



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, June 23, 2025 - 7:00 AM
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 Jensen 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 June 23, 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. 5 pre-owned laptops from Blue Cross Blue Shield North Dakota and Ugnius Bieliunas for Laker Robotics.

B. \$500 worth of aluminum tubing from Alexandria Industries for Laker Robotics.

VIII. PROGRAM PRESENTATIONS

Presenter:

A. Q. Comp

Presenter: Pam Daly Q-Comp Coordinator

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 May 19, 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. 410-Family Medical Leave Policy
 - 2. 412-Expense Reimbursement
 - 3. 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 4. 415-Mandated Reporting of Maltreatment of Vulnerable Adults
 - 5. 418-Drug-Free Workplace/Drug-Free School
 - 6. 419-Tobacco-Free Environment
- F. Approve Award of Milk and Dairy Proposals for the 2025-2026 and 2026-2027 School Years.
- G. Authorize the signatures for Jill Walter, High School Principal, and Rob Nielsen, Activities Director, for the High School Activity Fund; and Mike Suckert, Middle School Principal, and Justin Hegg, Middle School Assistant Principal, for the Middle School Activity Fund for the 2025-26 school year.
- H. Approve Mark Jenson, Jason Kuehn, Kylie Johnson, and Jennifer Fode, to make incoming and outgoing wire transfers, stop payments, purchase CD's, inquiries on accounts, and check balances on behalf of the school district for the 2025-26 school year.
- I. Approve Kathy Owens, Payroll Coordinator, to be authorized to make electronic fund transfers for the following specific items: 1)Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2)Transfers to the district's third party administrator for the 403(b) Program; 3)Transfers to Wex Account - for the district's Health Savings Account (HSA) and Flex Spending Account (FSA) Program.
- J. Approve the designation of the following banks as Official Depositories for K-12 depository accounts respectively for the 2025-26 school year: Bremer Bank, Midwest Bank, Minnesota School District Liquid Asset Fund, and Ehlers/Pershing.
- K. Approve Activity Fee & Admission Price Schedules for 2025-26 School Year.
- L. Approve the Community Education Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- M. Approve the Area Learning Center (ALC) Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- N. Approve the Robotics Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- O. Approve the Recreational Facilities Lease Agreement with the City of Detroit Lakes from August 1, 2025 through July 31, 2035.
- P. Approve the 2025 Tenure List.
- Q. Approve Award of Primary Food Distributor for the 2025-2026 School Year.
- R. Approve the Purchase of Service Agreement between Detroit Lakes Public Schools and Stephanie Hanson 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. Rossman Building Goals
- B. Roosevelt Building Goals
- C. Middle School Building Goals

- D. ALC Building Goals
- E. High School Building Goals

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 Committed Fund Balance Designation for Fiscal Year 2024-25 as \$2,169,414.00.

Presenter: Jason Kuehn, Director of Finance & Operations

- B. Motion to approve the Employee Property/Liability Insurance and Workers Compensations Renewal for 2025-2026 School Year.

Presenter: Jason Kuehn, Director of Finance & Operations

- C. Motion to Approve the Initial Budget for the 2025-2026 School Year.

Presenter: Jason Kuehn, Director of Finance & Operations

- D. Motion to Approve the 2025-2027 Unaffiliated Group Contract Provisions.

XII. ADMINISTRATIVE AND BOARD REPORTS

- A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

- 1. District Updates

- B. **Board Committee and Representative Reports**

- 1. Facilities Committee

Presenter: Steffl, Board Chair

- 2. Finance Committee

Presenter: Okeson, Board Treasurer

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Joint Governance- 07/01/25 7:00 AM Middle School Collaborative Space.

- B. Finance Committee-07/22/25 11:30AM District Office.

- C. Regular School Board Meeting- 07/28/25 7:00AM City Council Chambers.

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.





Quality Compensation in DLPS

2024-25
Year Nine

Q Comp Leadership Team 2024-25

Lisa Lindstrom--Lincoln

DeAnna Baukol*--Rossman--transition year

Sherri Johnson--Roosevelt

Kristi Downey*--Rossman

Keith Eckhoff--Middle School

Cali Harrier--High School

Cara Myers*--ALC

Pam Daly*--Q Comp Coordinator

Josh Omang--Principal

Renee Kerzman*--Administration

Mark Jenson--Administration

*original members

Briefly, Q Comp is four things . . .

Career Ladder Opportunities

- roles → PLC leaders, mentors, research team, leadership team

Performance Pay/Alternative Salary Schedule

- goals → teacher evaluation, engagement, vocabulary/literacy

Job-embedded Professional Learning

- 180 minutes of PLCs/month

Teacher Evaluation

- three year cycle



One of the most important parts of Q Comp is that it aligns with and supports district initiatives . . .

- ★ The strategic plan
- ★ MTSS
- ★ PLCs
- ★ Reading



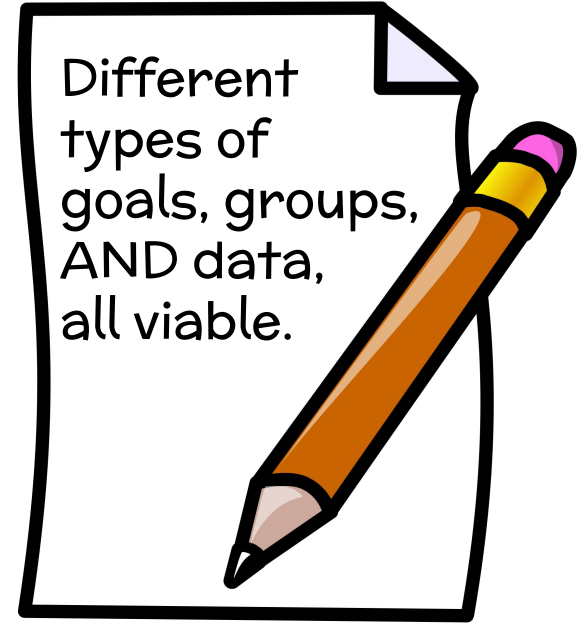
Everything we
“do” with
Q Comp is
focused on the
positive impact
we can have on
our students
and their
learning.

Example goals

Literacy/vocabulary goals

1. MS example
2. HS example

Engagement goal



What plans do we have for 2025-26?

- a. Dive directly and completely into comprehension with a single literacy strategy.
- b. Offer a limited menu of solid engagement strategies.

What plans do we have for 2025-26?

Refocus on the four questions for PLCs

1. What do we want all students to know and be able to do?
2. How will we know if they learn it?
3. How will we respond when some students do not learn?
4. How will we extend the learning for students who are already proficient?

Questions?

Time for one or two;
otherwise, reach out to Renee.

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

**Regular School Board Meeting
Monday, May 19, 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, Sanford Nelson
Absent: None

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 Okeson seconded by Smith-Yliniemi, to approve the agenda. Motion carried unanimously.

Donations were made by the following:

27 Handmade Quilts from First English Lutheran Church for the American Indian Student Council.
100 Sweatshirts from Lakeshirts for the American Indian Student Council.
\$150 from Izaak Walton for 7th grade science bussing to the trout release.
\$552 from Eric Schuld and Microsoft Benevity for the Laker E-Sports Program.

Program presentation was given by Rossman and the PaY Committee.

A motion was made by Nelson, seconded by Okeson, to add policy 522 to discussion. Nelson, Okeson, Walther, & Steffl voted yes, Rotter & Smith-Yliniemi voted no.

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

- A. Approve the Minutes of the April 28, 2025 Regular School Board Meeting. .
- B. Approve K-12 Computer Checks #709833-709902 for a total of \$189,084.59. Approve Hand Payable Checks #709529-709543, #709649-709681, #709767-709821, Wire Transfers #13386-13391, #13499, #13516-13517, #13528-13538, #13631-13641, #13663-13684, #13718-13737, in the amount of \$1,933,722.39. Approve Net Payroll Transfers on 4/15/2025 and 4/30/2025 in the amount of \$1,623,302.99 for a total of \$3,746,109.97.
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
 - a. 402-Disability Nondiscrimination
 - b. 403- Discipline, Suspension, Dismissal of School District Employees
 - c. 404-Employment Background Checks
 - d. 405-Veteran's Preference
 - e. 406-Public and Private Personnel Data
 - f. 407-Employee Right-to-Know - Exposure to Hazardous Substances
 - g. 408-Subpoena of a School District Employee
 - h. 409-Employee Publications, Instructional Materials, Interventions and Creations
 - i. 902-Rental Policy - Buildings and Facilities
- E. Approve the Renewal of Student Accident Insurance Program for the 2025-2026 School Year
- F. Approve the Canine Detection Services Contract for the 2025-2026 School Year.
- G. Approve the Print Management Services Agreement from August 1, 2025, through July 31, 2030.
- H. Approve the Purchase of Service Agreement for School Readiness Mental Health Therapy Services between Detroit Lakes Public Schools and Stellher Human Services from July 1, 2025, through June 30, 2026.

- I. Approve the Purchase of Service Agreement for K-12 Mental Health Therapy Services between Detroit Lakes Public Schools and Stellher Human Services from July 1, 2025, through June 30, 2026.
- J. Approve the Schedule C Committee Recommendations.

Discussion was had on the following:

- 1. First Reading of Policies:
 - a. 410-Family Medical Leave Policy
 - b. 412-Expense Reimbursement
 - c. 413-Harassment and Violence
 - d. 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - e. 415-Mandated Reporting of Maltreatment of Vulnerable Adults
 - f. 416-Drug and Alcohol Testing
 - g. 417-Chemical Use/Abuse
 - h. 418-Drug-Free Workplace/Drug-Free School
 - i. 419-Tobacco-Free Environment
- 2. 522- Student Sex Nondiscrimination

A motion was made by Walther, seconded by Nelson to Approve the suggested changes brought to the board by Walther to policy 401. Nelson, Walther, & Okeson Voted Yes, Rotter, Steffl, Smith Yliniemi voted No . Policy Stays as is.

A motion was made by Roter, seconded by Smith-Yliniemi to Approve policy 401-Equal Employment Opportunity. Rotter, Steffl & Smith-Yliniemi voted yes, Walther, Nelson, Okeson voted no, Policy will stay as is.

A motion was made by Rotter, seconded by Walther to approve the DLESP Memorandum of Understanding for Insurance Contribution. 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 Finance Committee.

Board Vice Chair Rotter gave an update on AIPAC.

Board Chair Steffl gave an update on the Sports Arena Commission and announced the upcoming events.

A motion by Walther, to adjourn the meeting at 6:24 PM, seconded by Okeson. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

PERSONNEL AGENDA

May 19, 2025

1) Resignations:

Sydney Bly– Middle School Volleyball Coach, effective April 30, 2025.

Austin Dodd– Summer Speed & Strength, effective May 16, 2025.

Jacquelyn Erickson– ECFE/School Readiness Para, effective May 31, 2025.

Heather Hacker– Special Education Teacher, effective May 7, 2025.

Kaitlin Kellerhuis– High School Special Education Para, effective May 22, 2025.

Nicole Tredwell– Rossman Special Education Para, effective May 22, 2025.

2) **Retirements:**

Kathy Owens– District Payroll Coordinator, effective July 31, 2025.

Kay Parker–High School Special Education Para, effective May 22, 2025.

3) **Appointments:**

Brian Deitchler– Middle School Behavior Interventionist, at the rate of MA Step 8 or a contract amount of \$61,747.00 per year, effective August 18, 2025.

Bailee Dorff– Speech/Language Pathologist, at the rate of MA Step 9 or a contract amount of \$63,613 per year, effective August 1, 2025.

Leah Hamann– Perham ABE Instructor, at the rate of \$38.45 per hour, working 13.5 hours per week, effective June 24, 2025.

Kaitlin Kellerhuis– High School Special Education Teacher, at the rate of BA Step 1 or a contract amount of \$45,023.00 per year, effective August 18, 2025.

Monika Nelson– Roosevelt Special Education Teacher, at the rate of MA Step 11 or a contract amount of \$67,356.00 per year, effective August 18, 2025.

Theresa Rogstad– Roosevelt Speech/Language Pathologist, at the rate of MA +30 Step 14 or a contract amount of \$86,359.00 per year, effective August 18, 2025.

Ella Ullrich– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025.

4) **Amended Assignment:**

Bri Bahr– is amending her assignment from STEAM Teacher to Classroom Teacher, effective 25-26 school year.

DeAnna Baukol– is amending her assignment from Academic Interventionist to Classroom Teacher, effective 25-26 school year.

Kristen Blom– is amending her assignment from Academic Interventionist to Classroom Teacher, effective 25-26 school year.

Belinda Freeman– is amending her assignment from Roosevelt Interventionist to Rossman Classroom Teacher, effective 25-26 school year.

Jennifer Heimark– is amending her assignment from 26.75 hours per week LEC ECFE/SR Child Educator to 21.75 hours per week MState ECFE Child Educator, effective 25-26 school year.

Andrea Judisch– Is amending her assignment from Classroom Teacher to 0.8 FTE Academic Intervention Teacher, effective 25-26 school year.

Jennifer Olson– is amending her assignment from Academic Interventionist to Classroom Teacher, effective 25-26 school year.

Amy Porter– is amending her assignment from Academic Interventionist to Classroom Teacher, effective 25-26 school year.

April Sunram– is amending her assignment from Academic Interventionist to Classroom Teacher, effective 25-26 school year.

Kellie Wolf– is amending her assignment from 1.0 Roosevelt STEAM Teacher to .5 Roosevelt .5 Rossman STEAM Teacher, effective 25-26 school year.

5) **Leave of Absence:**

Stacy Conn– is requesting a leave of absence from May 1, 2025 through May 22, 2025.

Jennifer Fode– is requesting a leave of absence from May 14, 2025 through June 13, 2025.

Shelly Kepler– is requesting a leave of absence from May 12, 2025 through July 30, 2025.

Brianna Nims– is requesting a leave of absence from September 17, 2025 through December 10, 2025.

Chris Pederson– is requesting a leave of absence from March 8, 2025 through June 13, 2025.

Kristi Ritter– is requesting a leave of absence from May 2, 2025 through May 23, 2025.

6) **Terminations:**

Mackenzie Carriere– Speech Language Pathologist Assistant, effective May 22, 2025.

Check Register by Bank and Check

5/21/2025

1:22 PM

Check Number: 0-2147483647 Payment Date: 05/26/2025-06/26/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	13920	709979	Check	1	1023		ADVENTIST CHRISTIAN SCHOOL	Yes	No	No	05/26/2025	170.95
		13983	709980	Check	1	2796	REMIT	AED SUPERSTORE	Yes	No	No	05/26/2025	219.00
		13921	709981	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	05/26/2025	569.00
		13922	709982	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	05/26/2025	775.00
		13980	709983	Check	1	2527		BIRCHBARK BOOKS	Yes	No	No	05/26/2025	662.94
		13924	709984	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	05/26/2025	723.00
		13925	709985	Check	1	1143		BRENCO CORP.	Yes	No	No	05/26/2025	1,625.93
		13927	709986	Check	1	1187	REMIT	CENGAGE LEARNING	Yes	No	No	05/26/2025	9,398.00
		13928	709987	Check	1	1192		CENTRAL MARKET	Yes	No	No	05/26/2025	282.83
		13985	709988	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	05/26/2025	161.75
		13923	709989	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	05/26/2025	63.57
		13929	709990	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	05/26/2025	751.19
		13977	709991	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	05/26/2025	1,748.72
		13930	709992	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	05/26/2025	144.20
		13931	709993	Check	1	1299		DOW ACOUSTICS, INC.	Yes	No	No	05/26/2025	360.00
		13932	709994	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	05/26/2025	5,810.71
		13982	709995	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	05/26/2025	556.60
		13976	709996	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	05/26/2025	418.86
		13933	709997	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	05/26/2025	2,222.50
		13988	709998	Check	1	3703		ESSENTIAL EDUCATION CORP.	Yes	No	No	05/26/2025	403.75
		13934	709999	Check	1	1348		FAITH CHRISTIAN SCHOOL	Yes	No	No	05/26/2025	5,806.56
		13987	710000	Check	1	3568		FENWORKS, INC.	Yes	No	No	05/26/2025	250.00
		13935	710001	Check	1	1416		GIVEN, RIKKI	Yes	No	No	05/26/2025	87.50
		13936	710002	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	05/26/2025	2,125.00
		13937	710003	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	05/26/2025	1,170.05
		13938	710004	Check	1	1505		HOLY ROSARY SCHOOL	Yes	No	No	05/26/2025	11,884.25
		13939	710005	Check	1	1511		HOUGH INC.	Yes	No	No	05/26/2025	510.00
		13940	710006	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	05/26/2025	5,451.00
		13941	710007	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	05/26/2025	53.85
		13942	710008	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	05/26/2025	1,020.00
		13943	710009	Check	1	1588	REMIT	JIMMY JOHNS	Yes	No	No	05/26/2025	83.34
		13944	710010	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	05/26/2025	746.00
		13945	710011	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	05/26/2025	114.41
		13978	710012	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	05/26/2025	210.00
		13946	710013	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	05/26/2025	219.00
		13926	710014	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	05/26/2025	112.28
		13981	710015	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	05/26/2025	16,733.00
		13990	710016	Check	1	3755		MCCAWLEY, HOLLEY	Yes	No	No	05/26/2025	53.71
		13947	710017	Check	1	1726	REMIT	MCGRAW-HILL LLC	Yes	No	No	05/26/2025	34,657.83

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05/26/2025-06/26/2025 Period: 0-99999999

											Pmt/Void		
Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Date	Amount
	MW	13948	710018	Check	1	1730		MDE-MCIS, ACCT 621892	Yes	No	No	05/26/2025	1,515.60
		13949	710019	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	05/26/2025	969.64
		13950	710020	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	05/26/2025	301.81
		13951	710021	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	05/26/2025	2,063.00
		13952	710022	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSO	Yes	No	No	05/26/2025	230.00
		13953	710023	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	05/26/2025	177.00
		13954	710024	Check	1	1779		MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	05/26/2025	200.00
		13955	710025	Check	1	1790		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	05/26/2025	150.00
		13979	710026	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	05/26/2025	8.00
		13956	710027	Check	1	1826		MVP LOGISTICS LLC	Yes	No	No	05/26/2025	823.48
		13986	710028	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	05/26/2025	30,364.50
		13957	710029	Check	1	1831		NAPA AUTO PARTS	Yes	No	No	05/26/2025	27.32
		13958	710030	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	05/26/2025	4,164.50
		13962	710031	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	05/26/2025	74.10
		13959	710032	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	05/26/2025	888.45
		13960	710033	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	05/26/2025	760.50
		13961	710034	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	05/26/2025	640.09
		13963	710035	Check	1	1920		PEPSI	Yes	No	No	05/26/2025	964.09
		13964	710036	Check	1	1951		PRECISION PRINTING	Yes	No	No	05/26/2025	197.50
		13965	710037	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	05/26/2025	176.87
		13966	710038	Check	1	1958		PRO PRINT, INC.	Yes	No	No	05/26/2025	228.67
		13989	710039	Check	1	3754		READING, ANGELA	Yes	No	No	05/26/2025	53.71
		13967	710040	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	05/26/2025	16.04
		13968	710041	Check	1	2020		RWP, INC.	Yes	No	No	05/26/2025	15,996.04
		13969	710042	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	05/26/2025	552.48
		13970	710043	Check	1	2074		SEPTIC VAC	Yes	No	No	05/26/2025	150.00
		13971	710044	Check	1	2120		STAPLES	Yes	No	No	05/26/2025	40.16
		13972	710045	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	05/26/2025	533.00
		13973	710046	Check	1	2168		TEAM LAB	Yes	No	No	05/26/2025	202.50
		13974	710047	Check	1	2203		TROPHY HOUSE	Yes	No	No	05/26/2025	436.82
		13984	710048	Check	1	3119		UNITED WAY	Yes	No	No	05/26/2025	50.00
		13975	710049	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	05/26/2025	18,097.06
Bank Total: MW												\$189,409.21	
Report Total:												\$189,409.21	

Check Register by Bank and Check

6/3/2025

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Check Number: 0-2147483647 Payment Date: 06/09/2025-06/09/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14130	710084	Check	1	2639		3D SPECIALTIES, INC	Yes	No	No	06/09/2025	785.00
		14073	710085	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	06/09/2025	1,841.22
		14074	710086	Check	1	1024		AFFINETY SOLUTIONS, INC	Yes	No	No	06/09/2025	1,895.00
		14075	710087	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	06/09/2025	290.00
		14076	710088	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	06/09/2025	213.00
		14077	710089	Check	1	1075		AUDIO QUIP	Yes	No	No	06/09/2025	1,650.00
		14138	710090	Check	1	3604		BENCO EQUIPMENT	Yes	No	No	06/09/2025	7,580.00
		14145	710091	Check	1	3765		BLAKE, BRENT	Yes	No	No	06/09/2025	91.00
		14078	710092	Check	1	1143		BRENCO CORP.	Yes	No	No	06/09/2025	643.87
		14151	710093	Check	1	3771		BUZICK, ALYSSA	Yes	No	No	06/09/2025	34.70
		14080	710094	Check	1	1192		CENTRAL MARKET	Yes	No	No	06/09/2025	645.47
		14133	710095	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	06/09/2025	689.24
		14081	710096	Check	1	1209		COLLEGE BOARD	Yes	No	No	06/09/2025	4,170.00
		14082	710097	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	06/09/2025	110.00
		14083	710098	Check	1	1291		DL REGIONAL CHAMBER OF COMMERCE	Yes	No	No	06/09/2025	125.00
		14084	710099	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	06/09/2025	2,906.75
		14131	710100	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	06/09/2025	193.50
		14085	710101	Check	1	1356		FASTENAL CO.	Yes	No	No	06/09/2025	793.68
		14141	710102	Check	1	3761		FLINT, ROBB	Yes	No	No	06/09/2025	91.12
		14146	710103	Check	1	3766		FLYEN, ERIC	Yes	No	No	06/09/2025	112.25
		14086	710104	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	06/09/2025	1,387.78
		14087	710105	Check	1	1426		GRAINGER, INC.	Yes	No	No	06/09/2025	602.04
		14088	710106	Check	1	1452		HANOVER INSURANCE GROUP	Yes	No	No	06/09/2025	500.00
		14132	710107	Check	1	3037		HARTHAN, DOUGLAS	Yes	No	No	06/09/2025	160.00
		14089	710108	Check	1	1469		HELLEKSON, JENNIFER	Yes	No	No	06/09/2025	188.32
		14090	710109	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	06/09/2025	3,381.79
		14136	710110	Check	1	3418		HOLMQUIST, LINDSAY	Yes	No	No	06/09/2025	105.00
		14091	710111	Check	1	1505		HOLY ROSARY SCHOOL	Yes	No	No	06/09/2025	1,317.36
		14142	710112	Check	1	3762		HOPE, INC	Yes	No	No	06/09/2025	500.00
		14092	710113	Check	1	1516		HUB 41	Yes	No	No	06/09/2025	800.00
		14128	710114	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	06/09/2025	254.79
		14094	710115	Check	1	1563		INTERQUEST DETECTION CANINES	Yes	No	No	06/09/2025	1,360.00
		14093	710116	Check	1	1545		ISD #548	Yes	No	No	06/09/2025	4,686.64
		14152	710117	Check	1	3772		JACKSON, JOCELYN	Yes	No	No	06/09/2025	25.00
		14095	710118	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	06/09/2025	1,123.00
		14096	710119	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	06/09/2025	941.00
		14097	710120	Check	1	1613		KALINA, EMILY	Yes	No	No	06/09/2025	150.40
		14134	710121	Check	1	3178		KEITH, MELISSA	Yes	No	No	06/09/2025	42.10
		14098	710122	Check	1	1648		LAKER LOCKER	Yes	No	No	06/09/2025	375.99

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Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 06/09/2025-06/09/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14099	710123	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	06/09/2025	616.00
		14100	710124	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	06/09/2025	139.95
		14135	710125	Check	1	3402		LAMB GARAGE DOOR SERVICE	Yes	No	No	06/09/2025	117.00
		14101	710126	Check	1	1679		LIFE LINE INC.	Yes	No	No	06/09/2025	100.00
		14129	710127	Check	1	2417		LILL, ARYN	Yes	No	No	06/09/2025	200.00
		14148	710128	Check	1	3768		LOKKEN, STEVE	Yes	No	No	06/09/2025	89.15
		14126	710129	Check	1	2384		MACGILL SCHOOL NURSE SUPPLIES	Yes	No	No	06/09/2025	72.27
		14102	710130	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	06/09/2025	1,377.84
		14079	710131	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	06/09/2025	125.99
		14103	710132	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	06/09/2025	1,078.59
		14105	710133	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	06/09/2025	850.00
		14149	710134	Check	1	3769		MEDLEY, LORI	Yes	No	No	06/09/2025	62.50
		14106	710135	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	06/09/2025	1,169.57
		14144	710136	Check	1	3764		METELAK, JEN	Yes	No	No	06/09/2025	57.40
		14107	710137	Check	1	1748		MIDWEST TECHNOLOGY PRODUCTS	Yes	No	No	06/09/2025	92.43
		14108	710138	Check	1	1749		MIGUEL'S	Yes	No	No	06/09/2025	407.84
		14109	710139	Check	1	1806		MORRIS PAINTING & DECORATING I	Yes	No	No	06/09/2025	672.38
		14110	710140	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	06/09/2025	31.34
		14139	710141	Check	1	3667		NELSON, SANFORD	Yes	No	No	06/09/2025	58.80
		14111	710142	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	06/09/2025	127.28
		14112	710143	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	06/09/2025	137.22
		14143	710144	Check	1	3763		OLSON, JILL	Yes	No	No	06/09/2025	37.50
		14153	710145	Check	1	3773		ORTIZ, JENA	Yes	No	No	06/09/2025	14.05
		14113	710146	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	06/09/2025	375.00
		14114	710147	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	06/09/2025	269.40
		14150	710148	Check	1	3770		PARISON, CURTIS	Yes	No	No	06/09/2025	100.00
		14127	710149	Check	1	2385		PRECISION ELECTRONICS	Yes	No	No	06/09/2025	530.40
		14115	710150	Check	1	1951		PRECISION PRINTING	Yes	No	No	06/09/2025	2,316.92
		14116	710151	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	06/09/2025	80.69
		14117	710152	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	06/09/2025	986.52
		14140	710153	Check	1	3711		ROGUE STEEL	Yes	No	No	06/09/2025	340.00
		14118	710154	Check	1	2020		RWP, INC.	Yes	No	No	06/09/2025	403.75
		14147	710155	Check	1	3767		SANDOVAL, AMANDA	Yes	No	No	06/09/2025	41.55
		14119	710156	Check	1	2033		SAVIG, JENNIFER	Yes	No	No	06/09/2025	110.55
		14120	710157	Check	1	2048		SCHOLASTIC BOOK FAIR	Yes	No	No	06/09/2025	3,121.82
		14121	710158	Check	1	2126		STEIN'S INC.	Yes	No	No	06/09/2025	581.59
		14122	710159	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	06/09/2025	26,800.00
		14137	710160	Check	1	3569		TIMBERLINE RANCH	Yes	No	No	06/09/2025	605.00
		14123	710161	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	06/09/2025	197.90

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Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 06/09/2025-06/09/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14104	710162	Check	1	1719		U.S. MATH RECOVERY COUNCIL	Yes	No	No	06/09/2025	655.50
		14124	710163	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	06/09/2025	6,358.96
		14125	710164	Check	1	2265		WILSON, ANNA	Yes	No	No	06/09/2025	73.45
Bank Total: MW													\$94,346.11
Report Total:													\$94,346.11

Check Register by Bank and Check

6/18/2025

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Check Number: 0-2147483647 Payment Date: 06/23/2025-06/23/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14209	710195	Check	1	1044		AMRAMP	Yes	No	No	06/23/2025	1,950.00
		14210	710196	Check	1	1067		ARVIG	Yes	No	No	06/23/2025	122.50
		14211	710197	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	06/23/2025	143.00
		14212	710198	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	06/23/2025	217.56
		14213	710199	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	06/23/2025	103.00
		14286	710200	Check	1	2506		BECKER COUNTY MUSEUM	Yes	No	No	06/23/2025	500.00
		14306	710201	Check	1	3777		BISCHOFF, JAMIE	Yes	No	No	06/23/2025	19.09
		14215	710202	Check	1	1143		BRENCO CORP.	Yes	No	No	06/23/2025	577.62
		14217	710203	Check	1	1192		CENTRAL MARKET	Yes	No	No	06/23/2025	450.51
		14292	710204	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	06/23/2025	125.03
		14218	710205	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	06/23/2025	5,885.00
		14219	710206	Check	1	1228	REMIT	CRISIS PREVENTION INSTITUTE	Yes	No	No	06/23/2025	200.00
		14220	710207	Check	1	1231		CULINEX	Yes	No	No	06/23/2025	2,640.00
		14214	710208	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	06/23/2025	183.74
		14221	710209	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	06/23/2025	2,657.23
		14222	710210	Check	1	1245		DAKOTA BUSINESS SOLUTIONS	Yes	No	No	06/23/2025	578.00
		14303	710211	Check	1	3708		DATA CENTER WAREHOUSE, LLC	Yes	No	No	06/23/2025	3,598.00
		14282	710212	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	06/23/2025	17,245.69
		14223	710213	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	06/23/2025	110.00
		14224	710214	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	06/23/2025	82.69
		14225	710215	Check	1	1283		DISCOUNT SCHOOL SUPPLY	Yes	No	No	06/23/2025	106.56
		14226	710216	Check	1	1293		DL TRAVEL BASKETBALL	Yes	No	No	06/23/2025	140.00
		14227	710217	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	06/23/2025	2,859.87
		14281	710218	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	06/23/2025	418.86
		14228	710219	Check	1	1319		EHLERS	Yes	No	No	06/23/2025	125.00
		14301	710220	Check	1	3703		ESSENTIAL EDUCATION CORP.	Yes	No	No	06/23/2025	2,380.00
		14295	710221	Check	1	3470		FUHRMAN, ZEKE	Yes	No	No	06/23/2025	80.00
		14299	710222	Check	1	3554		GAME ONE	Yes	No	No	06/23/2025	3,732.70
		14229	710223	Check	1	1426		GRAINGER, INC.	Yes	No	No	06/23/2025	497.42
		14288	710224	Check	1	3012		GRAND FORKS PUBLIC SCHOOLS	Yes	No	No	06/23/2025	759.36
		14230	710225	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	06/23/2025	1,742.90
		14231	710226	Check	1	1457		HAWKINS, INC.	Yes	No	No	06/23/2025	1,236.73
		14232	710227	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	06/23/2025	98,580.00
		14233	710228	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	06/23/2025	1,313.50
		14234	710229	Check	1	1505		HOLY ROSARY SCHOOL	Yes	No	No	06/23/2025	1,556.73
		14289	710230	Check	1	3067		HR DIRECT	Yes	No	No	06/23/2025	97.95
		14283	710231	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No	06/23/2025	109.58
		14235	710232	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	06/23/2025	5,451.00
		14236	710233	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	06/23/2025	53.85

