	Yes	No	11/06/2025	800.00
		15580	711169	Check	1	2216	ULLYOTT, ROBERT	Yes	Yes	No	11/06/2025	129,590.57
		15596	711170	Check	1	1005	ADVANCED BUSINESS METHODS	Yes	Yes	No	11/06/2025	180.00
		15673	711171	Check	1	3739	AERUS	Yes	Yes	No	11/10/2025	3,905.96
		15676	711172	Check	1	3809	ALEXANDRIA TECH AND COMMUNIT	Yes	Yes	No	11/10/2025	434.00
		15597	711173	Check	1	1072	REMIT ASL INTERPRETING SERVICES, INC	Yes	Yes	No	11/10/2025	149.00
		15598	711174	Check	1	1075	AUDIO QUIP	Yes	Yes	No	11/10/2025	534.00
		15599	711175	Check	1	1094	BECKER COUNTY TRANSIT	Yes	Yes	No	11/10/2025	2,338.00
		15675	711176	Check	1	3791	BJOREM SPEECH PUBLICATIONS, LL	Yes	Yes	No	11/10/2025	195.00
		15602	711177	Check	1	1143	BRENCO CORP.	Yes	Yes	No	11/10/2025	1,220.00
		15603	711178	Check	1	1152	BSN SPORTS	Yes	Yes	No	11/10/2025	469.63
		15605	711179	Check	1	1183	CAULFIELD STUDIO	Yes	Yes	No	11/10/2025	543.38
		15606	711180	Check	1	1192	CENTRAL MARKET	Yes	Yes	No	11/10/2025	110.00
		15658	711181	Check	1	2397	CHILDREN'S HOSPITAL MEDICAL CEI	Yes	Yes	No	11/10/2025	1,053.70
		15607	711182	Check	1	1208	REMIT COLE PAPERS	Yes	Yes	No	11/10/2025	350.00
		15678	711183	Check	1	3815	CURT'S LOCK & KEY SERVICE INC.	Yes	Yes	No	11/10/2025	668.90
		15600	711184	Check	1	1107	CW/KLA ACE HARDWARE	Yes	Yes	No	11/10/2025	313.55
		15610	711185	Check	1	1244	DACOTAH PAPER COMPANY	Yes	Yes	No	11/10/2025	200.55
				Check	1			Yes	Yes	No	11/10/2025	1,671.28

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15657	711186	Check	1	2322	DELL MARKETING L.P.	Yes	Yes	No	11/10/2025	1,986.27
		15611	711187	Check	1	1269	DETROIT LAKES CHIROPRACTIC	Yes	Yes	No	11/10/2025	375.00
		15682	711188	Check	1	3855	DIAMOND DOCTOR, INC.	Yes	Yes	No	11/10/2025	13,730.00
		15601	711189	Check	1	1128	DOOSAN BOBCAT NORTH AMERICA	Yes	Yes	No	11/10/2025	6,529.92
		15612	711190	Check	1	1299	DOW ACOUSTICS, INC.	Yes	Yes	No	11/10/2025	205.00
		15613	711191	Check	1	1305	EAST SIDE JERSEY DAIRY ESJD	Yes	Yes	No	11/10/2025	8,892.47
		15664	711192	Check	1	2949	ELEVATED SURFACE CLEANING	Yes	No	No	11/10/2025	6,900.00
		15614	711193	Check	1	1336	ESSENTIA HEALTH	Yes	Yes	No	11/10/2025	91.00
		15681	711194	Check	1	3853	FRADENBURGH, KRISTI	Yes	Yes	No	11/10/2025	40.00
		15615	711195	Check	1	1400	G & R CONTROLS, INC.	Yes	Yes	No	11/10/2025	497.13
		15662	711196	Check	1	2826	GRAFTON INTEGRATED HEALTH NE	Yes	Yes	No	11/10/2025	3,866.30
		15616	711197	Check	1	1426	GRAINGER, INC.	Yes	Yes	No	11/10/2025	470.96
		15679	711198	Check	1	3840	GRIZZLY INDUSTRIAL	Yes	Yes	No	11/10/2025	2,056.90
		15617	711199	Check	1	1437	GRUCHOW, BRANDON	Yes	Yes	No	11/10/2025	250.00
		15618	711200	Check	1	1484	HIGHSCOPE	Yes	Yes	No	11/10/2025	119.99
		15619	711201	Check	1	1487	HILLYARD / HUTCHINSON	Yes	Yes	No	11/10/2025	8,501.01
		15659	711202	Check	1	2409	HUT AMERICAN GROUP LLC	Yes	No	No	11/10/2025	889.58
		15666	711203	Check	1	3228	INTELLIGENT MARKING USA, INC	Yes	Yes	No	11/10/2025	10,425.23
		15620	711204	Check	1	1569	J.W. PEPPER & SON, INC.	Yes	Yes	No	11/10/2025	1,602.99
		15621	711205	Check	1	1589	JK SPORTS	Yes	Yes	No	11/10/2025	925.75
		15622	711206	Check	1	1601	JOHNSON CONTROLS	Yes	Yes	No	11/10/2025	14,212.79
		15677	711207	Check	1	3812	JTM PROVISIONS CO. INC.	Yes	Yes	No	11/10/2025	1,188.37
		15609	711208	Check	1	1231	KAMRAN CULINEX LLC	Yes	Yes	No	11/10/2025	139.90
		15623	711209	Check	1	1638	L&M FLEET SUPPLY, INC.	Yes	Yes	No	11/10/2025	5,736.96
		15674	711210	Check	1	3778	LAKE BROS CARPET & DUCT CLEAN	Yes	Yes	No	11/10/2025	619.00
		15608	711211	Check	1	1211	LAKES COMMUNITY COOPERATIVE	Yes	Yes	No	11/10/2025	4,069.00
		15624	711212	Check	1	1649	LAKES COUNTRY SERVICE CO-OP	Yes	Yes	No	11/10/2025	126.00
		15667	711213	Check	1	3288	LEARNWELL	Yes	Yes	No	11/10/2025	412.00
		15625	711214	Check	1	1695	MACKIN EDUCATION RESOURCES	Yes	Yes	No	11/10/2025	63.88
		15604	711215	Check	1	1168	MAC'S HARDWARE	Yes	Yes	No	11/10/2025	49.46
		15626	711216	Check	1	1707	MARK'S ELECTRIC INC.	Yes	Yes	No	11/10/2025	1,548.54
		15627	711217	Check	1	1736	MENARDS - DETROIT LAKES	Yes	Yes	No	11/10/2025	3,040.80
		15628	711218	Check	1	1739	METROPOLITAN MECHANICAL CONT	Yes	Yes	No	11/10/2025	271.95
		15629	711219	Check	1	1743	MID CENTRAL DOOR COMPANY	Yes	Yes	No	11/10/2025	2,097.94
		15630	711220	Check	1	1744	MID STATES WIRELESS, INC.	Yes	Yes	No	11/10/2025	236.25
		15631	711221	Check	1	1748	MIDWEST TECHNOLOGY PRODUCTS	Yes	Yes	No	11/10/2025	684.81
		15632	711222	Check	1	1753	MILLER YARD CARE AND CONSTRUC	Yes	Yes	No	11/10/2025	1,005.00
		15633	711223	Check	1	1759	MINNESOTA FLYERS GYMNASTICS, II	Yes	Yes	No	11/10/2025	21,000.00
		15634	711224	Check	1	1764	MINNKOTA RECYCLING	Yes	Yes	No	11/10/2025	66.00

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15672	711225	Check	1	3704		MISSION FILTRATION	Yes	Yes	No	11/10/2025	136.72
		15635	711226	Check	1	1780		MN ELEM. SCHOOL PRINCIPAL ASSO	Yes	Yes	No	11/10/2025	195.00
		15663	711227	Check	1	2870	REMIT	MN FFA ASSOCIATION	Yes	No	No	11/10/2025	125.00
		15636	711228	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	Yes	No	11/10/2025	18,000.00
		15680	711229	Check	1	3852		MOEN, RACHEL	Yes	Yes	No	11/10/2025	669.91
		15637	711230	Check	1	1813		MSUM YOUTH OUTREACH	Yes	Yes	No	11/10/2025	315.00
		15640	711231	Check	1	1866		MUSCATELL GMC	Yes	Yes	No	11/10/2025	207.40
		15638	711232	Check	1	1831	REMIT	NAPA CENTRAL	Yes	Yes	No	11/10/2025	19.47
		15639	711233	Check	1	1839		NATIONAL FFA ORGANIZATION	Yes	Yes	No	11/10/2025	295.00
		15670	711234	Check	1	3667		NELSON, SANFORD	Yes	Yes	No	11/10/2025	156.80
		15668	711235	Check	1	3403		OLSON EARTHWORKS	Yes	Yes	No	11/10/2025	800.00
		15641	711236	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	Yes	No	11/10/2025	375.00
		15642	711237	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	Yes	No	11/10/2025	986.85
		15643	711238	Check	1	1908		PAPA MURPHY'S	Yes	Yes	No	11/10/2025	306.25
		15644	711239	Check	1	1915		PDQ.COM /SMARTDEPLOY	Yes	No	No	11/10/2025	1,701.00
		15645	711240	Check	1	1920		PEPSICO BEVERAGE SALES LLC	Yes	Yes	No	11/10/2025	591.73
		15665	711241	Check	1	3090		PHELPS	Yes	Yes	No	11/10/2025	85.60
		15646	711242	Check	1	1951		PRECISION PRINTING	Yes	Yes	No	11/10/2025	1,080.00
		15647	711243	Check	1	1954		PREMIUM WATERS, INC.	Yes	Yes	No	11/10/2025	108.98
		15648	711244	Check	1	1972		QUALITY INN & SUITES	Yes	Yes	No	11/10/2025	89.99
		15649	711245	Check	1	1978		RAMSEY FLOORING, INC.	Yes	Yes	No	11/10/2025	500.00
		15650	711246	Check	1	2042		SCHMITT DIRECTOR CENTER	Yes	Yes	No	11/10/2025	90.00
		15651	711247	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	Yes	No	11/10/2025	91.20
		15652	711248	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	Yes	No	11/10/2025	98.95
		15669	711249	Check	1	3474		STUDICA, INC.	Yes	Yes	No	11/10/2025	15,307.09
		15653	711250	Check	1	2149		SWANSON'S REPAIR	Yes	Yes	No	11/10/2025	198.28
		15654	711251	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	Yes	No	11/10/2025	7,910.78
		15655	711252	Check	1	2225		UNRUH, GREGORY	Yes	Yes	No	11/10/2025	395.41
		15671	711253	Check	1	3671		WALTHER, MICHAEL	Yes	Yes	No	11/10/2025	368.58
		15661	711254	Check	1	2778		WARREN DRAPERY COMPANY	Yes	Yes	No	11/10/2025	600.00
		15656	711255	Check	1	2258		WEST MUSIC COMPANY	Yes	Yes	No	11/10/2025	58.95
		15660	711256	Check	1	2599		WILL, SAMANTHA	Yes	Yes	No	11/10/2025	125.00
		15684	711257	Check	1	2484	REMIT	CALVIN AND ANNE SCHOW	Yes	Yes	No	11/12/2025	369.25
		15685	711258	Check	1	3218		HAMMER, KENNETH	Yes	Yes	No	11/12/2025	268.75
		15683	711259	Check	1	1859		NIELSEN, ROBERT	Yes	Yes	No	11/12/2025	450.00
		15698	711260	Check	2	2287		AFSCME COUNCIL 65	Yes	No	No	11/14/2025	315.93
		15700	711261	Check	2	2309		D. L. ATHLETIC FOUNDATION	Yes	No	No	11/14/2025	110.00
		15703	711262	Check	2	2330		D.L. EDUCATION MINNESOTA (PARA)	Yes	No	No	11/14/2025	636.20
		15701	711263	Check	2	2310		D.L. PUBLIC EDUC FOUNDATION	Yes	No	No	11/14/2025	30.00

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15705	711264		Check	2	3121	MESSERLI & KRAMER P.A.	Yes	Yes	No	11/14/2025	261.75
		15697	711265		Check	2	2286	MINNESOTA CHILD SUPPORT	Yes	Yes	No	11/14/2025	795.40
		15704	711266		Check	2	2363	MN SCHOOL EMPLOYEES ASSOC.	Yes	No	No	11/14/2025	162.68
		15702	711267		Check	2	2328	SUPPORT PAYMENT CLEARINGHOUSE	Yes	Yes	No	11/14/2025	335.91
		15699	711268		Check	2	2292	UNITED WAY OF BECKER COUNTY	Yes	No	No	11/14/2025	64.00
		15720	711269		Check	1	3350	BARNESVILLE PUBLIC SCHOOLS	Yes	Yes	No	11/18/2025	60.00
		15719	711270		Check	1	1779	MN DEPT OF LABOR AND INDUSTRY	Yes	Yes	No	11/18/2025	910.00
		15833	711271		Check	1	3809	ALEXANDRIA TECH AND COMMUNIT	Yes	No	No	11/24/2025	745.11
		15721	711272		Check	1	1035	ALLIANCE PEST PROTECTION	Yes	No	No	11/24/2025	60.00
		15824	711273		Check	1	3430	ANDERSON, CRAIG	Yes	No	No	11/24/2025	350.00
		15829	711274		Check	1	3751	ARBITERSPORTS LLC	Yes	No	No	11/24/2025	667.10
		15722	711275		Check	1	1064	ARROW ELECTRIC SUPPLY COMPAN	Yes	No	No	11/24/2025	37.43
		15723	711276		Check	1	1067	ARVIG	Yes	No	No	11/24/2025	604.00
		15724	711277		Check	1	1072	ASL INTERPRETING SERVICES, INC	Yes	No	No	11/24/2025	391.00
		15725	711278		Check	1	1075	AUDIO QUIP	Yes	No	No	11/24/2025	360.00
		15800	711279		Check	1	2317	AVIBEN LLC	Yes	No	No	11/24/2025	418.86
		15816	711280		Check	1	3193	BADLANDS DISTRIBUTION INC	Yes	No	No	11/24/2025	527.24
		15726	711281		Check	1	1091	BECKER COUNTY ENVIRONMENTAL	Yes	No	No	11/24/2025	507.50
		15805	711282		Check	1	2506	BECKER COUNTY MUSEUM	Yes	No	No	11/24/2025	150.00
		15727	711283		Check	1	1097	BEMIDJI WELDERS SUPPLY	Yes	No	No	11/24/2025	477.25
		15729	711284		Check	1	1121	BLUE 84 SPIRIT	Yes	No	No	11/24/2025	1,342.00
		15730	711285		Check	1	1143	BRENCO CORP.	Yes	No	No	11/24/2025	1,177.71
		15731	711286		Check	1	1146	BRIDGESTONE GOLF, INC	Yes	No	No	11/24/2025	483.50
		15732	711287		Check	1	1152	BSN SPORTS	Yes	No	No	11/24/2025	3,743.83
		15734	711288		Check	1	1192	CENTRAL MARKET	Yes	No	No	11/24/2025	521.39
		15814	711289		Check	1	3155	CENTRAL MCGOWAN, INC.	Yes	No	No	11/24/2025	562.95
		15735	711290		Check	1	1214	CONNECT INTERIORS	Yes	No	No	11/24/2025	49.15
		15728	711291		Check	1	1107	CWIKLACE HARDWARE	Yes	No	No	11/24/2025	143.42
		15737	711292		Check	1	1238	D & D APPLIANCE	Yes	No	No	11/24/2025	4,737.00
		15738	711293		Check	1	1244	DACOTAH PAPER COMPANY	Yes	No	No	11/24/2025	3,256.86
		15831	711294		Check	1	3787	DCW - Data Center Warehouse	Yes	No	No	11/24/2025	3,598.00
		15801	711295		Check	1	2322	DELL MARKETING L.P.	Yes	No	No	11/24/2025	6,927.92
		15739	711296		Check	1	1261	DEMCO INC.	Yes	No	No	11/24/2025	492.25
		15812	711297		Check	1	2869	DETROIT COUNTRY CLUB	Yes	No	No	11/24/2025	1,000.00
		15839	711298		Check	1	3857	Draftback LLC	Yes	No	No	11/24/2025	280.00
		15740	711299		Check	1	1300	DRIVEWAY SERVICE	Yes	No	No	11/24/2025	1,000.00
		15741	711300		Check	1	1305	EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	11/24/2025	5,428.85
		15810	711301		Check	1	2718	ECKROTH MUSIC	Yes	No	No	11/24/2025	170.00
		15742	711302		Check	1	1336	ESSENTIA HEALTH	Yes	No	No	11/24/2025	3,618.75

