



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING

Monday, April 28, 2025 - 5:30 PM

City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

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

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

BOARD MEMBERS:

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

Michael Walther
28030 County Hwy 34
Callaway, MN 56521
218.841.3709

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

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

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

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

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

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the April 28, 2025 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

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

VII. DONATIONS

A. \$95 from the Bell Bank Custom Card Program to Detroit Lakes Public Schools.

B. \$100 worth of gas cards from the Wahls Family for the Laker Cupboard.

C. \$250 from Gene Gaffney to DLHS Band.

D. \$500 worth of Legos from Glenice Mehrwerth to Lincoln Education Center.

E. \$500 from Bakke Lutheran Church to the Laker Cupboard.

VIII. PROGRAM PRESENTATIONS

A. Title Programming

Presenter: Renee Kerzman, Director of Curriculum, Instruction, and Technology.

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 March 24, 2025 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. 301- School District Administration

2. 302- Superintendent

3. 303- Superintendent Selection

4. 304- Superintendent Contract, Duties, and Evaluation.

5. 305- Policy Implementation

6. 306- Administrator Code of Ethics

7. 307- Administrator/Self-Performance Appraisal Policy

F. Approve the Adult Education agreements between Detroit Lakes Public Schools and Ada-Borup West, Frazee-Vergas, Lake Park-Audubon, New York Mills, Norman County East, Pelican Rapids, Perham, Rothsay, and Ulen-Hitterdal School Districts for the 2025-2026 school year.

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. First Reading of Policies:

Presenter: Steffl, Board Chair

1. 401-Equal Employment Opportunity

2. 402-Disability Nondiscrimination

3. 403- Discipline, Suspension, Dismissal of School District Employees

4. 404-Employment Background Checks

5. 405-Veteran's Preference

6. 406-Public and Private Personnel Data

7. 407-Employee Right-to-Know - Exposure to Hazardous Substances

8. 408-Subpoena of a School District Employee

9. 409-Employee Publications, Instructional Materials, Interventions and Creations

10. 902-Rental Policy - Buildings and Facilities

XI. 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 selection of Health Partners for the 2025-2027 Health Insurance Coverage.

XII. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

1. District Updates

2. Laker Ripple Award

B. Board Committee and Representative Reports

1. Student Report

Presenter: Wimmer/Martin, Student Board Representative

2. SUP Coalition

Presenter: Okeson, Board Treasurer

3. Finance Committee
Presenter: Okeson, Board Treasurer
4. District Advisory Committee
Presenter: Nelson, Director
5. Activities Committee
Presenter: Smith-Yliniemi, Board Clerk
6. BCCI
Presenter: Rotter, Vice Chair
7. ECFE Advisory
Presenter: Rotter, Vice Chair
8. Facilities Committee
Presenter: Steffl, Board Chair
9. Washington Ball Park Committee
Presenter: Steffl, Board Chair

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Electric Laker Robotics Open House- 04/28/25 4:30PM MState Room G104
- B. Freshman Commitment to Graduate- 04/30/25 2:15PM Lakeshirts Fieldhouse
- C. AIPAC- 05/01/25 5:30PM Middle School
- D. ABE Graduation Ceremony- 05/08/25 2:00PM MState Room C101
- E. FFA Banquet-05/09/25 6:00PM DLHS
- F. Eagle Feather Ceremony-05/14/25 5:30PM DLHS
- G. Finance Committee Meeting- 05/14/25 2:00PM District Office
- H. Regular School Board Meeting-05/19/25 5:30PM City Council Chambers
- I. DLHS Graduation- 05/23/25 2:00PM Lakeshirts Fieldhouse

XIV. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. • 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
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. • 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
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. • 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.



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

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

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

Absent:None Sanford Nelson

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

The Pledge of Allegiance was recited.

A motion was made by Rotter seconded by Walther, to approve the agenda. Motion carried unanimously.

Donations were made by the following:

- \$100 from Alpha Delta Kappa for Project SEARCH
- \$225 worth of Pizza from Papa Murphy's Pizza for ECCE Polar Fest Icy Adventures Family Event.
- \$350 Small Engine from Matt Boeke for the Small Engines class.
- \$600 from DL Rotary Breakfast Club for Roosevelt Science Fair.
- \$5,000- from BTB for Laker Robotics
- \$5,000 from an Anonymous Donor for the Detroit Lakes Middle School Band for Music Stands.
- Laker Cupboard
- \$130 worth of Gift Cards- DLPD Battle of the Badges
- \$215- DLPD Battle of the Badges
- \$400- Catholic Daughters of Americas Court Holy Rosary
- Dental Supplies- Anonymous
- Hygiene Products- Anonymous

Program presentations were given by Jackie Buboltz and Katie Biggar.

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

- A. Approve the Minutes of the February 24, 2025 Regular School Board Meeting. .
- B. Approve K-12 Computer Checks #709274-709341, and #709402-709487 for a total of \$453,297.42. Approve Hand Payable Checks #708967-709001, #709079-709144, #709210-709259, Voided Checks #708939, #708988, #708989, #709091, #709093, Wire Transfers #12757-12764, #12786-12790, #12826-12827, #12903-12911, #12933-12941, #12949-12965, #12973-12974, #12987-13002, and #13006-13017 in the amount of \$2,167,821.37. Approve Net Payroll Transfers on 2/14/2025 and 2/28/2025 in the amount of \$1,615,817.38 for a total of \$4,236,936.17..
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
 - a. 206-Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
 - b. 207-Public Hearing
 - c. 208-Development, Adoption, and Implementation of Policies
 - d. 209-Code of Ethics
 - e. 210-Conflict of Interest - School Board Members

- f. 211- Criminal or Civil Action Against School District, School Board Members, Employee, or Student
 - g. 212- School Board Member Development
 - h. 213- School Board Committees
 - i. 214- Out-of-State Travel by School Board Members
 - j. 524-Student Access to and Use of Networked Information Resources
- E. Approve the DLCCC Swimming Pool Lease Agreement for 2025-2027.
- F. Approve the Spring 2025 Coaches List.

Discussion was had on the following:

- 1. First Reading of Policies:
 - a. 301- School District Administration
 - b. 302- Superintendent
 - c. 303- Superintendent Selection
 - d. 304- Superintendent Contract, Duties, and Evaluation.
 - e. 305- Policy Implementation
 - f. 306- Administrator Code of Ethics
 - g. 307- Administrator/Self-Performance Appraisal Policy

A motion was made by Walther, seconded by Rotter to Approve the Out-of-State Travel Request for Rachelle Isaacson. Approve the Open Enrollment - The School Board grants permission to administration at its discretion to determine when to close open enrollment to a grade level as enrollment necessitates. Motion carried unanimously.

A motion was made by Smith-Yliniemi, seconded by Walther to Approve the Out-of-State Travel request for High School TOSA Student Success Coordinator. Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to Approve the 2024-2025 DLESP Seniority List. Motion carried unanimously.

A roll call vote was made to Approve the Resolutions Relating to the Termination and Non-Renewal of the Teaching Contracts of Summer Dobratz, Shauntel Johannes, Masyn Johnson, Lauren Justesen, David Miller, Clare Nemec, Skyler Presler upon the conclusion of the 2024-2025 School Year. Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Student representatives gave a report on the happenings around the district.

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

A motion by Okeson, to adjourn the meeting at 6:42 PM, seconded by Rotter. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

PERSONNEL AGENDA

March 24, 2025

1) **Resignations:**

Matt Brown– Roosevelt Special Education Para, effective May 23,2025.
Kari Kirby– High School Custodian, effective March 21, 2025.
Shane Nerby– Middle School Special Education Teacher, effective May 23, 2025.
Markus Okeson– JV Softball Coach, effective January 22, 2025.
Jenna Pipek– 8th Grade Softball Coach, effective March 7, 2025.
Allie Sanders– Roosevelt Special Education Para, effective March 6, 2025.
Mike Scolley– High School Assistant Softball Coach, effective March 4, 2025.
Art Specht– High School JV Baseball, effective January 30, 2025.
Abigail Voz– Rossman Special Education Para, effective February 12, 2025.

2) **Retirements:**

Leah Hamann– Adult Education Instructor, effective June 6, 2025.
Christina Lof– High School Special Education Teacher, effective end of 24-25 school year.

3) **Appointments:**

Julie Berntson– High School Assistant Varsity Softball Coach, at the rate of \$3,406.20 per season, effective March 7, 2025.
Breah Branden– Rossman Special Education Paraprofessional, at the rate of \$18.35 per hour, working 37.5 hours per week, effective March 18, 2025.
Jenna Castegnari– High School JV Softball Coach, at the rate of \$3,151.61 per season, effective March 10, 2025.
Matt Jenson– High School JV Baseball Coach, at the rate of \$3,151.61 per season, effective March 7, 2025.
Mack Jones– High School Spring Speed & Strength Coordinator, at the rate of \$2,749.38 per season, effective March 7, 2025.
Troy Larson– High School 9th Grade Girls Track Coach, at the rate of \$2,701.38 per season, effective March 7, 2025.
Nikki Oliver– Middle School Softball Coach, at the rate of \$2,026.04 per season, effective March 31, 2025.
Zach Oistad– High School 9th Grade Baseball Coach, at the rate of \$2,701.38 per season, effective March 10, 2025.
Jason Satter– 9th Grade Softball Coach, at the rate of \$2,701, per season, effective March 19, 2025.
Aimee Truedson– High School Head Softball Coach, at the rate of \$5,145.14 per season, effective March 10, 2025.
Darin Zimmerman– Middle School Track Coach, at the rate of \$2,026.04 per season, effective March 31, 2025.

4) **Amended Assignment:**

Kelli Hanninen– is amending her assignment from Fifth Grade Teacher 1.0 FTE to ADSIS Interventionist 0.8 FTE, effective August 25, 2025.
Cali Harrier– High School Freshman Seminar teacher is amending her assignment to Teacher on Special Assignment Student Success, effective July 1, 2025.
Andrea Judisch– Rossman ADSIS Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.
Tammy Langworthy– Roosevelt Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.
Nicholas Lenzen– is amending his assignment from Middle School Basketball Coach to Middle School Baseball Coach, effective April 1, 2025.
Katie Swanhorst– Rossman ADSIS Interventionist is amending her assignment from 1.0 FTE to 0.8 FTE, effective August 25, 2025.

5) **Leave of Absence:**

Julie Bemis– Rossman Special Education para is requesting an intermittent leave of absence from January 22, 2025 through March 19, 2025.
Amy Lakin– High School Science Teacher is requesting a 5 year leave of absence starting with the 2025-2026 school year and ending with the 2029-2030 school year.
Trisha Mariotti– Roosevelt Principal is requesting a leave of absence from March 20,

2025 through May 1, 2025.

