

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






**\*Cancelled\* Regular School Board Meeting \*Cancelled\***  
**Monday, March 25, 2024 5:30 PM**  
**M State Room C101 , 900 Hwy 34 E, Detroit Lakes, MN 56501**

Respectfully submitted,

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April Thomas, Clerk

# Laker PRIDE

	<p><b>Purpose</b> our intention, what drives us</p>	<p>Deliver educational excellence.</p>
	<p><b>Relationships</b> 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"> <li>• District ↔ parents and community members</li> <li>• District ↔ building</li> <li>• Building ↔ teacher</li> <li>• Building ↔ parents</li> <li>• Teacher ↔ parent</li> <li>• Teacher ↔ students</li> </ul>
	<p><b>Innovation</b> 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"> <li>• Renew and bring up to date all systems and practices</li> <li>• Utilize growth mindset to hone existing intentions/objectives and explore new ideas</li> <li>• Support diverse ways of thinking and doing</li> <li>• Embed equity continually in every facet of our work</li> </ul>
	<p><b>Development</b> 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"> <li>• Implement and sustain PBIS at all levels</li> <li>• Hone our support for social/emotional health</li> <li>• Further learning and implementation of equitable feedback, assessment, grading and reporting</li> <li>• Provide professional development that supports PRIDE</li> </ul>
	<p><b>Equity</b> 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"> <li>• Clarify and support understanding of equity vs. equality for all</li> <li>• Actively promote equity (institutional, personal, and instructional)</li> <li>• Remove systemic barriers</li> <li>• Accommodate different learning styles</li> <li>• Give students a voice</li> </ul>

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.



## **WINTER RECOGNITIONS**

### **Alpine Skiing State Participant**

Tristan Bristlin

### **Girls Hockey All Conference**

Aurora Jabas

Talyn Anderson

Haley Stattelman

Kaydence Thorsteinson

### **Girls Hockey Honorable Mention**

Brynn Erickson

Hannah Larson

Aspen Rhode

Hadley Songstad

Addison Lauwagie

### **Boys Hockey All Conference**

Dalton Songstad

Easton Kennedy

Cole Deraney

Kale Witt

### **Boys Hockey Conference Honorable Mention**

None

### **Boys Hockey All Section 3rd Team**

Dalton Songstad

### **Girls Basketball All Conference**

Elle Bettcher

Helena Daggett

Ella Okeson

### **Girls Basketball Honorable Mention**

Brooklyn Markuson

Karlee Mace

### **Boys Basketball All Conference**

Mason Carrier

Devon Berg

Brandton Marsh

Caden Strand

### **Boys Basketball Honorable Mention**

Tyler Bye

### **Boys Swimming All Conference**

Ryan Erickson

Blake Swenson

Micah Barberg

Bjorn Anderson

Lucas Lundberg

Ben Mathiason

### **Boys Swimming Conference Honorable Mention**

Tony McLeod

Lane Yliniemi

Alex Mack

Carson Jensen

Brian Morrison

Simon Runyan

Duke Zehnacker

Andrew Barberg

Ethan Johnson

Emmett Stuewe

Zac Westholter

### **Boys Swimming State participants:**

Ryan Erickson

Micah Barberg

Blake Swenson - 5th Place 100 Backstroke

Bjorn Anderson

Lucas Lundberg

### **Wrestling All Conference**

None

### **Wrestling Conference Honorable Mention**

Will Martin

### **Wrestling State Qualifiers**

Brock Swiers

### **Gymnastics Individual State Participants**

Kate Taves

Morgan Hausten

Elsie Ratz

Addy Laux

## **BPA State Conference**

Elle Bettcher – Advanced Office Systems and Procedures – 4th & Payroll Accounting – 4th  
Ella Bommersbach, Laura Syltie, Nick Tobkin – – Financial Analyst Team – 1st  
Avery Browen – Interview Skills – 3rd  
Morgan Hausten – Medical Coding – 3rd  
Ava Morrison – Advanced Office Systems and Procedures – 5th  
Rylie Wendt – Advanced Office Systems and Procedures – 2nd  
Brody Foster -- Basic Office Systems and Procedures - 9th  
Ava Morrison - Advanced Word Processing - 9th  
Mason Carrier, Devon Berg, Charlie Zok, German Guzman - Economic Research Team 8th

## **Choir**

### **All-State**

Aiden Holt  
Chase Householder  
Emma Mitchell  
Jenna Allen DeRemer  
Ethan Hendrickson  
Akira Olp

**MSHSL Triple A Award** - Elle Bettcher and Micah Barberg were Detroit Lakes nominees to Region 8AA.

## **FFA State Qualifiers**

Food Science Team - Makayla Baumgartner, Akira Olp, Julian Jimenez, Natalie Carlson  
Nursery Landscape team - Malanya Perry, Dayton Talbert, Sean Thunstrom

## **Dance**

All State Jazz - Kira McCawley  
Kick - Madelyn Peeters & Megan Shepard

# ALC Board Presentation

March 25, 2024

# Criteria for becoming a student at the DLALC

1. Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.
2. Is at least one year behind in satisfactorily completing coursework or obtaining credits for graduation.
3. Is pregnant or is a parent.
4. Has been assessed as chemically abusive and/or dependent
5. Has been excluded or expelled.
6. Has been referred by Student Assistance Team for enrollment in an eligible alternative program.
7. Is a victim of physical or sexual abuse.
8. Has an assessed mental health condition.
9. Has experienced homelessness sometime within six months before requesting a transfer to an alternative program.
10. Has withdrawn from school, has been chronically truant, or has been excessively absent.

# ALC & Area Schools

Over 1300 K-12 students have been served throughout our region

- Targeted Services (Before/After school Programming)
  - DL, DL Boys & Girls Club, Frazee, LPA, Morris & Browns Valley
- Credit Recovery
- Summer School
- Seat Based (ALC)
- Recovery School

# Detroit Lakes Area Learning Center Student CLP

Student Name: _____ <u>Potential Students</u>							Plan of Study for Current Year				Rates of Attendance		Unexcused Absence Count
Enrolled	Completed	Credit Recovery (9)		Earned	Needed	Q1	Q2	Q3	Q4	Aug/Sept	100%		
<b>English</b>	Engl 9	Engl 9	Engl 9	Engl 9	0	8					Aug/Sept	100%	
	Engl 10	Engl 10	Engl 10	Engl 10							Oct	100%	
	Engl 11	Engl 11	Engl 11	Engl 11							Nov	100%	
	Engl 12	Engl 12	Engl 12	Engl 12							Dec	100%	
<b>Math</b>	Int. Algebra	Int. Algebra	Int. Algebra	Int. Algebra	0	6					Jan	100%	
	Geometry	Geometry	Geometry	Geometry							Feb	100%	
	Alg. II	Alg. II	Alg. II	Alg. II							March	100%	
<b>Social</b>	World Geography	World Geography	World Geography	World Geography	0	7					April	100%	
	US History	US History	US History	US History							May	100%	
	Economics	Economics	Government	Government									
	World History	World History											
<b>Science</b>	Physical Science	Physical Science	Physical Science	Physical Science	0	6	Comments (learning objectives & goal(s), relating to indicators of need listed above):						
	Biology	Biology	Biology	Biology									
	Chemistry/Physics	Chemistry/Physics	Chemistry/Physics	Chemistry/Physics									
<b>PE/Health</b>	PE	PE	Fitness	Fitness	0	4	Did the student meet goals? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Health	Health					Recommendations for continued services, comments and suggestions:						
<b>Electives</b>	1	2	3	4	0	14	<b>Other Behavioral &amp; Academic Goals Measurement:</b>						
	5	6	7	8			<input type="checkbox"/> Improve reading, writing, math skills						
	9	10	11	12			<input type="checkbox"/> Improve attendance						
	13	14	15	16			<input type="checkbox"/> Decrease conflicts with others						
	17	18	19	20			<input type="checkbox"/> Increase self-esteem/concept						
	21	22	23	24			<input type="checkbox"/> Decrease chemical use						
	25	26	27	28			<input type="checkbox"/> Improve verbal communication skills						
						<input type="checkbox"/> Decrease stress/anxiety							
						<input type="checkbox"/> Increase motivation/attitude							
						<input type="checkbox"/> Improve grades							
						<input type="checkbox"/> Other							
<b>Art/Music/Performing Arts</b>					0	2							
AMP	AMP	AMP	AMP										
<b>Personal Finance</b>					0	1							
P. Finance	P. Finance												
					<b>Earned</b>	<b>Need</b>							
					<b>0</b>	<b>48</b>							
					<b>To be on Track:</b>								
<b>9th grade</b>	12					<b>48</b>							
<b>10th grade</b>	24												
<b>11th grade</b>	36												
<b>12th grade</b>	48												
Student Signature: _____ Parent Signature: _____													
Intake Date: _____													

Teacher Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

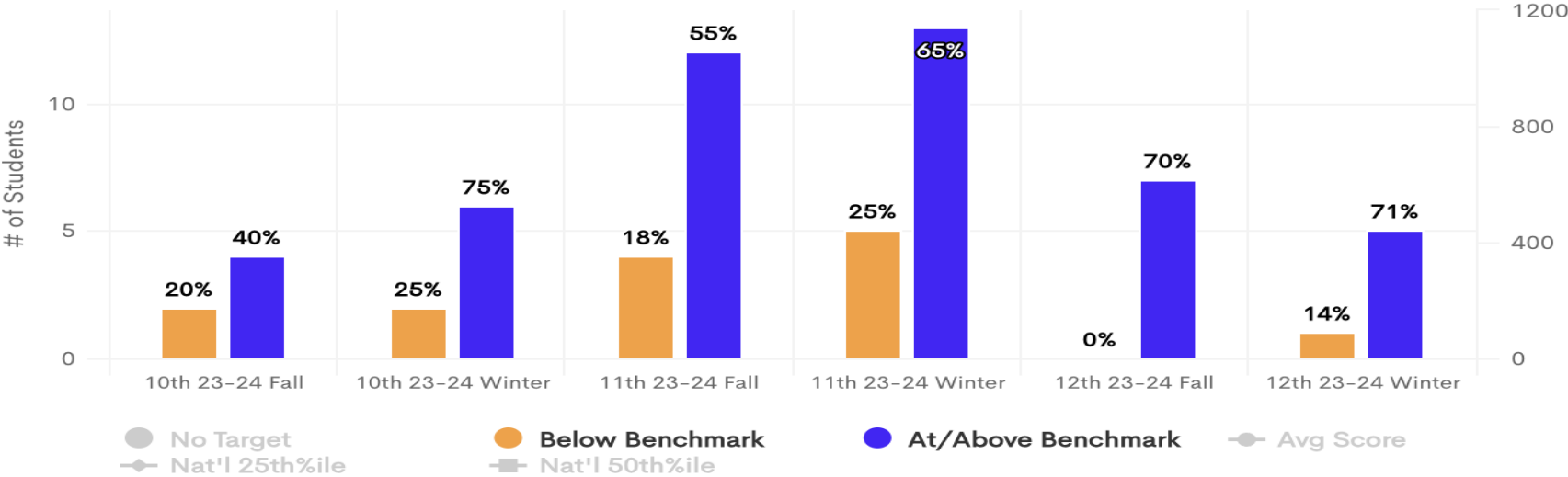


# Star Math

STAR - STAR Math By Grade



Growth - SGP

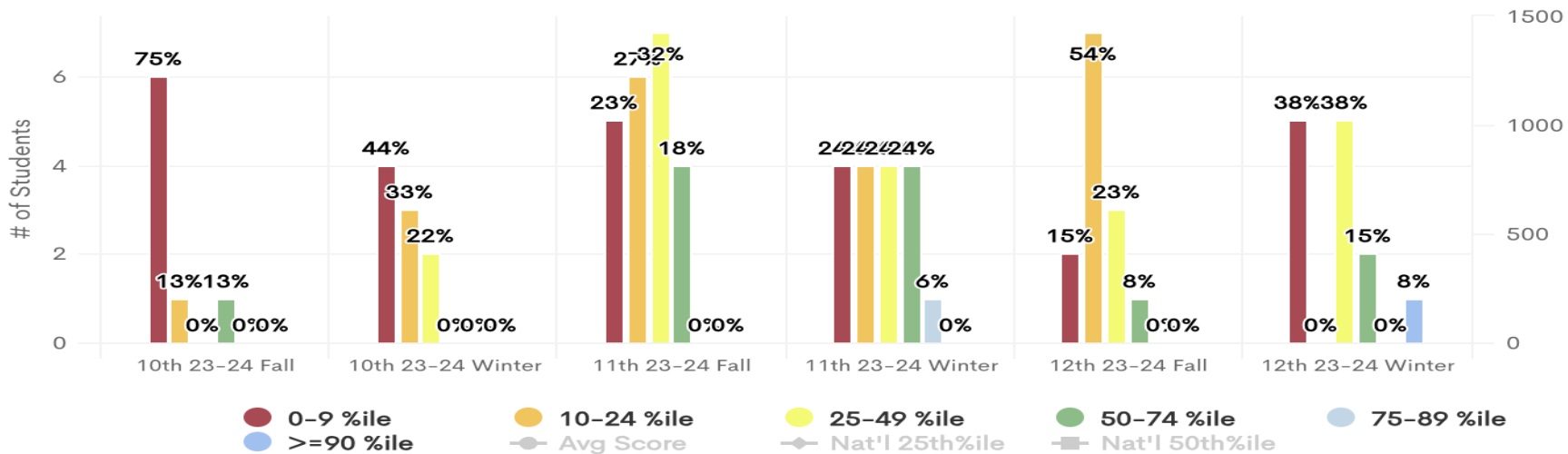


# Star Reading

STAR - STAR Reading By Grade



STAR Nat'l %ile



# Credit Recovery and ISP

- Currently Utilizing Edgenuity as well as Face to Face
- Allowing students to work independently and one on one
- Allows students a chance to catch up on credits
- 9th hour at the ALC (12:25-1 or 3:30-4:45)

# Recovery School



# E-Laker

- Currently 29 Full-Time Students
- Edgenuity
- Part-time Teacher
- What it looks like for the upcoming year?

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

**Regular School Board Meeting  
Monday, February 26, 2024, 5:30 PM  
M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501**

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

**Absent:**

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

The Pledge of Allegiance was recited.

