



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, December 16, 2024 - 5:30 PM
City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

The mission of the Detroit Lakes Public schools is to fill our sails with Laker PRIDE.

District Office ~ 702 Lake Avenue, Detroit Lakes, MN 56501 ~ 218.847.9271 ~ Website: www.dlschools.net
Superintendent: Mark Jenson Director of Finance & Operations: Jason Kuehn Education Director: Renee Kerzman

BOARD MEMBERS:

Julie Smith-Yliniemi, Clerk
25961 Brolin Beach Rd
Detroit Lakes, MN 56501
218.204.0420

Michael Walther
28030 County Hwy 34
Callaway, MN 56521
218.841.3709

Michelle Okeson, Treasurer
24842 County Rd 113
Detroit Lakes, MN 56501
218.841.6065

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

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

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

Student Representative: Marian Martin 26martimari@detlakes.k12.mn.us, Hayden Wilson 27wilsohayd@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the December 16, 2024 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. DONATIONS

A. \$76.98 worth of Metal from BTD for the Small Engines Class to build a Go-Kart Chassis.

B. \$84 from Noon Rotary for Interact Club.

C. \$200 from Julie McCaslin Olson for Roosevelt Elementary.

D. \$300 From Damien Society for Middle School Laker Pride.

E. \$300 worth of Transit Tokens from Damien Society to Project LIFE.

F. Laker Cupboard

1. Pajama Pants-Breakfast Rotary

2. Various Gift Cards- Damien Society.
3. Food and Snacks- Title Team.
4. \$20- Trinity Lutheran Youth
5. \$250- Sons of Norway Vikingland Lodge 495
6. \$300- Damien Society
7. \$500-First Lutheran Church

VIII. **PROGRAM PRESENTATIONS**

Presenter:

- A. Adult Basic Education

Presenter: Jennifer Hellekson

IX. **CONSENT ITEMS**

Presenter: Steffl, Board Chair

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

- A. Approve the Minutes of the November 25, 2024 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. **Approve Second Reading of Policies:**
 1. 201- Legal Status of the School Board.
 2. 202- School Board Officers.
 3. 203- Operation of the School Board- Governing Rules.
 4. 203.1- School Board Procedures: Rules of Order.
 5. 203.2- Order of the Regular School Board Meeting.
 6. 203.5- School Board Meeting Agenda.
 7. 203.6- Consent Agenda.
 8. 203.7- Board Work Session.
 9. 204- School Board Meeting Minutes.
 10. 205- Open Meetings and Closed Meetings.
- F. Approve the Snow Removal Contract for Detroit Lakes High School.
- G. Approve the Memorandum of Understanding between KLN Family Brands and Lakes Area Adult Education, effective January 1, 2025 through June 30, 2025.
- H. Acknowledge Winter Coaches for the 2024-2025 school year
- I. Approve the Early Graduation Request for 2 High School students after the first semester on January 17, 2025.
- J. Approve the 2025-2026 School Readiness Pricing Rates.
- K. Approve the Memorandum of Understanding between Detroit Lakes Public Schools and Olander Bus Company, Inc.

X. **DISCUSSION ITEMS**

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

- A. Annual Inventory of Fixed Assets

XI. **ADMINISTRATIVE AND BOARD REPORTS**

A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. District Updates

B. **Board Committee and Representative Reports**

1. Student Report

Presenter: Buboltz/Rogstad, Student Board Representative

2. Sports Arena Commission

Presenter: Steffl, Board Chair

3. Washington Ball Park Committee

Presenter: Steffl, Board Chair

4. Finance Committee

Presenter: Rotter, Board Treasurer

5. Substance Use Prevention Coalition

Presenter: Okeson, Board Director

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

A. Organizational Meeting- 1/6/25 5:30PM City Council Chambers

B. Work Session- 1/22/25 5:30PM MState E104

C. Finance Committee Meeting- 1/23/25 12:00PM District Office

D. Regular School Board Meeting- 1/27/25 5:30PM City Council Chambers.

XIII. ACTION ITEMS

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

A. Motion to Approve the 2024-2025 Teacher Seniority List.

B. Conduct Truth and Taxation and Certification of the 2024 Property Tax Levy Payable in 2025 for the 2025-2026 School Year in the amount of \$9,953,011.38.

C. Motion to Close this Session Pursuant to Minnesota Statutes section 13D.05, subdivision 3(b).






D. Motion to Open the meeting at the time.

E. Official action following closed session, if any.

XIV. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

	<p>Purpose our intention, what drives us</p>	<p>Deliver educational excellence.</p>
	<p>Relationships the ways we connect and behave toward each other</p>	<p>Care and communicate positively and respectfully within and across our schools and community.</p> <ul style="list-style-type: none"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	<p>Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities</p>	<p>Embrace creativity and critical thinking.</p> <ul style="list-style-type: none"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	<p>Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</p>	<p>Foster the academic, social, emotional, and cultural needs of all learners.</p> <ul style="list-style-type: none"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	<p>Equity the quality of being fair (not equal) and impartial</p>	<p>Ensure that our values, policies, and practices are equitable for our students, staff, and community.</p> <ul style="list-style-type: none"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

I pledge allegiance to the flag
of the United States of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible,
with Liberty and Justice
for all.





Lakes Area Adult Education

• Empowering Lives Through Adult Basic Education

Overview of Our Program

Our Mission: Provide educational opportunities to adults for career advancement, higher education, and personal growth.

Instructional Areas

- High School Equivalency (GED)
- Adult High School Diploma (ADP)
- Accuplacer preparation
- Career Pathways
 - ServSafe
 - Driver's exam preparation
- Digital Literacy
- English as a Second Language (ESL)
- Citizenship
- Basic Language Arts and Math



Achievements this year

Student Successes:

- 263 students
- 4 GED graduates
- 1 Adult Diploma graduate
- 24 GED exams administered with 100% pass rate

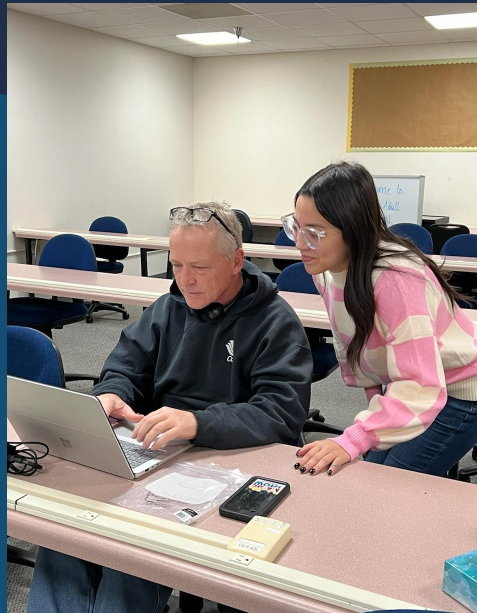
Community Impact:

- 140 Volunteer hours contributed
- New collaborative partnership with Becker County Jail began December 1.
- KLN partnership - 16 week on-site English as a 2nd language class beginning in January 2025



Trends

- Post Covid - Increase in 17-24 year olds enrolling in ABE programs
- Increase in older students needing digital literacy skills
- Increased enrollment of students whose primary language is Spanish





Questions?



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

**Regular School Board Meeting
Monday, November 25, 2024, 5:30 PM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

Present: John Steffl, Mary Rotter, Michelle Okeson, Ethan Walz

Absent: Amy Erickson

The meeting was called to order at 5:31 PM by Board Chair Steffl.

The Pledge of Allegiance was recited.

A motion was made by Okeson to remove Item H from the consent agenda, seconded by Rotter. Motion carried unanimously.

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

Recognitions were given to: Blake Weitzel, JD & Nerissa Hendrickson, Tom Trowbridge, Keith Moors, Kendra Gilsdorf, Alley Cook, Gracee Smith, Mark Everson, and their teams for all their hard work on the Musical.

Donations were made by the following:

- \$79.24 from Emma Foundation for the Laker Cupboard.
- \$100 from Ramsey Flooring for the Laker Dance Team.
- \$100 from Mark's Electric for the Laker Dance Team.
- \$125.50 from Detroit Country Club for Field Trip Transportation.
- \$200 from Anonymous to the Musical.
- \$215 from Debra and David Melgaard for the Laker Cupboard.
- \$250 from Trinity Lutheran Church WELCA for the Laker Cupboard.
- \$270 from Trinity Lutheran Church WELCA for the Laker Cupboard.
- \$300 from White Earth Land Recovery Project to the American Indian Student Council.
- \$532 from Pelican River Watershed District for Field Trip Transportation.
- \$600 from Ag Country to FFA.
- \$600 worth of gift cards to Rossman for attendance from Bluebird Books.
- \$600 worth of gift cards to Roosevelt for attendance from Bluebird Books.
- \$1,000 from St. Cloud Technical Community College for Laker Robotics.
- \$1,000 from Breakfast Rotary for Laker Robotics.
- \$1,000 From Breakfast Rotary for Interact Club.
- \$1,000 from Midco Foundation for the E-Sports Program.
- \$1,426 from Eric Schuld/Microsoft for the E-Sports Program.
- \$1,900 from United Way of Becker County to the ALC.
- \$2,750 from Gene Haas Foundation for Laker Robotics.
- \$3,000 from St. Cloud State University (DEED Grant) for Laker Robotics.
- \$5,000 from Detroit Lakes Area Community Foundation for ABE Workspace Furniture Grant.
- 8 dozen donuts and Fruit from Central Market for the Veterans who attended the DLHS Veterans Day Program.
- Laker Cupboard
- Socks-Augustana
- Handmade hats/headbands-Jean Livingood
- Food and Snacks - Anonymous, Megan Barker, Amy Erickson, Cami and Keith Eckhoff, 180 Balance, MState Nursing Club.

Program presentation was given by Eide Bailly, and Andrew Lesch

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

- A. Approve the Minutes of the October 28, 2024, Regular School Board Meeting.
- B. Approve the Minutes from the November 14, 2024 Special School Board Meeting.
- C. Approve K-12 Computer Checks #708103-708189 and #708231-708313, for a total of \$705,773.86. Approve Hand Payable Checks #707778-707837, #707947-707977, #708051-708102, Voided Checks #706579, #707361, #707752, #707797, Wire Transfers #11143-11148, #11187-11194, #11306-11310, #11323, #11335-11336, #11340-11347, #11353-11355, #11429-11433, #11465-11482, #11492-11497, #11510-11532 in the amount of \$2,171,848.62. Approve Net Payroll Transfers on 10/30/2024 and 11/15/2024 in the amount of \$1,611,257.05 for a total of \$4,488,879.53.
- D. Approve District Hand Payable Bills
- E. Approve Personnel Agenda Items
- F. Approve Second Reading of Policies:
 - a. 101- Legal Status of the School District.
 - b. 101.1- Name of the School District.
 - c. 102- Equal Educational Opportunity.
 - d. 103- Complaints - Students, Employees, Parents, Other Persons.
 - e. 104- School District Mission Statement.
- G. Approve the Memorandum of Agreement between Children's Dental Services and Detroit Lakes Public Schools.
- H. Approve the Memorandum of Understanding between Detroit Lakes Public Schools and Olander Bus Company, Inc.
- I. Approve the Purchase of Service Agreement between Detroit Lakes Public Schools and Vince Parries for Information Technology Network Consultant Services.
- J. Approve the Service Agreement between Detroit Lakes Public Schools and Becker County Health Early Childhood Screening.

Discussion was had on the following:

First Reading of Policies:

1. 201- Legal Status of the School Board.
2. 202- School Board Officers.
3. 203- Operation of the School Board- Governing Rules.
4. 203.1- School Board Procedures: Rules of Order.
5. 203.2- Order of the Regular School Board Meeting.
6. 203.5- School Board Meeting Agenda.
7. 203.6- Consent Agenda.
8. 203.7- Board Work Session.
9. 204- School Board Meeting Minutes.
10. 205- Open Meetings and Closed Meetings.

A motion was made by Rotter , seconded by Walz to approve the Additional Staffing Request for Rossman Elementary. (EXHIBIT) Motion carried unanimously.

A motion was made by Okeson , seconded by Rotter to approve the Memorandum of Understanding between Detroit Lakes Public Schools and Detroit Lakes Education Support Paraprofessionals (DLESP). (EXHIBIT) Motion carried unanimously.

A motion was made by Walz , seconded by Rotter to approve the adoption of Buddha the Comfort Dog for Detroit Lakes High School. (EXHIBIT) Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the 2023-2024 Audit Report as presented. (EXHIBIT) Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the Additional Staffing Request for Community Education.. (EXHIBIT) Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Board Treasurer Rotter gave an update on the Finance Committee.

Board Director Okeson gave an update on SUP Coalition, and Activities Committee.

Board Chair Steffl gave an update on the Transportation Committee and announced upcoming meetings and events.

A motion by Walz, to adjourn the meeting at 6:39 PM, seconded by Rotter. Motion carried unanimously.

Respectfully submitted,

Ethan Walz, Clerk

PERSONNEL AGENDA

November 25, 2024

1) **Resignations:**

Jasmine Clark– High School Drum and Dance Coach, effective October 24, 2024.

Emma Disse– Gymnastics Coach, effective October 29, 2024.

Myllinda Johnson– Lincoln Special Education Para, effective November 11, 2024.

Michelle Kangas– ABE, effective May 14, 2024.

Lilly Linden– Laker Kids, effective November 1, 2024.

2) **Appointments:**

Roberta Chatham– Middle School Long Term Band Sub, rate of pay is as per sub contract, effective November 25, 2024 through January 2025.

Rich Johnson–Assistant High School Girls Hockey Coach, at the rate of \$4,209.66 per season, effective October 29, 2024.

Mack Jones– High School Winter Speed and Strength Coordinator, at the rate of \$3,207.61 per season, effective November 11, 2024.

Kaitlin Kellerhuis– Middle School Assistant Dance Coach, at the rate of \$3,207.61 per season, effective October 28, 2024.

Kaitlin Kellerhuis– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective December 2, 2024.

Alison Moenkedick– Middle School Admin Assistant, at the rate of \$18.40 per hour, working 1560 hours per year, effective November 12, 2024.

Brianna Nims– Lincoln Education Center ECFE/SR Educational Assistant, at the rate of \$17.00 per hour, working 37.5 hours per week, effective November 13, 2024.

Alissa O'Neill– Rossman Special Education Para, at the rate of \$17.35 per hour, working 25 hours per week, effective November 20, 2024.

Sara Pederson– Laker Transitions Project LIFE Skills Trainer, at the rate of \$17.00 per

hour, working 29.75 hours per week, effective December 2, 2024.

Courtney Skarie– High School Boys Head Swim Coach, at the rate of \$5,456.22 per season, effective November 25, 2024.

3) **Amended Assignment:**

Aurian Bennett– Production Assistant is amending her assignment from 29.75 hours per week at Lincoln to 20 hours per week at Central Kitchen, effective November 4, 2024.

Maddie Ramsey– is amending her assignment from Middle School Dance Coach to Assistant Varsity Dance Coach, effective October 31, 2024.

4) **Leave of Absence:**

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	11935	708364	Check	1	3188		ABLENET INC.	Yes	No	No	USD	12/09/2024	590.00
			11939	708365	Check	1	3540		ACCUREX, LLC	Yes	No	No	USD	12/09/2024	1,049.22
			11870	708366	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	12/09/2024	787.24
			11871	708367	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	12/09/2024	60.00
			11872	708368	Check	1	1056		APPLE COMPUTER, INC.	Yes	No	No	USD	12/09/2024	3,894.00
			11873	708369	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	12/09/2024	569.00
			11874	708370	Check	1	1073		ASSOCIATION OF RECOVERY SCHOO	Yes	No	No	USD	12/09/2024	300.00
			11875	708371	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	12/09/2024	27.98
			11876	708372	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	USD	12/09/2024	90.00
			11877	708373	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	12/09/2024	390.91
			11878	708374	Check	1	1143		BRENCO CORP.	Yes	No	No	USD	12/09/2024	159.36
			11879	708375	Check	1	1185		CDW-G	Yes	No	No	USD	12/09/2024	15,000.00
			11880	708376	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	12/09/2024	118.50
			11933	708377	Check	1	2770		CHILED A INSTITUTE, LLC	Yes	No	No	USD	12/09/2024	9,940.61
			11881	708378	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	USD	12/09/2024	869.00
			11882	708379	Check	1	1209		COLLEGE BOARD	Yes	No	No	USD	12/09/2024	172.80
			11883	708380	Check	1	1217		CONTINENTAL CLAY COMPANY	Yes	No	No	USD	12/09/2024	1,211.18
			11884	708381	Check	1	1231		CULINEX	Yes	No	No	USD	12/09/2024	301.84
			11885	708382	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	12/09/2024	1,298.95
			11927	708383	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	USD	12/09/2024	850.75
			11886	708384	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	12/09/2024	110.00
			11941	708385	Check	1	3593		DETROIT LAKES YOUTH HOCKEY ASS	Yes	No	No	USD	12/09/2024	150.00
			11887	708386	Check	1	1293		DL TRAVEL BASKETBALL	Yes	No	No	USD	12/09/2024	675.00
			11943	708387	Check	1	3601		DVS RENEW	Yes	No	No	USD	12/09/2024	35.25
			11944	708388	Check	1	3601		DVS RENEW	Yes	No	No	USD	12/09/2024	130.25
			11945	708389	Check	1	3601		DVS RENEW	Yes	No	No	USD	12/09/2024	24.25
			11888	708390	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	12/09/2024	5,472.32
			11932	708391	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	USD	12/09/2024	203.05
			11889	708392	Check	1	1344		FAB WURX, INC.	Yes	No	No	USD	12/09/2024	782.00
			11930	708393	Check	1	2519		FREDERICK, JESHUA	Yes	No	No	USD	12/09/2024	75.00
			11890	708394	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	USD	12/09/2024	3,000.00
			11891	708395	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	12/09/2024	3,678.97
			11892	708396	Check	1	1513		HOWARD'S DRIVEWAY, INC	Yes	No	No	USD	12/09/2024	4,000.00
			11938	708397	Check	1	3398		INNOVATIVE GYM SOLUTIONS, LLC	Yes	No	No	USD	12/09/2024	420.00
			11893	708398	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	12/09/2024	73.00
			11946	708399	Check	1	3602		JET-WAY MULTIPLE SERVICES, INC.	Yes	No	No	USD	12/09/2024	955.00
			11894	708400	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	USD	12/09/2024	135.00
			11895	708401	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	12/09/2024	4,701.80
			11896	708402	Check	1	1608		JOSTENS	Yes	No	No	USD	12/09/2024	17.55
			11906	708403	Check	1	1750	REMIT	JOSTENS INC	Yes	No	No	USD	12/09/2024	542.80
			11897	708404	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	12/09/2024	29.94

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	11898	708405	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	12/09/2024	2,500.00
			11928	708406	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	USD	12/09/2024	54.00
			11937	708407	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	USD	12/09/2024	792.00
			11899	708408	Check	1	1669		LEDGESTONE, INC.	Yes	No	No	USD	12/09/2024	3,581.00
			11900	708409	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	12/09/2024	4,775.44
			11901	708410	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	12/09/2024	5,226.35
			11902	708411	Check	1	1732		MEDCO SUPPLY CO.	Yes	No	No	USD	12/09/2024	11.16
			11903	708412	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	12/09/2024	1,004.69
			11947	708413	Check	1	3603		MESSER, ASHLEY	Yes	No	No	USD	12/09/2024	299.00
			11904	708414	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	USD	12/09/2024	514.98
			11905	708415	Check	1	1749		MIGUEL'S	Yes	No	No	USD	12/09/2024	394.02
			11907	708416	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	12/09/2024	153.40
			11908	708417	Check	1	1778		MN COMMUNITY EDUCATION ASSOC.	Yes	No	No	USD	12/09/2024	1,335.00
			11931	708418	Check	1	2542		MORRISON EYE CARE	Yes	No	No	USD	12/09/2024	340.04
			11909	708419	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	USD	12/09/2024	66.62
			11910	708420	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	12/09/2024	185.00
			11934	708421	Check	1	2916		NATIVE HARVEST	Yes	No	No	USD	12/09/2024	104.00
			11911	708422	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	12/09/2024	96.64
			11912	708423	Check	1	1868		NORTH COUNTRY BUSINESS PRODUC	Yes	No	No	USD	12/09/2024	1,377.00
			11913	708424	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	12/09/2024	375.00
			11914	708425	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	12/09/2024	546.37
			11915	708426	Check	1	1920		PEPSI	Yes	No	No	USD	12/09/2024	5,233.57
			11917	708427	Check	1	1943		POPLERS MUSIC STORE	Yes	No	No	USD	12/09/2024	686.90
			11918	708428	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	12/09/2024	37.39
			11919	708429	Check	1	2020		RWP, INC.	Yes	No	No	USD	12/09/2024	6,500.00
			11920	708430	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	USD	12/09/2024	2,608.66
			11936	708431	Check	1	3241		SCREENFLEX PORTABLE PARTITIONS	Yes	No	No	USD	12/09/2024	1,379.00
			11940	708432	Check	1	3580		SNACKS PLUS VENDING	Yes	No	No	USD	12/09/2024	402.00
			11916	708433	Check	1	1926	REMIT	SONOVA USA INC	Yes	No	No	USD	12/09/2024	4,296.57
			11942	708434	Check	1	3597		Starfall Education Foundation	Yes	No	No	USD	12/09/2024	70.00
			11921	708435	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	12/09/2024	33,075.00
			11922	708436	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	12/09/2024	427.45
			11923	708437	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	12/09/2024	646.00
			11924	708438	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	12/09/2024	720.87
			11925	708439	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	12/09/2024	23,500.59
			11929	708440	Check	1	2485		VISTAR	Yes	No	No	USD	12/09/2024	2,309.05
			11926	708441	Check	1	2270		WOLLIN, JUDY	Yes	No	No	USD	12/09/2024	91.21

Bank Total: MW

\$168,608.49

Report Total:

\$168,608.49

HAND PAYABLE SUMMARY (NOVEMBER 2024)

Pmt No	Check No	Pay Type	Vendor	Date	Amount
11630		Wire	CITY OF DETROIT LAKES	11/6/2024	\$ 1,160.60
11631		Wire	DETROIT LAKES DISPOSAL	11/6/2024	\$ 5,098.03
11632		Wire	EMC INSURANCE COMPANIES	11/6/2024	\$ 18,058.06
11633		Wire	METLIFE	11/6/2024	\$ 6,484.32
11634		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	11/6/2024	\$ 47,662.66
11635		Wire	MN TEACHERS RETIREMENT ASSOC.	11/6/2024	\$ 147,245.23
11645		Wire	BIX PRODUCE	11/8/2024	\$ 2,713.69
11646		Wire	PERFORMANCE FOODSERVICE	11/8/2024	\$ 1,081.28
11658		Wire	CAPITAL ONE TRADE CREDIT	11/12/2024	\$ 67.98
11659		Wire	PERFORMANCE FOODSERVICE	11/12/2024	\$ 2,121.77
11660		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	11/12/2024	\$ 386,575.00
11672		Wire	INTERNAL REVENUE SERVICE	11/15/2024	\$ 233,085.50
11673		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	11/15/2024	\$ 38,076.06
11674		Wire	AMAZON	11/15/2024	\$ 13,047.00
11775		Wire	BIX PRODUCE	11/19/2024	\$ 6,269.91
11776		Wire	CITY OF DETROIT LAKES	11/19/2024	\$ 1,263.68
11777		Wire	CITY OF DETROIT LAKES	11/19/2024	\$ 160.95
11778		Wire	CITY OF DETROIT LAKES	11/19/2024	\$ 537.00
11779		Wire	CITY OF DETROIT LAKES	11/19/2024	\$ 19,896.47
11780		Wire	CITY OF DETROIT LAKES	11/19/2024	\$ 6,852.49
11781		Wire	LAKES COMMUNITY COOPERATIVE	11/19/2024	\$ 3,377.08
11782		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 355.09
11783		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 71.19
11784		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 58.12
11785		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 54.53
11786		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 59.92
11787		Wire	MINNESOTA ENERGY RESOURCES	11/19/2024	\$ 157.02
11788		Wire	PERFORMANCE FOODSERVICE	11/19/2024	\$ 2,172.62
11789		Wire	QUADIENT LEASING USA, INC.	11/19/2024	\$ 80.85
11790		Wire	SYSCO NORTH DAKOTA, INC	11/19/2024	\$ 23,054.69
11812		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 121.47
11813		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 1,060.23
11814		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 243.92
11815		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 1,173.12
11816		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 509.16
11817		Wire	CITY OF DETROIT LAKES	11/25/2024	\$ 21,107.03
11818		Wire	MINNESOTA ENERGY RESOURCES	11/25/2024	\$ 2,906.76
11819		Wire	MINNESOTA ENERGY RESOURCES	11/25/2024	\$ 974.22
11820		Wire	MINNESOTA ENERGY RESOURCES	11/25/2024	\$ 277.67
11821		Wire	PERFORMANCE FOODSERVICE	11/25/2024	\$ 2,132.88
11834		Wire	INTERNAL REVENUE SERVICE	11/27/2024	\$ 248,372.22
11835		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	11/27/2024	\$ 41,470.65
11836		Wire	BREMER BANK CC	11/27/2024	\$ 17,124.24
11837		Wire	WEX HEALTH INC - HSA/FLEX	11/15/2024	\$ 15,417.41
11838		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	11/15/2024	\$ 46,166.45
11839		Wire	MN TEACHERS RETIREMENT ASSOC.	11/15/2024	\$ 134,447.31
11840		Wire	MINNESOTA STATE RETIREMENT SYS	11/15/2024	\$ 14,074.90
11841		Wire	AVIBEN	11/15/2024	\$ 39,575.67
11842		Wire	ARVIG COMMUNICATION SYSTEMS	11/29/2024	\$ 560.83
11843		Wire	ARVIG COMMUNICATION SYSTEMS	11/29/2024	\$ 123.95
11844		Wire	BIX PRODUCE	11/29/2024	\$ 4,299.32
11845		Wire	EMC INSURANCE COMPANIES	11/29/2024	\$ 18,058.06
11846		Wire	PERFORMANCE FOODSERVICE	11/29/2024	\$ 3,868.29
11847		Wire	VERIZON WIRELESS	11/29/2024	\$ 556.04
11848		Wire	VERIZON WIRELESS	11/29/2024	\$ 639.26

11849		Wire	MN DEPT OF REVENUE -SALES TAX	11/29/2024	\$	1,212.00
11850		Wire	MIDWEST BANK	11/29/2024	\$	10.00
11851		Wire	MIDWEST BANK	11/29/2024	\$	100.00
11852		Wire	MIDWEST BANK	11/29/2024	\$	10.00
11853		Wire	AUTHORIZE.NET GATEWAY BILLING	11/29/2024	\$	10.00
11854		Wire	VANTIV BILLING / WORLDPAY	11/29/2024	\$	31.40
11855		Wire	REVTRAK	11/29/2024	\$	29.95
11856		Wire	TRANSFIRST AFFINETY	11/29/2024	\$	1,961.03
11857		Wire	WEX HEALTH INC	11/29/2024	\$	2,467.21
11858		Wire	WEX HEALTH INC	11/29/2024	\$	442.75
11859		Wire	USPS.COM	11/29/2024	\$	80.96
11860		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11861		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	440.09
11862		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11863		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11864		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11865		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11866		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11867		Wire	MIDCO COMMUNICATIONS	11/29/2024	\$	40.00
11868		Wire	ARUX SOFTWARE, INC	11/29/2024	\$	299.00
11869		Wire	ND STATE TAX COMMISSIONER	11/29/2024	\$	291.16
10345	707148	Check	KLAPOTZ, CARVER	11/6/2024	\$	(550.47)
11005	707705	Check	EITER, TERRY	11/6/2024	\$	(85.00)
11021	707721	Check	PETERSON, JEREMY	11/25/2024	\$	(40.00)
11175	707832	Check	SPECHT, ART	11/6/2024	\$	(85.00)
11620	708190	Check	ANDERSON COACH OF FRAZEE, INC.	11/6/2024	\$	23,329.20
11627	708191	Check	CALVIN AND ANNE SCHOW	11/6/2024	\$	535.50
11628	708192	Check	GRAND FORKS PUBLIC SCHOOLS	11/6/2024	\$	300.00
11626	708193	Check	HALL, MICHAEL	11/6/2024	\$	50.00
11629	708194	Check	HOLMQUIST, LINDSAY	11/6/2024	\$	280.00
11625	708195	Check	LAKEVIEW GREENHOUSES	11/6/2024	\$	129.00
11621	708196	Check	MN DEPARTMENT OF HEALTH	11/6/2024	\$	4,555.00
11622	708197	Check	MN DEPT OF LABOR AND INDUSTRY	11/6/2024	\$	490.00
11623	708198	Check	PEPSI	11/6/2024	\$	262.57
11624	708199	Check	SCHULTZ BUS COMPANY	11/6/2024	\$	124,106.28
11642	708200	Check	ANDYMARK, INC.	11/8/2024	\$	1,121.56
11636	708201	Check	HEFTA, REED	11/8/2024	\$	187.22
11639	708202	Check	HUT AMERICAN GROUP LLC	11/8/2024	\$	154.79
11640	708203	Check	MN ASSOCIATION OF STUDENT COUNCILS	11/8/2024	\$	85.00
11637	708204	Check	OLANDER BUS SERVICE INC.	11/8/2024	\$	215,725.00
11643	708205	Check	PERHAM HIGH SCHOOL	11/8/2024	\$	300.00
11638	708206	Check	RAMSEY, BRITTON	11/8/2024	\$	144.00
11641	708207	Check	SALATHE, SAMANTHA	11/8/2024	\$	55.79
11644	708208	Check	SARTELL SABRE DANCE TEAM BOOSTERS	11/8/2024	\$	1,400.00
11653	708209	Check	EAST GRAND FORKS HIGH SCHOOL	11/12/2024	\$	200.00
11657	708210	Check	HAVERINEN, SAMANTHA	11/12/2024	\$	96.00
11654	708211	Check	KLAPOTZ, CARVER	11/12/2024	\$	550.47
11651	708212	Check	KOECK, ZACH	11/12/2024	\$	214.08
11655	708213	Check	KOSTER, MATT	11/12/2024	\$	155.97
11647	708214	Check	MINNESOTA FLYERS GYMNASTICS, INC	11/12/2024	\$	125.00
11650	708215	Check	MURPHY, BLAKE	11/12/2024	\$	202.00
11656	708216	Check	NELSON, MAC	11/12/2024	\$	112.00
11648	708217	Check	NIELSEN, ROBERT	11/12/2024	\$	150.00
11649	708218	Check	PEPSI	11/12/2024	\$	16.46
11652	708219	Check	STAPLES, TAYLOR	11/12/2024	\$	189.03
11663	708220	Check	AFSCME COUNCIL 65	11/15/2024	\$	278.61
11661	708221	Check	AMERICAN FAMILY LIFE ASSURANCE CO	11/15/2024	\$	165.56
11665	708222	Check	D. L. ATHLETIC FOUNDATION	11/15/2024	\$	115.00
11666	708223	Check	D.L. PUBLIC EDUC FOUNDATION	11/15/2024	\$	30.00
11670	708224	Check	MESSERLI & KRAMER P.A.	11/15/2024	\$	266.68
11662	708225	Check	MINNESOTA CHILD SUPPORT	11/15/2024	\$	534.90
11668	708226	Check	MN SCHOOL EMPLOYEES ASSOC.	11/15/2024	\$	162.43