6) **Terminations:**

Check Register by Bank and Check

4/10/2025

9:36 AM

Check Number: 0-2147483647 Payment Date: 04/14/2025-04/14/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13395	709544	Check	1	1016	REMIT	ACME TOOLS	Yes	No	No	04/14/2025	805.92
		13394	709545	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	04/14/2025	787.24
		13396	709546	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	04/14/2025	165.00
		13397	709547	Check	1	1041		AMERICAN TIME & SIGNAL CO.	Yes	No	No	04/14/2025	191.90
		13398	709548	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	04/14/2025	1,482.50
		13497	709549	Check	1	3718		BARKER, MEG	Yes	No	No	04/14/2025	30.90
		13399	709550	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	04/14/2025	390.00
		13487	709551	Check	1	3705		BERGEN'S GREENHOUSES, INC.	Yes	No	No	04/14/2025	3,449.98
		13401	709552	Check	1	1143		BRENCO CORP.	Yes	No	No	04/14/2025	1,521.29
		13498	709553	Check	1	3719		BRINK, REBECCA	Yes	No	No	04/14/2025	20.00
		13480	709554	Check	1	3422		BROADWAY LICENSING GROUP	Yes	No	No	04/14/2025	710.40
		13402	709555	Check	1	1151		BRUSHMARKS SIGN	Yes	No	No	04/14/2025	60.00
		13404	709556	Check	1	1192		CENTRAL MARKET	Yes	No	No	04/14/2025	418.60
		13493	709557	Check	1	3714		Continued.com LLC	Yes	No	No	04/14/2025	218.00
		13405	709558	Check	1	1231		CULINEX	Yes	No	No	04/14/2025	234.03
		13489	709559	Check	1	3709		CURTIS ALAN HED INC.	Yes	No	No	04/14/2025	950.00
		13400	709560	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	04/14/2025	107.03
		13406	709561	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	04/14/2025	2,344.96
		13407	709562	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	04/14/2025	110.00
		13476	709563	Check	1	2924	REMIT	DEWEY, NICOLE	Yes	No	No	04/14/2025	400.00
		13492	709564	Check	1	3713		DIRTY HIPPIE PHOTOGRAPHY	Yes	No	No	04/14/2025	650.00
		13408	709565	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	04/14/2025	160.00
		13409	709566	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	04/14/2025	10,397.05
		13474	709567	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	04/14/2025	308.60
		13472	709568	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	04/14/2025	418.86
		13410	709569	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	04/14/2025	30.00
		13411	709570	Check	1	1337		ESTR PUBLICATIONS	Yes	No	No	04/14/2025	68.60
		13412	709571	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	04/14/2025	1,778.00
		13413	709572	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	04/14/2025	2,526.00
		13414	709573	Check	1	1421		GOPHER SPORT	Yes	No	No	04/14/2025	1,038.00
		13415	709574	Check	1	1426		GRAINGER, INC.	Yes	No	No	04/14/2025	661.16
		13416	709575	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	04/14/2025	3,436.89
		13417	709576	Check	1	1457		HAWKINS, INC.	Yes	No	No	04/14/2025	924.60
		13418	709577	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	04/14/2025	1,100.00
		13419	709578	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	04/14/2025	5,185.94
		13420	709579	Check	1	1511		HOUGH INC.	Yes	No	No	04/14/2025	1,163.18
		13473	709580	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	04/14/2025	504.79
		13421	709581	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	04/14/2025	5,451.00
		13490	709582	Check	1	3710		IMAGINABLE	Yes	No	No	04/14/2025	2,370.10

Check Register by Bank and Check

4/10/2025

9:36 AM

Check Number: 0-2147483647 Payment Date: 04/14/2025-04/14/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13479	709583	Check	1	3384		INDUSTRIAL ARTS SUPPLY CO.	Yes	No	No	04/14/2025	542.07
		13422	709584	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LLC	Yes	No	No	04/14/2025	388.11
		13423	709585	Check	1	1560		INSTRUMENTALIST AWARDS LLC	Yes	No	No	04/14/2025	177.00
		13424	709586	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	04/14/2025	29.00
		13425	709587	Check	1	1593		JOHN KOOPMANN PIANO TUNING	Yes	No	No	04/14/2025	125.00
		13426	709588	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	04/14/2025	280.35
		13427	709589	Check	1	1607		JOSEPHSON, DANIEL	Yes	No	No	04/14/2025	802.40
		13428	709590	Check	1	1608		JOSTENS	Yes	No	No	04/14/2025	1,201.30
		13484	709591	Check	1	3582		KRUSEMARK, LEEANNE	Yes	No	No	04/14/2025	75.00
		13429	709592	Check	1	1648		LAKER LOCKER	Yes	No	No	04/14/2025	816.00
		13430	709593	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	04/14/2025	126.00
		13431	709594	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	04/14/2025	137.97
		13403	709595	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	04/14/2025	43.12
		13432	709596	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	04/14/2025	2,889.12
		13438	709597	Check	1	1772	REMIT	MASBO	Yes	No	No	04/14/2025	290.00
		13433	709598	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	04/14/2025	174.74
		13434	709599	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONTR	Yes	No	No	04/14/2025	5,428.51
		13435	709600	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	04/14/2025	40.00
		13436	709601	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	04/14/2025	465.00
		13437	709602	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	04/14/2025	212.40
		13486	709603	Check	1	3704		MISSION FILTRATION	Yes	No	No	04/14/2025	1,483.79
		13475	709604	Check	1	2822		MISSION MECHANICAL	Yes	No	No	04/14/2025	820.00
		13439	709605	Check	1	1778		MN COMMUNITY EDUCATION ASSOC.	Yes	No	No	04/14/2025	50.00
		13440	709606	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	04/14/2025	20,542.39
		13441	709607	Check	1	1805		MORAN, SHAUNA	Yes	No	No	04/14/2025	30.00
		13442	709608	Check	1	1819		MULTI-HEALTH SYSTEMS	Yes	No	No	04/14/2025	200.00
		13478	709609	Check	1	3234		MYNA THERAPY SERVICES, PLLC	Yes	No	No	04/14/2025	26,877.00
		13443	709610	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	04/14/2025	326.00
		13444	709611	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	04/14/2025	662.45
		13496	709612	Check	1	3717		NEVCO SPORTS, LLC	Yes	No	No	04/14/2025	16,282.50
		13495	709613	Check	1	3716		NORMAN COUNTY EAST ISD # 2215	Yes	No	No	04/14/2025	2,600.00
		13445	709614	Check	1	1876		NUMOTION	Yes	No	No	04/14/2025	10,691.50
		13446	709615	Check	1	1896		OLYMPUS LOCKERS & STORAGE PRO	Yes	No	No	04/14/2025	29,979.00
		13447	709616	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	04/14/2025	375.00
		13448	709617	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	04/14/2025	930.54
		13449	709618	Check	1	1908		PAPA MURPHY'S	Yes	No	No	04/14/2025	58.75
		13450	709619	Check	1	1920		PEPSI	Yes	No	No	04/14/2025	2,749.37
		13452	709620	Check	1	1951		PRECISION PRINTING	Yes	No	No	04/14/2025	165.00
		13453	709621	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	04/14/2025	189.07

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 04/14/2025-04/14/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13454	709622	Check	1	1958		PRO PRINT, INC.	Yes	No	No	04/14/2025	342.52
		13481	709623	Check	1	3504		RAMSEY, CHRISTY	Yes	No	No	04/14/2025	1,822.95
		13488	709624	Check	1	3707		REBECCA SCHUELLER TRAINING & CC	Yes	No	No	04/14/2025	1,045.00
		13455	709625	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	04/14/2025	16.04
		13471	709626	Check	1	2306		REGION 1	Yes	No	No	04/14/2025	8,962.38
		13491	709627	Check	1	3711		ROGUE STEEL	Yes	No	No	04/14/2025	222.97
		13456	709628	Check	1	2016		RPM ATHLETICS LLC	Yes	No	No	04/14/2025	408.00
		13477	709629	Check	1	2943		SADDLEBACK EDUCATIONAL, INC	Yes	No	No	04/14/2025	1,456.62
		13457	709630	Check	1	2074		SEPTIC VAC	Yes	No	No	04/14/2025	150.00
		13483	709631	Check	1	3580		SNACKS PLUS VENDING	Yes	No	No	04/14/2025	145.00
		13458	709632	Check	1	2120		STAPLES	Yes	No	No	04/14/2025	178.02
		13459	709633	Check	1	2126		STEIN'S INC.	Yes	No	No	04/14/2025	1,236.91
		13460	709634	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	04/14/2025	27,000.00
		13461	709635	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	04/14/2025	98.95
		13462	709636	Check	1	2146		SWAN, MICHAEL	Yes	No	No	04/14/2025	67.95
		13463	709637	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	04/14/2025	915.32
		13482	709638	Check	1	3570		SYHhealing	Yes	No	No	04/14/2025	6,000.00
		13464	709639	Check	1	2167	REMIT	TEACHER SYNERGY, LLC	Yes	No	No	04/14/2025	261.99
		13465	709640	Check	1	2168		TEAM LAB	Yes	No	No	04/14/2025	85.00
		13466	709641	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	04/14/2025	466.25
		13467	709642	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	04/14/2025	3,502.79
		13451	709643	Check	1	1947		U.S. POSTMASTER	Yes	No	No	04/14/2025	350.00
		13468	709644	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	04/14/2025	21,254.36
		13469	709645	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	04/14/2025	109.93
		13470	709646	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	04/14/2025	431.31
		13485	709647	Check	1	3702		XPRESSCREEN, INC	Yes	No	No	04/14/2025	220.00
		13494	709648	Check	1	3715		YELLOW DOOR US LLC	Yes	No	No	04/14/2025	27.45
Bank Total: MW													\$258,603.68
Report Total:													\$258,603.68

Check Register by Bank and Check

4/17/2025

2:31 PM

Check Number: 0-2147483647 Payment Date: 04/28/2025-04/28/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13546	709682	Check	1	1016	REMIT	ACME TOOLS	Yes	No	No	04/28/2025	553.91
		13547	709683	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	04/28/2025	130.00
		13548	709684	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	04/28/2025	499.00
		13549	709685	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	04/28/2025	4.49
		13551	709686	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	04/28/2025	375.00
		13630	709687	Check	1	3731		BECKER COUNTY JAIL	Yes	No	No	04/28/2025	6,500.00
		13550	709688	Check	1	1090		BECKER COUNTY PUBLIC HEALTH	Yes	No	No	04/28/2025	4,200.00
		13552	709689	Check	1	1094		BECKER COUNTY TRANSIT	Yes	No	No	04/28/2025	900.00
		13553	709690	Check	1	1096		BELLAND, MELYSSA	Yes	No	No	04/28/2025	353.79
		13554	709691	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	04/28/2025	18.03
		13555	709692	Check	1	1143		BRENCO CORP.	Yes	No	No	04/28/2025	522.78
		13556	709693	Check	1	1192		CENTRAL MARKET	Yes	No	No	04/28/2025	188.76
		13619	709694	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	04/28/2025	158.89
		13616	709695	Check	1	2641		COPPER STREET BRASS	Yes	No	No	04/28/2025	17,500.00
		13557	709696	Check	1	1228	REMIT	CRISIS PREVENTION INSTITUTE	Yes	No	No	04/28/2025	2,349.00
		13558	709697	Check	1	1231		CULINEX	Yes	No	No	04/28/2025	5,475.00
		13559	709698	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	04/28/2025	1,087.53
		13560	709699	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	04/28/2025	3,525.00
		13626	709700	Check	1	3723		DISRUD, JANELLE	Yes	No	No	04/28/2025	60.00
		13561	709701	Check	1	1291		DL REGIONAL CHAMBER OF COMMERCE	Yes	No	No	04/28/2025	140.00
		13563	709702	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	04/28/2025	5,522.17
		13564	709703	Check	1	1309		EASTON, BRITTANY	Yes	No	No	04/28/2025	490.35
		13628	709704	Check	1	3729		ELLII	Yes	No	No	04/28/2025	1,250.00
		13565	709705	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	04/28/2025	15,108.00
		13566	709706	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	04/28/2025	938.96
		13562	709707	Check	1	1295		GEIHL, BRIAN	Yes	No	No	04/28/2025	1,600.00
		13567	709708	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	04/28/2025	737.00
		13568	709709	Check	1	1426		GRAINGER, INC.	Yes	No	No	04/28/2025	759.92
		13569	709710	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	04/28/2025	400.00
		13570	709711	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	04/28/2025	7,421.75
		13571	709712	Check	1	1511		HOUGH INC.	Yes	No	No	04/28/2025	504.39
		13572	709713	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	04/28/2025	5,265.00
		13574	709714	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	04/28/2025	53.85
		13575	709715	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LLC	Yes	No	No	04/28/2025	530.64
		13618	709716	Check	1	2953		INTERMEDIATE DISTRICT 287	Yes	No	No	04/28/2025	2,131.08
		13576	709717	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	04/28/2025	1,020.00
		13573	709718	Check	1	1536		ISD #152	Yes	No	No	04/28/2025	649.35
		13577	709719	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	04/28/2025	219.91
		13578	709720	Check	1	1608		JOSTENS	Yes	No	No	04/28/2025	989.75