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15826	711303	Check	1	3568	FENWORKS, INC.	Yes	No	No	11/24/2025	1,000.00
		15743	711304	Check	1	1375	FLINN SCIENTIFIC INC.	Yes	No	No	11/24/2025	71.05
		15825	711305	Check	1	3554	GAME ONE	Yes	No	No	11/24/2025	190.33
		15806	711306	Check	1	2532	REMIT GATEKEEPER SYSTEMS, INC.	Yes	No	No	11/24/2025	1,196.77
		15744	711307	Check	1	1408	GENERAL PARTS LLC	Yes	No	No	11/24/2025	1,004.31
		15745	711308	Check	1	1409	GERRELL'S SPORT CENTER	Yes	No	No	11/24/2025	192.80
		15746	711309	Check	1	1421	GOPHER SPORT	Yes	No	No	11/24/2025	1,448.59
		15811	711310	Check	1	2826	REMIT GRAFTON INTEGRATED HEALTH NE	Yes	No	No	11/24/2025	1,245.31
		15747	711311	Check	1	1426	GRAINGER, INC.	Yes	No	No	11/24/2025	87.07
		15808	711312	Check	1	2547	GRIMCO INC.	Yes	No	No	11/24/2025	184.40
		15748	711313	Check	1	1447	HAL LEONARD	Yes	No	No	11/24/2025	299.00
		15817	711314	Check	1	3218	HAMMER, KENNETH	Yes	No	No	11/24/2025	277.50
		15749	711315	Check	1	1457	HAWKINS, INC.	Yes	No	No	11/24/2025	496.82
		15750	711316	Check	1	1459	HDQ LANDSCAPING & MORE, INC	Yes	No	No	11/24/2025	11,300.00
		15751	711317	Check	1	1481	HERZOG ROOFING, INC.	Yes	No	No	11/24/2025	1,450.00
		15752	711318	Check	1	1487	HILLYARD / HUTCHINSON	Yes	No	No	11/24/2025	5,344.38
		15753	711319	Check	1	1511	HOUGH INC.	Yes	No	No	11/24/2025	432.50
		15754	711320	Check	1	1514	HOWIES HOCKEY, INC.	Yes	No	No	11/24/2025	1,902.14
		15809	711321	Check	1	2653	HUSEBY, BYRON	Yes	No	No	11/24/2025	300.00
		15802	711322	Check	1	2409	REMIT HUT AMERICAN GROUP LLC	Yes	No	No	11/24/2025	544.37
		15755	711323	Check	1	1532	IDENTISYS, INC.	Yes	No	No	11/24/2025	758.00
		15757	711324	Check	1	1551	INDEPENDENT EMERGENCY SERVIC	Yes	No	No	11/24/2025	107.70
		15818	711325	Check	1	3243	INSPIRE TO CREATE ENTERPRISES I	Yes	No	No	11/24/2025	301.00
		15758	711326	Check	1	1563	INTERQUEST DETECTION CANINES	Yes	No	No	11/24/2025	1,360.00
		15756	711327	Check	1	1536	ISD #152	Yes	No	No	11/24/2025	4,285.71
		15759	711328	Check	1	1601	JOHNSON CONTROLS	Yes	No	No	11/24/2025	3,233.03
		15843	711329	Check	1	3865	JOHNSON, JENNIFER	Yes	No	No	11/24/2025	75.00
		15736	711330	Check	1	1231	REMIT KAMRAN CULINEX LLC	Yes	No	No	11/24/2025	66.89
		15760	711331	Check	1	1638	REMIT L&M FLEET SUPPLY, INC.	Yes	No	No	11/24/2025	395.00
		15761	711332	Check	1	1648	LAKER LOCKER	Yes	No	No	11/24/2025	4,732.37
		15762	711333	Check	1	1656	LAKES SPORT SHOP	Yes	No	No	11/24/2025	4,291.00
		15763	711334	Check	1	1658	LAKESHORE LEARNING MATERIALS	Yes	No	No	11/24/2025	303.95
		15803	711335	Check	1	2410	LAKEVIEW GREENHOUSES	Yes	No	No	11/24/2025	283.50
		15764	711336	Check	1	1673	LEIGHTON BROADCASTING	Yes	No	No	11/24/2025	269.00
		15836	711337	Check	1	3849	Little Bee Speech	Yes	No	No	11/24/2025	119.99
		15841	711338	Check	1	3862	LIVINGOOD, JEAN	Yes	No	No	11/24/2025	768.86
		15765	711339	Check	1	1695	MACKIN EDUCATION RESOURCES	Yes	No	No	11/24/2025	16.55
		15733	711340	Check	1	1168	MACS MAC'S HARDWARE	Yes	No	No	11/24/2025	91.40
		15771	711341	Check	1	1772	REMIT MASBO	Yes	No	No	11/24/2025	89.00

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15766	711342	Check	1 1726	REMIT	MCGRW-HILL LLC	Yes	No	No	11/24/2025	552.60
		15767	711343	Check	1 1736		MENARDS - DETROIT LAKES	Yes	No	No	11/24/2025	686.71
		15837	711344	Check	1 3850		Mightier	Yes	No	No	11/24/2025	600.00
		15768	711345	Check	1 1753		MILLER YARD CARE AND CONSTRUC	Yes	No	No	11/24/2025	1,025.00
		15770	711346	Check	1 1761		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	11/24/2025	210.00
		15828	711347	Check	1 3704		MISSION FILTRATION	Yes	No	No	11/24/2025	1,975.26
		15807	711348	Check	1 2539		MN ASSOCIATION OF STUDENT LEI	Yes	No	No	11/24/2025	845.00
		15769	711349	Check	1 1756	remit	MN DEPARTMENT OF HEALTH	Yes	No	No	11/24/2025	6,635.00
		15772	711350	Check	1 1780		MN ELEM. SCHOOL PRINCIPAL ASSO	Yes	No	No	11/24/2025	195.00
		15773	711351	Check	1 1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	11/24/2025	22,358.24
		15821	711352	Check	1 3354		MOHR, CHRISTIN	Yes	No	No	11/24/2025	204.25
		15823	711353	Check	1 3397		MOORE, LUCINDA	Yes	No	No	11/24/2025	20.00
		15774	711354	Check	1 1803		MOORE'S SEPTIC PUMPING	Yes	No	No	11/24/2025	1,900.00
		15804	711355	Check	1 2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	11/24/2025	4.00
		15776	711356	Check	1 1866		MUSCATELL GMC	Yes	No	No	11/24/2025	42.95
		15775	711357	Check	1 1840		NATIONAL FOOD GROUP, INC	Yes	No	No	11/24/2025	2,647.50
		15780	711358	Check	1 1917	REMIT	NCS PEARSON INC	Yes	No	No	11/24/2025	76.00
		15822	711359	Check	1 3374		NORBY, GRETCHEN	Yes	No	No	11/24/2025	1,325.87
		15820	711360	Check	1 3343		NORTHERN MN ROBOTICS CONFERI	Yes	No	No	11/24/2025	150.00
		15777	711361	Check	1 1901		OTIS ELEVATOR COMPANY	Yes	No	No	11/24/2025	375.00
		15778	711362	Check	1 1907		PAN-O-GOLD BAKING CO.	Yes	No	No	11/24/2025	1,217.27
		15779	711363	Check	1 1908		PAPA MURPHY'S	Yes	No	No	11/24/2025	132.75
		15781	711364	Check	1 1920		PEPSICO BEVERAGE SALES LLC	Yes	No	No	11/24/2025	1,285.37
		15813	711365	Check	1 2895	REMIT	PETERSON, STUART	Yes	No	No	11/24/2025	288.00
		15815	711366	Check	1 3185	DL	PIZZA RANCH #1580	Yes	No	No	11/24/2025	1,189.44
		15782	711367	Check	1 1951		PRECISION PRINTING	Yes	No	No	11/24/2025	682.64
		15783	711368	Check	1 1954		PREMIUM WATERS, INC.	Yes	No	No	11/24/2025	148.68
		15784	711369	Check	1 1986		REDWOOD TOXICOLOGY LABORATC	Yes	No	No	11/24/2025	116.49
		15840	711370	Check	1 3858		REICHEL JR, HARVEY	Yes	No	No	11/24/2025	150.00
		15786	711371	Check	1 2020		RWP, INC.	Yes	No	No	11/24/2025	6,500.00
		15787	711372	Check	1 2035		SAVVAS LEARNING COMPANY LLC	Yes	No	No	11/24/2025	5,340.00
		15788	711373	Check	1 2056		SCHOOL SPECIALTY LLC	Yes	No	No	11/24/2025	203.86
		15838	711374	Check	1 3856		SCHUR, JOCELYN	Yes	No	No	11/24/2025	86.75
		15789	711375	Check	1 2073		SEESAW LEARNING, INC	Yes	No	No	11/24/2025	10,500.00
		15790	711376	Check	1 2074		SEPTIC VAC	Yes	No	No	11/24/2025	515.00
		15819	711377	Check	1 3244		SPSI	Yes	No	No	11/24/2025	278.30
		15785	711378	Check	1 2018		SQUIRES, WALDSPURGER & MACE,	Yes	No	No	11/24/2025	588.00
		15791	711379	Check	1 2126		STEIN'S INC.	Yes	No	No	11/24/2025	111.20
		15792	711380	Check	1 2128		STELLER HUMAN SERVICES, INC.	Yes	No	No	11/24/2025	23,154.00

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 11/01/2025-11/30/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		15793	711381	Check	1	2129	STENERSON BROS. LUMBER CO.	Yes	No	No	11/24/2025	276.50
		15842	711382	Check	1	3864	STOWE, CHELSEA	Yes	No	No	11/24/2025	54.84
		15827	711383	Check	1	3570	SYHhealing	Yes	No	No	11/24/2025	7,000.00
		15830	711384	Check	1	3758	TR INDUSTRIES	Yes	No	No	11/24/2025	80.00
		15794	711385	Check	1	2194	TRAFERA HOLDINGS, LLC	Yes	No	No	11/24/2025	2,359.00
		15795	711386	Check	1	2197	REMIT TRANSFINDER CORP.	Yes	No	No	11/24/2025	7,600.00
		15796	711387	Check	1	2203	TROPHY HOUSE	Yes	No	No	11/24/2025	734.79
		15797	711388	Check	1	2207	TWEETON REFRIGERATION, INC.	Yes	No	No	11/24/2025	3,680.00
		15832	711389	Check	1	3806	VIKING COCA COLA BOTTLING CO.	Yes	No	No	11/24/2025	9,451.85
		15834	711390	Check	1	3816	WAUBUN STEEL	Yes	Yes	No	11/24/2025	849.05
		15798	711391	Check	1	2252	WEBBER FAMILY MOTORS	Yes	No	No	11/24/2025	1,619.56
		15835	711392	Check	1	3836	X-GRAIN SPORTSWEAR	Yes	No	No	11/24/2025	2,720.00
		15799	711393	Check	1	2283	ZORBAZ	Yes	No	No	11/24/2025	236.05
		15854	711394	Check	2	2287	AFSCME COUNCIL 65	Yes	No	No	11/26/2025	315.93
		15856	711395	Check	2	2309	D. L. ATHLETIC FOUNDATION	Yes	No	No	11/26/2025	110.00
		15860	711396	Check	2	2330	D.L. EDUCATION MINNESOTA (PARA)	Yes	No	No	11/26/2025	636.20
		15859	711397	Check	2	2329	D.L. EDUCATION MINNESOTA (TEACH)	Yes	No	No	11/26/2025	18,749.18
		15857	711398	Check	2	2310	D.L. PUBLIC EDUC FOUNDATION	Yes	No	No	11/26/2025	30.00
		15862	711399	Check	2	3121	MESSERLI & KRAMER P.A.	Yes	No	No	11/26/2025	69.03
		15853	711400	Check	2	2286	MINNESOTA CHILD SUPPORT	Yes	No	No	11/26/2025	795.40
		15861	711401	Check	2	2363	MN SCHOOL EMPLOYEES ASSOC.	Yes	No	No	11/26/2025	154.97
		15858	711402	Check	2	2328	SUPPORT PAYMENT CLEARINGHOUSE	Yes	No	No	11/26/2025	335.91
		15855	711403	Check	2	2292	UNITED WAY OF BECKER COUNTY	Yes	No	No	11/26/2025	64.00
		15903	711404	Check	1	3405	CENTRAL LAKES CONFERENCE	Yes	No	No	11/26/2025	374.00
		15905	711405	Check	1	3868	DETROIT LAKES MORNING ROTARY	Yes	No	No	11/26/2025	474.55
		15906	711406	Check	2	2288	MADISON NATIONAL LIFE INSURANC	Yes	No	No	11/26/2025	4,558.87
		15902	711407	Check	1	3299	PIERZ HEALY HIGH SCHOOL	Yes	No	No	11/26/2025	350.00
		15904	711408	Check	1	3697	WEITZEL, BLAKE	Yes	No	No	11/26/2025	125.36

Bank Total: MW

\$827,120.62

Report Total:

\$827,120.62

PERSONNEL AGENDA

December 15, 2025

1) **Resignations:**

Samantha Gruis– Academy ambassador Advisor, effective January 16, 2026.

Lindsey Miller– Rossman Para, effective December 15, 2025.

Rachel Moen– Assistant Track Coach, effective December 5, 2025.

2) **Retirements:**

Elizabeth Hedstrom– Project SEARCH Skills Trainer, effective December 31, 2025.

4) **Appointments:**

Stewart Annette– Esports Advisor, at the rate of \$2,000 per year, effective December 8, 2025.

Laurie Buck– Pelican Rapids ABE Para, at the rate of \$17.35 per hour, working 9-12 hours per week, effective December 3, 2025.