11669	708227	Check	ND CHILD SUPPORT DIVISION	11/15/2024	\$	429.50
11671	708228	Check	STEWART, ZLIMEN & JUNGERS, LTD	11/15/2024	\$	204.18
11667	708229	Check	SUPPORT PAYMENT CLEARINGHOUSE	11/15/2024	\$	335.91
11664	708230	Check	UNITED WAY OF BECKER COUNTY	11/15/2024	\$	106.00
11758	708314	Check	BARBERG, JENNIFER	11/19/2024	\$	373.05
11772	708315	Check	BOND, BRIAN	11/19/2024	\$	150.00
11759	708316	Check	BSN SPORTS	11/19/2024	\$	1,444.10
11768	708317	Check	CAMRUD, CONNOR	11/19/2024	\$	120.00
11769	708318	Check	CAMRUD, CONNOR	11/19/2024	\$	60.00
11760	708319	Check	CENTRAL MARKET	11/19/2024	\$	171.95
11771	708320	Check	FM HOCKEY OFFICIALS	11/19/2024	\$	647.42
11761	708321	Check	FODE, STEVEN	11/19/2024	\$	60.00
11762	708322	Check	FODE, STEVEN	11/19/2024	\$	120.00
11767	708323	Check	HUT AMERICAN GROUP LLC	11/19/2024	\$	553.53
11763	708324	Check	JOHNSON, JESSICA	11/19/2024	\$	66.49
11764	708325	Check	NOAH, BENJAMIN	11/19/2024	\$	386.46
11774	708326	Check	OHM, RILEY	11/19/2024	\$	150.00
11765	708327	Check	PENDER, SARA	11/19/2024	\$	51.79
11766	708328	Check	RAMSEY, BRITTON	11/19/2024	\$	47.45
11773	708329	Check	STUMBO, KARSTEN	11/19/2024	\$	150.00
11770	708330	Check	WOOD FIRE FOODS, LLC	11/19/2024	\$	1,365.00
11802	708331	Check	BIRKELAND, TIM	11/25/2024	\$	155.00
11791	708332	Check	BUSINESS PROFESSIONALS OF AMERICA	11/25/2024	\$	456.00
11799	708333	Check	CAMRUD, CONNOR	11/25/2024	\$	120.00
11800	708334	Check	CAMRUD, CONNOR	11/25/2024	\$	60.00
11801	708335	Check	CAMRUD, CONNOR	11/25/2024	\$	60.00
11792	708336	Check	CASEY'S	11/25/2024	\$	220.00
11793	708337	Check	FODE, STEVEN	11/25/2024	\$	60.00
11794	708338	Check	GERRELL'S SPORT CENTER	11/25/2024	\$	2,254.00
11803	708339	Check	GRAHAM, HUNTER	11/25/2024	\$	155.00
11795	708340	Check	HOLMQUIST, MELANIE	11/25/2024	\$	150.00
11808	708341	Check	HUTCHINSON HIGH SCHOOL	11/25/2024	\$	340.00
11810	708342	Check	JANICH, TEA	11/25/2024	\$	253.88
11796	708343	Check	JIMMY JOHNS #1897	11/25/2024	\$	327.20
11811	708344	Check	MADISON NATIONAL LIFE INSURANCE	11/25/2024	\$	4,718.83
11797	708345	Check	MARTIN, DUSTIN	11/25/2024	\$	823.97
11806	708346	Check	MITCHELL, ALYSSA	11/25/2024	\$	72.32
11804	708347	Check	PALUBICKI, MEGHAN	11/25/2024	\$	60.00
11807	708348	Check	PERHAM HIGH SCHOOL	11/25/2024	\$	200.00
11798	708349	Check	TROPHY HOUSE	11/25/2024	\$	950.00
11809	708350	Check	UNIVERSITY OF MN CROOKSTON	11/25/2024	\$	200.00
11805	708351	Check	ZURN, CARLY	11/25/2024	\$	18.18
11824	708352	Check	AFSCME COUNCIL 65	11/27/2024	\$	278.61
11822	708353	Check	AMERICAN FAMILY LIFE ASSURANCE CO	11/27/2024	\$	165.56
11826	708354	Check	D. L. ATHLETIC FOUNDATION	11/27/2024	\$	115.00
11830	708355	Check	D.L. EDUCATION MINNESOTA (PARA)	11/27/2024	\$	1,210.93
11829	708356	Check	D.L. EDUCATION MINNESOTA (TEACHER)	11/27/2024	\$	19,043.16
11827	708357	Check	D.L. PUBLIC EDUC FOUNDATION	11/27/2024	\$	30.00
11833	708358	Check	MESSERLI & KRAMER P.A.	11/27/2024	\$	260.77
11823	708359	Check	MINNESOTA CHILD SUPPORT	11/27/2024	\$	534.90
11831	708360	Check	MN SCHOOL EMPLOYEES ASSOC.	11/27/2024	\$	128.81
11832	708361	Check	ND CHILD SUPPORT DIVISION	11/27/2024	\$	429.50
11828	708362	Check	SUPPORT PAYMENT CLEARINGHOUSE	11/27/2024	\$	335.91
11825	708363	Check	UNITED WAY OF BECKER COUNTY	11/27/2024	\$	106.00

\$ 2,007,126.39

PERSONNEL AGENDA

December 16, 2024

1) **Resignations:**

Leslie De Nio– Project LIFE Skills Trainer, effective December 6, 2024.

Adam Harvey– High School Custodian, effective November 26, 2024.

Sara Pederson– Project LIFE Skills Trainer, effective December 12, 2024.

Alvin Quinones– Middle School Custodian, effective November 27, 2024.

Annie Sisson–Rossman Para, effective October 31, 2024.

Patricia Spry– Food Service Worker, effective December 11, 2024.

2) **Appointments:**

Carmen Chapman– Project LIFE Skills Trainer, at the rate of \$17.00 per hour, working 29.75 hours per week, effective December 11, 2024.

Brandi Davidson– Roosevelt Title One/Noon Duty Para, at the rate of \$17.00 per hour, working 25 hours per week, effective January 6, 2025.

3) **Amended Assignment:**

Leanne Comstock– Roosevelt Food Service Worker is amending her assignment from 5.5 hours per day to 6 hours per day, effective December 16, 2024.

Tammy Fagerlie– Central Kitchen is amending her assignment from Production Assistant to Program Assistant, effective December 16, 2024.

Irene Hagen– Middle School Food Service Worker is amending her assignment from 20 hours per week to 23.75 hours per week, effective September 2, 2024.

Tanya Jacobs– Central Kitchen Program Assistant is amending her assignment from 7 hours per day to 6.25 hours per day, effective January 1, 2025.

Jill Jaeger– Central Kitchen Program Assistant is amending her assignment from 8 hours per day to 7.5 hours per day, effective December 12, 2024.

Shelly Kepler– District Office Custodian is amending her assignment from Monday through Friday to Monday, Wednesday, and Friday, working 6 hours per week, effective November 25, 2024.

Amy Lakin– Assistant Prom Advisor is amending her assignment from Assistant to Prom Advisor, effective September 3, 2024.

Jayme Lynnes– Roosevelt Food Service Worker is amending their assignment from 3.5 hours per day to 2.75 hours per day, effective January 1, 2025.

4) **Leave of Absence:**

Megan Klair– Elementary Art Teacher is requesting a leave of absence from April 10, 2025 through May 29, 2025.

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy- 201
Date Revised: 08/10/2009; 04/14/2014; 1/11/2021,12/16/24	

201 - LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.

B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved membership on the school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.

B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasijudicial character.

C. The school board shall supervise and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.

E. The school board, among other duties, shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. employ and contract with necessary qualified teachers and discharge the same for cause;
4. provide services to promote the health of its pupils;
5. provide school buildings and erect needed buildings;
6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
8. employ and discharge necessary employees and contract for other services;
9. provide for transportation of pupils to and from school, as governed by statute; and
10. procure insurance against liability of the school district, officers and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize co-curricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References Minn. Stat. 123A.22 (Cooperative Center for Vocational Education)
Minn. Stat. 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 Boards of Independent School Districts
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 8560 Minn. 233, 199 N.W. 911 (1924)

Cross References MSBA Model Policy 101 (Legal Status of the School District)
MSBA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, and its Powers and Duties

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 202
Date Revised: 04/14/2014; 01/13/2020; 4/19/2021, 12/16/24	

202 - SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The school board shall annually organize by selecting a chair, a vice-chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.

B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair.

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair.

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. Treasurer.

1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

D. Clerk.

1. The clerk shall keep a record of all meetings in the books provided.

2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk shall:

a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.

b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:

(1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;

(2) length of school term and enrollment and attendance by grades;
and

(3) other items of information as called for by the Commissioner.

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:

a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;

b. recommend to the school board employment and dismissal of teachers;

c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;

d. superintend school grading practices and examinations for promotions;

e. make reports required by the commissioner; and

- f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers, and Duties

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203
Date Revised: 04/14/2014; 1/11/2021	

203 - OPERATION OF THE SCHOOL BOARD — GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. 123B.09, Subds. 6, 7 and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.1
Date Revised: 02/09/04; 05/12/2014; 4/19/2021	

203.1 - SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a

second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model 207 (Public Hearings)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.2
Date Revised: 05/12/2014; 5/17/2021	

203.2 - ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Roll Call.
3. Pledge of Allegiance
4. Approval of agenda.
5. Recognitions.
6. Comments and Requests from Visitors.
7. Program Presentations.
8. Consent agenda.
9. Discussion Items.
10. Action Items.
11. Administrative and Board Reports.
12. Upcoming Events and Activities.

13. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.5
Date Revised: 11/09/98; 03/09/2009; 03/08/2010; 05/12/2014; 4/19/2021, 12/16/24	

203.5- SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

A. While all school board members may provide input shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.

B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired ~~part~~ pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory OP. No. 13-015 (December 23, 2013)

Cross Reference MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.6
Date Revised: 01/01/2014; 3/15/2021	

203.6 - CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross Reference: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Date Adopted: 3/15/2021	File Number: Detroit Lakes Policy - 203.7
Date Revised:	

203.7 – BOARD WORK SESSION POLICY

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of work sessions of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board that the purpose of work sessions are to inform, research, and discuss current issues and regular business of the board at public setting.
- B. The school board has determined that work sessions as described in this policy, do facilitate the operation of the school board and the school district.

III. PROCEDURES FOR SCHOOL BOARD WORK SESSIONS

- A. All work session meetings shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A work session meeting shall act only within the guidelines and mission established by the school board as outlined in policies 203, 203.1, 203.2, 203.5, 203.6, and 205.
- C. Action items at work sessions will only be considered if it meets the following criteria:
 - 1. Presented as an individual item for consideration
 - 2. Necessary in order to meet time constraints (hiring of employee, local/state/federal timelines, grant deadlines, contract deadlines, etc.) or
 - 3. An emergency item necessary for board approval
- D. Work sessions shall be limited to 2 hours and 30 minutes in length and schedule two weeks after regular board meetings. A majority of the board may vote to extend the work session for specific amount of time to complete the board of education business.

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 204
Date Revised: 01/10/05; 03/09/2009; 03/08/2010; 01/01/2014; 5/17/2021, 12/16/24	

204 - SCHOOL BOARD MEETING MINUTES

{ Note: The provisions of this policy are required by statute }

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

[NOTE: In 2024, the Minnesota legislature enacted two laws regarding publication of school board minutes. Under Chapter 109 (2024), five school districts are authorized to publish their minutes on their websites; this section expires on August 1, 2026.

Under Chapter 115 (2024), the Minnesota legislature enacted the following:

(a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

(b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

[NOTE: MSBA has not inserted paragraph (a) into this model policy because its application is limited to specific circumstances and for a defined period. School districts that meet the conditions in paragraph (a) may choose to publish on the school district's website.]

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the

proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal references: Minn. Stat. § 13D.01 Subd. 4-6 (Meetings Must be Open to the Public Exception)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)

Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05 Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08 Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-20, December 17, 1970;

Ketterer v. Independent School District No. 248 Minn. 212, 79 N.W. 2d 428 (1956).

Cross reference: MSBA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 205
Date Revised: 8/11/03; 01/10/05; 05/15/06; 03/09/09; 05/12/14; 8/13/18; 10/21/19; 5/17/21, 12/16/24	

205- OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect Minnesota’s Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings.

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the school boards's judgment, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.

f. Notice shall include the subject of the meeting.

g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes Chapter. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

B.

A meeting may be conducted by interactive technology, Zoom Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of meetings must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

C. D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).

b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall

be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05,, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

a. Any portion of a meeting must be closed if the following types of data are discussed:

- 1. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- 2. active investigative data collected or created by a law enforcement agency;
- 3. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- 4. an individual's personal medical records.

5.. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

1. To determine the asking price for real or personal property to be sold by the district;

2. To review confidential or nonpublic appraisal data; and

3. To develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the school district and the recordings must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

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

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)

Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)

Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)

Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)

Minn. Rules Part 5510.2810 (Petition for Mediation)

Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)

Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)

The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)

Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*, (Minn. 1993)

Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)

Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)

Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)

Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)

Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)

Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

DATE: December 9, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Snow Removal - Detroit Lakes High School**

Administration is recommending snow and ice removal services be contracted with Miller Yard Care and Construction for DLHS. The budgeted cost would be approximately \$4,500 - with services being charged on a per visit basis. Services would include material, equipment and labor necessary to automatically, or upon demand, remove snow from the areas nearest all building entries. Expenses will be offset by the reduction of the Groundskeeper position at DLHS.

District Administration recommends approval.



Miller Family Enterprises DBA Miller Yard Care and Construction
Snow Removal Contract
P.O. Box 684, Detroit Lakes, MN 56502
office@milleryardcareandconstruction.com
218-849-9794

Client Name: Detroit Lakes High School
Jobsite Address: 1301 Roosevelt Ave Ave, Detroit Lakes, MN 56501
Billing Address: cgedrose@detlakes.k12.mn.us
Contract Terms: Snow service provided from 12/4/24-5/1/2025

This Scope of Work represents the snow and ice services that will be provided for the following location:

1301 Roosevelt Ave Ave, Detroit Lakes, MN 56501

Level of Service

Scope of work for Detroit Lakes High School (client). Miller Family Enterprises DBA Miller Yard Care and Construction (Contractor) is the provider for the following snow removal activities: sidewalk door shoveling. Miller Family Enterprises will commence service in accordance with weather conditions as appropriate. This is not a zero tolerance account and in the case of continual snowfall some snow may accumulate on lot. Contractor will work with the storm in a manner that keeps priority areas passable. Contractor strives to provide timely and prompt 24/7 service and to maintain areas specified for snow removal on a regular basis. Contractor furthermore strives to complete initial snow removal operations prior to business opening hours. However, client should keep in mind that due to heavy snow, heavy ice, or snow fall starting or continuing after 3am, client may see a delay in response. Completion times may vary depending on snowfall commencement, duration, and accumulation.

Contractor's goal would be to start shoveling no later than 5am.

Generalized completion time scenarios:

Contractor has a route cut-off time of 3am.

- Snow events that hit trigger and end by 3am
 - Contractor will begin clearing at 3am.
- Snow events starting after 3am
 - Snow events starting after 3am are considered a "day storm." Service commencement times will be customized per event and snowfall amount. Contractor will clear snow as able/appropriate and prioritize accounts by opening times. Contractor will do a final cleanup as needed after the snow event is finished and businesses are closed.
- Continuous snow events that begin before 3am and continue after 3am.
 - Service commencement times will be customized per event and snowfall amount. If significant accumulation occurs by 3am, contractor will clear routes and then follow procedure for "day storm." If minimal accumulation has occurred by 3am, route commencement time is dependent on

contractor's discretion based on predicted snowfall amount.

- Drifting
 - If drifting causes snow to accumulate to trigger levels, the drifting event is treated the same as a snowfall event

Scenarios are for example only. Route commencement time is dependent upon Contractor's discretion based on snowfall commencement, duration and accumulation.

Days of service

Contractor reserves the right to commence snow removal operations with each snow event regardless of client's operating hours. Snow removal is dependent upon Contractor's discretion during such days the client has not specified snow removal necessary, including but not limited to time of day, weekends, holidays, and early closures. Client is responsible to complete the "operating hours/snow removal requested" section in contract.

Triggers: Snow will be removed at or above the following "triggers":

- Dusting or more

- Sidewalk doors would be cleared once in morning; school maintenance would shovel throughout the day in the event of a continuous day storm

Note that trigger amounts vary depending on location and drifting. It is up to the Contractor's best judgment whether trigger amounts have been met and the best snow removal method to proceed with based on weather and temperature. Clearing operation plans will be customized for each specific weather event.

Service area: Snow will be removed from the following areas:

- In front of all entry/exit/service/garage overhead doors around high school

Concealed Conditions/Extreme Conditions/Property Preparation

As part of this contract—the contractor will stake (one time) with fiberglass or nylon stakes and pickets as needed the layout of the parking lot. Contractor is not responsible for damages due to foreign material being left in the parking lot, unmarked hazards, or conditions changing due to winter weather (eg. Frost heaving drains, curb stops, pavement cracks etc). Pavement markings will wear due to normal plowing/blowing operations. Metal cutting edges which are best at minimizing hard-pack snow and ice will leave rust marks and small scrape marks on the pavement and chips and scuffs on curbs and pavers—these are considered normal wear and tear and are not the responsibility of the contractor. Contractor will exercise reasonable care to avoid damage to pavement, curbs, trees, and shrubs. However, contractor is not responsible for damage to landscaping caused by piling of snow, spreading of salt, or the spreading of the chemicals described in this agreement; damage to items that are snow covered or not visible; damage caused by equipment when tree, shrub, and sidewalk areas are not reasonably delineated due to snow accumulation; personal injuries resulting from slip and fall accidents, and/or Acts of God, including, but not limited to, extraordinary weather conditions.

Client understands that plowing (or salting) of a particular location may not clear to the "bare pavement," and that slippery conditions may continue to prevail even after plowing (or application of salt). It shall be the responsibility of the client to notify the contractor in the event that weather conditions cause the melting and re-freezing of any previously treated surface area. Client understands that the contractor assumes no liability for this naturally

occurring condition, and the client agrees to indemnify, defend, and hold Miller Family Enterprises DBA Miller Yard Care and Construction harmless for any and all claims, demands, causes of action, injuries, damages, trespasses or suits in law or equity including but not limited to attorney's fees incurred to defend any claim or suit, court costs, and other costs incurred in defense or any claim that may arise as a result of this naturally occurring condition.

Client understands in the case of extreme weather conditions—e.g. blizzard and sub zero cold, the contractor reserves the right to extended working periods to allow for rest for the operators and warming for the shovelers without penalty to the contractor. Client must also understand that service may not be available at all times. In order to be dependable and safe, Miller Family Enterprises DBA Miller Yard Care and Construction requires time for our drivers to rest and equipment to be serviced between events. Contractor will use their judgment based on the information they have to determine whether or not to start clearing snow.

Contractor will maintain liability insurance in an amount equal or greater than \$1,000,000 at all times.

Monitoring

Client will notify Contractor if Client wishes Contractor to return to Client's premises to perform additional services. Contractor shall not be expected to service potentially dangerous conditions for which it has not been given reasonable notice. Client acknowledges Contractor is not engaged, nor does it accept engagement, as a continuing monitor of potentially dangerous or unsafe conditions which may arise by reason of thawing and refreezing of previously plowed or treated areas.

Payment

This contract for snow removal services covers the entire 2024-2025 winter season. Invoices will be sent out the first of the month and due within 30 days of invoice date. Late or missed payment may result in termination of service until the account is made current.

Snow Season Service Charges

- Shoveling: \$140 per man hour with a one hour minimum
- Ice melt: applied to area in front of doors as needed. Invoiced at \$5 per 10-12# shaker can.
- Additional snow removal services requested: priced accordingly

Terms & Conditions

Termination Clause: This contract is cancelable upon written notification by either party. Monies invoiced or due for services rendered are due and payable upon such cancellation.

Payment Terms: Client agrees to promptly pay invoices within thirty (30) days of receipt. Accounts that are past due may not be serviced until account is brought up-to-date. Customer understands and accepts that the delays in payments made may result in appropriate legal action being taken to collect monies owed. Customer understands and agrees that costs of such legal action, including without limitation lawyers' fees, costs and expenses of suit or bringing suit, may be passed on to the customer, and customer accepts this condition. Contract shall be binding, inure to the benefit of the parties and their heirs, executors and administrators, and assignee's.

Site Damage: Contractor accepts responsibility to repair any physical damage to your site directly caused by us during performance of work covered by this agreement that is beyond normal wear and tear of plowing operation.

Dispute Prevention/Resolution:

Prevention: We agree that we have a common interest in preventing any misunderstandings or differences that may arise between us from becoming claims against one another. With the intent of avoiding this, we agree that we shall make good faith efforts to identify in advance and discuss the potential causes of disputes.

Resolution: We agree that if, and only if, the dispute still remains unsettled for an additional [thirty, forty-five, etc.] days, then we shall submit the dispute to binding neutral arbitration. In this event, we agree that any controversy or claim arising out of, or relating to our contracts dated, or the breach thereof, shall be settled by binding arbitration in accordance with the applicable rules of the American Arbitration Association. We both agree that any action through arbitration against either of us relating to any breach of this agreement must be commenced within one (1) year from the date of the work.

Hold Harmless: The client shall indemnify, defend, and hold harmless Miller Family Enterprises DBA Miller Yard Care and Construction, its owners, employees and subcontractors from and against any and all claims, damages, reasonable attorneys' fees, costs and expenses which the contractor incurs as a result of a claim or claims brought by the owner or any third party, arising out of any wrongdoing, negligence and/or breach of contract by the owner alleged or otherwise, or any Act of God, including but not limited to extraordinary weather conditions, that is related, in any manner whatsoever, to the premises or the owner's involvement with the premises or the services, including but not limited to personal injuries resulting from slip and fall accidents.

Authorization: Any individual who signs this agreement on behalf of Miller Family Enterprises DBA Miller Yard Care and Construction or the property owner represents, promises, and guarantees that he or she is fully authorized to execute this agreement on behalf of his or her employer or company. In the case of an agent of the client, such agent represents, promises, and guarantees that such agent is fully authorized to execute this agreement on behalf of the owner of the premises.

Obligation: The parties agree that the contractor has made no promise or representation except as expressed in this contract. Further, no act or acquiescence by the contractor shall be deemed a waiver of any obligation of the client or owner or manager. **Severability:** Any provision of this Agreement that in any way contravenes the law of any state or country in which this Agreement is effective will, to the extent the law is contravened, be considered separable and inapplicable and will not affect any other provision or provisions of this Agreement.

Shortages: Client acknowledges that product and material shortages or other circumstances beyond Contractor's control may require Contractor, if Contractor finds it necessary or expedient to do so, to make material/substance substitutions and/or modifications to substance mix.

Extra Service: Client agrees to pay to Contractor for any and all Extra Services. Customer may authorize additional Extra Services upon reasonable notice to Contractor.

Client Operating Hours & Snow Removal Request Days

Please complete the table below.

Days	Yes - snow removal needed	No - snow removal not required	Hours of operation for snow removal (i.e. cleared by what time in a.m. and continue until what time in p.m.) Please also describe if only a section needs to be cleared by a certain time.
Example: Saturday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7am-12pm. Loading dock needs to be cleared by 6am
Monday - Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As laid out in the contract
Saturday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As needed basis if snowfall is more than our staff can handle.
Sunday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possible, due to sporting activities and our staff may need assistance.
Holidays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possible, same as a Saturday or Sunday Senior: 0-
Other	<input type="checkbox"/>	<input type="checkbox"/>	

As specified in contract, Contractor reserves the right to commence snow removal operations with each snow event, including events that fall outside of client's operating hours. The above table specifies what days Client wants to remain on the Contractor's priority route list. Snow removal for all other dates is dependent on Contractor's discretion. If Client's operating hours change (including early closures due to extreme weather), they are responsible to notify Contractor. In the absence of notification, continued snow removal service is dependent upon Contractor's discretion.

Site manager/contact name: Colin Gedrosi Title: Supervisor of operations

Phone: 218-849-0238 Email: cgedrosi@deflakes.k12.mn.us

Client's signature: _____ Date: _____

Client Name (print): _____ Title: _____

Contractor's signature: _____ Date: _____

Memorandum of Understanding

Between:

KLN Family Brands (KLN)
109 Lakeside Drive
Perham, MN 56573

And

Lakes Area Adult Education (LAAE)	part of	Detroit Lakes Public Schools
900 Hwy 34 E, Rm E102		702 Lake Ave
Detroit Lakes, MN 56501		Detroit Lakes, MN 56501

Effective Dates: January 1, 2025 – June 30, 2025

This MOU establishes the agreement between KLN and LAAE to provide on-site English as a Second Language (ESL) classes for KLN employees across all three shifts to enhance their English reading, speaking, and listening skills for improved workplace communication and efficiency.

I. Scope of Services Provided by Lakes Area Adult Education (LAAE)

A. Instructor and Curriculum:

- LAAE will provide a qualified instructor for on-site ESL classes.
- A quality curriculum, developed for synchronous instruction, will be provided to ensure structured, effective learning aligned with KLN's needs.

B. Class Structure:

- Each class will be conducted for 1.5 hours, 2 days a week, over a 16-week term, covering all three shifts.

C. Assessment and Customization:

- LAAE will assess participants' English reading, speaking, and listening skills at the beginning and end of each 16-week session.
- Targeted skills and vocabulary development will be customized to meet KLN's specific operational and communication needs.

II. Responsibilities of KLN Brands (KLN)

A. Facilities and Equipment:

- KLN will provide classroom space on-site, equipped with necessary technology and storage for instructional materials.

- Copying resources for weekly student materials will be made available.

B. Financial Compensation:

- KLN agrees to pay LA AE \$4,800 per 16-week session, calculated based on instructor time (96 hours at a rate of \$40/hour with an additional 1.25 hours of preparation time per instructional hour).
- ~~KLN will cover the costs for Burlington English seats required for asynchronous learning for each participating employee.~~

III. Term and Termination

This MOU will be in effect from January 1, 2025, to June 30, 2025.

IV. Signatures

KLN Brands

Name: _____

Title: _____

Date: _____

Lakes Area Adult Education/Detroit Lakes Public Schools

Name: _____

Title: _____

Date: _____

DETROIT LAKES
LAKERS



2024 Winter Coaches

Girls Basketball:

Rob Flint: Head Coach
Luke Karlgaard: Assistant Coach
Kris Swenson: JV Coach
Marcus Okeson: 9th Grade Coach
McKenzie Oistad: Middle School Coach
Tyler Fode: Middle School Coach
Garrett Jensen: Middle School Coach
Mike Hoganson: Middle School Coach

Boys Basketball:

Brett Maass: Head Coach
Austin Dodd: Assistant Coach
Braeden Hogie: JV Coach
Brett Braseth: 9th Grade Coach
Grant Pederson: Volunteer
Keith Eckhoff: 7th Grade Coach
Garrett Jensen: 7th Grade Coach
Graham Newman: 8th Grade Coach
Darin Zimmerman: 8th Grade Coach

Wrestling:

Taylor Nein: Head Coach
Casey Berntson: Assistant Coach
Nate Weber: Middle School Coach
Mikel Renteria: Middle School Coach
Volunteers: James Huwe, Cole Weber, Blake Weber,
Sarah Linn, Garrett Nelson

Swimming:

Courtney Skarie: Head Coach
Bobbi Jo Koons: Assistant Coach

Gymnastics:

Leesa Lindgaard: Head Coach
Steve Zazmo: Head Coach
Emma Disse: Volunteer

Nordic Ski:

Dan Josephson: Head Coach
Kellie Wolf: Assistant Coach
Volunteers: Nikki Caulfield, Zach Foltz, Jim Ziegler

Dance:

Britton Ramsey: Head Coach
Maddy Ramsey: Assistant Coach
Julie Wake: Middle School Coach
Kaitlin Wake: Middle School Coach

Robotics:

Christin Mohr: Head Coach
Volunteers: Matt Mohr, Anna Fingalson, Jerrod Fingalson, Drake Halver, Dawn Eklund

One Act Play:

Nikki Caulfield: Director

Boys Hockey:

Ben Noah: Head Coach
Mike Miller: Assistant Coach
Tanner Lane: JV Coach
Cody Einerson: JV Coach
Jordan Fields: Volunteer

Girls Hockey:

Gretchen Norby: Head Coach
Jeff Norby: Assistant Coach
Rich Johnson: JV Coach
Volunteers: Austin Fritz, Kora Torkelson

Speech:

Jennifer Burnside: Head Coach
Sheila Helgeson: Assistant Coach

Speed & Strength:

Mack Jones: Coordinator
Matt Jensen: Coach

DATE: November 24, 2024
TO: Mark Jenson, Superintendent and Board of Education
FROM: Andrew Lesch, Community Education Director
SUBJECT: School Readiness Pricing (2025-2026 School Year)

The School Readiness prices were reviewed. Administration recommends the following School Readiness pricing for the 2025-2026 school year.

School Readiness Program	2025-2026 Tuition Rate	Increase from 2024-25
M/W/F (Three days a week)	\$205.00/month	No Increase
M/W & T/TH (Two days a week)	\$150.00/month	\$10/month
M-F Half Day	\$346.00/month	\$16/month
Full Day	\$692.00/month	\$42/month

INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools

Memorandum of Understanding

This Memorandum of Understanding (the Memorandum) was made by and between Olander Bus Company, Inc. and Detroit Lakes Public Schools for the purpose of Voluntary Prekindergarten student transportation for the 2024-25 school year.

These are additional routes that Olander Bus Company, Inc. would travel to pick up students for students that are enrolled in the Voluntary Prekindergarten programming at Lincoln Education Center and Roosevelt Elementary. The purpose of the Memorandum is to supplement Olander Bus Company with additional dollars to travel those extra routes. These were routes that were not calculated in the original contract that began on July 1, 2024.


Cost Calculation: Monthly Rate of \$782.98 per student

Olander Bus Company, Inc.



Detroit Lakes Public Schools

Date



Date

DATE: December 5, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Annual Inventory of Fixed Assets Report**

School Board Policy 704 requires a report of annual inventory of fixed assets of the School District. Fixed assets are generally those individual items of \$10,000 or more in value or construction projects of \$50,000 or more in value. Items or projects less than these amounts are expensed in the year they are purchased. Items that exceed the thresholds are capitalized, or added to the balance sheet, and depreciated over time.

Depreciation allows the readers of our annual financial statements to understand the value of our capital assets and is not the amount of cash being paid each year for an item. Most items, outside of land, are depreciated using a method based on estimated useful life.