Check Register by Bank and Check

4/17/2025

2:31 PM

Check Number: 0-2147483647 Payment Date: 04/28/2025-04/28/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13611	709721	Check	1	2354		KOONS, BOBBI JO	Yes	No	No	04/28/2025	129.81
		13579	709722	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	04/28/2025	1,007.81
		13580	709723	Check	1	1648		LAKER LOCKER	Yes	No	No	04/28/2025	840.00
		13581	709724	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	04/28/2025	84.00
		13582	709725	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	04/28/2025	445.50
		13627	709726	Check	1	3724		LANGUAGE LINE SERVICES	Yes	No	No	04/28/2025	29.70
		13583	709727	Check	1	1667		LEARNING FORWARD	Yes	No	No	04/28/2025	760.00
		13584	709728	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	04/28/2025	219.00
		13612	709729	Check	1	2384		MACGILL SCHOOL NURSE SUPPLIES	Yes	No	No	04/28/2025	359.03
		13585	709730	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	04/28/2025	1,177.33
		13586	709731	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	04/28/2025	2,395.96
		13615	709732	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	04/28/2025	1,583.11
		13587	709733	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	04/28/2025	861.71
		13588	709734	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONTR	Yes	No	No	04/28/2025	6,396.41
		13589	709735	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	04/28/2025	181.20
		13590	709736	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	04/28/2025	610.00
		13625	709737	Check	1	3704		MISSION FILTRATION	Yes	No	No	04/28/2025	1,117.63
		13610	709738	Check	1	2353		MN DEPT OF EMPLOYMENT & ECONOM	Yes	No	No	04/28/2025	1,322.47
		13623	709739	Check	1	3413		MN INDIAN EDUCATION ASSOCIATION	Yes	No	No	04/28/2025	3,225.00
		13591	709740	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	04/28/2025	934.77
		13592	709741	Check	1	1805		MORAN, SHAUNA	Yes	No	No	04/28/2025	295.00
		13613	709742	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	04/28/2025	24.00
		13614	709743	Check	1	2541		MSUM BUSINESS SERVICES	Yes	No	No	04/28/2025	3,300.00
		13595	709744	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	04/28/2025	57.00
		13593	709745	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	04/28/2025	657.15
		13622	709746	Check	1	3403		OLSON EARTHWORKS	Yes	No	No	04/28/2025	1,540.00
		13594	709747	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	04/28/2025	278.74
		13621	709748	Check	1	3355		PELICAN RAPIDS PUBLIC LIBRARY	Yes	No	No	04/28/2025	20.00
		13596	709749	Check	1	1934		PITSCO EDUCATION	Yes	No	No	04/28/2025	249.90
		13597	709750	Check	1	1943		POPPLERS MUSIC STORE	Yes	No	No	04/28/2025	173.40
		13598	709751	Check	1	1951		PRECISION PRINTING	Yes	No	No	04/28/2025	335.00
		13599	709752	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	04/28/2025	102.98
		13600	709753	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	04/28/2025	27.73
		13629	709754	Check	1	3730		RETROFIT ENVIRONMENTAL	Yes	No	No	04/28/2025	242.28
		13601	709755	Check	1	2014		ROTARY CLUB OF DETROIT LAKES NC	Yes	No	No	04/28/2025	219.00
		13617	709756	Check	1	2943		SADDLEBACK EDUCATIONAL, INC	Yes	No	No	04/28/2025	51.80
		13602	709757	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	04/28/2025	3,359.76
		13603	709758	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	04/28/2025	379.67
		13624	709759	Check	1	3580		SNACKS PLUS VENDING	Yes	No	No	04/28/2025	325.00

SMART Finance
Check Register by Bank and Check
Check Number: 0-2147483647 Payment Date: 04/28/2025-04/28/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13604	709760	Check	1	2120		STAPLES	Yes	No	No	04/28/2025	35.05
		13620	709761	Check	1	3261		STEICHEN, DARIKA	Yes	No	No	04/28/2025	275.00
		13605	709762	Check	1	2126		STEIN'S INC.	Yes	No	No	04/28/2025	846.71
		13606	709763	Check	1	2130		STENSGARD, CARMEN	Yes	No	No	04/28/2025	241.94
		13607	709764	Check	1	2167	REMIT	TEACHER SYNERGY, LLC	Yes	No	No	04/28/2025	67.20
		13608	709765	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	04/28/2025	749.62
		13609	709766	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	04/28/2025	30,974.17
Bank Total: MW													\$158,641.84
Report Total:													\$158,641.84

HAND PAYABLES SUMMARY (MARCH 2025)

Pmt No	Check No	Pay Type	Vendor	Date	Amount
13018		Wire	EMC INSURANCE COMPANIES	3/4/2025	\$ 18,082.92
13019		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	3/4/2025	\$ 391,508.88
13020		Wire	METLIFE	3/4/2025	\$ 6,807.03
13103		Wire	BIX PRODUCE	3/6/2025	\$ 6,071.56
13104		Wire	CITY OF DETROIT LAKES	3/6/2025	\$ 1,155.99
13105		Wire	CONSTELLATION NEW ENERGY GAS D	3/6/2025	\$ 10,074.15
13106		Wire	DETROIT LAKES DISPOSAL	3/6/2025	\$ 4,971.67
13107		Wire	PERFORMANCE FOODSERVICE	3/6/2025	\$ 12,461.78
13108		Wire	QUADIENT LEASING USA, INC.	3/6/2025	\$ 80.85
13133		Wire	PERFORMANCE FOODSERVICE	3/11/2025	\$ 3,080.67
13145		Wire	WEX HEALTH INC - HSA/FLEX	3/11/2025	\$ 18,326.96
13146		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	3/11/2025	\$ 40,366.92
13147		Wire	MN TEACHERS RETIREMENT ASSOC.	3/11/2025	\$ 141,916.30
13148		Wire	MINNESOTA STATE RETIREMENT SYS	3/11/2025	\$ 14,054.90
13149		Wire	AVIBEN	3/11/2025	\$ 39,692.37
13150		Wire	INTERNAL REVENUE SERVICE	3/14/2025	\$ 220,551.91
13151		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	3/14/2025	\$ 35,703.91
13162		Wire	BIX PRODUCE	3/18/2025	\$ 6,460.09
13163		Wire	CITY OF DETROIT LAKES	3/18/2025	\$ 5,150.72
13164		Wire	CITY OF DETROIT LAKES	3/18/2025	\$ 17,188.09
13165		Wire	CITY OF DETROIT LAKES	3/18/2025	\$ 266.07
13166		Wire	CITY OF DETROIT LAKES	3/18/2025	\$ 231.77
13167		Wire	MINNESOTA ENERGY RESOURCES	3/18/2025	\$ 322.15
13168		Wire	MINNESOTA ENERGY RESOURCES	3/18/2025	\$ 73.09
13169		Wire	MINNESOTA ENERGY RESOURCES	3/18/2025	\$ 1,857.86
13170		Wire	MINNESOTA ENERGY RESOURCES	3/18/2025	\$ 1,702.31
13171		Wire	MINNESOTA ENERGY RESOURCES	3/18/2025	\$ 402.46
13172		Wire	PERFORMANCE FOODSERVICE	3/18/2025	\$ 6,972.73
13173		Wire	SYSCO NORTH DAKOTA, INC	3/18/2025	\$ 12,044.23
13275		Wire	AMAZON	3/21/2025	\$ 11,565.80
13276		Wire	BIX PRODUCE	3/21/2025	\$ 4,006.22
13277		Wire	PERFORMANCE FOODSERVICE	3/21/2025	\$ 1,476.82
13287		Wire	WEX HEALTH INC - HSA/FLEX	3/21/2025	\$ 18,326.96
13288		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	3/21/2025	\$ 40,436.75
13289		Wire	MN TEACHERS RETIREMENT ASSOC.	3/21/2025	\$ 134,377.58
13290		Wire	MINNESOTA STATE RETIREMENT SYS	3/21/2025	\$ 14,094.90
13291		Wire	AVIBEN	3/21/2025	\$ 39,922.37
13292		Wire	ARVIG COMMUNICATION SYSTEMS	3/25/2025	\$ 123.95
13293		Wire	ARVIG COMMUNICATION SYSTEMS	3/25/2025	\$ 569.49
13294		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 16,585.29
13295		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 1,070.16
13296		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 260.71
13297		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 359.89
13298		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 1,160.75
13299		Wire	CITY OF DETROIT LAKES	3/25/2025	\$ 302.40
13300		Wire	MINNESOTA ENERGY RESOURCES	3/25/2025	\$ 3,879.23
13301		Wire	MINNESOTA ENERGY RESOURCES	3/25/2025	\$ 10,688.82

13302		Wire	MINNESOTA ENERGY RESOURCES	3/25/2025	\$	934.27
13303		Wire	MINNESOTA ENERGY RESOURCES	3/25/2025	\$	414.43
13304		Wire	PERFORMANCE FOODSERVICE	3/25/2025	\$	3,412.44
13305		Wire	VERIZON WIRELESS	3/25/2025	\$	555.84
13306		Wire	VERIZON WIRELESS	3/25/2025	\$	639.31
13307		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13308		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13309		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13310		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	2,200.39
13311		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13312		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13313		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13314		Wire	MIDCO COMMUNICATIONS	3/25/2025	\$	200.00
13333		Wire	BREMER BANK CC	3/28/2025	\$	11,101.44
13334		Wire	INTERNAL REVENUE SERVICE	3/28/2025	\$	239,925.94
13335		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	3/28/2025	\$	39,799.54
13336		Wire	MINNESOTA STATE RETIREMENT SYS	3/28/2025	\$	14,074.90
13337		Wire	AVIBEN	3/28/2025	\$	39,889.95
13350		Wire	PERFORMANCE FOODSERVICE	3/28/2025	\$	2,864.89
13353		Wire	WEX HEALTH INC - HSA/FLEX	3/31/2025	\$	18,326.96
13354		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	3/31/2025	\$	41,387.67
13355		Wire	MN TEACHERS RETIREMENT ASSOC.	3/31/2025	\$	133,471.02
13356		Wire	BIX PRODUCE	3/31/2025	\$	5,945.93
13357		Wire	LAKES COMMUNITY COOPERATIVE	3/31/2025	\$	4,737.93
13358		Wire	MINNESOTA ENERGY RESOURCES	3/31/2025	\$	2,782.57
13359		Wire	QUADIENT FINANCE (POSTAGE)	3/31/2025	\$	1,000.00
13360		Wire	MN DEPT OF REVENUE -SALES TAX	3/31/2025	\$	1,172.00
13361		Wire	MIDWEST BANK	3/31/2025	\$	10.00
13362		Wire	MIDWEST BANK	3/31/2025	\$	100.00
13363		Wire	MIDWEST BANK	3/31/2025	\$	21.00
13364		Wire	MIDWEST BANK	3/31/2025	\$	10.00
13365		Wire	AUTHORIZE.NET GATEWAY BILLING	3/31/2025	\$	10.00
13366		Wire	VANTIV BILLING / WORLDPAY	3/31/2025	\$	150.19
13367		Wire	REVTRAK	3/31/2025	\$	29.95
13368		Wire	TRANSFIRST AFFINETY	3/31/2025	\$	870.40
13369		Wire	WEX HEALTH INC	3/31/2025	\$	8,156.17
13370		Wire	WEX HEALTH INC	3/31/2025	\$	453.75
13371		Wire	ARUX SOFTWARE, INC	3/31/2025	\$	299.00
13372		Wire	METLIFE	3/31/2025	\$	5,926.26
13021	709260	Check	ANDERSON COACH OF FRAZEE, INC.	3/4/2025	\$	25,795.80
13022	709261	Check	BURNSIDE, JENNIFER	3/4/2025	\$	44.27
13023	709262	Check	CARRIER, JOSEPH	3/4/2025	\$	200.00
13023	709262	Check	CARRIER, JOSEPH	3/6/2025	\$	(200.00)
13024	709263	Check	CARRIER, JOSEPH	3/4/2025	\$	75.00
13025	709264	Check	LAKER LOCKER	3/4/2025	\$	225.00
13026	709265	Check	NIELSEN, ROBERT	3/4/2025	\$	100.00
13031	709266	Check	NORTHERN MN ROBOTICS CONFERENCE	3/4/2025	\$	-
13032	709267	Check	NORTHLAND COMMUNITY SCHOOLS	3/4/2025	\$	250.00
13027	709268	Check	PEPSI	3/4/2025	\$	2,471.68
13028	709269	Check	RAMSEY, BRITTON	3/4/2025	\$	107.21
13033	709270	Check	REV ROBOTICS LLC	3/4/2025	\$	580.36
13029	709271	Check	SCHULTZ BUS COMPANY	3/4/2025	\$	119,828.15
13030	709272	Check	SPEECH WIRE TOURNAMENT SERVICE	3/4/2025	\$	375.00