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Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 06/23/2025-06/23/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14287	710234	Check	1	2769		IT SAVVY LLC	Yes	No	No	06/23/2025	53.94
		14237	710235	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	06/23/2025	2,865.69
		14238	710236	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	06/23/2025	463.37
		14307	710237	Check	1	3778		LAKE BROS CARPET & DUCT CLEANIN	Yes	No	No	06/23/2025	415.00
		14239	710238	Check	1	1648		LAKER LOCKER	Yes	No	No	06/23/2025	549.00
		14240	710239	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	06/23/2025	2,307.93
		14284	710240	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	06/23/2025	1,199.60
		14294	710241	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	06/23/2025	198.00
		14241	710242	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	06/23/2025	444.00
		14285	710243	Check	1	2417		LILL, ARYN	Yes	No	No	06/23/2025	100.00
		14242	710244	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	06/23/2025	2,573.57
		14216	710245	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	06/23/2025	100.28
		14243	710246	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	06/23/2025	5,181.15
		14244	710247	Check	1	1710		MARTIN, DUSTIN	Yes	No	No	06/23/2025	132.94
		14245	710248	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	06/23/2025	236.70
		14246	710249	Check	1	1747		MIDWEST SPECIAL INSTRUMENTS	Yes	No	No	06/23/2025	612.75
		14247	710250	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	06/23/2025	610.00
		14248	710251	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	06/23/2025	295.00
		14304	710252	Check	1	3775		MISCHKE, TAEVAH	Yes	No	No	06/23/2025	150.00
		14302	710253	Check	1	3704		MISSION FILTRATION	Yes	No	No	06/23/2025	182.47
		14249	710254	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	06/23/2025	335.86
		14250	710255	Check	1	1803		MOORE'S SEPTIC PUMPING	Yes	No	No	06/23/2025	1,040.00
		14254	710256	Check	1	1866		MUSCATELL AUTOMOTIVE	Yes	No	No	06/23/2025	107.94
		14293	710257	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	06/23/2025	21,157.50
		14251	710258	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	06/23/2025	296.00
		14252	710259	Check	1	1840		NATIONAL FOOD GROUP, INC	Yes	No	No	06/23/2025	3,879.00
		14258	710260	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	06/23/2025	36.10
		14253	710261	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	06/23/2025	295.19
		14255	710262	Check	1	1868		NORTH COUNTRY BUSINESS PRODUC	Yes	No	No	06/23/2025	733.46
		14257	710263	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	06/23/2025	145.70
		14296	710264	Check	1	3483		PENTON, GARRETT	Yes	No	No	06/23/2025	94.00
		14259	710265	Check	1	1920		PEPSI	Yes	No	No	06/23/2025	752.13
		14297	710266	Check	1	3490		PETERSON, JAY	Yes	No	No	06/23/2025	867.58
		14260	710267	Check	1	1934		PITSCO EDUCATION	Yes	No	No	06/23/2025	404.84
		14261	710268	Check	1	1951		PRECISION PRINTING	Yes	No	No	06/23/2025	110.30
		14262	710269	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	06/23/2025	90.18
		14263	710270	Check	1	1958		PRO PRINT, INC.	Yes	No	No	06/23/2025	154.77
		14264	710271	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	06/23/2025	600.00
		14280	710272	Check	1	2306		REGION 1	Yes	No	No	06/23/2025	354.80

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 06/23/2025-06/23/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14266	710273	Check	1	2028		SANFORD HEALTH OCCUPATIONAL M	Yes	No	No	06/23/2025	115.00
		14267	710274	Check	1	2049		SCHOLASTIC EQUIPMENT COMPANY,	Yes	No	No	06/23/2025	13,482.00
		14268	710275	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	06/23/2025	45.91
		14298	710276	Check	1	3492		SCHULD, ERIC	Yes	No	No	06/23/2025	158.88
		14269	710277	Check	1	2063		SCHULTZ BUS COMPANY	Yes	No	No	06/23/2025	558.50
		14270	710278	Check	1	2074		SEPTIC VAC	Yes	No	No	06/23/2025	720.00
		14271	710279	Check	1	2078		SHERWIN-WILLIAMS CO.	Yes	No	No	06/23/2025	244.70
		14305	710280	Check	1	3776		SNETSINGER JR., DAVID	Yes	No	No	06/23/2025	169.00
		14265	710281	Check	1	2018		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	06/23/2025	364.00
		14272	710282	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	06/23/2025	49.47
		14300	710283	Check	1	3570		SYHhealing	Yes	No	No	06/23/2025	14,000.00
		14273	710284	Check	1	2167	REMIT	TEACHER SYNERGY, LLC	Yes	No	No	06/23/2025	351.57
		14274	710285	Check	1	2168		TEAM LAB	Yes	No	No	06/23/2025	202.50
		14290	710286	Check	1	3077		THE TESSMAN COMPANY	Yes	No	No	06/23/2025	470.43
		14275	710287	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	06/23/2025	105.63
		14276	710288	Check	1	2197		TRANSFINDER CORP.	Yes	No	No	06/23/2025	2,500.00
		14277	710289	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	06/23/2025	280.00
		14256	710290	Check	1	1876	REMIT	UNITED SEATING & MOBILITY LLC	Yes	No	No	06/23/2025	3,315.00
		14291	710291	Check	1	3119		UNITED WAY	Yes	No	No	06/23/2025	50.00
		14278	710292	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	06/23/2025	14,270.33
		14279	710293	Check	1	2255	REMIT	WENGER CORPORATION	Yes	No	No	06/23/2025	12,033.00
Bank Total: MW												\$272,243.33	
Report Total:												\$272,243.33	

HAND PAYABLES SUMMARY MAY 2025

Pmt No	Check No	Pay Type	Vendor	Date	Amount
13827		Wire	BIX PRODUCE	5/5/25	\$ 5,248.46
13828		Wire	CITY OF DETROIT LAKES	5/5/25	\$ 1,000.15
13829		Wire	EMC INSURANCE COMPANIES	5/5/25	\$ 18,540.24
13830		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	5/5/25	\$ 380,401.94
13831		Wire	PERFORMANCE FOODSERVICE	5/8/25	\$ 3,111.30
13849		Wire	AMAZON	5/9/25	\$ 19,891.18
13850		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/9/25	\$ 47,540.38
13851		Wire	MN TEACHERS RETIREMENT ASSOC.	5/9/25	\$ 138,143.31
13852		Wire	BREMER BANK CC	5/13/25	\$ 17,522.35
13853		Wire	BIX PRODUCE	5/13/25	\$ 5,755.62
13854		Wire	CITY OF DETROIT LAKES	5/13/25	\$ 192.63
13855		Wire	CITY OF DETROIT LAKES	5/13/25	\$ 500.41
13856		Wire	CITY OF DETROIT LAKES	5/13/25	\$ 17,308.46
13857		Wire	CITY OF DETROIT LAKES	5/13/25	\$ 5,892.14
13858		Wire	LAKES COMMUNITY COOPERATIVE	5/13/25	\$ 5,156.07
13859		Wire	DETROIT LAKES DISPOSAL	5/13/25	\$ 4,971.67
13860		Wire	MINNESOTA ENERGY RESOURCES	5/13/25	\$ 753.82
13861		Wire	MINNESOTA ENERGY RESOURCES	5/13/25	\$ 1,087.02
13862		Wire	MINNESOTA ENERGY RESOURCES	5/13/25	\$ 67.26
13863		Wire	PERFORMANCE FOODSERVICE	5/13/25	\$ 2,306.72
13864		Wire	QUADIENT LEASING USA, INC.	5/13/25	\$ 80.85
13865		Wire	SYSCO NORTH DAKOTA, INC	5/13/25	\$ 20,759.07
13866		Wire	METLIFE	5/13/25	\$ 6,345.78
13891		Wire	INTERNAL REVENUE SERVICE	5/15/25	\$ 229,574.81
13892		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/15/25	\$ 37,181.95
14021		Wire	INTERNAL REVENUE SERVICE	5/30/25	\$ 394,109.40
14022		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/30/25	\$ 67,304.05
14023		Wire	WEX HEALTH INC - HSA/FLEX	5/15/25	\$ 18,721.86
14024		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/15/25	\$ 45,349.43
14025		Wire	MN TEACHERS RETIREMENT ASSOC.	5/15/25	\$ 134,338.28
14026		Wire	MINNESOTA STATE RETIREMENT SYS	5/15/25	\$ 14,226.58
14027		Wire	AVIBEN	5/15/25	\$ 40,286.90
14028		Wire	MN DEPT OF REVENUE - LEVY	5/15/25	\$ 863.70
14029		Wire	ARVIG COMMUNICATION SYSTEMS	5/31/25	\$ 569.31
14030		Wire	ARVIG COMMUNICATION SYSTEMS	5/31/25	\$ 123.95
14031		Wire	BIX PRODUCE	5/31/25	\$ 9,184.16
14032		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 370.61
14033		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 21,029.13
14034		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 131.53
14035		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 1,211.15
14036		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 238.35
14037		Wire	CITY OF DETROIT LAKES	5/31/25	\$ 936.20
14038		Wire	MINNESOTA ENERGY RESOURCES	5/31/25	\$ 475.37
14039		Wire	MINNESOTA ENERGY RESOURCES	5/31/25	\$ 5,276.44
14040		Wire	MINNESOTA ENERGY RESOURCES	5/31/25	\$ 154.75
14041		Wire	MINNESOTA ENERGY RESOURCES	5/31/25	\$ 180.60
14042		Wire	MINNESOTA ENERGY RESOURCES	5/31/25	\$ 354.25
14043		Wire	PERFORMANCE FOODSERVICE	5/31/25	\$ 8,430.70
14044		Wire	QUADIENT FINANCE (POSTAGE)	5/31/25	\$ 1,000.00
14045		Wire	QUADIENT FINANCE (POSTAGE)	5/31/25	\$ 1,000.00
14046		Wire	VERIZON WIRELESS	5/31/25	\$ 639.67
14047		Wire	VERIZON WIRELESS	5/31/25	\$ 555.98
14048		Wire	MN DEPT OF REVENUE -SALES TAX	5/31/25	\$ 2,277.00
14049		Wire	MIDWEST BANK	5/31/25	\$ 120.00
14050		Wire	MIDWEST BANK	5/31/25	\$ 4.00
14051		Wire	MIDWEST BANK	5/31/25	\$ 10.00

14052		Wire	MIDWEST BANK	5/31/25	\$ 55.00
14053		Wire	MIDWEST BANK	5/31/25	\$ 4.00
14054		Wire	MIDWEST BANK	5/31/25	\$ 13.75
14055		Wire	MIDWEST BANK	5/31/25	\$ 100.00
14056		Wire	MIDWEST BANK	5/31/25	\$ 10.00
14057		Wire	AUTHORIZE.NET GATEWAY BILLING	5/31/25	\$ 10.00
14058		Wire	VANTIV BILLING / WORLDPAY	5/31/25	\$ 248.76
14059		Wire	REVTRAK	5/31/25	\$ 29.95
14060		Wire	TRANSFIRST AFFINETY	5/31/25	\$ 276.33
14061		Wire	WEX HEALTH INC	5/31/25	\$ 434.50
14062		Wire	CISCO SYSTEMS CAPITAL CORP	5/31/25	\$ 274,754.84
14063		Wire	USPS.COM	5/31/25	\$ 330.55
14064		Wire	ARUX SOFTWARE, INC	5/31/25	\$ 299.00
14065		Wire	TEMPLINK INNOVATIONS LLC	5/31/25	\$ 12,877.00
14066		Wire	WEX HEALTH INC - HSA/FLEX	5/31/25	\$ 5,759.02
14067		Wire	ND STATE TAX COMMISSIONER	5/31/25	\$ 232.08
14068		Wire	METLIFE	5/31/25	\$ 7,050.45
13283	709491	Check	HAGEN, MADISON	5/6/25	\$ (150.00)
13331	709507	Check	MAHLUM, NATALIE	5/6/25	\$ (125.00)
13542	709676	Check	GREWE, GARY	5/6/25	\$ (124.00)
13540	709679	Check	SAILER, RAY	5/6/25	\$ (124.00)
13694	709791	Check	BENHAM, RICK	5/13/25	\$ (246.13)
13697	709809	Check	WELLER, TERRY	5/13/25	\$ (246.13)
13738	709822	Check	ANDERSON COACH OF FRAZEE, INC.	5/1/25	\$ 29,420.00
13747	709823	Check	BALMORAL GOLF COURSE	5/1/25	\$ 100.00
13739	709824	Check	BECKER COUNTY AUDITOR-TREASURER	5/1/25	\$ 52,984.00
13740	709825	Check	BOOTHWORKS, LLC	5/1/25	\$ 685.00
13741	709826	Check	CENTRAL MARKET	5/1/25	\$ 54.81
13742	709827	Check	CITY OF DETROIT LAKES	5/1/25	\$ 200.00
13746	709828	Check	MAPLE RIVER GOLF CLUB	5/1/25	\$ 100.00
13743	709829	Check	MARNANTELI'S PIZZA	5/1/25	\$ 430.74
13745	709830	Check	THE MEADOWS GOLF COURSE	5/1/25	\$ 75.00
13748	709831	Check	WEAREONE LLC	5/1/25	\$ 562.50
13744	709832	Check	WILDFLOWER GOLF COURSE	5/1/25	\$ 900.00
13821	709903	Check	COLEMAN, CHRIS	5/5/25	\$ 143.50
13826	709904	Check	MANTHE, MITCH	5/5/25	\$ 110.00
13819	709905	Check	SCHULTZ BUS COMPANY	5/5/25	\$ 120,894.88
13824	709906	Check	THOMAS, JACOB	5/5/25	\$ 160.00
13824	709906	Check	THOMAS, JACOB	5/13/25	\$ (160.00)
13820	709907	Check	TUCKER, STEVE	5/5/25	\$ 160.00
13822	709908	Check	WELLER, TERRY	5/5/25	\$ 266.20
13825	709909	Check	WELLER, WAYNE	5/5/25	\$ 220.00
13823	709910	Check	WILDFLOWER GOLF COURSE	5/5/25	\$ 2,800.00
13838	709911	Check	BACHMANN, DARWIN	5/8/25	\$ 110.00
13847	709912	Check	BARNETT, ADRIAN	5/8/25	\$ 2,000.00
13846	709913	Check	GREWE, GARY	5/8/25	\$ 125.41
13832	709914	Check	ISD #31	5/8/25	\$ 100.00
13833	709915	Check	MARNANTELI'S PIZZA	5/8/25	\$ 328.04
13834	709916	Check	MN STATE HIGH SCHOOL LEAGUE	5/8/25	\$ 90.00
13839	709917	Check	SAILER, RAY	5/8/25	\$ 125.41
13848	709918	Check	STURDEVANT, PAUL	5/8/25	\$ 265.07
13841	709919	Check	THOMAS, JACOB	5/8/25	\$ 160.00
13842	709920	Check	THOMAS, JACOB	5/8/25	\$ 160.00
13843	709921	Check	THOMAS, JACOB	5/8/25	\$ 160.00
13844	709922	Check	THOMAS, JACOB	5/8/25	\$ 160.00
13835	709923	Check	TUCKER, STEVE	5/8/25	\$ 160.00
13836	709924	Check	TUCKER, STEVE	5/8/25	\$ 160.00
13837	709925	Check	TUCKER, STEVE	5/8/25	\$ 160.00
13845	709926	Check	WELLER, WAYNE	5/8/25	\$ 156.20
13840	709927	Check	WHITE BEAR LAKE AREA SCHOOL DISTRICT	5/8/25	\$ 560.00
13871	709928	Check	BURNS, STEVE	5/13/25	\$ 311.70
13873	709929	Check	COLEMAN, CHRIS	5/13/25	\$ 220.00

13874	709930	Check	DETROIT COUNTRY CLUB	5/13/25	\$ 1,224.00
13875	709931	Check	FOREST HILLS GOLF COURSE	5/13/25	\$ 1,170.00
13867	709932	Check	HEFTA, REED	5/13/25	\$ 114.24
13872	709933	Check	ISD #23	5/13/25	\$ 150.00
13878	709934	Check	MAKING WAVES USA, LLC	5/13/25	\$ 404.50
13870	709935	Check	MN ASSOCIATION OF STUDENT COUNCILS	5/13/25	\$ 1,500.00
13868	709936	Check	SCHNATHORST, VERNON	5/13/25	\$ 159.75
13876	709937	Check	THE BUFF	5/13/25	\$ 797.26
13877	709938	Check	THOMAS, JACOB	5/13/25	\$ 160.00
13880	709939	Check	TROPHIES PLUS	5/13/25	\$ 84.00
13869	709940	Check	TROPHY HOUSE	5/13/25	\$ 32.00
13879	709941	Check	TRUEDSON, AIMEE	5/13/25	\$ 105.51
13883	709942	Check	AFSCME COUNCIL 65	5/15/25	\$ 281.08
13881	709943	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/15/25	\$ 165.56
13885	709944	Check	D. L. ATHLETIC FOUNDATION	5/15/25	\$ 115.00
13886	709945	Check	D.L. PUBLIC EDUC FOUNDATION	5/15/25	\$ 30.00
13890	709946	Check	MESSERLI & KRAMER P.A.	5/15/25	\$ 258.54
13882	709947	Check	MINNESOTA CHILD SUPPORT	5/15/25	\$ 219.50
13888	709948	Check	MN SCHOOL EMPLOYEES ASSOC.	5/15/25	\$ 139.42
13889	709949	Check	ND CHILD SUPPORT DIVISION	5/15/25	\$ 429.50
13887	709950	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/15/25	\$ 335.91
13884	709951	Check	UNITED WAY OF BECKER COUNTY	5/15/25	\$ 105.00
13893	709952	Check	BURNS, STEVE	5/15/25	\$ 201.70
13894	709953	Check	COLEMAN, CHRIS	5/15/25	\$ 110.00
13895	709954	Check	SAILER, RAY	5/15/25	\$ 125.41
13919	709955	Check	ANNA RAMSEY	5/21/25	\$ 100.00
13907	709956	Check	BEMIDJI TOWN & COUNTRY CLUB	5/21/25	\$ 210.00
13908	709957	Check	BLASCZYK, JESSICA	5/21/25	\$ 460.00
13896	709958	Check	BLUE 84 SPIRIT	5/21/25	\$ 678.00
13897	709959	Check	CENTRAL MARKET	5/21/25	\$ 73.12
13915	709960	Check	EBERHARDT, DANA	5/21/25	\$ 460.00
13905	709961	Check	FOREST HILLS RESORT	5/21/25	\$ 220.00
13911	709962	Check	GAMES TO GO	5/21/25	\$ 3,001.25
13903	709963	Check	HUT AMERICAN GROUP LLC	5/21/25	\$ 739.16
13904	709964	Check	ISD #23	5/21/25	\$ 200.00
13898	709965	Check	LAKER LOCKER	5/21/25	\$ 1,954.50
13909	709966	Check	MEYER, TREVOUR	5/21/25	\$ 500.00
13906	709967	Check	MILLER JR, EDWARD T.	5/21/25	\$ 800.00
13914	709968	Check	MILLIGAN, EMILY	5/21/25	\$ 460.00
13899	709969	Check	NATIONAL FFA ORGANIZATION	5/21/25	\$ 713.96
13900	709970	Check	OCHSNER, NATHAN	5/21/25	\$ 38.87
13912	709971	Check	OMANG, BETH	5/21/25	\$ 4,661.31
13910	709972	Check	PROBOOKINGS	5/21/25	\$ 1,250.00
13901	709973	Check	REGION 8A	5/21/25	\$ 100.00
13902	709974	Check	SCHNATHORST, VERNON	5/21/25	\$ 128.47
13913	709975	Check	TOP GUN FUN INFLATABLES, LLC	5/21/25	\$ 400.00
13918	709976	Check	TR INDUSTRIES	5/21/25	\$ 156.25
13917	709977	Check	TRUEDSON, AIMEE	5/21/25	\$ 178.38
13916	709978	Check	WEITZEL, BLAKE	5/21/25	\$ 44.44
13991	710050	Check	BARBERG, JENNIFER	5/27/25	\$ 136.38
13992	710051	Check	BERNTSON, JULIE	5/27/25	\$ 19.99
13993	710052	Check	CENTER STAGE DANCE	5/27/25	\$ 350.00
13994	710053	Check	CENTRAL MARKET	5/27/25	\$ 129.30
14002	710054	Check	HUT AMERICAN GROUP LLC	5/27/25	\$ 104.79
13995	710055	Check	LAKER LOCKER	5/27/25	\$ 950.00
14003	710056	Check	LAKEVIEW GREENHOUSES	5/27/25	\$ 64.00
14008	710057	Check	MADISON NATIONAL LIFE INSURANCE	5/27/25	\$ 4,663.37
13996	710058	Check	MARTIN, DUSTIN	5/27/25	\$ 538.49
14004	710059	Check	MN ASSOCIATION OF STUDENT COUNCILS	5/27/25	\$ 1,575.00
14005	710060	Check	PIPEK, JENNA	5/27/25	\$ 64.87
13997	710061	Check	RAMSEY, BRITTON	5/27/25	\$ 44.37
14007	710062	Check	REV ROBOTICS LLC	5/27/25	\$ 210.86

13998	710063	Check	SCHMITZ, DANIELLE	5/27/25	\$ 27.18
13999	710064	Check	SCHNATHORST, VERNON	5/27/25	\$ 92.54
14000	710065	Check	VAGLE, LINDA	5/27/25	\$ 17.73
14006	710066	Check	YOUNG LIFE	5/27/25	\$ 1,700.00
14001	710067	Check	ZAMZO, STEVEN	5/27/25	\$ 69.59
14011	710068	Check	AFSCME COUNCIL 65	5/30/25	\$ 281.08
14009	710069	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/30/25	\$ 165.56
14013	710070	Check	D. L. ATHLETIC FOUNDATION	5/30/25	\$ 115.00
14017	710071	Check	D.L. EDUCATION MINNESOTA (PARA)	5/30/25	\$ 1,320.56
14016	710072	Check	D.L. EDUCATION MINNESOTA (TEACHER)	5/30/25	\$ 19,133.79
14014	710073	Check	D.L. PUBLIC EDUC FOUNDATION	5/30/25	\$ 30.00
14020	710074	Check	MESSERLI & KRAMER P.A.	5/30/25	\$ 281.74
14010	710075	Check	MINNESOTA CHILD SUPPORT	5/30/25	\$ 219.50
14018	710076	Check	MN SCHOOL EMPLOYEES ASSOC.	5/30/25	\$ 111.17
14019	710077	Check	ND CHILD SUPPORT DIVISION	5/30/25	\$ 429.50
14015	710078	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/30/25	\$ 335.91
14012	710079	Check	UNITED WAY OF BECKER COUNTY	5/30/25	\$ 105.00

\$ 2,315,128.23

PERSONNEL AGENDA

June 23, 2025

1) Resignations:

Breah Branden– Rossman Paraprofessional, effective May 22, 2025.

Tim Cole– High School Custodian, effective June 13, 2025.

Amya Gilmore– Roosevelt Special Education Para, effective May 22, 2025.

Mary Lee– Food Service Worker, effective May 22, 2025.

Clare Nemec– Roosevelt Academic Interventionist, .8 FTE, effective June 13, 2025.

Jessica Pudwill– Assistant Soccer Coach, effective May 19, 2025.

Shelley Skarie– AIE Assistant, effective June 4, 2025.

Greyson Van Steenwyk– Middle School Custodian, effective May 23, 2025.

2) Retirements:

Rhonda Fode– Instructional Coach, effective July 24, 2025.

Rob Ulliyott– High School Social Studies Teacher, effective July 8, 2025.

3) Terminations:

Alice Bayoma-Zawadi– Food Service Worker, effective May 23, 2025.

4) Appointments:

Arlene Bakker– Roosevelt ESY Paraprofessional, at the rate of \$19.85 per hour, working 51 total hours, effective June 10, 2025 through August 14, 2025.

Ryan Behems– High School Special Education Teacher, at the rate of BA Step 4 or a contract amount of \$54,655 per year, effective August 18, 2025.

Ally Bettenhausen– Roosevelt ECFE/School Readiness Teacher, at the rate of \$36.19 per hour, working 12 hours per week, effective August 18, 2025.

Rachel Carlson– ESY Teacher, at the rate of \$30 per hour, working up to 72 hours, effective June 9, 2025 through August 14, 2025.

Nelaina Daggett– Rossman Long Term Substitute, at the rate of pay is per sub contract, effective September 19, 2025 through February 27, 2026.

Brittany Hamann– Perham Paraprofessional, at the rate of \$17.00 per hour, working 6-8 hours per week, effective June 26, 2025 through December 31, 2025.

Hannah Leither– 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.

Katrena Lende– Administrative Assistant- District Office, at the rate of \$25.50 per hour, working 40 hours per week, effective August 1, 2025.

Beth Nietzel– Speech Language Pathologist, at the rate of MA+10 Step 9 or a contract amount of \$65,484.00 per year, effective August 18, 2025.

Jessie Olsen– High School Summer Speed and Strength Coach, at the rate of \$1,350.69 per year, effective June 9, 2025.

Shelley Skarie– ABE Instructor, at the rate of \$36.19 per hour, working up to 13 hours per week, effective June 17, 2025.

Kayla Thorp– Rossman Special Education Teacher, at the rate of BA+10 Step 3 or a contract amount of \$48,836 per year, effective August 25, 2025.

Amanda Lynn Thorsvig– High School Agriculture Teacher, at the rate of BA Step 14 or a contract amount of \$65,989 per year, working 15 Summer Ag days at \$37.73 per day totaling \$5,561.25, effective August 18, 2025.

Amanda Lynn Thorsvig– High School FFA Advisor, at the rate of 11% of \$51,658 or \$5,682 per year, effective August 18, 2025.

Abigail Voz- Rossman Special Education Para, at the rate of \$17.85 per hour, working up to 37.5 hours per week, effective August 25, 2025.

Jill Walter- High School Principal, at the rate of 0.96 of \$149,631 or a contract amount of \$143,645.76 per year, working 222 days per year, effective July 1, 2025.

5) Amended Assignment:

Jessica Foster- Educational Assistant is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Melissa Greene-Child Educator is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Akyra Hagen- Child Educator is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Reed Hefta- is amending his assignment from Summer Speed and Strength Coordinator to Summer Speed and Strength Coach, effective from June 9, 2025.

Jennifer Heimark- Child Educator is amending her assignment from 26.75 hours at Lincoln Education Center to 21.75 hours at MState, effective 25-26 school year.

Mack Jones- is amending his assignment from Summer Speed and Strength Coach to Summer Speed and Strength Coordinator effective from June 9, 2025.

Kaitlin Kellerhuis- Middle School Dance Coach is amending her assignment from 1.0 of 7% to .75 of 7%, effective 25-26 school year.

Angie Kukowski- High School Special Ed Para is amending her assignment from Job coach to PAES Lab Supervisor, effective 25-26 school year.

McKenzie Kuehl- ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Lisa Lorz- Educational Assistant is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Katja Mohn- Educational Assistant is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Brianna Nims-Educational Assistant is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Martha Nustad- ECSE Para is amending her assignment from Lincoln Education Center ECSE Para to Rossman ECFE/SR Educational Assistant, effective 25-26 school year.

Jennifer Reynolds- Educational Assistant is amending her assignment from Lincoln Education Center/Roosevelt to Roosevelt, effective 25-26 school year.

Tirzah Sandoval- ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Jennifer Savig-Child Educator is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Lourdes Tangen- ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Traci Totland- Roosevelt Special Education Para is amending her assignment to Work Based Learning Job Coach, effective 25-26 school year.

Julie Wake- Middle School Dance Coach is amending her assignment from .5 of 7% to .75 of 7%, effective 25-26 school year.

Anna Wilson- Roosevelt Child Educator is amending her assignment from 27.25 hour per week to 39.5 hours per week, effective 25-26 school year.

Cassandra Wilson- ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Isabella Wilson- is amending her assignment from ECSE Para working 20 hour per week to ECFE/SR Educational Assistant working 37.5 hours per week, effective 25-26 school year.