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

Program presentation was given by Jessica Johnson

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

- A. Approve the Minutes of the December 18, 2023, and January 9, 2024 School Board Meetings.
- B. Approve K-12 Computer Checks #705590-705682 and #705759-705818, for a total of \$396,303.23. Approve Hand Payable Checks #705248-705258, #705333-705402, #705477-705562, Wire Transfers #7828-7830, #7842-7846, #7936-7937, #7957-7958, #7993-8003, #8021-8022, #8097-8107, #8121-8137, #8153-8157, #8180-8182, #8208-8209, #8221-8241, in the amount of \$5,574,513.58. Approve Net Payroll Transfers on 1/30/2024 and 02/15/2024 in the amount of \$1,487,151.18 for a total of \$7,458,067.99.(EXHIBIT)
- C. Approve the Personnel Agenda Items.
- D. Approve the Second Reading of Policies:
  - a. 410- Family Medical Leave
  - b. 416- Drug and Alcohol Testing
  - c. 506- K-12 Discipline and Violence Prevention.
  - d. 613- Graduation Requirements
  - e. 901-Community Education
  - f. 903-Visitors to the School District Buildings and Sites
  - g. 904-Distribution of Materials on School District Property by Nonschool Persons
  - h. 905-Advertising
  - i. 906-Community Notification of Sex Offenders
  - j. 907-Rewards
  - k. 910-Naming Rights
- E. Approve the 2024-2026 Pupil Transportation Contract with Olander Bus Service
- F. Approve the 2024-2026 Pupil Transportation Contract with Schultz Garage and Bus Company

Discussion was held on:

- A. CLC update from Rob Nielse
- B. Building goals were discussed by each of the principals.

A motion was made by Thomas , seconded by Okeson to approve the Spring 2024 Lane Change Requestst (EXHIBIT) Motion carried unanimously.

A motion was made by Okeson, seconded by Erickson to approve the 2024-2025 Academic Calendar with 3 Flex Learning Days(EXHIBIT) Motion carried unanimously.

A motion was made by Walz, seconded by Rotter to approve Open Enrollment Motion carried unanimously.

A motion was made by Rotter, seconded by Erickson to approve the American Indian Parent Advisory Committee Resolution of Concurrence (EXHIBIT) Motion carried unanimously.

A motion was made by Walz, Seconded by Rotter to approve the 2023-2024 DLESP Seniority List. (EXHIBIT) Motion carried unanimously.

A Roll Call Vote was taken to approve the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Kirstin Bird, Austin Dodd, Joshua Erhardt, Charles Honke, Jennifer Savig, and Kayla Thorp upon the conclusion of the 2023-2024 School Year. With Okeson, Steffl, Erickson, Walz, Rotter, & Thomas all voting in favor.

A motion was made by Thomas, seconded by Erickon to approve the Achievement and Integration Budget for Fiscal Year 2025

Student representative Rogstad gave an update.

Superintendent Jenson reported on happenings in the School District

Board Treasurer Rotter gave an update on the Finance Committee and Wellness Committee.

Board Chair Steffl announced upcoming meetings and events .

A motion by Erickson, to adjourn the meeting at 6:26 PM, seconded by Walz. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## PERSONNEL AGENDA

February 26, 2024

### 1) **Resignations:**

Devin Arthur– High School Custodian, effective February 6, 2024.

Benjamin Aastuen– Middle School Math Teacher, effective end of 23-24 School Year.

Benjamin Aastuen– Middle School Girls Basketball Coach, effective January 31, 2024.

Benjamin Aastuen– Middle School Boys Basketball Coach, effective February 24, 2024.

Benjamin Aastuen– Middle School Track and Field Coach, effective January 31, 2024.

Benjamin Aastuen– Middle School Girls Soccer Coach, effective January 31, 2024.

Alissa Oneill– Rossman Paraprofessional, effective February 9, 2024.

Melissa Ostlie– Middle School Math Teacher, effective end of 23-24 School Year.

Kyle Pope– High School Custodian, effective January 9, 2024.

Angie Schute– Middle School Girls Softball Coach, effective February 13, 2024.

### 2) **Retirements:**

Shelly Gilson– Rossman 4th Grade Teacher, effective end of 23-24 School Year.

**3) Appointments:**

Paula Breidenback– Rossman Special Education Paraprofessional, at the rate of \$17.20 per hour, working 37.5 hours per week, effective February 5, 2024.

Laura Jensen– Middle School Track Coach, at the rate of \$2,256.89 per season, effective April 2, 2024.

Edgar Negron– Roosevelt Special Education Paraprofessional, at the rate of \$17.20 per hour, working 37.5 hours per week, effective February 7, 2024.

Clare Nemeč– Rossman Long term Substitute, the rate of pay is per Sub Contract, effective February 5, 2024 through April 15, 2024.

Eugene Shipman– High School Custodian, at the rate of \$19.10 per hour plus \$1.00 differential pay, working 40 hours per week, effective February 26, 2024.

**4) Amended Assignment:**

Cassie Kippen– Rossman Paraprofessional is amending her resignation date from March 1, 2024 to February 2, 2024.

Greta Moen-Oak– Long Term Sub is amending her assignment start date from January 29, 2024 to January 18, 2024.

Rachel Moen– is amending her assignment from 9th Grade Girls Track to Assistant Varsity Boys Track, effective March 11, 2024.

Bradley Swiers– is amending his assignment from 9th Grade Baseball Coach to Assistant Varsity Baseball Coach, effective March 11, 2024.

Ryan Zunic– is amending his assignment from Assistant Varsity Boys Track Coach to Head Varsity Boys Track Coach, effective March 11, 2024.

**5) Termination:**

Tiffanie Trautman– Roosevelt Special Education Paraprofessional, effective January 30, 2024.

**6) Leave of Absence:**

Elizabeth McCann– High School Administrative Assistant is requesting a leave of absence from April 2, 2024 through July 2, 2024.

Ashley Schober– Food Service Production Assistant is requesting a leave of absence from January 10, 2024 through May 23, 2024.

Hailey Swiers– Roosevelt Teacher is requesting a leave of absence from May 7, 2024 through May 24, 2024.

## SMART Finance

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	8689	705926	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	03/11/2024	754.65
			8690	705927	Check	1	1027		AILIE TREE SERVICE, INC.	Yes	No	No	USD	03/11/2024	1,800.00
			8691	705928	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	03/11/2024	255.00
			8692	705929	Check	1	1064		ARROW ELECTRIC SUPPLY COMPAN	Yes	No	No	USD	03/11/2024	175.02
			8693	705930	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	03/11/2024	132.00
			8694	705931	Check	1	1096		BELLAND, MELYSSA	Yes	No	No	USD	03/11/2024	31.32
			8752	705932	Check	1	2647		BELLEFEUILLE, DANEEN	Yes	No	No	USD	03/11/2024	70.00
			8695	705933	Check	1	1112		BIO CORPORATION	Yes	No	No	USD	03/11/2024	446.85
			8696	705934	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	03/11/2024	304.93
			8697	705935	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	03/11/2024	651.62
			8698	705936	Check	1	1185		CDW-G	Yes	No	No	USD	03/11/2024	7,450.00
			8699	705937	Check	1	1190		CENTRAL DOOR & HARDWARE, INC.	Yes	No	No	USD	03/11/2024	525.00
			8700	705938	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	03/11/2024	362.21
			8701	705939	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	03/11/2024	165.90
			8702	705940	Check	1	1231		CULINEX	Yes	No	No	USD	03/11/2024	321.69
			8703	705941	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	03/11/2024	2,464.93
			8704	705942	Check	1	1245		DAKOTA BUSINESS SOLUTIONS	Yes	No	No	USD	03/11/2024	446.00
			8705	705943	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	03/11/2024	1,937.50
			8706	705944	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	03/11/2024	3,485.27
			8749	705945	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/11/2024	649.74
			8707	705946	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	USD	03/11/2024	22.76
			8708	705947	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	03/11/2024	1,698.25
			8709	705948	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	03/11/2024	2,720.32
			8755	705949	Check	1	2826	REMIT	GRAFTON INTEGRATED HEALTH NE	Yes	No	No	USD	03/11/2024	3,678.00
			8710	705950	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	03/11/2024	32.50
			8711	705951	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	03/11/2024	6,038.50
			8712	705952	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	03/11/2024	200.00
			8713	705953	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	03/11/2024	9,253.69
			8714	705954	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	03/11/2024	3,376.80
			8715	705955	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	03/11/2024	107.00
			8716	705956	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	03/11/2024	100.00
			8717	705957	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	03/11/2024	283.75
			8718	705958	Check	1	1608		JOSTENS	Yes	No	No	USD	03/11/2024	78.95
			8728	705959	Check	1	1750	REMIT	JOSTENS INC	Yes	No	No	USD	03/11/2024	560.00
			8719	705960	Check	1	1641		LABINE, MICHAEL	Yes	No	No	USD	03/11/2024	151.97
			8720	705961	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	03/11/2024	2,752.18
			8753	705962	Check	1	2721		LAKES PRINTING, INC. OF BRAINERL	Yes	No	No	USD	03/11/2024	1,095.00
			8721	705963	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	03/11/2024	81.68
			8722	705964	Check	1	1679		LIFE LINE INC.	Yes	No	No	USD	03/11/2024	100.00
			8723	705965	Check	1	1681		LINDGAARD, LEESA	Yes	No	No	USD	03/11/2024	97.00
			8724	705966	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	03/11/2024	714.74

## SMART Finance

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	8725	705967	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	03/11/2024	2,530.20
			8726	705968	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	03/11/2024	1,485.98
			8727	705969	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	03/11/2024	276.00
			8729	705970	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	03/11/2024	76.70
			8754	705971	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	03/11/2024	8,759.00
			8730	705972	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	03/11/2024	52,377.71
			8731	705973	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	03/11/2024	1,616.20
			8751	705974	Check	1	2428		NATIONAL BUSINESS FURNITURE, LI	Yes	No	No	USD	03/11/2024	4,163.82
			8732	705975	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	03/11/2024	196.38
			8756	705976	Check	1	2924		NIKKI'S PRETTIES, LLC	Yes	No	No	USD	03/11/2024	800.00
			8733	705977	Check	1	1868		NORTH COUNTRY BUSINESS PRODU	Yes	No	No	USD	03/11/2024	677.00
			8734	705978	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	03/11/2024	375.00
			8735	705979	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/11/2024	868.24
			8736	705980	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	03/11/2024	763.75
			8758	705981	Check	1	3355		PELICAN RAPIDS PUBLIC LIBRARY	Yes	No	No	USD	03/11/2024	471.40
			8737	705982	Check	1	1920		PEPSI	Yes	No	No	USD	03/11/2024	3,002.20
			8738	705983	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	03/11/2024	88.06
			8739	705984	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	03/11/2024	314.09
			8740	705985	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	USD	03/11/2024	85.17
			8741	705986	Check	1	2008		ROGERS, DENNIS	Yes	No	No	USD	03/11/2024	1,000.00
			8742	705987	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	03/11/2024	65.84
			8743	705988	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	03/11/2024	18,568.00
			8744	705989	Check	1	2120		STAPLES	Yes	No	No	USD	03/11/2024	23.96
			8745	705990	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	03/11/2024	110.00
			8757	705991	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	03/11/2024	4,945.20
			8750	705992	Check	1	2382		TJ'S TILE LLC	Yes	No	No	USD	03/11/2024	645.00
			8746	705993	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	03/11/2024	2,346.67
			8747	705994	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/11/2024	16,783.23
			8748	705995	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	03/11/2024	342.04
Bank Total: MW														\$179,329.56	
Report Total:														\$179,329.56	

## SMART Finance

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	8900	706042	Check	1	3191		AEP CONNECTIONS	Yes	No	No	USD	03/25/2024	150.00
			8836	706043	Check	1	1067		ARVIG	Yes	No	No	USD	03/25/2024	3,588.88
			8837	706044	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	03/25/2024	334.00
			8901	706045	Check	1	3193	REMIT	BADLANDS DISTRIBUTION INC	Yes	No	No	USD	03/25/2024	327.99
			8838	706046	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	03/25/2024	633.74
			8839	706047	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	USD	03/25/2024	45.00
			8840	706048	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	03/25/2024	41.00
			8841	706049	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	03/25/2024	816.72
			8905	706050	Check	1	3367		CASAS	Yes	No	No	USD	03/25/2024	1,841.56
			8842	706051	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	03/25/2024	351.34
			8899	706052	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	03/25/2024	115.95
			8894	706053	Check	1	2770		CHILED A INSTITUTE, LLC	Yes	No	No	USD	03/25/2024	10,463.80
			8843	706054	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	03/25/2024	150.00
			8844	706055	Check	1	1231		CULINEX	Yes	No	No	USD	03/25/2024	378.00
			8845	706056	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	03/25/2024	758.76
			8846	706057	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	03/25/2024	669.00
			8891	706058	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	USD	03/25/2024	790.00
			8847	706059	Check	1	1285		DISSE, EMMA	Yes	No	No	USD	03/25/2024	74.90
			8848	706060	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	03/25/2024	4,706.10
			8893	706061	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	USD	03/25/2024	629.85
			8849	706062	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	03/25/2024	2,642.50
			8850	706063	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	USD	03/25/2024	240.00
			8851	706064	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	03/25/2024	420.60
			8852	706065	Check	1	1416		GIVEN, RIKKI	Yes	No	No	USD	03/25/2024	87.50
			8853	706066	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	03/25/2024	339.40
			8854	706067	Check	1	1432		GREEN'S PLUMBING & MODERN HE/	Yes	No	No	USD	03/25/2024	4,649.81
			8855	706068	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	03/25/2024	5,472.50
			8856	706069	Check	1	1511		HOUGH INC.	Yes	No	No	USD	03/25/2024	1,472.97
			8857	706070	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	03/25/2024	6,800.00
			8906	706071	Check	1	3384		INDUSTRIAL ARTS SUPPLY CO.	Yes	No	No	USD	03/25/2024	331.66
			8858	706072	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	USD	03/25/2024	1,020.00
			8859	706073	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	03/25/2024	32.00
			8860	706074	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	03/25/2024	1,417.72
			8861	706075	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	03/25/2024	330.00
			8862	706076	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	03/25/2024	219.00
			8863	706077	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	03/25/2024	1,647.49
			8864	706078	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	03/25/2024	9,789.99
			8896	706079	Check	1	2926		MASON, TRACY	Yes	No	No	USD	03/25/2024	349.50
			8865	706080	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	03/25/2024	425.87
			8866	706081	Check	1	1743		MID CENTRAL DOOR COMPANY	Yes	No	No	USD	03/25/2024	2,618.00
			8867	706082	Check	1	1744		MID STATES WIRELESS, INC.	Yes	No	No	USD	03/25/2024	252.00