13034	709273	Check	WEITZEL, BLAKE	3/4/2025	\$	30.00
13120	709342	Check	BECKER COUNTY MUSEUM	3/6/2025	\$	318.00
13132	709343	Check	BEYL, VINCE	3/6/2025	\$	1,000.00
13127	709344	Check	BLOOM, ANTHONY	3/6/2025	\$	500.00
13109	709345	Check	BUERMANN, EMILY	3/6/2025	\$	300.00
13110	709346	Check	CARRIER, JOSEPH	3/6/2025	\$	560.00
13111	709347	Check	CAULFIELD STUDIO	3/6/2025	\$	50.00
13126	709348	Check	DEWEY, NICOLE	3/6/2025	\$	800.00
13112	709349	Check	DOMINOS PIZZA	3/6/2025	\$	137.49
13113	709350	Check	FODE, STEVEN	3/6/2025	\$	150.00
13124	709351	Check	GABBARD, MICHAEL	3/6/2025	\$	500.00
13130	709352	Check	HOLMQUIST, TODD	3/6/2025	\$	150.00
13123	709353	Check	JONES, DAYTON	3/6/2025	\$	800.00
13122	709354	Check	KIER, BRANDON	3/6/2025	\$	500.00
13129	709355	Check	MARISKA, BRADLEY	3/6/2025	\$	912.20
13131	709356	Check	MASON, THOMAS	3/6/2025	\$	300.00
13125	709357	Check	MILLER JR, EDWARD T.	3/6/2025	\$	800.00
13121	709358	Check	MINNESOTA BAND DIRECTORS ASSOCIATION	3/6/2025	\$	150.00
13128	709359	Check	MONROE, LOGAN	3/6/2025	\$	500.00
13114	709360	Check	NOAH, BENJAMIN	3/6/2025	\$	266.00
13115	709361	Check	OLANDER BUS SERVICE INC.	3/6/2025	\$	217,117.00
13116	709362	Check	REGION 8AA MSHSL	3/6/2025	\$	17.00
13117	709363	Check	ROGERS, DENNIS	3/6/2025	\$	200.00
13118	709364	Check	ULLYOTT, ROBERT	3/6/2025	\$	150.00
13119	709365	Check	ZAMZO, STEVEN	3/6/2025	\$	49.88
13140	709366	Check	BURNSIDE, BRADY	3/11/2025	\$	150.00
13141	709367	Check	BURNSIDE, LILY	3/11/2025	\$	125.00
13134	709368	Check	CARRIER, JOSEPH	3/11/2025	\$	800.00
13134	709368	Check	CARRIER, JOSEPH	3/25/2025	\$	(800.00)
13135	709369	Check	CROWN TROPHY	3/11/2025	\$	43.00
13137	709370	Check	ISD #113	3/11/2025	\$	125.00
13136	709371	Check	ISD #152	3/11/2025	\$	200.00
13138	709372	Check	ISD #846	3/11/2025	\$	204.00
13144	709373	Check	MN INDIAN EDUCATION ASSOCIATION	3/11/2025	\$	400.00
13143	709374	Check	PAM SKARIE CATERING	3/11/2025	\$	984.00
13142	709375	Check	PIEMONTE, BETH	3/11/2025	\$	250.00
13139	709376	Check	REGION 8AA MSHSL	3/11/2025	\$	7,662.00
13154	709377	Check	AFSCME COUNCIL 65	3/14/2025	\$	281.08
13152	709378	Check	AMERICAN FAMILY LIFE ASSURANCE CO	3/14/2025	\$	165.56
13156	709379	Check	D. L. ATHLETIC FOUNDATION	3/14/2025	\$	115.00
13157	709380	Check	D.L. PUBLIC EDUC FOUNDATION	3/14/2025	\$	30.00
13161	709381	Check	MESSERLI & KRAMER P.A.	3/14/2025	\$	210.74
13153	709382	Check	MINNESOTA CHILD SUPPORT	3/14/2025	\$	564.90
13159	709383	Check	MN SCHOOL EMPLOYEES ASSOC.	3/14/2025	\$	143.15
13160	709384	Check	ND CHILD SUPPORT DIVISION	3/14/2025	\$	429.50
13158	709385	Check	SUPPORT PAYMENT CLEARINGHOUSE	3/14/2025	\$	335.91
13155	709386	Check	UNITED WAY OF BECKER COUNTY	3/14/2025	\$	105.00
13184	709387	Check	ANDYMARK, INC.	3/18/2025	\$	522.41
13187	709388	Check	BOYS & GIRLS CLUB THRIFT STORE	3/18/2025	\$	134.24
13174	709389	Check	CENTRAL MARKET	3/18/2025	\$	900.91
13182	709390	Check	DETROIT COUNTRY CLUB	3/18/2025	\$	6,952.00
13182	709390	Check	DETROIT COUNTRY CLUB	3/21/2025	\$	(6,952.00)
13175	709391	Check	ECKHOFF, KEITH	3/18/2025	\$	518.92

13181	709392	Check	GULSETH, MARK	3/18/2025	\$	1,627.75
13176	709393	Check	HEFTA, REED	3/18/2025	\$	129.38
13186	709394	Check	JIMENEZ, JULIAN	3/18/2025	\$	19.73
13177	709395	Check	JOHNSON, JACOB	3/18/2025	\$	80.78
13178	709396	Check	LAKER LOCKER	3/18/2025	\$	862.00
13183	709397	Check	MITCHELL, ALYSSA	3/18/2025	\$	31.44
13185	709398	Check	MOHR, CHRISTIN	3/18/2025	\$	167.68
13179	709399	Check	REGION 8AA MSHSL	3/18/2025	\$	8,072.00
13188	709400	Check	SO MUCH MORE	3/18/2025	\$	3,000.00
13180	709401	Check	TROPHY HOUSE	3/18/2025	\$	816.08
13279	709488	Check	BURNSIDE, BRADY	3/21/2025	\$	150.00
13278	709489	Check	CONCORDIA COLLEGE	3/21/2025	\$	550.00
13286	709490	Check	DETROIT LAKES YOUTH WRESTLING	3/21/2025	\$	700.00
13283	709491	Check	HAGEN, MADISON	3/21/2025	\$	150.00
13280	709492	Check	ISD #544	3/21/2025	\$	300.00
13284	709493	Check	ISD #549 PERHAM ACTIVITIES	3/21/2025	\$	200.00
13281	709494	Check	ISD #740	3/21/2025	\$	108.00
13282	709495	Check	PIEMONTE, BETH	3/21/2025	\$	150.00
13285	709496	Check	SJOBLOM, BRAYDEN	3/21/2025	\$	150.00
13327	709497	Check	ANDYMARK, INC.	3/25/2025	\$	242.88
13315	709498	Check	BRIDGESTONE GOLF, INC	3/25/2025	\$	729.63
13316	709499	Check	BRUSHMARKS SIGN	3/25/2025	\$	471.98
13320	709500	Check	BURNSIDE, BRADY	3/25/2025	\$	125.00
13317	709501	Check	CAULFIELD STUDIO	3/25/2025	\$	500.00
13325	709502	Check	DETROIT COUNTRY CLUB	3/25/2025	\$	6,850.00
13328	709503	Check	GAME ONE	3/25/2025	\$	4,552.15
13329	709504	Check	HAGEN, HANNAH	3/25/2025	\$	150.00
13332	709505	Check	HELGESON, SHEILA	3/25/2025	\$	125.00
13323	709506	Check	ISD #549	3/25/2025	\$	147.00
13331	709507	Check	MAHLUM, NATALIE	3/25/2025	\$	125.00
13318	709508	Check	MIGUEL'S	3/25/2025	\$	700.00
13326	709509	Check	MITCHELL, ALYSSA	3/25/2025	\$	45.68
13321	709510	Check	MN ASSOCIATION OF STUDENT COUNCILS	3/25/2025	\$	1,015.00
13319	709511	Check	OCHSNER, NATHAN	3/25/2025	\$	629.07
13322	709512	Check	PIEMONTE, BETH	3/25/2025	\$	125.00
13330	709513	Check	SWENSON, KRIS	3/25/2025	\$	122.92
13324	709514	Check	VOYAGER LANES	3/25/2025	\$	624.00
13340	709515	Check	AFSCME COUNCIL 65	3/28/2025	\$	281.08
13338	709516	Check	AMERICAN FAMILY LIFE ASSURANCE CO	3/28/2025	\$	165.56
13342	709517	Check	D. L. ATHLETIC FOUNDATION	3/28/2025	\$	115.00
13346	709518	Check	D.L. EDUCATION MINNESOTA (PARA)	3/28/2025	\$	1,291.71
13345	709519	Check	D.L. EDUCATION MINNESOTA (TEACHER)	3/28/2025	\$	19,107.50
13343	709520	Check	D.L. PUBLIC EDUC FOUNDATION	3/28/2025	\$	30.00
13349	709521	Check	MESSERLI & KRAMER P.A.	3/28/2025	\$	136.00
13339	709522	Check	MINNESOTA CHILD SUPPORT	3/28/2025	\$	534.90
13347	709523	Check	MN SCHOOL EMPLOYEES ASSOC.	3/28/2025	\$	150.61
13348	709524	Check	ND CHILD SUPPORT DIVISION	3/28/2025	\$	429.50
13344	709525	Check	SUPPORT PAYMENT CLEARINGHOUSE	3/28/2025	\$	335.91
13341	709526	Check	UNITED WAY OF BECKER COUNTY	3/28/2025	\$	105.00
13352	709527	Check	MADISON NATIONAL LIFE INSURANCE	3/28/2025	\$	4,630.78
13351	709528	Check	MN DEPARTMENT OF HEALTH	3/28/2025	\$	290.00

TOTAL

\$

2,351,721.63

PERSONNEL AGENDA

April 28, 2025

1) Resignations:

Amber Colby– Rossman Special Education Teacher, effective May 23, 2025.
Mary Edwards– High School Health Assistant, effective May 22, 2025.
Deb Haverkamp– Roosevelt Paraprofessional, effective May 22, 2025.
Jason Hendrickson– Middle School Girls Golf Coach, effective November 21, 2024.
Branson Lachowitzer– Production Assistant, effective May 2, 2025.
Luis Moreno– Girls Head Soccer Coach, effective April 17, 2025.
Josh Omang– High School Principal, effective June 30, 2025.
Josi Oppgaard– Rossman Paraprofessional, effective April 9, 2025.
Amy Zamzo– Middle School Tennis Coach, effective March 25, 2025.
Darin Zimmerman– Middle School Behavioral Interventionist, Middle School Boys Basketball Coach, and Middle School Track Coach, effective May 23, 2025.

2) Retirements:

3) Appointments:

Emily Bendickson– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.
Macy Bird– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.
Mark Champa– District Transportation Coordinator, at the rate of \$75,000 per year, working 40 hours per week, effective May 1, 2025.
Jaxson Cornwell– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.
Summer Dobratz– Rossman ADSIS Academic Interventionist, at the rate of 0.8 of BA Step 5 or a contract amount of \$38,928.00, working 141.5 contract days, effective August 25, 2025.
Wyatt Erickson– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.
Reilly Fawcett– High School Physical Education/Health/DAPE Teacher, at the rate of MA Step 6 or a contract amount of \$58,008, effective August 18, 2025. **Pending completion of MA Program Spring 2025.*
Anna Hacker– Middle School Boys Tennis Coach, at the rate of 4.5% of Step 1 or a contract amount of \$2,026.04 per season, effective March 31, 2025.
Heather Hacker– Rossman ASD Teacher, at the rate of BA Step 7 or a contract amount of \$51,658, effective August 18, 2025.
Madison Hagen– Assistant Varsity and Middle School Speech Coach, at the rate of \$3,151.61 per season, effective March 28, 2024.
Mary Haus– Middle School/Roosevelt Groundskeeper, at the rate of \$19.90 per hour, working part time .25 FTE, effective June 2, 2025 through August 29, 2025
Terry Haus– Middle School/Roosevelt Groundskeeper, at the rate of \$19.90 per hour, working part time .25 FTE, effective June 2, 2025 through August 29, 2025
Autumn Hiemenz– Roosevelt Laker Kids Assistant, at the rate of \$1690 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.

Deb Haverkamp– Roosevelt Academic Interventionist, at the rate of 0.8 MA+10 Step 5 or a contract amount of \$46,406.40, working 141.5 contract days, effective August 25, 2025.

Brenna Johnson– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working up to 29.75 hours per week, effective May 27, 2025 through August 22, 2025.

My linda Johnson– Rossman Laker Kids Supervisor, at the rate of \$22.50 per hour, working up to 29.75 hours per week, effective May 27, 2025 through August 22, 2025.

Kaitlin Kellerhuis– High School Special Education Long Term Substitute, rate of pay is as per sub contract, effective April 7, 2025 through May 12, 2025.

Clare Nemec– Roosevelt Academic Interventionist, at the rate of 0.8 BA Step 2 or a contract amount of \$36,658.40, working 141.5 contract days, effective August 25, 2025.

Josie Retz– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.

Heidi Swenson– Roosevelt Academic Interventionist, at the rate of 0.8 of BA+30 Step 1 or a contract amount of \$39,996.80, working 141.5 contract days, effective August 18, 2025.

Rhett Zima– Rossman Laker Kids Supervisor, at the rate of \$22.50 per hour, working up to 29.75 hours per week, effective May 27, 2025 through August 22, 2025.