If items are disposed or sold off, they are removed from the fixed assets inventory that year. Attached is a report that summarizes the fixed assets starting values, additions, and disposal amounts for the 2023-24 school year.

cc: Colin Gedrose

SMART Finance
Fixed Asset Schedule
FY 2024

Category	Cost 7/1/2023	Additions	Disposal Cost	Cost 6/30/2024	Accumulated Depreciation 7/1/2023	Current Yr Depreciation Expense	Disposed Total Depreciation	Accumulated Depreciation 6/30/2024
Land - 140								
Land	720,914.16	0.00	0.00	720,914.16	720,914.16	0.00	0.00	720,914.16
Total - 140	720,914.16	0.00	0.00	720,914.16	720,914.16	0.00	0.00	720,914.16
Land Improvements - 141								
Site Improvements	4,701,696.76	0.00	0.00	4,701,696.76	1,763,370.54	210,809.13	0.00	1,974,179.67
Total - 141	4,701,696.76	0.00	0.00	4,701,696.76	1,763,370.54	210,809.13	0.00	1,974,179.67
Buildings - 142								
Building Construction-Interior	597,563.66	210,133.53	0.00	807,697.19	207,844.93	28,105.22	0.00	235,950.15
Electrical	77,520.61	0.00	0.00	77,520.61	16,798.70	2,583.76	0.00	19,382.46
HVAC Systems	1,337,619.87	0.00	0.00	1,337,619.87	593,893.38	66,880.99	0.00	660,774.37
Plumbing	111,364.19	0.00	0.00	111,364.19	19,400.80	3,711.75	0.00	23,112.55
Roofing	703,446.08	0.00	0.00	703,446.08	172,664.21	35,172.32	0.00	207,836.53
School Buildings	91,255,991.86	72,338.00	0.00	91,328,329.86	19,702,710.66	1,765,635.80	0.00	21,468,346.46
Total - 142	94,083,506.27	282,471.53	0.00	94,365,977.80	20,713,312.68	1,902,089.84	0.00	22,615,402.52
Equipment - 143								
Athletic Equipment	81,380.98	14,644.00	0.00	96,024.98	81,380.98	732.20	0.00	82,113.18
Audio Visual Equipment	1,231,184.36	221,745.00	0.00	1,452,929.36	661,619.91	120,979.32	0.00	782,599.23
Computer Hardware	1,373,774.25	59,600.00	0.00	1,433,374.25	412,132.28	280,714.85	0.00	692,847.13
Admin Software Short Term	76,804.00	0.00	0.00	76,804.00	72,257.50	1,299.00	0.00	73,556.50
Custodial Equipment	214,872.05	0.00	0.00	214,872.05	67,119.63	13,971.92	0.00	81,091.55
Outdoor Equipment	206,682.83	68,102.89	0.00	274,785.72	176,557.75	6,191.33	0.00	182,749.08
Furniture & Accessories	117,734.85	57,849.95	0.00	175,584.80	68,403.00	5,900.69	0.00	74,303.69
Grounds Equipment	398,173.26	0.00	24,700.00	373,473.26	268,419.90	14,519.84	24,700.00	258,239.74
Kitchen Equipment	257,501.27	0.00	20,179.80	237,321.47	179,416.41	9,462.42	20,179.80	168,699.03
Machine & Tools	169,379.90	25,222.10	0.00	194,602.00	48,549.80	12,132.71	0.00	60,682.51
Musical Instruments	12,852.27	0.00	0.00	12,852.27	12,852.27	0.00	0.00	12,852.27
Buses, other on-road vehicles	964,590.52	209,160.58	68,748.86	1,105,002.24	658,964.35	95,231.24	68,748.86	685,446.73
Total - 143	5,104,930.54	656,324.52	113,628.66	5,647,626.40	2,707,673.78	561,135.52	113,628.66	3,155,180.64
Totals for Report:	104,611,047.73	938,796.05	113,628.66	105,436,215.12	25,905,271.16	2,674,034.49	113,628.66	28,465,676.99



Detroit Lakes Public Schools Annual Inventory of Fixed Assets

2023-24 School Year

Definition

- Items with a useful life beyond one school year
- Cost greater than \$10,000 per individual item or if a quantity of similar items reach the \$10,000 threshold
- Land purchases or construction/remodeling projects greater than \$50,000
 - Does not include Construction in Progress



Process

- Inventory is tracked in our financial software system
 - Additions in 2024 totaled (\$938,796)
- Depreciation
 - Provides an understanding of value of our current assets
 - Straight line depreciation applied in relation to the useful life of the asset (except land)
- Disposals
 - Removed from balance sheet
 - Disposals in 2024 totaled (\$113,629)



Land

Beginning Balance	\$720,914
Additions	\$0
Disposals	\$0
Ending Balance	\$720,914



Land Improvements

Beginning Balance	\$4,701,697
Additions	\$0
Disposals	\$0
Ending Balance	\$4,701,697



Buildings

Beginning Balance	\$94,083,506
Additions	\$282,472
Disposals	\$0
Ending Balance	\$94,365,978



Equipment

Beginning Balance	\$5,104,931
Additions	\$656,325
Disposals	\$113,629
Ending Balance	\$5,647,626





Detroit Lakes Public Schools Annual Inventory of Fixed Assets

2023-24 School Year



Detroit Lakes Public Schools Monthly Enrollment Summary 2024-2025

Month: December

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	28	89	117

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	5	7

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	58	25	83
Rossman	71	21	92
Totals	129	46	175

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	90	94	94	97	96	471
Rossman	99	90	99	96	95	479
Totals	189	184	193	193	191	950

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
175	950	1125

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	211	201	209	621

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	205	198	175	207	785	0	0	785

E-LAKER ONLINE

	Grade 9	Grade 10	Grade 11	Grade 12	Total
E-Laker	2	5	12	17	36

2024-2025

K-12 Total

2632

2023-2024

K-12 Total

2708

2022-2023

K-12 Total

2687

MONTHLY TOTALS*

EIC	30
ECSE	94
Kind. Sp. Ed.	46
Kindergarten	129
Grades 1-5	950
Middle School	621
Senior High	785
E-Laker	36
Laker Transitions	17
ALC	48
TOTAL	2756

*Does not include non-resident students on tuition agreement

ALC

D.L.	40
Other	8
Total	48

LAKER TRANSITIONS

D.L.	12
Other	5
Total	17



Detroit Lakes Public Schools Yearly Enrollment Summary 2024-2025

Date: December

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

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

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

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

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

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

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



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: December

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

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

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



Detroit Lakes Public Schools Elementary Grade Sections 2024-2025

Month: December

		Roosevelt		Rossman		Grade Average
Kindergarten						21.88
	Section 1&3	21	21	23	23	
	Section 2&4	21	20	24	22	
	Section 5					
Building Average		20.75		23.00		
Grade 1						20.78
	Section 1&3	24	22	21	21	
	Section 2&4	21	21	20	18	
	Section 5			19		
Building Average		22.00		19.80		
Grade 2						22.88
	Section 1&3	24	23	23	22	
	Section 2&4	23	23	22	23	
	Section 5					
Building Average		23.25		22.50		
Grade 3						23.75
	Section 1&3	23	21	25	25	
	Section 2&4	24	23	25	24	
	Section 5					
Building Average		22.75		24.75		
Grade 4						24.13
	Section 1&3	24	25	24	24	
	Section 2&4	24	24	24	24	
	Section 5					
Building Average		24.25		24.00		
Grade 5						23.88
	Section 1&3	24	24	24	23	
	Section 2&4	24	24	23	25	
	Section 5					
Building Average		24.00		23.75		

The district class size average for K-5 is:

20.06

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

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

Roosevelt					
Grade	Current	Previous (Nov)	Opening Day	Sections	Per Section
K	83	85	84	4	20.8
1	90	89	89	4	22.5
2	94	94	95	4	23.5
3	94	95	96	4	23.5
4	97	99	99	4	24.3
5	96	96	97	4	24.0
RSVT Total	554	558	560	24	23.1
Difference		(4)	(6)		Avg/section

Rossman					
Grade	Current	Previous (Nov)	Opening Day	Sections	Per Section
K	92	91	91	4	23.0
1	99	98	101	5	19.8
2	90	90	88	4	22.5
3	99	98	99	4	24.8
4	96	95	95	4	24.0
5	95	95	95	4	23.8
RSM Total	571	567	569	25	22.8
Difference		4	2		Avg/section

Middle School			
Grade	Current	Previous (Nov)	Opening Day
6	211	212	213
7	201	200	199
8	209	210	211
MS Total	621	622	623
Difference		(1)	(2)

High School				Online		ALC			
Grade	Current	Previous (Nov)	Opening Day	Grade	Current	Grade	Current	Previous (Nov)	Opening Day
9	205	206	214	9	2	9	1	1	-
10	198	198	206	10	5	10	7	8	6
11	175	177	187	11	12	11	17	18	18
12	207	207	206	12	17	12	24	31	33
HS Total	785	788	813	Total Online	36	Total	49	58	57
Difference		(3)	(28)	Opening Day	24	Difference		(9)	(8)
				Nov 2024	39				

District Wide Summary			
Pre-K	50		
K	175		
1	189		
2	184		
3	193		
4	193		
5	191		
	950		
6	211		
7	201	Laker Online	36
8	209	Transitions	17
	621	Rossman	571
		Roosevelt	554
9	208	DLMS	621
10	210	DLHS	785
11	204	ALC	49
12	265	PSEO	-
	887	Pre-K	50
Total	2,683	Monthly Total	2,683
Comparisons			
Last Month Report			2,699
	Difference		(16)
2024-25 Opening Day			2,714
	Difference		(31)

Pre K ADM*	50
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City of Detroit Lakes

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

SPORTS ARENA COMMISSION

AGENDA

Tuesday, December 3, 2024, at 7:30 AM

The Meeting will be held in the City Hall Community Room, 1025 Roosevelt Ave, Detroit Lakes MN.

1. Appointment Discussions:
 - a. Hunter (Re-appointed by Council)
 - b. Ullmer (need to fill position – Fairboard Representative)
2. Consideration to approve the Minutes from the meeting held on September 3, 2024.
3. Consideration to approve the Financials for August, September, and October 2024.
4. Arena CIP Review
5. Detroit Lakes Locker Room Improvement Plan
6. In-ice advertising
7. Update schedule of events
 - a. Craft Beer Tour, April 4
 - b. Shrine Circus, April 8
 - c. LRBA Show April 10-11
 - d. Boxing, May 17
8. Update Arena addition project
 - a. Update from Fair Board on parking lot collaboration
9. 2025 Meeting Dates
10. 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
Nate Hunter - Detroit Lakes Youth Hockey Association
Mike Ullmer - Becker County Fair Board

**Minutes of the
Regular Meeting of the Detroit Lakes
Sports Arena Commission
September 3, 2024**

The meeting of the Detroit Lakes Sports Arena Commission was called to order in the City Hall Committee Conference Room at 7:00am., September 3, 2024; all members of the Commission being duly notified of the meeting and the business to be transacted.

Present: Chairman Chad Carlblom; Commissioner Matt Boeke (acting Chairman); Commissioner John Steffl; High School Athletics Director Rob Nielson.

Not Present: Detroit Lakes Youth Hockey Association Nate Hunter; Becker County Fair Board Commissioner Mike Ullmer.

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; Public Works Administrative Assistant Jamon Friendshuh.

Chairman Carlblom called the meeting to order at 7:00am.

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 Arena Commission held June 4, 2024.

FINANCIALS: Klemm reviewed the financials for June and July 2024. Everything is tracking as expected. The 2025 budget was reviewed. The extended summer ice schedule increases the expenses which is shown in the budget and was noted by Klemm.

A motion was made by Boeke, seconded by Steffl, and carried without a dissenting vote, to approve the Financials for June and July 2024.

CIP REVIEW: The new bleachers have been moved years down the road to make room for upcoming expenses. The dehumidifier will be installed in January or February 2025. The brine pumps are out of date and can no longer be replaced.

LOCKER ROOM IMPROVEMENT PLAN: Ledgestone is currently working on the remodel. Girls hockey raised the money. The office moved to the skate sharpening room and the coaches room has moved as well.

IN-ICE ADVERTISING: All billing went out on 8/15 and all advertising spots are taken.

ARENA ADDITION PROJECT: Water Run-off is the main concern. The MN Flyers plan will effect how what will happen with the drainage, and the lift station as well.

OTHER: Boeke mentioned the Kent Club Banquet is October 25th at the Holiday Inn.

A motion was made by Boeke, seconded by Steffl, and carried without a dissenting vote, to adjourn the meeting at 8:00am.

Upcoming Meetings:
December 3 @ 7:30am

Respectfully submitted,
Jamon Friendshuh, Administrative Assistant

DRAFT



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 214 - SPORTS ARENA							
Revenue							
214-34793	ARENA RENT/SUMMER HOCKEY	35,000.00	35,000.00	45,000.00	45,000.00	10,000.00	128.57 %
214-34795	ARENA RENT/SCHOOL DISTRICT	131,704.00	131,704.00	0.00	0.00	-131,704.00	0.00 %
214-34797	ARENA RENT/YOUTH HOCKEY ASSN	107,882.00	107,882.00	0.00	0.00	-107,882.00	0.00 %
214-34799	ARENA RENT/MISCELLANEOUS	9,000.00	9,000.00	0.00	4,900.00	-4,100.00	54.44 %
214-34803	ARENA SPONSORSHIP AGREEMENT	30,000.00	30,000.00	0.00	0.00	-30,000.00	0.00 %
214-38010	INTEREST EARNINGS	0.00	0.00	0.00	189.02	189.02	0.00 %
214-39200	TRANSFER FROM OTHER FUNDS	159,803.00	159,803.00	14,677.50	117,420.00	-42,383.00	73.48 %
	Revenue Total:	473,389.00	473,389.00	59,677.50	167,509.02	-305,879.98	35.39%
Expense							
Department: 4541 - SPORTS ARENA							
214-4541-10100	SALARIES - REGULAR	112,000.00	112,000.00	7,947.45	65,682.25	46,317.75	58.64 %
214-4541-10200	SALARIES - OVERTIME	1,500.00	1,500.00	0.00	864.64	635.36	57.64 %
214-4541-10400	SALARIES - TEMPORARY	14,000.00	14,000.00	0.00	10,103.94	3,896.06	72.17 %
214-4541-12100	PERA	8,513.00	8,513.00	596.06	4,986.46	3,526.54	58.57 %
214-4541-12200	FICA	9,754.00	9,754.00	561.21	5,454.06	4,299.94	55.92 %
214-4541-13100	HEALTH INSURANCE	30,000.00	30,000.00	1,228.79	19,323.69	10,676.31	64.41 %
214-4541-13300	LIFE INSURANCE	120.00	120.00	3.57	51.53	68.47	42.94 %
214-4541-13600	HSA/CITY SHARE	1,000.00	1,000.00	0.00	560.24	439.76	56.02 %
214-4541-15100	WORKMANS COMPENSATION	4,000.00	4,000.00	0.00	4,492.35	-492.35	112.31 %
214-4541-21000	OPERATING SUPPLIES	17,000.00	17,000.00	978.24	10,811.86	6,188.14	63.60 %
214-4541-21200	GAS AND OIL	2,500.00	2,500.00	0.00	1,589.88	910.12	63.60 %
214-4541-21700	CLOTHING ALLOWANCE	800.00	800.00	0.00	200.00	600.00	25.00 %
214-4541-22000	REPAIR & MAINTENANCE SUPPLIES	13,000.00	13,000.00	272.67	4,254.62	8,745.38	32.73 %
214-4541-24000	SMALL TOOLS & MINOR EQUIPMENT	2,000.00	2,000.00	0.00	787.31	1,212.69	39.37 %
214-4541-30000	PROFESSIONAL SERVICES	0.00	0.00	3,444.66	7,191.57	-7,191.57	0.00 %
214-4541-31000	IT CHARGES	4,600.00	4,600.00	383.33	3,066.64	1,533.36	66.67 %
214-4541-31040	OSHA SAFETY COMPLIANCE	500.00	500.00	0.00	625.92	-125.92	125.18 %
214-4541-32100	TELEPHONE	900.00	900.00	72.73	582.43	317.57	64.71 %
214-4541-33100	TRAVEL, MEETINGS & SCHOOLS	2,000.00	2,000.00	0.00	250.04	1,749.96	12.50 %
214-4541-36000	INSURANCE	9,500.00	9,500.00	0.00	10,635.00	-1,135.00	111.95 %
214-4541-38100	UTILITIES	80,000.00	80,000.00	9,696.45	58,770.76	21,229.24	73.46 %
214-4541-38300	NATURAL GAS	28,000.00	28,000.00	1,409.79	15,155.50	12,844.50	54.13 %
214-4541-38400	REFUSE DISPOSAL	5,000.00	5,000.00	295.37	2,564.81	2,435.19	51.30 %
214-4541-40500	REPAIR & MAINTENANCE	40,000.00	40,000.00	8,287.40	41,909.22	-1,909.22	104.77 %
214-4541-43000	MISCELLANEOUS	2,000.00	2,000.00	23.74	2,623.97	-623.97	131.20 %
214-4541-70200	TRANSFER TO EQUIPMENT FUND	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %
	Department: 4541 - SPORTS ARENA Total:	478,687.00	478,687.00	35,201.46	272,538.69	206,148.31	56.93%
	Expense Total:	478,687.00	478,687.00	35,201.46	272,538.69	206,148.31	56.93%
	Fund: 214 - SPORTS ARENA Surplus (Deficit):	-5,298.00	-5,298.00	24,476.04	-105,029.67	-99,731.67	1,982.44%
	Report Surplus (Deficit):	-5,298.00	-5,298.00	24,476.04	-105,029.67	-99,731.67	1,982.44%



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 214 - SPORTS ARENA							
Revenue							
214-34793	ARENA RENT/SUMMER HOCKEY	35,000.00	35,000.00	45,000.00	90,000.00	55,000.00	257.14 %
214-34795	ARENA RENT/SCHOOL DISTRICT	131,704.00	131,704.00	0.00	0.00	-131,704.00	0.00 %
214-34797	ARENA RENT/YOUTH HOCKEY ASSN	107,882.00	107,882.00	0.00	0.00	-107,882.00	0.00 %
214-34799	ARENA RENT/MISCELLANEOUS	9,000.00	9,000.00	0.00	4,900.00	-4,100.00	54.44 %
214-34803	ARENA SPONSORSHIP AGREEMENT	30,000.00	30,000.00	30,000.00	30,000.00	0.00	100.00 %
214-38010	INTEREST EARNINGS	0.00	0.00	17.57	206.59	206.59	0.00 %
214-39200	TRANSFER FROM OTHER FUNDS	159,803.00	159,803.00	14,677.50	132,097.50	-27,705.50	82.66 %
	Revenue Total:	473,389.00	473,389.00	89,695.07	257,204.09	-216,184.91	54.33%
Expense							
Department: 4541 - SPORTS ARENA							
214-4541-10100	SALARIES - REGULAR	112,000.00	112,000.00	5,905.60	71,587.85	40,412.15	63.92 %
214-4541-10200	SALARIES - OVERTIME	1,500.00	1,500.00	0.00	864.64	635.36	57.64 %
214-4541-10400	SALARIES - TEMPORARY	14,000.00	14,000.00	0.00	10,103.94	3,896.06	72.17 %
214-4541-12100	PERA	8,513.00	8,513.00	442.92	5,429.38	3,083.62	63.78 %
214-4541-12200	FICA	9,754.00	9,754.00	400.68	5,854.74	3,899.26	60.02 %
214-4541-13100	HEALTH INSURANCE	30,000.00	30,000.00	2,032.31	21,356.00	8,644.00	71.19 %
214-4541-13300	LIFE INSURANCE	120.00	120.00	5.09	56.62	63.38	47.18 %
214-4541-13600	HSA/CITY SHARE	1,000.00	1,000.00	306.45	866.69	133.31	86.67 %
214-4541-15100	WORKMANS COMPENSATION	4,000.00	4,000.00	0.00	4,492.35	-492.35	112.31 %
214-4541-21000	OPERATING SUPPLIES	17,000.00	17,000.00	3,338.38	14,150.24	2,849.76	83.24 %
214-4541-21200	GAS AND OIL	2,500.00	2,500.00	0.00	1,589.88	910.12	63.60 %
214-4541-21700	CLOTHING ALLOWANCE	800.00	800.00	0.00	200.00	600.00	25.00 %
214-4541-22000	REPAIR & MAINTENANCE SUPPLIES	13,000.00	13,000.00	179.10	4,433.72	8,566.28	34.11 %
214-4541-24000	SMALL TOOLS & MINOR EQUIPMENT	2,000.00	2,000.00	72.00	859.31	1,140.69	42.97 %
214-4541-30000	PROFESSIONAL SERVICES	0.00	0.00	955.00	8,146.57	-8,146.57	0.00 %
214-4541-31000	IT CHARGES	4,600.00	4,600.00	383.33	3,449.97	1,150.03	75.00 %
214-4541-31040	OSHA SAFETY COMPLIANCE	500.00	500.00	0.00	625.92	-125.92	125.18 %
214-4541-32100	TELEPHONE	900.00	900.00	16.15	598.58	301.42	66.51 %
214-4541-33100	TRAVEL, MEETINGS & SCHOOLS	2,000.00	2,000.00	0.00	250.04	1,749.96	12.50 %
214-4541-36000	INSURANCE	9,500.00	9,500.00	0.00	10,635.00	-1,135.00	111.95 %
214-4541-38100	UTILITIES	80,000.00	80,000.00	8,135.76	66,906.52	13,093.48	83.63 %
214-4541-38300	NATURAL GAS	28,000.00	28,000.00	1,265.21	16,420.71	11,579.29	58.65 %
214-4541-38400	REFUSE DISPOSAL	5,000.00	5,000.00	295.37	2,860.18	2,139.82	57.20 %
214-4541-40500	REPAIR & MAINTENANCE	40,000.00	40,000.00	0.00	41,909.22	-1,909.22	104.77 %
214-4541-43000	MISCELLANEOUS	2,000.00	2,000.00	23.74	2,647.71	-647.71	132.39 %
214-4541-70200	TRANSFER TO EQUIPMENT FUND	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %
	Department: 4541 - SPORTS ARENA Total:	478,687.00	478,687.00	23,757.09	296,295.78	182,391.22	61.90%
	Expense Total:	478,687.00	478,687.00	23,757.09	296,295.78	182,391.22	61.90%
	Fund: 214 - SPORTS ARENA Surplus (Deficit):	-5,298.00	-5,298.00	65,937.98	-39,091.69	-33,793.69	737.86%
	Report Surplus (Deficit):	-5,298.00	-5,298.00	65,937.98	-39,091.69	-33,793.69	737.86%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
214 - SPORTS ARENA	-5,298.00	-5,298.00	65,937.98	-39,091.69	-33,793.69
Report Surplus (Deficit):	-5,298.00	-5,298.00	65,937.98	-39,091.69	-33,793.69



Budget Report Account Summary

For Fiscal: 2024 Period Ending: 10/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 214 - SPORTS ARENA							
Revenue							
214-34793	ARENA RENT/SUMMER HOCKEY	35,000.00	35,000.00	0.00	90,000.00	55,000.00	257.14 %
214-34795	ARENA RENT/SCHOOL DISTRICT	131,704.00	131,704.00	131,704.00	131,704.00	0.00	100.00 %
214-34797	ARENA RENT/YOUTH HOCKEY ASSN	107,882.00	107,882.00	0.00	0.00	-107,882.00	0.00 %
214-34799	ARENA RENT/MISCELLANEOUS	9,000.00	9,000.00	0.00	4,900.00	-4,100.00	54.44 %
214-34803	ARENA SPONSORSHIP AGREEMENT	30,000.00	30,000.00	0.00	30,000.00	0.00	100.00 %
214-38010	INTEREST EARNINGS	0.00	0.00	160.93	367.52	367.52	0.00 %
214-39200	TRANSFER FROM OTHER FUNDS	159,803.00	159,803.00	14,677.50	146,775.00	-13,028.00	91.85 %
	Revenue Total:	473,389.00	473,389.00	146,542.43	403,746.52	-69,642.48	85.29 %
Expense							
Department: 4541 - SPORTS ARENA							
214-4541-10100	SALARIES - REGULAR	112,000.00	112,000.00	10,942.58	82,530.43	29,469.57	73.69 %
214-4541-10200	SALARIES - OVERTIME	1,500.00	1,500.00	1,091.43	1,956.07	-456.07	130.40 %
214-4541-10400	SALARIES - TEMPORARY	14,000.00	14,000.00	147.84	10,251.78	3,748.22	73.23 %
214-4541-12100	PERA	8,513.00	8,513.00	902.56	6,331.94	2,181.06	74.38 %
214-4541-12200	FICA	9,754.00	9,754.00	845.84	6,700.58	3,053.42	68.70 %
214-4541-13100	HEALTH INSURANCE	30,000.00	30,000.00	2,919.99	24,275.99	5,724.01	80.92 %
214-4541-13300	LIFE INSURANCE	120.00	120.00	9.48	66.10	53.90	55.08 %
214-4541-13600	HSA/CITY SHARE	1,000.00	1,000.00	0.00	866.69	133.31	86.67 %
214-4541-15100	WORKMANS COMPENSATION	4,000.00	4,000.00	0.00	4,492.35	-492.35	112.31 %
214-4541-21000	OPERATING SUPPLIES	17,000.00	17,000.00	1,842.51	15,992.75	1,007.25	94.08 %
214-4541-21200	GAS AND OIL	2,500.00	2,500.00	211.59	1,801.47	698.53	72.06 %
214-4541-21700	CLOTHING ALLOWANCE	800.00	800.00	0.00	200.00	600.00	25.00 %
214-4541-22000	REPAIR & MAINTENANCE SUPPLIES	13,000.00	13,000.00	494.75	4,928.47	8,071.53	37.91 %
214-4541-24000	SMALL TOOLS & MINOR EQUIPMENT	2,000.00	2,000.00	0.00	859.31	1,140.69	42.97 %
214-4541-30000	PROFESSIONAL SERVICES	0.00	0.00	0.00	8,146.57	-8,146.57	0.00 %
214-4541-31000	IT CHARGES	4,600.00	4,600.00	383.33	3,833.30	766.70	83.33 %
214-4541-31040	OSHA SAFETY COMPLIANCE	500.00	500.00	292.71	918.63	-418.63	183.73 %
214-4541-32100	TELEPHONE	900.00	900.00	36.40	634.98	265.02	70.55 %
214-4541-33100	TRAVEL, MEETINGS & SCHOOLS	2,000.00	2,000.00	5,000.00	5,250.04	-3,250.04	262.50 %
214-4541-36000	INSURANCE	9,500.00	9,500.00	0.00	10,635.00	-1,135.00	111.95 %
214-4541-38100	UTILITIES	80,000.00	80,000.00	10,193.01	77,099.53	2,900.47	96.37 %
214-4541-38300	NATURAL GAS	28,000.00	28,000.00	1,406.64	17,827.35	10,172.65	63.67 %
214-4541-38400	REFUSE DISPOSAL	5,000.00	5,000.00	295.37	3,155.55	1,844.45	63.11 %
214-4541-40500	REPAIR & MAINTENANCE	40,000.00	40,000.00	1,805.31	43,714.53	-3,714.53	109.29 %
214-4541-43000	MISCELLANEOUS	2,000.00	2,000.00	0.00	2,647.71	-647.71	132.39 %
214-4541-70200	TRANSFER TO EQUIPMENT FUND	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %
	Department: 4541 - SPORTS ARENA Total:	478,687.00	478,687.00	38,821.34	335,117.12	143,569.88	70.01 %
	Expense Total:	478,687.00	478,687.00	38,821.34	335,117.12	143,569.88	70.01 %
	Fund: 214 - SPORTS ARENA Surplus (Deficit):	-5,298.00	-5,298.00	107,721.09	68,629.40	73,927.40	-1,295.38 %
	Report Surplus (Deficit):	-5,298.00	-5,298.00	107,721.09	68,629.40	73,927.40	-1,295.38 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
214 - SPORTS ARENA	-5,298.00	-5,298.00	107,721.09	68,629.40	73,927.40
Report Surplus (Deficit):	-5,298.00	-5,298.00	107,721.09	68,629.40	73,927.40

City of Detroit Lakes
Capital Improvements for the Sports Arena

Capital Item	ACTUAL					BUDGET			PROJECTED			TOTALS		
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028		2029	2030
Replace Energy LED Lighting - Both Arenas	21,420													21,420
Replace Hockey Boards	39,124		330											79,454
Replace Furnaces in Main Lobby	18,466													18,466
Rebuild Dehumidifier - Arena #2	41,275													41,275
Insulate Ceiling Arena #1 Incl Electric	99,755													99,755
Overhead Door		4,689												4,689
Scoreboard (w/Advertising)		9,636												9,636
Replace Electric Service & Panel for Comp Room		24,950												24,950
Electric Zamboni			153,470											153,470
Zamboni Battery Replacement				4,350										4,350
Furnace Replacements				49,955										49,955
Ressal Spray Foamed Ceilings/Painting				28,117										28,117
Arena Board Replacement Project				12,737										12,737
Arena Glass Projects														
Remodel Locker Rooms & Showers Arena #1		6,980												6,980
Compressor 1 & 2 Overhaul				14,408										14,408
Arena Lighted Sign/Zamboni Wrap				27,169										27,169
Banners for Center Rink - In Ice Ads										3,523				3,523
Arena Improvement Project - Architect Fees														
Replace Ammonia Sensor														
Replace Arena #2 Dehumidifier					10,767									10,767
Replace Arena #1 Dehumidifier										192,143				192,143
Replace Bleachers										200,000				200,000
Floor Scrubber														
Stereo System										9,143				9,143
Water Heater Replacement (2)										30,883				30,883
Resurface Parking Lot/Landscaping														
Exterior & Facade Improvements														
Addition - Locker Rooms & Showers/Storage														
Fire Protection														
Replace Condensor														
Replace Condensor Water Pump/Glycol Pump														
Replace Flat Roof - Main Lobby Entrance														
Radiant Heat System in Bleacher Area														
Replace Compressors (3)														
Replace Brine Pump #1														
Replace Brine Pump #2														
Replace Electric Control Panel														
Replace Chiller - 500 Ton														
TOTALS	220,040	39,275	160,780	150,699	10,767	43,549	192,143	250,000	132,000	395,000	53,000	250,000	811,000	2,858,253

Cash Flows:

Opening Balance	184,159	61,792	123,199	48,459	5,866	88,542	159,375	69,232	(78,768)	(138,768)	(461,768)	(442,768)	(620,768)	(620,768)
City Levy	24,483	24,700	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Operating Fund #214 Excess (Shortfall)	13,338	23,222	-	(8,393)	(6,807)	5,931								
Transfer - School ISD #22	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer - Youth Hockey	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer - Summer Hockey	2,000	2,000												
Transfer - Essentia Sponsorship	*	*	25,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Revenues (in Ice advertising)	7,352	3,260	9,040	8,500	6,250	17,250	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Other Revenues (see detail below)	30,500	27,500	15,000	23,000	4,000	1,200								
Total Revenues	97,673	100,682	86,040	108,107	93,443	114,381	102,000	102,000	72,000	72,000	72,000	72,000	72,000	72,000
Capital Expenditures	220,040	39,275	160,780	150,699	10,767	43,549	192,143	250,000	132,000	395,000	53,000	250,000	811,000	2,858,253
Ending Balance	61,792	123,199	48,459	5,866	88,542	159,375	69,232	(78,768)	(138,768)	(461,768)	(442,768)	(620,768)	(620,768)	(1,359,768)

Other Revenues Detail	2021	2022	2023
Kent Club	10,000	-	-
DL Youth Hockey	10,000	2,000	-
DL School Dist	3,000	2,000	-
MIN Energy Rebate (4 water heaters)	23,000	4,000	1,200



DL Substance Use Prevention Coalition

December 10, 2024
HS Room 203

Welcome Back!