Rachel Dwyer– Rossman Custodian, at the rate of \$20.70 per hour, working 40 hours per week, effective December 15, 2025.

Laurie Erdall– Project LIFE Skills Trainer, at the rate of \$18.20 per hour, working 37.5 hours per week, effective December 17, 2025.

Lindsey Miller– Rossman Special Education Para, at the rate of \$18.20 per hour, working 37.5 hours per week, effective December 10, 2025.

Rachel Moen– Head Girls Track Coach, at the rate of \$5,682.38 per season, effective March 9, 2026.

Grant Pederson– 9th Grade Boys Basketball Coach, at the rate of \$3,151.61 per season, effective November 26, 2025.

William Pedersen– High School Custodian, at the rate of \$20.70 per hour, working 40 hours per week, effective December 11, 2025.

5) **Amended Assignment:**

Arlene Bakker– is amending her assignment from 4 hours per to to 5.75 hours per day, effective November 11, 2025.

Salone Scallon– Rossman Special Education Para is amending her assignment from 37.5 hours per week to 28.75 hours per week, effective December 1, 2025.

Heidi Swenson– is amending her assignment from .8 Title One Interventionist to 1.0 Special Education Teacher, effective December 1, 2025.

6) **Leave of Absence:**

Sara Schnathorst– Middle School Teacher is requesting a leave of absence from December 17, 2025 through January 7, 2025.

7) **Sixth Period Pay**

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 509
Date Revised: 02/09/04, 2/12/18, 2/11/19, 4/25/22, 09/25/23, <u>12/15/25</u>	

509 - ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minn. Stat. §124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that::

1. space is available for the applicant under enrollment cap standards established by school board policy or another directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lessor of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the pupils.

C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

[NOTE: MDE states: "There is no standard set for how parents must demonstrate enrollment in a community preschool or childcare setting. We recommend a written policy for this process." A district may choose to insert applicable local provisions here.]

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

[NOTE: MDE offers the following recommendation: "the non-resident district may elect to allow the child's enrollment status to continue without completing another application. We recommend that districts create policies around this election which must be non-discriminatory and in writing." A district may choose to insert applicable local provisions here.]

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application.

In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

BC. Standards that may not be used for rejection of application.

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or

6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.

CD. Application.

The student and parent or guardian must complete and submit "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or ~~School Readiness Plus (SRP)~~ Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9,~~ to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9,~~ to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

DE. Lotteries.

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of school ~~districts~~district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

EF. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

FG. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

GH. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal Reference: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. §124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Stat. § Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005
WL 3111963 (Minn. Ct. App. 2005) (unpublished)
18 U.S.C. 930, para. (g)(2) (Definitions of weapon)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

Date Adopted: 07/14/86	File Number: Detroit Lakes Policy - 510
Date Revised: 08/12/02, 09/02/2008, 05/23/22	Date Reviewed: 11/24/25

510 - SCHOOL ACTIVITIES AND ELIGIBILITY

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

Detroit Lakes Public Schools firmly believes that involvement in activities plays a significant role in the academic, social, and emotional development of students. We view the "field of competition" -whether it is a field, court, rink, stage, or theater-as an extension of the classroom. As Education based activities our goal is to make our teams/activities as competitive as possible, but our purpose is to instill positive values and important skills that will contribute to success later in life.

Laker Activities strive to develop young adults who are respectful, responsible, committed teammates who will go on to be "Champions In Life.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relation to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The Activities Director shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.

- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The Activities Director shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 512
Date Revised: 8/11/03, 08/10/2009, 05/23/22, <u>12/15/25</u>	

512 - SCHOOL SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

~~*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*~~

~~A. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities.~~

~~B.A.~~ Expressions and representations made by students in school-sponsored publications and activities is not an expression of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, material produced in communication, journalism or other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:
 - 1. The Material appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material is:
- (1) obscene to minors;
 - (2) libelous or slanderous;
 - (3) advertises or promotes any product or service not permitted for minors by law;
 - (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 - (5) expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
 - (6) is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and

parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U.S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 108 S.Ct. 562, 98 L.Ed. 2d 592 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)
Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed. 2d 290 (2007)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Date Adopted: 09/12/88	File Number: Detroit Lakes Policy - MSBA-513
Date Revised: 2/9/04, 06/27/22, 09/25/23, <u>12/15/25</u>	

513 - STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
 - a. Multiple objective criteria; and

- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
- 4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. Assess a student’s readiness and motivation for acceleration; and
 - b. Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11 subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

Legal References: [Minn. Stat. § 120B.11 \(School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness\)](#)

_____ [Minn. Stat. § 120B.15 \(Gifted and Talented Programs\)](#)

_____ [Minn. Stat. § 123B.143, Subd. 1 \(Superintendents\)](#)

_____ [Minn. Stat. § 124D.02 \(School Board Powers; Enrollment\)](#)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
~~MSBA/MASA Model Policy 617 (School District Insurance of Preparatory and High School Standards)~~
 MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
 MSBA/MASA Model Policy 620 (Credit for Learning)

Date Adopted: 04/13/2009	File Number: Detroit Lakes Policy - 514
Date Revised: 12/13/2010, 07/14/2014, 8/11/2014; 12/21/2020, 09/26/22, 10/23/23, <u>12/15/25</u>	

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited;

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a co-curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religions, sexual harassment, and sexual

orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and Sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses, restore to practice, or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited

conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying malicious and sadistic conduct.

B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any student who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other

remedial responses.

D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, restore to practice, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. ~~shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy.~~ School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engage in the prohibited conduct. ~~Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy.~~

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the

training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting. D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

FG The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

H. The school district designates the building administrator as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

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

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions of)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

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

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Date Adopted: 04/19/93	File Number: Detroit Lakes Policy - 515
Date Revised: 08/14/00; 05/13/02; 07/12/04; 01/10/05; 05/15/06; 11/13/17,06/27/22. <u>12/15/25</u>	

515 - PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance”, as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s). Directory information does not include:

1. A student’s social security number;
2. A student’s identification number (ID), or user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other-factor known or possessed only by the authorized user;
3. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
 - d. Records relating to an eligible student, or a student attending an institution of postsecondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by the teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education.

G. Juvenile Justice System.

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other

family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

"Responsible authority" means Superintendent of Schools.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

O. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and

The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31 (a).

B. Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;

- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes Chapter 256B or Minnesota Care under Minnesota Statutes Chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. Performs an institutional service or function for which the school district would otherwise use employees;
 - b. Is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. Will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the

information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974 if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent

of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purpose for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena to not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent

or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect others persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or

organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

22.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

a. Minnesota Statutes, section 13.32, subdivision 5; and

b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.

3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and

c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.3. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.]

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

4. A parent or eligible student may not opt out of the directory information disclosures to:

a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;

2. Home address;

3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

A. Classification

~~_____ Directory information is public except as provided herein.~~

B. Former Students

~~_____ Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).~~

C. Present Students and Parents

~~_____ The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:~~

- ~~_____ 1. _____ Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:~~
 - ~~_____ a. _____ the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;~~
 - ~~_____ b. _____ the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and~~

- ~~c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.~~

~~[Note: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]~~

- ~~2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.~~

- ~~3. A parent or eligible student may not opt out of the directory information disclosures to:~~

- ~~a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or~~
- ~~b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.~~

- ~~4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.~~

~~D. Procedure for Obtaining Nondisclosure of Directory Information~~

~~The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:~~

- ~~1. Name of the student and/or parent, as appropriate;~~
- ~~2. Home address;~~
- ~~3. School presently attended by student;~~

~~4. Parent's legal relationship to student, if applicable; and~~

~~5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.~~

~~E. Duration~~

~~The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.~~

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and

- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected nonpublic or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et. seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C, below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3.
 - 4. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the high school principal in writing by September 15 of each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Re-disclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Re-disclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the recordkeeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a re-disclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly re-discloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. The names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the

school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and

- e. mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.
- 3. The cost of providing copies shall be borne by the parent or eligible student.
- 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- 1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- 2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

- 1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of

the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minnesota Statutes Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent of Schools Mark Jenson.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include

suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XIX. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Attendance)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Rules Parts. 1205.01001205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et. seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et. seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.199.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient)

Records)

Gonzaga University v. Doe, 536 U.S. 273 309 (2002)

Cross References:

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

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 520 (Student Surveys)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 722 (Public Data Request)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA School Law Bulletin "I" (School Records Privacy Access to Data)

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 516
Date Revised: 02/09/04; 01/10/05; 05/15/06; 03/10/2014, 2/28/23, <u>12/15/25</u>	

516 - STUDENT MEDICATION AND TELEHEALTH

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency medication or performing medical treatments or procedures to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs, medication, or medical treatments or procedures during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications or perform medical treatments or procedures in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.

2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:

a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;

b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;

c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

a. purchased without a prescription;

b. used by a pupil who is 18 years old or older;

c. _____ used in connection with services for which a minor may give effective consent;

d. _____ used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;

e. _____ used off the school grounds;

f. _____ used in connection with athletics or extracurricular activities;

g. _____ used in connection with activities that occur before or after the regular school day;

h. _____ provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;

i. _____ prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

(1) _____ the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;

(2) _____ the inhaler is properly labeled for that student; and

(3) _____ the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from

the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

j. epinephrine delivery systems auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

(1) the pupil may possess the epinephrine or

(2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.

2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.

3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Delivery Systems Auto-Injectors

1. Definitions

a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.

b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors/delivery systems that enables the student to:

a1. possess epinephrine delivery systems auto-injectors; or

b2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is outlined in each building's student handbook for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors/delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors/delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery system/auto-injector. The administration of an epinephrine delivery system/auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors/delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors/delivery systems in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine delivery system/auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors/delivery systems to obtain epinephrine auto-injectors/delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors/delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

- ~~A. The administration of prescription medication, drugs, and medical treatments or procedures requires a completed signed medical authorization from the student's parent/guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.~~
- ~~B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.~~
- ~~C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.~~
- ~~D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.~~
- ~~E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan or IHP (individual health plan).~~
- ~~F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.~~
- ~~G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.~~
- ~~H. The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.
 - ~~1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person~~~~

~~believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."~~

~~2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.~~

~~3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.~~

~~4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.~~

~~5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.~~

~~I. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.~~

~~J. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~

~~K. Specific Exceptions:~~

~~1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;~~

~~2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~

~~3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;~~

~~4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;~~

~~5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:~~

~~a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;~~

~~b. the inhaler is properly labeled for that student; and~~

~~c. the parent has not requested school personnel to administer the medication to the student.~~

~~The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.~~

~~If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and~~

~~use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;~~

~~6. Medications:~~

- ~~a. that are used off school grounds;~~
- ~~b. that are used in connection with athletics or extracurricular activities; or~~
- ~~c. that are used in connection with activities that occur before or after the regular school day~~

~~are not governed by this policy.~~

~~[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]~~

~~7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.~~

~~[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]~~

~~8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:~~

- ~~a. possess epinephrine auto-injectors; or~~
- ~~b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.~~

~~The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.~~

~~L. "Parent" for students 18 years old or older is the student.~~

~~M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.~~

~~A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.~~

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery Systems~~Auto-Injectors~~; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine DX~~Delivery Systems~~~~Auto-Injectors~~)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

Date Adopted: 08/28/23	File Number: Detroit Lakes Policy - 516.5
Date Revised:	Date Reviewed: 11/24/25

516.5 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)[i], and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and

that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.

B. “Naloxone Coordinator” is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is [insert title of staff person appointed as coordinator].

C. “Opiate” means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

D. “Opiate Antagonist” means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

E. “Standing Order” means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[Note: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.

C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.

D. **District Collaborative Planning and Implementation Team**

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;

c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and

ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and

d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member

to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public “security information” as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

[i] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”

Date Adopted: 01/12/98	File Number: Detroit Lakes Policy - 517
Date Revised: 01/11/99	Date Reviewed: 11/24/25

517 - STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in

any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level. Standards may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 120.062 (Enrollment Options Program)
Minn. State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA Service Manual Chapter 6, District Education Program (A-6: Enrollment Options Program)

DATE: December 1, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Employee Assistance Program**

Administration recommends renewal of the agreement with Lakeland Mental Health Center, Inc. for employee assistance counseling services beginning on January 1, 2026. District employees will have access to three (3) counseling sessions per year. The agreement also provides parameters for additional services that could be accessed by the District if needed.

Administration recommends approval of this agreement.

cc: Kylie Johnson



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

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

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

TERMS OF AGREEMENT

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

ASSESSMENT AND REFERRAL SERVICES

1. LMHC will provide standard employee assistance counseling services by qualified staff members. In addition, provision of chemical health screening is available in the Fergus Falls and Glenwood offices.
2. The Detroit Lakes School District agrees to pay **\$115.00** per hour for each confidential EAP session to an employee. Continued counseling will be billed to the employee or the employee's insurance. **Three (3)** session per year is authorized for each employee.

ORGANIZATIONAL SERVICES AVAILABLE

The following EAP organizational services are available upon request. LMHC will provide one or more of these services only with prior authorization from the Detroit Lakes Schools #22. For each requested service, the Detroit Lakes Schools #22 agrees to reimburse LMHC at a rate of **\$115.00** per hour, per clinician.

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

This contract will be effective **January 1, 2026 through December 31, 2027**. This contract may be terminated by either party upon thirty (30) days written notice.

Date

Lakeland Mental Health Center, Inc.

Date

Detroit Lakes Schools #22

Current number of employees: _____

DATE: December 1, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Sanford Sports Medicine Services Agreement Amendment**

Beginning in 2019, the District entered into an agreement with Sanford that provides Sports Medicine services for the District. The original agreement was for 10 years.

The attached amendment to the agreement is to adjust the term to extend through June 30, 2036 and align with the Donation agreement amendment that was approved in November 2025. Both the amendment to the agreement and original agreement are included for reference.

Administration recommends approval of the amended agreement.

cc: Rob Nielsen

AMENDMENT TO AMENDED AND RESTATED SPORTS MEDICINE AGREEMENT

THIS AMENDMENT TO AMENDED AND RESTATED SPORTS MEDICINE AGREEMENT is entered into as of October 1, 2025, by and between Sanford Clinic (“Sanford”) and Detroit Lakes Independent School District #22 (“School” and, together with Sanford, the “Parties”).

WHEREAS, the parties entered into that certain Amended and Restated Sports Medicine Agreement dated December 10, 2018, with an Effective Date of January 1, 2019 (the “Agreement”); and

WHEREAS, pursuant to Section 5.01 of the Agreement, the Agreement currently expires on June 30, 2029 (subject to renewal provisions); and

WHEREAS, the Parties desire to amend the Agreement to extend the term through June 30, 2036, so that the Agreement’s duration aligns with the term of the related Donation Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Section 5.01 of the Agreement is hereby deleted in its entirety and replaced with the following:

5.01. Initial Term; Renewal Term. The “Initial Term” of this Agreement commenced on January 1, 2019, and shall remain in effect through June 30, 2036. The Parties agree to enter into discussions for renewal of this Agreement no later than February 1, 2036. Notwithstanding the foregoing, should the Parties fail to reach agreement on new contract terms by May 1, 2036, the Agreement shall be extended at the then-current terms for one (1) additional school year (2036–2037), or may be terminated as provided herein.