4) Amended Assignment:

Nicole Clemens– Roosevelt Special Education Teacher is amending her assignment from Roosevelt to the Middle School, effective for the 25-26 school year.

Sherri Johnson– Roosevelt Academic Interventionist is amending her assignment to Special Education Teacher, effective for the 25-26 school year.

Alicia Sabers– Roosevelt Special Education Teacher is amending her assignment to Special Education Assessment Teacher (SEAT), effective for the 25-26 school year.

5) Leave of Absence:

Rachel Guler– Roosevelt Kindergarten Teacher is requesting a leave of absence from August 25, 2025 through October 3, 2025.

Krista Gumphrey– Lincoln Education Center Custodian is requesting a leave of absence from April 24, 2025 through May 23, 2025.

Kelli Hanninen– Rossman Fifth Grade Teacher is requesting a leave of absence from April 15, 2025 through May 23, 2025.

Charles Moore– High School Special Education Teacher is requesting a leave of absence from April 7, 2025 through May 11, 2025.

6) Terminations:

Jordan Sawicki– E-Laker Online Instructor, effective May 23, 2025.

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 301
Date Revised: 06/09/2014; 6/21/2021; 04/28/25	

301 - SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services [equitably](#).

B. The school board expects all activities related to ~~school district~~[the operations of the school district](#) to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. 123B.143 (Superintendent)
Minn. Stat. 123B.147 (Principals)

Cross References: ~~None~~[MSBA Service Manual, Chapter 3, Superintendent of Schools](#)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 302
Date Revised: 06/09/2014; 6/21/2021, 04/28/25	

302 - SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

[MSBA Service Manual, Chapter 3, Superintendent of Schools](#)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 303
Date Revised: 02/09/04; 01/01/2014: 6/21/2021; 04/28/25	

303 - SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: [None](#) ~~MSBA Service Manual, Chapter 3, Superintendent of Schools.~~

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 304
Date Revised: 02/09/04; 01/01/2014; 6/21/2021; <u>04/28/25</u>	

304 - SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: ~~NoneMSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)~~

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 305
Date Revised: 01/01/2014; 6/21/2021; <u>04/28/25</u>	

305 - POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school districtboard policy.

II. GENERAL STATEMENT OF POLICY

A. It shall be the responsibility of the superintendent to implement school districtboard policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines and directives to effectuate the implementation of school districtboard policies. These procedures, guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.

B. Employee and student handbooks shall be subject to annual review and approval by the school board.

C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school districtboard policy and shall be approved by the school board.

Legal References: Minn. Stat. 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption and Implementation of Policies)

Date Adopted: 07/07/97	File Number: Detroit Lakes Policy - 306
Date Revised: 02/09/04; 01/01/2014; 6/21/2021	No Changes 2025

306 - ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirement of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

Date Adopted: 09/09/91	File Number: Detroit Lakes Policy - 307	
Date Revised: 07/07/97, 06/21/21		

307 - ADMINISTRATOR/SELF PERFORMANCE EVALUATION POLICY

BACKGROUND: This document is to be used as an open-ended instrument for discussion and the improvement of the administrator's job performance. The construction allows it to be used by the diverse administrative responsibilities within the Detroit Lakes School District.

INSTRUCTIONS:

1. The supervisor and administrator will each complete the Performance Evaluation Form separately prior to the meeting. Those areas on the Performance Scale that are not applicable should be marked with an "NA."
2. The performance form will be compared and discussed at the meeting. This will be the starting point for the evaluation.
3. The evaluation will center around the strengths or concerns that are indicated on the Performance Evaluation Form.
4. Comments would be noted on page three under the "Additional Comments" section based on the Performance Evaluation discussion.
5. The Supervisor and the Administrator would each bring 3 goals for the following year to the evaluation. These would be discussed and agreed on.
6. The discussion would lead to recommendations being formulated.

* * *

Evaluator

Evaluatees

Superintendent Director of Curriculum, Instruction, & Technology~~Education Director,~~
~~Director of Finance & Operations~~Business Manager, ~~Director of~~ Community Education Director, ~~Director of~~
Special Education Director, Principals

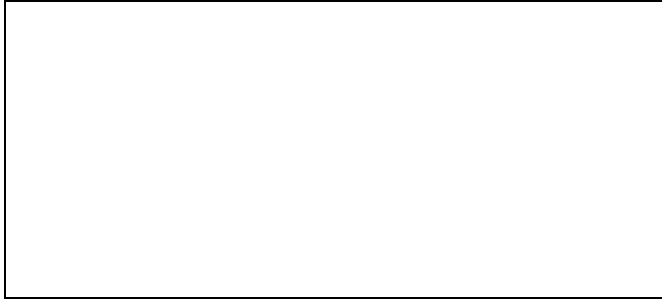
Director of Finance & Operations~~Business Manager~~
Operations Transportation Director, Finance Coordinator~~Accountant~~

Food Service Director, ~~Supervisor of~~

Director of Curriculum, Instruction & Technology~~Education Director~~
Manager~~Technology Coordinator~~
Principals

District Technology

All Assistants



Detroit Lakes Public Schools – Independent School District #22

Administrator/Director Performance Evaluation

Admin/Director _____ **Date** _____

District #22

Site _____ **Supervisor** _____

Performance Scale: Rating 1-5 with 1 being well below average and 5 being well above average

Well Below Average	Below Average	Average	Above Average	Well Above Average
Deficient in performance and understanding of knowledge and skills underlying the components as an administrator/director -	Demonstrates understanding of knowledge and skills underlying the components as an administrator/director and generally implements them. Need for professional growth in this area as a leader in the district.	Demonstrate appropriate understanding of knowledge and skills as an administrator/ director. Continues to work towards higher levels of leadership and possess attributes that allow for opportunities to achieve at a higher level.	Demonstrates specific understanding of knowledge and skills and implements components as an administrator/ director at a consistently high level; shows attributes of accomplished practice.	Demonstrates exceptional understanding of knowledge and skills and implements components as an administrator/ director at a consistently high level; shows attributes of accomplished practice at a qualitatively high level.

1	2	3
----------	----------	----------

I- FUNCTIONAL DOMAINS Please evaluate the Administrator's/ Director's knowledge and skills in the following areas:	Well-Below Average	Below Average	Average	Above Average	Well-Above Average	Not Observed
1- LEADERSHIP —Provide purpose and direction for individuals and groups; shape school culture and values; facilitate a shared vision for the school; form goals and change in the community and school context to meet student and staff needs.						

2- INFORMATION COLLECTION—Gather information from a variety of sources; seek knowledge about policies, rules, laws, precedents, or practices; manage data flow; classify and organize information for use in decisions and monitoring information.						
3- PROBLEM ANALYSIS—Identify problem elements and possible causes; analyze information and frame issues; seek additional issues and reframe issues; demonstrate conceptual flexibility; assist others in forming opinions about problems and issues.						

4. JUDGMENT —Reach logical conclusions by making quality, timely decisions; demonstrate adaptability; give priority to significant issues.						
5. ORGANIZATIONAL OVERSIGHT —Plan and schedule work to meet goals and use resources appropriately; schedule the flow of activities; establish procedures to regulate activities; monitor projects to meet deadlines						

6- IMPLEMEN TATION –Put programs into action; facilitate coordination and collaboration of tasks; establish project checkpoints to monitor progress; provide corrections when outcomes are missed or conditions change; support persons responsible for project work and goals.						
7- DELEGATIO N—Assign tasks and responsibility with authority for their accomplishments; use subordinates effectively; follow up on delegated activities.						

1	2	3	4	5	6
---	---	---	---	---	---

II. PROGRAMMATIC	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
~~8. INSTRUCTION AND LEARNING ENVIRONMENT—Create a culture for learning in the school; envision and introduce initiatives for improvement of instruction and learning; recognize elementary, middle and secondary student needs in designing instruction; accommodate student differences in cognition and achievement; mobilize appropriate people for programs and a positive learning environment.~~						
~~9. CURRICULUM DESIGN—Understand major curriculum design models; interpret school district curricula; initiate needs analysis with staff within an instructional framework; align curriculum and outcomes; monitor social and technology developments, including youth service programs, for curriculum; solicit curriculum input from parents, families, business community and the public; adjust curriculum to meet changing needs and conditions.~~						
~~10. STUDENT GUIDANCE AND DEVELOPMENT—Understand and accommodate student growth and development; provide student guidance and auxiliary services; utilize community resources in response to family needs; enlist appropriate persons in connecting school programs with plans for adult life.~~						
~~11. STAFF DEVELOPMENT—Plan and facilitate, with faculty, programs consistent with instructional goals and needs; supervise individuals and groups; provide feedback on staff performance and arrange remedial assistance; engage faculty and others in recruitment and development; initiate self development; ensure training for all staff in collaboration, teaming, consulting and conflict resolution.~~						
~~12. MEASUREMENT AND EVALUATION—Determine diagnostic information needed for students, staff and school environment; examine the extent outcomes meet standards, goals or priorities; draw inferences for program revision; interpret measurements of evaluations; relate programs to outcomes; develop equivalent competence measures and design accountability mechanisms.~~						
~~13. RESOURCE ALLOCATION—Procure, apportion, monitor, account for and evaluate fiscal, human and time resources; ensure resources bring about outcomes to reflect the needs and goals of the school; plan and develop the budget process with appropriate staff.~~						
	1	2	3	4	5	6

III. INTERPERSONAL	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
14. MOTIVATION —Develop conditions in which staff willingly focus on and achieve educational excellence; plan and encourage participation; facilitate teamwork; provide intellectual stimulation and support innovation; recognize and reward effective performance; provide feedback, coaching, guidance and needed resources.						
15. SENSITIVITY —Understand the concerns of others; deal tactfully with others; work with others who face stressful situations or conflict; manage conflict and obtain feedback; recognize multicultural differences; advocate for child and family issues; develop parent involvement in children's education.						
16. ORAL AND NONVERBAL EXPRESSION —Make clear and understandable presentations; clarify and restate questions; respond, review and summarize information for groups; use communications aids; recognize culture and gender based norms; adapt to audiences; make education issues clear to parents and public.						
17. WRITTEN EXPRESSION —Express ideas clearly in writing; write appropriately for different audiences, e.g., parents, teachers, and students; prepare clear and intelligible memoranda, letters, reports and job specific documents.						

1	2	3	4	5	6
---	---	---	---	---	---

IV. CONTEXTUAL	Well Below Average	Below Average	Average	Above Average	Well Above Average	Not Observed
18. PHILOSOPHICAL AND CULTURAL VALUES —Act ethically, understanding the role of education in a democratic society; recognize philosophical influences in education; understand American culture and current social and economic issues related to education.						
19. LEGAL AND REGULATORY APPLICATION —Act in accordance with federal and state constitutional provisions and statutory law; act in accordance with regulatory applications governing education; work within local rules, procedures and directives; recognize standards of care regarding civil and criminal liability for: negligence, harassment and intentional torts; administer contracts and financial accounts; understand state and federal laws governing special education, alternative instructional designs, curriculum and behavior modifications, assessment accommodations, parent involvement and labor relations, and collective bargaining						

20. ~~POLICY AND POLITICAL INFLUENCES~~ —Understand schools as political systems; identify relationships between public policy and education; recognize policy issues; examine policies individually and through professional and public groups; relate policy initiatives to student and family welfare; address ethical issues.						
21. ~~PUBLIC RELATIONS~~ —Develop perceptions about school issues; interact with external and internal publics; understand and respond to the news media; initiate and report school news through appropriate channels; manage school reputations by promoting a positive image; enlist public participation and support; recognize and provide for various markets.						