## SMART Finance

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	8868	706083	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	03/25/2024	1,495.00
			8895	706084	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	03/25/2024	4,457.00
			8869	706085	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	03/25/2024	173.19
			8892	706086	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	03/25/2024	25.00
			8902	706087	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	USD	03/25/2024	7,875.00
			8870	706088	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	USD	03/25/2024	3,175.90
			8904	706089	Check	1	3318		NEIN, TAYLOR	Yes	No	No	USD	03/25/2024	138.18
			8871	706090	Check	1	1861		NOC BAY TRADING COMPANY	Yes	No	No	USD	03/25/2024	40.00
			8872	706091	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	03/25/2024	4,452.09
			8907	706092	Check	1	3388		OMNI GROUP INTERNATIONAL	Yes	No	No	USD	03/25/2024	180.00
			8873	706093	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/25/2024	637.38
			8874	706094	Check	1	1908		PAPA MURPHY'S	Yes	No	No	USD	03/25/2024	77.00
			8875	706095	Check	1	1920		PEPSI	Yes	No	No	USD	03/25/2024	1,527.08
			8876	706096	Check	1	1936		PLANK ROAD PUBLISHING, INC.	Yes	No	No	USD	03/25/2024	268.15
			8877	706097	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	USD	03/25/2024	29.00
			8878	706098	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	03/25/2024	196.17
			8879	706099	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	03/25/2024	72.80
			8881	706100	Check	1	2023		SAAFE, LLC	Yes	No	No	USD	03/25/2024	4,460.00
			8882	706101	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	03/25/2024	150.00
			8903	706102	Check	1	3242		SMT HEALTH SYSTEMS	Yes	No	No	USD	03/25/2024	6,720.96
			8880	706103	Check	1	2018		SQUIRES, WALDSPURGER & MACE,	Yes	No	No	USD	03/25/2024	330.00
			8883	706104	Check	1	2123		STC FLOORING	Yes	No	No	USD	03/25/2024	1,937.00
			8884	706105	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	03/25/2024	1,013.31
			8885	706106	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	03/25/2024	26,800.00
			8886	706107	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	03/25/2024	484.00
			8897	706108	Check	1	2942		SYSCO NORTH DAKOTA, INC	Yes	No	No	USD	03/25/2024	3,451.08
			8887	706109	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	03/25/2024	175.00
			8888	706110	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/25/2024	20,294.52
			8889	706111	Check	1	2248		WATER BILLBOARDS	Yes	No	No	USD	03/25/2024	1,221.95
			8898	706112	Check	1	3120		WATERWORTH'S WOODSHOP INC	Yes	No	No	USD	03/25/2024	1,250.00
			8890	706113	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	USD	03/25/2024	701.48

Bank Total: MW

\$161,233.34
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Report Total:

\$161,233.34
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**ISD #22 - HAND PAYABLE SUMMARY  
FEBRUARY 2024**

Pmt No	Check No	Pay Type	Vendor	Date	Amount
8265		Wire	BIX PRODUCE	2/1/2024	\$ 6,902.19
8266		Wire	EMC INSURANCE COMPANIES	2/1/2024	\$ 16,930.87
8267		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	2/1/2024	\$ 291,636.42
8268		Wire	ND STATE TAX COMMISSIONER	2/1/2024	\$ 331.23
8269		Wire	CAPITAL ONE TRADE CREDIT	2/5/2024	\$ 102.44
8270		Wire	CITY OF DETROIT LAKES	2/5/2024	\$ 1,033.48
8271		Wire	PERFORMANCE FOODSERVICE	2/5/2024	\$ 4,265.29
8272		Wire	QUADIENT LEASING USA, INC.	2/5/2024	\$ 80.85
8277		Wire	MN DEPT OF REVENUE - LEVY	2/5/2024	\$ 210.96
8379		Wire	WEX HEALTH INC - HSA/FLEX	2/7/2024	\$ 16,291.72
8380		Wire	MINNESOTA STATE RETIREMENT SYS	2/7/2024	\$ 14,129.78
8381		Wire	AVIBEN	2/7/2024	\$ 38,805.87
8406		Wire	BIX PRODUCE	2/9/2024	\$ 5,712.66
8407		Wire	CASH-WA DISTRIBUTING CO.	2/9/2024	\$ 960.87
8408		Wire	MINNESOTA ENERGY RESOURCES	2/9/2024	\$ 66.65
8409		Wire	MINNESOTA ENERGY RESOURCES	2/9/2024	\$ 975.49
8410		Wire	PERFORMANCE FOODSERVICE	2/9/2024	\$ 1,910.41
8411		Wire	MN DEPT OF REVENUE -SALES TAX	2/9/2024	\$ 1,170.00
8412		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	2/9/2024	\$ 42,191.58
8413		Wire	MN TEACHERS RETIREMENT ASSOC.	2/9/2024	\$ 122,634.23
8420		Wire	DETROIT LAKES DISPOSAL	2/13/2024	\$ 4,971.67
8421		Wire	PERFORMANCE FOODSERVICE	2/13/2024	\$ 2,412.18
8422		Wire	INTERNAL REVENUE SERVICE	2/15/2024	\$ 222,782.68
8423		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	2/15/2024	\$ 35,943.53
8462		Wire	BIX PRODUCE	2/15/2024	\$ 5,014.52
8463		Wire	CASH-WA DISTRIBUTING CO.	2/15/2024	\$ 690.37
8464		Wire	CITY OF DETROIT LAKES	2/15/2024	\$ 15,597.97
8465		Wire	CITY OF DETROIT LAKES	2/15/2024	\$ 281.40
8466		Wire	CITY OF DETROIT LAKES	2/15/2024	\$ 246.40
8467		Wire	CITY OF DETROIT LAKES	2/15/2024	\$ 5,201.31
8468		Wire	MINNESOTA ENERGY RESOURCES	2/15/2024	\$ 300.44
8469		Wire	MINNESOTA ENERGY RESOURCES	2/15/2024	\$ 884.72
8470		Wire	MINNESOTA ENERGY RESOURCES	2/15/2024	\$ 298.80
8471		Wire	PERFORMANCE FOODSERVICE	2/15/2024	\$ 1,090.92
8569		Wire	LAKES COMMUNITY COOPERATIVE	2/20/2024	\$ 2,892.58
8570		Wire	MINNESOTA ENERGY RESOURCES	2/20/2024	\$ 719.69
8571		Wire	PERFORMANCE FOODSERVICE	2/20/2024	\$ 3,641.75
8572		Wire	PERFORMANCE FOODSERVICE	2/20/2024	\$ 93.55
8573		Wire	WEX HEALTH INC - HSA/FLEX	2/21/2024	\$ 15,576.67
8574		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	2/21/2024	\$ 49,461.18
8575		Wire	MN TEACHERS RETIREMENT ASSOC.	2/21/2024	\$ 125,273.89
8576		Wire	MINNESOTA STATE RETIREMENT SYS	2/21/2024	\$ 13,995.88
8577		Wire	AVIBEN	2/21/2024	\$ 38,753.77
8578		Wire	AMAZON	2/23/2024	\$ 18,296.94
8593		Wire	ARVIG COMMUNICATION SYSTEMS	2/22/2024	\$ 691.49
8594		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 194.62
8595		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 16,580.27
8596		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 1,276.34
8597		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 989.32
8598		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 266.05
8599		Wire	CITY OF DETROIT LAKES	2/22/2024	\$ 479.85
8600		Wire	MINNESOTA ENERGY RESOURCES	2/22/2024	\$ 363.97
8601		Wire	PERFORMANCE FOODSERVICE	2/22/2024	\$ 933.15
8602		Wire	VERIZON WIRELESS	2/22/2024	\$ 637.10
8603		Wire	VERIZON WIRELESS	2/22/2024	\$ 555.74
8604		Wire	BIX PRODUCE	2/22/2024	\$ 3,658.29
8605		Wire	CASH-WA DISTRIBUTING CO.	2/22/2024	\$ 683.42
8638		Wire	CORPORATE PAYMENT SYSTEMS	2/29/2024	\$ 9,932.60

8639		Wire	INTERNAL REVENUE SERVICE	2/29/2024	\$	269,817.74
8640		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	2/29/2024	\$	42,735.27
8651		Wire	BIX PRODUCE	2/29/2024	\$	3,903.42
8652		Wire	MINNESOTA ENERGY RESOURCES	2/29/2024	\$	9,425.38
8653		Wire	MINNESOTA ENERGY RESOURCES	2/29/2024	\$	4,097.35
8654		Wire	MINNESOTA ENERGY RESOURCES	2/29/2024	\$	2,730.44
8655		Wire	PERFORMANCE FOODSERVICE	2/29/2024	\$	985.42
8656		Wire	PERFORMANCE FOODSERVICE	2/29/2024	\$	2,455.91
8657		Wire	QUADIENT FINANCE USA, INC.	2/29/2024	\$	1,000.00
8658		Wire	METLIFE	2/29/2024	\$	6,405.40
8659		Wire	MIDWEST BANK	2/29/2024	\$	10.00
8660		Wire	MIDWEST BANK	2/29/2024	\$	10.00
8661		Wire	MIDWEST BANK	2/29/2024	\$	10.00
8662		Wire	MIDWEST BANK	2/29/2024	\$	10.00
8663		Wire	MIDWEST BANK	2/29/2024	\$	100.00
8664		Wire	MIDWEST BANK	2/29/2024	\$	10.00
8665		Wire	AUTHORIZE.NET GATEWAY BILLING	2/29/2024	\$	10.00
8666		Wire	VANTIV BILLING / WORLDPAY	2/29/2024	\$	91.52
8667		Wire	REVTRAK	2/29/2024	\$	29.95
8668		Wire	TRANSFIRST AFFINETY	2/29/2024	\$	268.39
8669		Wire	WEX HEALTH INC	2/29/2024	\$	462.00
8670		Wire	WEX HEALTH INC	2/29/2024	\$	14,471.27
6239	703981	Check	HANSON, JOSHUA	2/8/2024	\$	(204.50)
6464	704186	Check	GULER, BRIAN	2/7/2024	\$	(135.00)
6525	704214	Check	BARBERG, MICAH	2/7/2024	\$	(30.00)
6739	704390	Check	PRATT, ASHER	2/8/2024	\$	(20.00)
6762	704400	Check	GOODRICH, CANDI	2/8/2024	\$	(30.00)
6757	704401	Check	GOODRICH, JACK	2/8/2024	\$	(30.00)
6773	704402	Check	GOODRICH, MASON	2/8/2024	\$	(30.00)
6764	704419	Check	WHEELING, DARREN	2/8/2024	\$	(30.00)
7220	704766	Check	MINNESOTA CHILD SUPPORT	2/20/2024	\$	(742.50)
8260	705563	Check	ARD, LORI	2/1/2024	\$	172.51
8250	705564	Check	BARTUNEK, BRYCE	2/1/2024	\$	145.00
8255	705565	Check	BIRKELAND, TIM	2/1/2024	\$	175.13
8243	705566	Check	BSN SPORTS	2/1/2024	\$	9,518.37
8242	705567	Check	CWIKLA ACE HARDWARE	2/1/2024	\$	19.96
8244	705568	Check	FINGALSON, ANNA	2/1/2024	\$	72.09
8252	705569	Check	HAUKEBO, BETTY	2/1/2024	\$	196.09
8253	705570	Check	HAUKEBO, BETTY	2/1/2024	\$	145.00
8262	705571	Check	HENNUM, SANDY	2/1/2024	\$	203.95
8263	705572	Check	HENNUM, SANDY	2/1/2024	\$	145.00
8251	705573	Check	JENKINS, BROOKE	2/1/2024	\$	255.04
8246	705574	Check	JOHNSON, RICH	2/1/2024	\$	159.00
8257	705575	Check	KIPPEN, JACK	2/1/2024	\$	159.00
8245	705576	Check	LAKER LOCKER	2/1/2024	\$	40.00
8247	705577	Check	LEARY, CHRIS	2/1/2024	\$	282.77
8258	705578	Check	MARTINSON, RICK	2/1/2024	\$	192.16
8264	705579	Check	MOHR, CHRISTIN	2/1/2024	\$	1,068.12
8264	705579	Check	MOHR, CHRISTIN	2/13/2024	\$	(1,068.12)
8248	705580	Check	MURPHY, BLAKE	2/1/2024	\$	86.00
8249	705581	Check	MURPHY, BLAKE	2/1/2024	\$	159.00
8261	705582	Check	PETERSON, DARREL	2/1/2024	\$	145.00
8259	705583	Check	PETERSON, DAVID	2/1/2024	\$	145.00
8254	705584	Check	SAVARY, DYLAN	2/1/2024	\$	145.00
8256	705585	Check	STAPLES, TAYLOR	2/1/2024	\$	195.00
8273	705586	Check	ANDERSON COACH OF FRAZEE, INC.	2/5/2024	\$	44,715.00
8274	705587	Check	OLANDER BUS SERVICE INC.	2/5/2024	\$	195,273.75
8275	705588	Check	PEPSI	2/5/2024	\$	3,308.33
8276	705589	Check	SCHULTZ BUS COMPANY	2/5/2024	\$	106,730.00
8375	705683	Check	CURRAN, TIM	2/6/2024	\$	335.00
8377	705684	Check	HATCH, ELI	2/6/2024	\$	40.00
8372	705685	Check	JOHNSON, RICH	2/6/2024	\$	86.00
8374	705686	Check	KIPPEN, JACK	2/6/2024	\$	105.00