6) Leave of Absence:

Whitney Richter– Rossman Kindergarten Teacher is requesting a leave of absence from September 19, 2025 through February 27, 2026.

7) **Dissolution of Employment:**

Kristi Ritter– High School Special Education Teacher, effective June 3, 2025. Thank you for 31 years of service to Detroit Lakes Schools, you will be greatly missed.

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 410
Date Revised: 11/10/08; 11/12/20; 11/15/21,02/26/24	

410 - FAMILY AND MEDICAL LEAVE 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 for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of

service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;

8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted child or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by

applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces including a member of the National Guard or Reserves, means:
 - a. Injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduce schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their

average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition;; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition, during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. **DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References:

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 412
Date Revised: 07/10/13; 12/20/16; 11/15/21	

412 - EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. **ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
 Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)
- Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

Date Adopted: 06/20/83	File Number: Detroit Lakes Policy - 414
Date Revised: 02/09/04; 05/15/06, 04/13/09, 04/09/12; 11/12/20; 11/15/21,09/26/22	

414 - MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statute Chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statute Chapter 260C (Juvenile Safety and Placement) and Minnesota Statute Chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statute section 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated Reporters" means any school personnel who knows or has reason to believe a child is being maltreated, or has been maltreated within the preceding three years.
- E. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range or performance and behavior with due regard to the child's culture.

F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical , or other care required for the child's physical or mental health when reasonably able to do so.
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined by state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
- 6.** medical neglect as defined by Minnesota Statute section 260C.007, Subdivision 4 6, Clause (5);
- 7.** chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from

the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules Chapter 9503.

- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibility including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical Abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statute section 125A.0942 or section 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statute section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, that results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statute section 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statute 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

- L.** "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statute section 609.341, Subdivision 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minnesota Statute section 243.166, Subdivision 1b(a) or (b) (Registration of Predatory Offenders).
- M.** "Threatened injury" means a statement, over act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4), or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A.** A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal police department, or tribal social services agency. The reporter will include his or her name and address in the report.
- B.** An oral report shall be made immediately, by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment and the name and address of the reporter.
- C.** Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D.** A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV.A., above, and there is no requirement to file more than one report, if the initial report is made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may

attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapons)
Minn. Stat. § 609.341, Subd. 10 Definitions – Position of Authority)
Minn. Stat. § 609.341. Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adult

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415 - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident,

patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated Reporters" means a professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care of services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statute section 626.5572, Subd. 17.
- J. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statute Chapter 245A, except as excluded under Minnesota Statute section 626.5572, Subdivision 21(a)(2); (3) receives services from a licensed home care provider or

person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received possesses a physical or mental infirmity or other physical, mental, or emotional condition that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the condition or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- K. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minnesota Statutes section 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rest with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.

- C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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418 - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, ~~non-intoxicating cannabinoids~~, edible cannabinoid products and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, ~~non-intoxicating cannabinoids~~, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, ~~non-intoxicating cannabinoids~~, edible cannabinoid products, or controlled substances, in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage Containing more than one half percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- ~~D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.~~

- E. "Medical cannabis" means any species of genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking, approved by the Commissioner of the Minnesota Department of Health.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, ~~non-intoxicating cannabinoids,~~ or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, Subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication except medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. §§ 8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, in a school location except with the express permission of the superintendent.

- F. No person is permitted to possess or use medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, ~~non-intoxicating cannabinoids~~, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:

Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01, Subd. 15a (Definitions)

Minn. Stat. § 152.0264 (Cannabis Sale Crimes)

Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)

Minn. Stat. § 152.23 (Limitations; Medical Cannabis)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)

Minn. Stat. § 342.56 (Limitations)

Minn. Stat. § 609.684 (Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross-References: MSBA/MASA Model Policy 403 Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

/Date Adopted: 06/15/87	File Number: Detroit Lakes Policy - 419
Date Revised: 06/08/98, 04/13/09, 5/10/10, 07/10/13; 8/13/18; 12/20/21, 09/26/22, 09/25/23, 06/23/25	

419 - TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statute section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statute section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student to possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery device includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco-related products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product."

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for

conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[Note: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)

Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

DATE: June 9, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Anne Skjold, Food Service Director and Jason Kuehn, Director of Finance and Operations
SUBJECT: Proposal Awards - Dairy and Bakery 2025-2027

Proposals for Dairy and Bakery Products were received and reviewed.

As with past years, Detroit Lakes Public Schools has invited Lake Park Audubon ISD 2889 and Holy Rosary School to join together in a combined annual volume proposal with separate billings to each entity.

Administration recommends the following for award:

Dairy:

Two proposals were received and evaluated. We are recommending awarding to Prairie Farms. The contract may be renewed upon mutual agreement for up to three 1-year renewals after the original contract. Prices for a renewal contract may be adjusted up to the maximum percentage is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

Bakery:

One proposal was received and evaluated. We are recommending awarding to Pan-O-Gold Baking Company. The contract may be renewed upon mutual agreement for up to three 1-year renewals after the original contract. Prices for a renewal contract may be adjusted up to the maximum percentage is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

Recommend approval.

cc: Lake Park Audubon ISD 2889
Holy Rosary School

PROPOSAL FORM - DAIRY PRODUCTS

Director of Food Services
Independent School District #22
702 Lake Avenue
Detroit Lakes, Minnesota 56501

City _____ State _____

To Whom It May Concern:

Pursuant to your call for Price Proposals, returnable on June 2, 2025, at 10:00 A.M., CDT, and in accordance with your detailed specification, we submit the following proposal:

	<u>Est. Annual Usage</u> (more or less)	<u>1/2 pt. waxed cardboard containers</u>	<u>Alternate 1/2 pint other packaging</u>
Half Pints Milk - White (1% B.F.)	135,392 1/2 pt.	\$ <u>3299</u>	_____
Half Pints Skim Milk	2,650 1/2 pt.	\$ <u>3156</u>	_____
Chocolate ^{1 1/2} Skim Milk - half pints	192,794 1/2 pt.	\$ <u>3499</u>	_____
Strawberry Skim Milk - half pints	4,452 1/2 pt.	\$ <u>114</u>	_____
Cottage Cheese (low fat), 5 lb. carton, small curd	132 contain.	\$ <u>1085</u>	_____
Chocolate milk, 1/2 gallon (1% preferred)	50 (1/2 gallon)	\$ <u>2.55</u>	_____
White whole milk, 1/2 gallon	100 (1/2 gallon)	\$ <u>2.219</u>	_____
White Milk 2% gallon	1731 (gallon)	\$ <u>4.85</u>	_____
Strawberry, plastic 14 oz	36 case	\$ <u>1.360</u>	_____
Sour Cream (10Z 100 per box)	50 boxes	\$ <u>16.4262</u>	_____
Lactose Free Milk, half pint	3,300 (half pint)	\$ <u>70</u>	_____
Iced Coffee, Carmel & Mocha 14 oz	180	\$ <u>1.69</u>	_____

If an escalator clause is a condition of this proposal, specifics must be attached to this Proposal Form. This proposal is based on the cost of skim milk being based on \$ 9.45 per hundred weight and butterfat at \$ 2.6441 per pound (prices stated are for May, 2025).

The delivery schedule to be followed is as follows (if other than specified):

This proposal meets the general conditions and specifications.

COMPANY Prairie Farms Dairy ADDRESS 311 39th St NW
Corporation-Partnership-Individual
CONTACT PERSON Kevin Lantt CITY & ZIP CODE Fargo ND 58102
SIGNED BY Kevin Lantt BUSINESS PHONE 701-205-2719

PAN-O-GOLD Baking Co.

501 NORTH UNIVERSITY DRIVE
P.O. BOX 2563
FARGO, ND 58108

TELEPHONE 701-235-6611

May 15, 2025

Anne Skjold
Food Service Director
Detroit Lakes School District

We respectfully submit the following prices for bakery products for the 2025-2026 school year.

Item	Size	New Price
#325 Whole Grain Round Top Bread	22 slice	2.32
#5154 Whole Grain Hot Dog Buns	12 ct.	2.42
#562 4" Whole Grain Hamb. Buns	30 ct.	5.74
#5152 Whole Grain Dinner Rolls	12 ct.	2.44
#5150 Whole Grain 6" steak bun	24 ct.	5.60
#706 3.5" Whole Grain Hamb. Bun	60 ct.	11.35
#17 White Texas Toast	1.5#	2.78
#580 4" White Hamburger	12 ct	2.30
#552 White Hot Dog Bun	12 ct	2.30
#553 White 3.75" Hamb.	12 ct	2.30

Thank you

Sincerely,

Kevin Windjue
General Sales Manager
Pan O Gold Baking Co.

DATE: June 10, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Activity Fee & Admission Price Schedule (2025-26 School Year)**

The Activity Fee Schedule and Admission Prices were reviewed for 2025-26 school year and Administration recommends the following increases based on cost and participation.

ACTIVITY FEE SCHEDULE

	2025-2026 Fee	Increase from 2024-25
Middle School	\$75.00	\$0.00
High School	\$135.00	\$0.00
Knowledge Bowl	\$60.00	\$0.00
Business Professionals of America	\$85.00	\$0.00
Educational Benefit Eligible (Free/Reduced)	\$20.00	\$0.00
Family Maximum	\$475.00	\$0.00
Facility Fee (In Addition to White Card Fee)		
Hockey	\$315.00	\$0.00
Gymnastics	\$150.00	\$100.00
Robotics	\$100.00	N/A

ADMISSION TO ACTIVITY EVENTS

	2025-2026 Fee	Increase from 2024-25
Student - Single Event	\$6.00	\$0.00
Adult - Single Event	\$8.00	\$0.00
Fall Musical	\$16.00	\$0.00
Student Season Pass	\$10.00	\$5.00
Adult Season Pass	\$60.00	\$15.00



Minnesota
STATE COLLEGES
& UNIVERSITIES

FACILITIES USE, SERVICES AND REIMBURSEMENT AGREEMENT

THIS **FACILITIES USE, SERVICES, AND REIMBURSEMENT AGREEMENT** is made by and between the **STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS**, located at 900 Highway 34 East, Detroit Lakes MN 56501, hereinafter referred to as **COLLEGE**, and **DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22**, a school district under the laws of Minnesota, located at 702 Lake Avenue Detroit Lakes MN 56501, hereinafter referred to as **DISTRICT**, to provide office and classroom space on COLLEGE’s campus for high school operations.

RECITALS

WHEREAS, the Board of Trustees of Minnesota State Colleges and Universities is empowered by Minn. Stat. §136F.06, to govern Board-related property, and

WHEREAS, COLLEGE has under its control **MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS** located at 900 Highway 34 East, Detroit Lakes MN 56501 , and has space in that building, and

WHEREAS, COLLEGE and DISTRICT have explored the use of MNSCU’s college campus to allow for location of certain high school operations, and

WHEREAS, COLLEGE and DISTRICT wish to enter into this Agreement governing the use of COLLEGE facilities by the DISTRICT, and

NOW THEREFORE, the parties agree as follows:

AGREEMENT

1. **PERMITTED USE.** COLLEGE agrees to allow DISTRICT the exclusive use of the facilities, including offices and classrooms, identified for high school operations shown as the cross-hatched areas on **Exhibit A**, attached and incorporated herein. (“Space”) and identified as:
 - a. F109 (including A-F) – 2,856 square feet
 - b. F112 – 156 square feet
 - c. F113 – 121 square feet
 - d. F114 (including F114 A-E) – 981 square feet

e. F116D – 931 square feet
Total square footage included in lease is 5,045.

2. **ADDITIONAL USE.** If the need arises, the DISTRICT may request the use of additional rooms or offices from time to time in writing to the COLLEGE. The COLLEGE agrees that, in its sole discretion, after meeting its responsibilities to students, faculty, administrative employees and other staff members, volunteers and agents, it will allow the DISTRICT to make the additional use of its facilities as needed. All Additional Space use shall be subject to the terms of this Agreement, which shall be amended accordingly prior to use of Additional Space. DISTRICT acknowledges and agrees that this Agreement is not intended to and does not create a landlord-tenant relationship between the parties. DISTRICT is granted only a permit to occupy and use the Additional Space for the purpose identified above during the times available. It is specifically understood that the permission to use the Additional Space and the period of use are not exclusive to DISTRICT, and COLLEGE shall continue to operate its facilities for college classes. COLLEGE reserves the right to enter and use the Space at all reasonable times for purposes of inspecting the same or for such other purposes as may be required by COLLEGE.
3. **TERM.** This agreement shall be effective upon the date the final signature is obtained by the COLLEGE. This agreement shall commence on July 1, 2025, and shall remain in effect until June 30, 2026, unless otherwise terminated earlier in accordance with Paragraph 30, Termination.
4. **SPACE IMPROVEMENTS AND EQUIPMENT.**

Improvements, if any, requested by DISTRICT during the Term of this agreement shall be submitted to COLLEGE for approval, shall be at DISTRICT's sole cost and expense unless otherwise agreed to by the Parties, and shall be set forth in writing as an amendment to this agreement prior to construction of Additional Improvements. All Improvements shall be made by COLLEGE in compliance with all applicable building codes, laws, rules, regulations, and MnSCU design and construction standards.
5. **FACILITY FEE AND COST REIMBURSEMENTS.** DISTRICT agrees to pay to COLLEGE, a Facility Use fee in the amount of \$ 22,702.50 per year (\$4.50 per square foot). Payments will be made quarterly on September 1, December 1, March 1, and June 1, as set forth in the table below:

Period	Quarterly Payment	Total due over Term
07/01/2025 – 09/30/2025	\$5,675.62	
10/01/2025 – 12/31/2025	\$5,675.62	
01/01/2026 – 03/31/2026	\$5,675.62	
04/01/26 – 06/30/2026	\$5,675.64	
Total		\$22,702.50

6. **CONTRACT ADMINISTRATION.**

DISTRICT's authorized agent:

Jason Kuehn
Director of Finance and Operations
DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22
702 Lake Avenue, Detroit Lakes 56501
Telephone - 218-847-9271
Fax - 218-847-9273
email: jkuehn@detlakes.k12.mn.us

COLLEGE's authorized agent:

Pat Nordick
Chief Financial Officer
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE –
DETROIT LAKES CAMPUS
900 Highway 34 East, Detroit Lakes MN 56501
Telephone - 218.347.6209
Fax - 218-347-6210
email: Pat.Nordick@minnesota.edu

With a copy to:

Minnesota State Colleges and Universities
Attn: Real Estate Services
30 7th Street E., Suite 350
St. Paul, MN 55101-7804

7. **COLLEGE DUTIES.** COLLEGE will provide:

- a. Sufficient electrical power for lights, computers, printer, fax machines, radios and other electrical equipment.
- b. Sufficient heat or cooling, consistent with normal usage of the space.
- c. All maintenance and general cleaning of the Space.

The college will make every reasonable effort to relocate the ALC to avoid interruption of classes should electrical or heating services fail for more than 24 hours.

8. **DISTRICT'S DUTIES.**

- a. The DISTRICT agrees that it shall exercise reasonable care in the conduct of its activities in such facilities.

- b. DISTRICT shall pay the facility fees and charges as established under this agreement.
 - c. DISTRICT shall replace or reimburse COLLEGE for any College equipment and College supplies that the DISTRICT may use in operating pursuant to this agreement.
 - d. The DISTRICT agrees to reimburse COLLEGE for personnel costs the COLLEGE incurs while providing agreed upon assistance for services other than maintenance and general cleaning pursuant to this agreement, including salaries and overtime.
 - e. Where feasible, DISTRICT shall give COLLEGE reasonable notice of the need for additional space.
 - f. The DISTRICT shall cooperate with COLLEGE in administering such rules, policies and regulations as outlined in this Agreement or as otherwise applicable.
 - g. DISTRICT Operations Management. The DISTRICT shall designate an employee as the DISTRICT's operations manager, responsible for the day-to-day operations of the Area Learning Center. This person will represent DISTRICT in coordinating with the COLLEGE regarding any security, parking, or other needs that require the COLLEGE's assistance. The DISTRICT shall also designate an employee to be the designated DISTRICT contact in event of injury or emergency.
 - h. DISTRICT is responsible for care and supervision of DISTRICT students and staff.
 - i. DISTRICT shall contract for and provide all security services necessary to meet DISTRICT's needs and shall pay its' security vendor and/or security personnel directly. DISTRICT shall designate the above-referenced DISTRICT Operations Manager, (see Section 8. g., above), to coordinate DISTRICT's security operations with the COLLEGE.
9. **HEALTH AND SAFETY.** DISTRICT shall keep COLLEGE informed of DISTRICT's health and safety requirements impacting COLLEGE, such as emergency drills up to and including evacuation of premises. DISTRICT shall provide a schedule of proposed emergency drill dates and times for COLLEGE approval. COLLEGE shall respond to the schedule request within ten days of receiving said schedule with either approval, or in event of conflict, COLLEGE shall work with DISTRICT to find a satisfactory compromise to meet state requirements. Current requirements for the District include at least 5 lock-down drills, 5 fire drills and one tornado drill per school year.
10. **FOOD SERVICE.** The students and staff will be allowed to use the M-State cafeteria at a designated time agreed upon by the College and the District. COLLEGE and DISTRICT will develop a plan prior to the commencement of classes to accommodate both collegiate food service needs and school district lunch periods. Where feasible, COLLEGE shall provide separate times for school district lunch periods within the Premises.
11. **PARKING.** DISTRICT shall require its students and staff to park in the west parking lot which is adjacent to the campus "B" wing. Parking fees will be

considered inclusive in the facility use fee. COLLEGE will ensure that handicapped parking and access is available in the west parking lot.

12. **SIGNAGE**. The DISTRICT may place temporary exterior signage that identifies the high school operation location within the COLLEGE, subject to approval by COLLEGE as to signage placement. Any requests for permanent or temporary signage, wall hangings, banners, displays, postings, display cases, or bulletin boards must be reviewed by the COLLEGE, and approved by the COLLEGE's authorized representative. All signage shall be in accordance with the COLLEGE's policies relating to signage.
13. **MAINTENANCE OF SPACE**. DISTRICT agrees to maintain the Space in a reasonably clean and sanitary condition. After DISTRICT has completed its use and occupancy of the Space, COLLEGE will inspect the Space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, COLLEGE shall have the right, in its sole discretion, to repair, restore, or replace such items at its own cost, and submit an invoice for the same to DISTRICT, which DISTRICT agrees to pay within thirty (30) days thereafter.
14. **END OF TERM; DELIVERY OF SPACE**. DISTRICT covenants that at the termination of this Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Space to COLLEGE in as good condition as when DISTRICT took possession, ordinary wear and damage by the elements excepted. Any equipment or furniture paid for by DISTRICT shall remain the property of DISTRICT. DISTRICT shall have the right to remove the above equipment or fixtures at the expiration or termination of the Agreement or any extension.
15. **RULES AND REGULATIONS**. DISTRICT agrees to honor and abide by all federal and state laws, MnSCU Board Policies and procedures, rules and regulations set forth by COLLEGE during its occupancy of the Space, including complying with designated smoking areas related to the District's use of the Space for high school operations under this agreement. This agreement shall include, but not be limited to the following MnSCU Board policies and procedures:
 - a. Possession or Carry of Firearms (MnSCU Board Policy 5.21)
 - b. Use of tobacco products within the COLLEGE facilities is prohibited.
 - c. Acceptable Use of Computers and Information Technology Resources (MnSCU Board Policy 5.22)
 - d. Security and Privacy of Information Resources (MnSCU Board Policy 5.23)
 - e. Compliance with Emergency Operations Plan
 - f. Hazardous Materials. DISTRICT will not store hazardous materials onsite. DISTRICT will consult with the COLLEGE and follow COLLEGE's hazardous materials guidelines for such use in DISTRICT classroom purposes, and for any other onsite chemical or hazardous material use, whatsoever.
16. **HOURS OF OPERATION AND ACCESS**. In recognition of the fact that the DISTRICT and the COLLEGE each have their own academic calendar,

schedule of holidays, professional development activities, course schedules, and hours of operation, the parties shall work cooperatively in providing full access and full functionality to both parties operations. The DISTRICT will have access to the building from 7:00AM until 9:00PM Monday through Thursday and 7:00AM to 7:00PM on Friday. Other days of the week and or times requested shall be submitted to the COLLEGE's authorized agent and will be dealt with on an individual basis.

17. **KEYS AND ACCESS.** Keys and/or electronic access cards will be issued, recorded, and collected according to the COLLEGE's business standards and procedures (i.e., for issuing, use, and collection of keys or access cards). DISTRICT shall allow access to the Space by COLLEGE or its authorized representatives at any reasonable time during the life of this Agreement for the purpose of operation, maintenance, inspection, display and repairs of the Space, upon prior notification to DISTRICT, (or without such notice in case of an emergency).
18. **TECHNOLOGY.** Technology needs will be provided and supported by the DISTRICT. Any technology related improvements that are planned during the Agreement will be coordinated with the College IT department.
19. **CLOSINGS AND EMERGENCY MANAGEMENT.** The DISTRICT agrees that the MnSCU Board Policies 1.A.10 Long-Term Emergency Management and 4.4 Weather/Short-term Emergency Closings shall apply and govern this Agreement. Additionally, DISTRICT agrees to abide by the COLLEGE's Emergency Operations Plan which shall be provided to DISTRICT.
20. **ADMINISTRATIVE COORDINATION.** The DISTRICT and the COLLEGE shall meet quarterly, or as often as needed to address operational issues.
21. **NO AFFILIATION.** The DISTRICT shall not use or make use of COLLEGE's name, insignia, logo, picture or any other material that might create the impression of association, affiliation, partnership, or any joint venture, without the prior written permission of COLLEGE. The DISTRICT may use the name of the COLLEGE in its publicity of an event location as long as such use is not misleading.
22. **DISPUTE RESOLUTION METHODS.** The DISTRICT and COLLEGE shall maintain regular communications between the parties to address operational issues not otherwise contemplated or addressed in this Agreement. Where disputes arise regarding student conduct, the COLLEGE and DISTRICT, each to their own, shall each take appropriate action consistent with their applicable Codes of Conduct. Notwithstanding the foregoing, in instances where conduct or behavior poses an immediate threat to the health, safety or welfare of the student or others in, on or around campus, the COLLEGE may take immediate action to address the threat.
23. **LICENSEE'S INSURANCE.** Prior to DISTRICT's occupancy of the Space, DISTRICT shall provide COLLEGE with a certificate of general liability and property damage insurance naming COLLEGE as an additional insured and reflecting coverage consistent with the requirements contained in **Exhibit B** attached and incorporated herein. DISTRICT shall maintain appropriate

insurance coverage at its sole expense during its use of the Space, and the DISTRICT shall have an ongoing obligation to provide evidence of coverage that meets the state's tort liability threshold, as may be amended from time to time.

24. **HOLD HARMLESS AND INDEMNITY.** DISTRICT shall indemnify and hold COLLEGE harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, firm or corporation arising out of or relating to the conduct, management or use of the Space by DISTRICT or arising out of any work or thing done in or about the Space or structures or equipment in the Space when such has been authorized by DISTRICT, except as such injury, death or property damage or loss is attributable solely to COLLEGE's negligence as determined by a court of law. DISTRICT hereby assumes all responsibility for security throughout its occupancy and use of the Space. The DISTRICT's obligation to indemnify COLLEGE under this clause shall be limited in accordance with statutory tort liability limitations as set forth in Minnesota Statute 466.04 to limit the DISTRICT's total liability for all claims arising from a single occurrence, including COLLEGE's claim for indemnification, to the limits prescribed under section 466.04
25. **MINNESOTA DATA PRACTICES ACT.** DISTRICT and COLLEGE each agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this Agreement.
26. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** DISTRICT agrees that in occupying the Space, it is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. section 12101, et seq., and any regulations promulgated pursuant to the Act, provided that DISTRICT shall not be responsible for making any alterations or improvements to the Space pursuant to its compliance obligations under this Agreement. COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
27. **AUDIT.** The books, records, documents, and accounting practices and procedures of DISTRICT relevant to this agreement shall be subject to examination by COLLEGE, the Minnesota Department of Administration, and either the Minnesota Legislative Auditor or State Auditor.
28. **NO ASSIGNMENT; AMENDMENTS.** DISTRICT shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of COLLEGE. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
29. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

30. **TERMINATION.** This agreement may be terminated by either party at any time, for any reason, upon one hundred twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the date and year first above written.

DISTRICT: DETROIT LAKES PUBLIC SCHOOLS - DISTRICT NO. 22

DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By: _____

Mark Jenson

Its: Superintendent

Date: _____

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE — DETROIT LAKES

Recommended:

By: _____

Pat Nordick

Its: Vice President of Finance and Facilities

Date: _____

EXHIBIT A – SPACE

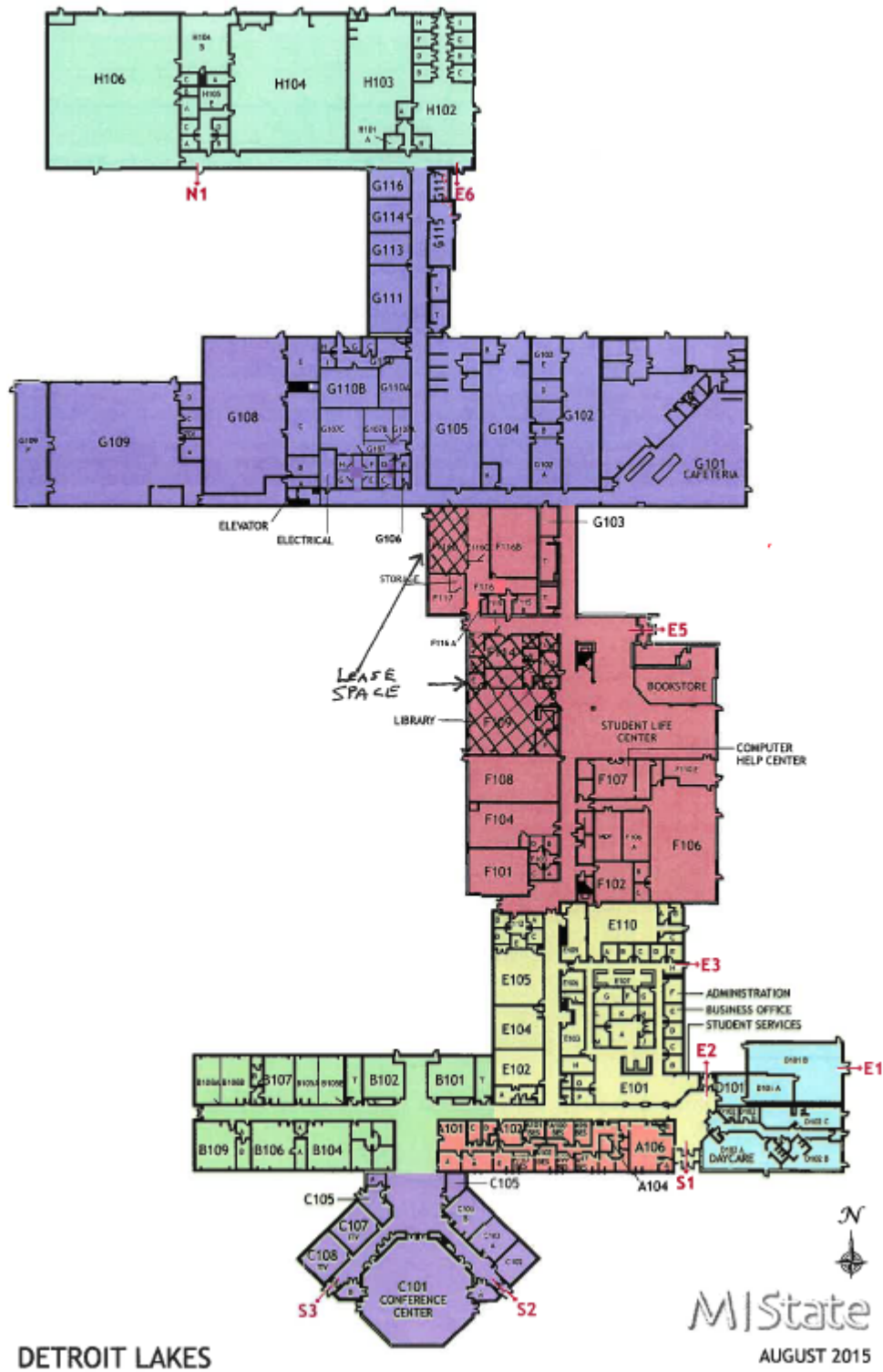


EXHIBIT B
GENERAL INSURANCE REQUIREMENTS

The DISTRICT shall not commence work in, or occupy, the Space under this Agreement until COLLEGE has obtained all the insurance described below and the State of Minnesota has approved such insurance. All policies shall remain in force and effect throughout the term of the Agreement.

POLICY REQUIREMENTS

1. Workers' Compensation Insurance

- A. Statutory Compensation Coverage
- B. Coverage B – Employers Liability with limits of not less than:
 - \$100,000 Bodily Injury by Disease per Employee
 - \$500,000 Bodily Injury by Disease Aggregate
 - \$100,000 Bodily Injury by Accident

2. General Liability Insurance

- A. Minimum Limits of Liability:
 - \$2,000,000 – Per Occurrence
 - \$2,000,000 – Annual Aggregate
 - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
- B. Coverages:
 - ☒ Premises and Operations Bodily Injury and Property Damage
 - ☒ Personal & Advertising Injury
 - ☒ Blanket Contractual
 - ☒ Products and Completed Operations
 - ☒ Other; if applicable, please
list _____
 - ☒ State of Minnesota or Minnesota State Colleges and Universities
named as Additional Insured

Additional Insurance Conditions

- DISTRICT's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the DISTRICT's performance under this Agreement.
- DISTRICT agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless DISTRICT's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- DISTRICT is responsible for payment of Agreement related insurance premiums and deductibles.
- If DISTRICT is self-insured, a Certification of Self-Insurance must be attached.
- DISTRICT's policy(ies) shall include legal defense fees in addition to the liability policy limits.
- DISTRICT shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.