~~Additional Comments:~~

~~Personal/Professional Goals:~~

~~*I acknowledge that the above evaluation has been discussed with me and understand my signature does not imply agreement or disagreement with this evaluation. Likewise, I understand that I have the right to provide written comments to this evaluation that will be attached by the district to this report.*~~

Employee Signature _____ Date

Mark Jensen, Superintendent of Schools Signature _____ Date

Date Reviewed with Employee

~~FM EVALUATION ADM.2008~~

~~Revised January 2008~~

DATE: April 2, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance & Operations
SUBJECT: **Adult Education (AE) Agreements**

Attached are the agreements for the Adult Education (AE) Literacy Consortium program. Each location enters into an agreement to provide funds in partial support of area AE programming through base funding available for the program year 2025-26. The locations are as follows:

Ada-Borup-West School District
Frazee-Vergas School District
Lake Park-Audubon School District
New York Mills School District
Norman County East School District
Pelican Rapids School District
Perham School District
Rothsay School District
Ulen-Hitterdal School District

Administration recommends approval of these agreements.

cc: Jennifer Hellekson
Andrew Lesch

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Frazee-Vergas ISD #23, 305 North Lake St. Frazee, MN 56544 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #23 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #23 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #23 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #23 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #23 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #23
Frazee-Vergas
305 North Lake St.
Frazee MN 56544

Terry Karger
305 North Lake St
Frazee MN 56544

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY EDUCATION

THIS AGREEMENT by and between New York Mills ISD #553, 209 Hayes Ave, New York Mills, MN 56567 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #553 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #553 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #553 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #553 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #553 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #553
New York Mills
209 Hayes Ave
New York Mills, MN 56567

Adam Johnson - Superintendent
209 Hayes Ave
New York Mills MN 56567

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Rothsay ISD #850, 2040 Co. Rd. 52, Rothsay, MN 56579 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #850 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHERE AS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #850 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #850 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #850 or Detroit Lakes by providing the other party with a thirty(30) day written notice.

IN WITNESS WHERE OF ISD #850 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #850
David Oehrlein
Superintendent
2040 Co. Rd. 52
Rothsay, MN 56579

ISD #22
Mark Jenson
Superintendent
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ada-Borup-West School ISD #2854, 604 West Thorpe Ave, Ada MN 56510 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD # 2854 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #2854 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2854 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2854 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2854 and Detroit Lakes have executed this agreement this 1st day of July 2025.

ISD #2854
604 West Thorpe Ave
Ada MN 56510

Aaron Cook - Superintendent
Ada-Borup-West School District
604 West Thorpe Ave
Ada MN 56510

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY EDUCATION

THIS AGREEMENT by and between Lake Park Audubon School District ISD #2889, 611 Vigen Lane, PO box 479, Lake Park, MN 56554 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD # 2889 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2889 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2889 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2889 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2889 and Detroit Lakes have executed this agreement this 1st day of July 2025.

ISD #2889
PO Box 479
611 Vigen Lane
Lake Park, MN 56554

Dr. Tim Godfrey - Superintendent
Lake Park Audubon School District
PO Box 479 611 Vigen Lane
Lake Park, MN 56554

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Norman County East ISD #2215, 408 West Main, Twin Valley, MN 56584 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #2215 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2215 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2215 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2215 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHEREOF ISD #2215 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #2215
Norman County East
PO Box 420
408 West Main
Twin Valley, MN 56584

Rob Nudell
408 West Main
Twin Valley, MN 56584

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Pelican Rapids ISD #548, PO Box 642, 310 S. Broadway, Pelican Rapids, MN 56572 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #548 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #548 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #548 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #548 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD#548 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #548
Pelican Rapids
P.O. Box 642
310 S. Broadway
Pelican Rapids MN 56572

Brian Korf
P.O. Box 642, 310 S. Broadway
Pelican Rapids MN 56572

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Perham-Dent ISD #549, 800 Coney St. West, Perham MN 56573 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #549 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #549 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #549 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #549 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #549 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #549
Perham-Dent
800 Coney St West
Perham MN 56573

Mitch Anderson
800 Coney St West
Perham MN 56573

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ulen-Hitterdal ISD #914, 27 2nd Street NW, Ulen MN 56585 and the Detroit Lakes Literacy Consortium, 900 Hwy 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #914 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #914 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #914 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #914 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #914 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #914
27 2nd Street Northwest
Ulen, MN 56585

Dustin Flaten
Ulen-Hitterdal School District
27 2nd Street NW
Ulen, MN 56585

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 401
Date Revised: 11/09/98, 08/10/2009, 7/10/2013; 06/09/2014, 12/19/2016; 6/21/2021, <u>05/19/25</u>	

401 - EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minnesota Statutes section§ 363A.03, Subdivision-44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Human Resources Director.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. 4301 *et seq.* (Employment and Reemployment Rights of Members of
the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the
Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with
Disabilities)

Cross Reference: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Date Adopted: 12/14/87	File Number: Detroit Lakes Policy - 402
Date Revised: 07/10/2013; 02/13/2017; 10/21/19; 6/21/2021, 05/19/25	

402 - DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Human Resources Director. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* ([Section 504 of the](#) Rehabilitation Act of 1973, ~~§504~~)
42 U.S.C., ~~Ch. 126~~ § 121012 (Americans with Disabilities Act)
29 C.F.R. Part 32 ([Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#))
~~34 C.F.R. Part 35~~

34 C.F.R. Part 104 ([Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#))

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
[MSBA/MASA Model Policy 521 \(Student Disability Nondiscrimination\)](#)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 403
Date Revised: 05/11/2009; 6/21/2021,05/19/25	

403 - DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 2. Forward copies of all writings to the Human Resources Director for review and filing in the employee's personnel file.
 3. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 4. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School
Districts
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et. seq.* (Veterans Preference Act)

Cross References: None

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 404
Date Revised: 01/10/11; 6/21/2021, <u>05/19/25</u>	

404 - EMPLOYMENT CRIMINAL BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, and service providers without the consent of such individuals.

C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending

completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check within the previous 12 months;
3. the individual executes a written consent form giving the school district access to the results of the check; and
4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district,

the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

I. If the criminal history background check precludes employment with, or provision of services, to the school district, the individual will be so advised.

J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subjects of Data Inaccurate or Incomplete Data~~)

Minn. Stat. § 13.87, Subd. 1 (Criminal H~~Justice~~istory Data)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)

Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 405
Date Revised: 12/13/10; 6/21/2021	

405 - VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points may be applied pursuant to applicable law as follows:
 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points or grant interviews to all qualified veterans. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's Human Resources Department.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 et. seq. (Veteran's Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA Model Policy 401 (Equal Employment Opportunity)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 406
Date Revised: 8/11/03; 07/12/04; 01/10/05; 05/15/06, 07/10/13; 02/13/17; 10/16/21, 05/19/25	

406 - PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data are not public and are not accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

H. "Public officials" means business managers; human resource directors; activities directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:

1. name;
2. employee identification number, which may not be the employee's Social Security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota. Statutes, section 13.43, Subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;

20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, Subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, 13.43, Subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

Data relating to a complaint or charge against a public official is public only if:

- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, Subdivision 1; or

3. A court, law enforcement agency or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

1. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:

- a. threaten the personal safety of the complainant or a witness; or
- b. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on that complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administration ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, Subdivision 2,

and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, Subdivision 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

M. Private personnel data shall be disclosed to the Department of Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes Ch. 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines .

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter. 13.

Data that are released under this paragraph must not include data on the student.

P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.

R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function

authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a continuing contract teacher is discharged immediately because of the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, Subdivision. 5, and must provide the PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact the PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Director, 702 Lake Avenue, 847-9271 as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Applicants for Employment)

Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records-Privacy-Access to Data)

Date Adopted: 12/10/84	File Number: Detroit Lakes Policy - 407
Date Revised: 08/11/03; 10/18/21, 09/26/22	

407 - EMPLOYEE RIGHT TO KNOW - EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes section 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical

harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogens" means a pathogenic microorganisms that are present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rule CH. 5205 (Occupational Safety and Health Standards)
Minn. Rule CH. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions).
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 408
Date Revised: 02/09/04; 03/09/09; 10/18/21, <u>05/19/25</u>	

408 - SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), ~~Minnesota Statutes Chapter 13~~, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 ~~United States Code section §1232g~~, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, ~~Minn. Stat. Ch. 13~~, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (~~How These Rules Apply~~~~Minnesota Rules Regarding Data Practices~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records – Privacy – Access to Data)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 409
Date Revised: 02/09/15; 10/18/21	

409 - EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

II. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. §101 *et seq.* (Copyrights)

Cross References:

Date Adopted: 01/11/82	File Number: Detroit Lakes Policy - 902
Date Revised: 07/14/03, 11/09/09, 02/13/17; 1/13/2020, 11/28/22, 04/22/24, 5/19/25	

902 - RENTAL POLICY - BUILDINGS & FACILITIES

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

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

I. ADMINISTRATIVE RESPONSIBILITY

- A. The Director of Finance & Operations or his/her designee shall approve scheduling of DLPS facilities and equipment. All requests for facility use must be submitted electronically or in hardcopy format.
- B. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.
- C. Facility reservations will be assigned first come, first served. The only exception is DLPS sponsored events that come up and cannot be scheduled to another date, time or location. If this happens, the permit holder will be contacted immediately and offered to change to an alternate date, time or location. If an event is rescheduled, there will be no monetary reimbursement.
- D. A building may not be occupied by any group unless a qualified custodian is present. The head custodian of the building being used will be responsible for assigning a custodian to work during the scheduled event that is not held during the regularly scheduled hours of the custodial staff. The custodian on duty will supervise the operation of the physical plant and shall not be required to supervise groups or events. There will be no additional fee for custodial staff being present under either of the following conditions:
 - i. The event is held during the regularly scheduled hours of the custodial staff, and clean-up after the event did not result in the custodian accruing overtime.
 - ii. A DLPS employee has requested to be used in lieu of a custodian by signing the section on the *Facility Permit Request*, and the request has been approved by the Director of Finance & Operations or designee.
- E. A facility rental request has a planned attendance of greater than 100 people; the Director of Finance & Operations may require the presence of a DLPS employee to provide direct supervision of the event. There will be no additional fee for supervision staff being present under the following condition:
 - i. A DLPS employee has requested to be used in lieu of a supervisor by signing the section on the *Facility Permit Request*, and the request has been approved by the Director of Finance & Operations.

II. USAGE/PERMIT PROCEDURE

- A. Prior to using District facilities, every non-DLPS group/organization and individual must complete the *Facility Permit Request* found on the last two pages of this policy and submit it to the Director of Finance & Operations or designee. Facility/equipment usage should be scheduled one (1) week by DLPS employees or four (4) weeks

by non- DLPS groups/individuals prior to the event, but not to exceed one calendar year in advance. The Supervisor of Operations or designee may alter the scheduling timeframe.

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

III. PERMIT HOLDER'S RESPONSIBILITY

- A. Completion of the *Facility Permit Request* constitutes acceptance by the applicant of the responsibilities state and the willingness to comply with all DLPS policies, rules, and regulations regarding the use of facilities.
- B. The permit holder agrees to protect, indemnify and hold harmless the District and its employees from any and all claims, liabilities, damages, or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.
- C. The permit holder will indemnify DLPS for all damage to its facility or equipment occurred during the scheduled event by persons participating or in attendance.
- D. All organizations and individuals using DLPS facilities shall have a copy of the approved permit on site, either as an electronic file, email, or hardcopy. Custodians may request a copy of the permit from the organization or individual. If an approved permit cannot be verified, the custodians may request the organization or individual to leave the facilities or grounds. Law enforcement shall be contacted when a non-verified organization or individual fails to leave the facilities/grounds when requested to by the DLPS representative.

- E. All events are required to be supervised by responsible adults, over age 21, for the entire duration of usage time and until all participants have vacated the premises in order to accept responsibility for the conduct of event attendees and the care of the building and equipment.
- F. It shall be the responsibility of the organizational leaders to confine use of the facilities rented to members of their group and for the purpose and function under the terms of the rental contract.
- G. Programs must be concluded in time for clearance of building in accordance with the terms of the rental contract. Any additional time required to clean-up after an organization's use of the facility shall be charged to the organization in addition to the rental schedule.

IV. FACILITY USAGE

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

V. FEES

- A. Fees will be charged for the following four categories based on the classification of organization using DLPS facilities and the schedule of rental rates:

- i. Facility use
- ii. Additional equipment provided/set up by the DLPS
- iii. Hourly rate of any DLPS food service employee, custodian, and Middle School auditorium operator required to work additional hours in order to be on site for the event.
- iv. Hourly rate of any approved DLPS staff providing supervision for events with a planned attendance greater than 100 people.