8373	705687	Check	MURPHY, BLAKE	2/6/2024	\$	105.00
8371	705688	Check	NOAH, BENJAMIN	2/6/2024	\$	1,295.44
8376	705689	Check	SHEARER, JESSE	2/6/2024	\$	220.00
8378	705690	Check	WENDT, KAYLA	2/6/2024	\$	130.00
8388	705691	Check	BUFFALO WILD WINGS	2/8/2024	\$	312.25
8383	705692	Check	BURNSIDE, BRADY	2/8/2024	\$	100.00
8391	705693	Check	CHALLEY SCHOOL OF MUSIC	2/8/2024	\$	275.00
8389	705694	Check	HAGEN, MADISON	2/8/2024	\$	100.00
8386	705695	Check	ISD #194	2/8/2024	\$	280.00
8382	705696	Check	ISD #2170	2/8/2024	\$	158.00
8392	705697	Check	KOSTER, MATT	2/8/2024	\$	165.00
8384	705698	Check	LEARY, CHRIS	2/8/2024	\$	248.53
8387	705699	Check	PIEMONTE, BETH	2/8/2024	\$	100.00
8385	705700	Check	STAPLES, TAYLOR	2/8/2024	\$	146.00
8390	705701	Check	TRI-COLLEGE MATH CONTEST	2/8/2024	\$	23.00
8393	705702	Check	FODE, STEVEN	2/9/2024	\$	60.00
8402	705703	Check	HATCH, ELI	2/9/2024	\$	40.00
8396	705704	Check	HUT AMERICAN GROUP LLC	2/9/2024	\$	110.00
8399	705705	Check	ISD #2164	2/9/2024	\$	100.00
8398	705706	Check	LUTIO, SCOTT	2/9/2024	\$	150.00
8404	705707	Check	PINE RIVER BACKUS SCHOOL	2/9/2024	\$	350.00
8394	705708	Check	RAMSEY, BRITTON	2/9/2024	\$	120.26
8401	705709	Check	ROLL, GLEN	2/9/2024	\$	150.00
8400	705710	Check	SCHUTT SPORTS, LLC	2/9/2024	\$	3,080.50
8397	705711	Check	SLACK, DEB	2/9/2024	\$	210.26
8403	705712	Check	SWANSON, TRENT	2/9/2024	\$	130.13
8405	705713	Check	WAASDORP, JASON	2/9/2024	\$	150.00
8395	705714	Check	WORLD STRIDES	2/9/2024	\$	62,785.00
8417	705715	Check	ANDYMARK, INC.	2/13/2024	\$	504.66
8415	705716	Check	CAMRUD, CONNOR	2/13/2024	\$	120.00
8416	705717	Check	LENZEN, NICK	2/13/2024	\$	120.00
8419	705718	Check	MADISON NATIONAL LIFE INSURANCE	2/13/2024	\$	2,514.82
8418	705719	Check	NORBY, GRETCHEN	2/13/2024	\$	676.50
8414	705720	Check	TROPHY HOUSE	2/13/2024	\$	612.00
8426	705721	Check	AFSCME COUNCIL 65	2/15/2024	\$	284.56
8424	705722	Check	AMERICAN FAMILY LIFE ASSURANCE CO	2/15/2024	\$	252.44
8428	705723	Check	D. L. ATHLETIC FOUNDATION	2/15/2024	\$	155.00
8429	705724	Check	D.L. PUBLIC EDUC FOUNDATION	2/15/2024	\$	30.00
8425	705725	Check	MINNESOTA CHILD SUPPORT	2/15/2024	\$	504.90
8431	705726	Check	MN SCHOOL EMPLOYEES ASSOC.	2/15/2024	\$	187.22
8430	705727	Check	SUPPORT PAYMENT CLEARINGHOUSE	2/15/2024	\$	335.91
8427	705728	Check	UNITED WAY OF BECKER COUNTY	2/15/2024	\$	188.00
8455	705729	Check	ANDYMARK, INC.	2/15/2024	\$	62.78
8456	705730	Check	ASKEGAARD, SAM	2/15/2024	\$	150.00
8447	705731	Check	BARBERG, MICAH	2/15/2024	\$	30.00
8441	705732	Check	BIRKELAND, TIM	2/15/2024	\$	180.37
8443	705733	Check	BURNSIDE, LILY	2/15/2024	\$	150.00
8432	705734	Check	CAULFIELD STUDIO	2/15/2024	\$	37.50
8433	705735	Check	CENTRAL MARKET	2/15/2024	\$	95.09
8434	705736	Check	CLAYPOOL, KERRY	2/15/2024	\$	250.00
8445	705737	Check	ENDRESON, MATT	2/15/2024	\$	150.00
8435	705738	Check	FINGALSON, ANNA	2/15/2024	\$	120.00
8449	705739	Check	GOODRICH, CANDI	2/15/2024	\$	30.00
8438	705740	Check	GOODRICH, JACK	2/15/2024	\$	30.00
8453	705741	Check	GOODRICH, MASON	2/15/2024	\$	30.00
8442	705742	Check	GULER, BRIAN	2/15/2024	\$	135.00
8448	705743	Check	HAGEN, MADISON	2/15/2024	\$	150.00
8451	705744	Check	HANSON, JOSHUA	2/15/2024	\$	204.50
8436	705745	Check	HOGIE, BRAEDEN	2/15/2024	\$	163.70
8461	705746	Check	ISD # 787	2/15/2024	\$	119.00
8439	705747	Check	LENZEN, NICK	2/15/2024	\$	60.00
8459	705748	Check	MOHR, CHRISTIN	2/15/2024	\$	402.90
8457	705749	Check	NORTHERN MN ROBOTICS CONFERENCE	2/15/2024	\$	119.00

8444	705750	Check	PEDERSON, DARREL	2/15/2024	\$	145.00
8446	705751	Check	PIEMONTE, BETH	2/15/2024	\$	150.00
8460	705752	Check	PIPESTONE FFA	2/15/2024	\$	60.00
8452	705753	Check	PRATT, ASHER	2/15/2024	\$	20.00
8437	705754	Check	RAMSEY, BRITTON	2/15/2024	\$	105.15
8458	705755	Check	ROLL, GLEN	2/15/2024	\$	150.00
8440	705756	Check	SAVARY, DYLAN	2/15/2024	\$	145.00
8454	705757	Check	SMITH, KYLE	2/15/2024	\$	160.00
8450	705758	Check	WHEELING, DARREN	2/15/2024	\$	30.00
8562	705839	Check	ASKEGAARD, MASON	2/20/2024	\$	150.00
8560	705840	Check	BARBERG, HANNAH	2/20/2024	\$	30.00
8559	705841	Check	FUHS, STEVE	2/20/2024	\$	120.00
8552	705842	Check	JOSEPHSON, DANIEL	2/20/2024	\$	1,500.14
8567	705843	Check	LANE, TANNER	2/20/2024	\$	588.00
8557	705844	Check	LENZEN, NICK	2/20/2024	\$	120.00
8558	705845	Check	LENZEN, NICK	2/20/2024	\$	120.00
8553	705846	Check	MATH MASTERS	2/20/2024	\$	360.00
8568	705847	Check	MINNESOTA CHILD SUPPORT	2/20/2024	\$	742.50
8554	705848	Check	MN STATE HIGH SCHOOL LEAGUE	2/20/2024	\$	45.00
8555	705849	Check	NIELSEN, ROBERT	2/20/2024	\$	250.00
8564	705850	Check	OLSON, DARRELL	2/20/2024	\$	150.00
8561	705851	Check	ROSALLINI'S	2/20/2024	\$	374.75
8563	705852	Check	SOLUM, BRADY	2/20/2024	\$	150.00
8556	705853	Check	TROPHY HOUSE	2/20/2024	\$	1,584.00
8565	705854	Check	WESTHOLTER, JASON	2/20/2024	\$	30.00
8566	705855	Check	ZEHNACKER, NANCY	2/20/2024	\$	30.00
8587	705856	Check	ANDYMARK, INC.	2/22/2024	\$	704.68
8589	705857	Check	ANTHEM SPORTS, LLC	2/22/2024	\$	2,694.61
8584	705858	Check	FM HOCKEY OFFICIALS	2/22/2024	\$	2,337.00
8590	705859	Check	FOLTZ, ZACH	2/22/2024	\$	150.00
8586	705860	Check	GLAD, NOAH	2/22/2024	\$	150.00
8588	705861	Check	HAVERKAMP, DEBRA	2/22/2024	\$	4.29
8579	705862	Check	HUTCHINSON, DAVID	2/22/2024	\$	283.11
8580	705863	Check	LAKER LOCKER	2/22/2024	\$	210.19
8592	705864	Check	MADISON NATIONAL LIFE INSURANCE	2/22/2024	\$	2,198.04
8581	705865	Check	MATH MASTERS	2/22/2024	\$	360.00
8582	705866	Check	MINNESOTA TRUE TEAM TRACK	2/22/2024	\$	170.00
8583	705867	Check	PEDERSON, DARREL	2/22/2024	\$	150.00
8591	705868	Check	PEDERSON, KAY	2/22/2024	\$	150.00
8585	705869	Check	SMITH, KYLE	2/22/2024	\$	160.00
8607	705870	Check	ALLEY, HANNAH	2/23/2024	\$	125.00
8610	705871	Check	FUHRMAN, MANDY	2/23/2024	\$	125.00
8608	705872	Check	HAGEN, MADISON	2/23/2024	\$	125.00
8609	705873	Check	ISD #549	2/23/2024	\$	140.00
8606	705874	Check	PIEMONTE, BETH	2/23/2024	\$	125.00
8622	705875	Check	BARTUNEK, BRYCE	2/27/2024	\$	145.00
8625	705876	Check	BIRKELAND, TIM	2/27/2024	\$	180.37
8620	705877	Check	BURNSIDE, BRADY	2/27/2024	\$	125.00
8626	705878	Check	BURNSIDE, LILY	2/27/2024	\$	125.00
8627	705879	Check	BURNSIDE, LILY	2/27/2024	\$	100.00
8628	705880	Check	BURNSIDE, LILY	2/27/2024	\$	100.00
8629	705881	Check	BURNSIDE, LILY	2/27/2024	\$	125.00
8636	705882	Check	CANAD INNS DESTINATION CENTRE GRAND FORKS	2/27/2024	\$	2,607.80
8611	705883	Check	CLAYPOOL, KERRY	2/27/2024	\$	125.00
8634	705884	Check	EVEN, MIKE	2/27/2024	\$	60.00
8621	705885	Check	FIRST	2/27/2024	\$	6,000.00
8633	705886	Check	HAGEN, MADISON	2/27/2024	\$	125.00
8612	705887	Check	HOGIE, BRAEDEN	2/27/2024	\$	155.14
8613	705888	Check	HOLIDAY INN-DL	2/27/2024	\$	1,087.92
8615	705889	Check	ISD #113	2/27/2024	\$	36.00
8614	705890	Check	ISD #152	2/27/2024	\$	160.00
8631	705891	Check	ISD #542	2/27/2024	\$	140.00
8623	705892	Check	ISD #601	2/27/2024	\$	160.00

8616	705893	Check	LAKER LOCKER	2/27/2024	\$	255.73
8635	705894	Check	MOHR, CHRISTIN	2/27/2024	\$	135.36
8617	705895	Check	NIELSEN, ROBERT	2/27/2024	\$	600.00
8630	705896	Check	PIEMONTE, BETH	2/27/2024	\$	250.00
8618	705897	Check	RAMSEY, BRITTON	2/27/2024	\$	17.00
8619	705898	Check	REGION 8A	2/27/2024	\$	3,975.00
8624	705899	Check	SAVARY, DYLAN	2/27/2024	\$	145.00
8632	705900	Check	XCEL ENERGY CENTER	2/27/2024	\$	276.00
8632	705900	Check	XCEL ENERGY CENTER	2/28/2024	\$	(276.00)
8637	705901	Check	XCEL ENERGY CENTER	2/28/2024	\$	276.00
8643	705902	Check	AFSCME COUNCIL 65	2/29/2024	\$	284.56
8641	705903	Check	AMERICAN FAMILY LIFE ASSURANCE CO	2/29/2024	\$	252.44
8645	705904	Check	D. L. ATHLETIC FOUNDATION	2/29/2024	\$	155.00
8649	705905	Check	D.L. EDUCATION MINNESOTA (PARA)	2/29/2024	\$	1,214.84
8648	705906	Check	D.L. EDUCATION MINNESOTA (TEACHER)	2/29/2024	\$	19,212.76
8646	705907	Check	D.L. PUBLIC EDUC FOUNDATION	2/29/2024	\$	30.00
8642	705908	Check	MINNESOTA CHILD SUPPORT	2/29/2024	\$	504.90
8650	705909	Check	MN SCHOOL EMPLOYEES ASSOC.	2/29/2024	\$	169.30
8647	705910	Check	SUPPORT PAYMENT CLEARINGHOUSE	2/29/2024	\$	335.91
8644	705911	Check	UNITED WAY OF BECKER COUNTY	2/29/2024	\$	188.00

**\$ 2,026,625.33**

# PERSONNEL AGENDA

## March 25, 2024

### 1) **Resignations:**

- Jan Axton– Rossman Special Education Para, effective March 15, 2024.
- Paula Beidenbach– Rossman Special Education Para, effective February 15, 2024.
- Joshua Bettcher– Assistant Girls Basketball Coach, effective March 18, 2024.
- Ashley Disse– Lincoln ECFE Assistant, effective March 29, 2024.
- Jessica Ellestad– Middle School Para, effective March 27, 2024.
- Nicholas Grant– Rossman Custodian, effective March 22, 2024.
- Dave Hutchinson– JV Girls Basketball, effective March 18, 2024.
- Isabella Kahle– Rossman Special Education Para, effective March 12, 2024.
- Mary Kvebak– 9th Grade Girls Basketball, effective end of 23-24 season.
- Elise McCollum– Rossman First Grade Teacher, effective end of 23-24 School year.
- Julie Mendoza– Rossman Special Education Para, effective February 27, 2024.
- Alexis Van Maldeghem– Laker Dance Coach, effective March 12, 2024.
- Mark Whiting– JV Football Coach, effective March 13, 2024.

### 2) **Retirements:**

### 3) **Appointments:**

- Alexis Engum– Middle School Math Teacher, at the rate of MA, Step 4 or a contract amount of \$54,655 per year, effective August 19, 2024.
- James Fredrickson– 9th Grade Girls Track Coach, at the rate of \$3,009.18 per season, effective March 7, 2024.
- Melissa Greene– Lincoln Child Educator, at the rate of \$37.33 per hour, working 128 hours, effective May 28, 2024 through June 28, 2024.
- Jeremy Martinez– Middle School Baseball Coach, at the rate of 4.5% of Step 1 or a contract amount of \$1,967.04 per season, effective April 1, 2024.
- Edgar Negron– Middle School Track Coach, at the rate of 4.5% of Step 1 or a contract amount of \$1,967.04 per season, effective February 26, 2024.
- Martha Nustad– ECFE/SR Instructional Assistant, at the rate of \$16.50 per hour, working 92 hours, effective June 4, 2024 through June 27, 2024.
- Mikel Renteria– 9th Grade Girls Track Coach, at the rate of \$2,622.72 per season, effective March 7, 2024.
- Arthur Specht– JV Baseball Coach, at the rate of \$3,114.23 per season, effective March 12, 2024.

### 4) **Amended Assignment:**

- DeAnna Baukol– Roosevelt Title I Interventionist is amending her assignment from Roosevelt Title I Interventionist to Rossman ADSIS Academic Interventionist, effective July 1, 2024.
- Deb Haverkamp– Roosevelt Title One/Noon Duty is amending her assignment from 5.75 hours per day to 5 hours per day, effective February 27, 2024.
- Josina Oppedard– Rossman Special Education Paraprofessional is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective February 9, 2024.
- April Sunram– Rossman Third Grade Teacher is amending her assignment from Third Grade Teacher to ADSIS Academic Interventionist, effective July 1, 2024.

5) **Termination:**

6) **Leave of Absence:**

Brenda Bergum– Rossman Education Assistant is requesting a leave of absence from March 13, 2024 through April 24, 2024.

Teri Holehouse– Rossman First Grade teacher is requesting a three year leave of absence from 2024-25 through 2026-27 school years.

David Meyer– High School Physical Education Teacher is requesting a five year Leave of Absence from 2024-25 through 2028-29 school years.

DATE: March 18, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Risk Management Brokerage Services**

The District selects an Agent of Record to administer our property, liability, auto, cyber and workers compensation insurance. The appointment is for a three year period which begins on July 1, 2024 and ends on June 30, 2027.

Initial proposals were submitted by February 23rd, 2024. After interviewing agents from three institutions that submitted proposals, the Finance Committee is recommending to continue partnering with Bremer Insurance. The fixed rate structure for contracted services is outlined in the attached services agreement.