- An Umbrella or Excess Liability insurance policy may be used to supplement the DISTRICT's policy limits to satisfy the full policy limits required by the Agreement.



Minnesota
STATE COLLEGES
& UNIVERSITIES

FACILITIES USE, SERVICES AND REIMBURSEMENT AGREEMENT

THIS **FACILITIES USE, SERVICES, AND REIMBURSEMENT AGREEMENT** is made by and between the **STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS**, located at 900 Highway 34 East, Detroit Lakes MN 56501, hereinafter referred to as **COLLEGE**, and **DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22**, a school district under the laws of Minnesota, located at 702 Lake Avenue Detroit Lakes MN 56501, hereinafter referred to as **DISTRICT**, to provide office and classroom space on COLLEGE's campus for high school operations.

RECITALS

WHEREAS, the Board of Trustees of Minnesota State Colleges and Universities is empowered by Minn. Stat. §136F.06, to govern Board-related property, and

WHEREAS, COLLEGE has under its control **MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS** located at 900 Highway 34 East, Detroit Lakes MN 56501 , and has space in that building, and

WHEREAS, COLLEGE and DISTRICT have explored the use of MNSCU's college campus to allow for location of certain high school operations, and

WHEREAS, COLLEGE and DISTRICT wish to enter into this Agreement governing the use of COLLEGE facilities by the DISTRICT, and

NOW THEREFORE, the parties agree as follows:

AGREEMENT

1. **PERMITTED USE.** COLLEGE agrees to allow DISTRICT the exclusive use of the facilities, including offices and classrooms, identified for high school operations as B102 – B-109 (also known as "B" Wing) and G108 (including G108C and G108E) as shown as the cross-hatched areas on **Exhibit A**, attached and incorporated herein. ("Space"). Total square footage included in lease is 13,544.
2. **ADDITIONAL USE.** If the need arises, the DISTRICT may request the use of additional rooms or offices from time to time in writing to the COLLEGE. The

COLLEGE agrees that, in its sole discretion, after meeting its responsibilities to students, faculty, administrative employees and other staff members, volunteers and agents, it will allow the DISTRICT to make the additional use of its facilities as needed. All Additional Space use shall be subject to the terms of this Agreement, which shall be amended accordingly prior to use of Additional Space. DISTRICT acknowledges and agrees that this Agreement is not intended to and does not create a landlord-tenant relationship between the parties. DISTRICT is granted only a permit to occupy and use the Additional Space for the purpose identified above during the times available. It is specifically understood that the permission to use the Additional Space and the period of use are not exclusive to DISTRICT, and COLLEGE shall continue to operate its facilities for college classes. COLLEGE reserves the right to enter and use the Space at all reasonable times for purposes of inspecting the same or for such other purposes as may be required by COLLEGE.

3. **TERM.** This agreement shall be effective upon the date the final signature is obtained by the COLLEGE. This agreement shall commence on July 1, 2025, and shall remain in effect until June 30, 2026, unless otherwise terminated earlier in accordance with Paragraph 30, Termination.

4. **SPACE IMPROVEMENTS AND EQUIPMENT.**

Improvements, if any, requested by DISTRICT during the Term of this agreement shall be submitted to COLLEGE for approval, shall be at DISTRICT's sole cost and expense unless otherwise agreed to by the Parties, and shall be set forth in writing as an amendment to this agreement prior to construction of Additional Improvements. All Improvements shall be made by COLLEGE in compliance with all applicable building codes, laws, rules, regulations, and MnSCU design and construction standards.

5. **FACILITY FEE AND COST REIMBURSEMENTS.** DISTRICT agrees to pay to COLLEGE, a Facility Use fee in the amount of \$ 60,948.00 per year (\$4.50 per square foot). Payments will be made quarterly on September 1, December 1, March 1, and June 1, as set forth in the table below:

Period	Quarterly Payment	Total due over Term
07/01/2025 – 09/30/2025	\$15,237.00	
10/01/2025 – 12/31/2025	\$15,237.00	
01/01/2026 – 03/31/2026	\$15,237.00	
04/01/2026 – 06/30/2026	\$15,237.00	
Total		\$60,948.00

6. **CONTRACT ADMINISTRATION.**

DISTRICT's authorized agent:

Jason Kuehn
Director of Finance and Operations
DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22
702 Lake Avenue, Detroit Lakes 56501
Telephone - 218-847-9271
Fax - 218-847-9273
email: jkuehn@detlakes.k12.mn.us

COLLEGE's authorized agent:

Pat Nordick
Chief Financial Officer
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE –
DETROIT LAKES CAMPUS
900 Highway 34 East, Detroit Lakes MN 56501
Telephone - 218.347.6209
Fax - 218-347-6210
email: Pat.Nordick@minnesota.edu

With a copy to:

Minnesota State Colleges and Universities
Attn: Real Estate Services
30 7th Street E., Suite 350
St. Paul, MN 55101-7804

7. **COLLEGE DUTIES.** COLLEGE will provide:

- a. Sufficient electrical power for lights, computers, printer, fax machines, radios and other electrical equipment.
- b. Sufficient heat or cooling, consistent with normal usage of the space.
- c. All maintenance and general cleaning of the Space.

The college will make every reasonable effort to relocate the ALC to avoid interruption of classes should electrical or heating services fail for more than 24 hours.

8. **DISTRICT'S DUTIES.**

- a. The DISTRICT agrees that it shall exercise reasonable care in the conduct of its activities in such facilities.
- b. DISTRICT shall pay the facility fees and charges as established under this agreement.

- c. DISTRICT shall replace or reimburse COLLEGE for any College equipment and College supplies that the DISTRICT may use in operating pursuant to this agreement.
 - d. The DISTRICT agrees to reimburse COLLEGE for personnel costs the COLLEGE incurs while providing agreed upon assistance for services other than maintenance and general cleaning pursuant to this agreement, including salaries and overtime.
 - e. Where feasible, DISTRICT shall give COLLEGE reasonable notice of the need for additional space.
 - f. The DISTRICT shall cooperate with COLLEGE in administering such rules, policies and regulations as outlined in this Agreement or as otherwise applicable.
 - g. DISTRICT Operations Management. The DISTRICT shall designate an employee as the DISTRICT's operations manager, responsible for the day-to-day operations of the Area Learning Center. This person will represent DISTRICT in coordinating with the COLLEGE regarding any security, parking, or other needs that require the COLLEGE's assistance. The DISTRICT shall also designate an employee to be the designated DISTRICT contact in event of injury or emergency.
 - h. DISTRICT is responsible for care and supervision of DISTRICT students and staff.
 - i. DISTRICT shall contract for and provide all security services necessary to meet DISTRICT's needs and shall pay its' security vendor and/or security personnel directly. DISTRICT shall designate the above-referenced DISTRICT Operations Manager, (see Section 8. g., above), to coordinate DISTRICT's security operations with the COLLEGE.
9. **HEALTH AND SAFETY.** DISTRICT shall keep COLLEGE informed of DISTRICT's health and safety requirements impacting COLLEGE, such as emergency drills up to and including evacuation of premises. DISTRICT shall provide a schedule of proposed emergency drill dates and times for COLLEGE approval. COLLEGE shall respond to the schedule request within ten days of receiving said schedule with either approval, or in event of conflict, COLLEGE shall work with DISTRICT to find a satisfactory compromise to meet state requirements. Current requirements for the District include at least 5 lock-down drills, 5 fire drills and one tornado drill per school year.
10. **FOOD SERVICE.** The students and staff will be allowed to use the M-State cafeteria at a designated time agreed upon by the College and the District. COLLEGE and DISTRICT will develop a plan prior to the commencement of classes to accommodate both collegiate food service needs and school district lunch periods. Where feasible, COLLEGE shall provide separate times for school district lunch periods within the Premises.
11. **PARKING.** DISTRICT shall require its students and staff to park in the west parking lot which is adjacent to the campus "B" wing. Parking fees will be considered inclusive in the facility use fee. COLLEGE will ensure that handicapped parking and access is available in the west parking lot.

12. **SIGNAGE.** The DISTRICT may place temporary exterior signage that identifies the high school operation location within the COLLEGE, subject to approval by COLLEGE as to signage placement. Any requests for permanent or temporary signage, wall hangings, banners, displays, postings, display cases, or bulletin boards must be reviewed by the COLLEGE, and approved by the COLLEGE's authorized representative. All signage shall be in accordance with the COLLEGE's policies relating to signage.
13. **MAINTENANCE OF SPACE.** DISTRICT agrees to maintain the Space in a reasonably clean and sanitary condition. After DISTRICT has completed its use and occupancy of the Space, COLLEGE will inspect the Space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, COLLEGE shall have the right, in its sole discretion, to repair, restore, or replace such items at its own cost, and submit an invoice for the same to DISTRICT, which DISTRICT agrees to pay within thirty (30) days thereafter.
14. **END OF TERM; DELIVERY OF SPACE.** DISTRICT covenants that at the termination of this Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Space to COLLEGE in as good condition as when DISTRICT took possession, ordinary wear and damage by the elements excepted. Any equipment or furniture paid for by DISTRICT shall remain the property of DISTRICT. DISTRICT shall have the right to remove the above equipment or fixtures at the expiration or termination of the Agreement or any extension.
15. **RULES AND REGULATIONS.** DISTRICT agrees to honor and abide by all federal and state laws, MnSCU Board Policies and procedures, rules and regulations set forth by COLLEGE during its occupancy of the Space, including complying with designated smoking areas related to the District's use of the Space for high school operations under this agreement. This agreement shall include, but not be limited to the following MnSCU Board policies and procedures:
- a. Possession or Carry of Firearms (MnSCU Board Policy 5.21)
 - b. Use of tobacco products within the COLLEGE facilities is prohibited.
 - c. Acceptable Use of Computers and Information Technology Resources (MnSCU Board Policy 5.22)
 - d. Security and Privacy of Information Resources (MnSCU Board Policy 5.23)
 - e. Compliance with Emergency Operations Plan
 - f. Hazardous Materials. DISTRICT will not store hazardous materials onsite. DISTRICT will consult with the COLLEGE and follow COLLEGE's hazardous materials guidelines for such use in DISTRICT classroom purposes, and for any other onsite chemical or hazardous material use, whatsoever.
16. **HOURS OF OPERATION AND ACCESS.** In recognition of the fact that the DISTRICT and the COLLEGE each have their own academic calendar, schedule of holidays, professional development activities, course schedules, and hours of operation, the parties shall work cooperatively in providing full

access and full functionality to both parties operations. The DISTRICT will have access to the building from 7:00AM until 9:00PM Monday through Thursday and 7:00AM to 7:00PM on Friday. Other days of the week and or times requested shall be submitted to the COLLEGE's authorized agent and will be dealt with on an individual basis.

17. **KEYS AND ACCESS.** Keys and/or electronic access cards will be issued, recorded, and collected according to the COLLEGE's business standards and procedures (i.e., for issuing, use, and collection of keys or access cards). DISTRICT shall allow access to the Space by COLLEGE or its authorized representatives at any reasonable time during the life of this Agreement for the purpose of operation, maintenance, inspection, display and repairs of the Space, upon prior notification to DISTRICT, (or without such notice in case of an emergency).
18. **TECHNOLOGY.** Technology needs will be provided and supported by the DISTRICT. Any technology related improvements that are planned during the Agreement will be coordinated with the College IT department.
19. **CLOSINGS AND EMERGENCY MANAGEMENT.** The DISTRICT agrees that the MnSCU Board Policies 1.A.10 Long-Term Emergency Management and 4.4 Weather/Short-term Emergency Closings shall apply and govern this Agreement. Additionally, DISTRICT agrees to abide by the COLLEGE's Emergency Operations Plan which shall be provided to DISTRICT.
20. **ADMINISTRATIVE COORDINATION.** The DISTRICT and the COLLEGE shall meet quarterly, or as often as needed to address operational issues.
21. **NO AFFILIATION.** The DISTRICT shall not use or make use of COLLEGE's name, insignia, logo, picture or any other material that might create the impression of association, affiliation, partnership, or any joint venture, without the prior written permission of COLLEGE. The DISTRICT may use the name of the COLLEGE in its publicity of an event location as long as such use is not misleading.
22. **DISPUTE RESOLUTION METHODS.** The DISTRICT and COLLEGE shall maintain regular communications between the parties to address operational issues not otherwise contemplated or addressed in this Agreement. Where disputes arise regarding student conduct, the COLLEGE and DISTRICT, each to their own, shall each take appropriate action consistent with their applicable Codes of Conduct. Notwithstanding the foregoing, in instances where conduct or behavior poses an immediate threat to the health, safety or welfare of the student or others in, on or around campus, the COLLEGE may take immediate action to address the threat.
23. **LICENSEE'S INSURANCE.** Prior to DISTRICT's occupancy of the Space, DISTRICT shall provide COLLEGE with a certificate of general liability and property damage insurance naming COLLEGE as an additional insured and reflecting coverage consistent with the requirements contained in **Exhibit B** attached and incorporated herein. DISTRICT shall maintain appropriate insurance coverage at its sole expense during its use of the Space, and the DISTRICT shall have an ongoing obligation to provide evidence of coverage

that meets the state's tort liability threshold, as may be amended from time to time.

24. **HOLD HARMLESS AND INDEMNITY.** DISTRICT shall indemnify and hold COLLEGE harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, firm or corporation arising out of or relating to the conduct, management or use of the Space by DISTRICT or arising out of any work or thing done in or about the Space or structures or equipment in the Space when such has been authorized by DISTRICT, except as such injury, death or property damage or loss is attributable solely to COLLEGE's negligence as determined by a court of law. DISTRICT hereby assumes all responsibility for security throughout its occupancy and use of the Space. The DISTRICT's obligation to indemnify COLLEGE under this clause shall be limited in accordance with statutory tort liability limitations as set forth in Minnesota Statute 466.04 to limit the DISTRICT's total liability for all claims arising from a single occurrence, including COLLEGE's claim for indemnification, to the limits prescribed under section 466.04
25. **MINNESOTA DATA PRACTICES ACT.** DISTRICT and COLLEGE each agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this Agreement.
26. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** DISTRICT agrees that in occupying the Space, it is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. section 12101, et seq., and any regulations promulgated pursuant to the Act, provided that DISTRICT shall not be responsible for making any alterations or improvements to the Space pursuant to its compliance obligations under this Agreement. COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
27. **AUDIT.** The books, records, documents, and accounting practices and procedures of DISTRICT relevant to this agreement shall be subject to examination by COLLEGE, the Minnesota Department of Administration, and either the Minnesota Legislative Auditor or State Auditor.
28. **NO ASSIGNMENT; AMENDMENTS.** DISTRICT shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of COLLEGE. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
29. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
30. **TERMINATION.** This agreement may be terminated by either party at any time, for any reason, upon one hundred twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the date and year first above written.

DISTRICT: DETROIT LAKES PUBLIC SCHOOLS - DISTRICT NO. 22

DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By: _____

Mark Jenson

Its: Superintendent

Date: _____

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE — DETROIT LAKES

Recommended:

By: _____

Pat Nordick

Its: Vice President of Finance and Facilities

Date: _____

EXHIBIT A – SPACE



DETROIT LAKES

AUGUST 2015

EXHIBIT B
GENERAL INSURANCE REQUIREMENTS

The DISTRICT shall not commence work in, or occupy, the Space under this Agreement until COLLEGE has obtained all the insurance described below and the State of Minnesota has approved such insurance. All policies shall remain in force and effect throughout the term of the Agreement.

POLICY REQUIREMENTS

1. Workers' Compensation Insurance

A. Statutory Compensation Coverage

B. Coverage B – Employers Liability with limits of not less than:

\$100,000 Bodily Injury by Disease per Employee

\$500,000 Bodily Injury by Disease Aggregate

\$100,000 Bodily Injury by Accident

2. General Liability Insurance

A. Minimum Limits of Liability:

\$2,000,000 – Per Occurrence

\$2,000,000 – Annual Aggregate

\$2,000,000 – Annual Aggregate applying to Products/Completed Operations

B. Coverages:

X Premises and Operations Bodily Injury and Property Damage

X Personal & Advertising Injury

X Blanket Contractual

X Products and Completed Operations

X Other; if applicable, please
list _____

X State of Minnesota or Minnesota State Colleges and Universities
named as Additional Insured

Additional Insurance Conditions

- DISTRICT's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the DISTRICT's performance under this Agreement.
- DISTRICT agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless DISTRICT's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- DISTRICT is responsible for payment of Agreement related insurance premiums and deductibles.
- If DISTRICT is self-insured, a Certification of Self-Insurance must be attached.
- DISTRICT's policy(ies) shall include legal defense fees in addition to the liability policy limits.
- DISTRICT shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.

- An Umbrella or Excess Liability insurance policy may be used to supplement the DISTRICT's policy limits to satisfy the full policy limits required by the Agreement.



Minnesota
STATE COLLEGES
& UNIVERSITIES

FACILITIES USE, SERVICES AND REIMBURSEMENT AGREEMENT

THIS **FACILITIES USE, SERVICES, AND REIMBURSEMENT AGREEMENT** is made by and between the **STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS**, located at 900 Highway 34 East, Detroit Lakes MN 56501, hereinafter referred to as **COLLEGE**, and **DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22**, a school district under the laws of Minnesota, located at 702 Lake Avenue Detroit Lakes MN 56501, hereinafter referred to as **DISTRICT**, to provide office and classroom space on COLLEGE's campus for high school operations.

RECITALS

WHEREAS, the Board of Trustees of Minnesota State Colleges and Universities is empowered by Minn. Stat. §136F.06, to govern Board-related property, and

WHEREAS, COLLEGE has under its control **MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE – DETROIT LAKES CAMPUS** located at 900 Highway 34 East, Detroit Lakes MN 56501, and has space in that building, and

WHEREAS, COLLEGE and DISTRICT have explored the use of MNSCU's college campus to allow for location of certain high school operations, and

WHEREAS, COLLEGE and DISTRICT wish to enter into this Agreement governing the use of COLLEGE facilities by the DISTRICT, and

NOW THEREFORE, the parties agree as follows:

AGREEMENT

1. **PERMITTED USE.** COLLEGE agrees to allow DISTRICT the exclusive use of the facilities, including offices and classrooms, identified for high school robotics program operations as G104. This space contains 3,082 square feet.
2. **ADDITIONAL USE.** If the need arises, the DISTRICT may request the use of additional rooms or offices from time to time in writing to the COLLEGE. The COLLEGE agrees that, in its sole discretion, after meeting its responsibilities to students, faculty, administrative employees and other staff members, volunteers

and agents, it will allow the DISTRICT to make the additional use of its facilities as needed. All Additional Space use shall be subject to the terms of this Agreement, which shall be amended accordingly prior to use of Additional Space. DISTRICT acknowledges and agrees that this Agreement is not intended to and does not create a landlord-tenant relationship between the parties. DISTRICT is granted only a permit to occupy and use the Additional Space for the purpose identified above during the times available. It is specifically understood that the permission to use the Additional Space and the period of use are not exclusive to DISTRICT, and COLLEGE shall continue to operate its facilities for college classes. COLLEGE reserves the right to enter and use the Space at all reasonable times for purposes of inspecting the same or for such other purposes as may be required by COLLEGE.

3. **TERM.** This agreement shall be effective upon the date the final signature is obtained by the COLLEGE. This agreement shall commence on July 1, 2025 and shall remain in effect until June 30, 2026, unless otherwise terminated earlier in accordance with Paragraph 30, Termination.

4. **SPACE IMPROVEMENTS AND EQUIPMENT.**

Improvements, if any, requested by DISTRICT during the Term of this agreement shall be submitted to COLLEGE for approval, shall be at DISTRICT's sole cost and expense unless otherwise agreed to by the Parties, and shall be set forth in writing as an amendment to this agreement prior to construction of Additional Improvements. All Improvements shall be made by COLLEGE in compliance with all applicable building codes, laws, rules, regulations, and MnSCU design and construction standards.

5. **FACILITY FEE AND COST REIMBURSEMENTS.** DISTRICT agrees to pay to COLLEGE, a Facility Use fee in the amount of \$ 5,782.50 for the term of the lease (\$4.50 per square foot). Payments will be made on September 1, December 1, March 1, and June 1, as set forth in the table below:

Period	Quarterly Fee Amount	Total due over Term
07/01/2025 – 09/30/2025	\$ 1,445.62	
10/01/2025 – 12/31/2025	\$ 1,445.62	
01/01/2026 – 03/31/2026	\$ 1,445.62	
04/01/2026 – 06/30/2026	\$ 1,445.64	
Total		\$ 5,782.50

6. **CONTRACT ADMINISTRATION.**

DISTRICT's authorized agent:

Jason Kuehn
Director of Finance and Operations
DETROIT LAKES PUBLIC SCHOOLS – DISTRICT NO. 22
702 Lake Avenue, Detroit Lakes 56501
Telephone - 218-847-9271
Fax - 218-847-9273
email: jkuehn@detlakes.k12.mn.us

COLLEGE's authorized agent:

Pat Nordick
Vice President of Finance and Facilities
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE –
DETROIT LAKES CAMPUS
900 Highway 34 East, Detroit Lakes MN 56501
Telephone - 218.347.6209
Fax - 218-347-6210
email: Pat.Nordick@minnesota.edu

7. **COLLEGE DUTIES.** COLLEGE will provide:

- a. Sufficient electrical power for lights, computers, printer, fax machines, radios and other electrical equipment.
- b. Sufficient heat or cooling, consistent with normal usage of the space.
- c. All maintenance and general cleaning of the Space.

8. **DISTRICT'S DUTIES.**

- a. The DISTRICT agrees that it shall exercise reasonable care in the conduct of its activities in such facilities.
- b. DISTRICT shall pay the facility fees and charges as established under this agreement.
- c. DISTRICT shall replace or reimburse COLLEGE for any College equipment and College supplies that the DISTRICT may use in operating pursuant to this agreement.
- d. The DISTRICT agrees to reimburse COLLEGE for personnel costs the COLLEGE incurs while providing agreed upon assistance for services other than maintenance and general cleaning pursuant to this agreement, including salaries and overtime.
- e. Where feasible, DISTRICT shall give COLLEGE reasonable notice of the need for additional space.

- f. The DISTRICT shall cooperate with COLLEGE in administering such rules, policies and regulations as outlined in this Agreement or as otherwise applicable.
 - g. DISTRICT Operations Management. The DISTRICT shall designate an employee as the DISTRICT's operations manager, responsible for the day-to-day operations. This person will represent DISTRICT in coordinating with the COLLEGE regarding any security, parking, or other needs that require the COLLEGE's assistance. The DISTRICT shall also designate an employee to be the designated DISTRICT contact in event of injury or emergency.
 - h. DISTRICT is responsible for care and supervision of DISTRICT students and staff.
- 9. **PARKING.** DISTRICT and its students shall be allowed to use the college parking lot as part of this lease. Snow removal will not be performed on the weekends by the college.
- 10. **SIGNAGE.** The DISTRICT may place temporary exterior signage that identifies the high school operation location within the COLLEGE, subject to approval by COLLEGE as to signage placement. Any requests for permanent or temporary signage, wall hangings, banners, displays, postings, display cases, or bulletin boards must be reviewed by the COLLEGE, and approved by the COLLEGE's authorized representative. All signage shall be in accordance with the COLLEGE's policies relating to signage.
- 11. **MAINTENANCE OF SPACE.** DISTRICT agrees to maintain the Space in a reasonably clean and sanitary condition. After DISTRICT has completed its use and occupancy of the Space, COLLEGE will inspect the Space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, COLLEGE shall have the right, in its sole discretion, to repair, restore, or replace such items at its own cost, and submit an invoice for the same to DISTRICT, which DISTRICT agrees to pay within thirty (30) days thereafter.
- 12. **END OF TERM; DELIVERY OF SPACE.** DISTRICT covenants that at the termination of this Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Space to COLLEGE in as good condition as when DISTRICT took possession, ordinary wear and damage by the elements excepted. Any equipment or furniture paid for by DISTRICT shall remain the property of DISTRICT. DISTRICT shall have the right to remove the above equipment or fixtures at the expiration or termination of the Agreement or any extension.
- 13. **RULES AND REGULATIONS.** DISTRICT agrees to honor and abide by all federal and state laws, MnSCU Board Policies and procedures, rules and regulations set forth by COLLEGE during its occupancy of the Space, including complying with designated smoking areas related to the District's use of the Space for high school operations under this agreement. This agreement shall include, but not be limited to the following MnSCU Board policies and procedures:
 - a. Possession or Carry of Firearms (MnSCU Board Policy 5.21)

- b. Use of tobacco products within the COLLEGE facilities is prohibited.
 - c. Acceptable Use of Computers and Information Technology Resources (MnSCU Board Policy 5.22)
 - d. Security and Privacy of Information Resources (MnSCU Board Policy 5.23)
 - e. Compliance with Emergency Operations Plan
 - f. Hazardous Materials. DISTRICT will not store hazardous materials onsite. DISTRICT will consult with the COLLEGE and follow COLLEGE's hazardous materials guidelines for such use in DISTRICT classroom purposes, and for any other onsite chemical or hazardous material use, whatsoever.
14. **HOURS OF OPERATION AND ACCESS.** In recognition of the fact that the DISTRICT and the COLLEGE each have their own academic calendar, schedule of holidays, professional development activities, course schedules, and hours of operation, the parties shall work cooperatively in providing full access and full functionality to both parties operations. The DISTRICT will have access to the building from 7:00AM until 9:00PM Monday through Thursday and 7:00AM to 7:00PM on Friday. Other days of the week and or times requested shall be submitted to the COLLEGE's authorized agent and will be dealt with on an individual basis.
15. **KEYS AND ACCESS.** Keys and/or electronic access cards will be issued, recorded, and collected according to the COLLEGE's business standards and procedures (i.e., for issuing, use, and collection of keys or access cards). DISTRICT shall allow access to the Space by COLLEGE or its authorized representatives at any reasonable time during the life of this Agreement for the purpose of operation, maintenance, inspection, display and repairs of the Space, upon prior notification to DISTRICT, (or without such notice in case of an emergency).
16. **TECHNOLOGY.** Technology needs will be provided and supported by the DISTRICT. Any technology related improvements that are planned during the Agreement will be coordinated with the College IT department.
17. **CLOSINGS AND EMERGENCY MANAGEMENT.** The DISTRICT agrees that the MnSCU Board Policies 1.A.10 Long-Term Emergency Management and 4.4 Weather/Short-term Emergency Closings shall apply and govern this Agreement. Additionally, DISTRICT agrees to abide by the COLLEGE's Emergency Operations Plan which shall be provided to DISTRICT.
18. **NO AFFILIATION.** The DISTRICT shall not use or make use of COLLEGE's name, insignia, logo, picture or any other material that might create the impression of association, affiliation, partnership, or any joint venture, without the prior written permission of COLLEGE. The DISTRICT may use the name of the COLLEGE in its publicity of an event location as long as such use is not misleading.
19. **DISPUTE RESOLUTION METHODS.** The DISTRICT and COLLEGE shall maintain regular communications between the parties to address operational issues not otherwise contemplated or addressed in this Agreement. Where disputes arise regarding student conduct, the COLLEGE and DISTRICT, each to their own, shall

- each take appropriate action consistent with their applicable Codes of Conduct. Notwithstanding the foregoing, in instances where conduct or behavior poses an immediate threat to the health, safety or welfare of the student or others in, on or around campus, the COLLEGE may take immediate action to address the threat.
20. **LICENSEE'S INSURANCE.** Prior to DISTRICT's occupancy of the Space, DISTRICT shall provide COLLEGE with a certificate of general liability and property damage insurance naming COLLEGE as an additional insured and reflecting coverage consistent with the requirements contained in **Exhibit A** attached and incorporated herein. DISTRICT shall maintain appropriate insurance coverage at its sole expense during its use of the Space, and the DISTRICT shall have an ongoing obligation to provide evidence of coverage that meets the state's tort liability threshold, as may be amended from time to time.
21. **HOLD HARMLESS AND INDEMNITY.** DISTRICT shall indemnify and hold COLLEGE harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, firm or corporation arising out of or relating to the conduct, management or use of the Space by DISTRICT or arising out of any work or thing done in or about the Space or structures or equipment in the Space when such has been authorized by DISTRICT, except as such injury, death or property damage or loss is attributable solely to COLLEGE's negligence as determined by a court of law. DISTRICT hereby assumes all responsibility for security throughout its occupancy and use of the Space. The DISTRICT's obligation to indemnify COLLEGE under this clause shall be limited in accordance with statutory tort liability limitations as set forth in Minnesota Statute 466.04 to limit the DISTRICT's total liability for all claims arising from a single occurrence, including COLLEGE's claim for indemnification, to the limits prescribed under section 466.04
22. **MINNESOTA DATA PRACTICES ACT.** DISTRICT and COLLEGE each agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this Agreement.
23. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** DISTRICT agrees that in occupying the Space, it is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. section 12101, et seq., and any regulations promulgated pursuant to the Act, provided that DISTRICT shall not be responsible for making any alterations or improvements to the Space pursuant to its compliance obligations under this Agreement. COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
24. **AUDIT.** The books, records, documents, and accounting practices and procedures of DISTRICT relevant to this agreement shall be subject to examination by COLLEGE, the Minnesota Department of Administration, and either the Minnesota Legislative Auditor or State Auditor.
25. **NO ASSIGNMENT; AMENDMENTS.** DISTRICT shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of COLLEGE. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.

26. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
27. **TERMINATION.** This agreement may be terminated by either party at any time, for any reason, upon one hundred twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the date and year first above written.

DISTRICT: DETROIT LAKES PUBLIC SCHOOLS - DISTRICT NO. 22

DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By: _____

Mark Jenson

Its: Superintendent

Date: _____

MNSCU: STATE OF MINNESOTA, BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE — DETROIT LAKES

By: _____

Pat Nordick

Its: Vice President of Finance and Facilities

Date: _____

EXHIBIT A
GENERAL INSURANCE REQUIREMENTS

The DISTRICT shall not commence work in, or occupy, the Space under this Agreement until COLLEGE has obtained all the insurance described below and the State of Minnesota has approved such insurance. All policies shall remain in force and effect throughout the term of the Agreement.

POLICY REQUIREMENTS

1. Workers' Compensation Insurance

- A. Statutory Compensation Coverage
- B. Coverage B – Employers Liability with limits of not less than:
 - \$100,000 Bodily Injury by Disease per Employee
 - \$500,000 Bodily Injury by Disease Aggregate
 - \$100,000 Bodily Injury by Accident

2. General Liability Insurance

- A. Minimum Limits of Liability:
 - \$2,000,000 – Per Occurrence
 - \$2,000,000 – Annual Aggregate
 - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
- B. Coverages:
 - ☒ Premises and Operations Bodily Injury and Property Damage
 - ☒ Personal & Advertising Injury
 - ☒ Blanket Contractual
 - ☒ Products and Completed Operations
 - ☒ Other; if applicable, please
list _____
 - ☒ State of Minnesota or Minnesota State Colleges and Universities
named as Additional Insured

Additional Insurance Conditions

- DISTRICT's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the DISTRICT's performance under this Agreement.
- DISTRICT agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless DISTRICT's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- DISTRICT is responsible for payment of Agreement related insurance premiums and deductibles.
- If DISTRICT is self-insured, a Certification of Self-Insurance must be attached.
- DISTRICT's policy(ies) shall include legal defense fees in addition to the liability policy limits.
- DISTRICT shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.

- An Umbrella or Excess Liability insurance policy may be used to supplement the DISTRICT's policy limits to satisfy the full policy limits required by the Agreement.

**CITY OF DETROIT LAKES / DETROIT LAKES SCHOOL DISTRICT #22
FACILITY USE AGREEMENT**

THIS AGREEMENT, Made this ____ day of _____, 2025, by and between the City of Detroit Lakes, a municipal corporation, 1025 Lake Avenue, Detroit Lakes, MN 56501, hereinafter called "City," and the Independent School District No. 22 of Becker County, 702 Lake Avenue, Detroit Lakes, MN 56501, hereinafter called "School District."

RECITALS

1. The City is the owner of the following recreational facilities: Washington Ballpark (1301 Washington Avenue), Recreational Center Tennis Courts (210 North Shore Drive), and Snappy Park (1275 Cheryl Avenue), hereinafter referred to collectively as the "Recreational Facilities;" and
2. The School District desires to use said Recreational Facilities for its interscholastic and extracurricular programs; and
3. The City and School District desire to enter into a facilities use agreement defining their rights, duties, and liabilities.

NOW, THEREFORE, in consideration of the use fee and pursuant to the terms of this agreement, the City and School agree as follows:

1. **TERM OF AGREEMENT.** The term of this Agreement shall be for ten (10) years, commencing August 1, 2025 and expiring July 31, 2035.
2. **USE OF RECREATIONAL FACILITIES.** The School District is granted the priority, but non-exclusive, use of the Recreational Facilities for its school related interscholastic and extracurricular programs. The City retains the right to use the Recreational Facilities and the right to grant use of the Recreational Facilities to third parties during the term of this agreement, provided that use by the City does not conflict with the use of the Recreational Facilities by the School District as set forth in this Agreement.
3. **USE FEE.** The School District agrees to pay to the City the following annual use fee for the use of the Recreational Facilities described in this agreement:

2025 - 2026	\$25,000 by January 15, 2026
2026 - 2027	\$25,000 by January 15, 2027
2027 - 2028	\$25,000 by January 15, 2028

2028 - 2029	\$25,000 by January 15, 2029
2029 - 2030	\$25,000 by January 15, 2030
2030 - 2031	\$25,000 by January 15, 2031
2031 - 2032	\$25,000 by January 15, 2032
2032 - 2033	\$25,000 by January 15, 2033
2033 - 2034	\$25,000 by January 15, 2034
2034 - 2035	\$25,000 by January 15, 2035

by check made payable and delivered to:

City of Detroit Lakes
1025 Roosevelt Avenue
Detroit Lakes, MN 56501

4. SCHEDULE. The School District shall have the priority use of the Recreational Facilities during the official school year schedule. The School shall provide the City with its request for use dates for the Recreational Facilities each year as soon as possible.
5. SUPERVISION. The School District is to provide personnel to supervise students at any time the Recreational Facilities are being used by its students under this agreement. Such personnel shall be assigned by and responsible to School Administration.
6. MAINTENANCE. The City shall provide regular mowing and trimming of the Recreational Facilities. Manicuring of the ballfields, including dragging and striping, shall be the sole responsibility of the School District or other users requesting the maintenance. The City shall provide normal and routines garbage removal at the Recreational Facilities. After use of the Recreational Facilities, the School District shall return the facilities to their prior condition.
7. RESTROOMS. The City shall provide, weather permitting, restroom facilities at the Recreational Facilities. Additional portable restrooms shall be at the expense of the School District or other users requesting the service.
8. UTILITIES. The City shall pay all of the utility cost for the Recreational Facilities. Care shall be taken by the School District to minimize watering and use of electricity.
9. RULES AND REGULATIONS. The rules and regulations of Independent School District No. 22 pertaining to student conduct shall be in effect during all times the Recreational Facilities are used by the School District. Additional policies governing the conduct of students may be developed as needed by the Public Works Director and the School Administration. The policies, rules and regulations shall be enforced

by School District personnel as assigned by the School Administration. The School Activities Director shall notify the Public Works Director of the School District personnel responsible for supervision and enforcement of policies, rules, and regulations pertaining to the various activities conducted by the School District on the premises.

10. **ASSIGNMENT.** The School District shall not assign any rights or duties under this agreement or grant any third party the use of the Recreational Facilities, or any part thereof, nor allow any other person to occupy or use the Recreational Facilities without the prior written consent of the City, which consent shall not unreasonably be withheld. Consent to one period of use by any other person or entity shall not be consent to any subsequent use by persons other than the School District. This agreement shall not be assignable, as to the interest of the School District voluntarily or by operation of law without the written consent of the City. If the City does give consent to assignment or use by third parties, such consent shall not release the School District from its obligations hereunder unless a release is specifically given by the City.
11. **CASUALTY DAMAGE.** If during the term of this agreement the Recreational Facilities or any portion thereof shall be damaged or destroyed by fire or other casualty so that the Recreational Facilities or a portion thereof shall thereby be rendered unfit for use or occupation, the City shall have the option to either (a) repair such damage with all reasonable diligence and restore the premises to substantially the same condition immediately prior to such event, and until said premises shall have been duly repaired and restored, the use fee or a proportionate part thereof, according to the nature and extent of the damage which has been sustained, shall be abated, or (b) the City or School District may terminate this agreement and in case of such termination, the use fee shall be paid proportionate to the date of such fire or casualty and all other further obligations on the part of either party hereto shall cease.
12. **INDEMNIFICATION.** School District shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, which may arise out of or be caused by School District or its agents, employees, students, patrons, invitees, attendees, volunteers, or contractors, with respect to School District's use, operation or maintenance of the Recreational Facilities. School District shall defend City against the foregoing, or litigation in connection with the foregoing, at School District's expense, with counsel reasonably acceptable to City. City, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Paragraph shall not apply to damages or other losses proximately caused by or resulting

from the negligence or willful misconduct of City. All indemnification obligations shall survive termination of this Agreement, provided that the incident giving rise to the indemnification obligation must have occurred during the term of this Agreement.

13. **LIABILITY INSURANCE.** School District shall, at School District's expense, maintain in effect bodily injury liability insurance and property damage insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04, as amended. School District shall provide the City with evidence of such insurance in the form of a certificate of insurance no later than ten days after executing this Agreement and annually thereafter. The City shall be an additional insured on such policy and all certificates shall contain a provision that the insurance shall not be cancelled unless prior written notice thereof is given to the City not less than 30 days prior to the effective date of such cancellation. Notwithstanding any provision of this Agreement, if the School District fails to maintain a policy of insurance as required by the City for the term of this Agreement, the City may immediately revoke this License.
14. **HOLD HARMLESS.** The City shall not be liable to the School District or to any employee, student or invitee of the School District for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the leased premises except for damages caused or contributed to by the negligence or breach of this agreement by the City, its employees or agents as determined by a court of competent jurisdiction.
15. **ALTERATIONS AND IMPROVEMENTS.** The School District shall not make alterations, additions or improvements, nor make changes to the Recreational Facilities without prior written approval from City. Any banners or signs placed at the Recreational Facilities shall be approved by the Public Works Director. The School District shall provide lien waivers to City from any contractors or subcontractors furnishing material, services or labor to any improvement, which City may, in its discretion, require in advance of providing City's written approval. The School District shall hold City harmless from any liens, encumbrances or other obligations whatsoever arising from any such alterations or improvements.
16. **OWNERSHIP OF IMPROVEMENTS AND FIXTURES.** Any alterations, installations, additions and improvements made to the Recreational Facilities by the School District shall become the property of City. However, furniture, trade fixtures and other movable personal property installed by School District shall remain the School District's property and may be removed at any time, provided School District promptly repairs any damage caused by removal.
17. **KEYS.** The City shall provide the School District with keys as necessary to access the

Recreational Facilities. All keys must be accounted for and returned to the City at the conclusion of each annual use period.

18. SUCCESSIONS. This agreement shall bind the respective successors, and assigns of the parties.
19. DEFAULT. If a party defaults in the performance of any provision of this agreement, the non-defaulting party may give the defaulting party a notice of such default. If the defaulting party fails to cure any default within 10 days after notice, then the non-defaulting party may terminate this agreement by notice to the other party and on the date specified in said notice the agreement shall terminate and the use of the Recreational Facilities by the School District shall end on the date specified. If termination results from default by the City, the City shall refund to the School District the share of the use fee paid by the School District proportionate to the date of such termination. If termination results from default by the School District use of the Recreational Facilities by the School District shall end, but no refund of any share of the use fee paid by the School District is due and the School District shall remain liable for all obligations of the School District established in this agreement.
20. NO WAIVER OF DEFAULT. The failure of either party to insist on strict performance of any provision of this agreement shall not be construed as a waiver of such provision.
21. NOTICE. Any notice by either party to the other shall be in writing and shall be deemed to be duly given if delivered personally or mailed by certified mail in a postpaid envelope addressed to the business office of the addressee noted in this agreement. Notice shall be deemed duly given, if delivered personally, upon the delivery thereof, and if mailed, upon the day following the mailing thereof.
22. ENTIRE AGREEMENT. This document sets forth the entire agreement between the parties concerning the Recreational Facilities. No amendment to this agreement shall be binding upon the parties unless made in writing, duly authorized by their respective governing bodies and signed.
23. NO JOINT POWERS RELATIONSHIP. Nothing in this agreement shall be interpreted as creating a partnership or Joint Powers entity between the parties relative to the Recreational Facilities nor any other activity at the Recreational Facilities other than the relationship of City and School District.
24. NO WARRANTIES. The City makes no warranties or representations and School District has not relied on any such warranties or representations express or implied, relative to the condition of the Recreational Facilities or any other matter relative to

this agreement. School District acknowledges that School District has thoroughly inspected the Recreational Facilities and can and will use the same in an “AS IS” condition without any obligation on behalf of the City to make alterations or improvements.

25. CAPTIONS. All captions, headings or titles in this agreement are for convenience and do not limit the scope of the paragraphs or sections to which they apply.

School Board approved this _____ day of _____, 2025

INDEPENDENT SCHOOL DISTRICT NO. 22
OF BECKER COUNTY

By: _____
Board Chair

By: _____
Clerk

Council approved this _____ day of _____, 2025

CITY OF DETROIT LAKES

By: _____
Matt Brenk, Mayor

By: _____
Kelcey Klemm, City Administrator



2025 CONTINUING/TENURED STAFF

Brett Brenden

Chatherine Cyr

Cami Eckhoff

Paige Fettig

Allison Hefta

Megan Klair

Christin Mohr

Samantha Murphy

Natalie Neal

Lacey Thiel

Blake Weitzel

DATE: June 9, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Anne Skjold, Food Service Director and Jason Kuehn, Director of Finance and Operations
SUBJECT: Primary Food Vendor

Proposals were requested from multiple vendors for food products beginning on July 1, 2025. The proposals included market basket items, net-off-invoice items, and USDA commodity items

Administration is recommending approval that Upper Lakes Foods be selected as primary food vendor beginning July 1, 2025 through June 30, 2026. with up to four 1-year renewals after the original contract year.

Recommend approval.

cc:



June 10, 2025

Anne Skjold
District Food Service Director
Detroit Lakes Public Schools
702 Lake Avenue
Detroit Lakes, MN 56501

Dear Anne,

Upper Lakes Foods is pleased to be awarded the Request for Proposal (RFP), Vendor – School Food, for Detroit Lakes Public Schools for the upcoming 2025-2026 school year, with up to four 1-year renewals.

Please sign below acknowledging the award.

Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Renee Parks". The signature is written over a horizontal line.

Renee Parks, Upper Lakes Foods, Inc.
800-879-1265 Ext 4208
rparks@ulfoods.com

6/10/2025
Date

A handwritten signature in black ink that reads "Anne Skjold". The signature is written over a horizontal line.

Purchasing Agent

6/10/2025
Date



INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

702 Lake Avenue
Detroit Lakes, MN 56501

Minnesota Public School District – Purchase of Services Agreement

This purchase of Services Agreement is by and between Detroit Lakes Public Schools (ISD #22) and the Minnesota Public School District and/or individual named. Services to be provided and other details have been listed below.

MN Public School District/Individual: Stephanie Hanson, Deaf/Hard of Hearing Teacher

Address: 1429 Finley Street Park Rapids, MN 56470

Telephone #(s): 218-255-1710

Description of Service to be Provided: DHH direct/indirect services, evaluations, and consultation.

Population to be Served: Birth-22 students with DHH services

Location of Services: Detroit Lakes Public Schools

Required Qualifications: DHH license

File Folder # If Needed: 408708

Date(s) of Service: 2025-2026 School Year, starting 8/25/25; 12 hours a week, up to 37 weeks.

Rate of Pay: \$125 hour (mileage included in hourly rate)

Invoicing Procedure: Invoices will be submitted monthly to Karen Nudell for approval.

Special Requirements:

Services provided through this Agreement will be consistent with State and Federal special rules and regulations as they may apply to identified student(s) served by this agreement.

This Agreement may be amended from time to time by written, mutual consent by both parties and is to be renewed annually, if so desired. This agreement may be canceled by either party upon 30-day written notice.

This agreement shall be governed by and construed exclusively in accordance with the laws of the State of MN. This Agreement may not be assigned without the written consent of the other party. Any copy of this document shall be considered to have the binding and legal effect of an original document.

SIGNATURES

John Steffl, School Board Chairperson
Detroit Lakes Public Schools

Stephanie Hanson
Deaf/Hard of Hearing Teacher

Rossman Elementary Goals 2024-25

2024-25 Goal 1: To improve the attendance of all students at Rossman.

HPS Area 8: Our school has a supportive learning environment; Area 9: Our building has high levels of community and parent engagement

Rossman 2023-24 building goal was to improve the attendance of all students at Rossman aiming to have less than 33% of our students with fewer than 16 absences. 2023-24 Result: 22.7% of Rossman students had fewer than 16 absences. The Site Team has decided to continue to focus on attendance in 2024-25, continue to educate our families, and implement early intervention practices to remove barriers and provide support.

Guiding Principles	Implementation Actions and or Activities	Timeline	People Engaged
R1	- Communicate with families and share information on the importance of school attendance - Send information home in Wednesday folders - Share information and family engagement activities in the “Rossman Report”	Sept-May Weekly	K-5 Teachers Administration
I2	- Utilize a variety of methods and media to create engaging material for families to learn about the research, data, and impact of school attendance - Resources: Attendance Works	September -May	K-5 Teachers Administration SST Team
D3	- Equip teachers and staff to positively promote school attendance with students and family - Resources: Teachers - Attendance Works Elementary School - Attendance Works - Engage students in improving overall attendance - Teach about importance of coming to school and celebrate good attendance - Develop attendance success plans with student input	September-May	K-5 Teachers SST Team School Counselor

Rossman Elementary Goals 2024-25

E4	- Consistent, systematic, equitable methods of communication and sharing of information regarding the importance of school attendance to families - Meet needs of families to provide individualized support to improve attendance	September -May	K-5 Teachers Administration Attendance Team
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End-of-Year Report - Goal 1: To improve the attendance of all students at Rossman.

Results: 21% of students K-5 had more than 16 absences in the 2024-25 school year. This is an improvement from 22.7% in 2023-24; and a significant improvement from 33% in 2022-23.

Factors that contributed to success:

- Consistent communication with families
 - Phone calls and letters
 - Attendance information and updates in the family newsletter *The Rossman Report*
 - Face-to-face meetings with families to establish support and partnership and address barriers/challenges
- Celebrating and encouraging attendance at school
 - Weekly Attendance Awards for students
 - Prizes for families and students for sharing and returning the signed attendance information flyer mid-year

2024-25 Goal 2: To increase family engagement options and opportunities.

HPS Area 8: Our school has a supportive learning environment; Area 9: Our building has high levels of community and parent engagement

Guiding Principles	Implementation Actions and or Activities	Timeline	People Engaged
R1	- Share student PBIS celebrations with parents and families - Utilize Google Form to send communications parents directly - Communicate in the Rossman Report	September-May	K-5 Teachers Rossman PTO

Rossman Elementary Goals 2024-25

	- Options for parents and families to engage in the teaching and learning in the classrooms - Home to school connections - Invitations to volunteer (PTO and classroom) - Family events planned by the PTO - Increase parent/family involvement in the PTO		
I2	- Create options and opportunities to invite families to school and events - Partner with the PTO to plan a family night - Teaching teams will plan options for parents to engage with the learning at their grade-level	September -May	K-5 Teachers Administration Rossman PTO
D3	Site Team members will lead the development of family engagement strategies for their grade level/content area.	September-May	K-5 Teachers
E4	- Gather data and feedback to measure impact of the effort to increase family connection and engagement - Number of participants in events/activities - Family survey in the Spring	September-May	K-5 Teachers Administration Rossman PTO

End-of-Year Report - Goal 2: To increase family engagement options and opportunities

Results:

- Doubled number of people regularly attending PTO meetings**
 - From 5 regular attendees in 2023-24 to 12 regular attendees in 2024-25
- Attendance at new events:**
 - Family Bingo Night (January) - 225 people attended
 - Magic of Reading (May) - 150 people attended

Next Steps:

- Survey families** to gauge level of connection to our school and their student's experience
- Gather data to** create a robust plan to provide further opportunities for family involvement and connection for 2025-26 school year

Roosevelt Elementary Goals 2024-25

2024-25

High Performing School Area: **High levels of collaboration and communication happen in our school.**

GOAL #1:

During the school year of 2024-25, Roosevelt staff will assist with planning and providing community and parent engagement opportunities to increase family engagement.

Guiding Principles	Objectives	Activities	People Engaged / Timeline
R1	During the 2024-25 school year, Roosevelt staff will continue to focus on positive communication within our school and beyond.	• Positive phone calls/messages to families • Good News calls • Laker Pride awards • PBIS Class recognition	Classroom Teachers, Specialists, Interventionists, Administration and Roosevelt Families September-May
I2	During the 2024-25 school year, Roosevelt staff will work with specialists and community members to support students' work in the areas of creativity and critical thinking.	• Winter Open House • STEAM/Art activities • Class field trips	Classroom Teachers, Specialists, Interventionists, Administration and Community Members September-May
D3	During the 2024-25 school year, Roosevelt staff will share the school's behavior plan and request input from fellow families and community members regarding its implementation and purpose to support all students.	• PBIS plan review • Completion of Sustaining PBIS document • Family survey	Classroom Teachers, Specialists, Interventionists, Administration and Roosevelt Families September-May
E4	During the 2024-25 school year, the MTSS team and/or administration will analyze Roosevelt's 2023-24 academic performance, demographics and attendance data and share their findings with staff at Back-to-School inservice and with families during an informational meeting at Roosevelt's Open House.	• Building-level MTSS meetings • PLC discussions • Informational mtg(s)	Classroom Teachers, Specialists, Interventionists, Administration and Roosevelt Families September-May

End-of-Year Report - Goal 1: *To increase family engagement options and opportunities*

Results:

- **Added new events for families/students to attend and/or receive feedback/ideas regarding current programming:**
 - Family Math Night (January) - 200 people in attendance
 - Family Literacy Night (April) - 110 people in attendance
 - Breakfast mtg - Title One stakeholder mtg w/ presentation - 8 people in attendance
 - The Anxious Generation Virtual Book Club - 10 participants

Next Steps:

- **Survey caregivers** to determine communication preferences and topics of interest in relation to education and parenting

2024-25 High Performing School Area: Our building has high levels of community and parent engagement.			
GOAL #2: During the 2024-25 school year, Roosevelt staff will increase collaborative efforts with families regarding their child(ren) and communicate the importance of good attendance.			
Guiding Principles	Objectives	Activities	People Engaged / Timeline
R1	During the 2024-25 school year, Roosevelt administration will share information to staff and families about the benefits of good attendance on a weekly basis.	● Roosevelt Revelations ● Information in Monday folders	Teachers, Administration, Families September-May
I2	During the 2024-25 school year, Roosevelt administration will use electronic newsletters to communicate Roosevelt’s monthly attendance information by grade level and by building.	● Roosevelt Revelations ● Information in Monday folders	Teachers, Administration, Families September-May

D3	During the 2024-25 school year, staff will engage students in improving overall attendance and celebrate successes.	• Rewards for grade level/individual classroom	Teachers, Students, Administration, Families September-May
E4	During the 2024-25 school year, student guardians will be invited to attend Parent/Teacher Organization/stakeholder meetings, where attendance information will be a consistent agenda item.	• PTO meetings • Agenda documentation	Staff and Roosevelt Families September-May

End-of-Year Report - Goal 2: *To increase collaborative efforts with families and focus on sharing the importance of consistent attendance*

Results: 79.2% of students K-5 had fewer than 16 absences in the 2024-25 school year. This is an improvement from 67.9% in 2023-24 and 66.9% in 2022-23.

Factors that contributed to success:

- Consistent communication with families
 - Phone calls, emails, letters and newsletters
 - Weekly attendance information and monthly updates in the Roosevelt Revelations
 - Face-to-face meetings with families and the Attendance Team to establish support and address barriers/challenges
- Celebrating and encouraging consistent attendance
 - Weekly Attendance Awards for students and shout-outs in the Roosevelt Revelations

Next Steps:

- **Survey caregivers** to determine communication preferences and topics of interest in relation to education and parenting

* PLC = Professional Learning Committee
** MTSS = Multi-tiered Systems of Support

*** SIT = Student Intervention Team
**** SAIL = Success and Achievement in Learning



2024-25 Goals - YEAR 4

Goal Area - (9 Areas of H.E.S.) Prioritized by DLMS Site Council	Chosen indicator bullet(s) that will be addressed:
Detroit Lakes Middle School will have focused professional development. <i>Effective BARR Team Meetings</i> <i>BARR Trauma Training</i>	• BARR Trainings (inservice) • Effective Team Meeting Training (inservice) • 100% buy in, support from staff • Survey end of trimester 1 and end of year from staff on effective team meetings
Our curriculum and instruction is aligned to MN Standards.	• Renew and bring up to date all systems and practices ○ Following district documents that were created and adhering to that. Learning Targets & outcomes are posted and set to meet. ○ Pacing guides are up to date and shared.



Goal Area - (9 Areas of H.E.S.) Prioritized by DLMS Site Council	Chosen indicator bullet(s) that will be addressed:
Detroit Lakes Middle School has a supportive learning environment.	• Support diverse ways of thinking and doing ◦ Culture of building, how our teams function, supportive of students

**'25-26 -
YEAR 5**

Indicator bullets that will be addressed:

Detroit Lakes Middle School Will Have A Focused Professional Development

- Amongst Students
 - Top 20 Expectations
 - BARR Lessons/Curriculum
- Amongst Teachers
 - Attend BARR Training pre school 2 day event
 - Attend and participate in district professional development
 - Attend and participate in building level professional development
- Building → Community
 - Continued Communication Regarding Professional Development
- Principal → Teacher
 - Individual Staff Conversations
- Building Wide
 - BARR Weekly Meetings
 - BARR Big Block Meetings
 - Expectation of participation

Guiding Principles	Administrator Teacher Leader Assigned (Accountability)	Monitoring Process	Measure of success and completion indicators	Plan Adjustments Actions
R1	Principals Teachers Teams Student Success Coord	• Weekly BARR meetings • Big Block • District Professional Dev. • Building Professional Dev.	• BARR documents • PD Documents • Staff surveys	Involve district leadership if needed Site Council Updates BARR Feedback
I2	Site Council PLCs	• Monthly Meetings	• PD Day Activities • Staff/teacher/Student surveys	Site Council/District Activities
D3	Site Council PLCs	• Monthly Meetings	• PD Day Activities • Staff/teacher/Student surveys	Site Council/District Activities
E4	BARR Trainers Principal/Site Council District Council PLCs	• PD Day Outlines • Staff meeting notes • BARR Training Manuals	• PD Day Activities • BARR Training • District PD	BARR Coach Site Council Feedback District Council

2024-25 Goal: Detroit Lakes Middle School will have a focused professional development.

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
Relationships	- Staff participate and attend team meetings Weekly BARR Meetings/Big Block Meetings Weekly PLC Meetings - Increased support/attendance from elective teachers? BARR Meeting Notes - elective teachers	Sept 2024 - May 2025	Teachers Admin BARR Coordinator
Innovation	- BARR Sheet, updating prior to block meetings BARR Sheet Data Forms Team Preparation for Weekly/Big Block Meetings - Survey of staff - BARR Implementation of Fall Training + Itime lessons & Student Strengths - In Place = Progress/Data, Prob Solving, Root Cause - Highly Dev. = Goals - Developing	Sept 2024 - May 2025	Teachers Admin BARR Coordinator
Development	- BARR Sheet, updating prior to block meetings Coaching Notes/Records - BARR Sheet Completion - Staff participation and involvement during inservice training, and yearly trainings Attendance Rates for BARR 2 day training/PD Days Artifacts - Pacing Guides	Sept 2024 - May 2025	Teachers Admin BARR Coordinator
Equity	- All staff buy-in, support, accountability for implementing - BARR strategies, or teacher-based interventions BARR Coach Feedback/BARR activity completion	Sept 2024 - May 2025	Teachers Admin BARR Coordinator

Indicator bullets that will be addressed:

Detroit Lakes Middle School Curriculum and instruction is aligned to MN Standards

- Amongst Students
 - Experiences/Instruction/Assessment is comparable/uniform
- Amongst Teachers
 - PLC's review curriculum, instructional models and assessment methods for alignment
- Building → Community
 - Community members see uniformity of experiences in like classrooms
- Principal → Teacher
 - Principal/administrative walk-throughs note uniformity of experiences/curriculum/instruction
- Building Wide
 - PLC's strive for student achievement through PLC process focussed on:
 - What do we want all students to learn?
 - How will we know if they have achieved that?
 - What will we do if they haven't?
 - What will we do if they already know it?

Guiding Principles	Administrator Teacher Leader Assigned (Accountability)	Monitoring Process	Measure of success and completion indicators	Plan Adjustments Actions
R1	Principals Teachers PLCs	• Weekly PLC meetings • Learning Targets • Similar Experiences • Grade Book Audits	• PLC Notes • Pacing Guides • Gradebooks	Involve district leadership if needed Site Council Updates Pacing Guide Feedback
I2	PLCs	• Weekly Meetings	• PD Day Activities • Weekly Activities • Pacing Guides	PLCs District Activities Building Time Pacing Guides
D3	Principal Coaches/Curric Dir PLCs	• Review Pacing Guides	• PD Day Activities • Pacing Guide Completion • Implementation	District Activities Individual PLC/Teacher Coaching
E4	District Council PLCs	• PD Day Outlines • PLC meeting notes • Pacing Guides	• PD Day Activities • Pacing Guides • District PD • Curriculum Implementation	Principal Feedback District Council Review Curriculum Review Work

2024-25 Goal: Detroit Lakes Middle School Curriculum and Instruction is aligned to MN Standards

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
Relationships	Staff participate and attend PLC meetings Weekly PLC Meeting Notes/ Implementation of Curriculum	Sept 2024 - May 2025	Teachers Admin PLC Leaders
Innovation	PLC discussion of effective instructional methods and sharing of methods. PLC Notes/Instructional Methodologies	Sept 2024 - May 2025	Teachers Admin PLC Leaders
Development	- Pacing Guide Completion/Adherence Notes/Records - Experiences of students Completion end of 24-25 - Staff participation and involvement during inservice training, and yearly trainings Pacing Guide Work/PLC effectiveness.	Sept 2024 - May 2025	Teachers Admin PLC Leaders
Equity	- All staff buy-in, support, accountability for implementing Instructional strategies, or teacher-based interventions - Students receive experiences/instruction/materials uniform in nature for like classes. Pacing Guides/Curriculum Implementation/Assessment	Sept 2024 - May 2025	Teachers Admin PLC Leaders

Area Learning Center Building Goals

2024-25 Goal #1: High Levels of Collaboration and Communication

Our focus for this year is to create a strong unified team where we can identify problems and work together to form solutions. This includes our staff as well as students, families and people of the community.