2. This Amendment may be executed and delivered electronically and in multiple counterparts, all of which when taken together shall constitute one agreement.

3. Except as modified by this Amendment, the terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed as of the date set forth above.

**Detroit Lakes Independent School
District #22**

Sanford Clinic

By: _____

By: _____

Its: _____

Its: _____

AMENDED AND RESTATED SPORTS MEDICINE AGREEMENT

This Agreement is made this 10th day of December, 2018, by and between Sanford Clinic North ("Sanford"), and Detroit Lakes Independent School District #22 ("School"), to provide sports medicine services.

Recitals:

WHEREAS, School is a school system in Detroit Lakes, Minnesota; and

WHEREAS, Sanford operates a medical facility in Detroit Lakes, Minnesota, which has developed a program for providing sports medicine services; and

WHEREAS, School wishes to retain the services of Sanford in order to provide sports medicine services ("Services") to its student athletes; and

WHEREAS, the parties previously entered into that certain Agreement for Athletic Training and Exercise Physiology Services dated August 1, 2015 (the "Prior Agreement"); and

WHEREAS, the parties desire to amend and restate the Prior Agreement effective January 1, 2019 (the "Effective Date").

NOW THEREFORE, in consideration of the mutual agreements contained herein, the parties agree as follows as of the Effective Date:

1.0 AGREEMENT TO PROVIDE SERVICES

1.01. Providing of Services. School hereby contracts with Sanford, and Sanford agrees to provide to School, Certified Athletic Trainers (referred to herein as "Athletic Trainers"), as selected by Sanford, to provide the Services as stated in this Agreement. The Athletic Trainers are responsible to the School's athletic director and will be directed by the consulting physicians.

2.0 QUALIFICATIONS

2.01. Certifications. During the term of this Agreement, Sanford shall provide Athletic Trainers with appropriate certification(s) and/or license(s), and shall be subject to approval by School, whose approval shall not be unreasonably withheld.

2.02. Degree of Care. In performing the Services under this Agreement, Sanford and each of its Athletic Trainers shall exercise that degree of care and skill as would be exercised by a reasonably prudent athletic trainer in similar settings and under similar circumstances.

3.0 SCOPE OF SERVICE

3.01. Sanford's Responsibilities. Sanford hereby agrees to provide the Services listed on Exhibit A attached hereto.

3.02. School's Responsibilities. School hereby agrees to do the following in accordance with the terms of this Agreement:

- a. School agrees to provide, at its sole cost and expense, First Aid equipment and athletic training supplies as needed. School agrees to consult the Athletic Trainers to identify these needs. School further agrees to provide suitable treatment space to be regularly used by the Athletic Trainers.
- b. School agrees to notify Sanford of any additions or changes to the sporting event schedule at least 48 hours in advance of such change.
- c. School agrees to provide public-address system announcements regarding sports medicine coverage by Sanford at least two (2) times per event. Sanford will provide a script to School or its representative prior to the start of an event.
- d. School agrees to recognize Sanford in all athletic programs and agrees to include the logo at the top or bottom of all game day programs and a tagline to be mutually agreed upon.
- e. School agrees to invite and recognize Sanford at all awards banquets including special awards events such as state championship recognition.
- f. School agrees to display two (2) banners in each middle school and high school gymnasium. In addition, School agrees to display no less than one (1) banner at any away post-season state tournament event, unless otherwise prohibited. Banners will be created and printed at Sanford's expense and delivered to School.
- g. School agrees to provide an e-mail database of all School coaches to Sanford. School will update the database at the beginning of each school year.
- h. School agrees to offer signage placement by all locker rooms and by the training room identifying Sanford as the provider of athletic training services. Signage will be created and printed at Sanford's expense and delivered to School.
- i. School shall have the right to approve or disapprove any Athletic Trainer assigned to perform under this Agreement, provided that any expression of disapproval shall not be unreasonable. Should School be dissatisfied with the performance, competence, responsiveness, capabilities, cooperativeness, or fitness for a particular task of any Athletic Trainer assigned by Sanford to perform Services under this Agreement, School may request the replacement of that Athletic Trainer. The replacement request shall be in writing and shall specify the good faith basis for such request. Upon receipt of any

such request, Sanford shall make reasonable efforts to furnish a qualified replacement within twenty (20) business days.

- j. School agrees that during the term of this Agreement, Sanford shall have the exclusive right to provide athletic training services as stated herein, and School further hereby grants Sanford a right of first refusal with respect to POWER (i.e. strength and conditioning training)/exercise physiology/exercise specialty, sports science and athletic enhancement services School may desire to implement during the term of this Agreement, and if exercised, the parties shall enter into a separate agreement or an amendment hereto setting forth the terms thereof, including the compensation therefor. Accordingly, School shall not permit, including without limitation, any health care services, discussions, presentations, promotions, meetings, negotiations or advertisement or promotional displays with any other providers of health care services at or within the School's facility and at other locations where Sanford is providing Services under this Agreement. Health care services shall include, without limitation, businesses and/or entities that operate a hospital and/or clinic, which provide any health care services of any kind including, without limitation, a clinic such as a "walkup", "rapid care", or "urgent care" clinic, which provide health care services and/or for the provision of dialysis, orthopedics, physical therapy, chiropractic care, occupational therapy, occupational health, oral surgery, audiology, psychiatry, dietetics, optometry, ophthalmology, laser surgery, plastic surgery, maxillofacial surgery services, the sale of health care accessories, the sale or operation of health care plans, weight loss management, pharmacy, and/or athletic training, sports science, athletic enhancement or strength and conditioning services. School agrees it shall also request its booster clubs to adhere to the terms of this Agreement.

This Agreement does not prevent School from choosing to allow promotional or informational presentations or meetings by other providers of exercise or athletic performance enhancement training at other off-site locations not controlled by School if Sanford is unable to provide the same.

4.0 PRICE AND TERMS OF PAYMENT

4.01. Payments to Sanford. Sanford agrees to perform the Services under this Agreement without charge. The parties may mutually agree upon additional coverage for other sporting events, tournaments, jamborees, camps, classes or other special events, and such additional coverage shall be governed by the terms of this Agreement. In connection therewith, if School desires that Sanford provide said additional coverage, it shall provide Sanford with a written request detailing the additional coverage requested. Thereafter, the parties will reasonably cooperate to mutually agree upon the terms, payment, and schedules thereof.

5.0 TERM; RENEWAL TERM; RIGHT OF FIRST REFUSAL

5.01. Initial Term; Renewal Term. The "Initial Term" of this Agreement will commence as of the Effective Date and will terminate on June 30, 2029.

The Parties agree to enter into discussion for renewal of this Agreement by February 1, 2029. Notwithstanding the foregoing, should the parties fail to reach agreement on new contract terms by May 1, 2029, the contract shall be extended at the then-current terms for one (1) additional school year (2029-2030), or may be terminated as provided herein.

5.02 Right of First Refusal. School shall give Sanford a right of first refusal to renew the Services upon expiration of this Agreement. Within one hundred eighty (180) days prior to expiration of this Agreement, School shall send written notice to Sanford of its desire to renew this Agreement, specifying the terms of the offer, requiring Sanford to accept the offer in writing and to sign a suitable agreement to renew the Services within the period of sixty (60) days after the mailing of the notice. The failure of Sanford to exercise its first right of refusal within the period provided shall nullify and void the right of Sanford, and School shall be at liberty to offer the Services to a third party upon the same terms as offered to Sanford.

6.0 RECORDS

6.01. HIPAA, FERPA. Sanford's Athletic Trainers are considered a "health care provider" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Family Educational Rights and Privacy Act ("FERPA") and are subject to FERPA rules and regulations. School and Sanford agree that School coaching staff are "involved in the care" of the student athlete. This allows the coach to receive information necessary to address injuries and to receive information concerning involvement and practice or competition to protect the health and safety of the student athlete. The parties agree to comply with HIPAA and any current and future regulations promulgated thereunder. The parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by HIPAA, FERPA and the terms of this Agreement. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to School's athletes.

6.02. Confidentiality of Documents and Information. Neither party to this Agreement shall make documents or information under this Agreement protected under HIPAA, FERPA or applicable state law available to third parties, other than regulatory bodies or self-regulatory organizations with authority to require their production or for third party reimbursement purposes, unless authorized in writing by the supplying party or required by an order or subpoena of a court or regulatory agency having appropriate jurisdiction. Upon receipt of any such order or subpoena, the party required to produce shall give prompt notice to the supplying party before complying with the order or subpoena. Both parties shall comply, and shall require its officers, employees and agents to comply with all federal and state statutes, rules and regulations concerning confidentiality of information.

6.03. Retention of Records. Sanford shall maintain records in connection with its Services provided under this Agreement for a period of five (5) years and make such records available for inspection and copying by School or its designated agents upon request, to the extent permitted under applicable law.

6.04. Authorization for Release of Information. School will obtain an authorization for release of medical information form for each student athlete who participates in School's athletic activities covered under this Agreement. School will provide Sanford with a copy of the authorization.

6.05. Ownership of Records. All records created by Sanford in connection with the Services shall be the property of Sanford.

7.0 REPRESENTATIONS AND WARRANTIES

7.01. Possess Necessary Licenses. Each party represents and warrants that it has and possesses all licenses, permits, certificates, accreditation and approvals necessary to enable it to provide the Services contemplated under this Agreement, and that the same have not been denied, suspended, revoked or non-renewed at any time, except as may have been disclosed to the other party in writing. Each party agrees to keep current at all times all licenses, permits, certificates, accreditation and approvals required by law, and to immediately notify the other party of any suspension, revocation, or action proposed to be taken which would adversely affect a party's ability to perform the Services contemplated under this Agreement.

7.02. Compliance with Laws. Each party shall observe and comply with all laws, ordinances, rules and regulations of the federal, state, county or municipal governments now in force or which may be hereafter in force, including but not limited to those relating to non-discrimination, accessibility, confidentiality, and civil rights. Each party understands and acknowledges that it has an affirmative duty to be knowledgeable about such laws, rules and regulations that are applicable to the Services to be performed under this Agreement, and how these laws, ordinances, rules and regulations apply to that party's business.

8.0 INSURANCE

8.01. Sanford Required Insurance Coverage. Sanford agrees at its sole expense to procure and keep in force during the entire period of this Agreement professional liability, general, and umbrella liability covering all operations and employees used in the performance of this Agreement. School shall be named as an additional insured under these policies. The required limits of insurance are as follows:

Professional Liability - insurance protection in the minimum amount of \$1,000,000 each occurrence, \$3,000,000 annual aggregate.

Commercial General Liability

Limits: \$1,000,000

Each Occurrence: \$1,000,000

Personal Injury: \$2,000,000

Operations Aggregate: \$2,000,000

Policy must include the following conditions:

Contractual Liability

Independent Contractors

Additional Insured: Detroit Lakes Independent School District #22

Workers' Compensation -As required by applicable law.

Sanford shall provide evidence of the coverage described herein to School upon request.

8.02. School Required Insurance Coverage. School shall be responsible to ensure that there is adequate public liability insurance upon the space where the Services are performed. School shall provide evidence of the coverage described herein to Sanford upon request.

9.0 INDEMNITY

9.01. Indemnification. Each party shall be responsible for its own acts and omissions in the performance of this Agreement.

9.02. Defense of Suits. In the event any court action or administrative proceeding is brought against School or any of its officers, agents, or employees, for Sanford's acts or failure in whole or in part to perform any acts required by this Agreement, School shall tender its defense of any claim or action at law or equity to Sanford or Sanford's insurer, and upon such tender it shall be the duty of Sanford and Sanford's insurer to defend such claim or action without cost or expense to School, its officers, agents or employees. Sanford shall be solely responsible for the conduct and performance of the Services performed under this Agreement.

10.0 DEFAULT AND TERMINATION

10.01. Termination. Each party has the right to terminate this Agreement if the other party breaches or is in default of any of its obligations, representations or warranties, and such breach or default is incapable of being cured or, if capable of being cured, is not cured within the time period shown in Section 10.02. Notwithstanding any other provision herein, either party may terminate this Agreement at any time by providing one hundred eighty (180) days' prior written notice to the other party.

10.02. Events of Default. Each of the following events shall be considered to be an event of default unless waived in writing by the non-defaulting party.

- a. If a party becomes insolvent, makes a general assignment for the benefit of creditors, files a voluntary petition in bankruptcy, or files or acquiesces in the filing of the appointment of a receiver, trustee or liquidator.
- b. The failure of Sanford or School to perform any of its obligations under this Agreement, and the continuance of such failure without cure for a period of thirty (30) days after receipt of written notice.

10.03. Waiver. The waiver by a party of any breach of any term, covenant or condition contained in this Agreement shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Agreement. The subsequent acceptance by a party of performance by the other shall not be deemed to be a waiver of any preceding breach of any term, covenant or condition of this Agreement, other than failure to perform the particular duty so accepted, regardless of knowledge of such preceding breach at the time of acceptance of the performance.

10.04. Remedies. A listing of specific remedies will not exclude any other remedies.

11.0 INDEPENDENT CONTRACTOR

11.01. Status as Independent Contractor. Sanford agrees and stipulates that in performing this Agreement, it is acting as an independent contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Agreement. Neither party has the authority to bind the other nor incur any obligation on its behalf. Sanford has exclusive control over work hours, location, and other details of such services, and School's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Agreement. Sanford and School agree that the Services rendered by Sanford's employees and staff pursuant to this Agreement are those of an independent contractor and Sanford's employees and staff are not, for any purpose, a partner, servant, or employee of School.

11.02. Payment of Taxes. Sanford has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Sanford specifically covenants not to file any complaint, charge, or claim with any local, state or federal agency or court in which Sanford claims to be or to have been an employee of School during the period of time covered by this Agreement and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against School on Sanford's behalf, Sanford will request such agency or court to dismiss such matter.

11.03. Benefits. School shall not be responsible to Sanford or its employees for worker's compensation benefits; unemployment compensation premiums, or any other benefits or obligations either required by law or provided by School to its own employees.

11.04. Responsibility for Hiring and Discharging. The responsibility for hiring, training, compensating, disciplining and discharging any Athletic Trainer performing Services under this Agreement shall rest solely with Sanford.

11.05. Authority Over and Responsibility for Professional Services. School shall not exercise any control over Sanford or its Athletic Trainers in the provision of professional services hereunder. For purposes of clarification, the foregoing is intended to pertain to the manner in which Sanford, through its Athletic Trainers, provides professional services hereunder, provided that such services are performed in accordance with commonly accepted industry practices.

12.0 GENERAL PROVISIONS

12.01. Notices. All notices, requests and demands which any party is required or may desire to give to the other party under any provision of this Agreement must be in writing, delivered to each party at the address shown on the signature page of this Agreement or to such other address as any party may designate by written notice to the other party. Each such notice, request, and demand shall be deemed given or made as follows: (a) if sent by hand delivery, upon delivery; (b) if sent by mail, upon the earlier date of receipt or three (3) days after deposit in the U.S. Mail, first class postage prepaid; (c) if sent by telecopy, upon receipt; and (d) if sent by e-mail or other electronic transmission, upon receipt.