**Girls Golf**

Dustin Martin      Head  
 Anna Moser        Asst  
 Jason Hendrickson    7th/8th

**Boys Golf**

Vern Schnathorst    Head  
 Jay Peterson        Asst  
 Gerg Unruh         Asst  
 Keith Eckhoff       7th/8th  
 Robb Flint          7th/8th

**Softball**

Emma Mguire        Head  
 Mike Scolley        Asst  
 Markus Okeson      9th  
 Steve Jensen        8th

**Track**

Maggy Doll         Head  
 Ryan Zunich        Head  
 Reed Hefta         Asst  
 Rachel Moen        Asst  
 Pete Paulson        9th  
 Mikel Renteria      9th

**Track Cont.**

Garrett Penton      9th  
 Jim Fredrickson     9th  
 Edgar Negrón        7th/8th  
 Cami Eckhoff        7th/8th  
 Laura Jensen         7th/8th

**Baseball**

Mark Gulseth        Head  
 Bradly Swiers       Asst  
 Art Specht            JV  
 Jeremy Martinez     7th  
 Dave Harmon         8th  
 Jed Erickson         Volunteer

**Boys Tennis**

Zach Biggar         Head  
 Jacob Thompson     Asst

**Trap**

Cory Haverkamp     Head

**Speed & Strength**

Matt Jenson         Coach

**3 Act Play**

Nikki Caulfield

**Adapted Bowling**

Scott Piepkorn       Head



Date Adopted: 05/15/2006	File Number: Detroit Lakes Policy - 533
Date Revised: 08/13/2012; 04/10/2017, 12/19/2022, <u>04/22/24</u>	

## 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT

### I. Purpose

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state and federal standards.

### II. General Statement of Policy

- A. The School Board recognizes that nutrition education and physical education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment will promote students' health and well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The School District encourages involvement of students, parents, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.
- E. All students in grades P-K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; ~~try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning;~~<sup>[1]</sup> and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### III. Wellness Goals

#### A. Nutrition Education and Promotion

1. The Detroit Lakes School District will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, as appropriate; and
  - c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The School District will encourage all students to make age appropriate, healthy selection of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores.

#### B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents.

1. The School District recognizes that parents and guardians have a primary and fundamental role in promoting their children's health and well-being.
2. The School District will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The School District encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The School District will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

A. | |

[2]  
IV.

**STANDARDS AND NUTRITION GUIDELINES**

~~*[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]*~~<sup>[3]</sup>

A. School Meals

~~*[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 Code of Federal Regulations section 210.10 and the meal requirements for breakfasts set forth in Code of Federal Regulations section 220.8.]*~~<sup>[4]</sup>

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. ~~*Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.*~~<sup>[5]</sup>
4. ~~*The school district*~~~~*Food service personnel*~~<sup>[6]</sup> will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.  

~~**[Note: Healthy party ideas are available from the USDA.]**~~ [7]
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

~~**[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]**~~<sup>[8]</sup>

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[9]</sup>). The ~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[10]</sup> will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the ~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[11]</sup> regarding compliance matters upon request.

B. Public Involvement

~~**[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]**~~<sup>[12]</sup>

1. The ~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[13]</sup> will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The ~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[14]</sup> will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

## VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

~~**[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]**~~<sup>[15]</sup>

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

~~**[Note: Per Minnesota Statutes section 121A.215, when available, a school district must post its current local school wellness policy on its website.]**~~<sup>[16]</sup>

B. Annual Reporting

~~**[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]**~~<sup>[17]</sup>

The ~~Human Resources Director~~<sup>Wellness Coordinator</sup><sup>[18]</sup> will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

~~**[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about**~~

~~progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]~~<sup>[19]</sup>

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The ~~Food Service Director~~ Wellness Coordinator<sup>[20]</sup> will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

~~[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 Code of Federal Regulations section 210.30.]~~<sup>[21]</sup>

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

**Legal References:** Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

Date Adopted:	File Number:
Date Revised: 7/10/2017, 12/19,2022, 09/25/23, Draft 02/19/24	Detroit Lakes Policy - 534

## 534 –SCHOOL MEALS POLICY

~~[Note: In 2021, the Minnesota Legislature amended Minnesota Statutes, section 124D.11, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program.]~~

~~[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]~~

~~[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.][1]~~

### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

### II. PAYMENT OF MEALS

A. ~~[OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. Payments can be made via the school district’s online payment portal or via check or cash at any school office. Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student’s account.][2]~~

~~——— [OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items~~

~~until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]~~

~~[OPTION 3: Insert a school district specific process for payment of a la carte items or second meals.][3]~~

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

(3) a student who has been determined eligible for free and reduced-price meal must always be served a reimbursable meal even if the student has an outstanding debt.

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

E. When a student has a negative account balance, the student will not be allowed to charge any extras including snack item, Ala Carte, extra juice, extra milks.

F. Members of the same family, employee(s) and student(s), will share a common family food service account.

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance. Families will be notified by email and letters sent home(~~e.g., verbal, telephone, email, letters sent home~~).[4]

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals or affixing stickers, stamps, or pins.

### IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of \$50.00 or more for the prior year will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes Sections 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to unpaid student meal balance.

## V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post this policy on the school district's website, ~~or the website of the organization where the meal is served,~~<sup>[5]</sup> in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meal policy. The school district will ensure that and third-party provider with whom the school district enter into either an original or modified contract after July 1, 2021, adheres to the school district's school meal policy.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. **fax:**  
(833) 256-1665 or (202) 690-7442; or

3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Legal References:** *Minn.Stat.* § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111, (School Meals Policies; Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

**Cross References: None**

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional

shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for

students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

#### **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

#### **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a

child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
  - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

### **SCHEDULING AND ROUTING**

Transportation services will be provided insofar as possible as follows:

- A. On a city, county or township-owned road which is maintained by the city, county or township and is one-half mile long or more one way and comes out to a main traveled road.

There is a suitable and maintained place to turn around.

If vision is obscured at the point of turn-around, other arrangements will be necessary and will be at the discretion of the transportation contractor and the Transportation Director.

All turn-arounds must be plowed out wide enough to accommodate sufficient space for the safe turn-around of a bus. Transportation routes will be established to arrange the time and order of pick-up to minimize, to the degree possible, the amount of time a student is to ride on a school bus to and from school.

Insofar as possible, students will be transported towards the school of attendance without hauling students greater distances out into the country than necessary.

Families may designate a pickup location that is different from their dropoff location. Multiple pickup or dropoff locations will not be allowed except if approved by the Transportation Director. All pickup and dropoff locations must be in the same attendance area as the school of record

All bus routes will be controlled directly by the Transportation Director and all questions by School Board members, parents, bus drivers, and bus owners shall be first referred to the Transportation Director for his review, consideration and recommendation.

Buses will not be operated on private roads or driveways unless, in the judgment of the bus contractors and the Transportation Director, a greater safety hazard exists in backing or turning around the bus in a hazardous area on a township or county-owned road.

In general, the Detroit Lakes Public Schools will offer transportation to all students assigned to a building of record providing the student's record of residence is a minimum of one mile or more from the assigned school of attendance.

Students residing more than one half mile from their residence to the nearest edge of school property within the city boundaries of Detroit Lakes or who are classified as a Hazardous Transportation Category will be provided daily transportation to and from school. Hazardous Transportation Categories are as follows: students whose residence in relation to their building of attendance requires the crossing of U.S. Highway 10, Minnesota Highway 34, Washington Avenue, Corbett Road, 11th Avenue from 8th Street to MN Hwy 34, Roosevelt Avenue from U.S. Hwy 10 to MN Hwy 34, or the Burlington Northern and Canadian Pacific railroad tracks. A map depicting such areas is available for inspection at the Administration Center.

Unique or temporary locations within the city limits will be determined by the Transportation Director.

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The

school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:**

Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Children with a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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3/12/07; 5/12/08; 10/13/08, 10/04/17, 09/26/22,  
08/28/23, 04/22/24

## Detroit Lakes Public Schools Policy # 709

# 709 - STUDENT TRANSPORTATION SAFETY POLICY

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

## I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Administrative procedures of the transportation system have been adopted by the School Board. The bus drivers and contractors shall be responsible to the Superintendent, who may delegate to the Transportation Director authority in the area of transportation.

Riding a school bus is a privilege, not a right. The transportation routing system provided by Detroit Lakes Public Schools is designed as a mass transit system with common collection points and is not intended to be a cab service. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the School District's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provision. (MN Stat § 121A.59)

## ~~II. RIDER ELIGIBILITY QUALIFICATIONS~~

~~The Detroit Lakes School District will provide transportation services insofar as possible to students eligible for transportation under provisions of state rules and regulations and as described in this policy concerning school district transportation. The bus contractor will have the responsibility to develop and assign bus routes in the safest and most efficient manner possible, taking into consideration bus route lengths, time of pick up, and all the related considerations for the efficient management of district transportation services. The Transportation Director shall have the responsibility to review and adjust, if necessary, any or all provisions of transportation services provided by the district and by a private contractor for the district.~~

### ~~A. Regular Transportation~~

~~Upon the request of a parent or guardian, the School District shall provide transportation to and from school, at the expense of the School District, for all resident students who reside one mile or more from the school or are classified in a hazardous transportation category, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (MN Stat § 123B.88, Subd.1).~~

~~B. Special Education Transportation~~

~~Resident disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the School District. The School District shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the School District. (MN Rules Part 7470.1600).~~

~~C. Open Enrollment Transportation~~

~~The district may provide transportation to open-enrolled (non-resident) students who are attending Detroit Lakes Public Schools in the following manner:~~

- ~~1. Generally speaking from the closest pick-up/drop-off point assigned by the Transportation Director within the geographical boundary of Detroit Lakes Schools.~~
- ~~2. The district will consider exceptions to the above policy by assigning pick-up/drop-off points in contiguous districts. The district will consider several factors to include safety, cost, increased riding time for resident students, practicality, and route efficiency. The Transportation Director will make the determination in these cases.~~

~~D. Homeless Student~~

~~Unless otherwise specifically provided by law, a homeless student is a resident of the School District if enrolled in the School District. (MN Stat. § 123B.92, Subd. 1(b)(1); MN Stat § 127A.47, Subd. 2). "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a). [1]~~

~~● III. SCHEDULING AND ROUTING~~

~~Transportation services will be provided insofar as possible as follows:~~

- ~~○ A. On a city, county or township owned road which is maintained by the city, county or township and is one half mile long or more one way and comes out to a main traveled road.~~
- ~~B. There is a suitable and maintained place to turn around.~~
- ~~C. If vision is obscured at the point of turn-around, other arrangements will be necessary and will be at the discretion of the transportation contractor and the Transportation Director.~~

D. All turn-arounds must be plowed out wide enough to accommodate sufficient space for the safe turn-around of a bus.

E. Transportation routes will be established to arrange the time and order of pick-up to minimize, to the degree possible, the amount of time a student is to ride on a school bus to and from school.

F. Insofar as possible, students will be transported towards the school of attendance without hauling students greater distances out into the country than necessary.

G. Families may designate a pickup location that is different from their dropoff location. Multiple pickup or dropoff locations will not be allowed except if approved by the Transportation Director. All pickup and dropoff locations must be in the same attendance area as the school of record.

H. All bus routes will be controlled directly by the Transportation Director and all questions by School Board members, parents, bus drivers, and bus owners shall be first referred to the Transportation Director for his review, consideration and recommendation.

I. Buses will not be operated on private roads or driveways unless, in the judgment of the bus contractors and the Transportation Director, a greater safety hazard exists in backing or turning around the bus in a hazardous area on a township or county-owned road.

J. In general, the Detroit Lakes Public Schools will offer transportation to all students assigned to a building of record providing the student's record of residence is a minimum of one mile or more from the assigned school of attendance.

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#### ● IV. HAZARDOUS QUALIFICATIONS

Students residing more than one half mile from their residence to the nearest edge of school property within the city boundaries of Detroit Lakes or who are classified as a Hazardous Transportation Category will be provided daily transportation to and from school. Hazardous Transportation Categories are as follows: students whose residence in relation to their building of attendance requires the crossing of U.S. Highway 10, Minnesota Highway 34, Washington Avenue, Corbett Road, 11<sup>th</sup> Avenue from 8<sup>th</sup> Street to MN Hwy 34, Roosevelt Avenue from U.S. Hwy 10 to MN Hwy 34, or the Burlington Northern and Canadian Pacific railroad tracks. A map depicting such areas is available for inspection at the Administration Center.

Unique or temporary locations within the city limits will be determined by the Transportation Director.

{3}

#### V. SEAT BELTS

The typical school bus used by Detroit Lakes Schools utilizes the concept of "compartmentalization" whereby the backs of each seat are fully padded to reduce the risk of injury in the event of an accident. In addition, accident (crash) testing conducted by the National Traffic Safety Board has warned that the use of seat belts may result in a greater hazard to occupants than without seat belts. As a result, seat belts will

~~not be used in school buses except when transporting students requiring special education services. Special education van/buses will be equipped with seat belts, and students will be belted because the buses used are smaller, lighter, and seat belts assist the students by keeping the students in their seats facing forward.~~[4]

## **VII.[5] PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

### **B. Student School Bus Safety Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instructional materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes 169.446, Subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8. The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training

~~C.~~ Active Transportation Safety Training

~~1.~~ Training required

~~a.~~

~~The school district must provide public school pupils enrolled in kindergarten through grade 3 with age appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.~~

~~The school district must provide pupils enrolled in grades 4 through 8 with age appropriate active transportation safety training. At a minimum, the training must include:~~

~~(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and~~

~~(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.~~

~~b.~~

~~2.~~ Deadlines.

~~a.~~

~~Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~

~~Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~

~~Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~

~~The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

~~3. Instruction~~

~~a. The school district may provide active transportation safety training through distance learning.~~

~~b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.~~

**VIII.** [6] **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

**1. School Bus and Bus Stop Rules.**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

**2. Rules at the Bus Stop**

a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco or drugs.

**3. Rules on the Bus**

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

**4. Consequences**

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co curricular and extracurricular events (for example field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Listed below is an example of progressive discipline that may be used by school administration.

(1) Elementary (K-5)

- 1<sup>st</sup> Offense -warning
  - 2<sup>nd</sup> Offense -3 school-day suspension from riding the bus
  - 3<sup>rd</sup> Offense -5 school-day suspension from riding the bus
  - 4<sup>th</sup> Offense -10 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (6-12)

- 1<sup>st</sup> Offense -warning
- 2<sup>nd</sup> Offense -5 school-day suspension from riding the bus
- 3<sup>rd</sup> Offense -10 school-day suspension from riding the bus
- 4<sup>th</sup> Offense -20 school-day suspension from riding the bus/meeting with parent
- 5<sup>th</sup> Offense -suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), appropriate school district personnel and local law enforcement officials will be informed.