B. Rate of Fees:

- i. Groups using DLPS facilities are grouped into different rate classes based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards for conduct during use, supervision, etc., are constant for all user groups regardless of organizational differences. Each group will pay this percentage of the rental fees for facility and equipment use:
 - 0%:
 - DLPS Pre-K – 12, extracurricular and Community Education
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare, do not charge fees, and are not using facilities for fundraising purposes
 - DLPS employees using the facilities for personal, non-commercial use
 - 50%:
 - Athletic associations under the umbrella/contracted with The Center (formerly the DLCCC)
 - Non-profit organizations based in the DLPS attendance area that are devoted to child or community welfare that charge fees and/or use the facility for fundraising purposes
 - 80%:
 - DLPS employees using facilities for commercial, profit-making use
 - Individuals residing or businesses located within the DLPS attendance area
 - Non-profit organizations based outside of DLPS attendance area that are devoted to child or community welfare.
 - 100%:
 - Individuals residing or businesses located outside of the DLPS attendance area
 - ii. Any reduced fee for the hourly rate of kitchen and staff required to work additional hours must be approved by the Director of Finance & Operations in advance of the approval of the permit.
- C. A down payment of 50% of the facility rental may be required at the time of the submitting the *Facility Permit Request* to confirm the reservation. The remainder and other charges will be due by the end of the month following the event.
- D. Food and beverages may be served without using the kitchen. Use of the kitchen, even by DLPS employees, requires the presence of a DLPS food service employee. A fee will be assessed for damaged, lost, stolen, or unclean equipment or facility.

VI. FUNCTIONS NOT ALLOWED

- A. No dances open to the general public shall be allowed
- B. Any and all use of DLPS facilities shall be free from obscure and controversial purposes or purposes of a disruptive nature.

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

FACILITY RENTAL RATES

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

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

¹ Location will have additional staff charges.

² Rental fees for this location are subject to sales tax.

ADDITIONAL STAFF CHARGES

Custodial Personnel (beyond regular hours) _____ \$50 per hour

Food Service Personnel (total hours worked) _____ \$50 per hour

Technology/Sound Personnel (total hours worked ___ \$75 per hour

Supervision Personnel (total hours worked) ___ \$50 per hour

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

FACILITY PERMIT REQUEST

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

Today's Date: _____

REQUESTOR'S INFORMATION:

Requestor's Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

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

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

☐ Non-profit Organization Organization Name: _____

☐ Business, including sole proprietor Business Name: _____

☐ Myself, not for profit

TYPE OF SET-UP AND SPECIAL INSTRUCTIONS:

Function Description: _____

Anticipated Attendance: _____ Will Admission Be Charged? ☐ Yes ☐ No

Date of Function: _____ Start Time: _____ End Time: _____

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

Facilities Requested:

BUILDING	AREA	BUILDING	AREA

IF A DISTRICT EMPLOYEE WILL BE USED IN LIEU OF A CUSTODIAN AND/OR SUPERVISION:

DLPS employee in lieu of a custodian and/or supervision duties agrees to the following:

1. Secure building (check all doors to ensure building is locked when leaving.)
2. Turn off lights and other electrical equipment.
3. Responsible for controlling access to unauthorized personnel.
4. Responsible for monitoring children's behavior.

5. Report all emergency situations and/or injuries immediately to the Supervisor of Operations.
6. Clean areas used (bathrooms, kitchen, etc.). Users of DLPS facilities who leave premises dirty will be charged for clean-up.

Signature of employee in lieu of custodian and/or supervision duties: _____

(Continue to next page)

FACILITY PERMIT REQUEST (cont'd)

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

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

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

Signature of Requestor (By signing, becoming Policy Holder)

Date

Legal References: Minn. Stat. 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes, Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA/MASA Model Policy 901 (Community Education)
MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

FOR DISTRICT USE ONLY:

Permit Number: _____

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

CONTRACT TOTAL: \$ ____



School Board Meeting Agenda Memorandum

DATE: April 23, 2025
TO: Board of Education
FROM: Kylie Johnson - HR Director
SUBJECT: Change of 2025-27 Group Health Insurance Coverage

The District sought bids for health insurance in anticipation of its current two-year contract with Minnesota Healthcare Consortium (MHC) expiring on June 30, 2025. Proposals were received from PEIP, BlueCross BlueShield, MHC, Gravia, HealthEZ, Sourcewell, Crumdale, Sanford, and HealthPartners. MHC, the current provider, offers two networks—Essentia and Passport—along with alternative telehealth services and strong customer support. However, their renewal bid included an average 17.3% increase in plan costs with no second-year rate cap offered. After evaluating the options, the District selected HealthPartners, which offers a single open access network, an average 6.3% increase in plan costs, and a second-year rate cap of 12%. The decision was made by the District's insurance committee, which includes representatives from five union bargaining groups and three unaffiliated groups.

Rates prior to District contribution can be seen below:

Plans/Deductibles	Current Monthly MHC Premium:	Health Partners Proposal for 7/1/25 (comparable plan)
Single- HSA \$3300	\$765.98	\$879.81
Family- HSA \$3300	\$2,044.70	\$2,348.55
Single- \$1500 Deductible	\$1,106.23	\$983.56
Family- \$1500 Deductible	\$2,953.06	\$2,625.49
		12% Year 2 cap

District Administration recommends approval of HealthPartners as the health insurance provider for non-union employee groups. Board approval is required only for non-union groups; for union groups, the Board is asked to acknowledge the renewal. Under Minnesota statute, union groups retain the option to select the Public Employees Insurance Program (PEIP) as their health insurer. EMDL insurance committee representatives offered members the opportunity to vote on carrier selection.

cc: Matie Hanson



Detroit Lakes Public Schools

Monthly Enrollment Summary

2024-2025

Month: April

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	39	99	138

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	8	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	56	28	84
Rossman	69	19	88
Totals	125	47	172

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	91	94	94	100	96	475
Rossman	97	90	95	94	98	474
Totals	188	184	189	194	194	949

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
172	949	1121

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	212	201	205	618

SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	202	193	166	198	759	0	0	759

E-LAKER ONLINE

	Grade 9	Grade 10	Grade 11	Grade 12	Total
E-Laker	6	7	21	21	55

2024-2025

K-12 Total

2627

2023-2024

K-12 Total

2696

2022-2023

K-12 Total

2685

MONTHLY TOTALS*

EIC	41
ECSE	107
Kind. Sp. Ed.	47
Kindergarten	125
Grades 1-5	949
Middle School	618
Senior High	759
E-Laker	55
Laker Transitions	17
ALC	57
TOTAL	2775

*Does not include non-resident students
on tuition agreement

ALC

D.L.	48
Other	9
Total	57

LAKER TRANSITIONS

D.L.	12
Other	5
Total	17



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: April

EIC										ECSE									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	28	31	35	28	31	35	38	39			55	63	82	89	84	89	97	99	

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	2	2	2	2			5	3	4	5	7	7	8	8	

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	25	25	25	28		Roosevelt	61	62	64	58	58	58	59	56	
Rossman	22	21	21	21	21	21	20	19		Rossman	69	70	70	71	69	69	68	69	
Totals	45	44	42	46	46	46	45	47	-	Totals	130	132	134	129	127	127	127	125	-

Kindergarten Total									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	84	85	85	83	83	83	84	84	-
Rossman	91	91	91	92	90	90	88	88	-
Totals	175	176	176	175	173	173	172	172	-

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	89	89	91	91	-	Roosevelt	95	93	94	94	95	95	94	94	-
Rossman	101	98	98	99	98	97	96	97	-	Rossman	88	90	90	90	91	89	90	90	-
Totals	190	188	187	189	187	186	187	188	-	Totals	183	183	184	184	186	184	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	95	97	96	94	-	Roosevelt	99	99	99	97	98	100	100	100	-
Rossman	99	97	98	99	98	96	95	95	-	Rossman	95	95	95	96	95	94	94	94	-
Totals	195	192	193	193	193	193	191	189	-	Totals	194	194	194	193	193	194	194	194	-

Grade Five									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	97	94	96	96	97	96	95	96	-
Rossman	95	94	95	95	98	98	98	98	-
Totals	192	188	191	191	195	194	193	194	-



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: April

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	474	477	476	475	-	Resident	45	49	43	40	42	49	47	48	
Rossmann	478	474	476	479	480	474	473	474	-	Non-Resid.	12	11	14	8	8	7	8	9	
Totals	954	945	949	950	954	951	949	949	-	Total	57	60	57	48	50	56	55	57	

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	212	214	214	212	-	Resident	18	28	28	26	26	42	41	40	
Gr. Seven	199	198	200	201	201	200	200	201	-	Non-Resid.	10	11	11	10	10	15	15	15	
Gr. Eight	211	208	210	209	209	207	208	205	-	Total	28	39	39	36	36	57	56	55	
Totals	623	618	622	621	622	621	622	618	-										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	214	207	206	205	207	203	201	202	-
Gr. Ten	206	199	198	198	198	196	194	193	-
Gr. Eleven	187	182	177	175	175	166	167	166	-
Gr. Twelve	206	208	207	207	208	198	198	198	-
Subtotals	813	796	788	785	788	763	760	759	-
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
Totals	813	796	788	785	788	763	760	759	-



Detroit Lakes Public Schools

Elementary Grade Sections

2024-2025

Month: April

		Roosevelt		Rossman		Grade Average
Kindergarten						21.50
	Section 1&3	22	21	22	23	
	Section 2&4	21	20	22	21	
	Section 5					
Building Average			21.00		22.00	
Grade 1						20.67
	Section 1&3	24	23	20	20	
	Section 2&4	21	21	20	19	
	Section 5			18		
Building Average			22.25		19.40	
Grade 2						22.88
	Section 1&3	24	23	22	23	
	Section 2&4	24	22	23	22	
	Section 5					
Building Average			23.25		22.50	
Grade 3						23.38
	Section 1&3	23	23	24	24	
	Section 2&4	23	23	25	22	
	Section 5					
Building Average			23.00		23.75	
Grade 4						24.25
	Section 1&3	25	24	23	24	
	Section 2&4	25	26	23	24	
	Section 5					
Building Average			25.00		23.50	
Grade 5						24.25
	Section 1&3	24	25	25	24	
	Section 2&4	22	25	24	25	
	Section 5					
Building Average			24.00		24.50	

The district class size average for K-5 is:

20.80

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 2025
April 1, 2025

Roosevelt					
Grade	Current	Previous (Mar)	Opening Day	Sections	Per Section
K	84	84	84	4	21.0
1	91	91	89	4	22.8
2	94	94	95	4	23.5
3	94	96	96	4	23.5
4	100	100	99	4	25.0
5	96	95	97	4	24.0
RSVT Total	559	560	560	24	23.3
Difference		(1)	(1)		Avg/section

Rossman					
Grade	Current	Previous (Mar)	Opening Day	Sections	Per Section
K	88	88	91	4	22.0
1	97	96	101	5	19.4
2	90	90	88	4	22.5
3	95	95	99	4	23.8
4	94	94	95	4	23.5
5	98	98	95	4	24.5
RSM Total	562	561	569	25	22.5
Difference		1	(7)		Avg/section

Middle School			
Grade	Current	Previous (Mar)	Opening Day
6	212	214	213
7	201	200	199
8	205	208	211
MS Total	618	622	623
Difference		(4)	(5)

High School				Online		ALC			
Grade	Current	Previous (Mar)	Opening Day	Grade	Current	Grade	Current	Previous (Mar)	Opening Day
9	202	201	214	9	6	9	3	3	-
10	193	194	206	10	7	10	11	10	6
11	166	167	187	11	21	11	20	22	18
12	198	198	206	12	21	12	23	23	33
HS Total	759	760	813	Total Online	55	Total	57	58	57
Difference		(1)	(54)	Opening Day	24	Difference		(1)	-
				Mar 2025	56				

District Wide Summary			
Pre-K	50		
K	172		
1	188		
2	184		
3	189		
4	194		
5	194		
	949		
6	212		
7	201	Laker Online	55
8	205	Transitions	17
	618	Rossman	562
		Roosevelt	559
9	211	DLMS	618
10	211	DLHS	759
11	207	ALC	57
12	259	PSEO	-
	888	Pre-K	50
Total	2,677	Monthly Total	2,677
Comparisons			
Last Month Report			2,684
Difference			(7)
2024-25 Opening Day			2,714
Difference			(37)

Pre K	
ADM*	50

Detroit Lakes Substance Use Prevention Coalition

April 8, 2025
HS Room 203

Welcome Back!

Review of our Norms:

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

Roles:

- Meeting minutes - Josh (thank you!)



Introductions

- Name
- Organization and your role there
- Update/Happenings from your organization
- What is the best piece of advice you've received?