12.02. Applicable Law and Venue. This Agreement is governed by and construed in accordance with the laws of the State of Minnesota. Any action to enforce this Agreement must be adjudicated exclusively in the state District Court of Becker County, Minnesota. Each party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.

12.03. Dispute Resolution. Sanford's Senior Executive Director of Orthopedics and Sports Medicine and the Superintendent of School, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.

12.04. Costs of Enforcement. In any dispute arising under or relating to this Agreement, the prevailing party shall be entitled to recover the costs of adjudicating such disputes, including but not limited to reasonable legal fees and expenses incurred. For this purpose, the term "prevailing party" shall mean the party whose position is substantially sustained in the settlement or in the final judgment rendered in any litigation.

12.05. Severability. If any provision of this Agreement shall be prohibited by or invalid under applicable law, rule or regulation, such provision shall be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such

provision or any remaining provisions of this Agreement. If for any reason any portion of this Agreement must be changed to comply with the legal requirements, the parties agree to negotiate in good faith to make necessary changes to this Agreement to conform to such requirements, consistent with the substantive business goals and intent of this Agreement. If such amendments materially change the rights and obligations of the parties, either party may then terminate this Agreement upon written notice of termination, effective on the effective date of the legal requirements that necessitated the amendment, or on the expiration date of the then current Term, whichever date is earlier.

12.06. Successors, Assignment. This Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors, and permitted assigns of the parties. Neither party may assign nor transfer its interest or obligation hereunder without the other party's written consent provided, however, Sanford may assign this Agreement to its parent, subsidiaries, or corporate affiliates without consent.

12.07. Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, communications, discussions and correspondence concerning the subject matter hereof, including without limitation the Prior Agreement as of the Effective Date. This Agreement may be amended or modified only in writing signed by each of the parties.

12.08. No Third-Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit of the parties hereto and their respective successors and permitted assigns, and no other person or entity shall be a third-party beneficiary of, or have any direct or indirect cause of action or claim in connection with this Agreement.

12.09. Headings. All section and paragraph headings contained herein are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

12.10. Time of the Essence. Time is of the essence of each and every provision of this Agreement.

12.11. Further Assurances. The parties agree to do all such things and execute such further documents as may reasonably be required to give full effect to this Agreement.

12.12. Non-Discrimination. Neither party shall exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, creed, religion, sex, disability, age, marital status, veteran status, status with regard to public assistance, or sexual orientation in admission to, participation in, or receipt of the services and benefits of any of the parties' programs and activities or in employment therein.

12.13. Discretion to Call Ambulance. School acknowledges and agrees that Sanford has the authority to call for an ambulance if its Athletic Trainers feel the situation warrants such action. Once the ambulance arrives the ambulance service personnel will take over

the care of the injured person. Sanford is not responsible for the ambulance services charges.

12.14. Refusal of Athletic Trainers' Advice. Sanford and its Athletic Trainers shall have the authority to determine the playing status of an injured athlete and/or administration of first aid and emergency care to an injured athlete and School hereby agrees to support and enforce any and all of said decisions.

12.15. Equipment. Sanford shall not be responsible for accidents or injuries due to athletic equipment issues including, but not limited to, equipment fitting, equipment failure, or equipment misuse.

12.16. Authority. The persons signing below have the right and authority to execute this Agreement for their respective entities, and no further approvals are necessary to create a binding agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

SANFORD CLINIC NORTH

DETROIT LAKES INDEPENDENT
SCHOOL DISTRICT #22

By: Bruce Voss

By: [Signature]

Its: VP Operations Fargo Network

Its: BOARD CHAIR

Addresses for notices:

Sanford Clinic North
Attn: Legal Department - Route 1000
P.O. Box 2010
Fargo, ND 58122-1000

Detroit Lakes Independent School District #22
Attn: DMG Froku
P.O. Box 766
Detroit Lakes MN 56602

EXHIBIT A

1. Sanford shall provide the following to School:
 - a. School visitations by two Athletic Trainers during organized athletic practices at the High School every weekday and/or Saturdays as mutually agreed to by both parties.
 - b. Athletic Trainer services for home athletic events, excluding Sunday events, together with all away football games, on a schedule mutually agreed to by both parties. In addition, Sanford shall provide Athletic Trainer services for all home and away post-season state tournament events for all School athletic events. The number of events covered per day will be limited to the number of Athletic Trainers assigned to the School. On dates with multiple events scheduled, precedent will be given to varsity events and high-risk sports. Additional availability of Athletic Trainers will be mutually agreed to by both parties. School shall be responsible for arranging and paying for or reimbursing Sanford for all actual travel expenses of the Athletic Trainers for all away football and post-season state tournament events in accordance with Sanford's travel policy.
 - c. Treatments and services that are necessary but which are beyond the scope of practice of the Athletic Trainer will be discussed with the coach, student, and parent(s) but not treated by the Athletic Trainer. If families choose a Sanford physician for further treatment, the Athletic Trainers will use best efforts to schedule an appointment within 24-48 hours. Any services provided by Sanford at its hospital or any clinic location(s) shall be paid for by the student, his or her parents if a minor, and the student's health care insurance provider. This Agreement shall not restrict the right of any individual student-athlete to select an alternate health care provider.
 - d. Fill out injury evaluation forms for each athlete and keep copies on file. Forms will be compiled into a report to be provided to the School upon request.
 - e. Ensure that the Athletic Trainers will help to coordinate and maintain state-distributed health history forms, parental permission forms, Sanford -designed evaluation/treatment forms, physician forms and physical cards, if applicable.
 - f. Other reasonable events/programs, as mutually agreed upon, including educational programs, workshops, on-call service for after hour consultation, pre-season meetings and development and supervision of student athletic training programs.
 - g. Services of an Athletic Trainer during the school year for team fitness evaluations. Written results of fitness evaluations and subsequent training recommendations will be provided to appropriate coaches. Sanford and School will mutually agree upon the dates of service and fee.

h. One Athletic Trainer will be reasonably available for telephone consultations during Sanford's normal business hours (8:00 AM – 5:00 PM) and as time permits. Periodic meetings will be scheduled with coaches to discuss strategies for improved athletic performance.

2. The Athletic Trainer will provide for the treatment of athletic injuries through the application of protective tapings, wraps and braces, and assist in the design of practices to help reduce the incidence of injury.
3. The Athletic Trainer will advise coaches of flexibility and strengthening and conditioning programs to help prevent injuries and optimize performance.
4. The Athletic Trainer will provide immediate care of athletic injuries consistent with their scope of practice and refer athletes to medical facilities when necessary.
5. The Athletic Trainer will design and supervise rehabilitation programs for athletic injuries under the direction of a referring physician.
6. The Athletic Trainer will maintain medical reports for injuries, treatment, rehabilitation, and physician referrals.
7. The Athletic Trainer may serve as a clinical instructor and supervisor for athletic training students from a local college or university. The Athletic Trainer will supervise and instruct athletic training student aides.
8. The Athletic Trainer will counsel and advise athletes on health-related issues, including nutrition and substance abuse.
9. The Athletic Trainer may serve as a consultant to the middle school athletic program by advising middle school athletes in the athletic training room on an appointment-only basis.
10. The Athletic Trainer may, upon request, advise and assist the School's athletic director with the ordering of athletic training room equipment and supplies.
11. The Athletic Trainer may market the athletic training program within the School's district and the surrounding medical community through newsletters, brochures, media contacts, etc.
12. Sanford shall provide ImPACT testing for all School athletes.



Detroit Lakes Public Schools

Monthly Enrollment Summary

2025-2026

Month: December

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	40	69	109

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	3	7	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	64	21	85
Rossman	61	17	78
Totals	125	38	163

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	93	92	95	101	99	480
Rossman	92	92	94	98	95	471
Totals	185	184	189	199	194	951

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
163	951	1114

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	194	208	197	599

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	221	198	181	158	758	0	0	758

E-LAKER ONLINE

	Grade 9	Grade 10	Grade 11	Grade 12	Total
E-Laker	7	8	20	27	62

2025-2026

K-12 Total

2605

2024-2025

K-12 Total

2632

2023-2024

K-12 Total

2708

MONTHLY TOTALS*

EIC	43
ECSE	76
Kind. Sp. Ed.	38
Kindergarten	125
Grades 1-5	951
Middle School	599
Senior High	758
E-Laker	62
Laker Transitions	20
ALC	52
TOTAL	2724

*Does not include non-resident students on tuition agreement

ALC

D.L.	35
Other	17
Total	52

LAKER TRANSITIONS

D.L.	13
Other	7
Total	20



Detroit Lakes Public Schools Yearly Enrollment Summary 2025-2026

Date: December

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
30	31	38	40							49	51	63	69						

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
2	2	3	3							5	6	7	7						

Kindergarten - Special Ed.										Kindergarten										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	0	21	22	21						Roosevelt	89	65	63	64						
Rossman	0	18	17	17						Rossman	80	59	60	61						
Totals	0	39	39	38	-	-	-	-	-	Totals	169	124	123	125	-	-	-	-	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	89	86	85	85	-	-	-	-	-
Rossman	80	77	77	78	-	-	-	-	-
Totals	169	163	162	163	-	-	-	-	-

Grade One										Grade Two										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	94	92	92	93	-	-	-	-	-	Roosevelt	96	92	92	92	-	-	-	-	-	-
Rossman	89	90	91	92	-	-	-	-	-	Rossman	95	95	94	92	-	-	-	-	-	-
Totals	183	182	183	185	-	-	-	-	-	Totals	191	187	186	184	-	-	-	-	-	-

Grade Three										Grade Four										
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Roosevelt	97	94	94	95	-	-	-	-	-	Roosevelt	105	102	101	101	-	-	-	-	-	-
Rossman	91	92	92	94	-	-	-	-	-	Rossman	97	96	97	98	-	-	-	-	-	-
Totals	188	186	186	189	-	-	-	-	-	Totals	202	198	198	199	-	-	-	-	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	100	99	98	99	-	-	-	-	-
Rossman	97	96	97	95	-	-	-	-	-
Totals	197	195	195	194	-	-	-	-	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2025-2026

Date: December

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	492	479	477	480	-	-	-	-	-	Resident	34	39	34	35					
Rossman	469	469	471	471	-	-	-	-	-	Non-Resid.	5	6	16	17					
Totals	961	948	948	951	-	-	-	-	-	Total	39	45	50	52					

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	201	194	192	194	-	-	-	-	-	Resident	45	58	53	54					
Gr. Seven	212	209	208	208	-	-	-	-	-	Non-Resid.	8	8	8	8					
Gr. Eight	202	198	197	197	-	-	-	-	-	Total	53	66	61	62					
Totals	615	601	597	599	-	-	-	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	227	223	222	221	-	-	-	-	-
Gr. Ten	208	201	199	198	-	-	-	-	-
Gr. Eleven	188	185	181	181	-	-	-	-	-
Gr. Twelve	163	161	159	158	-	-	-	-	-
Subtotals	786	770	761	758	-	-	-	-	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
Totals	786	770	761	758	-	-	-	-	-



Detroit Lakes Public Schools Elementary Grade Sections 2025-2026

Month: December

		Roosevelt		Rossman		Grade Average
Kindergarten						20.25
	Section 1&3	21	22	20	20	
	Section 2&4	22	19	20	18	
	Section 5					
Building Average		21.00		19.50		
Grade 1						23.00
	Section 1&3	23	24	23	23	
	Section 2&4	23	22	23	23	
	Section 5					
Building Average		23.00		23.00		
Grade 2						23.00
	Section 1&3	23	24	23	23	
	Section 2&4	23	22	23	23	
	Section 5					
Building Average		23.00		23.00		
Grade 3						23.63
	Section 1&3	23	24	23	24	
	Section 2&4	25	23	23	24	
	Section 5					
Building Average		23.75		23.50		
Grade 4						24.88
	Section 1&3	25	24	25	25	
	Section 2&4	25	27	24	24	
	Section 5					
Building Average		25.25		24.50		
Grade 5						24.38
	Section 1&3	26	24	24	24	
	Section 2&4	24	25	24	24	
	Section 5					
Building Average		24.75		24.00		

The district class size average for K-5 is:

21.14

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.

**Detroit Lakes Public Schools
Monthly Enrollment Summary (2025-26 School Year)
December 1st, 2025**

Roosevelt					
Grade	Current	Previous (Nov)	Opening Day FY26	Sections	Per Section
K	85	85	89	4	21.3
1	93	92	94	4	23.3
2	92	92	96	4	23.0
3	95	94	97	4	23.8
4	101	101	105	4	25.3
5	99	98	100	4	24.8
RSVT Total	565	562	581	24	23.5
Difference		3	(16)		Avg/section

Rossman					
Grade	Current	Previous (Nov)	Opening Day FY26	Sections	Per Section
K	78	77	80	4	19.5
1	92	91	89	4	23.0
2	92	94	95	4	23.0
3	94	92	91	4	23.5
4	98	97	97	4	24.5
5	95	97	97	4	23.8
RSM Total	549	548	549	24	22.9
Difference		1	-		Avg/section

Middle School			
Grade	Current	Previous (Nov)	Opening Day FY26
6	194	192	201
7	208	208	212
8	197	197	202
MS Total	599	597	615
Difference		2	(16)

High School			
Grade	Current	Previous (Nov)	Opening Day FY26
9	221	222	227
10	198	199	208
11	181	181	188
12	158	159	163
HS Total	758	761	786
Difference		(3)	(28)

Online	
Grade	Current
9	7
10	8
11	20
12	27
Total Online	62
Opening Day FY 26	53
Nov 2025	61

District Wide Summary			
Pre-K	45		
K	163		
1	185		
2	184		
3	189		
4	199		
5	194		
	951		
6	194		
7	208	Laker Online	62
8	197	Transitions	20
	599	Rossman	549
		Roosevelt	565
9	231	DLMS	599
10	219	DLHS	758
11	213	ALC	52
12	229	PSEO	-
	892	Pre-K	45
Total	2,650	Monthly Total	2,650

Comparisons	
Last Month Report	2,644
Difference	6
2025-26 Opening Day	2,690
Difference	(40)

Pre K ADM*	45
------------	----



Detroit Lakes Substance Use Prevention Coalition

December 9, 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 - Amy (Anyone who is wanting the role is welcome to it!)