**IV.VIII.[7] PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**VIX[8]. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

A. School bus drivers shall have a valid Class A, B, or C Minnesota's driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Section VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of a minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## ~~VI.XI~~[9] SCHOOL BUS DRIVER TRAINING

### A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driving Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

***[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operating the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

***[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]***

**VXII.[10] OPERATING RULES AND PROCEDURES**

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligible requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

***[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]***

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section. § 169.011, Subdivision. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

#### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. ~~Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 271.~~

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be legally licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pretrip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes 122A.18, Subdivision. 8, or Minnesota Statutes 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes Chapter 245C for day care employees; or Minnesota Statutes section 171.321, Subdivision. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, Subdivision. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, Subdivision.2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, Subdivision. 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31(alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of

violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, Subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes Chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes 123B.90, Subdivision 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes Section 171.321, Subdivision 2.

e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes 171.02, Subdivision 2a(h) – 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool

Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

### ~~VXIII~~[11]. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student’s name and address;

2. the nature of the student’s disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

### ~~IXXIV~~[12] SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- E. All school vehicles shall be maintained in safe operating conditions through a systematic preventative maintenance and inspection program adopted or approved by the school district.
- F. All school vehicles shall be state inspected in accordance with legal requirements.
- G. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- H. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**~~XV.~~[13] SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of non-public school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, Subdivision. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

**~~VII.~~ XI. STUDENT TRANSPORTATION SAFETY COMMITTEE [14]**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

*Legal References:*

- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
- Minn. Stat. § 123B.03 (Background Check)
- Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
- Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
- Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
- Minn. Stat. § 123B.90 (School Bus Safety Training)

~~Minn. Stat. § 123B.935 (Active Transportation Safety Training)~~

Minn. Stat. § 123B.91 (School District Safety Responsibilities)

- Minn. Stat. § 144.057 (Background Studies on Licenses and Other Personnel)
- Minn. Stat. Ch. 169 (Traffic Regulations)
- Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
- Minn. Stat. § 169.02 (Scope)
- Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
- Minn. Stat. § 169.446, Subd. 2 (Safety School Children; Training and Education Rules)
- Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
- Minn. Stat. § 169.454 (Type III Vehicle Standards)
- Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
- Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
- Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Driving)
- Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
- Minn. Stat. § 171.02, Subd. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
- Minn. Stat. § 171.168 (Notice of violation by Commercial Driver)
- Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
- Minn. Stat. § 171.321 (Qualifications of a School Bus and Type III Vehicle Drivers)
- Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
- Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
- Minn. Stat. Ch. 245C (Human Services Background Studies)
- Minn. Stat. § 609.02 (Definitions)
- Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
- 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
- 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
- 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
- 49 C.F.R. § 383.5 (Transportation Definitions)
- 49 C.F.R. § 383.51 (Disqualification of Drivers)
- ~~49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)~~

*Cross References:*

- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 707 (Transportation of Public Students)
- MSBA/MASA Model Policy 708 (Transportation of Non-public Students)
- MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Addendum A

Detroit Lakes Public Schools Type III Bus Driver  
Training/License Verification Form

In Minnesota the school vans that are driven are considered Type III school buses. As a driver you are subject to certain Minnesota state laws and district policies. Drivers must annually receive training and validation of their license.

- The driver shall never drive at a speed that is faster than the posted limit or unsafe due to existing road or weather conditions. Headlights are to be always used.
- Drivers must report any disqualifying convictions to the Transportation Director within 10 days of the occurrence.
- Drivers may not have more than 3 moving violations within any 3 year period.
- Drivers are not to use cell phones while the vehicle is in motion.
- Student passengers must be supervised taking into consideration that they are not fully adult and their safety must be your first consideration. Patience and understanding must accompany your conduct dealing with students, especially those with disabilities.
- Disorderly conduct of students is to be reported to the building Principal. It is their responsibility to determine disciplinary actions.
- All occupants must be secured individually with seat belts or child restraints. The vehicle rating capacity shall never be exceeded. Drivers can never have more than 9 passengers.
- Pre-trip inspections must be conducted and recorded on the form provided.
- Safe loading and unloading procedures of students are summarized in the following:
  1. Utilize a safe location at the curb, the nontraffic side of the road, or at safe locations off from the roadway such as driveways and parking areas.
  2. Refrain from loading or unloading in a vehicle traffic lane, on the shoulder, in a designated turn lane or adjacent to a designated turn lane.
  3. Avoid loading or unloading at locations that requires students to cross the roadway. If this is necessary students must be escorted across the road by the driver or an adult supervisor.
  4. During loading and unloading the vehicle drive system must be in the “park” position.

All Type III vehicles contain the following safety equipment. Be sure to familiarize yourself with their location and become familiar with their proper use.

- A fire extinguisher.
- A first aid kit.
- A body fluid clean-up kit.
- A set of three warning triangles.
- Seat belt cutting knife.

I have read the above and am in compliance with the information. Below is my driver’s license information:

Full Name as on License (PRINT): \_\_\_\_\_

License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Adopted: 01/11/82	File Number: Detroit Lakes Policy - 902
Date Revised: 07/14/03, 11/09/09, 02/13/17; 1/13/2020, 11/28/22, <u>04/22/24</u>	

## 902 - RENTAL POLICY - BUILDINGS & FACILITIES

The Detroit Lakes Public Schools (DLPS) wishes to encourage the full use of the educational facilities, when they are not being used by students or staff, by making its facilities available to organizations, associations, and individuals of the community for civil, cultural, welfare or recreational events that are in the best interest of the school system.

The purpose of this policy is to define the use of DLPS facilities.

### I. ADMINISTRATIVE RESPONSIBILITY

- A. The Supervisor of Operations or his/her designee shall approve scheduling of DLPS facilities and equipment. All requests for facility use must be submitted electronically or in hardcopy format.
- B. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- C. Facility reservations will be assigned first come, first served. The only exception is DLPS sponsored events that come up and cannot be scheduled to another date, time or location. If this happens, the permit holder will be contacted immediately and offered to change to an alternate date, time or location. If an event is rescheduled, there will be no monetary reimbursement.
- D. A building may not be occupied by any group unless a qualified custodian is present. The head custodian of the building being used will be responsible for assigning a custodian to work during the scheduled event that is not held during the regularly scheduled hours of the custodial staff. The custodian on duty will supervise the operation of the physical plant and shall not be required to supervise groups or events. There will be no additional fee for custodial staff being present under either of the following conditions:
  - i. The event is held during the regularly scheduled hours of the custodial staff, and clean-up after the event did not result in the custodian accruing overtime.
  - ii. A DLPS employee has requested to be used in lieu of a custodian by signing the section on the *Facility Permit Request*, and the request has been approved by the Supervisor of Operations or designee.

### II. USAGE/PERMIT PROCEDURE

- A. Prior to using District facilities, every non-DLPS group/organization and individual must complete the *Facility Permit Request* found on the last two pages of this policy and submit it to the Supervisor of Operations or designee. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- B. The individual/organization making the request is responsible for all fees assessed for the event.
- C. Every permit request for the use of DLPS facilities shall state the general nature and purpose of the event. Permits will be issued only for the dates, hours, areas and equipment specified.

- D. A permit will not be granted for any use that in the judgment of DLPS administration may conflict with the mission of the DLPS or for which satisfactory sponsorship or adequate adult supervision is not provided.
- E. Once a permit is granted to an organization or individual, facilities shall be used strictly for the purpose for which the space was requested. Permit holders may not transfer or sublet the permit to another organization or individual; doing so nullifies an approved permit.
- F. DLPS administration may cancel a permit effective immediately, if, in its judgment, continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
- G. All rentals of facilities will be coordinated with the building principal and/or the Activities Director in order to assure the availability of facilities requested.
  - i. Events are scheduled on a first-come-first-serve basis. However, DLPS events shall always have priority, and contracted rented facilities have priority over unscheduled DLPS staff use.
  - ii. All athletic camps/clinics are to be pre-approved by the Activities Director prior to submittal to the Supervisor of Operations for reserving facilities.
  - iii. Camps or clinics that are neither appropriately routed the process listed in subsection (ii) nor approved by the Activities Director are not construed to fall under the control of the School Board, and therefore, will be subject to rental fees and will not be covered by the DLPS insurance program.
- H. Once the *Facility Permit Request* is approved, the event will be entered into the DLPS facility calendar. !
- I. A copy of the reservation with the permit number will be provided to the policy holder either as a hard copy or electronic document. This document in either form must be with the permit holder during the event at the DLPS facility.
- J. Access to and operation of the sound, video, and light systems in the Middle School auditorium must be pre-approved by the Supervisor of Operations. An additional fee will be charged for the sound/light operator's time.

### III. PERMIT HOLDER'S RESPONSIBILITY

- A. Completion of the *Facility Permit Request* constitutes acceptance by the applicant of the responsibilities state and the willingness to comply with all DLPS policies, rules, and regulations regarding the use of facilities.
- B. The permit holder agrees to protect, indemnify and hold harmless the District and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify DLPS for all damage to its facility or equipment occurred during the scheduled event by persons participating or in attendance.
- D. All organizations and individuals using DLPS facilities shall have a copy of the approved permit on site, either as an electronic file, email, or hardcopy. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities/grounds when requested to by the DLPS representative.
- E. All events are required to be supervised by responsible adults, over age 21, for the entire duration of usage time and until all participants have vacated the premises in order to accept responsibility for the conduct of event attendees and the care of the building and equipment.
- F. It shall be the responsibility of the organizational leaders to confine use of the facilities rented to members of their group and for the purpose and function under the terms of the rental contract.

- G. Programs must be concluded in time for clearance of building in accordance with the terms of the rental contract. Any additional time required to clean-up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.

#### IV. FACILITY USAGE

- A. All buildings must be vacated by 10:30 p.m. on school nights and 12:00 a.m. on non-school nights, unless arranged differently with the Supervisor of Operations or designee. However, DLPS sponsored events may vacate at a later time at the discretion of the principal/building administrator.
- B. A group must obtain prior approval to bring in any organizational equipment and must remove all equipment immediately after the event, unless special permission is granted in advance by the Supervisor of Operations or designee.
- C. Gym shoes must be worn on gym floors. No one shall be allowed to participate in any organized event on the gym floors with leather soles or heels. Every renter is required to use every reasonable precaution to see that snow, water, or mud is removed from shoes before persons are allowed to enter the gym.
- D. As the need arises, building access/keys will be issued by the building principals, their designee, or operations department.
- E. Animals and other pets are not allowed in DLPS facilities unless specifically pre-approved by the building administrator or the Supervisor of Operations. This does not apply to service animals or service animals in training.
- F. Tobacco use is not permitted on any DLPS premises. Alcohol used for consumption, other controlled substances, and guns are banned from all DLPS premises.
- G. There are certain areas where specifically trained personnel will need to be present. These are:
  - i. School Kitchens including DLHS Culinary Labs: a trained DLPS food service employee must be present. There will be a fee charged for this employee's time. If a group is selling any type of food or beverage for an event they will be required to use DLPS facilities and a licensed DLPS Food Service Professional or provide a valid Special Events Food Stand License.
  - ii. Wrestling Building: it will be required for trained DLPS personnel to clean wrestling mats after the event; this person does not have to be present during the event. There will be a fee charged for this employee's time.
  - iii. High School Swimming Pool: certified lifeguard must be present. It is the policy holder's responsibility to find this person. A copy of the lifeguard's certification must be submitted with the *Facility Permit Request*.
  - iv. Middle School Auditorium/Lakeshirts Fieldhouse/Mollberg Field: persons trained to work the A/V equipment, rigging and lighting must be present. DLPS will provide the policy holder a list of those who have been trained on this equipment, but it is the policy holder's responsibility to make arrangements for person(s) to operate the system for the event. The Supervisor of Operations or designee must be informed who has been scheduled to operate these systems for the event.

#### V. FEES

- A. Fees will be charged for the following three categories based on the classification of organization using DLPS facilities and the schedule of rental rates:
  - i. Facility use
  - ii. Additional equipment provided/set up by the DLPS
  - iii. Hourly rate of any DLPS food service employee, custodian, and Middle School auditorium operator required to work additional hours in order to be on site for the event.

B. Rate of Fees:

- i. Groups using DLPS facilities are grouped into different rate classes based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards for conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Each group will pay this percentage of the rental fees for facility and equipment use:
  - 0%:
    - DLPS Pre-K – 12, extracurricular and Community Education
    - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare, do not charge fees, and are not using facilities for fundraising purposes
    - DLPS employees using the facilities for personal, non-commercial use
  - 50%:
    - Athletic associations under the umbrella/contracted with The Center (formerly the DLCCC)
    - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare that charge fees and/or use the facility for fundraising proposes
  - 80%:
    - DLPS employees using facilities for commercial, profit-making use
    - Individuals residing or businesses located within the DLPS attendance area
    - Non-profit organizations based outside of DLPS attendance area that are devoted to child or community welfare.
  - 100%:
    - Individuals residing or businesses located outside of the DLPS attendance area
- ii. Any reduced fee for the hourly rate of kitchen and staff required to work additional hours must be approved by the Business Manager in advance of the approval of the permit.

C. A down payment of 50% of the facility rental is required at the time of the submitting the *Facility Permit Request* to confirm the reservation. The remainder and other charges will be due by the end of the month following the event.

D. Food and beverages may be served without using the kitchen. Use of the kitchen, even by DLPS employees, requires the presence of a DLPS food service employee. A fee will be assessed for damaged, lost, stolen, or unclean equipment or facility.

VI. FUNCTIONS NOT ALLOWED

A. No dances open to the general public shall be allowed

B. Any and all use of DLPS facilities shall be free from obscure and controversial purposes or purposes of a disruptive nature.

The following page shows the hourly and daily rates for renting the facilities. These rates are designed to encourage public use. DLPS reserves the right to revise building rental rates. It shall be the responsibility of the renting organization/individual to obtain the cost of the current rental rates and fees. DLPS will not be responsible for informing individuals or organizations of revisions in rental rates.

## FACILITY RENTAL RATES

~~2022-2023 School Year~~

These are the full rates for facility rental. Depending on the type of group using the area, the rates may be less. Please see Section V, Subdivision B(i) for more information.

AREAS	USED FOR 0-4 HOURS	USED FOR 4+ HOURS
<b>Auditorium</b> <sup>1</sup> : Middle School (half day or whole day) 1. Includes entire seating area, stage, A/V booth and commons 2. Only those trained by the District may run the A/V booth, lights and rigging. This cost is not included in the rental fee.	\$275.00/half day	\$550.00/day
Prop / Green Room, add	\$25.00/day	\$100.00/day
<b>Classroom:</b> All Buildings	\$25.00/hour	\$100.00/day
<b>Commons:</b> High School (including Freshman Forum) or Middle School, Roosevelt, and Rossman	\$25.00/hour	\$100.00/day
<b>Computer Lab:</b> All Buildings	\$25.00/hour	\$100.00/day
Computer use, add	\$10.00 pp/day	\$10.00 pp/day
<b>Concessions (Indoor):</b> Middle School	\$25.00/hour	\$100.00/day
<b>Gymnasium</b> <sup>2</sup> : Rossman, Roosevelt, or Lincoln – entire gym	\$20.00/hour	\$80.00/day
Lakeshirts Fieldhouse/ Ralph Anderson Gymnasium/DLMS– entire gym	\$45.00/hour	\$180.00/day
Lakeshirts Fieldhouse/ Ralph Anderson Gymnasium/DLMS– per court	\$15.00/hour	\$60.00/day
Lakeshirts Fieldhouse/ Ralph Anderson Gym Only:		
Stage (Ralph Anderson only), add	\$15.00/hour	\$60.00/day
West Bleachers, add	\$25.00/event	\$25.00/event
East Bleachers, add	\$20.00/event	\$25.00/event
<b>Kitchen</b> <sup>1</sup> : All Buildings* (includes Concessions)	\$30.00/hour	\$120.00/day
<b>Locker Room:</b> High School or Middle School	\$25.00/hour	\$100.00/day
<b>Media Center:</b> Rossman or Roosevelt	\$25.00/hour	\$100.00/day
High School or Middle School	\$50.00/hour	\$200.00/day
Computer use: All Buildings, add	\$10.00 pp/day	\$10.00 pp/day
<b>Multipurpose Room/Gym</b> <sup>2</sup> : Roosevelt, or Rossman	\$20.00/hour	\$80.00/day
<b>Swimming Pool</b> <sup>2</sup> : High School (hourly rate only)	\$50.00/hour	\$50.00/hour
<b>Wrestling Building</b> <sup>1,2</sup> : High School*	\$25.00/hour	\$100.00/day
<b>Outdoor fields, courts, playgrounds, or parking lots</b> <sup>2</sup> : All Buildings	Determined on Individual Basis	

<sup>1</sup> Location will have additional staff charges.