Review of our Norms:

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

Roles:

- Meeting minutes - Josh (thank you!)

Welcome to
our
new members!



Introductions

- Name
- Organization and your role there

Let's have a little fun . . .

What is something you are looking forward to in 2025?

Taking a look at today

- Review strategies and action steps we'd like to do for the Positive Community Norms (PCN) campaign
- Discuss options for working with Leighton Media
- Take time during meeting to reach out to resources to gather letters of support for the grant application



Grant Application Update

Letters of support already gathered from:

- Lakes Digital Sign Guys - [Full sign](#) & [Half sign](#) ads
- Laker Production - 3"x2" sticker is \$1.25/sticker = \$1310 for 1000 sticker
- [Tall Cop](#) - Fees are based off of time and length and they are
 - 1-2 hours \$8000
 - 3 hours \$8800
 - 4 hours \$9500
 - All day training from your 9-4 pm or two split repeated trainings within that time frame is \$10,800
 - The additional fee for a 1 hour and 15 minutes community night event is \$3000
 - If you would like to add in a community scan where the info from the scan is put into the PowerPoint for your attendees to see the next day that is an Additional \$1800
- [Leighton Media](#) - Total proposal = \$5162.25
 - 3 messages, 30 seconds in length with videos to compliment them and social media placement.

Additional Ideas for PCN

Brainstorm session:

- Water bottle labels
- Banners, posters
- Social media messages
- Speakers for students, parents/families and/or community
 - [Mister Brown](#)
- Other ideas???

Resources

- Trainings and webinars - [MN Prevention Resource Center](#)
 - [Strength in Connection: Fostering Belonging for Youth and Communities](#) (free webinar recording)
- [Framing the Conversation](#)
- [Northwest Region Prevention demographic report](#)

What's Coming Up

- Continued work on RFP application for Becker Co. Opioid Settlement dollars - Grant application will be completed and submitted by 12/20/24
- MSS in January 2025 - new data

Wrap Up

Next meeting:

Tuesday, January 14, 2024

**INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - December 12, 2024**

Members Present:

**Mickey Okeson
Mark Jenson**

**Ethan Walz
Jason Kuehn**

Josh Omang

Members Absent:

Mary Rotter

Trisha Mariotti

A Finance Committee Meeting was held on Thursday, December 12th 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 November and receipts for the month of November. District expenditures and revenues through November 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 November. The committee also recommends approval of the check summaries for December 9th.

3. Certification of 2024 Payable 2025 Levy

Director of Finance Kuehn reviewed the final levy certification amounts which will be presented during the Truth and Taxation Meeting on Monday, December 16th at 6:00 PM. The Finance Committee recommends the approval of the proposed tax levy for the 2025-2026 school year of \$9,953,011.38 which represents an increase of 2.90% from the previous year.

Next Meeting: Thursday, January 23rd, 2025 (12:00 PM @ District Office)

DETROIT LAKES PUBLIC SHOOOLS 2024-2025 SENIORITY LIST

	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
1	Hedstrom, Diana	309668	8/29/1990	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
1	Nielsen, Mindy	322714	8/29/1990	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
2	Gulon, Samantha	341078	9/2/1992	Coaching	Gr. 7-12	Tier 4	1.0	2025	T1
2	Gulon, Samantha	341078	9/2/1992	English/Language Arts	Gr. 7-12	Tier 4	1.0	2025	T1
2	Ullyott, Robert	339760	9/2/1992	Coaching 3 Year LOA (2024-2027)	Gr. 7-12	Tier 4	1.0	2026	T1
2	Ullyott, Robert	339760	9/2/1992	Physical Education 3 Year LOA (2024-2027)	Gr. K-12	Tier 4	1.0	2026	T1
2	Ullyott, Robert	339760	9/2/1992	Social Studies 3 Year LOA (2024-2027)	Gr. 7-12	Tier 4	1.0	2026	T1
3	Fode, Rhonda	333851	9/24/1992	Coaching	Gr. 7-12	Tier 4	1.0	2025	T3
3	Fode, Rhonda	333851	9/24/1992	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T3
4	Schnathorst, Vern	336131	8/31/1993	Administrative Support Occupations	High School	Tier 4	1.0	2029	T1
4	Schnathorst, Vern	336131	8/31/1993	Business Education - ALL -	Gr. 7-12	Tier 4	1.0	2029	T1
4	Schnathorst, Vern	336131	8/31/1993	Coaching	Gr. 7-12	Tier 4	1.0	2029	T1
4	Schnathorst, Vern	336131	8/31/1993	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2029	T1
4	Squires, Alan	322332	8/31/1993	Coaching	Gr. 7-12	Tier 4	1.0	2027	T2
4	Squires, Alan	322332	8/31/1993	Industrial Arts	Gr. 5-12	Tier 4	1.0	2027	T2
5	Odegaard-Bliss, Emily	320217	9/20/1993	Elementary Education	K-6	Tier 4	1.0	2026	T2
5	Odegaard-Bliss, Emily	320217	9/20/1993	Pre-Kindergarten	Pre K	Tier 4	1.0	2026	T2
6	Nunn, Shad	349250	1/19/1994	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
6	Nunn, Shad	349250	1/19/1994	Mathematics	Gr. 7-12	Tier 4	1.0	2028	T1
7	Ritter, Kristi	335333	8/30/1994	Learning Disabilities	Gr. K-12	Tier 4	1.0	2029	T2
7	Ritter, Kristi	335333	8/30/1994	Mild to Moderate Mentally Handicapped	Gr. K-12	Tier 4	1.0	2029	T2
7	Trout, Karen	352820	8/30/1994	Coaching	Gr. 7-12	Tier 4	1.0	2027	T2
7	Trout, Karen	352820	8/30/1994	Mathematics	Gr. 7-12	Tier 4	1.0	2027	T2
7	Trout, Karen	352820	8/30/1994	Physical Sciences (Physics & Chemistry)	Gr. 7-12	Tier 4	1.0	2027	T2
7	Vagle, Thomas	325824	8/30/1994	Coaching	Gr. 7-12	Tier 4	1.0	2028	T2
7	Vagle, Thomas	325824	8/30/1994	Physical Sciences (Physics & Chemistry)	Gr. 7-12	Tier 4	1.0	2028	T2
7	VonRuden, Mary	329546	8/30/1994	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
8	Daly, Pamela	336822	8/29/1995	English/Language Arts	Gr. 7-12	Tier 4	1.0	2028	T1
8	Vagle, Linda	346338	8/29/1995	Coaching	Gr. 7-12	Tier 4	1.0	2028	T2
8	Vagle, Linda	346338	8/29/1995	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
8	Vagle, Linda	346338	8/29/1995	Life Sciences	Middle School	Tier 4	1.0	2028	T2
8	Vagle, Linda	346338	8/29/1995	Mathematics	Middle School	Tier 4	1.0	2028	T2
8	Vagle, Linda	346338	8/29/1995	Social Studies - ALL -	Middle School	Tier 4	1.0	2028	T2
9	Harrier, Cali	363488	8/27/1996	Coaching	Gr. 7-12	Tier 4	1.0	2029	T1
9	Harrier, Cali	363488	8/27/1996	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1.0	2029	T1
9	Harrier, Cali	363488	8/27/1996	Physical Education	Gr. K-12	Tier 4	1.0	2029	T1
9	Oistad, Barbara	327423	8/27/1996	Coaching	Gr. 7-12	Tier 4	1.0	2028	T2
9	Oistad, Barbara	327423	8/27/1996	English/Language Arts	Gr. 7-12	Tier 4	1.0	2028	T2
10	Meyer, David	345366	8/26/1997	Coaching 5 Year LOA (2024-2029)	Gr. 7-12	Tier 4	1.0	2027	T1
10	Meyer, David	345366	8/26/1997	Physical Education 5 Year LOA (2024-2029)	Gr. K-12	Tier 4	1.0	2027	T1
11	Boe, Kimberly	371848	8/28/1998	Visual Arts	K-12	Tier 4	1.0	2026	T1
11	Gloege, Kari	374712	8/28/1998	Elementary Guidance & Counseling	Gr. 1-6	Tier 4	1.0	2026	T1
11	Gloege, Kari	374712	8/28/1998	Middle School Guidance & Counseling	Middle School	Tier 4	1.0	2026	T1
11	Marcus, Kathryn	374272	8/28/1998	Emotionally/Behaviorally Disordered	Gr. K-12	Tier 4	1.0	2026	T1
11	Marcus, Kathryn	374272	8/28/1998	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T1
12	Bettcher, Joshua	358172	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2028	T3
12	Bettcher, Joshua	358172	9/1/1999	Life Sciences	Gr. 7-12	Tier 4	1.0	2028	T3
12	Bettcher, Joshua	358172	9/1/1999	Principal K-12	Gr. K-12	Tier 4	1.0	2025	T3
12	Bettcher, Joshua	358172	9/1/1999	Science 5-9	Middle School	Tier 4	1.0	2028	T3

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
12	Brager, Kara	377791	9/1/1999	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2028	T1
12	Brager, Kara	377791	9/1/1999	Vocal & Classroom Music	Gr. K-12	Tier 4	1.0	2028	T1
12	Burnside, Jennifer	377855	9/1/1999	Communication Arts/Literature	Gr. 7-12	Tier 4	1.0	2027	T3
12	Burnside, Jennifer	377855	9/1/1999	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T3
12	Kirchner, Philip	368661	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2027	T3
12	Kirchner, Philip	368661	9/1/1999	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T3
12	Kirchner, Philip	368661	9/1/1999	Physical Education	Gr. K-12	Tier 4	1.0	2027	T3
12	Lakin, Amy	384744	9/1/1999	Earth & Space Science	Gr. 9-12	Tier 4	1.0	2027	T3
12	Lakin, Amy	384744	9/1/1999	Life Sciences	Gr. 7-12	Tier 4	1.0	2027	T3
12	Lakin, Amy	384744	9/1/1999	Science 5-9	Gr. 5-9	Tier 4	1.0	2027	T3
12	Malchow, Kalan	338285	9/1/1999	Coaching	Gr. 7-12	Tier 4	1.0	2025	T3
12	Malchow, Kalan	338285	9/1/1999	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2025	T3
12	Vinje, Rebecca	377912	9/1/1999	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T3
13	Baukol, DeAnna	333554	8/29/2000	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
13	Baukol, DeAnna	333554	8/29/2000	Principal K-12	District	Prof.Admin.	1.0	2025	T2
13	Freeman, Belinda	334157	8/29/2000	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T1
13	Kvebak, William	388984	8/29/2000	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2028	T2
14	Itzen, Rebecca	337350	8/28/2001	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
14	Itzen, Rebecca	337350	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
14	Jensen-Fritz, Sara	371034	8/28/2001	School Psychologist	Pre K-12	Tier 4	1.0	2027	T3
14	Lof, Christina	362248	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2029	T1
14	Lof, Christina	362248	8/28/2001	Learning Disabilities	Gr. K-12	Tier 4	1.0	2029	T1
14	Lof, Christina	362248	8/28/2001	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2029	T1
14	Perkins, Jill	357481	8/28/2001	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T2
14	Richter, Doreen	325854	8/28/2001	Coaching	Gr. 7-12	Tier 4	1.0	2028	T1
14	Richter, Doreen	325854	8/28/2001	Secondary Guidance & Counseling	Gr. 7-12	Tier 4	1.0	2028	T1
15	Jorgenson, Dan	385087	8/27/2002	Industrial Arts	Gr. 5-12	Tier 4	1.0	2027	T3
16	Blom, Kristen	373633	8/26/2003	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T1
16	Haus, Mary	359381	8/26/2003	Spanish	Gr. 7-12	Tier 4	1.0	2029	T1
16	Zamzo, Steven	347581	8/26/2003	Coaching	Gr. 7-12	Tier 4	1.0	2025	T1
16	Zamzo, Steven	347581	8/26/2003	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T1
17	Blow, Jacob	393328	8/31/2004	Health Education (Two-Year LOA 2023-2025)	Gr. 5-12	Tier 4	1.0	2027	T2
17	Blow, Jacob	393328	8/31/2004	Physical Education (Two-Year LOA 2023-2025)	Gr. K-12	Tier 4	1.0	2027	T2
17	Boeke, Amy	393840	8/31/2004	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T1
17	Boeke, Amy	393840	8/31/2004	Pre-Kindergarten	Pre-K	Tier 4	1.0	2027	T1
17	Holland (Reading), Lynn	368891	8/31/2004	Emotional Behaviorally Disorders	Gr. K-12	Tier 4	1.0	2025	T2
17	Holland (Reading), Lynn	368891	8/31/2004	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T2
17	Jackson, Todd	373012	8/31/2004	Physical Education	Gr. K-12	Tier 4	1.0	2025	T1
17	Schramel, Jill	366944	8/31/2004	Speech - Language Pathologist	Pre K-12	Tier 4	1.0	2026	T2
17	Weaver, Dennis	393778	8/31/2004	Chemistry	Gr. 9-12	Tier 4	1.0	2027	T3
17	Weaver, Dennis	393778	8/31/2004	Earth and Space Science	Gr. 9-12	Tier 4	1.0	2027	T3
17	Weaver, Dennis	393778	8/31/2004	Life Sciences	Gr. 7-12	Tier 4	1.0	2027	T3
17	Weaver, Dennis	393778	8/31/2004	Physics	Gr. 9-12	Tier 4	1.0	2027	T3
18	Courneya, Nicole	413950	8/30/2005	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T3
18	Trowbridge, Heather	380977	8/30/2005	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2027	T2
19	Eckhoff, Keith	428268	8/29/2006	Elementary Education	Gr. K-12	Tier 4	1.0	2027	T2
19	Eckhoff, Keith	428268	8/29/2006	Mathematics	Gr. 5-8	Tier 4	1.0	2027	T2
19	Fritz, Wendy	369756	8/29/2006	Speech/Language Pathologist	Pre K-12	Tier 4	1.0	2026	T1
19	Gag, Kelly	102918	8/29/2006	Occupational Therapy Practitioner		Tier 4	0.8	2025	T1

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
19	Heimark, Rian	363507	8/29/2006	Elementary Education	Gr. 1-6	Tier 4	1.0	2029	T1
19	Pender, Sara	405310	8/29/2006	School Counselor	Gr. K-12	Tier 4	1.0	2028	T1
19	Schuld, Anna	420984	8/29/2006	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
19	Schuld, Anna	420984	8/29/2006	Pre-Primary	Age 3-K	Tier 4	1.0	2026	T2
19	Stuewe, Jessica	414685	8/29/2006	Elementary Education	Gr. 1-6	Tier 4	1.0	2026	T2
19	Stuewe, Jessica	414685	8/29/2006	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T2
20	Swenson, Kristin	431477	9/11/2006	Physical Education	Gr. K-12	Tier 4	1.0	2027	T2
21	Doll, Margaret	435731	8/27/2007	Elementary Education	Gr. K-12	Tier 4	1.0	2028	T3
21	Doll, Margaret	435731	8/27/2007	Principal K-12	District	Prof.Admin.	1.0	2028	T3
21	Doll, Margaret	435731	8/27/2007	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2028	T3
21	Fiedler, Michael	420617	8/27/2007	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2029	T1
21	Flint, Robb	404178	8/27/2007	Developmental Adaptive Physical Education	Pre K-12	Tier 4	1.0	2027	T1
21	Flint, Robb	404178	8/27/2007	Health Education	Gr. 5-12	Tier 4	1.0	2027	T1
21	Flint, Robb	404178	8/27/2007	Physical Education	Gr. K-12	Tier 4	1.0	2027	T1
21	Hanninen, Kelli	349173	8/27/2007	Coaching	Gr. 7-12	Tier 4	1.0	2027	T3
21	Hanninen, Kelli	349173	8/27/2007	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T3
21	Hanninen, Kelli	349173	8/27/2007	Health Education	Middle School	Tier 4	1.0	2027	T3
21	Hanninen, Kelli	349173	8/27/2007	Mathematics	Middle School	Tier 4	1.0	2027	T3
21	Hanninen, Kelli	349173	8/27/2007	Social Studies - ALL -	Middle School	Tier 4	1.0	2027	T3
21	Hanninen, Kelli	349173	8/27/2007	Spanish	Middle School	Tier 4	1.0	2027	T3
22	Haugrud, Kathryn	373593	10/15/2007	Elementary Education <i>(Five-Year LOA 2021-2026)</i>	Gr. K-6	Tier 4	1.0	2022	T3
22	Haugrud, Kathryn	373593	10/15/2007	Elementary Guidance & Counseling <i>(Five-Year LOA 2021-2026)</i>	Gr. 1-6	Tier 4	1.0	2022	T3
22	Haugrud, Kathryn	373593	10/15/2007	English/Language Arts <i>(Five-Year LOA 2021-2026)</i>	Gr. 7-12	Tier 4	1.0	2022	T3
23	Jackson, Jennifer	378368	8/25/2008	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T3
23	Schmitz, Danielle	439158	8/25/2008	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2027	T3
23	Sunram, April	413866	8/25/2008	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T3
24	Sunram, April	413866	8/25/2008	Pre-Primary	Age 3-K	Tier 4	1.0	2025	T3
24	Zunich, Ryan	395637	8/25/2008	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
24	Zunich, Ryan	395637	8/25/2008	Physical Education	Gr. K-12	Tier 4	1.0	2028	T2
25	Ford-Milligan, Shawn	344880	3/10/2009	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T2
25	Ford-Milligan, Shawn	344880	3/10/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T2
25	Ford-Milligan, Shawn	344880	3/10/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2027	T2
26	Bommersbach, Mike	385145	4/14/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T2
26	Bommersbach, Mike	385145	4/14/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T2
27	Berntson, Julie	445662	8/31/2009	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2025	T2
27	Downey, Kristi	449626	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
27	Downey, Kristi	449626	8/31/2009	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2025	T2
27	Flint, Laura	435538	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T2
27	Hanson, Julie	447729	8/31/2009	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
27	Hanson, Julie	447729	8/31/2009	Pre-Primary	Age 3-K	Tier 4	1.0	2025	T2
27	Knopf, Amy	438763	8/31/2009	Business	Gr. 5-12	Tier 4	1.0	2029	T2
27	Knopf, Amy	438763	8/31/2009	Communications technology Career	Gr. 7-12	Tier 4	1.0	2029	T2
27	Myers, Cara	448026	8/31/2009	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2025	T2
27	Myers, Cara	448026	8/31/2009	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T2
27	Myers, Cara	448026	8/31/2009	Teacher/Coordinator Work Based Lrng	Gr. 9-12	Tier 4	1.0	2025	T2
28	Cihak, Lynn	325610	9/14/2009	Coaching	Gr. 7-12	Tier 4	1.0	2025	T3
28	Cihak, Lynn	325610	9/14/2009	Elementary Education	Gr. 1-6	Tier 4	1.0	2025	T3
29	Eischens, Lisa	333411	8/30/2010	Dirver Education	Gr. 7-12	Tier 4	1.0	2026	T1
29	Eischens, Lisa	333411	8/30/2010	Mathematics	Gr. 7-12	Tier 4	1.0	2026	T1

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
29	Miller, Micheal	360757	8/30/2010	Mathematics	Gr. 7-12	Tier 4	1.0	2029	T2
29	Porter, Amy	451680	8/30/2010	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
29	Porter, Amy	451680	8/30/2010	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T1
30	Bahr, Briana	455103	8/29/2011	Elementary Education	K-6	Tier 4	1.0	2026	T3
30	Bahr, Briana	455103	8/29/2011	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2026	T3
30	Kaji-Horne, Justin	463905	8/29/2011	Mathematics	Gr. 5-12	Tier 4	1.0	2027	T3
30	Holehouse, Teri	452676	8/29/2011	Early Childhood Education 3 Year LOA (2024-2027)	B-Grade 3	Tier 4	1.0	2026	T1
30	Holehouse, Teri	452676	8/29/2011	Elementary Education 3 Year LOA (2024-2027)	Gr. K-6	Tier 4	1.0	2026	T1
31	Alton, Nicholas	452078	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
31	Alton, Nicholas	452078	8/27/2012	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2026	T2
31	Baxter, Brady	437243	8/27/2012	Principal K-12	K-12	Tier 4	1.0	2025	T2
31	Baxter, Brady	437243	8/27/2012	Social Studies - ALL -	Gr. 5-12	Tier 4	1.0	2028	T2
31	Benson, Nicole	436863	8/27/2012	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T1
31	Meyer, Krystal	465353	8/27/2012	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T2
31	Meyer, Krystal	465353	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
31	Pedersen, Benjamin	453691	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
31	Pedersen, Benjamin	453691	8/27/2012	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T2
31	Pedersen, Benjamin	453691	8/27/2012	Principal K-12	District	Prof.Admin.	1.0	2025	T2
31	Pipek, Jenna	467748	8/27/2012	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T2
31	Pipek, Jenna	467748	8/27/2012	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
31	Thorwaldsen, Shea	464574	8/27/2012	Early Childhood Education	B-Grade 3	Tier 4	1.0	2029	T3
31	Thorwaldsen, Shea	464574	8/27/2012	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2029	T3
31	VanValkenburg, Amy	445315	8/27/2012	Family and Consumer Sciences	Gr. 5-12	Tier 4	1.0	2026	T2
31	Wood, Kacey	467806	8/27/2012	Early Childhood Education 5 Year LOA (2024-2029)	B-Grade 3	Tier 4	1.0	2028	T2
31	Wood, Kacey	467806	8/27/2012	Elementary Education 5 Year LOA (2024-2029)	Gr. K-6	Tier 4	1.0	2028	T2
32	Moore, Charles	384156	9/24/2012	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T3
32	Moore, Charles	384156	9/24/2012	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T3
33	Hefta, Reed	475807	8/26/2013	Physical Education	Gr. K-12	Tier 4	1.0	2026	T1
33	Hefta, Reed	475807	8/26/2013	Health	Gr. 5-12	Tier 4	1.0	2026	T1
33	Hefta, Reed	475807	8/26/2013	Developmental/Adaptive Physical Education	Gr. Pre k-12	Tier 4	1.0	2026	T1
32	Moore, Charles	384156	9/24/2012	Social Studies - ALL	Gr. 7-12	Tier 4	1.0	2028	T3
32	Moore, Charles	384156	9/24/2012	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1.0	2028	T3
33	Karlgard, Christine	450309	8/26/2013	Autism Spectrum Disorders	Gr. 8-12	Tier 4	1.0	2026	T3
33	Karlgard, Christine	450309	8/26/2013	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T3
33	Karlgard, Luke	411925	8/26/2013	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T3
33	Karlgard, Luke	411925	8/26/2013	Pre-Primary	Age3-K	Tier 4	1.0	2029	T3
33	Kvebak, Mary	359849	8/26/2013	English/Language Arts	Gr. 7-12	Tier 4	1.0	2025	T3
33	Langworthy, Tammy	300930	8/26/2013	Coaching	Gr. 7-12	Tier 4	1.0	2029	T3
33	Langworthy, Tammy	300930	8/26/2013	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T3
33	Rasmussen, Kayla	474329	8/26/2013	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2029	T1
33	Rasmussen, Kayla	474329	8/26/2013	Developmental Disabilities	Gr. K-12	Tier 4	1.0	2029	T1
33	Thompson, Kayla	453949	8/26/2013	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2026	T3
33	Truedson, Aimee	445870	8/26/2013	Developmental/Adapted Physical Education	Gr. Pre K-12	Tier 4	1.0	2026	T1
33	Truedson, Aimee	445870	8/26/2013	Physical Education	Gr. K-12	Tier 4	1.0	2026	T1
34	Braaten, Elissa	397413	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T3
34	Dwyer, Todd	433402	8/21/2014	Physical Education	Gr. K-12	Tier 4	1.0	2025	T3
34	Johnson, Jessica	435742	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T2
34	Johnson, Jessica	435742	8/21/2014	Learning Disabilities	Gr. K-12	Tier 4	1.0	2027	T2
34	Johnson, Jessica	435742	8/21/2014	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2027	T2

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34	Johnson, Jessica	435742	8/21/2014	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2027	T2
34	Rice, Annette	297239	8/21/2014	Classroom Music	Gr. K-12	Tier 4	1.0	2027	T1
34	Rice, Annette	297239	8/21/2014	Family Ed/Early Childhood Educator	Pre-K	Tier 4	1.0	2027	T1
34	Rice, Annette	297239	8/21/2014	Pre-Kindergarten	Pre-K	Tier 4	1.0	2027	T1
34	Rice, Annette	297239	8/21/2014	Vocal Music	Gr. K-12	Tier 4	1.0	2027	T1
34	Schmitz, Laura	445656	8/21/2014	Vocal and Classroom Music	Gr. K-12	Tier 4	1.0	2025	T2
34	Schwartz, Jean	480549	8/21/2014	Public School Nurse	Pre K-12	Tier 4	1.0	2025	T3
34	Swanson, Amanda	472869	8/21/2014	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T2
34	Whiting, Mark	482167	8/21/2014	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T3
35	Guler, Rachel	484783	1/5/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
36	Biggar, Katelyn	484617	2/2/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
36	Biggar, Katelyn	484617	2/2/2015	Principal K-12	District	District	1.0	2026	T2
37	Barberg, Jennifer	403733	8/27/2015	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2028	T2
37	Barberg, Jennifer	403733	8/27/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
37	Barberg, Jennifer	403733	8/27/2015	Reading	Gr. K-12	Tier 4	1.0	2028	T2
37	Bergmann, Tucker	487724	8/27/2015	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
37	Biggar, Zachary	489345	8/27/2015	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
37	Biggar, Zachary	489345	8/27/2015	Mathematics	Gr. 5-8	Tier 4	1.0	2026	T2
37	Danner, Claire	465603	8/27/2015	Visual Arts	Gr. K-12	Tier 4	1.0	2028	T1
37	Siewert, Timothy	448308	8/27/2015	Instrumental (Band/Orch) & Classroom Music	Gr. K-12	Tier 4	1.0	2025	T1
38	Aakre, Anna	464512	8/25/2016	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2028	T3
38	Aakre, Anna	464512	8/25/2016	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2028	T3
38	Anderson, Nathan	490451	8/25/2016	Counselor	Gr. K-12	Tier 4	1.0	2027	T1
38	Blasczyk, William	396174	8/25/2016	English/Language Arts	Gr. 7-12	Tier 4	1.0	2029	T1
38	Fode, Kelsey	487885	8/25/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T1
38	Hannesson, Margaret	495764	8/25/2016	Speech/Language Pathologist	Pre K-12	Tier 4	1.0	2027	T1
38	Leighton, Beth	350658	8/25/2016	Developmental/Adapted Physical Education	Gr. Pre K-12	Tier 4	0.2	2027	T2
38	Leighton, Beth	350658	8/25/2016	Physical Education	Gr. K-12	Tier 4	0.2	2027	T2
38	Nelson, Fletcher	493586	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
38	Newman, Sarah	435987	8/25/2016	Early Childhood Education	Gr. B-3	Tier 4	1.0	2028	T3
38	Newman, Sarah	435987	8/25/2016	Reading	Gr. K-12	Tier 4	1.0	2028	T3
38	Olson, Jennifer	381341	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T3
38	Swanhorst, Kathryn	489318	8/25/2016	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
38	Swenson, Aaron	396764	8/25/2016	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2027	T3
38	Wenschlag, Molly	427172	8/25/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
38	Wenschlag, Molly	427172	8/25/2016	Social Studies - ALL -	Gr. 5-8	Tier 4	1.0	2025	T1
39	Johnson, Sherri	451292	11/30/2016	Academic and Behavioral Strategist	Gr. K-12	Tier 4	1.0	2028	T3
39	Johnson, Sherri	451292	11/30/2016	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T3
39	Johnson, Sherri	451292	11/30/2016	Learning Disabilities	Gr. K-12	Tier 4	1.0	2028	T3
40	Gruis, Samantha	499212	8/24/2017	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2028	T3
40	Hendrickson, Jason	374789	8/24/2017	Business	Gr. 5-12	Tier 4	1.0	2027	T2
40	Hendrickson, Jason	374789	8/24/2017	Physical Education	Gr. K-12	Tier 4	1.0	2027	T2
40	Hendrickson, Jason	374789	8/24/2017	Social Studies - ALL -	Gr. 7-12	Tier 4	1.0	2027	T2
40	Hogie, Braeden	482754	8/24/2017	Business	Gr. 5-12	Tier 4	1.0	2026	T2
40	Lundberg, Jillian	453731	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2026	T2
40	Lundberg, Jillian	453731	8/24/2017	Early Childhood Special Education	Gr. B-Age 6	Tier 4	1.0	2026	T2
40	Lundberg, Jillian	453731	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2026	T2
40	Lundberg, Jillian	453731	8/24/2017	Learning Disabilities	Gr. K-12	Tier 4	1.0	2026	T2
40	Lundberg, Jillian	453731	8/24/2017	Reading	Gr. K-12	Tier 4	1.0	2026	T2