WELCOME

- Name
- Organization and your role there
- Favorite free time activity to do this time of year

Taking a look at today

- TARGET update
- Jessica Moench - Lakes Counseling Center
- Mission Statement
 - Continue with creation
- Amanda Kumpula - Becker Co.
- Upcoming events

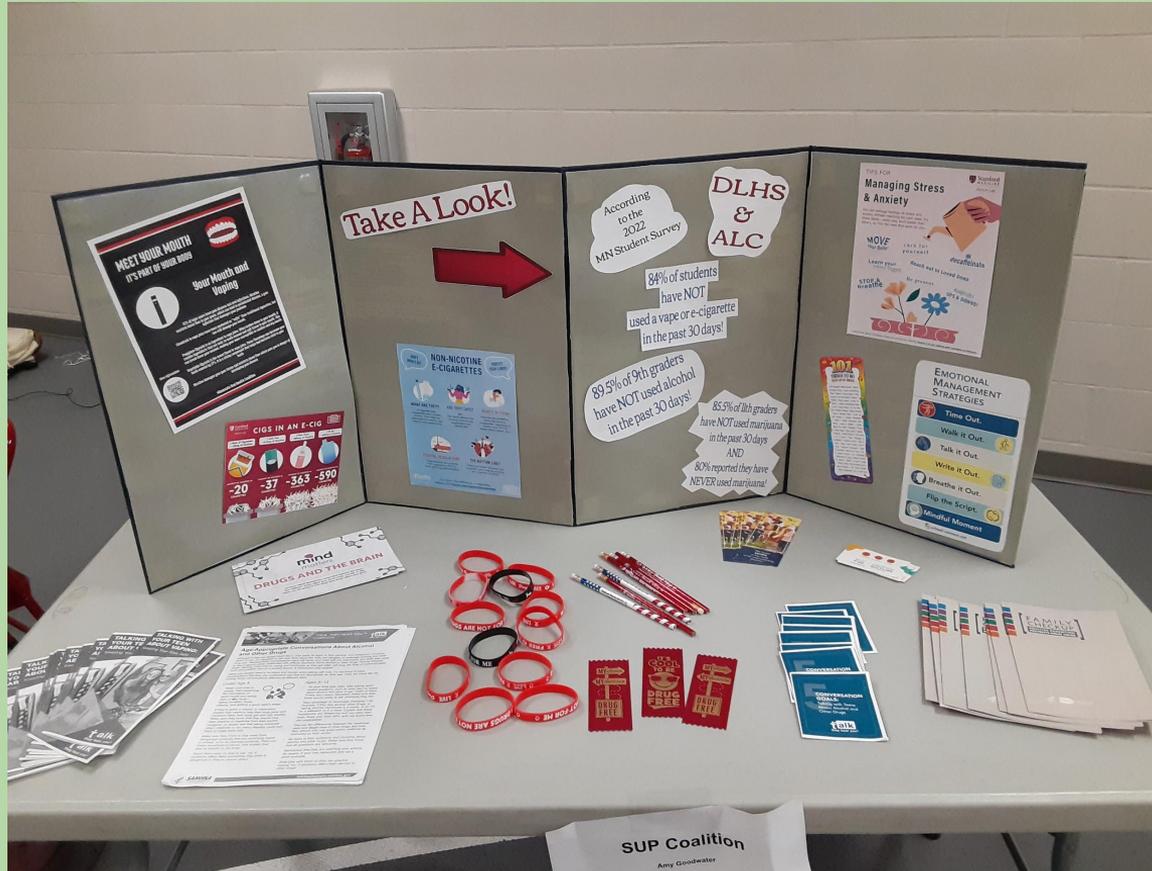


TARGET update

- Escape the Vape video challenge
 - One group interested in participating
- Discussed bringing in Heather and Randy Bacchus to speak in the Spring
 - Target members to reach out to Community for co-sponsors
- Looked at some new options for logo and decided on . . .



Powwow Table



Presenter

Jessica Moench
Lakes Counseling Center

Mission Statement

Julie provided some examples for us to build off of:

“To prevent substance use and promote healthy, resilient youth and families through community-wide collaboration, education, and supportive relationships.”

“To work together across systems to prevent substance use, support mental and emotional well-being, and strengthen our community through connection.”

“To honor the strengths of our community by partnering across sectors to prevent substance use, support healthy choices, and ensure every individual has access to care, support, and opportunity.”

Mission Statement

Questions to consider:

- Which keywords feel essential? (prevention, resilience, safety, well-being, collaboration, youth, whole community, etc.)
- Do we want our focus on youth, whole families, or full community?
- Should we mention mental health or trauma-informed care explicitly?
- Do we want to name “collaboration” or let it be implied?

Mission Statement

Mr. Ochsner took the examples from Julie and the group's feedback and drafted this mission statement possibility:

(A Collaboration that or We) work together across systems to *(prevent substance use or support positive chemical health)*, promote well being, & strengthen our community through *(collaboration or connections)*, education, & relationships.

Media Opportunity

Amanda Kumpula - Becker Co. Public
Health

- PCN Messaging opportunity partnering with Leighton Media

Prevention Spotlight

Let's Talk Cannabis MN

- Collaboration of community and public health partners in Becker and Clay Counties

Talk, They Hear You (TTHY) Campaign (SAMHSA)

- PSAs for Radio, Video and Flyers
- Implementation guide for groups/communities
- School and Educator resources

What's Coming Up

- MSS Data
 - [Preliminary data is here](#)
 - Final district level data to be coming shortly (per MDE)

Resources, Trainings and Such - Oh my!

- Trainings and webinars - [MN Prevention Resource Center](#)
- [Hazelden Betty Ford Foundation](#) - On Demand webinars as well as free webinars coming up
- [Framing the Conversation](#)
- [Northwest Region Prevention demographic report](#)
- [Great Lakes PTTC](#)
- [Montana Institute](#)
- [PBS - Addiction 101](#)
- [Stanford Medicine Infographics](#)

Wrap Up

Any other announcements, comments or questions?

Next meeting:

Tuesday, January 13, 2026

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - December 9, 2025

Members Present:

Julie Smith-Yliniemi Mickey Okeson Sanford Nelson Mark Jenson Jason Kuehn

Members Absent:

Jill Walter Trisha Mariotti

A Finance Committee Meeting was held on Tuesday, December 9th in the District Office Conference Room. The agenda was as follows:

1. Treasurer's Report

Director of Finance Kuehn reviewed the bank reconciliation and fund balances through the month of November. District expenditures and revenues through November were reviewed in comparison to the budget.

Receipts for the month of October totaled \$1,793,516.84. Receipts of note included DLHS Musical admissions, Winter Activity registration fees, Community Education programming tuition, Sanford Health donation agreement payment, monthly Food & Nutrition Services reimbursements, reimbursements from approved Federal Grants, and metered State Aid payments.

Three sets of disbursements were reviewed by the Finance Committee. The committee recommends approval of the ACH/Wire payments for November totaling \$1,602,931.58.

The committee also recommends approval of the check summary for November in the amount of \$827,120.62 and payroll transfers totaling \$1,466,621.29.

2. Certification of 2025 Tax Levy Payable in 2026 for the 2026-27 School Year

Kuehn reviewed the presentation for the upcoming Truth in Taxation Hearing on December 15, 2025.

The Finance Committee recommends approval of the proposed tax levy for 2026-27 school year payable 2026 of \$10,135,176.62 representing an increase of \$182,165.24 or 1.83% from 2025.

3. Lakeland Mental Health - Employee Assistance Program Agreement

Kuehn reviewed the renewal agreement between the District and Lakeland Mental Health for its Employee Assistance Program.

The Finance Committee recommends approval to renew the agreement beginning January 1, 2026 through December 31, 2027

4. Additional Staffing Request - American Indian Education Program

Kuehn reviewed the additional staffing request from the American Indian Education program for an Assistant Quiz Bowl Coach.

The Finance Committee recommends approval to the additional staffing request for the 2025-26 school year.

Next Meeting: Tuesday, January 20th (12:00 PM - District Office Conference Room)

DATE: September 15, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Certification of Proposed 2025 Tax Levy Payable in 2026
for the 2026-27 School Year**

The school board is required to certify to the county auditor of Otter Tail and Becker County the school district's preliminary 2025 Payable 2026 Property Tax Levy by September 30, 2025. The district will certify the maximum levy, as certifying the preliminary levy in this manner allows for adjustments prior to the final levy certification in December. Attached are pages 30 and 31 of the Levy Limitation and Certification document from the Minnesota Department of Education (MDE) which show detailed levy amounts broken down by category.

Preliminary figures indicate that the school district portion of the property tax levy increased by 1.83% from a year ago to \$10,135,176.62. Last year's levy amount was \$9,953,011.38. The figures presented are preliminary and may change in the coming months.

During the regularly scheduled board meeting on Monday, December 15th at 6:00 PM, the school board will discuss the payable 2026 levy and the current year budget (Fiscal Year 2026). At this meeting there will be an opportunity for the public to speak. The final levy certification will be approved at the same meeting.

Administration and Finance Committee recommends to approve the maximum for 2025 Payable 2026 Proposed Property Tax Levy.

Taxes Payable 2026
0022-01-000-000 Detroit Lakes Public School District
jkuehn23

[Home/Levy Method](#)

Home/Levy Method

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	0.00	0.00	0.00
GENERAL - RMV OTHER	2,581,804.10	2,581,804.10	2,581,804.10
GENERAL - NTC VOTER	0.00	0.00	0.00
GENERAL - NTC OTHER	2,359,809.81	2,359,809.81	2,359,809.81
COMMUNITY SERVICE - NTC OTHER	239,929.19	239,929.19	239,929.19
GENERAL DEBT - NTC VOTER	4,127,730.91	4,127,730.91	4,127,730.91
GENERAL DEBT - NTC OTHER	825,902.61	825,902.61	825,902.61
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	4,941,613.91	4,941,613.91	4,941,613.91
COMMUNITY SERVICES FUND	239,929.19	239,929.19	239,929.19
GENERAL DEBT SERVICE FUND	4,953,633.52	4,953,633.52	4,953,633.52
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	2,581,804.10	2,581,804.10	2,581,804.10
NET TAX CAPACITY	7,553,372.52	7,553,372.52	7,553,372.52

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	4,127,730.91	4,127,730.91	4,127,730.91
OTHER	6,007,445.71	6,007,445.71	6,007,445.71

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	10,135,176.62	10,135,176.62	10,135,176.62



ISD #22
Detroit Lakes
Public Schools

Public Hearing for Taxes
Payable in 2026

DECEMBER 15, 2025

PRESENTED BY:
JASON KUEHN,
DIRECTOR OF
FINANCE & OPERATIONS

Minnesota
State Law
Requirements

A Public Meeting...

- Between November 25th & December 29th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2026



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a Result,
Funding is
Highly
Regulated

State Sets:

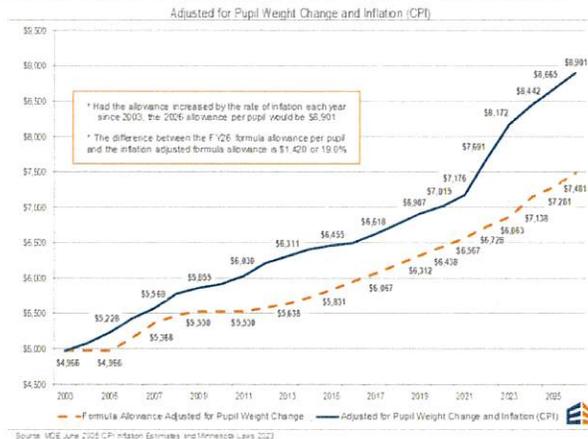
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

General Education Formula Allowance, 2003-26

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved
- For Fiscal Year 2025-26, an increase of 2.75% or \$200 over previous year was approved

Per-pupil allowance for Fiscal Year 2025-26 of \$7,481 would need to increase by another \$1,420 (19.0%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,901

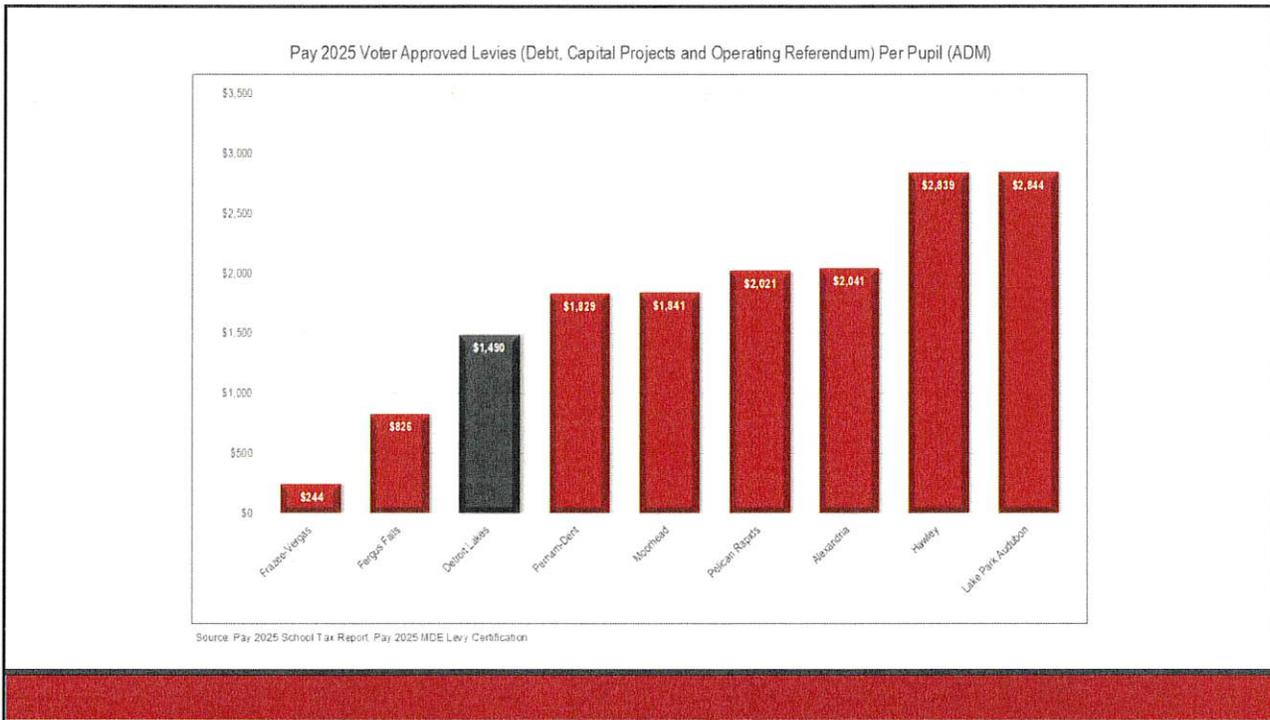


According to MN Department of Education (MDE):

FY 2024 costs of providing programs were underfunded statewide by \$503 million	Even with recent funding, costs will be underfunded by \$524 million statewide by FY 2028
---	---

Underfunding of Special Education

Primary options to bridge funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both



Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2026-27 budget will be adopted by School Board in June 2026.