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	- Weekly Staff Meetings (PLC) - Midterm/Quarter Reports/Staffings - Family Nights	24-25 School Year	ALC Staff AIE Staff Families Community Members
I2	- Newsletter - Updated Weekly - Classroom Observations and follow ups	24-25 School Year	ALC Principal
D3	- Friday Mornings working with students on transitions and career skills - Friday Afternoons volunteering/working	24-25 School Year	ALC Staff Community Members ALC Students
E4	Classroom Observations and follow ups	24-25 School Year	ALC Principal

- We meet weekly as a staff; PLC's, MEIRS Reporting, Mental Health, Chemical Health, Compass
- Midterm - reports/ bi-weekly meetings with students
- Family Nights - One per quarter
- Updated CLP's with attendance, goals, classes, credits earned and needed
- Weekly Newsletter

2024-25 Goal #2: High Levels of Family and Community Involvement

Our focus for this year is to bring in family and community members to help educate our students on diverse cultures as well as what is available to them in the community.

Guiding Principles	Implementation Actions and or Activities <i>List as Many as are needed to complete goal</i>	Timeline	People Engaged
R1	- Bring Families and community members into our school - Open House - Family Nights - Friday Work/Volunteer Opportunities	24-25 School Year	ALC Staff AIE Staff Families Community Members ALC Students
I2	- How we can connect to all of our families better - Weekly Newsletter - Emails - Phone Calls	24-25 School Year	ALC Staff Community Members
D3	- Implement cultural teachings to make students feel more welcome - Friday Work/Volunteer Opportunities - Family Nights	24-25 School Year	ALC Staff Building Level Team AIE Staff Families Community Members
E4	- Staffings with Families - Email/Phone Calls to parents/guardians	24-25 School Year	ALC Staff Families

- Open House orientation - beginning of school year - expectations and bringing family in
- Volunteering (Food Pantry, Library, Laker Prep, Becker Co. Museum, Thrift Store, Lakes Crisis Center)
- Staffings with families every quarter - needed or not
- Family Night - Community involvement (LADC, AIE, MnSNAP Edu, Mahube-Otwa Family Health, Lakes Counseling, Circle Back/Thunder Being, Lakes Crisis Center, Library, Stellher, Essentia Health) Youth Build, Art Room, Door Prizes, Food
- Parent Support Group Meetings
- United Way - Group Activities
- Character Challenge

Math

Tenth Grade	Average	49	23	15.25	-7.75	Met	3
	Median	57	21	13	2	Total	4.00
	# of Proficient			9.00%		Percent	75.00%
Eleventh Grade	Average	67	39.25	54.25	15	Met	2
	Median	67	34	51.5	14.5	Total	4.00
	# of Proficient			52.00%		Percent	50.00%
Twelvth Grade	Average	43.78571429	32.92857143	40.14285714	7.214285714	Met	6
	Median	38	28	40.5	10.5	Total	14.00
	# of Proficient			37.00%		Percent	42.86%
ALC	Average	48.95454545	32.27272727	38.18181818	5.909090909	Met SGP Goal	11
	Median	48	28	32.5	10	Total SGP	22.00
	# of Proficient	58.33%	58.33%	35.00%		Percent Met SGP	50.00%

Reading

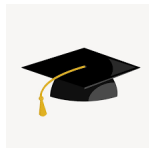
Tenth Grade	Average	23.83333333	27.66666667	13.5	-14.16666667	Met	1
	Median	17	19.5	14.5	-5.5	Total	6.00
	# of Proficient			16.00%		Percent	16.67%
Eleventh Grade	Average	45.83333333	26.5	41.5	15	Met	3
	Median	43	23	32.5	10.5	Total	6.00
	# of Proficient			55.00%		Percent	50.00%
Twelvth Grade	Average	38.92857143	48.5	54	5.5	Met	5
	Median	31.5	50	66	-1	Total	14.00
	# of Proficient			45.00%		Percent	35.71%
ALC	Average	37.03846154	38.61538462	41.76923077	3.153846154	Met SGP Goal	9
	Median	29.5	25	34.5	5.5	Total SGP	26.00
	# of Proficient	38.46%	23.08%	43.00%		Percent Met SGP	34.62%



Detroit Lakes High School Scorecard



Redefining Ready! is a national initiative launched by the AASA (The School Superintendents Association) to introduce research-based metrics to more appropriately assess that students are college, career and life ready.

College Readiness Standards			
	ACT Score: The ACT's minimum benchmark scores that predict college-level success in the four content areas: English: 18, Math: 22, Reading: 22, Science: 22	DLHS 2025	
		2024 (n=115)	2025 (n=80)
		English (42)	English (36)
		Math (27)	Math (23)
		Reading (49)	Reading (30)
		Science (43)	Science (36)
To be college-ready, students must meet all four ACT benchmarks OR meet 2 of the requirements below.			
	Students earning a 2.8 GPA or higher. According to the National College and Career Readiness Indicators, GPA is the strongest predictor of success in college.	DLHS 2025	
		12th=154/202-76.2% (2024-74.7%) 11th=113/166-69.2% (2024-71.6%) 10th=139/193-72% (2024-65.6%) 9th=157/202-77% (2024-70.3%)	
Algebra 2	Algebra 2: Success in Algebra 2 (A, B, or C grade) in HS is linked to college enrollment and earning a bachelor's degree. In fact, students who successfully complete Algebra II are twice as likely to complete a 4-year degree.	DLHS 2025	
		56/81=69% Scored an A, B, or C in Algebra II 2024: 94/110=85% Scored an A, B, or C in Algebra II	



Detroit Lakes High School Scorecard



Redefining Ready! is a national initiative launched by the AASA (The School Superintendents Association) to introduce research-based metrics to more appropriately assess that students are college, career and life ready.

Advanced Placement Exams 	AP Enrollment: Those who took an AP or International Baccalaureate (IB) course were found to be 17 percent more likely to persist in four-year colleges and 30 percent more likely to persist in two-year colleges. There were similar findings for dual enrollment students.	DLHS 2025 108/759=14.2% Took an AP Course
	College Credit (AP, CE, PSEO): Students who earn college credit are significantly more likely to: 1. Persist in college, 2. Earn higher post-secondary GPAs	DLHS 2025 153/759=20.1% Earned College Credit <i>2024:158/799=19.7% Earned College Credit</i>

Career Readiness Standards (Need 2)		
	Attendance rate freshman year: According to the National College and Career Readiness Indicators, course attendance is 8 times more predictive of course success freshman year than test scores.	DLHS 2025 150/202 or 74.3% of our 9th graders have a 90+% attendance rate <i>2024:167/209 or 79.9% of our 9th graders have a 90+% attendance rate</i>
	Student Involvement in Activities: Participants in extracurricular activities are more likely than nonparticipants to aspire to higher education and complete at least a bachelor's degree.	DLHS 2025 2025:71.2% (541/759) of our students participated in at least 1 DLHS sport/activity



Detroit Lakes High School Scorecard



Redefining Ready! is a national initiative launched by the AASA (The School Superintendents Association) to introduce research-based metrics to more appropriately assess that students are college, career and life ready.

		2024:687 Students Participated in at least 1 DLHS sport/activity
	Work-Based Learning: Students participating in work-based learning experiences develop a work ethic, communication skills, and the ability to work on a team.	DLHS 2025 2025: 198/198-100% of 12th graders completed a Work-Based Learning Experience
		2024:196/196-100% of 12th graders completed a Work-Based Learning Experience
	Community Service: Completing community service to fulfill class requirements enhances the average odds of college graduation by 22 percentage points.	DLHS 2025
		All students have the opportunity to participate in the Day of Caring each May
	Industry Certifications: Participation in skills-training programs increases the likelihood of higher earnings and raises the probability and consistency of employment	609 Industry Certifications Earned this year. (2024: 520) in the areas of: (21st Century Success, Business Office Specialist, Criminal Justice, Exercise Science/Sports Medicine, General Financial Literacy, Medical Anatomy and Physiology, and Preparing for College and Careers) 15 Students Earned Their CNA Certification



Detroit Lakes High School Scorecard



Redefining Ready! is a national initiative launched by the AASA (The School Superintendents Association) to introduce research-based metrics to more appropriately assess that students are college, career and life ready.

 The logo for Dual Credit, featuring a green arrow pointing right and a blue arrow pointing left, with the words 'DUAL CREDIT' in white text in the center.	Dual Credit CTE Courses: Dual credit courses allow students to engage with rigorous content geared toward a career pathway. Students who	16 students earned College Credit through MSUM Moorhead for Intro to Teaching.
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College Ready-Career Ready-Life Ready



2024 - 2025 Goal #1: DLHS has a clear and shared focus

DLHS Redefining Ready Scorecard



Detroit Lakes High School Scorecard

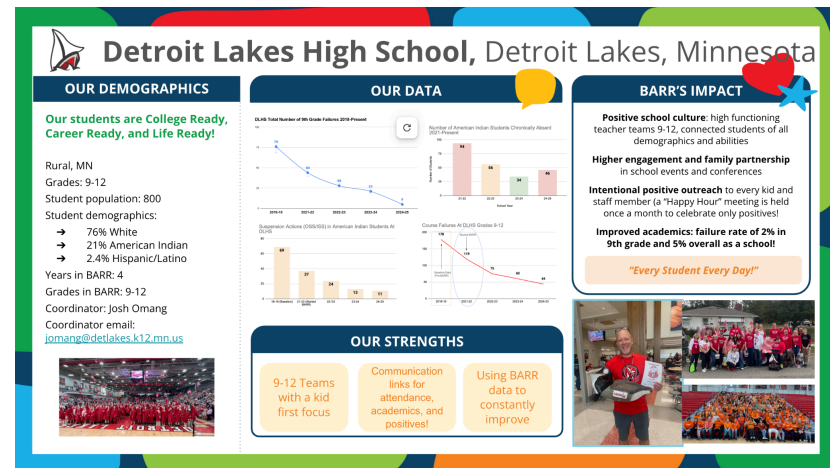


Redefining Ready! is a national initiative launched by the AASA (The School Superintendents Association) to introduce research-based metrics to more appropriately assess that students are college, career and life ready.

College Readiness Standards		
ACT	ACT Score: The ACT's minimum benchmark scores that predict college-level success in the four content areas: English (18), Math (22), Reading (22), Science (22)	DLHS 2024
	Number of Students With Qualifying Scores: English (42), Math (27), Reading (49), Science (43)	
To be College Ready, students must meet all four of the ACT benchmarks OR meet 2 of the requirements below.		
	Students earning a 2.8 GPA or higher. According to the National College and Career Readiness Indicators, GPA is the strongest predictor of success in college.	DLHS 2024
	12th=151/202-74.7% 11th=152/212-71.6% 10th=124/189-65.6% 9th=145/205-70.3%	
Algebra 2	Algebra 2: Success in Algebra 2 (A, B, or C grade) in HS is linked to college enrollment and earning a bachelor's degree. In fact, students who successfully complete Algebra II are twice as likely to complete a 4-year degree.	DLHS 2024
	134/154=87% Scored an A, B, or C in Algebra II	
AP	AP Enrollment: Those who took an AP or International Baccalaureate (IB) course were found to be 17 percent more likely to persist in four-year colleges and 30 percent more likely to persist in two-year colleges. There were similar findings for dual enrollment students.	DLHS 2024
	108/799=13.5% Took an AP Course	
College Credit	College Credit (AP, CE, PSEO): Students who earn college credit are significantly more likely to: 1. Persist in college, 2. Earn higher post-secondary GPAs	DLHS 2024
	158/799=19.7% Earned College Credit	

This year, we implemented the Redefining Ready Scorecard at DLHS. All freshmen were introduced to it in Freshman Seminar, seniors incorporated it into their senior portfolios, and 10th and 11th graders began building their individual scorecards to track and develop their readiness skills over time.

BARR Model Implementation Year 4 (Thrive School)



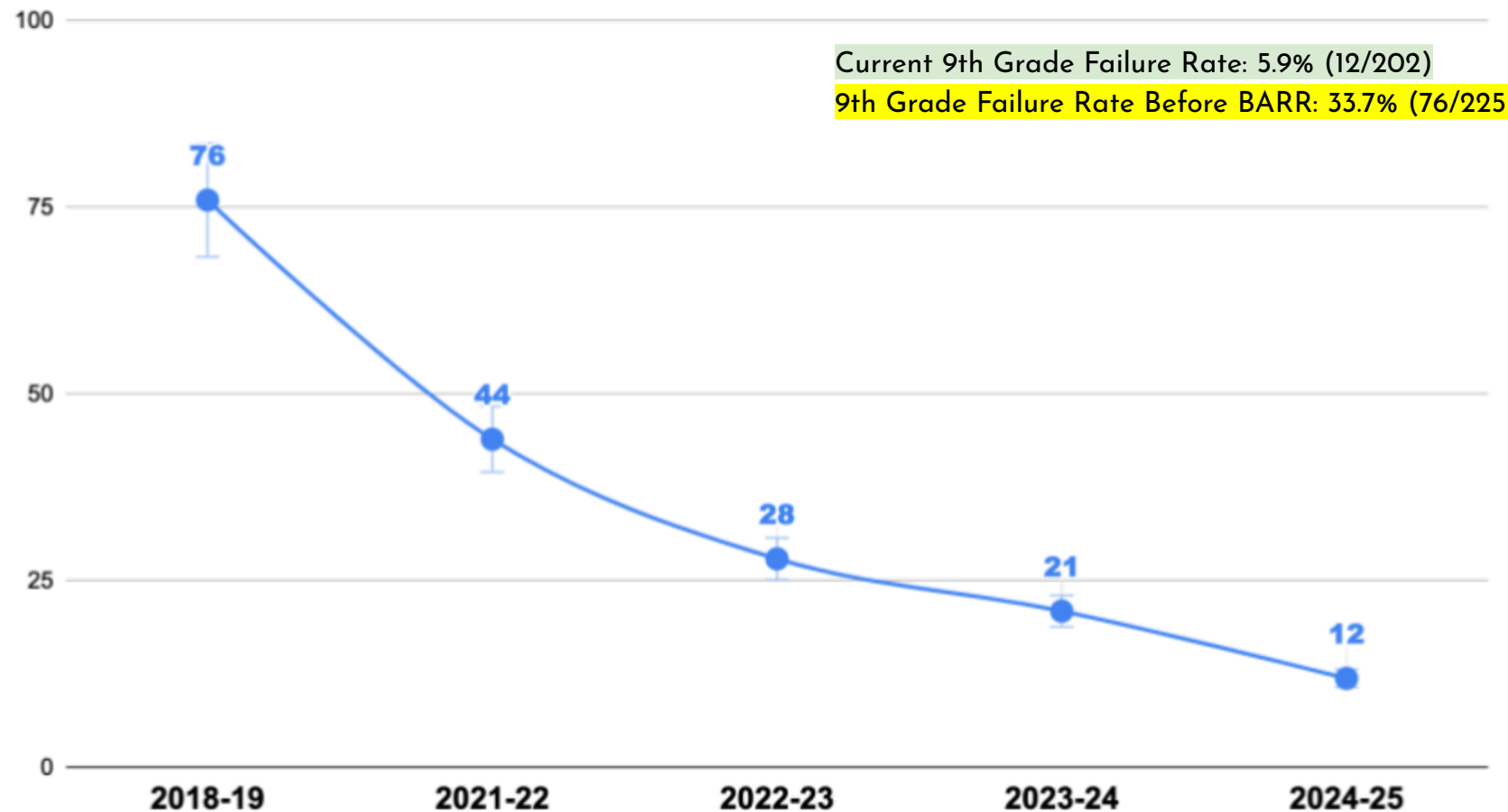
We continue to see profound results from our implementation of the BARR model. Our staff has done an outstanding job building strong relationships and creating systems that support the success of all students.

What It Looks Like: 1. Everybody knows where they are going and why. 2. Data is used effectively to analyze, evaluate, and improve.

College Ready-Career Ready-Life Ready



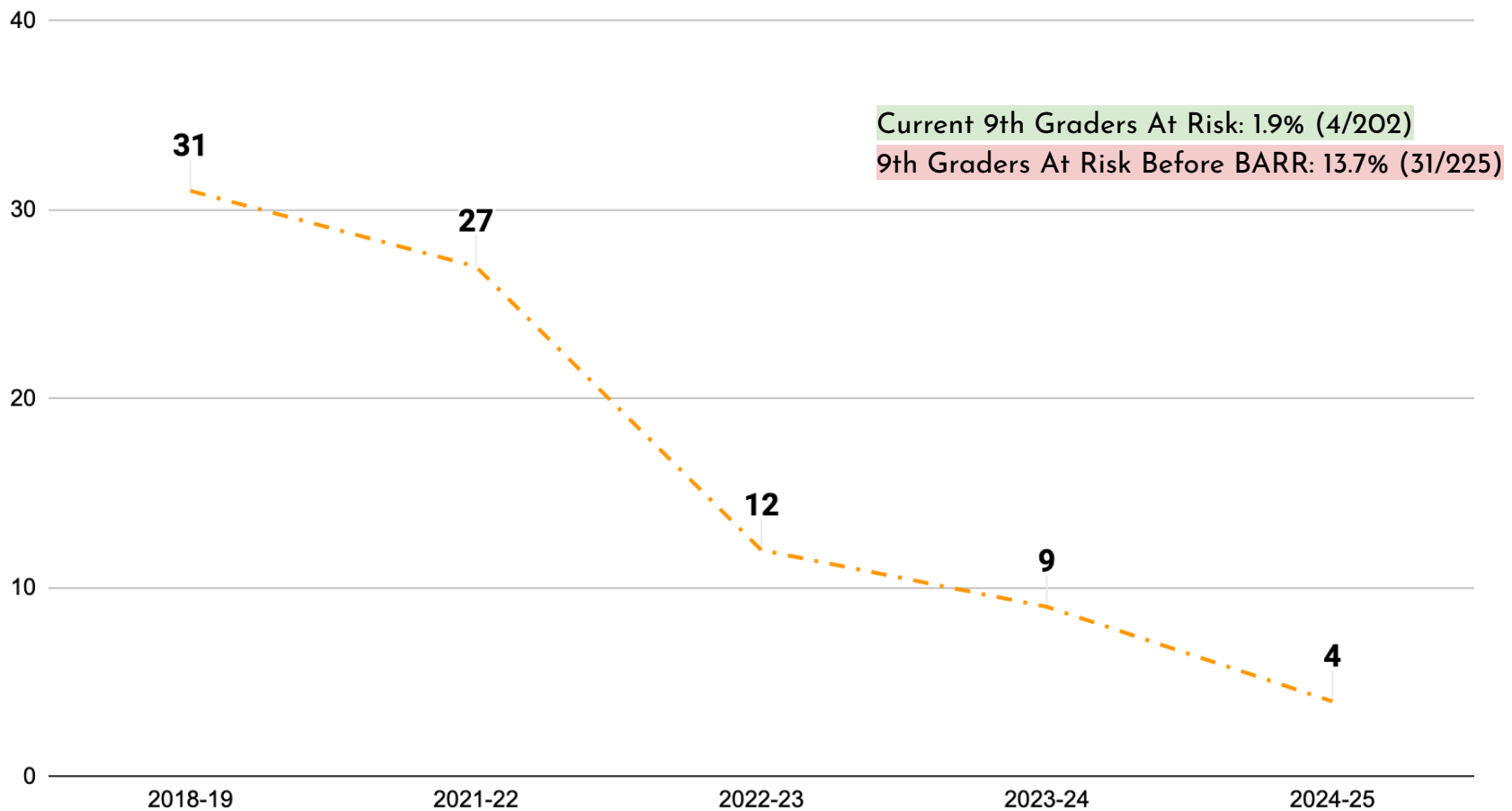
DLHS Total Number of 9th Grade Failures 2018-Present



College Ready-Career Ready-Life Ready



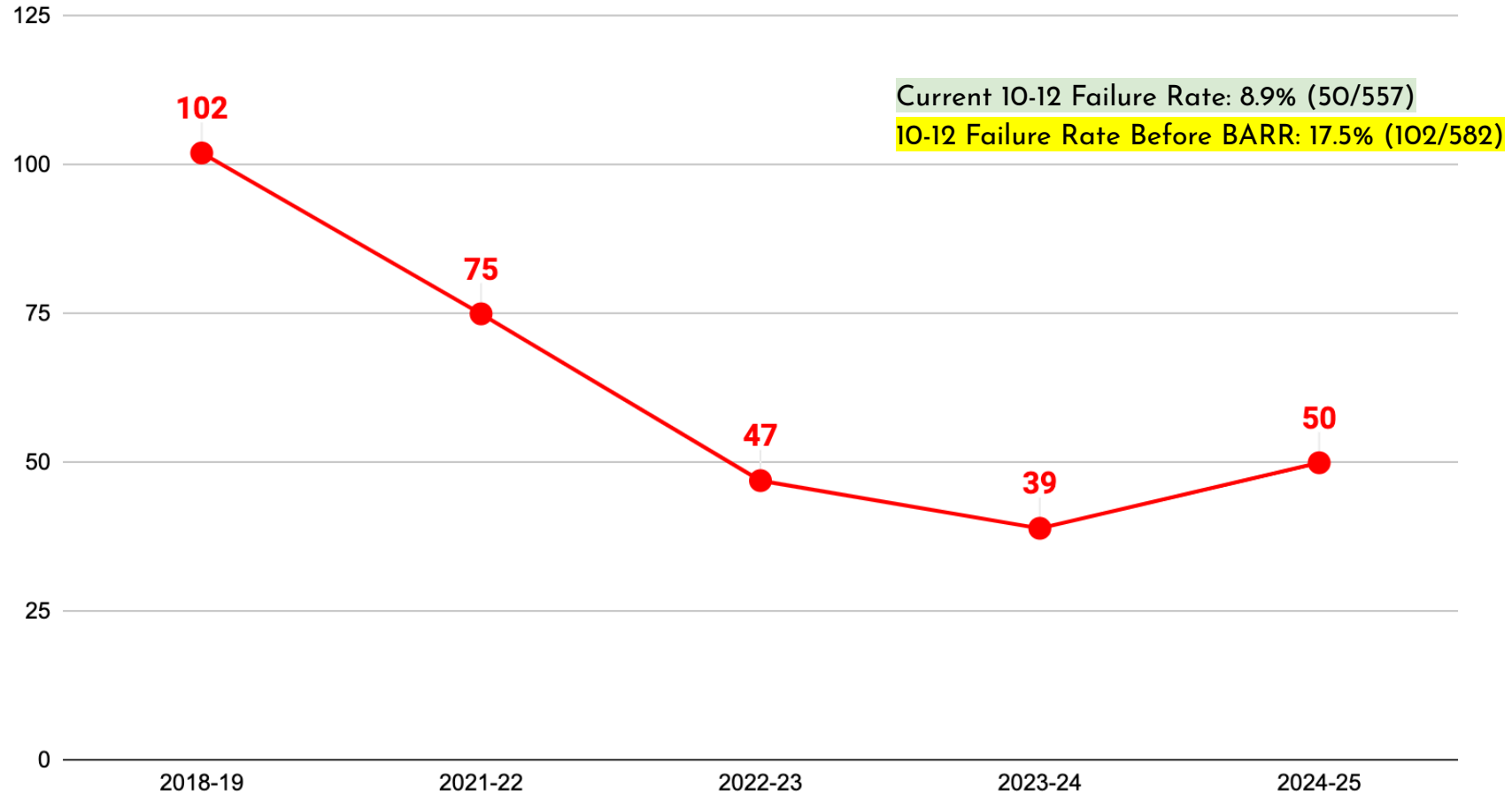
DLHS 9th Graders-3+ Course Failures 2018-Present



College Ready-Career Ready-Life Ready



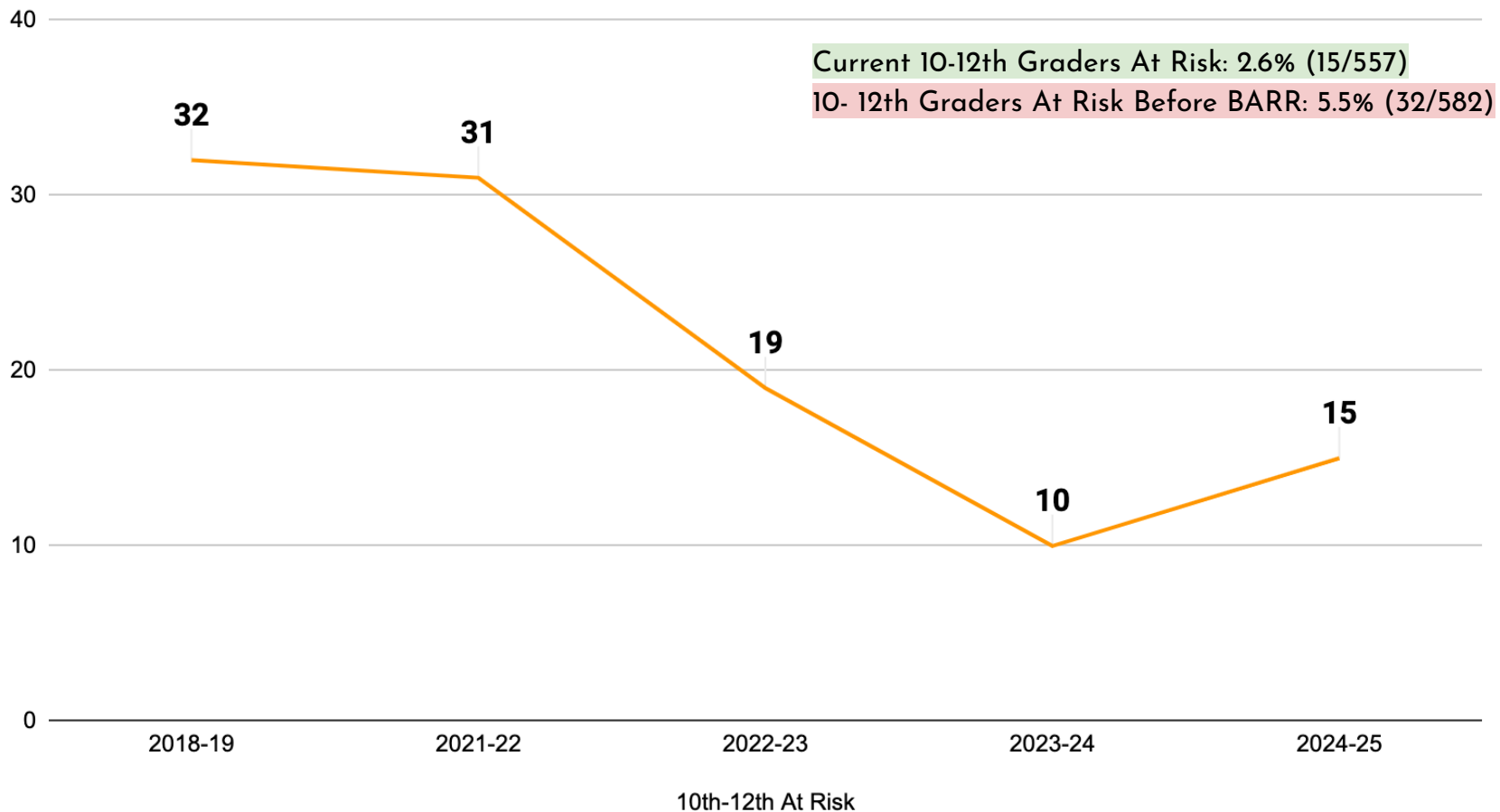
DLHS 10-12th Grade Course Failures 2018-Present