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
40	Mallow, Linda	342759	8/24/2017	Social Studies	Gr. 7-12	Tier 4	1.0	2026	T3
40	Nielsen, Alyssa	503680	8/24/2017	Emotional Behavior Disorders	Gr. K-12	Tier 3	1.0	2025	T1
40	Okeson, Destany	413636	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2029	T2
40	Okeson, Destany	413636	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T2
40	Okeson, Markus	413836	8/24/2017	Communication Arts/Literature	Gr. 5-8	Tier 4	1.0	2025	T2
40	Okeson, Markus	413836	8/24/2017	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
40	Schnathorst, Sara	379133	8/24/2017	Physical Education	Gr. K-12	Tier 4	1.0	2027	T2
41	Stenger, Kara	502384	8/29/2017	Early Childhood Education	B-Grade 3	Tier 4	1.0	2028	T3
41	Amundson, Maria	441219	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T1
41	Amundson, Maria	441219	8/23/2018	Pre-Primary	Age 3-K	Tier 4	1.0	2029	T1
41	Carlson, Carrie	500858	8/23/2018	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2028	T2
41	Ebsen, Sara	469374	8/23/2018	School Psychologist	Pre K-12	Tier 4	1.0	2027	T1
41	Johnson, Jacob	498306	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T3
41	Kuhlmey, Carol	415047	8/23/2018	Developmental Disabilities	K-12	Tier 4	1.0	2026	T1
41	Kuhlmey, Carol	415047	8/23/2018	Emotional Behavior Disorders	K-12	Tier 4	1.0	2026	T1
41	Kuhlmey, Carol	415047	8/23/2018	Learning Disabilities	K-12	Tier 4	1.0	2026	T1
41	Kuhlmey, Carol	415047	8/23/2018	Vocal and Classroom Music	K-12	Tier 4	1.0	2026	T1
42	Mehus-Jensen, Nicole	405271	8/23/2018	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T2
42	Mehus-Jensen, Nicole	405271	8/23/2018	Emotional Behavior Disorders	Gr K-12	Tier 4	1.0	2028	T2
42	Mehus-Jensen, Nicole	405271	8/23/2018	Learning Disabilities	Gr K-12	Tier 4	1.0	2028	T2
42	Newman, Graham	487306	8/23/2018	Academic and Behavioral Strategist	Gr. K-12	Tier 4	1.0	2026	T2
42	Newman, Graham	487306	8/23/2018	Emotional Behavior Disorders	Gr. K-12	Tier 4	1.0	2026	T2
42	Ochsner, Nathan	502434	8/23/2018	School Counselor	Gr. K-12	Tier 4	1.0	2028	T1
42	Otten, Carla	395606	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T1
42	Otten, Carla	395606	8/23/2018	Pre-Kindergarten	Pre K	Tier 4	1.0	2027	T1
42	Richter, Whitney	505970	8/23/2018	Elementary Education	Gr. K-6	Tier 3	1.0	2026	T2
42	Suihkonen (Hillier), Nicolle	481812	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T1
42	Tollefson, Amy	367671	8/23/2018	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2025	T1
42	Tollefson, Amy	367671	8/23/2018	Pre-Kindergarten	Pre K	Tier 4	1.0	2025	T1
42	Tweeton, Tracey	349023	8/23/2018	Early Childhood Special Education	B-Age 6	Tier 4	1.0	2028	T1
42	Wolf, Kellie	479721	8/23/2018	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T2
43	Broderius, William	453142	8/22/2019	Vocal and Classroom Music	Gr. K-12	Tier 4	1.0	2026	T3
43	Craig, Amanda	473686	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2029	T3
43	Fode, Tyler	488463	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2027	T3
43	Gulseth, Mark	365865	8/22/2019	Coaching	Gr. 7-12	Tier 4	1.0	2027	T3
43	Gulseth, Mark	365865	8/22/2019	Physical Education	Gr. K-12	Tier 4	1.0	2027	T3
43	Gulseth, Meredith	366547	8/22/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2027	T3
43	Gulseth, Meredith	366547	8/22/2019	English as a Second Language	Gr. K-12	Tier 4	1.0	2027	T3
43	Jensen, Laura	445429	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T3
43	Jensen, Laura	445429	8/22/2019	Science 5-8	Gr. 5-8	Tier 4	1.0	2025	T3
43	Jenson, Matthew	497496	8/22/2019	Emotional Behavioral Disorder	Gr. K-12	Tier 4	1.0	2027	T3
43	Jenson, Matthew	497496	8/22/2019	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1.0	2027	T3
43	Judisch, Andrea	509651	8/22/2019	Elementary Education	Gr. K-6	Tier 4	1.0	2028	T1
43	Lucas, Kimberly	493172	8/22/2019	School Psychologist	Pre K-12	Tier 4	1.0	2027	T3
43	Solum, Rachel	1000589	8/22/2019	Elementary Education	Gr. K-6	Tier 3	1.0	2025	T1
43	Tarara, Antonino	449024	8/22/2019	Instr (Band/Orch) and Classroom Music	Gr. K-12	Tier 4	1.0	2026	T3
43	Torgerson, Heather	401191	8/22/2019	Early Childhood Special Education	B - Age 6	Tier 4	1.0	2028	T1
43	Torgerson, Heather	401191	8/22/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T1
43	Torgerson, Heather	401191	8/22/2019	Physical and Health Disabilities	B-12	Tier 4	1.0	2028	T1

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
44	Gerdes, Christine	482469	8/26/2019	Science 5-8	Gr. 5-8	Tier 3	1.0	2025	T3
44	Lindstrom, Lisa	386971	8/26/2019	Early Childhood Special Education	Age B-6	Tier 4	1.0	2028	T3
44	Lindstrom, Lisa	386971	8/26/2019	Elementary Education	Gr. 1-6	Tier 4	1.0	2028	T3
45	Daniel, Carli-Rae	1003382	12/16/2019	Communication Arts/Literature	Gr. 5-12	Tier 3	1.0	2026	T3
46	Byer, Brianna	512753	8/31/2020	Communication Arts/Literature	Gr. 5-12	Tier 4	1.0	2027	T3
46	Colby, Amber	1005469	8/31/2020	Academic and Behavioral Strategist	Gr. K-12	Tier 3	1.0	2028	T3
46	Colby, Amber	1005469	8/31/2020	Elementary Education	Gr. K-6	Tier 3	1.0	2028	T3
46	Hoff, Carolyn	282950	8/31/2020	Autism Spectrum Disorders	Gr. K-12	Tier 4	1.0	2025	T2
46	Hoff, Carolyn	282950	8/31/2020	Elementary Education	Gr. K-6	Tier 4	1.0	2025	T2
46	Hoff, Carolyn	282950	8/31/2020	Emotional Behavior Disorder	Gr. K-12	Tier 4	1.0	2025	T2
46	Hoff, Carolyn	282950	8/31/2020	Learning Disabilities	Gr. K-12	Tier 4	1.0	2025	T2
46	Hoff, Carolyn	282950	8/31/2020	Pre-Kindergarten	Prek K	Tier 4	1.0	2025	T2
46	Ito, Lisa	1004562	8/31/2020	Chemistry	Gr. 9-12	Tier 3	1.0	2028	T3
46	Oistad, McKenzie	499971	8/31/2020	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1.0	2028	T2
46	Oistad, McKenzie	499971	8/31/2020	Health Education	Gr. 5-12	Tier 4	1.0	2028	T2
46	Oistad, McKenzie	499971	8/31/2020	Physical Education	Gr. K-12	Tier 4	1.0	2028	T2
46	Sannes, Kiera	1003566	8/31/2020	Early Childhood Education	B-Grade 3	Tier 4	1.0	2028	T3
46	Sannes, Kiera	1003566	8/31/2020	Early Childhood Special Education	B- Age 6	Tier 4	1.0	2028	T3
46	Skrove, Sadie	513082	8/31/2020	Early Childhood Education	B- Gr. 3	Tier 3	1.0	2025	T3
46	Swoboda, Kari	469385	8/31/2020	School Counselor	Gr. K-12	Tier 4	1.0	2026	T2
47	Voz, Heidi	349583	9/8/2020	English/Language Arts	Gr. 7-12	Tier 4	1.0	2027	T2
47	Voz, Heidi	349583	9/8/2020	Visual Arts	Gr. K-12	Tier 4	1.0	2027	T2
48	Lenzen, Carly	472261	8/23/2021	Mathematics	Gr. 5-12	Tier 4	1.0	2029	T1
48	Lenzen, Carly	472261	8/23/2021	Principal K-12	Gr. K-12	Tier 4	1.0	2025	T1
48	Maass, Brett	445417	8/23/2021	Mathematics	Gr. 5-12	Tier 4	1.0	2025	T1
49	Berntson, Casey	450640	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2025	T3
49	Braukmann, Alissa	407285	08/24/2022	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2029	T3
49	Braukmann, Alissa	407285	08/24/2022	Learning Disabilities	Gr. K-12	Tier 4	1	2029	T3
49	Braukmann, Alissa	407285	08/24/2022	Director of Special Education	District	Prof.Admin.	1	2028	T3
49	Evans, Heidi	397522	08/24/2022	Communication Arts/Literature	Gr. 5-12	Tier 4	1	2027	T3
49	Jensen, Garrett	445431	08/24/2022	Elementary Education	Gr. K-6	Tier 4	1	2025	T3
49	Jensen, Garrett	445431	08/24/2022	Social Studies	Gr. 5-8	Tier 4	1	2025	T3
50	Bergeron, Christina	1016638	08/24/2022	Communication Arts/Literature	Gr. 5-12	Tier 3	1	2025	T2
50	Bergeron, Christina	1016638	08/24/2022	English as a Second Language	Gr. K-12	Tier 3	1	2025	T2
50	Bergren, Samuel	513084	8/23/2021	Elementary Education	Gr. K-6	Tier 3	1.0	2025	T2
50	Clark, Joan	373579	08/24/2022	Learning Disabilities	Gr. 5-12	Tier 3	1	2025	T2
50	Clark, Joan	373579	08/24/2022	Social Studies	Gr. 7-12	Tier 3	1	2025	T2
50	Moser, Anna	453532	08/24/2022	Physical Education	Gr. K-12	Tier 4	1	2026	T2
50	Moser, Anna	453532	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2026	T2
50	Clemens, Nicole	436467	08/24/2022	Developmental Disabilities	Gr. K-12	Tier 3	1	2026	T2
50	Clemens, Nicole	436467	08/24/2022	Elementary Education	Gr. 1-6	Tier 3	1	2026	T2
50	Clemens, Nicole	436467	08/24/2022	Emotional Behavior Disorders	Gr. K-12	Tier 3	1	2026	T2
50	Clemens, Nicole	436467	08/24/2022	Learning Disabilities	Gr. K-12	Tier 3	1	2026	T2
50	Sabers, Alicia	1004507	08/24/2022	Elementary Education	Gr. K-6	Tier 3	1	2026	T2
50	Sabers, Alicia	1004507	08/24/2022	Emotional Behavior Disorder	Gr. K-12	Tier 3	!	2026	T2
50	Sabers, Alicia	1004507	08/24/2022	Elementary Education	Gr. K-6	Tier 3	1	2026	T2
50	Sabers, Alicia	1004507	08/24/2022	Emotional Behavior Disorders	Gr. K-12	Tier 3	1	2026	T2
50	Sabers, Alicia	1004507	08/24/2022	Principal	Gr. K-12	Tier 3	1	2026	T2
50	Williams, Sarah	1017092	08/24/2022	FACS	Gr. 5-12	Tier 3	1	2025	T2

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
51	Stockstrom, Jessica	513545	08/21/2023	Early Childhood Education	Gr. B-3	Tier 4	1	2027	T2
51	Cervantes, Shelley	409162	08/21/2023	School Counselor	Gr. K-12	Tier 4	1	2026	T2
51	Helm, Sarah	361434	08/21/2023	Speech Language Pathologist	Gr. Prek-12	Tier 4	1	2027	T2
51	Isaacson, Rachelle	348004	08/21/2023	Speech Language Pathologist	Gr. Prek-12	Tier 4	1	2026	T2
51	Isaacson, Rachelle	348004	08/21/2023	Teacher Coordinator Work Based Learning	Gr. 9-12	Tier 4	1	2026	T2
P 07/2025	Mohr, Christin	424658	08/21/2023	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2026	U3
P 07/2025	Mohr, Christin	424658	08/21/2023	Learning Disabilities	Gr. K-12	Tier 4	1	2026	U3
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Developmental/Adaptive Physical Education	Pre K-12	Tier 4	1	2028	U3
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Health Education	Gr. 5-12	Tier 4	1	2028	U3
P 07/2025	Eckhoff, Cami	439372	08/24/2022	Physical Education	Gr. K-12	Tier 4	1	2028	U3
P 07/2025	Erhardt, Joshua	493966	08/24/2022	Social Studies	Gr. 5-12	Tier 4	1	2028	U3
P 07/2025	Johannes, Shauntel	1014016	08/24/2022	Early Childhood Special Education	Gr. B- Age 6	Tier 3	1	2025	U3
P 07/2025	Hefta, Allison	1015577	02/28/2022	School Social Worker	Gr. K-12	Tier 3	1	2025	U3
P 07/2025	Kucera, Megan	1014340	08/24/2022	Visual Arts	Gr. K-12	Tier 3	1	2025	U3
P 07/2025	Murphy, Samantha	1017587	08/24/2022	Social Worker	Gr. Pre K-12	Tier 3	1	2025	U3
P 07/2025	Neal, Natalie	1011545	08/24/2022	Elementary Education	Gr. K-6	Tier 3	1	2029	U3
P 07/2025	Neal, Natalie	1011545	08/24/2022	Academic and Behavioral Strategist	Gr. K-12	Tier 3	1	2029	U3
P 07/2025	Thiel, Lacey		11/22/2022	Occupational Therapist	OT	Tier 4	0.6	2025	U3
P 07/2025	Moreno, Luis	1036517	08/19/2024	Spanish	Gr. K-12	Tier 4	1	2029	U3
P 07/2025	Brenden, Brett	1001799	08/19/2024	Science 5-8	Gr. 5-8	Tier 4	1	2027	U3
P 07/2025	Brenden, Brett	1001799	08/19/2024	Chemistry	Gr. 9-12	Tier 4	1	2027	U3
P 07/2025	Cyr, Catherine	358202	08/19/2024	Teacher Coordinator Work Bases Learning	Gr. 9-12	Tier 4	1	2028	U3
P 07/2025	Cyr, Catherine	358202	08/19/2024	Autism Spectrum Disorders	Gr. B-12	Tier 4	1	2028	U3
P 07/2025	Cyr, Catherine	358202	08/19/2024	Life Science	Gr. 7-12	Tier 4	1	2028	U3
P 07/2025	Cyr, Catherine	358202	08/19/2024	Science 5-9	Gr. 5-9	Tier 4	1	2028	U3
P 07/2025	Fettig, Paige	1003415	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2027	U3
P 07/2025	Zimmerman, Darin	466215	08/19/2024	Social Studies	Gr. 5-12	Tier 4	1	2026	U3
P 07/2025	Lenzen, Nicholas	466064	08/19/2024	Elementary Education	Gr. K-6	Tier 4	1	2028	U3
P 07/2025	Nerby, Shane	340837	08/19/2024	Emotional Behavior Disorders	Gr. K-12	Tier 4	1	2029	U3
P 07/2025	Weitzel, Blake	1005183	08/19/2024	Vocal and Classroom Music	Gr. K-12	Tier 3	1	2026	U3
P 07/2026	Bly, Sydney	1027003	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2026	U2
P 07/2026	Dobratz, Summer	1009554	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2024	U2
P 07/2026	Dobratz, Summer	1009554	08/21/2023	Pre-Primary	Gr. Age 3-Prek	Tier 3	1	2024	U2
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Developmental Disabilities	Gr K-6	Tier 3	1	2025	U2
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Elementary Education	Gr K-6	Tier 3	1	2025	U2
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Emotional Behavior Disorders	Gr K-6	Tier 3	1	2025	U2
P 07/2026	Kohler, Taylor	1007096	08/21/2023	Learning Disabilities	Gr K-6	Tier 3	1	2025	U2
P 07/2026	Miller, David	1026581	08/21/2023	Mathematics	Gr. 5-12	Tier 3	1	2026	U2
P 07/2026	Justesen, Lauren	1014555	08/21/2023	Elementary Education	Gr. K-6	Tier 3	1	2025	U2
P 07/2026	Sitz, Shannon	1025912	08/21/2023	Speech Language Pathologist	Gr. K-12	Tier 3	1	2026	U2
P 07/2027	Engum, Alexis	1000418	08/19/2024	Mathematics	Gr. 5-12	Tier 3	1	2025	U1
P 07/2027	Huerd, Danika	180100	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2025	U1
P 07/2027	Kellerhuis, Henry	10331868	08/19/2024	Science 5-8	Gr. 5-8	Tier 3	1	2027	U1
P 07/2027	Kellerhuis, Henry	10331868	08/19/2024	Physics	Gr. 9-12	Tier 3	1	2027	U1
P 07/2027	Nemec, Clare	180100	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2027	U1
P 07/2027	Johnson, Masyn	1033614	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2027	U1
P 07/2027	Jones, Mack	1020419	08/19/2024	Social Studies	Gr. 5-12	Tier 3	1	2026	U1
P 07/2027	Torkelson, Kora	1019699	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2027	U1
P 07/2027	Lee, Lynn	1014001	08/19/2024	Early Childhood Special Education	Gr. B-Age 6	Tier 3	1	2026	U1

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	Name	File Folder	Entry	Certification	School	Cert.	FTE	Expires	Eval.
P 07/2027	Presler, Skyler	1035495	08/19/2024	Elementary Education	Gr. K-6	Tier 3	1	2027	U1
T = Tenured Evaluation Cycle									
T-1 = Principal Evaluation									
T-2 = Peer Review									
T-3 = Collect Individual Data									
U = Untenured Evaluation Cycle									
U-1 = 1st Year									
U-2 = 2nd Year									
U-3 = 3rd Year									
	Berg, Karissa	1026419	08/21/2023	Academic and Behavioral Strategist	Gr. K-12	Tier 2	1	2025	U2
	Carlson, Rachel	1023724	08/21/2023	Autism Spectrum Disorder	Gr. B-12	Tier 2	1	2026	U2
	Honke, Charles (Skip)	1027209	8/21/2023	Manufacturing Careers	Gr. 7-12	Tier 2	1.0	2026	U2
	Honke, Charles (Skip)	1027209	8/21/2023	Transportation Careers	Gr. 7-12	Tier 2	1.0	2026	U2
	Salathe, Samantha	1019048	8/24/2022	Health	Gr. 5-12	Tier 2	0.4	2025	U3
	Salathe, Samantha	1019048	8/24/2022	Physical Education	Gr. 5-12	Tier 2	0.4	2025	U3
	Mitchell, Alyssa	1030780	08/21/2023	Agricultural Education	Gr. 5-12	Tier 2	1	2025	U1
	Dodd, Austin	1014003	8/21/2023	Physical Education	Gr. K-12	Tier 1	1.0	2025	U2
	Thorp, Kayla	1027488	8/21/2023	Academic and Behavioral Strategist	Gr. K-12	Tier 1	1.0	2025	U2
	TIER 1								
	TIER 2								



ISD #22 – Detroit Lakes Public Schools

Public Hearing for Taxes
Payable in 2025

DECEMBER 16, 2024

PRESENTED BY:

JASON KUEHN,

DIRECTOR OF FINANCE &
OPERATIONS

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 30th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2025



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

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

As a Result,
Funding is
Highly
Regulated

State Sets:

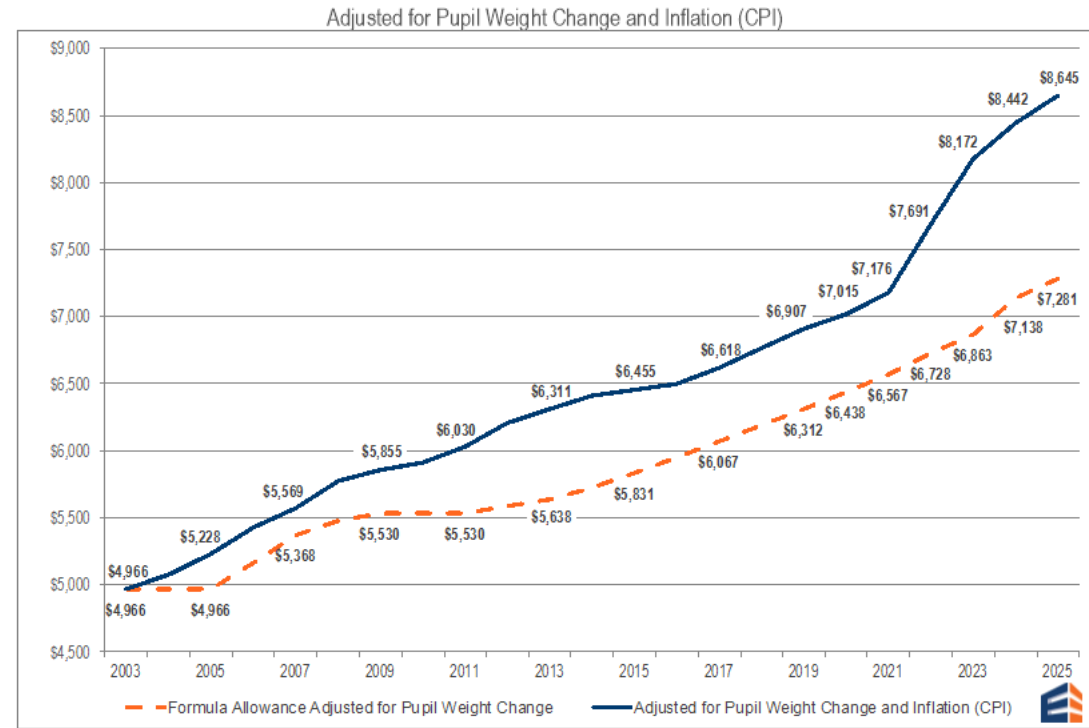
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

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

General Education Formula Allowance, 2003-25

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,364 (18.7%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,645



According to MN Department of Education (MDE):

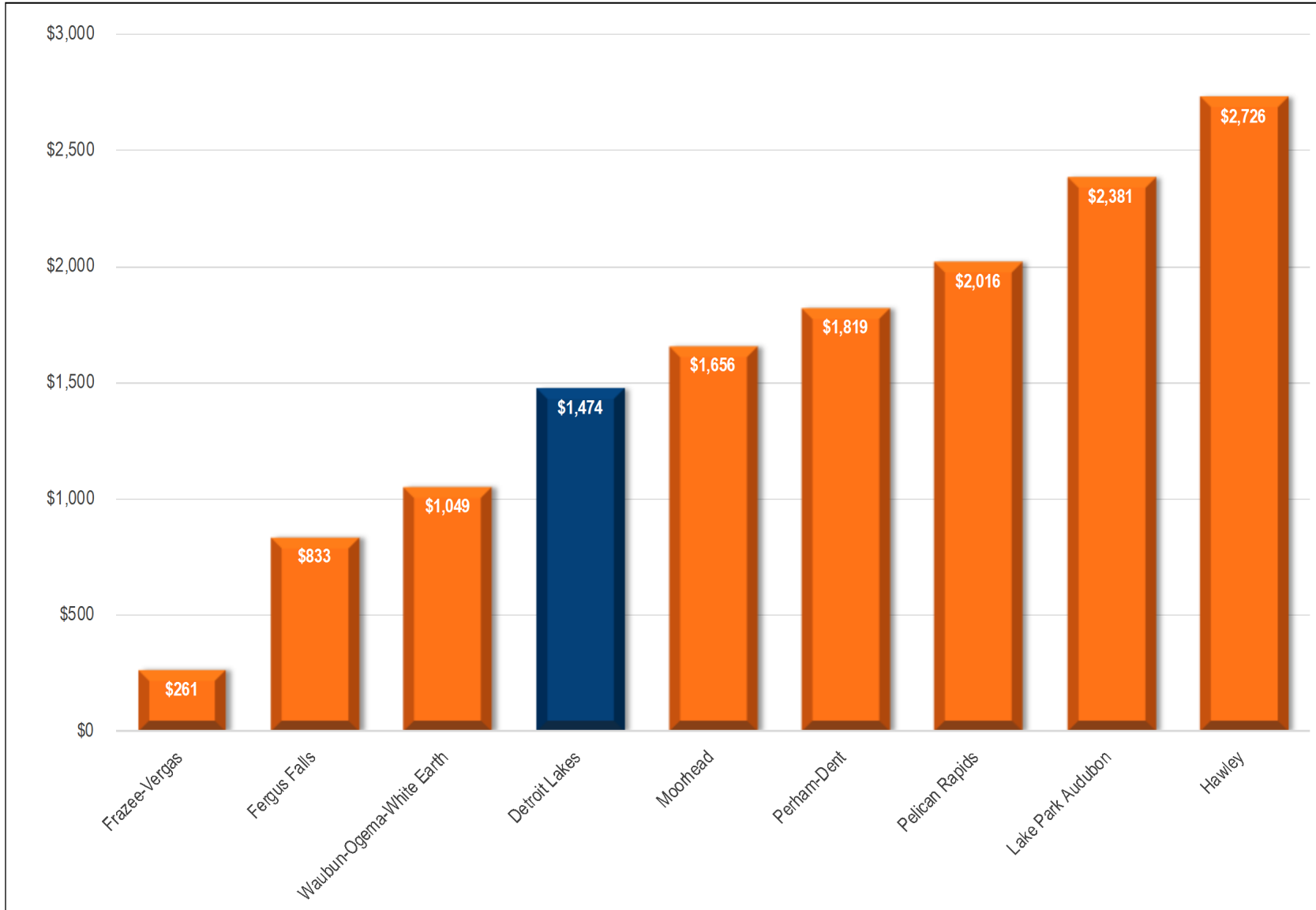
FY 2023 costs of providing programs were underfunded statewide by \$726 million

Even with recent funding, costs will be underfunded by \$455 million statewide by FY 2027

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

Underfunding of Special Education

Pay 2024 Voter Approved Levies (Debt, Capital Projects and Operating Referendum) Per Pupil (ADM)



Source: Pay 2024 School Tax Report, Enrollment: Pay 24 MDE Levy Certification.

Pupil: MDE Estimated FY 2024 Enrollment, Whatif FY24 (6-26-23)

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2025-26 budget will be adopted by School Board in June 2025.

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

Our District's Funds:

- General
- Food Service
- Community Service
- Debt Service



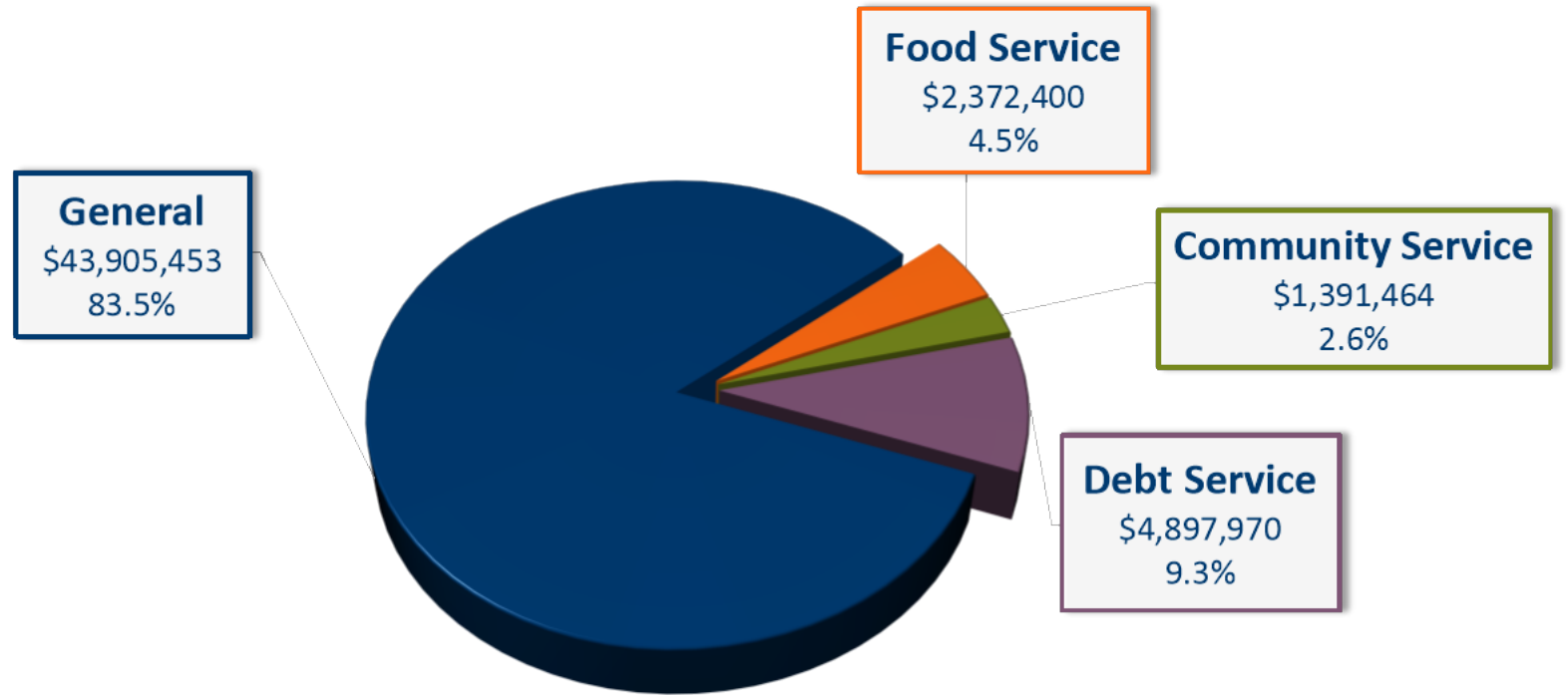
District Revenues & Expenditures
Actual for FY 2024, Budget for FY 2025

FUND	FISCAL 2024 BEGINNING	2023-24 ACTUAL		JUNE 30, 2024 ACTUAL	2024-25 BUDGET		JUNE 30, 2025 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$2,715,527	\$2,785,776	\$2,941,906	\$2,559,397	\$2,444,815	\$2,488,722	\$2,515,490
General/Other	9,283,556	41,612,368	40,046,446	10,849,478	41,460,638	41,330,199	10,979,917
Food Service	988,748	2,499,125	2,326,086	1,161,787	2,372,400	2,382,191	1,151,996
Community Service	610,955	1,378,730	1,384,273	605,412	1,391,464	1,443,832	553,044
Debt Service	695,153	4,757,275	4,608,933	843,495	4,897,970	4,706,000	1,035,465
Total All Funds	14,293,939	53,033,274	51,307,644	16,019,569	52,567,287	52,350,944	16,235,912

