

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

**Regular School Board Meeting  
Monday, July 28, 2025, 7:00 AM  
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

**Present:** John Steffl, Michelle Okeson, Michael Walther, Julie Smith-Yliniemi, Mary Rotter, Sanford Nelson  
**Absent:** None

The meeting was called to order at 7:00 AM by Board Chair Steffl.

The Pledge of Allegiance was recited.

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

Kathy Owens- Congratulations on your Retirement as District Payroll Coordinator following 25 years of dedicated service..

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

- A. Approve the Minutes of the June 23, 2025 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #710319-710386 and #710395-7104462 for a total of \$899,021.23. Approve Hand Payable Checks #710080-710083, #710165-710194, #710294-710318, Voided Checks #709919, #709921-709922, #709925, #710027, and Wire Transfers #14158-14163, #14172-14178, #14190-14201, #14308-14339, #14355-14362, #14372-14386, #14388, in the amount of \$4,141,254.25. Approve Net Payroll Transfers on 6/15/2025 and 6/30/2025 in the amount of \$3,030,901.05 for a total of \$8,071,176.53.
- C. Approve Personnel Agenda Items
- D. Approve Matie Hanson to be authorized to make electronic fund transfers for the following specific items: 1)Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2)Transfers to the district's third party administrator for the 403(b) Program; 3)Transfers to Wex Account - for the district's Health Savings Account (HSA) and Flex Spending Account (FSA) Program.
- E. Approve the award of Maintenance Quotes for the 25-26 and 26-27 School Years.

Discussion was had on the following:

1. First Reading of 2025-2026 Student Handbooks:
  - a. Rossman
  - b. Roosevelt
  - c. Middle School
  - d. ALC
  - e. High School
2. August Board Meeting

A motion was made by Okeson, seconded by Smith-Yliniemi to approve the Property Tax Levy Adoption Calendar. Motion carried unanimously.

A motion was made by Walther, seconded by Rotter to approve the Long Term Facility Maintenance (LTFM) Ten Year Plan for Fiscal Year 2027. Motion carried unanimously.

A motion was made by Walther, seconded by Smith-Yliniemi to approve the Out-of-State Travel Request for DLHS Music Students, Chaperones and Directors. Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the Out-of-State Travel Request for Rob Nielsen. Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the 25-27 AFSME Master Agreement. Motion carried unanimously.

A motion was made by Walther, seconded by Smith-Yliniemi to approve the 25-28 NIS Consulting Agreement. Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Board Treasurer Okeson gave an update on the Finance Committee.

Board Vice Chair Rotter gave an update on the BCCI.

Board Chair Steffl announced the upcoming events.

A motion by Rotter, to adjourn the meeting at 7:40 AM, seconded by Smith-Yliniemi. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

## PERSONNEL AGENDA

### July 28, 2025

#### 1) **Resignations:**

Jacob Blow– Middle School PE Teacher, effective July 23, 2025.

Kelly Bristlin– Roosevelt Paraprofessional, effective June 20, 2025.

Terri Buerkle– ABE Instructor, effective July 16, 2025.

Nelaina Daggett– Rossman Long Term Sub, effective June 30, 2025.

Jessica Foster– Rossman Paraprofessional, effective July 2, 2025.

Robin Jordan– Rossman Special Education Para, effective May 22, 2025.

Christopher Pederson– High School Custodian, effective June 2, 2025.

Garrett Penton– High School Track Coach, effective July 1, 2025.

#### 2) **Retirements:**

Marnie Presler– High School Special Education Para, effective June 26, 2025.

#### 3) **Terminations:**

Joseph Grove– Middle School Custodian, effective July 18, 2025.

#### 4) **Appointments:**

Dori Bakke– Middle School ESY Para, at the rate of \$18.35 per hour, working 18 hours, effective y 29, 2025 through August 14, 2025.

Paige Beck– Roosevelt ECFE/SR Educational Assistant, at the rate of \$17.00 per hour. Working 3735 hours per week, effective August 25, 2025.

Nelaina Daggett– Rossman Special Education Teacher, at the rate of MA, Step 1 or a contract amount of \$51,727 per year, effective August 18, 2025.

Austin Dodd– Middle School PE Teacher, at the rate of BA Step 3 or a contract amount of \$46,744 per year, effective August 25, 2025.

Jessica Erb– Rossman ECFE/School Readiness Assistant, at the rate of \$17.00 per hour, working 27.5 hours per week, effective August 18, 2025.

Paige Fettig– High School Assistant Girls Tennis Coach, at the rate of \$3,339.77 per season, effective August 11, 2025.

Timothy Garcia– High School Girls Soccer Coach, at the rate of \$4,052.07 per season, effective August 11, 2025.

Tiffany Heim– Roosevelt Paraprofessional, at the rate of \$17.35 per year, working 37.5 hours per week, effective August 25, 2025.

Rayna Jorgenson– Roosevelt .8 Academic Interventionist/Teacher, at the rate of BA Step 11 or a contract amount of \$47,536 per year, effective August 18, 2025.

Dakota Klosterman– Rossman Kindergarten Long Term Substitute, at the rate of BA Step 1 or a contract amount of \$45,023 per year, effective September 19, 2025 through February 27, 2026.

Alicia Ludwig– Rossman Special Education Para, at the rate of \$17.85 per hour, working 37.5 hours per week, effective August 26, 2025.

Sara Schnathorst– Middle School Volleyball Coach, at the rate of 4.5% of Step 7 or \$2,324.61 per season, effective August 18, 2025.

Judy Wollin– Project LIFE Instructor, at the rate of MA+30 Step 7, or a contract amount of \$65,484 per year, effective August 18, 2025 through May 30, 2026.

**5) Amended Assignment:**

Mary Haynes– Special Education Para is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective September 2, 2025.

Trevor Janich– is amending his assignment from Middle School 7-12 Assistant Girls Soccer Coach to Assistant Varsity Soccer Coach, effective July 23, 2025.

**6) Leave of Absence:**

Kayla Rasmussen– Middle School Special Education Teacher is requesting a leave of Absence from August 25, 2025 through May 29, 2026.