<sup>2</sup> Rental fees for this location are subject to sales tax.

### ADDITIONAL STAFF CHARGES

Custodial Personnel (beyond regular hours) \_\_\_\_\_ \$45 per hour

Food Service Personnel (total hours worked) \_\_\_\_\_ \$45 per hour

**INDEPENDENT SCHOOL DISTRICT #22**

Detroit Lakes Public Schools

**FACILITY PERMIT REQUEST**

*Please Note: Do not complete this form for ISD 22 sponsored events.*

Today's Date: \_\_\_\_\_

**REQUESTOR'S INFORMATION:**

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you currently an ISD 22 part time or full-time employee (not substitute)?  Yes  No

I am making this request for a(n): (mark one)

Non-profit Organization      Organization Name: \_\_\_\_\_

Business, including sole proprietor      Business Name: \_\_\_\_\_

Myself, not for profit

**TYPE OF SET-UP AND SPECIAL INSTRUCTIONS:**

Function Description: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Will Admission Be Charged?  Yes  No

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Prep Start (date & time): \_\_\_\_\_ Clean-Up End (date & time): \_\_\_\_\_

Facilities Requested:

BUILDING	AREA	BUILDING	AREA

**IF A DISTRICT EMPLOYEE WILL BE USED IN LIEU OF A CUSTODIAN:**

DLPS employee in lieu of a custodian agrees to the following:

1. Secure building (check all doors to ensure building is locked when leaving.)
2. Turn off lights and other electrical equipment.
3. Responsible for controlling access to unauthorized personnel.
4. Responsible for monitoring children's behavior.
5. Report all emergency situations and/or injuries immediately to the Supervisor of Operations.
6. Clean areas used (bathrooms, kitchen, etc.). Users of DLPS facilities who leave premises dirty will be charged for clean-up.

Signature of employee in lieu of custodian: \_\_\_\_\_

*(Continue to next page)*

**FACILITY PERMIT REQUEST (cont'd)**

**BY SIGNING BELOW, I AGREE TO THE FOLLOWING:**

1. We agree to enforce all regulations of DLPS in using this facility.
2. We will not allow tobacco use on any property owned by the DLPS.
3. We will not allow any alcohol used for consumption, other controlled substances, or guns to be brought on any property owned by the DLPS.
4. Persons attending the event will confine themselves to the rooms and corridors assigned for our use.
5. We understand disorderly conduct of any kind is prohibited and is punishable by ejection from the building or grounds.
6. We will indemnify DLPS for any and all damage to DLPS property by any person or persons attending the event. Responsibility for loss, breakage, or need of repair, of any piece of equipment rests with the individual/organization renting the facility and the person signing this agreement will report any such damage to: ISD #22, Administration Center – Operations, PO Box 766, Detroit Lakes, MN 56502 (218-847-9271).
7. We will not hold DLPS responsible for any damages to the personal property of those attending the event or for any injuries to persons attending the event, even if this should include death.
8. DLPS equipment will only be provided as part of this contract as is specifically stated in this contract; and DLPS equipment will be handled by DLPS personnel only.

I have read the above listed information and am in full agreement:

\_\_\_\_\_  
Signature of Requestor (By signing, becoming Policy Holder)

\_\_\_\_\_  
Date

- Legal References:** Minn. Stat. 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes, Closings)
- Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)  
MSBA/MASA Model Policy 901 (Community Education)  
MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

**FOR DISTRICT USE ONLY:**

Permit Number: \_\_\_\_\_

Facility (Bldg/Rm)	Rate	Total	Employee Fees	Rate	Total
_____	\$ ____ / ____	\$ _____	Custodian Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	Food Service Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	Sound/Light Oper. Fee	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	<b>Employee Fees Total:</b>		<b>\$ _____</b>
_____	\$ ____ / ____	\$ _____			
_____	\$ ____ / ____	\$ _____	<b>Equipment Use Fees</b>	<b>Rate</b>	<b>Total</b>
_____	\$ ____ / ____	\$ _____	_____	\$ ____ / ____	\$ _____
_____	\$ ____ / ____	\$ _____	_____	\$ ____ / ____	\$ _____
<b>Facility Rental Total:</b>			<b>Equipment Use Total:</b>		
	\$ _____	\$ _____		\$ _____	\$ _____

**CONTRACT TOTAL: \$ \_\_\_\_\_**



## Special Education Out of State Travel Request

### Description: Project Search 17th Annual Conference

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

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

### DETAILS OF REQUEST

#### Request permission for out of state travel to:

- July 15-19, 2024
- Albuquerque, NM
- ISD 22 will cover the registration fee of \$525.00, all other expenses will be paid for by Rachelle.

**Who will be attending:** *Rachelle Isaacson, Project SEARCH Instructor, DLPS along with Vocational Rehabilitation partner, Maureen Lillaby. (Maureen's expenses will be covered by Vocational Rehabilitation)*

Rachelle is requesting to attend and potentially present now that Detroit Lakes Essentia Health has successfully navigated their first year as a Project SEARCH site. Attending the conference with having the experience of year 1 will allow for new learning opportunities and perspectives from other worldwide Project SEARCH sites and professionals.

# School Board Meeting Agenda Memorandum



Kylie Johnson, HR Director  
Detroit Lakes Public Schools  
[kyliejohnson@detlakes.k12.mn.us](mailto:kyliejohnson@detlakes.k12.mn.us)

**DATE:** March 12, 2024  
**TO:** Board of Education  
**FROM:** District Bargaining Committee - Board Members: Mickey Okeson  
Administrators: Mark Jenson (Supt), Jason Kuehn (Finance Director), Kylie Johnson (HR Director)  
**SUBJECT:** **2023-25 Detroit Lakes Special Education Administrators Association (DLSEAA) Settlement**

---

The district bargaining committee for contract negotiations is recommending the approval of the DLSEAA Master Agreement for 2023-2025. DLSEAA ratified the tentative agreement on February 29, 2024.

## **Financial Improvements:**

- Salary Schedule:
  - 2023-24: \$6,000 annual salary increase
  - 2024-25: \$6,000 annual salary increase
- Increase to the district's contribution to health insurance: 2024-25: \$700 (single)/\$1,250 (family)
- Increase to the district's annual contribution to HCSP: 2024-25: \$1800 to \$2700 per year

Total 2-year Package Increase: 7.2%, \$23,796.

<p><b>The district bargaining committee recommends approval of this agreement</b></p>
---



**FY 2024 BUDGET REVISION**  
**March 25, 2024**

DETROIT LAKES

**LAKERS**



## GENERAL FUND SUMMARY

	Revenues	Expenditures
Original Budget	\$42,065,708	\$42,059,907
Revised Budget	\$42,583,628	\$42,786,394
Change	\$517,920	\$727,027



## GENERAL FUND - REVISIONS

- Adjustments related to 2023 Legislative Session
- General Education and Extended Time Revenue Estimates
- Adjustments following Contract Settlements
- Adjustments to Special Education & Compensatory Coding
- Capital and Long-Term Facilities Adjustments

DETROIT LAKES

**LAKERS**



## FOOD SERVICE FUND SUMMARY

	Revenues	Expenditures
Original Budget	\$1,970,656	\$1,967,937
Revised Budget	\$2,484,577	\$2,486,159
Change	\$513,921	\$518,222



## FOOD SERVICE FUND REVENUE & EXPENDITURE REVISIONS

- Revenue
  - Better than expected participation
  - USDA Grant Opportunities
  - Added Catering Contracts
  - Reimbursement Rates Finalized
  
- Expenditures
  - Expenses related to increased participation and catering
  - Adjustments related to settled contracts
  - Equipment improvements



## REVISED BUDGET - REVENUE SUMMARY

<b>Fund</b>	<b>Revenues</b>
<b>General Fund - 01</b>	<b>\$42,583,628</b>
<b>Food Service - 02</b>	<b>\$2,484,577</b>
<b>Community Services - 04</b>	<b>\$1,284,161</b>
<b>Debt Service - 07</b>	<b>\$4,754,168</b>
<b>Custodial Fund - 18</b>	<b>\$10,000</b>
<b>Student Activities</b>	<b>\$220,450</b>
<b>Total Revenues</b>	<b>\$51,336,984</b>



## REVISED BUDGET - EXPENDITURES SUMMARY

<b>Fund</b>	<b>Expenditures</b>
<b>General Fund - 01</b>	<b>\$42,786,934</b>
<b>Food Service - 02</b>	<b>\$2,486,159</b>
<b>Community Services - 04</b>	<b>\$1,371,523</b>
<b>Debt Service - 07</b>	<b>\$4,610,626</b>
<b>Custodial Fund - 18</b>	<b>\$10,000</b>
<b>Student Activities</b>	<b>\$220,450</b>
<b>Total Expenditures</b>	<b>\$51,485,092</b>

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

**2023-24 Revenue and Expenditure Budget Summary by Fund**

	<b>23-24 Revenue</b>	<b>23-24 Expenditures</b>	<b>Difference</b>
<b>General Fund</b>			
Original Budget	42,065,708	42,059,907	5,801
Revised Budget	42,583,628	42,786,934	(203,306)
Change	517,920	727,027	(209,107)
<b>Food Service</b>			
Original Budget	1,970,656	1,967,937	2,719
Revised Budget	2,484,577	2,486,159	(1,582)
Change	513,921	518,222	(4,301)
<b>Community Education</b>			
Original Budget	1,419,756	1,471,952	(52,196)
Revised Budget	1,284,161	1,371,523	(87,362)
Change	(135,595)	(100,429)	(35,166)
<b>Debt Service</b>			
Original Budget	4,738,365	4,610,026	128,339
Revised Budget	4,754,168	4,610,026	144,142
Change	15,803	-	15,803
<b>Custodial Account</b>			
Original Budget	10,000	10,000	-
Revised Budget	10,000	10,000	-
Change	-	-	-
<b>Student Activities</b>			
Original Budget	220,450	220,450	-
Revised Budget	220,450	220,450	-
Change	-	-	-
<b>TOTAL ALL FUNDS</b>			
Original Budget	\$ 50,424,935	\$ 50,340,272	\$ 84,663
Revised Budget	\$ 51,336,984	\$ 51,485,092	\$ (148,108)
Change	\$ 912,049	\$ 1,144,820	\$ (232,771)

## **AGREEMENT TO EXTEND PROBATIONARY PERIOD**

This Agreement is entered into by and between Independent School District No. 22, Detroit Lakes (“District”) and Leslie Anderson (“Employee”).

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states: “The first three consecutive years of a teacher’s first teaching experience in Minnesota in a single district are deemed to be probationary years of employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year;”

WHEREAS, Employee is a teacher who completed her first year of employment with the District in 2023-24; and

WHEREAS, Employee had previously completed a 3-year probationary period in another Minnesota School District; and

WHEREAS, the District would like to offer a teaching contract to Employee for the 2024-25 school year; and

WHEREAS, unless otherwise specified, upon offer and acceptance of the contract, the Employee would attain non-probationary status under Minnesota Statutes section 122A.40; and

WHEREAS, District administrators believe they have not had an adequate opportunity to determine whether Employee consistently demonstrates the knowledge and skills expected of a non-probationary teacher in the District;

THEREFORE, The District would like to offer Employee a contract for the 2024-25 school year and extend her probationary period for one additional school year.

AND, Employee understands she is under no obligation to sign this Agreement;

WHEREAS, Employee has reviewed her rights under Minnesota Statutes section 122A.40, and has carefully considered her options; and

WHEREAS, Employee understands that her options include, but are not necessarily limited to, the following:

1. Employee can choose to sign this Agreement. If she signs this Agreement, Employee understands that she will be agreeing to extend her probationary period of employment for one year, and that she will be waiving certain rights under Minnesota Statutes section 122A.40. If Employee signs this Agreement, the

School Board would then have the following options: (a) approve this Agreement and, thereby, hire the Employee offering her an annual contract for one year; (b) reject this Agreement and not approve a subsequent contract which would result in board action of non-renewal; or (c) take no action, in which the board would take action to non-renew employee;

2. Employee can choose not to sign this Agreement. The School Board would then: (a) act to terminate employee's annual contract, thus the board would act to non-renew employee;

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises contained in this Agreement, including the relinquishment of certain rights, Employee and the District now agree as follows:

1. **Waiver of Rights and Extension of Probationary Period.** Employee knowingly and voluntarily waives her right to the probationary period described in Minnesota Statutes section 122A.40. Employee agrees to extend the statutory probationary period for one additional year, which will run from July 1, 2024 through June 30, 2025. In addition, for the 2024-2025 school year, Employee waives all rights that are afforded to non-probationary teachers (sometimes referred to as "continuing contract teachers" or "tenured teachers") under Minnesota law.
2. **Contract for 2024-2025 School Year.** The District will offer Employee an annual contract for the 2024-2025 school year. During the 2024-2025 school year, Employee's employment rights will be the same, and no greater than, the employment rights of a probationary teacher under Minnesota Statutes section 122A.40.
3. **Right to Non-Renew or Discharge.** This Agreement does not constitute a guarantee of employment. The School Board may or may not renew Employee's 2024-2025 contract as it sees fit, provided it gives notice of non-renewal before July 1, 2025. In addition, at any time during the 2024-2025 school year (provided the extension of the probationary period is agreed upon by all parties), the District may terminate Employee's annual contract by discharging her as provided by law.
4. **No Undue Influence.** Employee affirms that neither the District nor any of its officers, employees, agents or representatives has in any way pressured, coerced, or unduly influenced Employee to sign this Agreement. Employee further affirms that she is voluntarily signing this Agreement because of the benefits it provides to her.
5. **Knowledge of Rights.** Employee has had the opportunity to consult with a Union representative and with legal counsel regarding this Agreement, the collective

bargaining agreement, and his rights under Minnesota Statutes section 122A.40. Employee affirms that she has a full and complete understanding of her rights, options, and the terms of this Agreement.

6. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the extension of Employee's probationary period of employment. The terms of this Agreement are contractual and legally binding. This Agreement supersedes any and all prior agreements between the parties relating to the extension of Employee's probationary period of employment. No party has relied upon any statements, representations, or promises that are not set forth in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all parties.

IN WITNESS WHEREOF, the parties have knowingly and voluntarily entered into this Agreement on the dates shown by their signatures. This Agreement will not take effect unless and until it is approved by the District's School Board and is fully executed.