*Other Post Employment Benefits

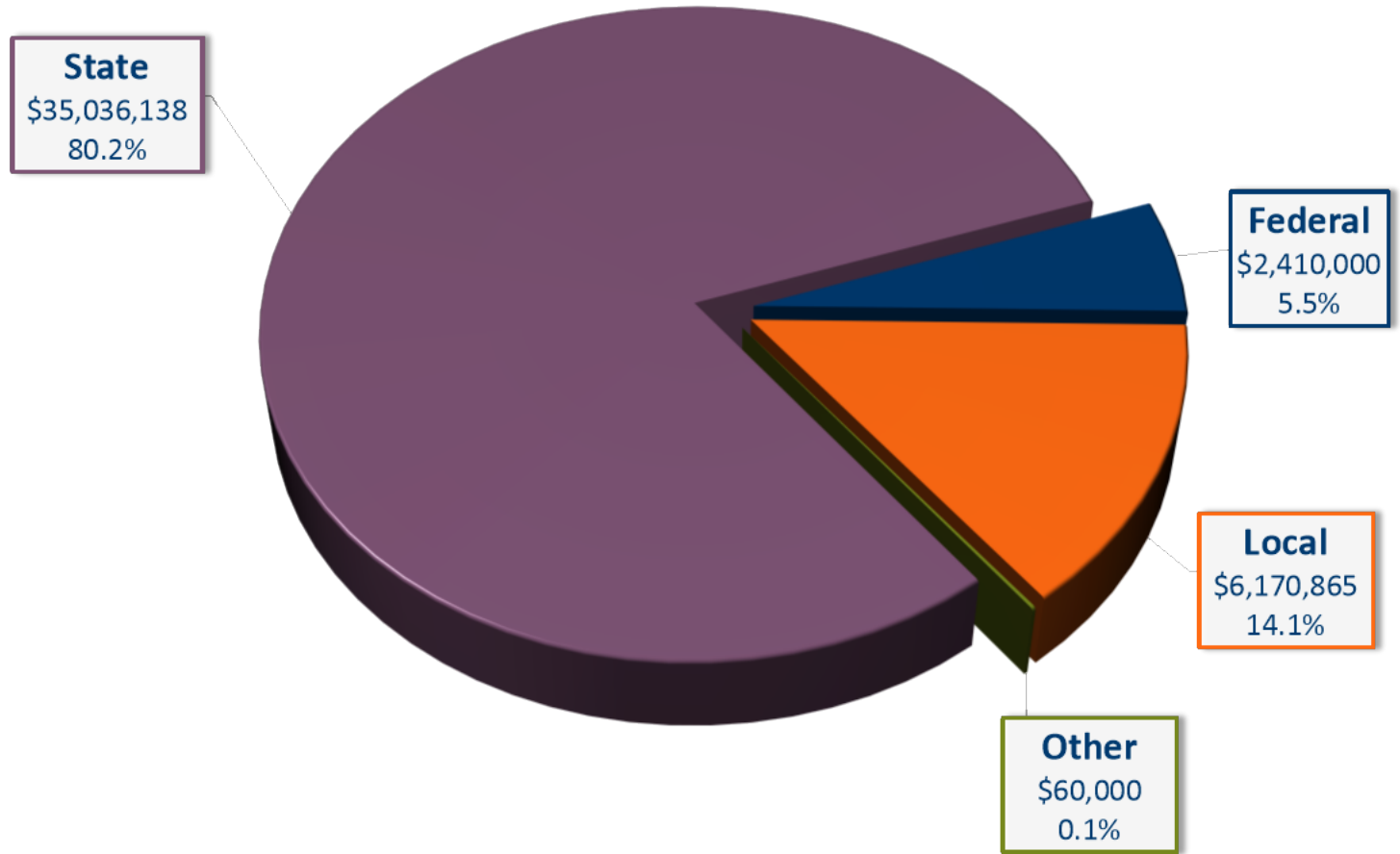
Revenue - All Funds -

2024-25 Budget
\$52,567,287



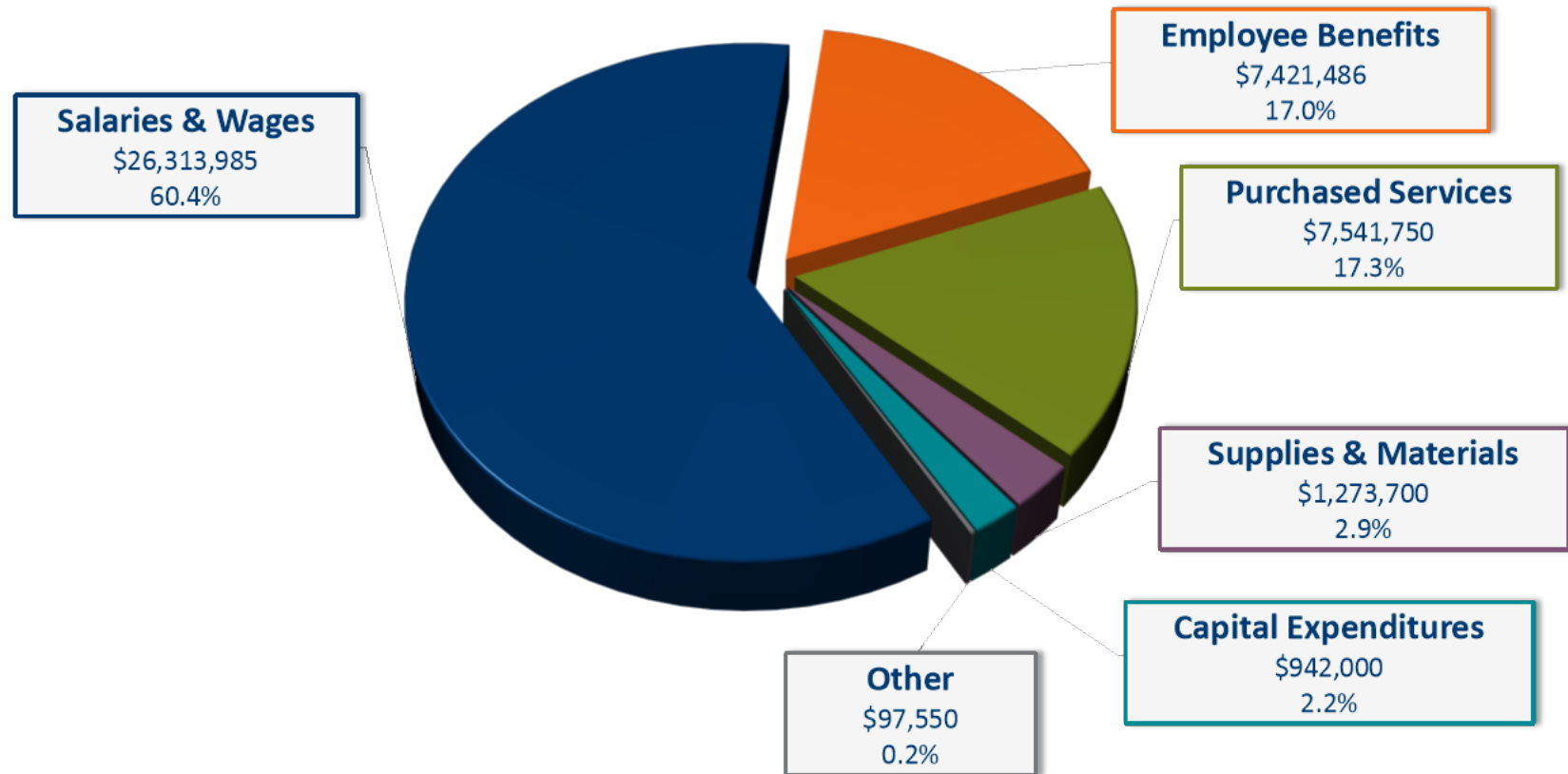
General Fund Revenue

2024-25 Budget
\$43,677,003



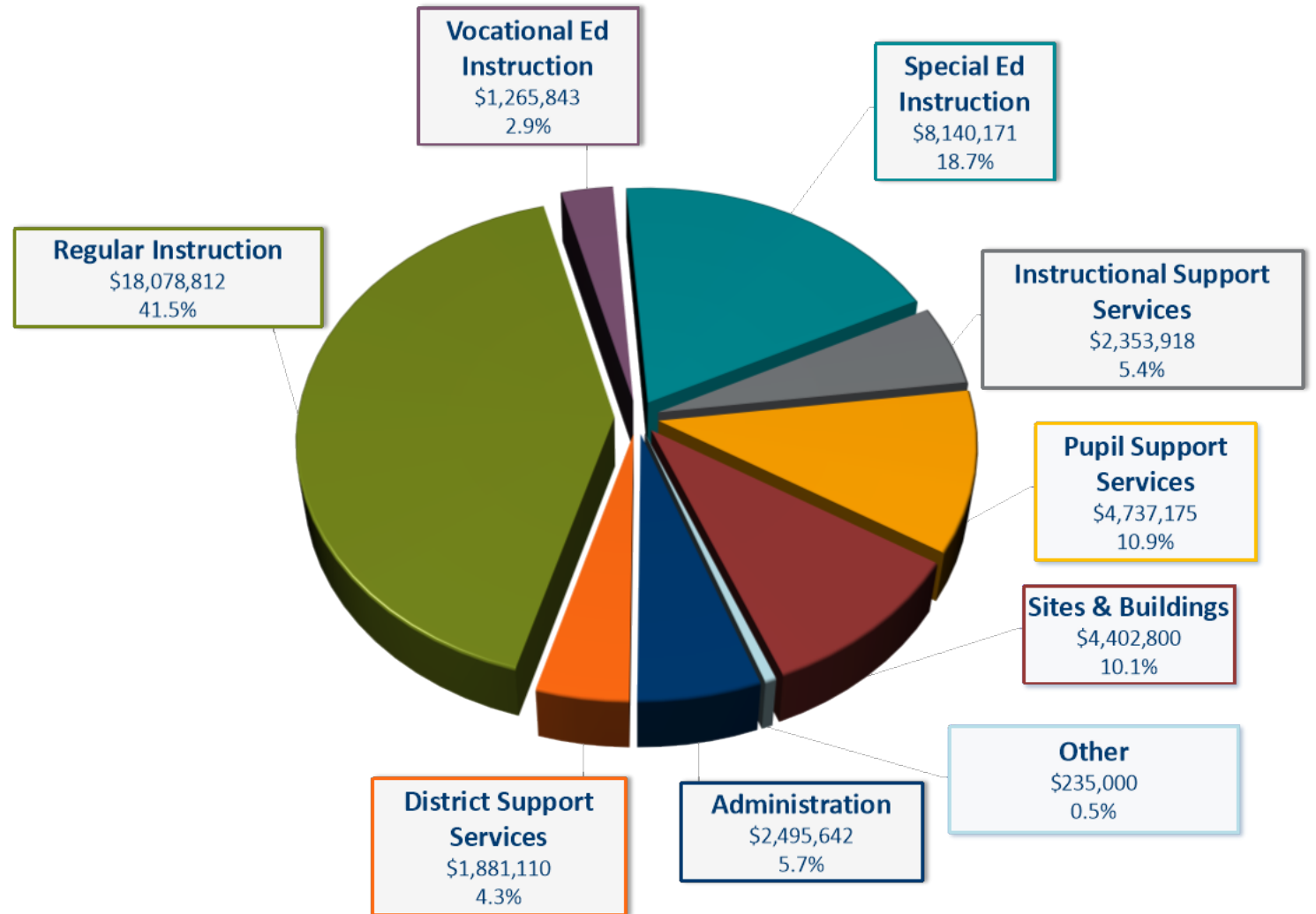
General Fund Expenditures - by Object -

2024-25 Budget
\$43,590,471

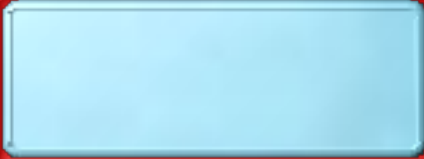


General Fund Expenditures - by Program -

2024-25 Budget
\$43,590,471



Change in Tax Levy does not Determine Change in Budget



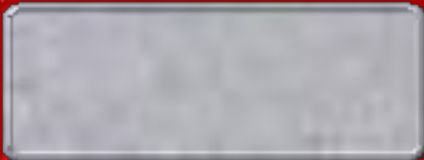
Tax levy is based on many state-determined formulas plus voter approved referendums



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

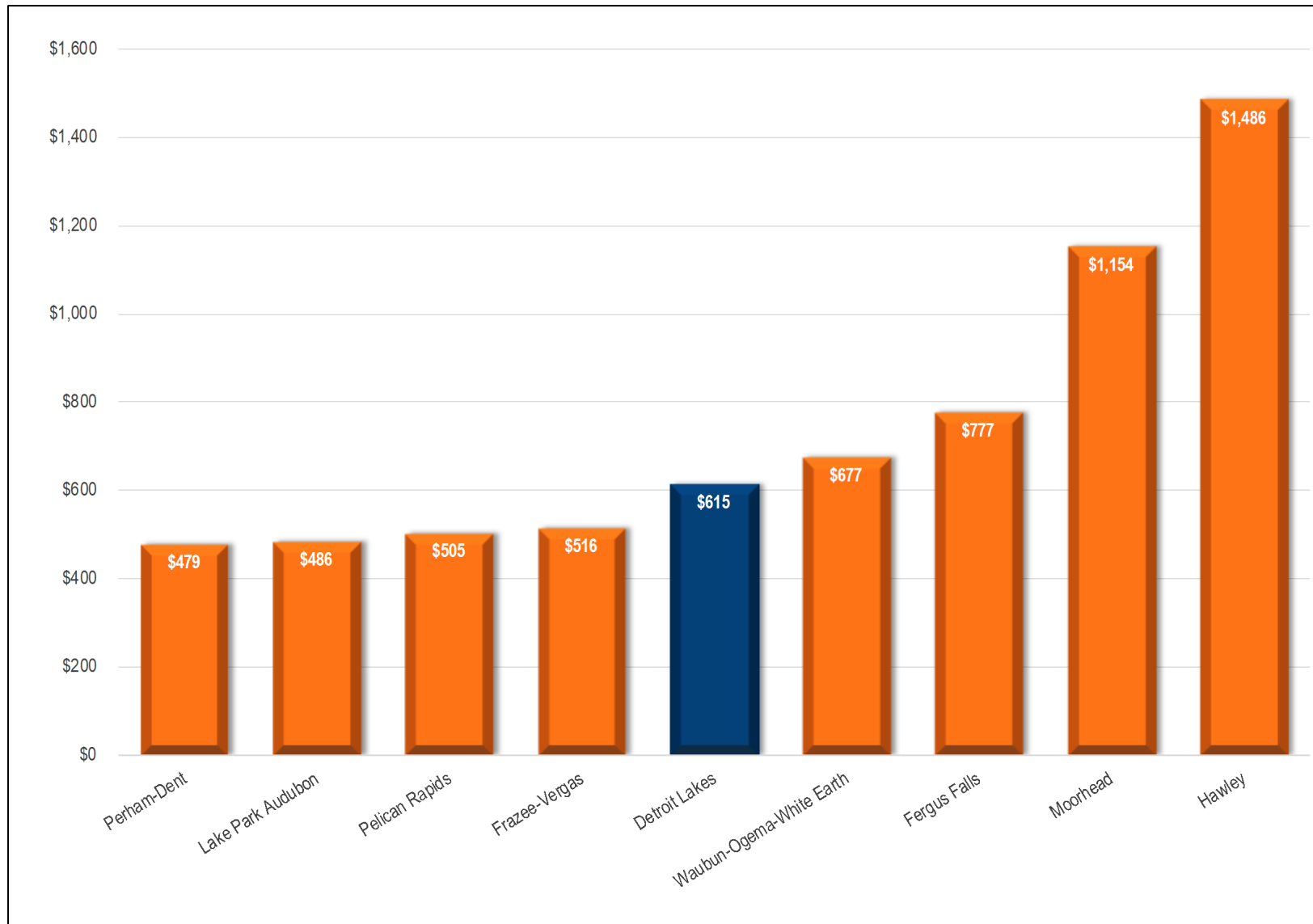


Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



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

Total School Property Taxes, Payable 2024, on a Home with an Estimated Market Value of \$250,000



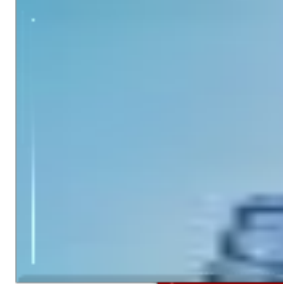
Source: Pay 24 School Tax Report.

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2025 taxes provide revenue for 2025-26 fiscal year
- Budget adopted in June 2025



City/County:

- Budget year begins January 1st
- 2025 taxes provide revenue for 2025 calendar year budget

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

Property Tax Background:

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



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

TAXPAYER(S):

John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information

PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S
Spruceville, MN 55555

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

PROPOSED TAXES 2025

THIS IS NOT A BILL. DO NOT PAY.

VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2024	2025
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$33,0500
	Taxable Market Value	\$125,000	\$116,950
	Class	Res NHmstd	Res Hmstd
PROPOSED TAX			
2	Property taxes before credits		\$1,562.46
	School building bond credit		\$ 12.00
	Agricultural market value credit		
	Other credits		
	Property taxes after credits		\$1,550.46
PROPERTY TAX STATEMENT			
Step	Coming in 2025		
The time to provide feedback on PROPOSED LEVIES is NOW			
It is too late to appeal your value without going to Tax Court.			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2024	Proposed 2025
State General Property Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 5, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789 Voter Approved Levies Other Levies	December 9, 7:00 PM Spruceville High School Cafeteria	\$289.35 \$340.11	\$296.68 \$374.60
Metro Special Taxing Districts		\$57.76	\$58.70
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555 Spruceville, MN 55055	December 11, 7:30 PM Spruce Park Centre 500 Pine St.		
Other Special Taxing Districts Tax Increment Tax	No public meeting No public meeting	\$12.80 \$10.15	\$13.02 \$11.22
Total excluding any special assessments		\$1,422.02	\$1,550.46 9.0%

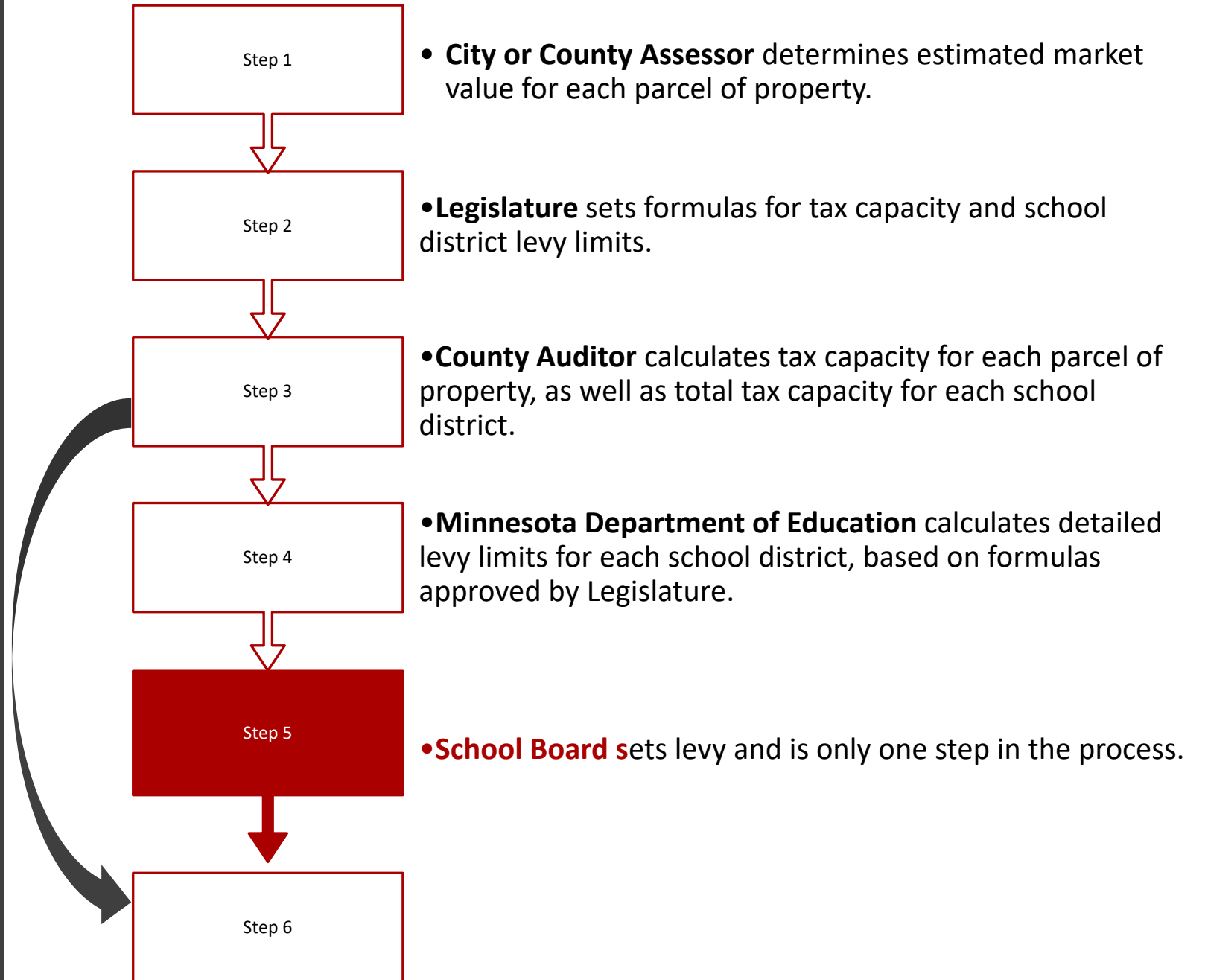
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2025 may be higher than the proposed amount shown on this notice.

School District Property Taxes

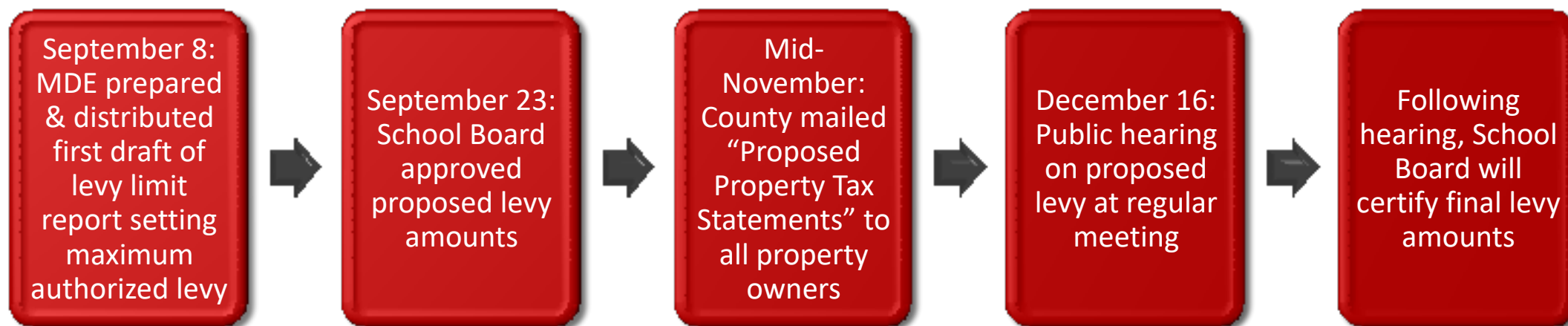
- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
 - State law
 - Voter approval

School District Property Tax Process

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



Approval of District's Tax Levy in 2024 (Payable 2025)





Overview of District's Proposed Tax Levy

- Proposed Payable 2025 tax levy is an increase from 2024 of \$280,624 or 2.9%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2024 to Proposed Levy Payable in 2025

Fund Levy Category	Actual Levy Payable in 2024	Proposed Levy Payable in 2025	\$ Change	% Change
General				
Local Optional Revenue (LOR)	2,045,028	2,102,786	57,758	
Equity	483,315	485,362	2,047	
Operating Capital	419,465	482,959	63,494	
Alternate Teacher Compensation	249,141	250,794	1,653	
Achievement and Integration	94,920	90,965	(3,955)	
Long Term Facilities Maintenance (LTFM)	665,277	692,198	26,921	
Lease Levy	299,088	297,761	(1,326)	
Other	471,578	522,194	50,616	
Prior Year Adjustments	(28,691)	30,199	58,889	
Total, General Fund	\$4,699,120	\$4,955,216	\$256,096	5.4%
Community Service				
Basic Community Education	\$155,508	\$155,508	\$0	
Early Childhood Family Education	86,282	98,568	12,287	
Other	5,180	2,834	(2,346)	
Prior Year Adjustments	(4,299)	(1,716)	2,583	
Total, Community Service Fund	\$242,671	\$255,194	\$12,523	5.2%
Debt Service				
Voter Approved	\$4,101,333	\$4,101,596	\$263	
Other	438,533	438,953	420	
Long Term Facility Maintenance (LTFM)	366,723	383,683	16,960	
Reduction for Debt Excess	(176,016)	(190,885)	(14,869)	
Prior Year Adjustments	23	9,254	9,231	
Total, Debt Service Fund	\$4,730,596	\$4,742,601	\$12,005	0.3%
Total Levy, All Funds	\$9,672,387	\$9,953,011	\$280,624	2.9%
Subtotal by Truth in Taxation Categories:				
Voter Approved	3,955,044	3,952,333	(2,711)	
Other	5,717,344	6,000,678	283,335	
Total	\$9,672,387	\$9,953,011	\$280,624	2.9%

Explanation of Levy Changes

Category:	General Fund – Local Optional Revenue
Change:	+\$57,758
Use of Funds:	General Operating Expenses
Reasons for Change:	Revenue is a combination of local levy & state aid. As property value increases, share of funding shifts to local levy. For 2024, District qualified for \$49,359.18 in state aid For 2025, District qualifies for \$0 in state aid

Explanation of Levy Changes

Category:

General Fund – Prior Year Adjustments

Change:

+\$58,889

Use of Funds:

Various

Reason for Change:

Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted.

Factors Impacting Individual Taxpayers' School Taxes

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

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

Impact of Property Valuations

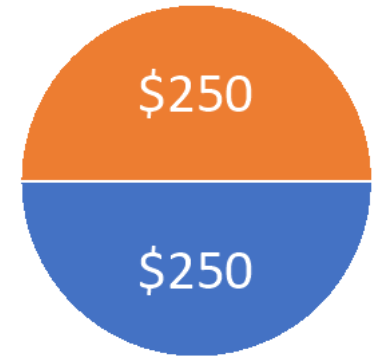
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



Impact of Property Valuations

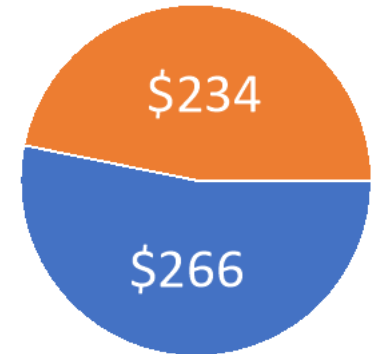
Two properties in the district

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

Total levy of \$500

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

\$110,000



\$125,000





Minnesota Legislative Changes for Pay 2025

In 2023, The Minnesota State Legislature passed laws that affect property taxes for taxes payable in 2025.

Recap of major changes:

- Provided a tax benefit to homeowners by increasing the homestead exclusion for valuations between \$76,000 and \$517,000; and
- Increased the first-tier limit for Ag Homestead land to \$3.5M from \$2.15M

Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 34.1% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Amounts for 2025 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2022 to 2025

Based on No Changes in Property Values

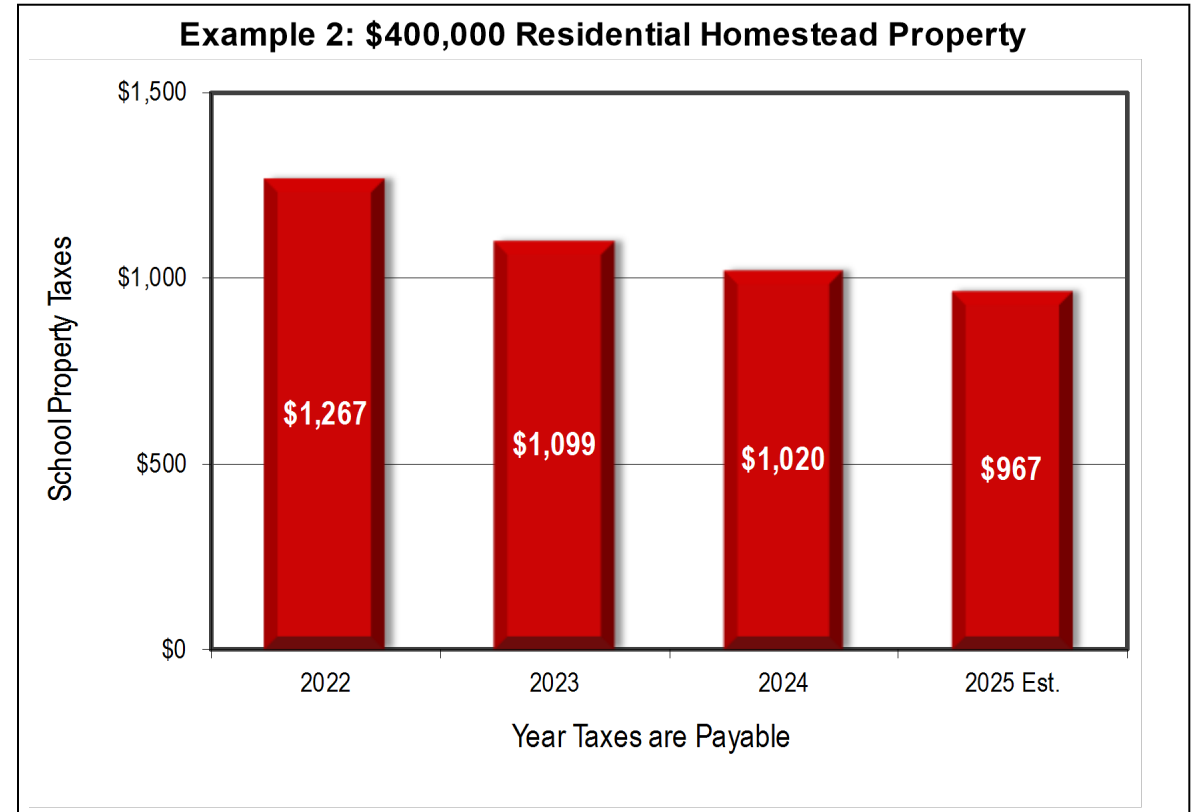
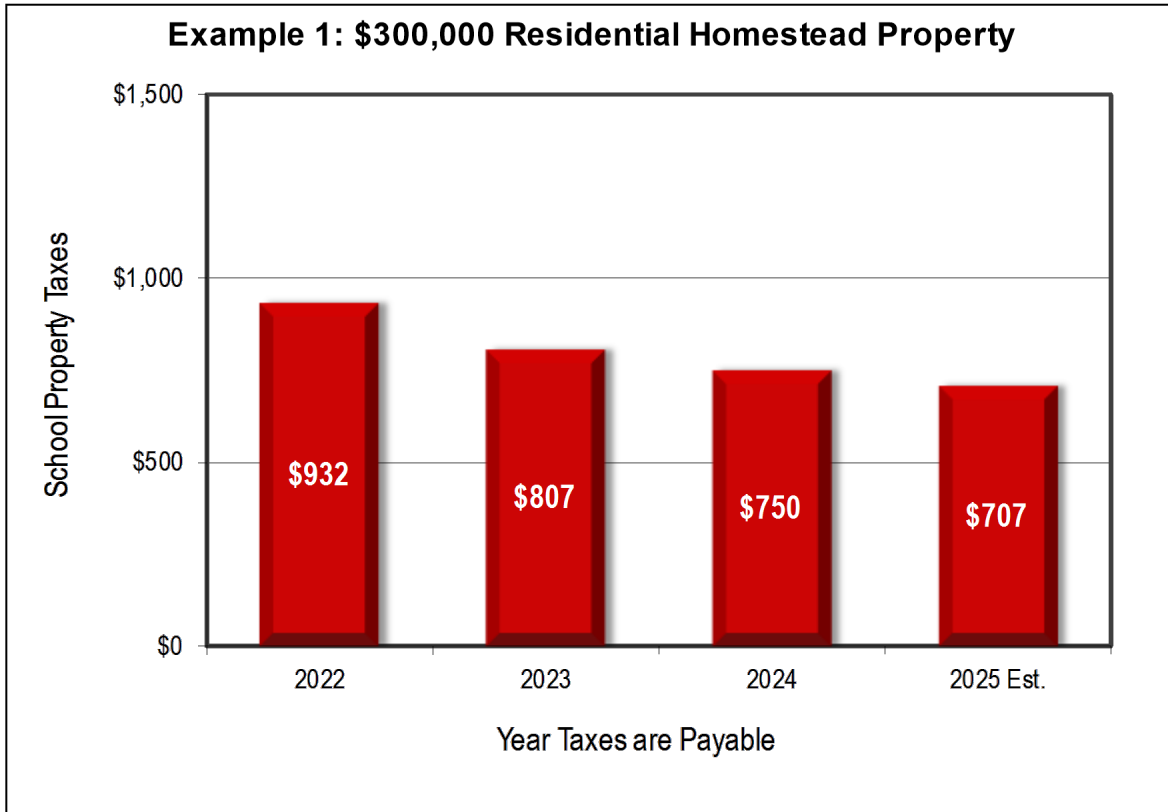
Type of Property	Estimated Market Value	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Actual Taxes Payable in 2024	Estimated Taxes Payable in 2025	Change in Taxes 2022 to 2025	Change in Taxes 2024 to 2025
Residential Homestead	\$150,000	\$430	\$370	\$344	\$318	-\$112	-\$26
	200,000	597	516	479	448	-149	-31
	250,000	765	661	615	577	-188	-38
	300,000	932	807	750	707	-225	-43
	350,000	1,100	953	885	837	-263	-48
	400,000	1,267	1,099	1,020	967	-300	-53
	500,000	1,587	1,377	1,278	1,226	-361	-52
Commercial/ Industrial	\$250,000	\$1,133	\$1,008	\$926	\$882	-\$251	-\$44
	500,000	2,413	2,153	1,975	1,879	-534	-96
	750,000	3,692	3,299	3,025	2,876	-816	-149
	1,000,000	4,971	4,444	4,074	3,873	-1,098	-201
Agricultural Homestead (average value per acre of land and buildings)	\$3,000	\$1.81	\$1.42	\$1.33	\$1.43	-\$0.38	\$0.10
	4,000	\$2.43	\$1.89	\$1.77	1.90	-0.53	0.13
	5,000	\$3.03	\$2.36	\$2.22	2.38	-0.65	0.16
	6,000	\$3.64	\$2.83	\$2.67	2.85	-0.79	0.18
Agricultural Non-homestead (average value per acre of land and buildings)	\$3,000	\$3.64	\$2.83	\$2.67	\$2.85	-\$0.79	\$0.18
	4,000	\$4.84	\$3.78	\$3.56	3.81	-1.03	0.25
	5,000	\$6.05	\$4.73	\$4.44	4.76	-1.29	0.32
	6,000	\$7.27	\$5.67	\$5.33	5.71	-1.56	0.38
Seasonal Recreational Residential	\$200,000	\$389	\$365	\$328	\$306	-\$83	-\$22
	300,000	583	548	493	459	-124	-34
	400,000	777	731	657	613	-164	-44
	500,000	971	914	821	766	-205	-55

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2025 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2022 to 2025.
4. For agricultural property, estimates of taxes include impact of School Building Bond Agricultural Credit. Average value per acre is total estimated market value of all land and buildings, divided by total acres. Homestead examples do not include value of house, garage, and one acre, for which tax impact will be same as on a residential homestead property. This calculation does not include impact of Agricultural Homestead Credit, which reduces taxes on each parcel of agricultural homestead property by varying amounts.

