DATE: October 15, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Additional Staffing Requests - DLHS Activities**

<u>DLHS Activities</u>

DLHS Activities is requesting to add an additional 9th Grade Boys Basketball coach due to increased registration for the 2025-26 season.

Administration and Finance Committee recommends approval.

ADDITIONAL STAFFING PROPOSAL FORM
BUDGET YEAR: 2025-2026

Instructions:

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

Name of the Building: DLHS Activities

Topic of Proposal: 9th Grade Boys Basketball Coach Addition

Submitted By: Rob Nielsen

Date: 10/14/25

Date to be Implemented: **11/17/25**

Person responsible to
Recommend to Superintendent: Rob Nielsen

Recommendation by person responsible: Hire an additional 9th Grade Boys Basketball

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

1. Describe the proposal for funding:

Adding a 9th grade basketball coach for the 2025-26 season.

DETROIT LAKES LAKERS

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

It looks like we will have 22-25 boys out for 9th grade basketball. It would be very difficult to run practices and provide the athletes the needed attention with this number of students and the one coach we currently have.

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

We would likely lose participants if we are not able to run practices that keep all students engaged. With one coach we likely would have a number of kids standing around watching at times. It would also be very challenging for the coach and we could possibly lose a good person if they needed to try to work with this many students on their own.

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

Potentially cut 9th grade players to a manageable roster size for one coach.

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

PROPOSAL BUDGET

PERSONNEL	NUMBER REQUESTED	ESTIMATED COST	REIMBURSEMENT	NET COST
Staff:	1.0 9th Grade Coach	$3,340.00	$0.00	$3,340.00
Benefits:	FICA/TRA or PERA	$550.00	$0.00	$550.00
Subtotal:		$3,890.00	$0.00	$3,890.00

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OTHER COSTS		ESTIMATED COST	REIMBURSEMENT	NET COST
Supplies:				
Capital Outlay:				
Other Expenses: • Transportation • Officials • Game Workers		Potentially take mini bus to some games in addition to school bus. Officials for 2nd 9th grade game. $120 x 10 games. Clock $40x10 games.	$0.00	See notes below
Subtotal:				

NET COST				
Code:				

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	Additional uniforms may be needed.
b. Review by Business Office before Superintendents approval:	Yes
c. Space implications (short/long range):	Gym Space - Additional Practice Times (Morning or Evening)
d. Equity implications:	N/A
e. Technology implications:	N/A

f. Suggested timelines for implementations:	November 2025
g. Who has been involved in this decision? Other comments:	Brett Maass and Rob Nielsen For every additional home game - the predicted cost would be $200/game For every additional road game - the predicted cost would be $600/game

Approve: ___________ Disapprove: _________ Hold: __________ Date: __________

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