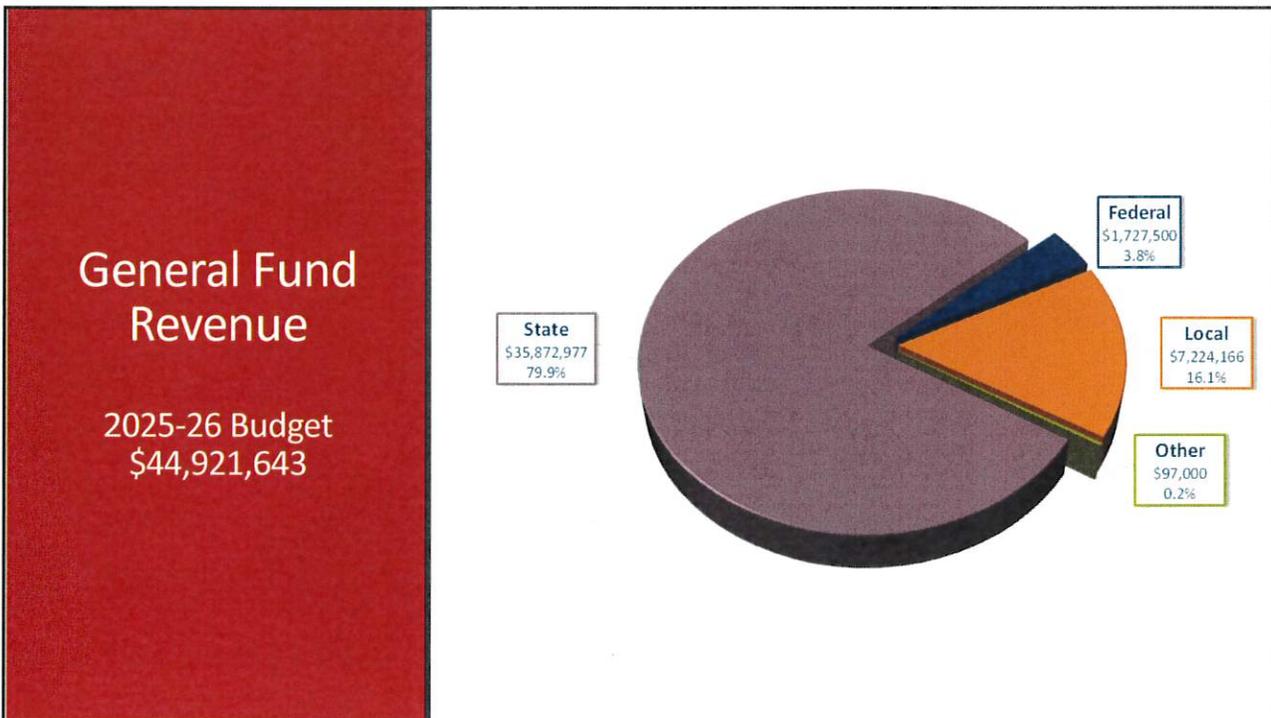
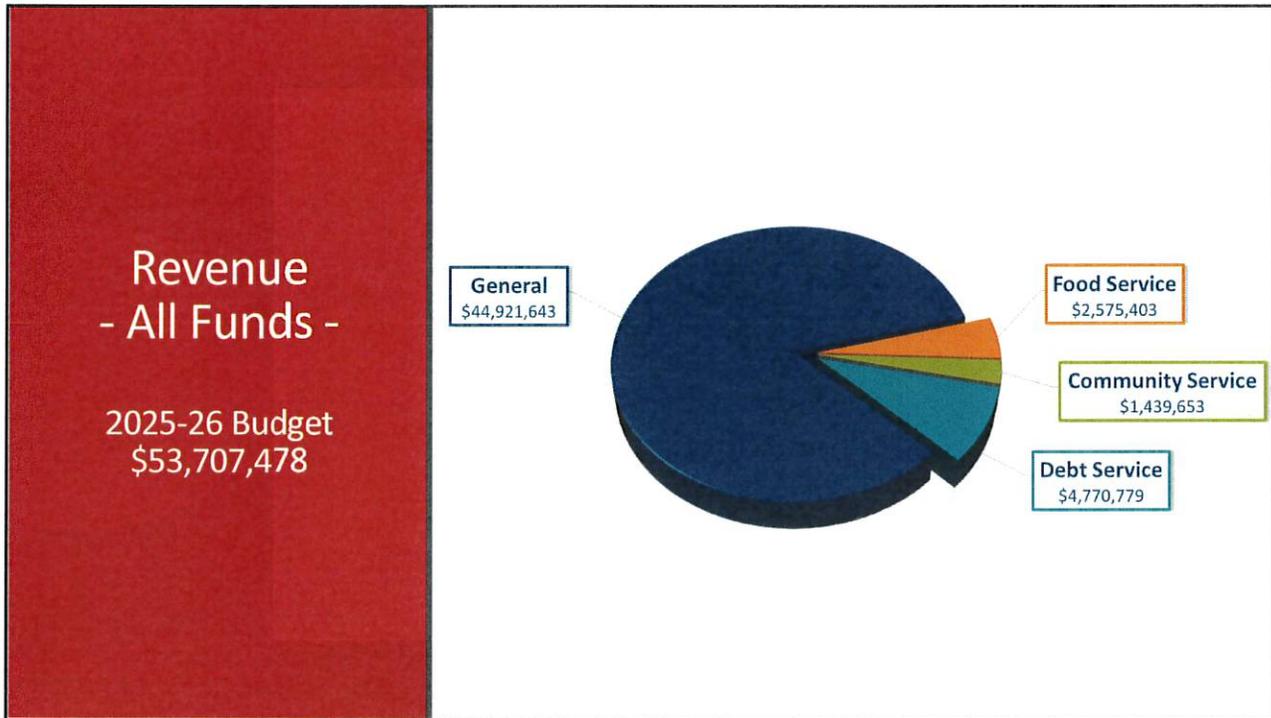
School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

- General
- Food Service
- Community Service
- Debt Service

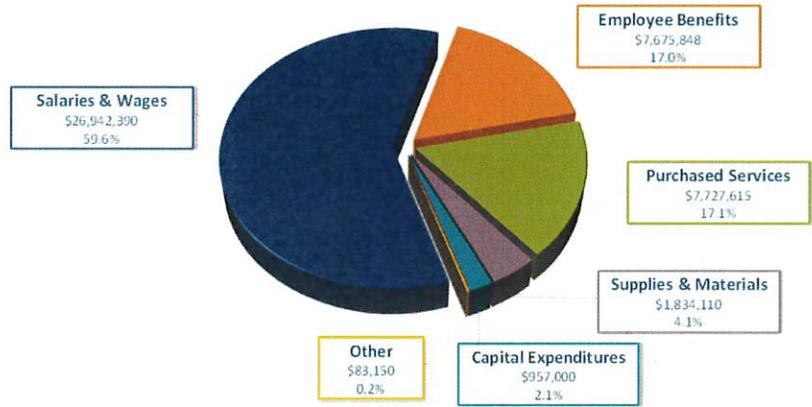


FUND	FISCAL 2025 BEGINNING	2024-25 ACTUAL		JUNE 30, 2025 ACTUAL	2025-26 BUDGET		JUNE 30, 2026 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$2,787,950	\$2,728,112	\$3,043,592	\$2,472,471	\$2,633,826	\$2,909,735	\$2,196,562
General/Other	10,816,526	41,690,914	41,635,761	10,871,678	42,287,817	42,310,378	10,849,117
Food Service	1,161,787	2,470,582	2,308,453	1,323,916	2,575,403	2,572,312	1,327,007
Community Service	605,052	1,341,448	1,345,786	600,714	1,439,653	1,440,841	599,526
Debt Service	843,495	4,759,386	4,706,456	896,425	4,770,779	4,711,031	956,173
Total All Funds	16,214,810	52,990,442	53,040,048	16,165,204	53,707,478	53,944,297	15,928,385



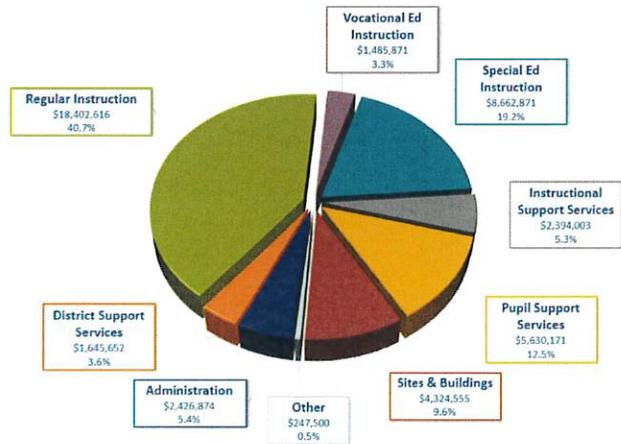
General Fund Expenditures - by Object -

2025-26 Budget
\$45,220,113



General Fund Expenditures - by Program -

2025-26 Budget
\$45,220,113



Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid

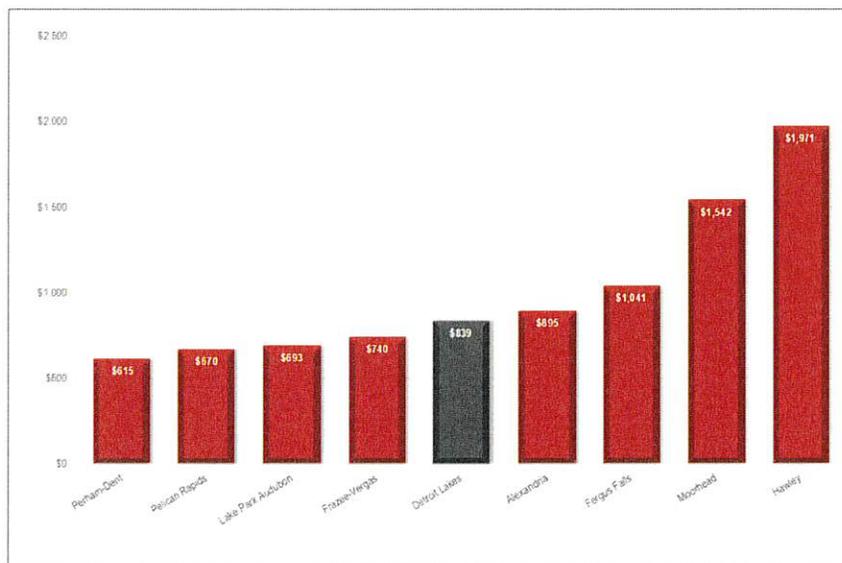


Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

Total School Property Taxes, Payable 2025, on a Home with an Estimated Market Value of \$350,000



Source: Pay 2025 School Tax Report, Pay 2025 MDE Levy Certification

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2026 taxes provide revenue for 2026-27 fiscal year
- Budget adopted in June 2026



City/County:

- Budget year begins January 1st
- 2026 taxes provide revenue for 2026 calendar year budget

Sample of parcel specific notice mailed to every property owner between November 10th – 25th

Property Tax Background:

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions

Spruce County
 Jana Smith, Auditor-Treasurer
 345 12th Street East, Box 79
 Spruceville, MN 55555-5555
 (555) 342-6789
 www.co.spruce.mn.us

TAXPAYER(S):
 John and Mary Johnson
 123 Pine Rd S
 Spruceville, MN 55555-5555

Property Information
 PIN Number: Property Address:
 01 234 56 789 R1 789 Pine Rd S
 Spruceville, MN 55555

Property Description:
 Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2026			
THIS IS NOT A BILL. DO NOT PAY.			
VALUES AND CLASSIFICATION			
Step 1	Taxes Payable Year	2025	2026
	Estimated Market Value	\$125,000	\$130,000
	Homestead Exclusion	\$	\$13,000
	Taxable Market Value	\$125,000	\$117,000
	Tax Method	Res	Res
	Class	Res	Res
PROPOSED TAX			
Step 2	Property taxes before credits	\$1,479.32	
	School building bond credit	\$ 12.00	
	Appraisal market value credit		
	Other credits		
	Property taxes after credits	\$1,467.32	
Step 3	PROPERTY TAX STATEMENT		
	Coming in 2026		
The time to provide feedback on PROPOSED LEVIES is NOW			
It is too late to appeal your value without going to Tax Court.			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property				
Contact Information	Meeting Information	Actual 2025	Proposed 2026	
State General Property Tax	No public meeting	\$0	\$0	
County of Spruce	December 4, 7:00 PM	\$488.06	\$484.18	
Spruce County Condition				
123 Spruce St				
Spruceville, MN 55555				
www.co.spruce.mn.us				
City of Spruceville	December 2, 6:30 PM	\$273.79	\$312.06	
Mayor's Office				
456 Spruce St				
Spruceville, MN 55555				
www.cityofspruceville.com				
Spruceville School District	December 9, 7:00 PM			
909 Pine St				
Spruceville, MN 55555				
www.spruceville.k12.mn.us				
Other Approved Levies		\$208.35	\$256.68	
Other Levies		\$340.11	\$374.80	
Total excluding any special assessments		\$1,340.31	\$1,467.52	9.4%

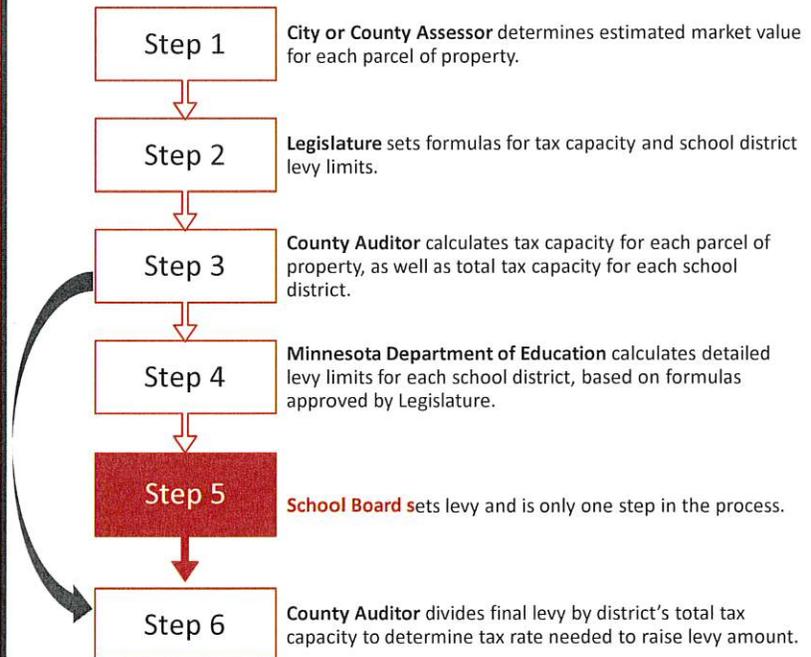
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter-approved property tax for 2026 may be higher than the proposed amount shown on this notice.