Estimated Changes in School Property Taxes, 2022-25

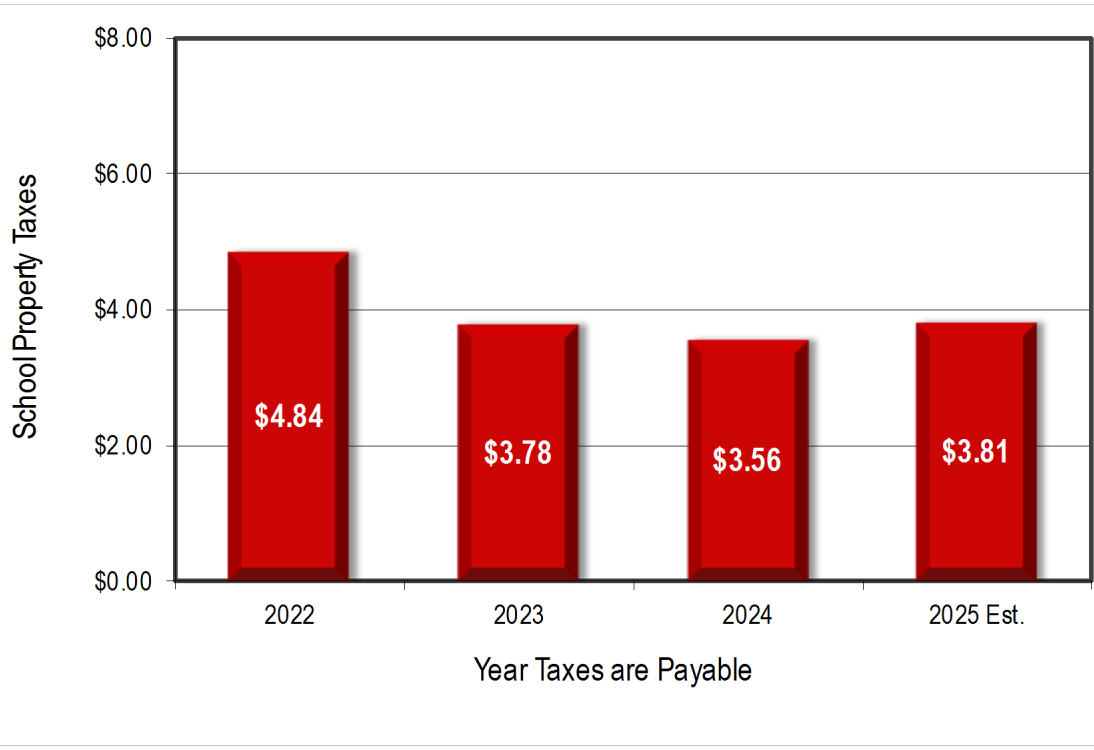
Based on No Changes in Property Value



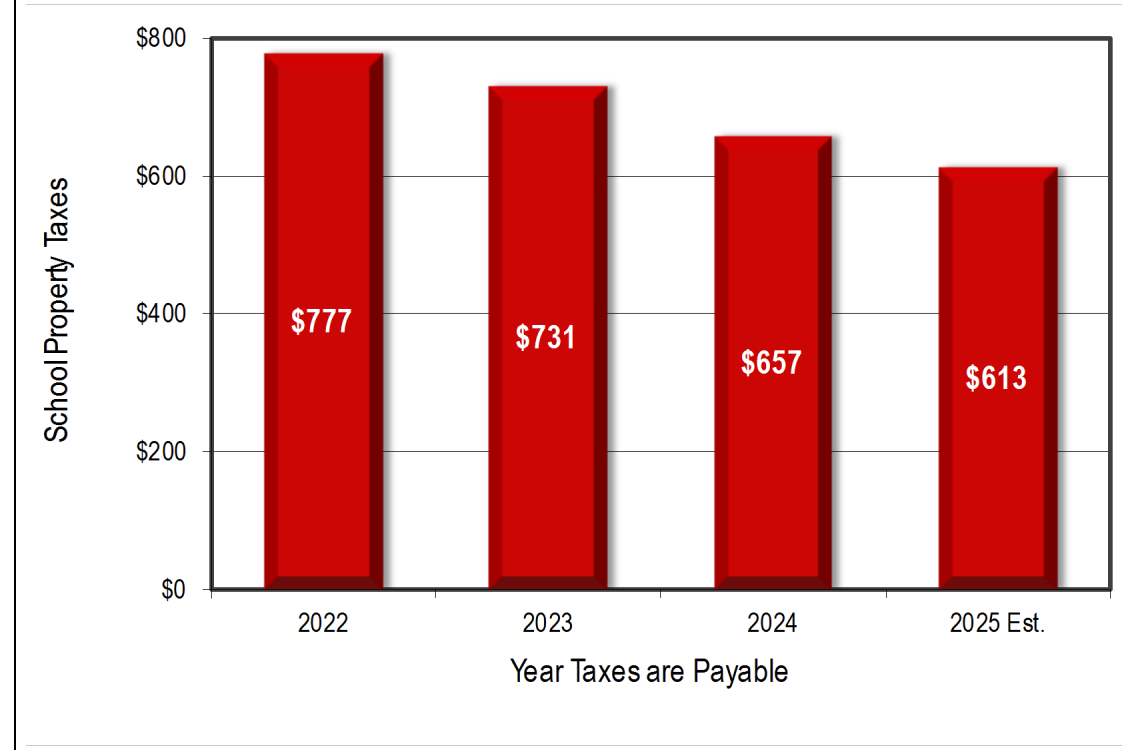
Estimated Changes in School Property Taxes, 2022-25

Based on No Changes in Property Value

Example 3: \$4,000 Agricultural - Non-Homestead Property

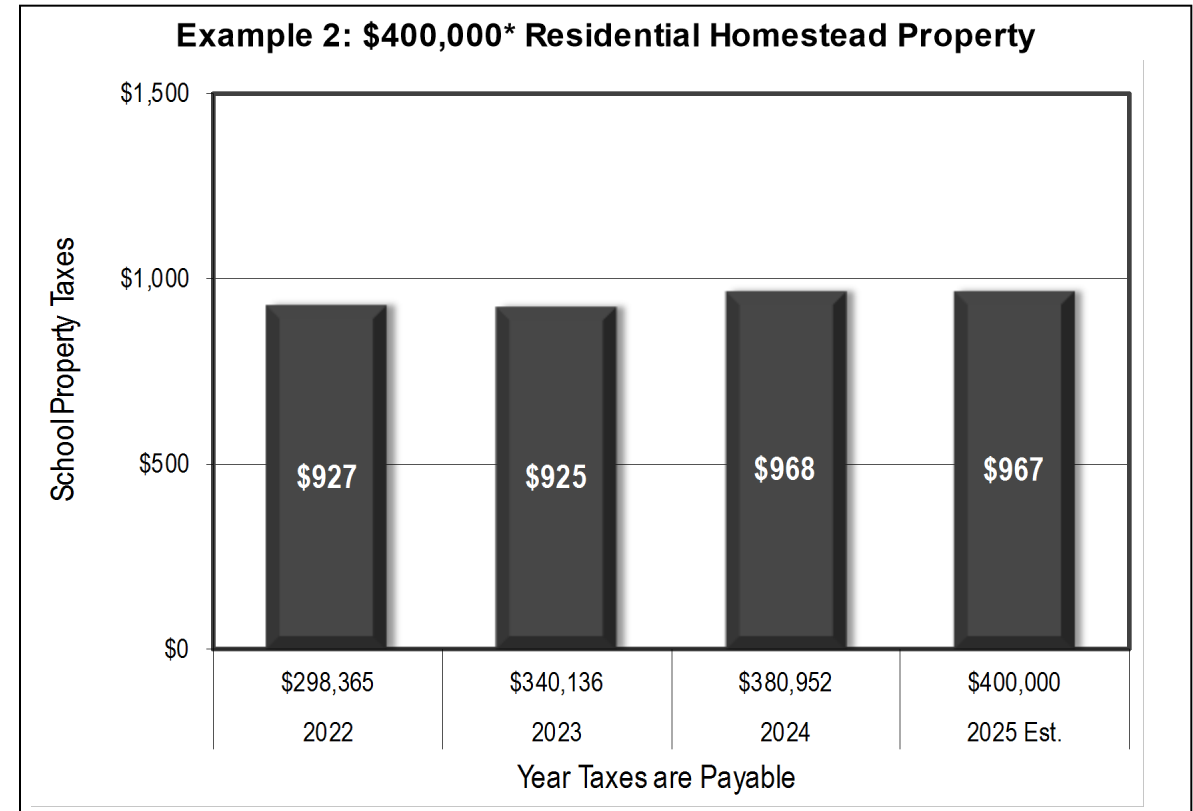
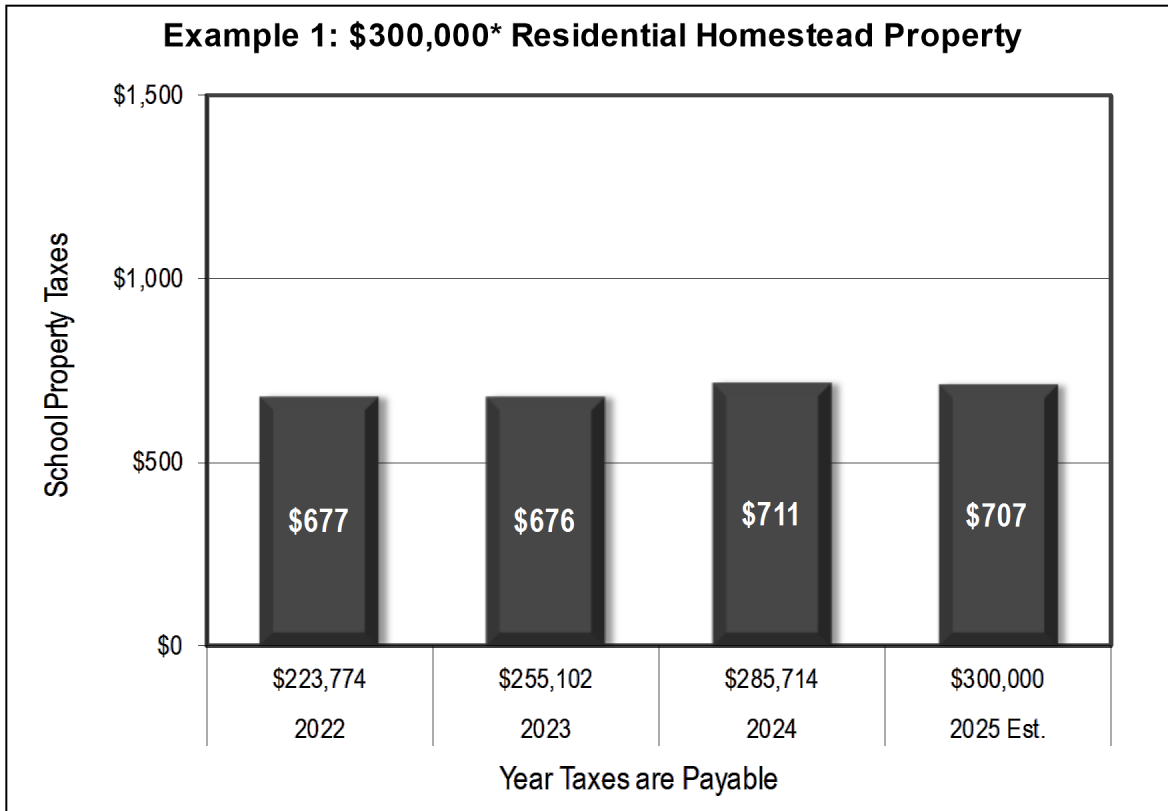


Example 4: \$400,000 Seasonal Recreational Property



Estimated Changes in School Property Taxes, 2022-25

Based on 34.1% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2025. Taxes are calculated based on changes in market value of 14.0% from 2022 to 2023, 12.0% from 2023 to 2024 and 5.0% from 2024 to 2025.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,310 for homeowners and \$2,640 for renters)

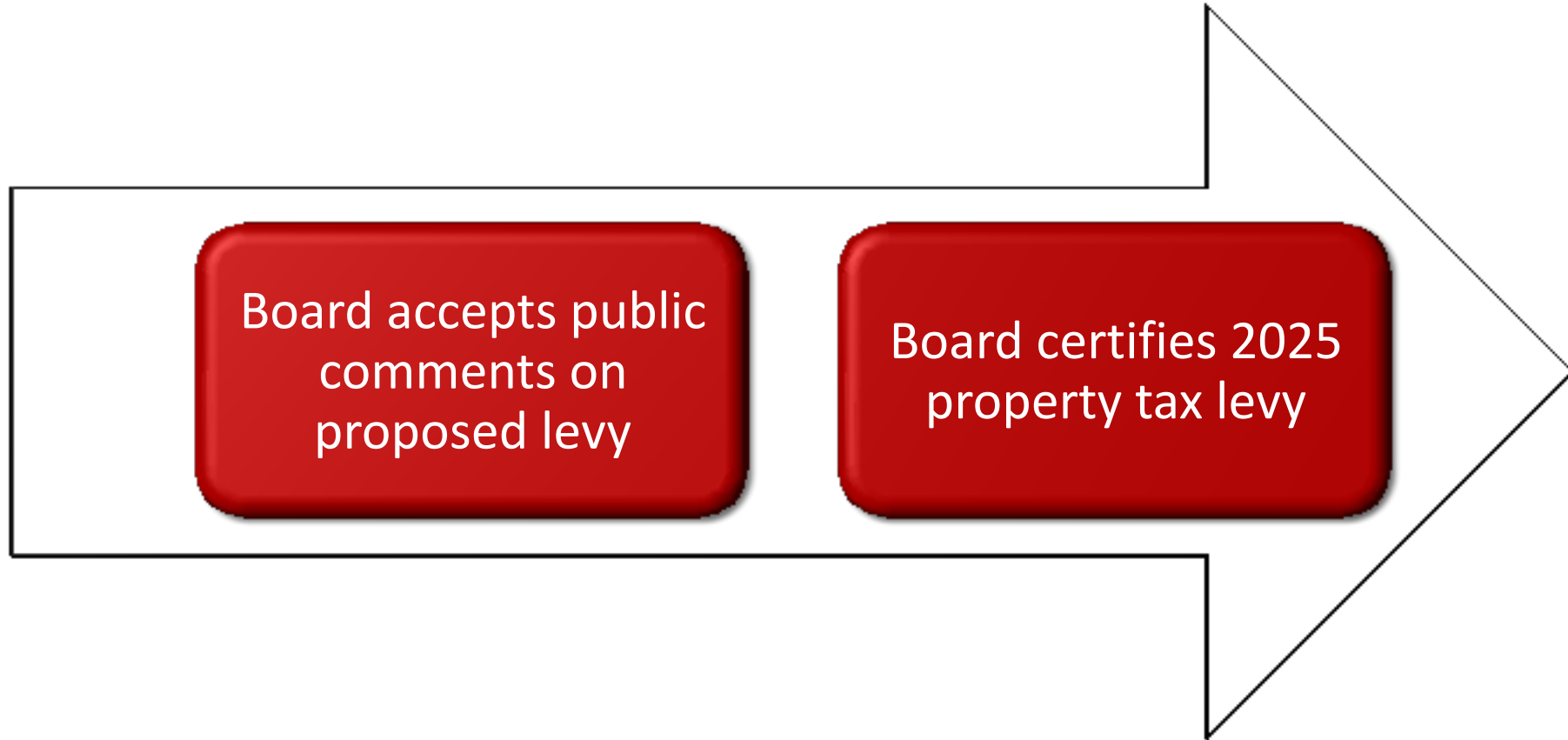
Special Property Tax Refund

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

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps



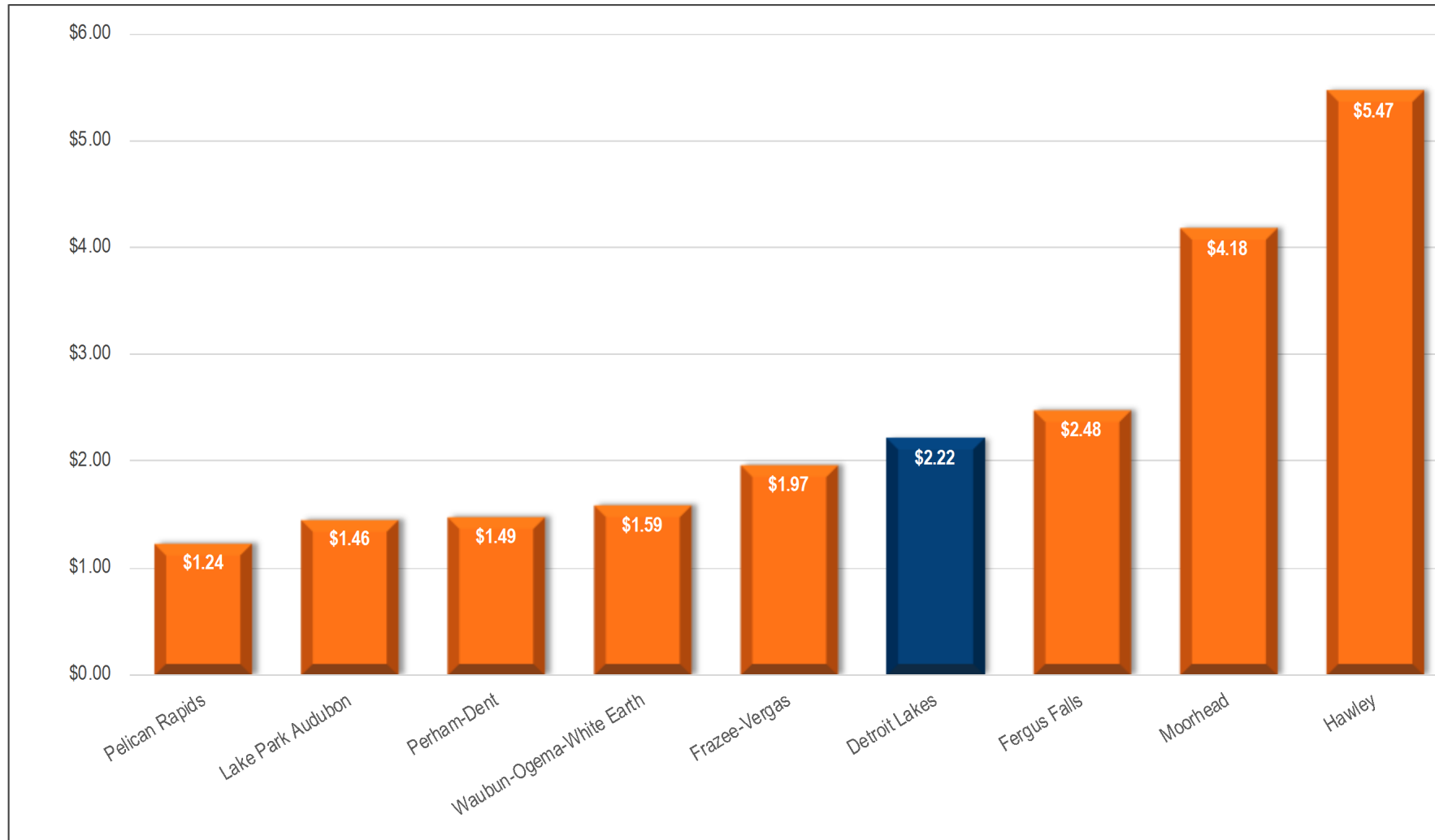
DETROIT LAKES

LAKERS



PUBLIC COMMENTS

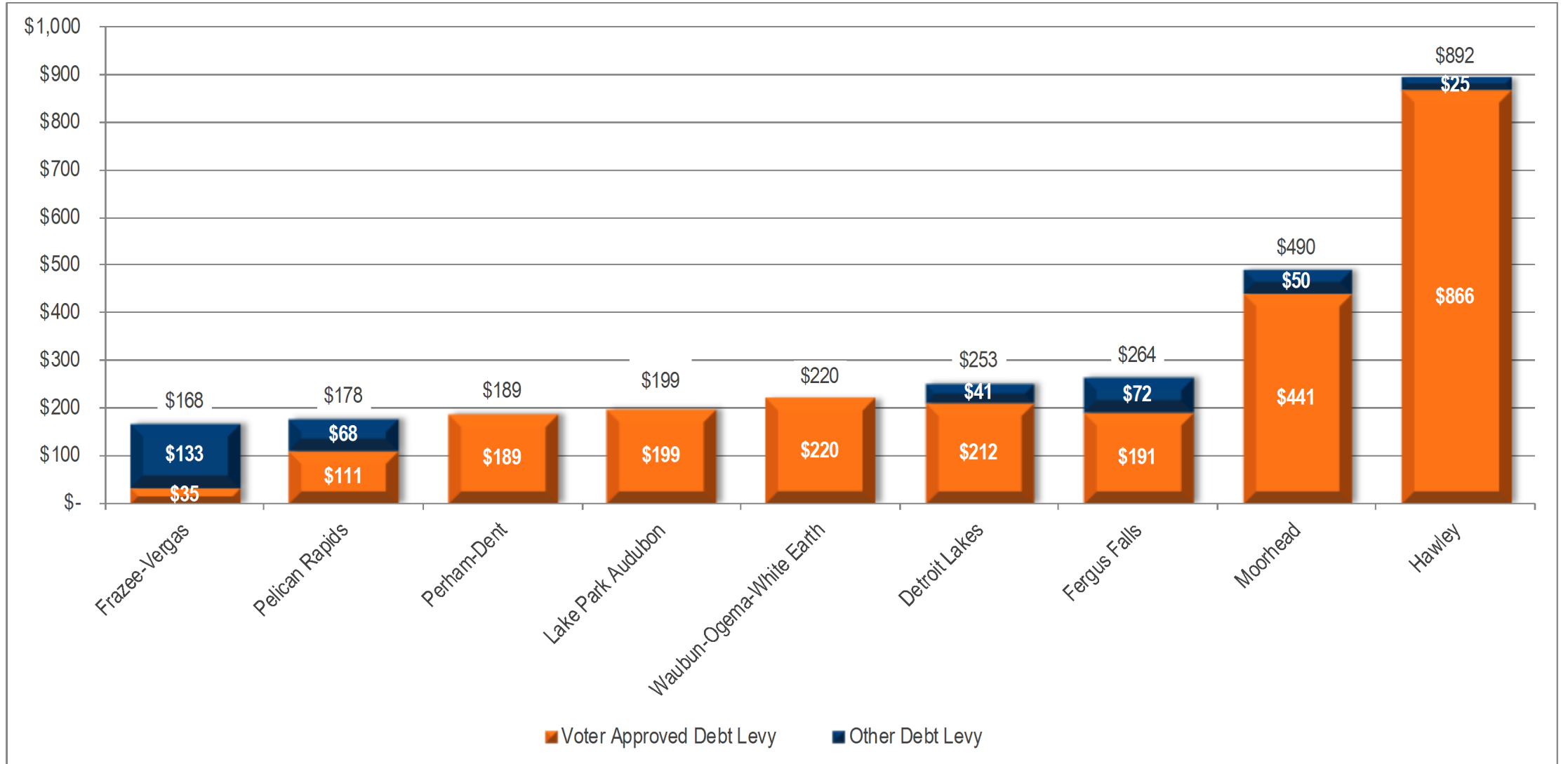
Total School Property Taxes Payable 2024 on One Acre of Ag Homestead Property with
Total Estimated Market Value of \$5,000



Source: Pay 2024 School Tax Report.

Note: Includes 70% reduction on debt service levies for School Building Bond Agricultural Credit.

Total School Debt Taxes, Payable 2024, on a Home with an Estimated Market Value of \$250,000



Source: Pay 2024 School Tax Report, Enrollment: Pay24 MDE Levy Certification. (Excludes OPEB Levy)

DATE: December 3, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Certification of 2024 Tax Levy Payable in 2025 for the 2025-26 School Year**

The Finance Committee recommends approval of the proposed tax levy for 2025-26 school year payable 2025 of \$9,953,011.38 representing an increase of \$280,624.04 or 2.90% from 2024.

Before the final levy is approved, the Department of Revenue requires all units of government to hold a Truth in Taxation Hearing. The District's Truth in Taxation Hearing will take place during the regularly scheduled board meeting on December 16th, 2024 at 6:00 PM. The district must also allow for public comment at this meeting. The final levy certification will also be adopted at this meeting.

Administration recommends the Board approve the levy.



Taxes Payable 2025
0022-01-000-000 Detroit Lakes Public School District
jkuehn23

[Home/Levy Method](#)

Home/Levy Method

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	0.00	0.00	0.00
GENERAL - RMV OTHER	2,647,379.96	2,647,379.96	2,647,379.96
GENERAL - NTC VOTER	0.00	0.00	0.00
GENERAL - NTC OTHER	2,307,836.38	2,307,836.38	2,307,836.38
COMMUNITY SERVICE - NTC OTHER	255,194.37	255,194.37	255,194.37
GENERAL DEBT - NTC VOTER	3,952,332.90	3,952,332.90	3,952,332.90
GENERAL DEBT - NTC OTHER	790,267.77	790,267.77	790,267.77
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	4,955,216.34	4,955,216.34	4,955,216.34
COMMUNITY SERVICES FUND	255,194.37	255,194.37	255,194.37
GENERAL DEBT SERVICE FUND	4,742,600.67	4,742,600.67	4,742,600.67
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	2,647,379.96	2,647,379.96	2,647,379.96
NET TAX CAPACITY	7,305,631.42	7,305,631.42	7,305,631.42

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	3,952,332.90	3,952,332.90	3,952,332.90
OTHER	6,000,678.48	6,000,678.48	6,000,678.48

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	9,953,011.38	9,953,011.38	9,953,011.38



ISD #22 – Detroit Lakes Public Schools

Public Hearing for Taxes Payable in 2025

DECEMBER 16, 2024

PRESENTED BY:
JASON KUEHN,
DIRECTOR OF FINANCE & OPERATIONS

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 30th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2025



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

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

**As a Result,
Funding is
Highly
Regulated**

State Sets:

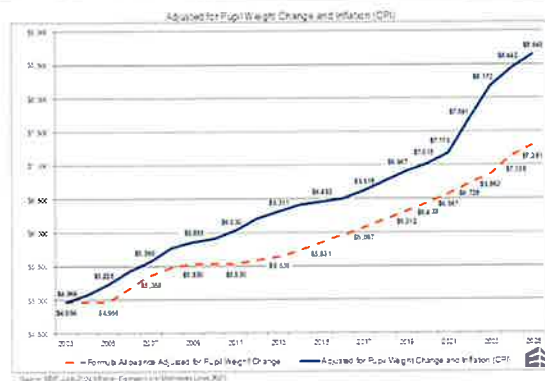
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

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

General Education Formula Allowance, 2003-25

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,364 (18.7%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,645

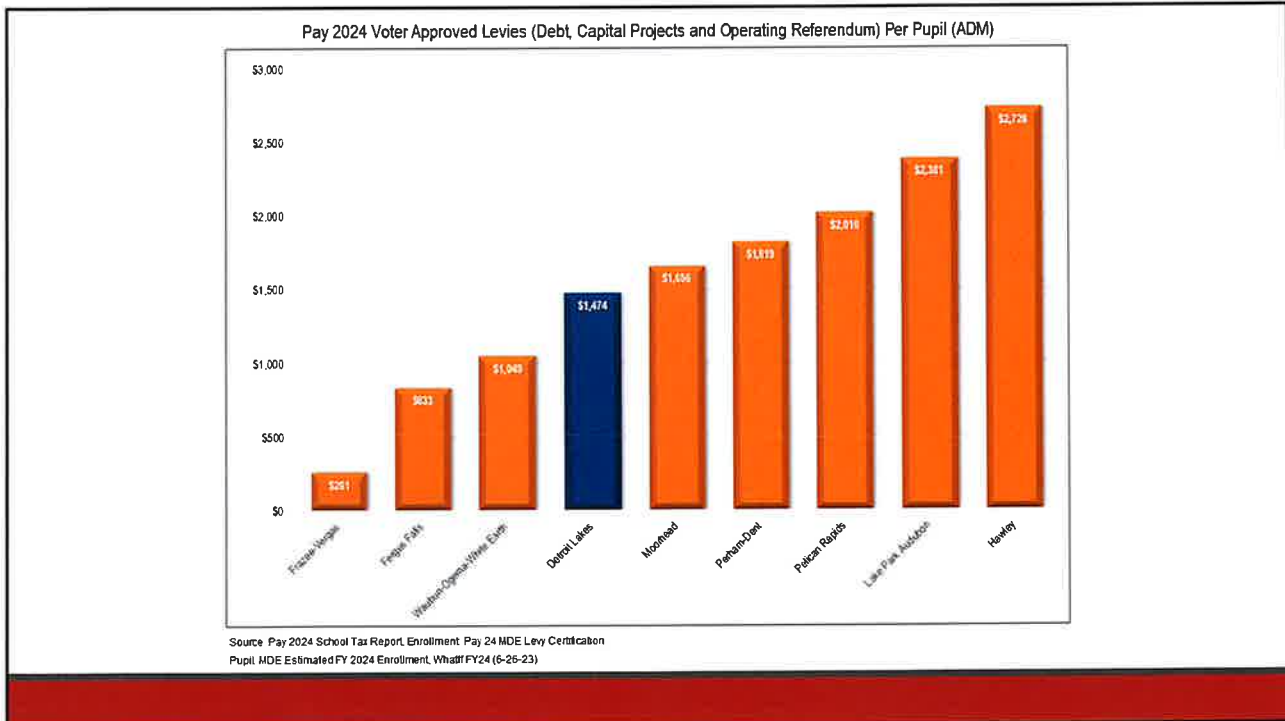


According to MN Department of Education (MDE):

FY 2023 costs of providing programs were underfunded statewide by \$726 million	Even with recent funding, costs will be underfunded by \$455 million statewide by FY 2027
---	---

Underfunding of Special Education

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



Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2025-26 budget will be adopted by School Board in June 2025.