College Ready-Career Ready-Life Ready



DLHS 10-12th Grades Students- 3+ Course Failures 2018-Present

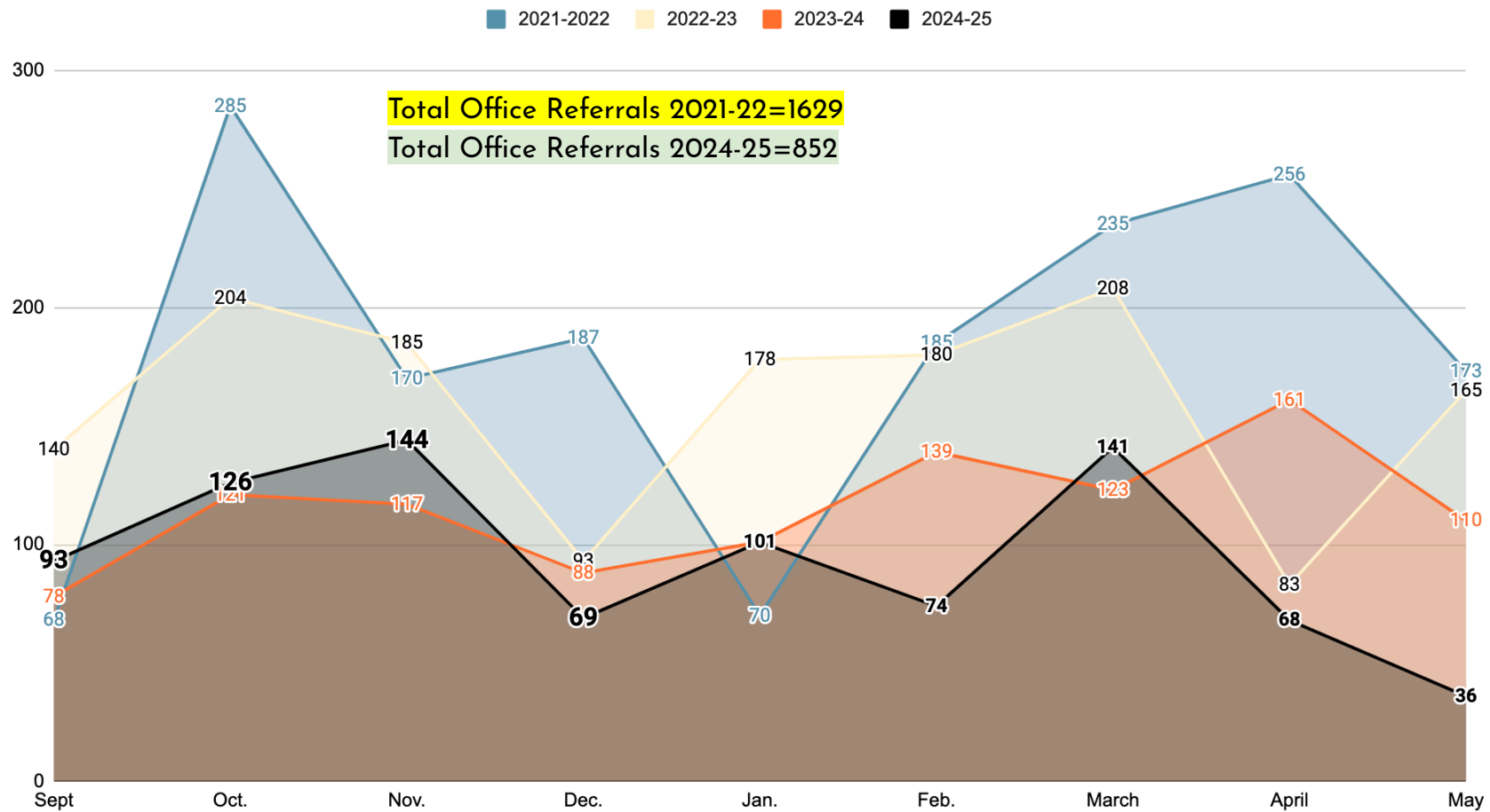


College Ready-Career Ready-Life Ready



Discipline Data

DLHS Office Discipline Referrals/Month-2021-Present

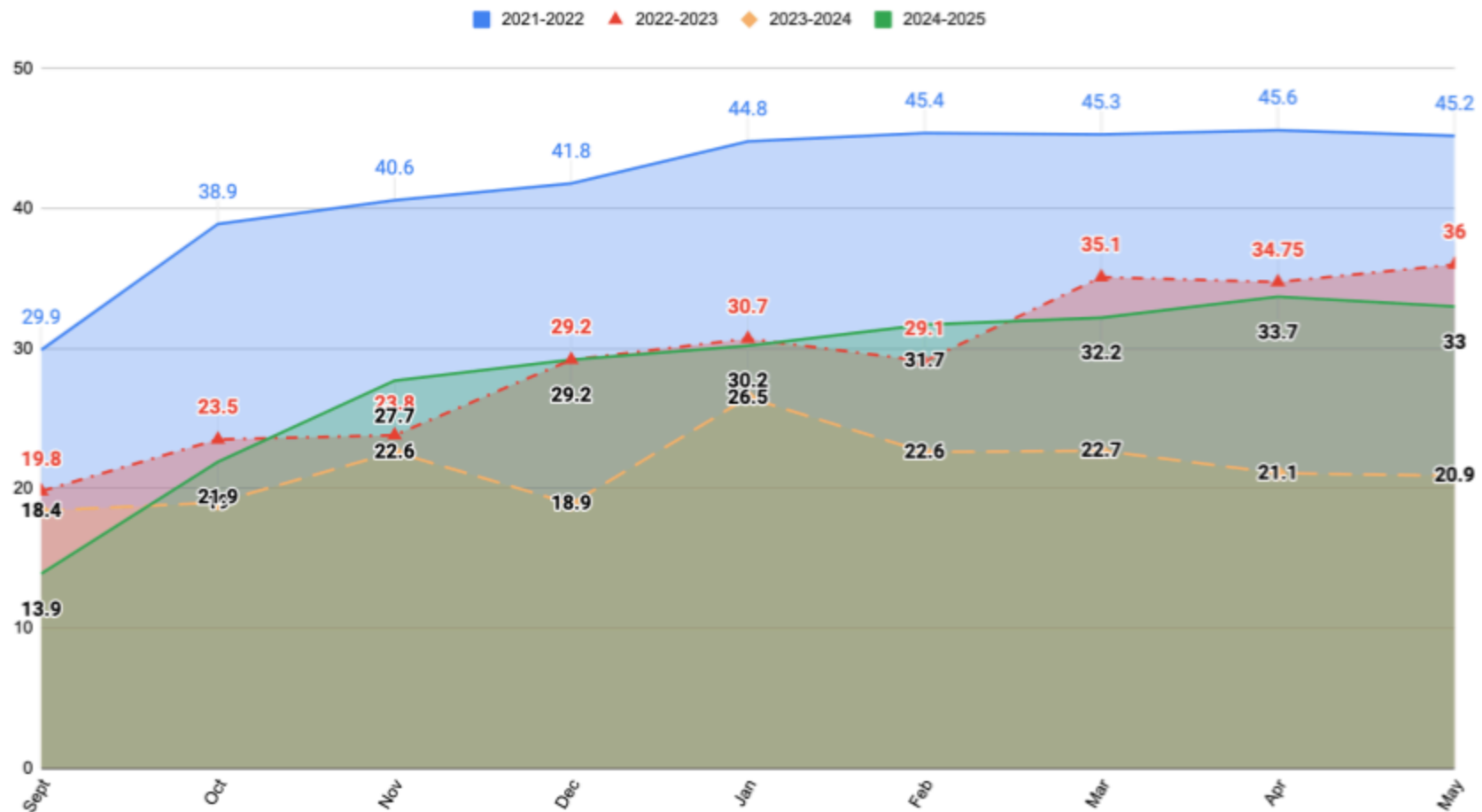


College Ready-Career Ready-Life Ready



*Started the year at 13.9% (Lowest since 2007), ended at 33% (Illness had a huge impact from Sept-Nov).

Percent of Students Chronically Absent by Month 2021-Present



College Ready-Career Ready-Life Ready



2024 - 2025 Goal #2: At DLHS, Curriculum, Instruction, and Assessments are Aligned with Standards

Pacing Guides



Pacing Guide Submission

Please read and follow these directions carefully. Completion is required before checking out for the year. Fill out a new form for each class/subject you teach. This form collects your updated, official submission of your pacing guides, which will be kept on file for internal use only and NOT posted or shared publicly. We provided feedback and formats, however, if you have something different, we want to see what is actually being used and was updated throughout the year. Link whatever document you consider your official pacing guide.

Updating pacing guides was a major focus of our work at DLHS this year. We dedicated time during every in-service day to discuss, review, and revise pacing guides. Throughout the year, Mr. Messer and I established regular checkpoints to monitor progress and provided support to staff as needed.

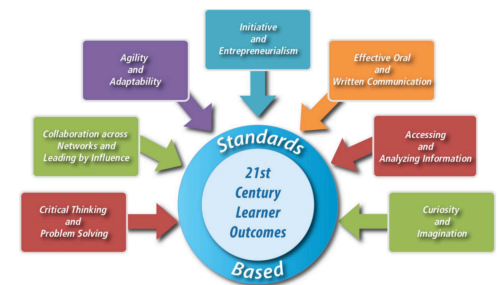
National Career Academy Coalition



This year, our staff engaged in various forms of collaboration using the National Standards of Practice from the National Career Academy Coalition. Our teams had meaningful conversations about where we currently stand, and the goal of this work was to identify areas for continued growth and improvement within our academies.

Best Practices

7 Survival Skills



At DLHS, we continued our commitment to implementing best practices in education through a variety of initiatives and collaborative efforts. Key areas of focus included understanding and responding to the recent PSEO law changes, utilizing MCA Benchmark Reports to drive instruction, and exploring ways each department can support overall student achievement. We emphasized disciplinary literacy, expanded blended/online course offerings, and collaborated on how courses align with the 7 Habits and our DLHS Scorecard, identifying practices and artifacts that reflect our shared goals.

What it looks like: Consistent frameworks are used in developing curriculum, with focus on big picture ideas, essential questions, student learning outcomes, assessment of learning, and instructional practices.

College Ready-Career Ready-Life Ready



Accomplishments

- ★ We continue to see profound results from our implementation of the BARR model at DLHS, reflected in improved academic, attendance, and behavior data for all learners.
- ★ Our commitment to innovation and creating the best possible high school experience remains strong. This year, our focus on implementing the DLHS Scorecard and deepening our use of best instructional practices sparked meaningful conversations among staff about how to further improve the student experience.
- ★ We successfully implemented the “Redefining Ready” Scorecard for grades 9 and 12, while grades 10 and 11 began building their scorecards to continue this work throughout their high school careers.
- ★ Our efforts to improve communication have made a positive impact. We have increased outreach to families, utilizing tools like BARR Communications, Attendance updates, Academic Intervention Time notifications, and Laker Prides to share both concerns and positive news.

Growth Areas

- ★ **Attendance:** Continue building on the progress made over the past three years to reduce chronic absenteeism, with a focus on early intervention and maintaining strong partnerships with the County.
- ★ **Communication:** Maintain and enhance clear, consistent communication with families, including regular positive and corrective phone calls regarding academics, behavior, and attendance.
- ★ **Best Practices in Teaching and Learning:** Sustain efforts to improve assessment practices, grading, and instructional strategies that support student growth.
- ★ **Parent and Community Engagement:** Keep refining family and community engagement events based on stakeholder feedback, ensuring these opportunities meet the evolving needs of parents and the community.
- ★ **School Culture:** Preserve and strengthen a positive, supportive culture for both students and staff, fostering an environment where everyone can thrive.

Board Resolution Adoption Committed Fund Balance Designation for Fiscal Year 2024-25

The undersigned, being a duly authorized agent of the Board of Independent School District #22, hereby adopts the following Resolution and directs that this Resolution be entered into record.

Whereas, Independent School District #22 takes the following action with regard to the Committed Fund Balance.

NOW THEREFORE BE IT RESOLVED:

1. The Independent School District #22 Board hereby makes the following designation of Fiscal Year 2024-2025 ending fund balance, effective June 30, 2025.
 - a) Committed Fund Balance - To be used for retirement benefits, including compensated absences, severance, other post-employment benefits and termination benefits (as defined in GASB Statement Numbers 16, 27, 45, 47, and 50) if applicable. The specific amount of this commitment will be \$2,169,414.00

IN WITNESS WHEREOF, the undersigned, being a duly authorized member of the Board, has executed this Resolution effective upon execution.

Signature, Board Chair

Date

Signature, Board Clerk

Date

DATE: June 2, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Employee Property/Liability Insurance and Workers Compensation
Renewal for 2025-2026 School Year**

The Risk Management and Workers Compensation Insurance programs for Detroit Lakes Public Schools are up for renewal on July 1, 2025. Bremer Insurance is our authorized agent of record.

Property/Liability Insurance, Cyber Liability, Volunteer Accident

We will have a \$32,102.16 increase from last year's premium. This year's anticipated Property/Liability, Cyber, Volunteer Accident premium will be \$247,325.51 compared to \$215,220.35 last year. EMC has increased the blanket property coverage limit to \$268,407,879.

Public School property/liability insurance premiums are largely predicated on three variables:

1. Valuation of Buildings/Equipment
2. Number of Students Served
3. Number of Licensed Professional Staff

Our enrollments and staffing levels have remained fairly consistent for the last five years, while our building and equipment valuations have increased following the completion building project.

Our Agent of Record, Matthew Baker, from Bremer Insurance is recommending the EMC Insurance proposal.

I recommend that we renew our insurance program with EMC Insurance as shown on the attached summary between July 1, 2025 and June 30, 2026 at the annual premium of \$247,325.51.

Workers' Compensation Insurance

Our Workers' Compensation will cost \$101,756.00 for 2025-26, an increase of \$6,463.00 in comparison to 2024-25. The 2025-26 premium is based on maintaining coverage with RAS-First Dakota Indemnity.

I recommend that we continue to use RAS-First Dakota Indemnity for our Workers' Compensation Insurance for the policy period of July 1, 2025 through June 30, 2026 at an estimated premium of \$101,756.00.

Summary

The overall premium of Property, Liability, Cyber Liability, Volunteer Accident, and Workers' Compensation Insurance for 2025-26 is \$376,578.51, a 12.2% increase over last year's combined premium. Included in this overall increase is a flat fee of \$27,500 paid to Bremer Insurance for brokerage services. In previous years, this fee has been included as a 4% commission in our premium rates.

The Property/Liability Insurance, Cyber Liability, Volunteer Accident and Workers' Compensation Insurance are budgeted items.

Administration recommends approval of this agreement.



May 15th, 2025

Jason Kuehn, Director of Finance and Operations
Detroit Lakes Public Schools ISD #22
PO Box 766
Detroit Lakes MN 56502-0766

Dear Mr. Kuehn and School Board Members:

Your renewal insurance proposal provided by EMC and RAS-First Dakota Indemnity is attached for your consideration. In this document we will compare your expiring versus renewal premium costs and describe the changes you directed us to make for your renewal policy period.

<u>Coverage Description</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Property	\$154,139.35	\$175,668.51
General Liability	\$10,342.00	\$11,029.00
School Leaders Liability	\$11,151.00	\$13,387.00
Inland Marine	\$871.00	\$871.00
Crime	\$1,641.00	\$1,397.00
Auto	\$24,463.00	\$30,901.00
Umbrella	\$8,275.00	\$9,731.00
Cyber Solutions	\$3,686.00	\$3,686.00
Volunteer Accident (Hartford)	\$652.00	\$652.00
Work Comp (RAS)	\$95,293.00	\$101,756.00
Broker Fee - 2024	\$25,000.00	\$27,500.00
Total Premium	\$335,513.35	\$376,578.51

The changes made to your renewal policy period are as follows:

Property: Your blanket property coverage limit was \$257,734,497 on your expiring EMC policy. EMC increased the blanket property coverage limit to \$268,407,879 applying the 4% inflation factor. Your blanket business income and extra expense coverage limit remains at \$2 Million. Your property deductibles will remain \$25,000 all other perils (AOP), with wind/hail deductibles as follows: Over \$50MM bldg. limit, \$75k w/h, \$25MM-\$50MM bldg. limit, \$50k w/h, \$0-\$25MM bldg. limit, \$25k w/h.

General and Professional Liability: Population changes were made based on the estimated number of students in your district.

<u>Description of Population</u>	<u>-</u>	<u>Expiring</u>	<u>-</u>	<u>Renewal</u>
Total Student Count		2,680		2,634
Total Staff Count		552		543

Auto coverage: Auto glass coverage, the following change was made by EMC - the glass replacement language on the CA7317 Commercial Auto Essential Extension Schools does not provide for a \$0 deductible. It is now subject to a \$500 ded.

School Leaders E&O: No coverage changes were made or requested for your renewal policy period.

Crime Coverage: No coverage changes were made or requested for your renewal policy period.

Volunteer Accident Coverage: ISD #22 has a Volunteer Accident Policy that provides up to \$15,000 Accidental Death Benefit/Accidental Dismemberment Benefit, up to \$10,000 Accident Medical Expense Benefit and up to \$250 dental expense. The Hartford provides you with the accident insurance policy at an annual premium cost of \$652. This is based on using the same 200 volunteer count as provided last year.

Student Medical Payments: ISD #22 has purchased \$1,000 Student Medical Payments coverage at an annual premium cost of \$500.

Inland Marine: No coverage changes were made or requested for your renewal policy period.

Excess Liability: No coverage changes were made or requested for your renewal policy period.

Terrorism: Terrorism coverage is included in your EMC proposal at a \$5,377 annual premium cost; this can be waived if the district chooses which would then reduce the annual premium costs indicated.

Cyber Liability: EMC includes \$1MM cyber/data breach coverage at \$3,686 annual premium (included in the pricing summary).

Workers' Compensation: You instructed us to increase your total payroll from \$27,959,000 to \$28,882,500 for your renewal policy period. We will compare the expiring versus renewal rates and payroll plus debits and credits based on your current loss ratio:

Job Description -	Code	Expiring Payroll	Rate	Renewal Payroll	Rate
Bus Drivers	7382	\$128,000	4.12	\$147,500	4.38
Teachers	8868	\$26,076,000	0.38	\$26,822,000	0.40
Other Employees	9101	\$1,755,000	3.64	\$1,913,000	3.41
Total Payroll		\$27,959,000		\$28,882,500	
Experience Modification:	0.70	- 50,877		0.84	- 28,866
Scheduled Credit:	16%	- 18,994		30%	- 45,464
Premium Volume Discount:		- 10,371			- 11,139
Total Annual Premium:		\$95,293		\$101,756	

Notes: Your estimated payroll was increased by \$923,500. Your Experience Modification factor increased from 0.70 to 0.84. The 2025 base rates with RAS-First Dakota Indemnity changed slightly. All these factors impacted your Workers' Compensation renewal premium cost, which resulted in an increase of \$6,463.

Renewal Cost Analysis: Your overall premium is up 12.24% this year. Industry wide we are continuing to see rates increases. This is due to the current hard insurance market. The primary reason for the increase is due to increased rates. Your workers' compensation premium increased 6.78%, mostly due to an increased mod factor.

Recommendation to the Board: Bremer is recommending the district renew with EMC for the Package and umbrella, at an annual premium of \$246,670.51. (Federal Terrorism can be waived for a premium savings of \$5,377). For Cyber Liability/Data Breach we are recommending the EMC coverage (MFA must be implemented to consider alternative cyber options). For worker's comp we are recommending renewing with RAS-First Dakota Indemnity at an annual premium of \$101,756. For the Student Accident coverage, we are recommending you renew with The Hartford at an annual premium cost of \$652. The annual premium cost for all proposed insurance coverage is as follows:

Coverage Description -	Insurance Carrier -	Annual Premium Cost
Property & Liability Package	EMC	\$246,670.51
Volunteer Accident Liability	The Hartford	\$652.00
Workers' Comp	RAS-First Dakota Indemnity	\$101,756.00
Broker Fee - 2025	N/A	\$27,500.00
Total All Policies:		\$376,578.51

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated! Please let us know if you have any questions or need additional information as you review your renewal insurance proposal.

Sincerely,

Matthew Baker
Bremer Insurance



Detroit Lakes Public Schools 2025-26 Initial Budget

JUNE 23, 2025

Average Daily Membership

- 2025-26 Projected ADM - 2,663 students
 - Projected Enrollment
 - Early Childhood - 50
 - Kindergarten - 175
 - Grades 1-5: 934
 - Grades 6-8: 608
 - Grades 9-12: 896
- Budget includes additional ADM for Extended Time Programming



Average Daily Membership

DETROIT LAKES PUBLIC SCHOOLS ENROLLMENT HISTORY AND PROJECTIONS June 2025

Average Daily Membership (ADM) /Grade	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Actual 2023-24	Projected ADM for Budget 2024-25	Projected ADM for Budget 2025-26	Projected ADM for Budget 2026-27	Projected ADM for Budget 2027-28	Projected ADM for Budget 2028-29	Projected ADM for Budget 2029-30
Pre K	65.23	55.27	61.03	72.00	51.81	41.09	43.76	43.34	40.07	45.00	50.00	50.00	50.00	50.00	50.00
HK	41.50	52.92	42.39	46.74	50.45	37.53	40.60	42.99	-	-	-	-	-	-	-
K	182.05	173.78	166.50	170.82	150.55	138.34	156.35	144.36	191.41	175.00	175.00	175.00	175.00	175.00	175.00
Kindergarten Total	223.55	226.70	208.89	217.56	201.00	175.87	196.95	187.35	191.41	175.00	175.00	175.00	175.00	175.00	175.00
1	214.22	226.49	216.57	206.18	212.58	181.28	180.34	194.19	188.02	189.00	175.00	175.00	175.00	175.00	175.00
2	207.58	212.82	226.22	212.20	214.31	198.01	186.06	183.80	190.26	184.00	189.00	175.00	175.00	175.00	175.00
3	240.69	214.73	206.97	227.05	208.18	188.35	207.57	184.22	196.67	193.00	184.00	189.00	175.00	175.00	175.00
4	245.05	244.27	215.50	212.31	223.54	196.60	195.09	209.75	192.19	193.00	184.00	189.00	175.00	175.00	175.00
5	234.80	248.66	242.36	207.73	206.30	204.82	210.20	194.30	212.03	191.00	193.00	184.00	189.00	175.00	175.00
Grades 1-5 Total	1,142.34	1,146.97	1,107.62	1,065.47	1,064.91	969.06	979.26	966.26	979.17	950.00	934.00	916.00	898.00	889.00	875.00
6	224.73	245.19	254.48	246.59	210.27	191.59	204.15	210.89	196.50	211.00	196.00	195.00	195.00	186.00	191.00
7	241.89	225.52	244.99	250.35	251.00	194.25	181.06	199.96	211.83	201.00	211.00	196.00	195.00	195.00	186.00
8	214.86	239.08	219.86	233.33	248.62	230.43	194.09	181.41	202.96	209.00	201.00	211.00	196.00	195.00	195.00
Grades 6-8 Total	681.48	709.79	719.33	730.27	709.89	616.27	579.30	592.26	611.29	621.00	608.00	602.00	586.00	576.00	572.00
9	217.23	236.13	242.81	232.12	248.39	245.69	257.93	208.71	209.28	208.00	224.00	211.00	221.00	206.00	205.00
10	231.52	214.54	232.42	246.82	226.37	230.02	251.26	252.29	210.79	214.00	208.00	224.00	211.00	221.00	206.00
11	213.52	219.97	212.71	222.10	241.45	206.13	234.38	240.43	249.63	208.00	214.00	208.00	224.00	211.00	221.00
12	208.14	205.85	216.84	207.91	206.37	203.04	199.75	233.98	239.49	265.00	250.00	239.00	233.00	244.00	236.00
Grades 9-12 Total	870.41	876.49	904.78	908.95	922.58	884.88	943.32	935.41	909.19	895.00	896.00	882.00	889.00	882.00	868.00
Total ADM	2,983.01	3,015.22	3,001.65	2,994.25	2,950.19	2,687.17	2,742.59	2,724.62	2,731.13	2,686.00	2,663.00	2,625.00	2,598.00	2,572.00	2,540.00
	1.56%	1.08%	-0.45%	-0.25%	-1.56%	-10.09%	2.06%	-0.66%	0.24%	-1.65%	-0.86%	-1.43%	-1.03%	-1.00%	-1.24%

2025-26 Revenue Budget Assumptions

- 2.75% Increase in the General Education Aid
- Levy Increase - Fund 01 and Fund 07
- 2025 Legislative Session Impacts
- Increase in Projected Special Education Aid



2025-26 Expenditure Budget Assumptions

- Salary/Wage Projections
- Anticipated Benefit Increases (TRA/Health Insurance/Family Leave)
- Inflationary Impact on Supplies and Services
- Maintenance and Operations Needs



General Fund - Fund 01

- Total Revenues - \$44,701,193
- Total Expenditures - \$44,999,163
 - Deficit - \$297,970
- Restricted Funds
 - Projected Deficit - \$321,352
 - Deficit Spending - Staff Development & Operating Capital



General Fund - Fund 01

Unassigned General Fund

- Projected surplus of \$23,832
 - Estimated Revenues - \$42,288,317
 - Estimated Expenditures - \$42,264,935
- Projected Unassigned Fund Balance - \$6,569,272 (18.6%)



Detroit Lakes Public Schools General Fund - Unassigned Fund Balance Analysis

	General Fund Unassigned Fund Balance**	General Fund SOD Expenditures**	Unassigned Fund Balance As a % Expenditures**
2015-16	\$5,882,356	\$26,323,158	22.35%
2016-17	\$6,015,088	\$27,907,492	21.55%
2017-18	\$5,425,230	\$29,394,094	18.46%
2018-19	\$5,393,503	\$31,624,477	17.05%
2019-20	\$5,038,918	\$32,384,773	15.56%
2020-21	\$6,336,201	\$34,725,049	18.24%
2021-22	\$5,147,443	\$33,792,081	15.23%
2022-23	\$5,018,459	\$35,393,415	14.18%
2023-24**	\$6,592,107	\$34,910,558	18.9%
2024-25** (Estimate)	\$6,545,890	\$35,102,164	18.6%
2025-26** (Estimate)	\$6,569,272	\$35,240,000	18.6%

Food Service - Fund 02

- Projected surplus of \$91
 - Estimated Revenues - \$2,572,403
 - Estimated Expenditures - \$2,572,312
- Assumptions
 - Wage/Benefit Projections
 - Continuance of Universal Free Meals
- Projected Fund Balance - \$1,077,768



Community Service - Fund 04

- Projected deficit of \$1,188
 - Estimated Revenues - \$1,439,653
 - Estimated Expenditures - \$1,440,881

Projected Fund Balance - \$504,560



Summary - All Funds

2025-26 BUDGET				
	2025-26 Revenue	2025-26 Expenditures	Difference	
General Fund	\$ 44,701,193.00	\$ 44,999,163.00	\$ (297,970.00)	
Food Service	\$ 2,572,403.00	\$ 2,572,312.00	\$ 91.00	
Community Education	\$ 1,439,653.00	\$ 1,440,841.00	\$ (1,188.00)	
Building Fund	\$ -	\$ -	\$ -	
Debt Service	\$ 4,770,779.00	\$ 4,711,031.00	\$ 59,748.00	
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -	
Student Activities	\$ 220,450.00	\$ 220,450.00	\$ -	
TOTAL ALL FUNDS	\$ 53,714,478.00	\$ 53,953,797.00	\$ (239,319.00)	



Summary - All Funds

- Projected deficit of \$239,319
 - Estimated Revenues - \$53,714,478
 - Estimated Expenditures - \$53,953,797
- Projected Fund Balance - \$15,459,445



DETROIT LAKES PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #22



2025-2026 BUDGET

June 23, 2025

DETROIT LAKES PUBLIC SCHOOLS

**INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes, Minnesota**

BOARD OF EDUCATION

**John Steffl
Mary Rotter
Michelle Okeson
Julie Smith-Yliniemi
Sanford Nelson
Michael Walther**

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Vice-Chair
Treasurer
Clerk
Director
Director**

ADMINISTRATION

**Mark Jenson
Kylie Johnson
Renee Kerzman
Jason Kuehn
Karen Nudell**

**Superintendent
Director of Human Resources
Director of Education
Director of Finance & Operations
Director of Federal Programs**

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

2025-26 Budget

This document includes the Detroit Lakes Public Schools initial budget for the upcoming 2025-26 school year. The budget is primarily driven by the Average Daily Membership (ADM). The ADM is a yearlong moving average based on the number of students served by the District at reporting times set by the Minnesota Department of Education. Many factors can come into play such as difference in class size of the outgoing senior class and incoming kindergarten class, changes in open enrollment, change in pre-kindergarten enrollment, student mobility, and the year to year retention ratios. The projected district ADMs for 2025-26 are based on kindergarten registration numbers, as well as past enrollment trends. We are predicting a kindergarten class size of 175 students in 2025-26.

In addition to ADMs, the initial budget for 2025-26 have been prepared based on planning parameters such as employee compensation increases, liability and workers' compensation insurance cost projections, changes in special education funding, general education formula changes, and other updates to anticipated revenues/expenditures.

GENERAL FUND

Unassigned General Fund is projected to have a surplus of \$23,382. This budget reflects estimated revenues of \$42,288,317 and expenditures of \$42,264,935 with a projected year-end fund balance of \$6,569,272.

Revenue changes include increases to the general education formula aid & levy. The General Education formula revenue was increased \$200 (2.74%) to \$7,481 per student. The District's Average Daily Member (ADM) was estimated at 2,663 for the 2025-26 budget. Student projections are based on historical grade by grade progression, incoming kindergarten class size and the latest demographic information. The kindergarten class is estimated at 175 students. From the recently completed legislative sessions, we see maintained funding for summer unemployment costs and compensatory revenue, but some changes in funding for special education programming.

Expenditure changes include an increase in contracted services, maintaining appropriate staffing levels, continued mental health services, increases of salary (including fringe benefits), and operation costs of District buildings.

OPERATING CAPITAL FUND

Restricted Operating Capital is projected to have a deficit of \$297,367. The budgeted expenditures of \$1,046,000 include significant costs associated with curriculum updates, technology equipment and routine building equipment/site improvements.

Restricted Long Term Facilities Maintenance Revenue (LTFM) is projected to have a surplus of \$140,971. Past LTFM projects have utilized existing General Fund Unassigned fund balance to cover the cost up front and will be replenished by future LTFM aid. The revenue stream is based on \$380 per adjusted pupil unit. Taking the prior negative balance and the estimated current year surplus, the

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

anticipated year-end fund balance will be negative \$95,250 and expected to be recovered in the upcoming fiscal years.