**EMPLOYEE**

*Leslie Anderson*  
Leslie Anderson

03/19/24

\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT 22,  
DETROIT LAKES**

By \_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

By \_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

**DETROIT LAKES PUBLIC SCHOOLS**  
**Detroit Lakes, Minnesota**

**Resolution Proposing Placement of a Continuing Contract/Tenured Teacher  
on Unrequested Leave of Absence**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

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

That it is proposed that **SHELLEY SKARIE**, a continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without fringe benefits, at the end of the 2023-2024 school year effective June 30, 2024. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10. Upon the grounds described in said statute and which are specifically as follows: discontinuance of position

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in her personnel file with a copy of the notice and resolution.

The motion for the adoption of the preceding resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted on March 25, 2024.

\_\_\_\_\_  
Clerk of the School Board

Member \_\_\_\_\_  
introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF REBECCA FROSIG, A  
PROBATIONARY TEACHER.**

WHEREAS, Rebecca Frosig is a probationary teacher employed by Independent School District No. 22, Detroit Lakes.

BE IT RESOLVED, by the School Board of Independent School District No. 22, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Rebecca Frosig is hereby terminated at the close of the current 2023-24 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Rebecca Frosig  
16180 360th Ave  
Frazee, MN 56544

Dear Rebecca:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 22 held on March 25, 2024, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2024-25 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

Thank you for your service and we wish you the best in the future.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:  
and the following voted against the same:  
whereupon said resolution was declared duly passed and adopted.



# Detroit Lakes Public Schools Monthly Enrollment Summary 2023-2024

Month: March

**D.L. Preschool Special Ed.**

	EIC	ECSE	Total
Roosevelt	38	78	116

**Non-resident Preschool Special Ed.**

	EIC	ECSE	Total
Roosevelt	0	8	8

**KINDERGARTEN**

	Kind.	Kind SpEd	Total
Roosevelt	64	25	89
Rossman	74	29	103
<b>Totals</b>	138	54	192

**GRADES 1 - 5**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	96	94	101	97	108	496
Rossman	93	97	97	95	103	485
<b>Totals</b>	189	191	198	192	211	981

**ELEMENTARY TOTALS**

Kindergarten	Gr.1-5	Total
192	981	1173

**MIDDLE SCHOOL**

	Grade 6	Grade 7	Grade 8	Total
Middle School	196	208	203	607

**SENIOR HIGH**

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	210	189	212	200	811	0	0	811

**2023-2024**

**K-12 Total**

2687
------

**2022-2023**

**K-12 Total**

2690
------

**2021-2022**

**K-12 Total**

2697
------

**MONTHLY TOTALS\***

EIC	38
ECSE	86
Kind. Sp. Ed.	54
Kindergarten	138
Grades 1-5	981
Middle School	607
Senior High	811
ALC	63
E-Laker Online	23
Transitions	10
<b>TOTAL</b>	<b>2811</b>

\*Does not include non-resident students on tuition agreement

**ALC**

D.L.	46
Other	17
<b>Total</b>	<b>63</b>

**LAKER TRANSITIONS**

D.L.	9
Other	1
<b>Total</b>	<b>10</b>



# Detroit Lakes Public Schools Yearly Enrollment Summary 2023-2024

Date: March

EIC										ECSE									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
49	28	33	37	38	36	38				58	61	70	77	79	71	78			

EIC -- Non Resident										ECSE -- Non Resident									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
2	0	0	0	1	0	0				4	6	7	9	9	10	8			

Kindergarten - Special Ed.										Kindergarten									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	22	22	22	23	22	25	25			Roosevelt	69	68	67	67	68	66	64		
Rossman	28	28	28	28	29	30	29			Rossman	83	78	77	75	75	74	74		
<b>Totals</b>	50	50	50	51	51	55	54	-	-	<b>Totals</b>	152	146	144	142	143	140	138	-	-

Kindergarten Total									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	91	90	89	90	90	91	89	-	-
Rossman	111	106	105	103	104	104	103	-	-
<b>Totals</b>	202	196	194	193	194	195	192	-	-

Grade One										Grade Two									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	97	97	95	96	97	96	96	-	-	Roosevelt	93	93	93	93	93	93	94	-	-
Rossman	97	95	94	93	91	93	93	-	-	Rossman	102	96	96	97	97	97	97	-	-
<b>Totals</b>	194	192	189	189	188	189	189	-	-	<b>Totals</b>	195	189	189	190	190	190	191	-	-

Grade Three										Grade Four									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Roosevelt	98	98	100	100	98	101	101	-	-	Roosevelt	96	95	96	97	95	97	97	-	-
Rossman	96	94	94	96	96	97	97	-	-	Rossman	100	98	97	96	96	95	95	-	-
<b>Totals</b>	194	192	194	196	194	198	198	-	-	<b>Totals</b>	196	193	193	193	191	192	192	-	-

Grade Five									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
MS	110	110	110	110	110	108	108	-	-
Rossman	107	103	103	103	103	103	103	-	-
<b>Totals</b>	217	213	213	213	213	211	211	-	-



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2023-2024

Date:           March          

Grades 1 - 5 Totals										ALC									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Rsvlt/MS</b>	494	493	494	496	493	495	496	-	-	<b>Resident</b>	47	44	41	45	44	66	46		
<b>Rossman</b>	502	486	484	485	483	485	485	-	-	<b>Non-Resid.</b>	15	18	20	19	19	20	17		
<b>Totals</b>	996	979	978	981	976	980	981	-	-	<b>Total</b>	62	62	61	64	63	86	63		

Middle School										E-Laker Online									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Gr. Six</b>	196	197	197	197	198	196	196	-	-	<b>Resident</b>	2	10	10	10	10	18	18		
<b>Gr. Seven</b>	213	212	211	211	211	208	208	-	-	<b>Non-Resid.</b>	2	5	4	4	4	5	5		
<b>Gr. Eight</b>	207	206	204	203	206	204	203	-	-	<b>Total</b>	4	15	14	14	14	23	23		
<b>Totals</b>	616	615	612	611	615	608	607	-	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Gr. Nine</b>	212	209	207	205	206	211	210	-	-
<b>Gr. Ten</b>	207	204	202	195	196	192	189	-	-
<b>Gr. Eleven</b>	235	233	228	226	221	216	212	-	-
<b>Gr. Twelve</b>	220	213	209	208	208	202	200	-	-
<b>Subtotals</b>	874	859	846	834	831	821	811	-	-
<b>PSEO-FT</b>	0	-	-	-	-	-	-	-	-
<b>PSEO-PT</b>	0	-	-	-	-	-	-	-	-
<b>Totals</b>	874	859	846	834	831	821	811	-	-



# Detroit Lakes Public Schools Elementary Grade Sections 2023-2024

Month: March

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>21.33</b>
	Section 1&3	22	23	19	21	
	Section 2&4	22	22	22	20	
	Section 5			21		
Building Average		22.25		20.60		
<b>Grade 1</b>						<b>18.90</b>
	Section 1&3	17	20	19	20	
	Section 2&4	19	20	17	18	
	Section 5	20		19		
Building Average		19.20		18.60		
<b>Grade 2</b>						<b>23.75</b>
	Section 1&3	23	24	25	24	
	Section 2&4	22	24	24	24	
	Section 5					
Building Average		23.25		24.25		
<b>Grade 3</b>						<b>24.75</b>
	Section 1&3	26	25	25	24	
	Section 2&4	26	24	24	24	
	Section 5					
Building Average		25.25		24.25		
<b>Grade 4</b>						<b>24.00</b>
	Section 1&3	24	24	25	24	
	Section 2&4	26	23	21	25	
	Section 5					
Building Average		24.25		23.75		
<b>Grade 5</b>						<b>26.38</b>
	Section 1&3	27	27	26	26	
	Section 2&4	28	26	25	26	
	Section 5					
Building Average		27.00		25.75		

The district class size average for K-5 is:

**20.98**

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

**INDEPENDENT SCHOOL DISTRICT #22**  
**FACILITIES COMMITTEE MEETING**  
**March 6, 2024**

A Facilities Committee Meeting was held at 9:00 AM on Wednesday, March 6, 2024 at the District Office. In attendance were Colin Gedrose, Mark Jenson, John Steffl, Amy Erickson, April Thomas, Josh Omang, and Jason Kuehn.

**1. FY 2025 Capital Projects Listing**

Kuehn and Gedrose proposed a finalized list of FY 2025 Capital Projects which included projects previously approved through Long Term Facilities Maintenance (LTFM) planning. Additionally, capital allocations for building sites and departments were proposed.

Along with this, DLHS Principal Omang gave an update on the Greenhouse project, while Kuehn and Gedrose provided status updates on the Rossman Window Replacement Project and DLHS Air Conditioning Units project planned for this summer.

**2. District Policy #902 - Facility Rentals**

The committee reviewed Policy #902 to review language and compare against current practices. The committee provided recommendations that led to a few suggested edits of the policy which will be forwarded to the Policy Committee.

**3. Long-Range Facilities Planning - Work Session**

The committee prioritized topics for the March 12th Board Work Session that will include a tour of the MSTATE Facility and review information related to options for the Lincoln Education Center programming.

**INDEPENDENT SCHOOL DISTRICT #22**  
**TRANSPORTATION COMMITTEE MEETING AGENDA**  
**Transportation Committee Meeting - March 6, 2024**

A Transportation Committee Meeting was held on Wednesday, March 6, 2024 at the District Office. In attendance were Mark Jenson (Superintendent), John Steffl (School Board Chair), Mary Rotter (School Board Treasurer), Justin Hegg (Middle School Principal), Colin Gedrose (Operations Supervisor), Rob Nielsen (Activities Director) and Jason Kuehn (Director of Finance and Operations).

**1. District Policy 707 & 709 Update**

The committee reviewed a revised version of Policy #709 (Student Transportation Safety) that was recommended to move forward to the Policy Committee. Additionally, the committee reviewed a model MSBA Policy #707 (Transportation of Public School Students) to be implemented upon approval of the Policy Committee.

**2. 2024-2025 and 2025-2026 Motor Coach Services Renewal**

Within the current agreement with Anderson Bus and Coach of Frazee, we have the option of renewing the existing contract with any agreed upon adjustments. Anderson provided an updated request in relation to the renewal of services that was reviewed by the committee. The committee proposed scheduling a meeting with Anderson Bus and Coach before determining next steps in the renewal process.





**City of Detroit Lakes**

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

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## **SPORTS ARENA COMMISSION**

### **AGENDA**

**Tuesday, March 5, 2024**

**7:30 AM**

**The Meeting will be held in the Community Room at the Detroit Lakes Police Department, 807 Summit Avenue Detroit Lakes MN.**

1. Consideration to approving the [Minutes](#) from the meeting held on December 12, 2023.
2. Consideration to approve the Financials for [December 2023](#) and [January 2024](#).
3. [Arena CIP](#) Review
4. In-ice advertising
5. Update schedule of events
  - a. LRBA Show, March 21-24
  - b. Craft Beer Tour, April 5
  - c. Shrine Circus, April 9
  - d. Dick Beardsley Races, Sept 6-7 (tentative)
6. Update Arena addition project
  - a. Update from Fairboard on parking lot collaboration
7. Other

Respectfully,  
**KELCEY KLEMM**  
City Administrator

**Sports Arena Commission Members:**

Chad Carlblom - Chairman

Matt Boeke - Alderman Ward 3-At Large

John Steffl - School District 22- At Large

Rob Nielsen - School District 22

Judd Syverson - Detroit Lakes Youth Hockey Association

Mike Ullmer - Becker County Fair Board

**Meeting Dates:**

June 4 @ 7:30am

September 3 @ 7:30am

December 3 @ 7:30am

**Minutes of the  
Regular Meeting of the Detroit Lakes  
Sports Arena Commission  
December 12, 2023**

The meeting of the Detroit Lakes Sports Arena Commission was called to order at the Detroit Lakes Police Department's Community Room at 7:30am., December 12, 2023; all members of the Commission being duly notified of the meeting and the business to be transacted.

**Present:** Chairman Chad Carblom; Commissioner Matt Boeke; Detroit Lakes Detroit Lakes Youth Hockey Association Judd Syverson; High School Athletics Director Rob Nielson; Becker County Fair Board Commissioner Mike Ullmer

**Not Present:** Commissioner John Steffl;

**Others Present:** City Administrator Kelcey Klemm; Public Works Parks & Arena Supervisor Tom Gulon; Public Works Director Shawn King; Detroit Lakes High School Director of Finance and Operations Jason Kuehn;

Chairman Carblom called the meeting to order at 7:30am.

**MINUTES:** A motion was made by Boeke, seconded by Steffl, and carried without a dissenting vote, to approve the minutes of the regular meeting of the Commission held September 26, 2023.

**FINANCIALS:** Klemm reviewed the 2023 financials for September, October, and November. Klemm noted the School district is paid for the year, even though revenue looks down. Payments were spread over three years. Payment for youth hockey is on its way. Utilities expense is up, due to extended seasons. Carblom questioned operating supplies and Nielsen questioned phone expenses. Gulon noted the dehumidification systems are still needing repair. Trying to keep up until new ones come up on the plan in 2030 or the plan for the arena is clearer.

**CIP REVIEW:** Gulon stated a tankless water heater in Arena II Zamboni room and the Mechanical room in Arena I will be replaced next. Will probably go with On Demand like the first ones that were installed.

A motion was made by Boeke, seconded by Nielsen, and carried without a dissenting vote, to approve the financials for September, October, and November 2023.

**IN-ICE ADVERTISING:** Fairfield Inn may not continue their advertising, but the others will continue. There is \$12,000 in annual revenue for advertising.

**ARENA ADDITION PROJECT:** Klemm, along with City attorney Ramstad, and Public Works Committee are working on a parking lot agreement to bring to the Fairboard. The agreement will contain elements of who does what and dollars. Once it can be presented they can get a better perception and hopefully get a long term agreement going.

**INDEPENDENT SCHOOL DISTRICT #22**  
**FINANCE COMMITTEE MEETING AGENDA**  
**Finance Committee Meeting - March 20, 2024**

**Members Present:**

**Mary Rotter      Ethan Walz      Mickey Okeson      Mark Jenson      Jason Kuehn**  
**Josh Omang      Trisha Mariotti**

A Finance Committee Meeting was held on Wednesday, March 20th, 2024 at the District Office. The agenda was as follows:

**1.      Fund Balances Review**

**Director of Finance Kuehn reviewed the fund balances through the month of February and receipts for the month of February. District expenditures and revenues through February were reviewed in comparison to the budget.**

**2.      Review of Disbursements**

**Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for February. The committee also recommends approval of the check summaries for March 11th and March 25th.**

**3.      Agent of Record - Risk Management Services Selection**

**The committee reviewed a final proposal from Bremer Insurance after recommending continuing to partner with Bremer for Risk Management services.**

**4.      FY24 Revised Budget**

**Kuehn reviewed the FY24 budget revisions presentation with the committee that will be shared at the School Board Meeting on Monday, March 25th.**

Next Meeting: Thursday, April 18th, 2024 at 12:00 PM (District Office)