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

Our District's Funds:

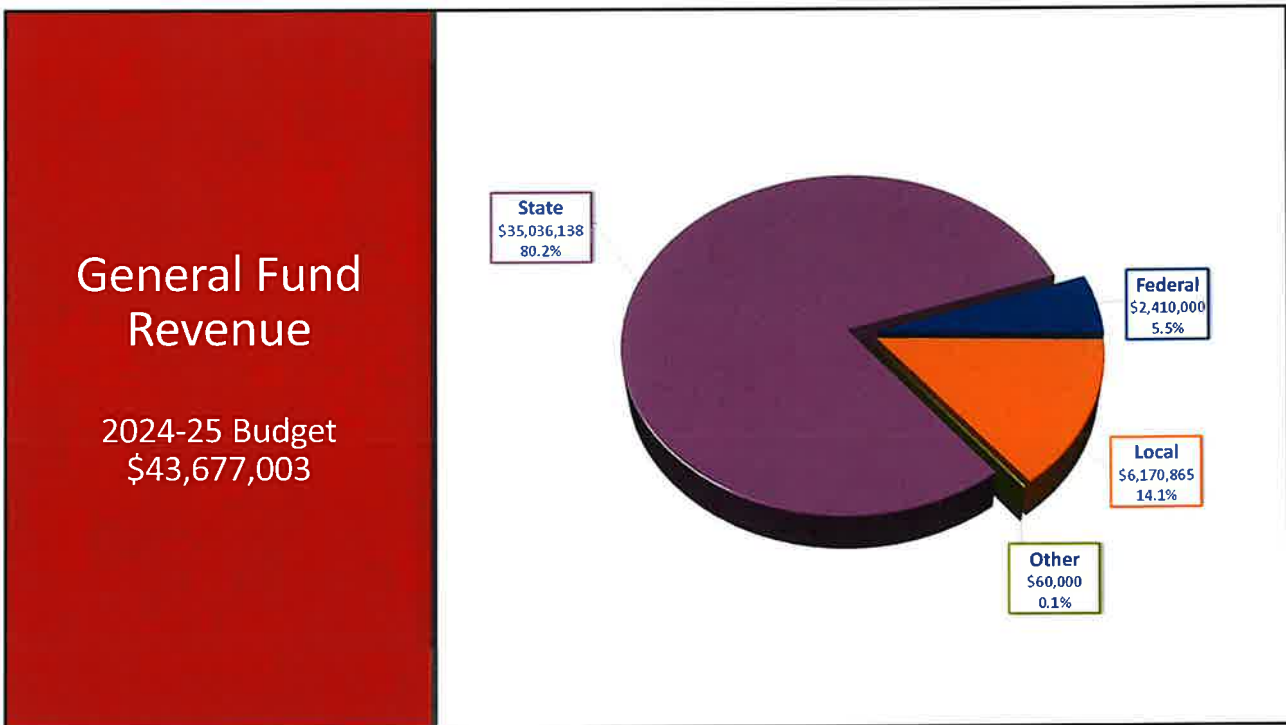
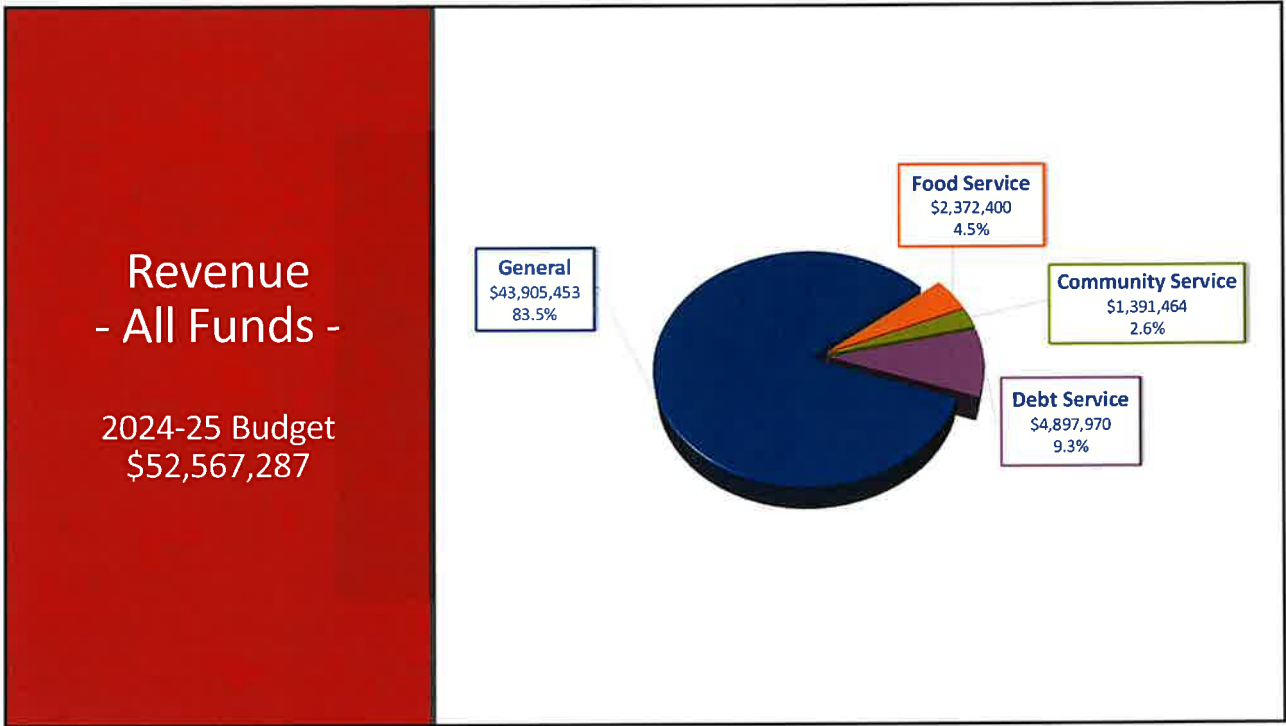
- General
- Food Service
- Community Service
- Debt Service



District Revenues & Expenditures
Actual for FY 2024, Budget for FY 2025

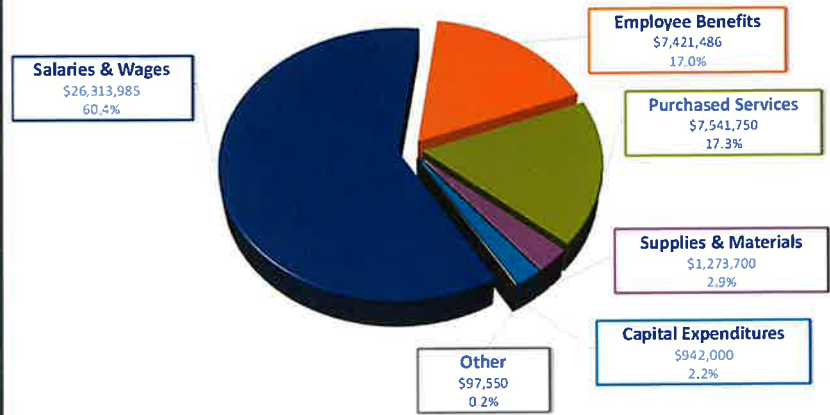
FUND	FISCAL 2024 BEGINNING	2023-24 ACTUAL		JUNE 30, 2024 ACTUAL	2024-25 BUDGET		JUNE 30, 2025 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$2,715,527	\$2,785,776	\$2,941,906	\$2,559,397	\$2,444,815	\$2,488,722	\$2,515,490
General/Other	9,283,556	41,612,368	40,046,446	10,849,478	41,460,638	41,330,199	10,979,917
Food Service	988,748	2,499,125	2,326,086	1,161,787	2,372,400	2,382,191	1,151,996
Community Service	610,955	1,378,730	1,384,273	605,412	1,391,464	1,443,832	553,044
Debt Service	695,153	4,757,275	4,608,933	843,495	4,897,970	4,706,000	1,035,465
Total All Funds	14,293,939	53,033,274	51,307,644	16,019,569	52,567,287	52,350,944	16,235,912

*Other Post Employment Benefits



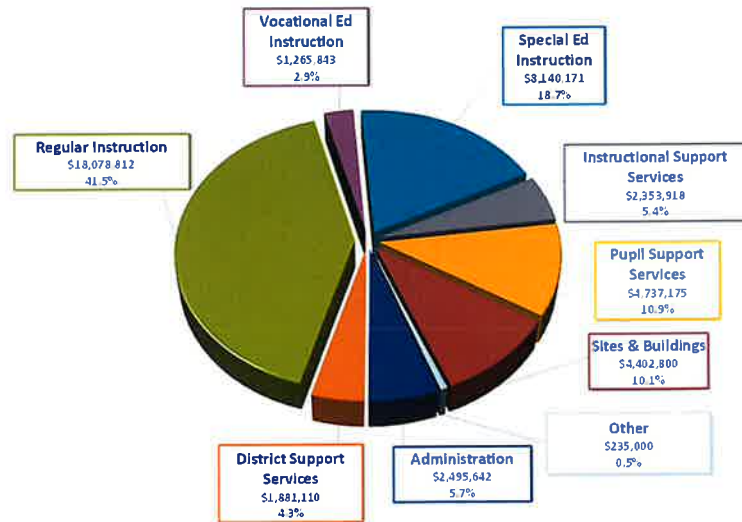
General Fund Expenditures - by Object -

2024-25 Budget
\$43,590,471





General Fund Expenditures - by Program -


2024-25 Budget
\$43,590,471




Change in Tax Levy does not Determine Change in Budget

- 

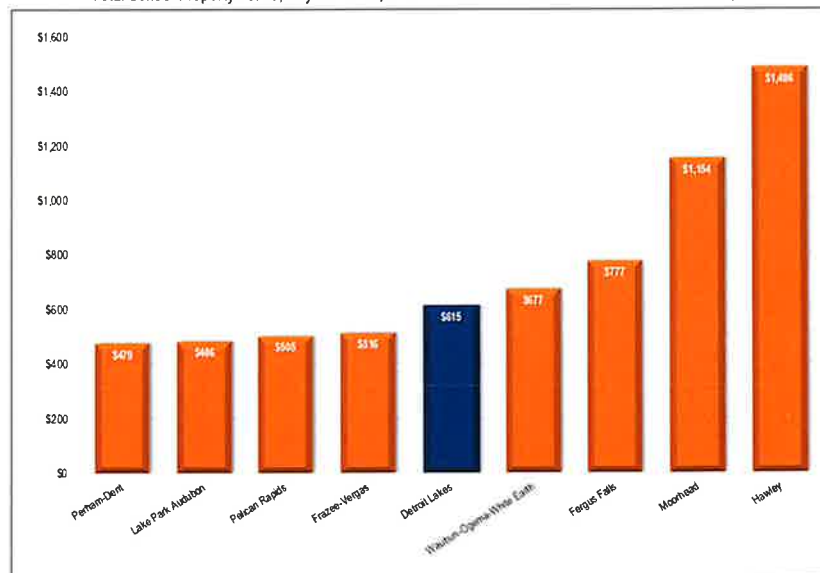
Tax levy is based on many state-determined formulas plus voter approved referendums
- 

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

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

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

Total School Property Taxes, Payable 2024, on a Home with an Estimated Market Value of \$250,000



Source: Pay 24 School Tax Report

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2025 taxes provide revenue for 2025-26 fiscal year
- Budget adopted in June 2025



City/County:

- Budget year begins January 1st
- 2025 taxes provide revenue for 2025 calendar year budget

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

Property Tax Background:

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



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 74
Spruceville, MN 55555-5555
(555) 343-6789
www.co.spruce.mn.us

TAXPAYER(S):

John and Mary Johnson
123 Pine St S
Spruceville, MN 55555-5555

Property Information:

PIN Number: 01234.56789.R1 Property Address: 789 Pine St S
Spruceville, MN 55555

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

PROPOSED TAXES 2025

THIS IS NOT A BILL. DO NOT PAY.

Step	VALUES AND CLASSIFICATION	2024	2025
1	Estimated Market Value	\$125,000	\$130,000
	Home-ward Exclusion	0	\$10,000
	Market Value	\$125,000	\$120,000
	Class	Res 1/1000	Res 1/1000

Step	PROPOSED TAX	2024	2025
2	Property taxes before credits	\$1,500.00	\$1,500.00
	School building bond credit	\$ 12.00	\$ 12.00
	Aggrandized market value credit		
	Other credits		
	Property taxes after credits	\$1,500.00	\$1,500.00

Step	PROPERTY TAX STATEMENT
3	Coming in 2025

The time to provide feedback on PROPOSED LEVIES is NOW!
It is too late to request any value adjustment to Tax Court.

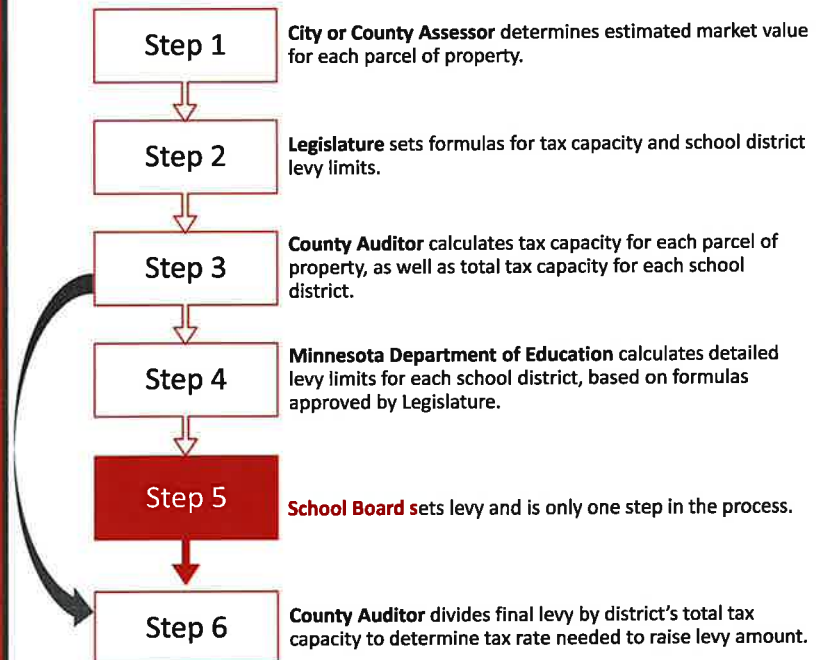
Control Information	Meeting Information	Actual 2024	Proposed 2025
State General Property Tax	No public meeting December 1, 1:00 PM	\$0	\$0
County of Spruce Spruce County Courthouse 123 Main St Spruceville, MN 55555 www.co.spruce.mn.us (555) 343-6789	December 1, 6:30 PM Spruceville City Bldg	\$408.00	\$484.14
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 343-6789	December 1, 6:30 PM Spruceville City Bldg	\$373.79	\$312.94
Spruceville School District 999 100 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 343-6789 Phone: 555-343-6789 Other Levies:	December 1, 6:00 PM Spruceville High School Cafeteria	\$399.21	\$376.05
		\$486.11	\$378.99
Maric Special Voting District	December 11, 7:30 PM Spruce Truck Center 900 Pine St	\$77.76	\$76.76
Other Special Voting District	No public meeting No public meeting	\$13.80	\$13.20
Other Special Voting District	No public meeting No public meeting	\$19.13	\$19.20
Total (excluding any special assessments)		\$1,220.89	\$1,266.49

School District Property Taxes

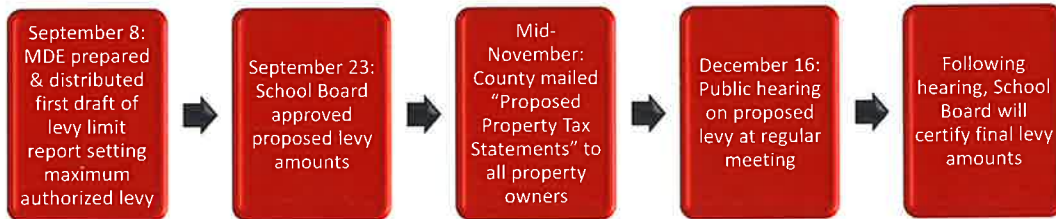
- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
 - State law
 - Voter approval

School District Property Tax Process

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



Approval of District's Tax Levy in 2024 (Payable 2025)



Overview of District's Proposed Tax Levy

- Proposed Payable 2025 tax levy is an increase from 2024 of \$280,624 or 2.9%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2024 to Proposed Levy Payable in 2025

Fund Levy Category	Actual Levy Payable in 2024	Proposed Levy Payable in 2025	\$ Change	% Change
General				
Local Optional Revenue (LOR)	2,045,028	2,102,786	57,758	
Equity	483,315	485,362	2,047	
Operating Capital	419,465	482,959	63,494	
Alternate Teacher Compensation	249,141	250,794	1,653	
Achievement and Integration	94,920	90,965	(3,955)	
Long Term Facilities Maintenance (LTFM)	665,277	692,198	26,921	
Lease Levy	299,088	297,761	(1,326)	
Other	471,578	522,194	50,616	
Prior Year Adjustments	(28,691)	30,199	58,889	
Total, General Fund	\$4,699,120	\$4,955,216	\$256,096	5.4%
Community Service				
Basic Community Education	\$155,508	\$155,508	\$0	
Early Childhood Family Education	86,282	98,568	12,287	
Other	5,180	2,834	(2,346)	
Prior Year Adjustments	(4,299)	(1,716)	2,583	
Total, Community Service Fund	\$242,671	\$255,194	\$12,523	5.2%
Debt Service				
Voter Approved	\$4,101,333	\$4,101,596	\$263	
Other	438,533	438,953	420	
Long Term Facility Maintenance (LTFM)	386,723	383,683	(3,040)	
Reduction for Debt Excess	(176,016)	(190,885)	(14,869)	
Prior Year Adjustments	23	9,254	9,231	
Total, Debt Service Fund	\$4,730,596	\$4,742,801	\$12,005	0.3%
Total Levy, All Funds	\$9,672,387	\$9,953,011	\$280,624	2.9%
Subtotal by Truth in Taxation Categories:				
Voter Approved	3,955,044	3,952,333	(2,711)	
Other	5,717,344	6,000,678	283,335	
Total	\$9,672,387	\$9,953,011	\$280,624	2.9%

Explanation of Levy Changes

Category: General Fund – Local Optional Revenue

Change: +\$57,758

Use of Funds: General Operating Expenses

Reasons for Change: Revenue is a combination of local levy & state aid. As property value increases, share of funding shifts to local levy.
 For 2024, District qualified for \$49,359.18 in state aid
 For 2025, District qualifies for \$0 in state aid

Explanation of Levy Changes

Category: General Fund – Prior Year Adjustments

Change: +\$58,889

Use of Funds: Various

Reason for Change: Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted.

Factors Impacting Individual Taxpayers' School Taxes

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

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

Impact of Property Valuations

Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy



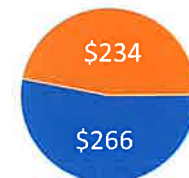
Impact of Property Valuations

Two properties in the district

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

Total levy of \$500

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





Minnesota Legislative Changes for Pay 2025

In 2023, The Minnesota State Legislature passed laws that affect property taxes for taxes payable in 2025.

Recap of major changes:

- Provided a tax benefit to homeowners by increasing the homestead exclusion for valuations between \$76,000 and \$517,000; and
- Increased the first-tier limit for Ag Homestead land to \$3.5M from \$2.15M

Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 34.1% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Amounts for 2025 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2022 to 2025
Based on No Changes in Property Values

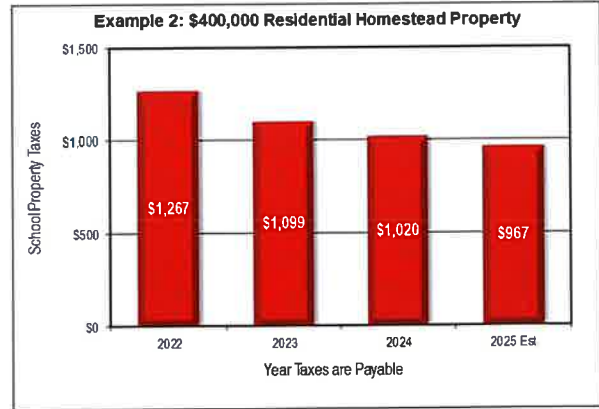
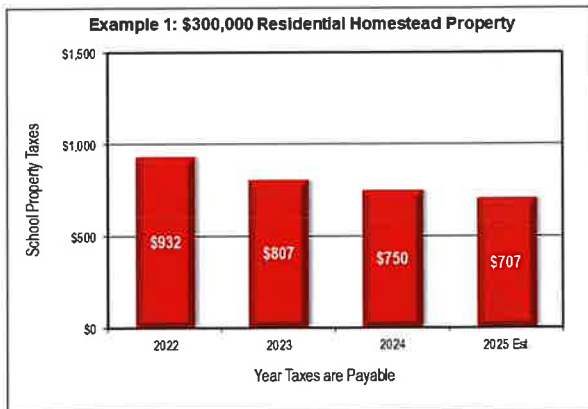
Type of Property	Estimated Market Value	Actual Taxes Payable In 2022	Actual Taxes Payable In 2023	Actual Taxes Payable In 2024	Estimated Taxes Payable In 2025	Change In Taxes 2022 to 2025	Change In Taxes 2024 to 2025
Residential Homestead	\$150,000	\$430	\$370	\$344	\$318	-\$112	-\$26
	200,000	597	516	479	448	-149	-31
	250,000	765	661	615	577	-188	-38
	300,000	932	807	750	707	-225	-43
	350,000	1,100	953	885	837	-263	-48
	400,000	1,267	1,099	1,020	967	-300	-53
500,000	1,587	1,377	1,278	1,226	-361	-52	
Commercial/ Industrial	\$250,000	\$1,133	\$1,008	\$926	\$882	-\$251	-\$44
	500,000	2,413	2,153	1,975	1,879	-534	-96
	750,000	3,692	3,299	3,025	2,876	-816	-149
	1,000,000	4,971	4,444	4,074	3,873	-1,098	-201
Agricultural Homestead (average value per acre of land and buildings)	\$3,000	\$1.81	\$1.42	\$1.33	\$1.43	-\$0.38	\$0.10
	4,000	\$2.43	\$1.89	\$1.77	1.90	-0.53	0.13
	5,000	\$3.03	\$2.36	\$2.22	2.38	-0.65	0.16
	6,000	\$3.64	\$2.83	\$2.67	2.85	-0.79	0.18
Agricultural Non-homestead (average value per acre of land and buildings)	\$3,000	\$3.64	\$2.83	\$2.67	\$2.85	-\$0.79	\$0.18
	4,000	\$4.84	\$3.78	\$3.56	3.81	-1.03	0.25
	5,000	\$6.05	\$4.73	\$4.44	4.76	-1.29	0.32
	6,000	\$7.27	\$5.67	\$5.33	5.71	-1.56	0.38
Seasonal Recreational Residential	\$200,000	\$389	\$365	\$328	\$306	-\$83	-\$22
	300,000	583	548	493	458	-124	-34
	400,000	777	731	657	613	-164	-44
Residential	400,000	777	731	657	613	-164	-44
	500,000	971	914	821	766	-205	-55

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2025 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2022 to 2025.
4. For agricultural property, estimates of taxes include impact of School Building Bond Agricultural Credit. Average value per acre is total estimated market value of all land and buildings, divided by total acres. Homestead examples do not include value of house, garage, and one acre, for which tax impact will be same as on a residential homestead property. This calculation does not include impact of Agricultural Homestead Credit, which reduces taxes on each parcel of agricultural homestead property by varying amounts.

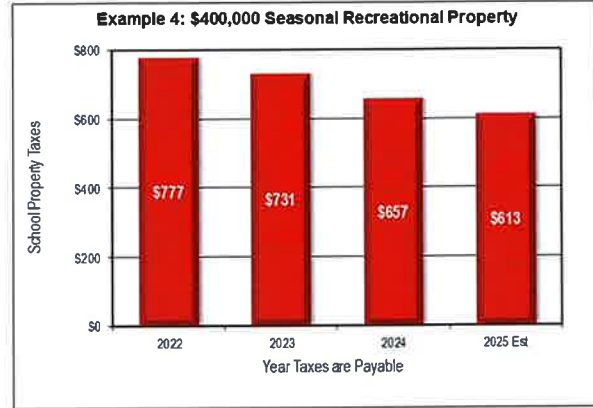
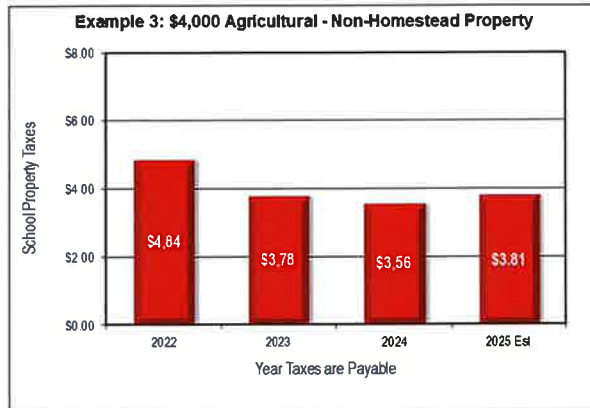
Estimated Changes in School Property Taxes, 2022-25

Based on No Changes in Property Value



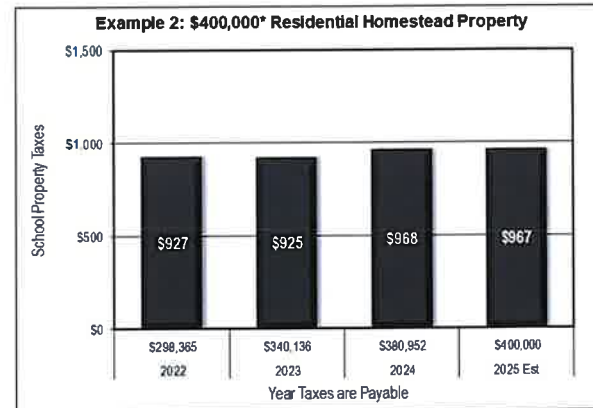
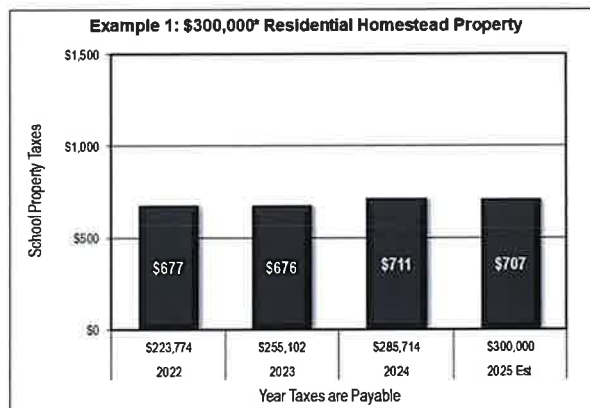
Estimated Changes in School Property Taxes, 2022-25

Based on No Changes in Property Value



Estimated Changes in School Property Taxes, 2022-25

Based on 34.1% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2025. Taxes are calculated based on changes in market value of 14.0% from 2022 to 2023, 12.0% from 2023 to 2024 and 5.0% from 2024 to 2025.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,310 for homeowners and \$2,640 for renters)

Special Property Tax Refund

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

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps

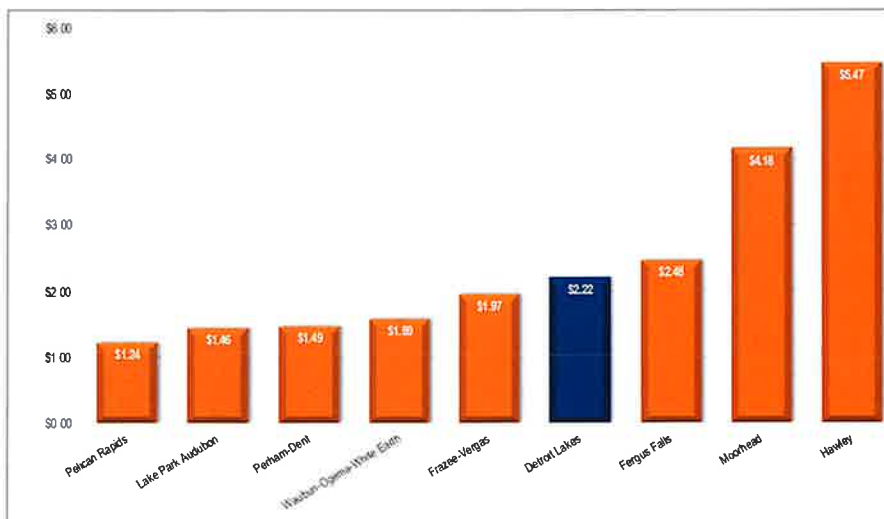
Board accepts public comments on proposed levy

Board certifies 2025 property tax levy



PUBLIC COMMENTS

Total School Property Taxes Payable 2024 on One Acre of Ag Homestead Property with Total Estimated Market Value of \$5,000



Source: Pay 2024 School Tax Report
Note: Includes 70% reduction on debt service levies for School Building Bond Agricultural Credit