TOTAL GENERAL FUND

The Total Restricted General Fund is projected to have a deficit of \$321,352 based on revenues of \$2,412,876 and expenditures of \$2,734,228 with an ending combined fund balance of \$2,286,560.

The Total Committed for Severance Pay and Other Post-Employment Benefits General Fund is budget neutral with a projected year-end fund balance of \$2,169,414.

The Total Assigned General Fund is budget neutral with a projected year-end fund balance of \$1,552,650.

The Total Unassigned General Fund is projected to have a surplus of \$23,832 with a year-end fund balance of \$6,569,272

The Total Restricted, Committed, and Unassigned General Fund is projected to have a deficit of \$297,970 based on revenues of \$44,701,193 and expenditures of \$44,999,163 with a year-end fund balance of \$12,577,896.

FOOD SERVICE FUND

The Food Service Fund is projected to have a surplus of \$91 based on revenues of \$2,572,403 and expenditures of \$2,572,312 and a year-end fund balance of \$1,077,768.

COMMUNITY SERVICES FUND

The Community Services fund is comprised of five sub-components:

1. Restricted for Early Childhood/Family Education is projected to have a deficit of \$4,051 and a year-end fund balance of \$84,894.
2. Restricted for Community Education is projected to have a surplus of \$5,291 and a year-end fund balance of \$157,452.
3. Restricted for School Readiness is projected to have a deficit of \$17,583 and a year-end fund balance of \$84,609.
4. Restricted for Adult Basic Education (ABE) is projected to have a surplus of \$174 and a year-end fund balance of \$177,605.
5. Restricted for Community Services - Unassigned is projected to have a surplus of \$14,981 with a funding balance of \$66,469.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

Overall, all four components of the Community Education Fund combined are predicted to have a deficit of \$1,188 bringing the overall fund balance to \$571,029.

DEBT SERVICE FUND

The Debt Service Fund is projected to have a surplus of \$59,748 with a year-end fund balance of \$1,095,213. The fund is servicing payments for the Abatement bonds issued in 2018, the Referendum GO Bonds issued in 2019, Facilities Maintenance Bonds issued in 2020, and the exercising of additional levying authority in 2022.

CUSTODIAL FUND

The Custodial Fund is projected to be revenue and expenditure neutral with a year-end fund balance of \$13,970. The fund records fiduciary activities by acting as a flow through mechanism for revenue and expenditures from outside organizations not resulting in a financial benefit to the District.

STUDENT ACITIVITIES FUND

The Student Activities Fund is projected to be budget neutral with a year-end fund balance of \$190,038. The fund records transactions related to student extracurricular activity accounts at the Middle School and High School.

TOTAL (ALL FUNDS)

At the District Wide level, the fund balance of the School District is projected to have a deficit of \$239,819 with a year-end Fund Balance of \$15,459,445 based on combined revenues of \$53,714,478 and expenditures of \$53,954,297.

DETROIT LAKES PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

SUMMARY OF 2025-2026 INITIAL BUDGET

The total Unassigned General Fund, representing the largest portion of our School District's operating expenses, is predicted to have a surplus of \$23,382.

Maintaining a healthy fund balance is essential for future success. Table 1 below gives a brief history of the Unassigned General Fund Balance and Expenditures. District Policy 714 establishes the desired fund balance in the range of 15% to 25% of the annual Statutory Operating Debt (SOD) expenditures as calculated by Minnesota Department of Education. The 2025-26 estimated fund balance to expenditure percentage is 18.6%.

	General Fund Unassigned Fund Balance**	General Fund SOD Expenditures**	Unassigned Fund Balance As a % Expenditures**
2015-16	\$5,882,356	\$26,323,158	22.35%
2016-17	\$6,015,088	\$27,907,492	21.55%
2017-18	\$5,425,230	\$29,394,094	18.46%
2018-19	\$5,393,503	\$31,624,477	17.05%
2019-20	\$5,038,918	\$32,384,773	15.56%
2020-21	\$6,336,201	\$34,725,049	18.24%
2021-22	\$5,147,443	\$33,792,081	15.23%
2022-23	\$5,018,459	\$35,393,415	14.18%
2023-24**	\$6,592,107	\$34,910,558	18.9%
2024-25** (Estimate)	\$6,545,890	\$35,102,164	18.6%
2025-26** (Estimate)	\$6,569,272	\$35,240,000	18.6%

INDEPENDENT SCHOOL DISTRICT #22

Detroit Lakes Public Schools

Revenue and Expenditure Budget Summary by Fund

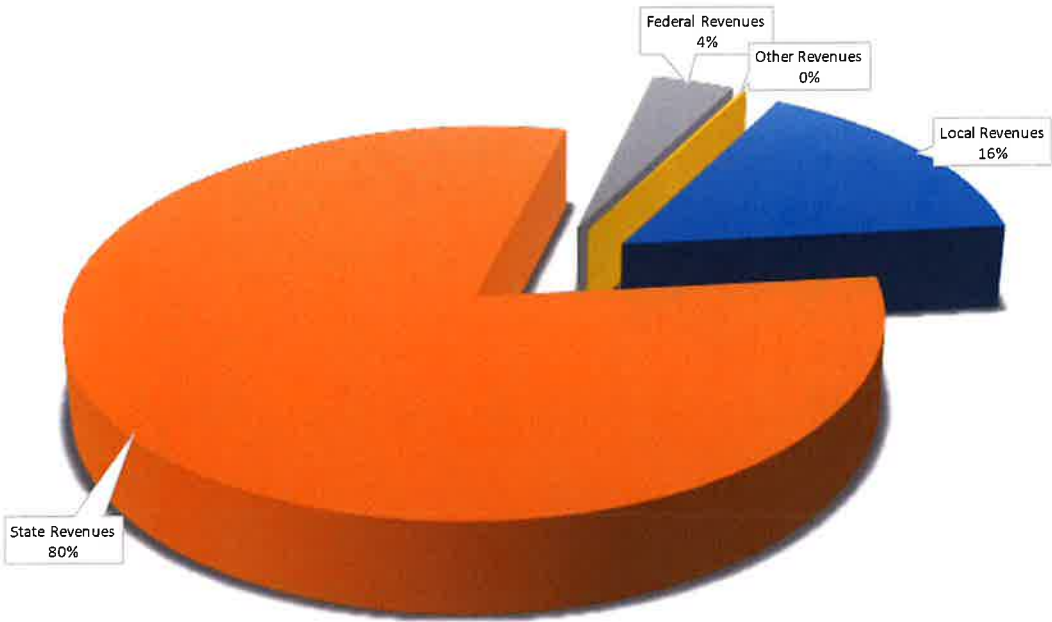
2024-25 BUDGET

	2024-25 Revenue	2024-25 Expenditures	Difference
General Fund	\$ 44,370,559.00	\$ 44,821,272.00	\$ (450,713.00)
Food Service	\$ 2,589,243.00	\$ 2,606,584.00	\$ (17,341.00)
Community Education	\$ 1,381,464.00	\$ 1,413,832.00	\$ (32,368.00)
Building Fund	\$ -	\$ -	\$ -
Debt Service	\$ 4,897,970.00	\$ 4,706,000.00	\$ 191,970.00
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -
Student Activities	\$ 228,450.00	\$ 228,450.00	\$ -
TOTAL ALL FUNDS	\$ 53,477,686.00	\$ 53,786,138.00	\$ (308,452.00)

2025-26 BUDGET

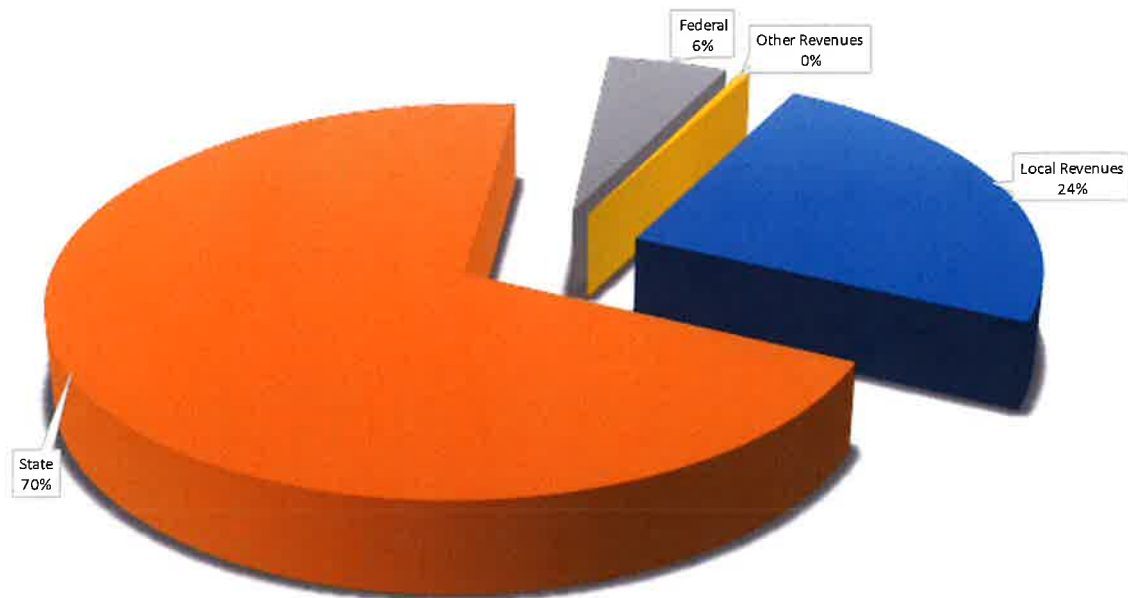
	2025-26 Revenue	2025-26 Expenditures	Difference
General Fund	\$ 44,701,193.00	\$ 44,999,163.00	\$ (297,970.00)
Food Service	\$ 2,572,403.00	\$ 2,572,312.00	\$ 91.00
Community Education	\$ 1,439,653.00	\$ 1,440,841.00	\$ (1,188.00)
Building Fund	\$ -	\$ -	\$ -
Debt Service	\$ 4,770,779.00	\$ 4,711,031.00	\$ 59,748.00
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -
Student Activities	\$ 220,450.00	\$ 220,450.00	\$ -
TOTAL ALL FUNDS	\$ 53,714,478.00	\$ 53,953,797.00	\$ (239,319.00)

Independent School District #22
2025-26 General Fund Revenues By Major Source



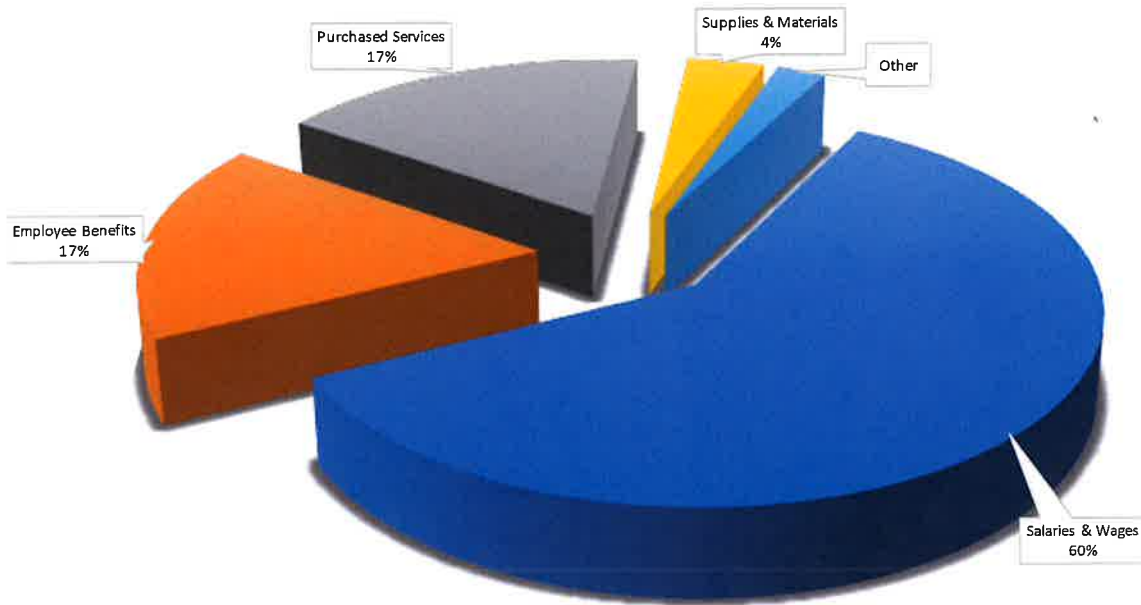
Local Revenues	\$	7,003,716.00	15.7%
State Revenues	\$	35,872,977.00	80.3%
Federal Revenues	\$	1,727,500.00	3.9%
Other Revenues	\$	97,000.00	0.2%
Total Revenue	\$	44,701,193.00	

Independent School District #22
2025-26 All Fund Revenues By Major Source



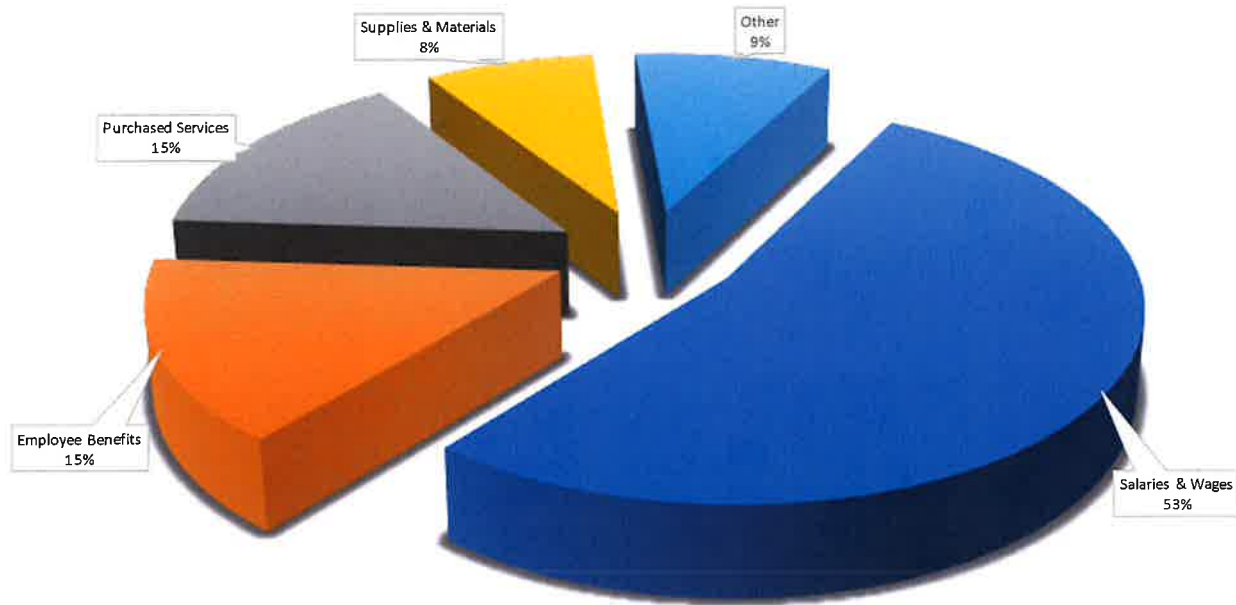
Local Revenues	\$	13,085,534.00	24.4%
State	\$	37,430,500.00	69.7%
Federal	\$	2,952,162.00	5.5%
Other Revenues	\$	246,282.00	0.5%
Total Revenue	\$	53,714,478.00	

Independent School District #22
2025-26 General Fund Expenditures By Object



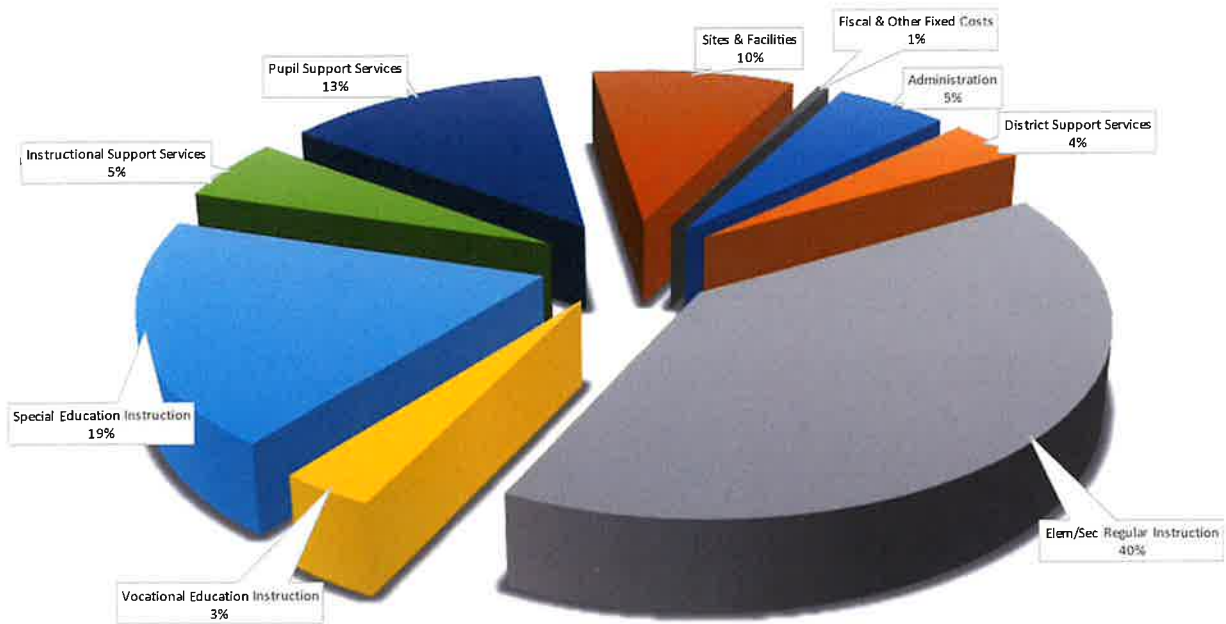
Salaries & Wages	\$	26,942,390	59.9%
Employee Benefits	\$	7,675,848	17.1%
Purchased Services	\$	7,727,615	17.2%
Supplies & Materials	\$	1,613,160	3.6%
Other	\$	1,040,150	2.3%
Total Expenditures	\$	44,999,163.00	

**Independent School District #22
2025-26 Expenditures By Object (All Funds)**



Salaries & Wages	\$	28,662,067	53%
Employee Benefits	\$	8,167,942	15%
Purchased Services	\$	7,988,593	15%
Supplies & Materials	\$	4,233,130	8%
Other	\$	4,902,565	9%
Total Expenditures	\$	53,954,297.00	

**Independent School District #22
2025-26 General Fund Expenditures By Program**



Administration	\$	2,426,874	5.4%
District Support Services	\$	1,645,652	3.7%
Elem/Sec Regular Instruction	\$	18,181,666	40.4%
Vocational Education Instruction	\$	1,485,871	3.3%
Special Education Instruction	\$	8,662,871	19.3%
Instructional Support Services	\$	2,394,003	5.3%
Pupil Support Services	\$	5,630,171	12.5%
Sites & Facilities	\$	4,324,555	9.6%
Fiscal & Other Fixed Costs	\$	247,500	0.6%
Total Expenditures	\$	44,999,163.00	



School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director
Detroit Lakes Public Schools
kyliejohnson@detlakes.k12.mn.us

DATE: June 17, 2025
TO: Board of Education
FROM: District Review Committee - Board Member: Mickey Okeson, Mark Jenson (Supt),
Jason Kuehn (Director of Finance) & Kylie Johnson (HR Director)
SUBJECT: 2025-27 Unaffiliated Group Contract Provisions

The district review committee for unaffiliated employee groups is recommending the approval of provisions for the 2025-27 contract period. Proposed unaffiliated contract provisions are as follows:

- Food Service - 6.23%: 2 year package
- Confidential Custodian - 5.57%: 2 year package
- Confidential Clerical and IT - 6.25%: 2 year package
- Specialized Professional - 5.42%: 2 year package
- Administrator B - 5.16%: 2 year package
- Administrator A - 4.8%: 2 year package
- Laker Kids - Increase wages by 3% each year

The total 2- year package cost of salary and benefit enhancements is \$365,447.

The district review committee recommends approval of these package enhancements.
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Detroit Lakes Public Schools

Monthly Enrollment Summary

2024-2025

Month: May - Final

D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	41	101	142

Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	2	8	10

KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	56	28	84
Rossman	68	19	87
Totals	124	47	171

GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	92	96	96	99	97	480
Rossman	97	89	94	94	98	472
Totals	189	185	190	193	195	952

ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
171	952	1123

MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	210	200	203	613

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

2618

2023-2024

K-12 Total

2379

2022-2023

K-12 Total

2682

MONTHLY TOTALS*

EIC	43
ECSE	109
Kind. Sp. Ed.	47
Kindergarten	124
Grades 1-5	952
Middle School	613
Senior High	759
E-Laker	55
Laker Transitions	17
ALC	51
TOTAL	2770

*Does not include non-resident students
on tuition agreement

ALC

D.L.	42
Other	9
Total	51

LAKER TRANSITIONS

D.L.	12
Other	5
Total	17



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: May - Final

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	41		55	63	82	89	84	89	97	99	101

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	2		5	3	4	5	7	7	8	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	28	Roosevelt	61	62	64	58	58	58	59	56	56
Rossman	22	21	21	21	21	21	20	19	19	Rossman	69	70	70	71	69	69	68	69	68
Totals	45	44	42	46	46	46	45	47	47	Totals	130	132	134	129	127	127	127	125	124

Kindergarten Total									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	84	85	85	83	83	83	84	84	84
Rossman	91	91	91	92	90	90	88	88	87
Totals	175	176	176	175	173	173	172	172	171

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	92	Roosevelt	95	93	94	94	95	95	94	94	96
Rossman	101	98	98	99	98	97	96	97	97	Rossman	88	90	90	90	91	89	90	90	89
Totals	190	188	187	189	187	186	187	188	189	Totals	183	183	184	184	186	184	184	184	185

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	96	Roosevelt	99	99	99	97	98	100	100	100	99
Rossman	99	97	98	99	98	96	95	95	94	Rossman	95	95	95	96	95	94	94	94	94
Totals	195	192	193	193	193	193	191	189	190	Totals	194	194	194	193	193	194	194	194	193

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



Detroit Lakes Public Schools

Yearly Enrollment Summary

2024-2025

Date: May - Final

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	480	Resident	45	49	43	40	42	49	47	48	42
Rossman	478	474	476	479	480	474	473	474	472	Non-Resid.	12	11	14	8	8	7	8	9	9
Totals	954	945	949	950	954	951	949	949	952	Total	57	60	57	48	50	56	55	57	51

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	210	Resident	18	28	28	26	26	42	41	40	40
Gr. Seven	199	198	200	201	201	200	200	201	200	Non-Resid.	10	11	11	10	10	15	15	15	15
Gr. Eight	211	208	210	209	209	207	208	205	203	Total	28	39	39	36	36	57	56	55	55
Totals	623	618	622	621	622	621	622	618	613										

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



Detroit Lakes Public Schools

Elementary Grade Sections

2024-2025

Month: May - Final

		Roosevelt		Rossman		Grade Average
Kindergarten						21.38
	Section 1&3	22	21	22	23	
	Section 2&4	21	20	22	20	
	Section 5					
Building Average			21.00		21.75	
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						23.00
	Section 1&3	25	23	22	22	
	Section 2&4	24	23	23	22	
	Section 5					
Building Average			23.75		22.25	
Grade 3						23.50
	Section 1&3	25	23	24	24	
	Section 2&4	23	23	24	22	
	Section 5					
Building Average			23.50		23.50	
Grade 4						24.13
	Section 1&3	25	24	23	24	
	Section 2&4	25	25	23	24	
	Section 5					
Building Average			24.75		23.50	
Grade 5						24.38
	Section 1&3	24	25	25	24	
	Section 2&4	23	25	24	25	
	Section 5					
Building Average			24.25		24.50	

The district class size average for K-5 is:

20.82

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
June 1, 2025

Roosevelt					
Grade	Current	Previous (May)	Opening Day	Sections	Per Section
K	84	84	84	4	21.0
1	92	91	89	4	23.0
2	96	95	95	4	24.0
3	96	95	96	4	24.0
4	97	99	99	4	24.3
5	97	96	97	4	24.3
RSVT Total	562	560	560	24	23.4
Difference		2	2		Avg/section

Rossman					
Grade	Current	Previous (May)	Opening Day	Sections	Per Section
K	87	88	91	4	21.8
1	97	97	101	5	19.4
2	89	89	88	4	22.3
3	94	94	99	4	23.5
4	94	94	95	4	23.5
5	98	98	95	4	24.5
RSM Total	559	560	569	25	22.4
Difference		(1)	(10)		Avg/section

Middle School			
Grade	Current	Previous (May)	Opening Day
6	210	210	213
7	200	200	199
8	203	203	211
MS Total	613	613	623
Difference		-	(10)

High School				Online		ALC			
Grade	Current	Previous (May)	Opening Day	Grade	Current	Grade	Current	Previous (May)	Opening Day
9	202	202	214	9	6	9	3	3	-
10	193	193	206	10	7	10	11	11	6
11	166	166	187	11	21	11	16	17	18
12	198	198	206	12	21	12	21	23	33
HS Total	759	759	813	Total Online	55	Total	51	54	57
Difference		-	(54)	Opening Day	24	Difference		(3)	(6)
				May 2025	55				

District Wide Summary			
Pre-K	50		
K	171		
1	189		
2	185		
3	190		
4	191		
5	195		
	950		
6	210		
7	200	Laker Online	55
8	203	Transitions	17
	613	Rossman	559
		Roosevelt	562
9	211	DLMS	613
10	211	DLHS	759
11	203	ALC	51
12	257	PSEO	-
	882	Pre-K	50
Total	2,666	Monthly Total	2,666
Comparisons			
Last Month Report			2,668
		Difference	(2)
2024-25 Opening Day			2,714
		Difference	(48)

Pre K	
ADM*	50

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING
June 10, 2025

A Facilities Committee Meeting was held on Tuesday, June 10th at the District Office. In attendance were John Steffl, Michael Walther, Mary Rotter, Mark Jensen, and Jason Kuehn.

1. Becker County Environmental Services

Steve Skoog and Ari Devries from Becker County Environmental Services presented to the committee on waste removal options for the District. Using grant funds, Becker County Environmental Services could provide equipment to increase the separation of food waste from regular trash and recyclables. The committee will review the proposal to determine the feasibility of implementing the program at District schools

2. Lincoln Education Center

Realtor Eric Lundmark reviewed the Lincoln Education Center property and adjacent property with the committee, as well as the current real estate market for similar properties. A timeline was discussed for preparing the property for listing on the market, as well as necessary steps needed to finalize the process. The Facilities Committee recommends moving forward with the sale of the two properties.

3. FY 2027 Long Term Facilities Maintenance (LTFM) 10 Year Plan

Director of Finance Kuehn reviewed planned expenditures for the FY 2027 Long Term Facilities Maintenance (LTFM) 10 Year Plan which will be presented at the July Regular Board Meeting.

4. 2025-26 Facility Use Agreements

Kuehn reviewed four lease agreements that will be on the June Board agenda for approval. Three of lease agreements are renewal leases with MSTATE for the DLHS Robotics Program, the Area Learning Center (ALC), and Adult Basic Education (ABE)/Community Education Programs. Additionally, an agreement between the City of Detroit Lakes and the District for use of the Snappy Park, Washington Ballpark, and Recreational Center Tennis Courts beginning in 2025 and extending 10 years at a rate of \$25,000 per year. The Facilities Committee recommends approval of all four lease agreements.

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - June 17, 2025

Members Present:

Mickey Okeson
Mark Jenson

Sanford Nelson
Jason Kuehn

Julie Smith-Yliniemi

A Finance Committee Meeting was held on Tuesday, June 17th at the District Office. The agenda was as follows:

1. Review of Receipts and Disbursements

Receipts for the month of May totaled \$8,601,048.87. Receipts of note included Student Activity Account deposits, monthly Food & Nutrition Services reimbursements, first half property tax receipt estimates from Becker and Otter Tail Counties, and metered State Aid payments for general and special education funding.

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for May totaling \$2,315,128.23 which includes payments for payroll liabilities, food service vendors, utilities, transportation contracts, annual lease payments for the 2023 network upgrade project and Student Activities.

The committee also recommends approval of the check summaries for May 26th, June 9th and June 23rd in the amount of \$555,998.65.

2. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of May. Total balances for all funds as of 5/31/2025 were \$22,450,810.40.

District expenditures and revenues through May were reviewed in comparison to the budget.

3. 2025-26 Renewal of Property, Liability and Workers Compensation Insurance

Kuehn reviewed the 2025-26 insurance renewal provided by Bremer Insurance. The renewal includes a \$6,463.00 decrease for Workers Compensation Insurance and \$32,106.16 increase for Property, Liability, and Cybersecurity Insurance. Committee recommends approval.

4. 2025-26 Student Activity and Admission Fees

Kuehn reviewed the updated 2025-26 Activity and Admission Fees for the District. Committee recommends approval.

5. 2025-26 Initial Budget

Kuehn reviewed the Initial 2025-26 Budget for the committee. The overall budget projects a deficit of \$239,819 for all funds with a projected fund balance of \$15,459,445 based on combined revenues of \$53,714,478 and expenditures of \$53,954,297. Committee recommends approval.