Taking a look at today

- Quick grant update
- Student PCN group update
- Next Steps
- What's coming up



Student Meeting

- 6 students were able to participate in the most recent meeting
 - Next one scheduled for Thursday 4/10
- Sophie Wilke designed fantastic posters based on the drawings from the first meeting
- Students reviewed them all and came up with some they really liked and why. A color theme appeared from that discussion.
- They are thinking they want to start with posters in the commons, a couple of social media posts and some collaboration with Laker Live
- Next meeting's goals - ideas for a tagline and logo

Poster Examples #1

Poster Examples #2

Poster Example #3

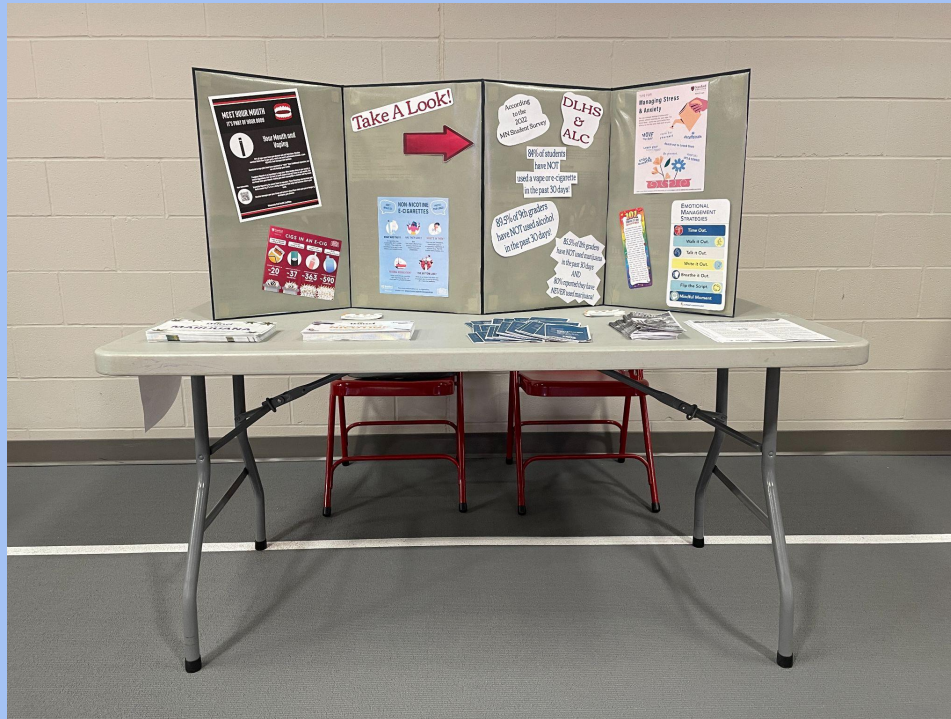


Next Steps

- Thinking about places in the community . . . what type of poster/messaging would we like to see?
- Are there volunteers to put the messaging in the community?
- Some of the places identified by the coalition last week:
 - Walmart
 - DLCCC
 - Central Market
 - Caribou
 - Boys & Girls Club
 - Library
 - Becker Co. Human Services
 - Chamber newsletters
 - School newsletters
 - Local churches

Getting the message out

HUGE thank you to Josie, Mickey and Jessica for putting the Coalition booth together at the Powwow and manning it!!



What's Coming Up

Resources, Trainings and Such - Oh my!

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

Wrap Up

Do we want to meet next month?

Next meeting:

Tuesday, May 13, 2025

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

Members Present:

Mickey Okeson
Mark Jenson

Sanford Nelson
Jason Kuehn

Julie Smith-Yliniemi

A Finance Committee Meeting was held on Tuesday, April 22nd at the District Office. The agenda was as follows:

1. Review of Receipts and Disbursements

Receipts for the month totaled \$4,568,161.68. Receipts of note included Activities deposits related to admissions and White Card Fees, Food Service catering agreements, quarterly State Aid payments for Community Service programs, and metered State Aid payments for general education and special education funding.

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for March totaling \$2,351,721.63 which includes payments for payroll liabilities, food service vendors, utilities, transportation contracts, and Student Activities.

The committee also recommends approval of the check summaries for April 14th and April 28th in the amount of \$417,245.52.

2. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of February. Total balances for all funds as of 3/31/25 were \$17,565,656.64.

District expenditures and revenues through March were reviewed in comparison to the budget. Kuehn noted an increase in expenditures related to maintenance at various sites.

3. District Investment Summary

Director of Finance Kuehn reviewed the District's investment portfolio as of 3/31/25 with a total balance of \$8,280,837.81.

4. Managed Print Services Proposals

Kuehn provided the committee with a review of three proposals that were presented to the District for Managed Print Services. The committee reviewed and recommended finalizing a contract with Marco beginning August 1, 2025 through July 31, 2030 for Board approval in May.

Next Meeting: Wednesday, May 14th - 2:00 PM at District Office

ISD 22 District Advisory Committee (DL-DAC)– Meeting Minutes

Date: April 14, 2025

Attendees: Renee Kerzman, Cara Myers, Pam Daly, Mark Jenson, Josh Omang, Tyler Fode, Sandy Nelson, Rhonda Fode, Tom Trowbridge, Jamie McDougall, Heidi Evans, Kris Swenson, Mary Rotter, Kim Westholter, Josh Hochgraber

1. READ Act Implementation Update

- All K–5 and Special Education staff have completed and passed the OLLA training.
- Early Childhood staff completed LETRS Early Childhood training.
- All new teachers will receive this training as they are hired.
- Paraprofessionals will also receive a different required reading training.

2. MCA Testing – Information and Discussion

- MCA testing windows are currently open for Grades 3 through High School.
- Preliminary scores are typically available immediately, except for Science, which will be released in October.
- Families may opt students out of testing; however, this impacts the integrity of our data.
- MCA results are used to reflect on and inform curriculum and instructional practices.

3. Draft of 2025–2026 Professional Learning Focus was discussed

4. Health Standards – MDE now has an open link for public comment and can be done via MDE website

5. 2025–2026 Curriculum Planning

- Math Adoption (Grades 6–12): Official implementation is scheduled for 2027–2028.
- Language Arts Planning: Initial planning for Language Arts curriculum will begin next year.

6. Expanding High School Options in Minnesota – Impact on District

- Discussion: Adjustments to math sequence, shifts in PSEO (Postsecondary Enrollment Options) and concurrent enrollment, increased opportunities for online and blended learning
- E-Laker will be moving to be administered through DLHS. Planning to provide more flexibility and options for our students and more students from other districts.

7. Miscellaneous Updates

- University of Minnesota Math Inquiry Project: Renee researched this and updated the committee.
- Preschool Programming: Programs will be relocated to Rossman and Roosevelt. Lincoln needs will be analyzed and the School Board will make recommendations and decisions for steps going forward.
- Community Education will move to M State.
- Both Adult Basic Education (ABE) and Community Ed will be relocated within M-State
- Alternative Learning Center (ALC): Will move to another section within M State.

8. Open time for Questions and Comments

Activities Committee Minutes

7am - Monday, April 6 - HS Office Conference Room

Present: Mark Jenson, Jason Kuehn, Justin Hegg, Mickey Okeson, Josh Omang, Julie Smith Yliniemi, Cali Harrier, Vern Schnathorst

Absent: None

Introduction to the committee and its purpose. I can have a quick description of the committee's purpose. From my side it is similar to the facilities, transportation and other district committees. It is to inform and discuss issues/information related to that area, in a small group setting to keep all informed which in return is reported back to the Board at a monthly board meeting to keep them informed.

1. 24-25 [Participation Numbers](#)
2. Central Lakes Conference Update
 - a. Honors Choir/Band this week 10-15/school in each choir and band Contest followed by honors concert that practiced on Monday.
 - b. Successful winter
3. GoFan - Online Ticketing used by whole CLC
 - a. Concerts/Musical/Prom
4. Revisit Winter Cheer Proposal - Approved at last meeting for 2025-26 budget year
 - a. Revisit with budget concerns?
 - b. Has not gone to the board yet.
 - c. Cost(\$4000 - Currently budgeted for Fall Additional season of coaching(6%) In Master Agreement
 - d. Currently on schedule C but not budgeted
 - e. Will be added to possible cuts shared by Jason
5. MSHSL Section Assignment Updates Info
 - a. Appeal down girls hockey approved
 - b. Section alignments should come out later today
 - c. Classification Alex Sartell, SRR, Tech(Football)
 - d. District FB -1st week of June will get schedule
6. Faith Christian School(Now K-12) - Eligibility
 - a. Renewal of joint agreement for participation may not be possible as they are expanding to a full high school.
 - b. No longer eligible to participate at the varsity level as they will have a HS going forward.
 - c. What does this look like going forward?
 - i. Would need Cooperative agreements for them to compete at the varsity level.
 - ii. MS participation - sticky for 7-12 activities and confusing if they can participate in some activities but not others.
7. Fall Parent/Athlete Meetings(Review)
 - a. Small number in attendance based on number of participants we have
 - b. Small numbers for fall sport meeting after so they have another meeting
 - c. Many options were discussed in an effort to improve attendance
 - d. We will pilot a short video that Rob will produce that can be shared at the individual sport meetings and discontinue the large meeting prior to fall sports
 - e. Rob will also do a short presentation at the fall open house for all freshman
 - f. Review effectiveness next winter at activities Committee Meeting

- g. Rob will check if it can be integrated into the Affinity registration process
- 8. Proposed Activity Fees/Budget Review(Jason)
 - a. Increase HS from \$135 to \$150
 - i. Agreed to freeze fees at \$135 per \$15,000 additional donation from the DLAF
 - b. Increase MS from \$75 to \$80
 - i. Agreed to freeze fees at \$80 per \$15,000 additional donation from the DLAF
 - c. Proposed Facility Fees
 - i. Hockey \$315
 - ii. Gymnastics \$200
 - iii. Robotics \$100
 - d. Jason shared a sheet with possible coaching positions that could be eliminated to help with cost containment
- 9. Proposed 2025-26 Ticket Prices
 - a. Single Game remain the same at Adult \$7 and Student \$5
 - b. Proposal to Increase Season Pass fees: Adult from \$45 to \$60 Student: From \$5 to \$10.
- 10. SAA Account Changes
 - a. Most well received
 - b. Challenge to help individuals with need(Apparel)
 - c. Apparel Orders(store)
 - d. Coaches would like to use personal CC and be reimbursed. Feel it is difficult to get check in advance for meals etc.. Explained that the process is the same to get a check before or after. Just takes some planning. We are OK with small and one off expenses being paid and reimbursed but should try to request in advance as much as possible.
 - e. Coaches/Rob are now receiving and monitoring SAA transactions deposits on a monthly basis
- 11. Fundraising
 - a. Continue to try to find alternatives to selling items(Popcorn, coffee etc)
 - b. Painless Fundraisers - Youth Tournaments etc
 - c. Challenges are most fundraising companies are operating the same so there are limited different options. Verna Also shared it is nice to keep manageable from a coaches standpoint with all of the duties on their plate.
 - d. Julie suggested maybe we start a fundraiser committee and set a deadline to submit fundraising requests for the year or each season.
 - i. Clarification/Details of process
 - ii. Should be education based
- 12. Sustainability of programs keeping coaches
 - a. Still tons of coaching/advisor turnover at the MS and frequently at the HS.
 - i. Need to hire people that are willing to take on after school activities.
 - ii. With the number of opportunities we offer it will be difficult if we are hiring staff that aren't willing to take on these positions.
- 13. Additional Items - None
- 14. Meeting adjourned.

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING
March 31, 2025

A Facilities Committee Meeting was held on Monday, March 31st at the District Office. In attendance were John Steffl, Michael Walther, Mary Rotter, Mark Jensen, Colin Gedrose, and Jason Kuehn.

1. FY 2025-2026 Capital Budgeting and Summer Projects

Based on approved budget targets following the February Facilities Committee meeting, Director of Finance Kuehn reviewed the listing of summer projects funded through district operating capital, long-term facilities maintenance funding, and other revenue sources. The reviewed listing and budget allocations for buildings and departments will be shared with all principals and directors impacted.

2. FY 2026-2027 Long Term Facilities Maintenance

Director of Finance Kuehn reviewed identified targets for Long-Term Facilities Maintenance revenues for the 2026-27 school year. A finalized list will be brought back to the the Facilities Committee in June in advance of the approval of the required Long-Term Facilities Maintenance budget in July.

3. District Policy #902 - Facility Rentals

The committee reviewed District Policy#902 which relates to Facility Rentals. Kuehn provided some recommended language changes, as well as some pricing changes listed in the policy. The committee recommended forwarding the proposed changes to the Policy Committee.

4. April 22nd Board Work Session

Kuehn reviewed potential topics that will be included on the Board Work session which will be held on April 22nd. These topics included a discussion about the Lincoln Education Center site, extended lease options with MSTATE following the 2025-26 school year, and a potential lease agreement with the City of Detroit Lakes for various outdoor spaces used by the district.