School District Property Taxes

- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
 - State law
 - Voter approval

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



Approval of District's Tax Levy in 2025 (Payable 2026)



Overview of District's Proposed Tax Levy

- Proposed Payable 2026 tax levy is an increase from 2025 of \$182,165 or 1.8%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2025 to Proposed Levy Payable in 2026

Fund Levy Category	Actual Levy Payable in 2025	Proposed Levy Payable in 2026	\$ Change	% Change
General				
Local Optional Revenue (LOR)	\$2,102,786	\$2,069,047	(\$33,738)	
Equity	485,362	477,646	(7,716)	
Operating Capital	482,959	509,438	26,478	
Alternate Teacher Compensation	250,794	244,449	(6,345)	
Achievement and Integration	90,965	88,478	(2,487)	
Long Term Facilities Maintenance (LTFM)	692,198	672,450	(19,747)	
Lease Levy	297,761	337,923	40,162	
Other	522,194	549,599	27,405	
Prior Year Adjustments	30,199	(7,415)	(37,613)	
Total, General Fund	\$4,955,216	\$4,941,614	(\$13,602)	-0.3%
Community Service				
Basic Community Education	\$155,508	\$155,508	\$0	
Early Childhood Family Education	98,568	91,835	(6,733)	
Other	2,834	3,105	271	
Prior Year Adjustments	(1,716)	(10,519)	(8,803)	
Total, Community Service Fund	\$255,194	\$239,929	(\$15,265)	-6.0%
Debt Service				
Voter Approved	\$4,101,596	\$4,127,321	\$25,725	
Other	438,953	439,058	105	
Long Term Facility Maintenance	383,683	386,846	3,163	
Reduction for Debt Excess	(190,885)	0	190,885	
Prior Year Adjustments	9,254	408	(8,846)	
Total, Debt Service Fund	\$4,742,601	\$4,953,634	\$211,033	4.4%
Total Levy, All Funds	\$9,953,011	\$10,135,177	\$182,165	1.8%
Subtotal by Truth in Taxation Categories:				
Voter Approved	3,952,333	4,127,731	175,398	
Other	6,000,678	6,007,446	6,767	
Total	\$9,953,011	\$10,135,177	\$182,165	1.8%

Explanation of Levy Changes

Category: Debt Service Fund – Reduction for Debt Excess

Change: +\$190,865

Use of Funds: Debt Payments

Reason for Change:

- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Because delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- District retained excess fund balance for future bond payments

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

Impact of Property Valuations

Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$250



\$250

\$100,000



Impact of Property Valuations

Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more



Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 23.5% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Amounts for 2026 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal advisors)

Estimated Changes in School Property Taxes, 2023 to 2026
Based on No Changes in Property Values

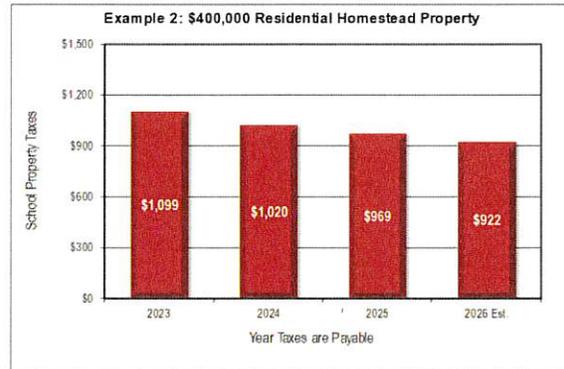
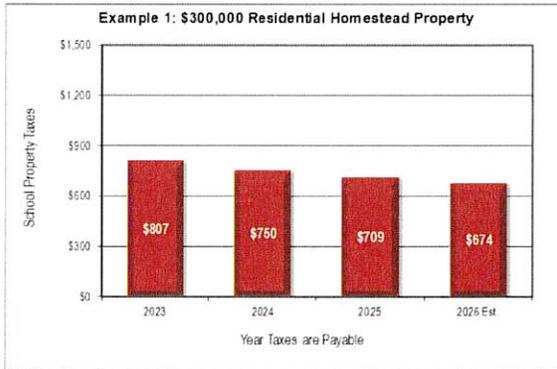
Type of Property	Estimated Market Value	Actual Taxes Payable in 2023	Actual Taxes Payable in 2024	Actual Taxes Payable in 2025	Estimated Taxes Payable in 2026	Change in Taxes 2023 to 2026	Change in Taxes 2025 to 2026
Residential Homestead	\$150,000	\$370	\$344	\$319	\$302	-\$68	-\$17
	200,000	516	479	449	426	-90	-23
	250,000	661	615	579	550	-111	-29
	300,000	807	750	709	674	-133	-35
	350,000	953	885	839	798	-155	-41
	400,000	1,099	1,020	969	922	-177	-47
	450,000	1,239	1,150	1,100	1,045	-194	-55
500,000	1,377	1,278	1,230	1,169	-208	-61	
Commercial/Industrial	\$250,000	\$1,008	\$926	\$885	\$845	-\$163	-\$40
	500,000	2,153	1,975	1,884	1,801	-352	-83
	750,000	3,299	3,025	2,884	2,758	-541	-126
	1,000,000	4,444	4,074	3,884	3,714	-730	-170
Agricultural Homestead (average value per acre of land and buildings)	\$3,000	\$1.42	\$1.33	\$1.25	\$1.20	-\$0.22	-\$0.05
	4,000	\$1.89	\$1.77	\$1.68	\$1.60	-0.29	-0.08
	5,000	\$2.36	\$2.22	\$2.10	\$2.01	-0.35	-0.09
Agricultural Non-homestead (average value per acre of land and buildings)	\$3,000	\$2.83	\$2.67	\$2.51	\$2.41	-\$0.42	-\$0.10
	4,000	\$3.78	\$3.56	\$3.35	\$3.21	-0.57	-0.14
	5,000	\$4.73	\$4.44	\$4.18	\$4.01	-0.72	-0.18
Agricultural Seasonal	\$3,000	\$5.67	\$5.33	\$5.03	\$4.81	-0.86	-0.22
	\$200,000	\$365	\$328	\$307	\$298	-\$69	-\$11
Recreational Residential	300,000	548	493	460	445	-103	-15
	400,000	731	657	614	593	-138	-21
	500,000	914	821	767	741	-173	-26

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2026 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2023 to 2026.
4. For agricultural property, estimates of taxes include impact of School Building Bond Agricultural Credit. Average value per acre is total estimated market value of all land and buildings, divided by total acres. Homestead examples do not include value of house, garage, and one acre, for which tax impact will be same as on a residential homestead property. This calculation does not include impact of Agricultural Homestead Credit, which reduces taxes on each parcel of agricultural homestead property by varying amounts.

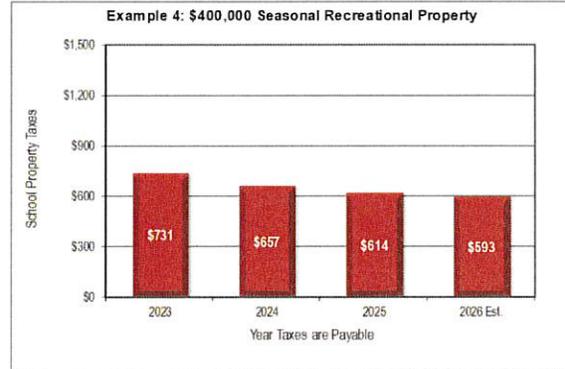
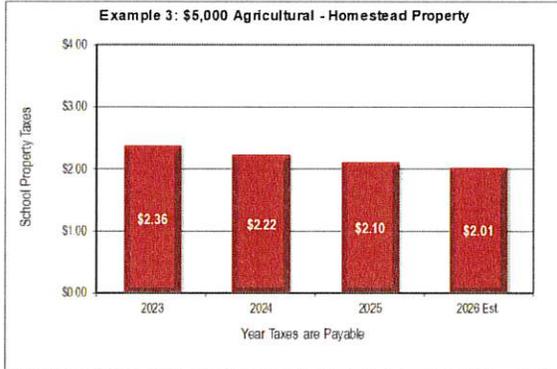
Estimated Changes in School Property Taxes, 2023-26

Based on No Changes in Property Value



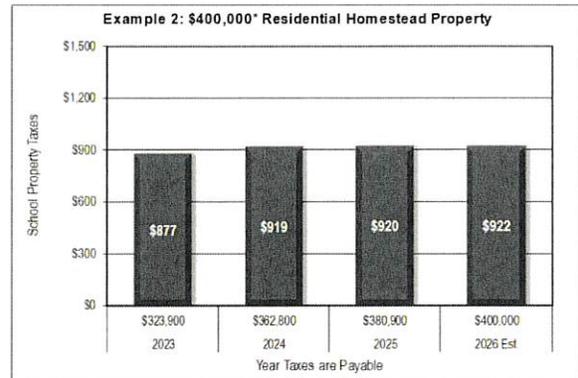
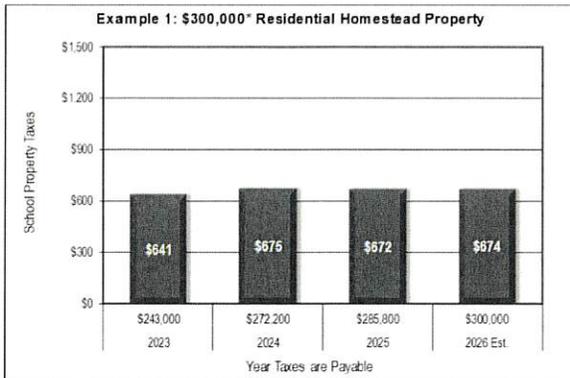
Estimated Changes in School Property Taxes, 2023-26

Based on No Changes in Property Value



Estimated Changes in School Property Taxes, 2023-26

Based on 23.5% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2026. Taxes are calculated based on changes in market value of 12.0% from 2023 to 2024, 5.0% from 2024 to 2025 and 5.0% from 2025 to 2026.

State Property Tax Preferences

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income

Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or \$100 (max \$1,000)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Income Taxes

- If you itemize deductions for federal income taxes, you may deduct a portion of your taxes paid. Starting with your 2024 taxes, renters can claim the Renter's refundable credit on a Minnesota income tax return.

33

Next Steps

Board accepts public comments on proposed levy

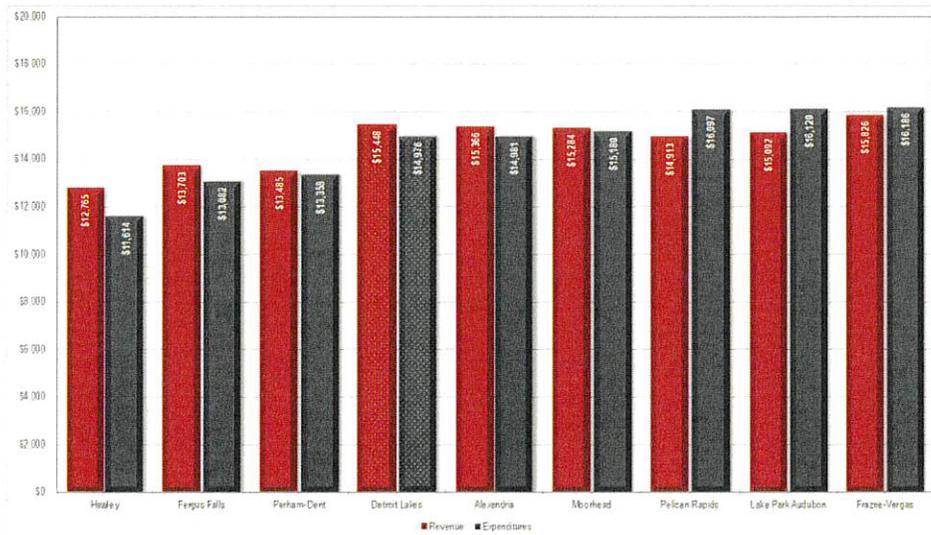
Board certifies 2026 property tax levy

General Fund Undesignated-Unassigned Fund Balance as Percent of Expenditures

District	17-18	18-19	19-20	20-21	21-22	22-23	23-24
Detroit Lakes	38.6%	33.2%	34.2%	34.7%	30.2%	26.2%	30.9%
Lake Park-Audubon	13.2%	20.8%	30.1%	35.2%	24.8%	10.7%	4.9%
Frazee-Vergas	45.8%	39.8%	30.8%	33.6%	27.7%	27.3%	29.6%
Perham	19.0%	12.4%	9.0%	8.1%	3.0%	-7.9%	-7.2%
Pelican Rapids	8.9%	7.1%	22.0%	36.7%	39.4%	36.8%	22.3%
Moorhead	29.6%	27.4%	16.5%	15.6%	9.2%	4.8%	9.7%
Alexandria	20.6%	17.0%	15.6%	18.6%	14.3%	6.5%	9.6%
Fergus Falls	23.5%	24.8%	29.9%	25.4%	36.4%	47.5%	47.9%
Hawley	25.0%	25.4%	27.0%	33.3%	28.7%	24.2%	34.4%
Group Average	26.8%	24.3%	21.2%	22.0%	18.4%	14.7%	17.6%
State Average	19.8%	19.8%	21.3%	23.0%	22.2%	21.0%	23.4%

Source: MDE General Fund Unreserved Fund Balance for FY 2003 - FY 2024

FY 2023-24 General Fund Revenue Per ADM Compared to FY 2023-24 Expenditures per ADM
Includes Operating Capital



Source: FY 2024 MDE School Profiles



PUBLIC COMMENTS

DATE: December 5, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Additional Staffing Requests - American Indian Education Department**

American Indian Education Department

The American Indian Education Department is requesting to add an Assistant Quiz Bowl coach due to increased participation for the 2025-26 season.

Administration and Finance Committee recommends approval.



Instructions:

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

Name of the Building: High School

Topic of Proposal: Assistant Quiz Bowl Coach

Submitted By: Joe Carrier

Date: 12/1/2025

Date to be Implemented: As soon as possible

Person responsible to

Recommend to Superintendent: Joe Carrier

Recommendation by person responsible: Joe Carrier

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

1. Describe the proposal for funding: Assistant Quiz Bowl Coach



**ADDITIONAL STAFFING PROPOSAL FORM
BUDGET YEAR: 2025-2026**

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

First of all, most schools have two coaches even if they have one team. One team consists of 4 players and 1 to 2 alternates. Our numbers are growing to the point where we have 12 students. An assistant coach would allow the head coach to concentrate on the Ojibwe while the assistant can work with students on the reading, history, traditions and government. When traveling another adult would be able to help monitor and work with students while the head coach drives. It would also lend to student structure and safety.

3. State the negative implications if the proposal is not approved: Not all students would be able to compete.

Students who are new and struggling wouldn't get the necessary attention. Practice could get hectic working with 12 students at one time. Our competitiveness would be compromised.

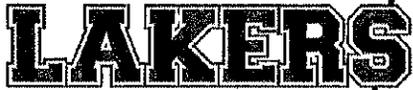
4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.

One thing could be alternate students with practices and competitions, however there are only 4-5 competitions throughout the school year.

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

PROPOSAL BUDGET

PERSONNEL	NUMBER REQUESTED	ESTIMATED COST	REIMBURSEMENT	NET COST
Teachers:	1.0 (150 hours)	\$3,450.00	\$0.00	\$3,450.00
Benefits:		\$550.00	\$0.00	\$550.00
Subtotal:		\$4,000.00	\$0.00	\$4,000.00



OTHER COSTS	NA	ESTIMATED COST	REIMBURSEMENT	NET COST
Supplies:		N/A	N/A	N/A
Capital Outlay:		N/A	N/A	N/A
Other Expenses:		N/A	N/A	N/A
Subtotal:		N/A	N/A	N/A

NET COST		\$4,000.00	\$0.00	\$4,000.00
Code:	E 01 002 790 000 320 186			

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	Not Applicable
b. Review by Business Office before Superintendents approval:	Complete
c. Space implications (short/long range):	N/A
d. Equity implications:	N/A
e. Technology implications:	N/A
f. Suggested timelines for implementations:	Immediately
g. Who has been involved in this decision? Other comments:	District Administration

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

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