



**DETROIT LAKES PUBLIC SCHOOLS**  
**AGENDA**  
**REGULAR SCHOOL BOARD MEETING**  
**Monday, June 24, 2024 - 7:00 AM**  
**M State Room C101 , 900 Hwy 34 E, Detroit Lakes, MN 56501**

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*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](http://www.dlschools.net)  
Superintendent: Mark Jenson    Director of Finance & Operations: Jason Kuehn    Education Director: Renee Kerzman

**BOARD MEMBERS:**

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

**Michael Walther**  
28030 County Hwy 34  
Callaway, MN 56521  
218.841.3709

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

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

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

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

Student Representative: Marian Martin [26martimari@detlakes.k12.mn.us](mailto:26martimari@detlakes.k12.mn.us)

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**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 24, 2024 Regular School Board Meeting as presented.

**V. 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.

**VI. DONATIONS**

A. \$552 from Eric Schuld/Microsoft for Community Education.

**VII. PROGRAM PRESENTATIONS**

Presenter:

A. Q-Comp

Presenter: Pam Daly Q-Comp Coordinator

**VIII. 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 20, 2024 Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. **Approve Second Reading of Policies:**
  - 1. 428- Substitute Teacher Pay
- F. Approve the Memorandum of Understanding between Lake Agassiz Regional Library and Detroit Lakes Public Schools.
- G. Authorize the signatures for Josh Omang, 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 2024-25 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 2024-25 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 2024-25 school year: Bremer Bank, Midwest Bank, Minnesota School District Liquid Asset Fund, and Ehlers/Pershing.
- K. Approve Bids for Dairy and Bakery Products for the 2024-25 School Year
- L. Approve Activity Fee & Admission Price Schedules for 2024-25 School Year
- M. Approve the Renewal of Student Accident Insurance Program for the 2024-2024 School Year.
- N. Approve the Adult Basic Education Lease Agreement with MState from July 1, 2024 through June 30, 2025.
- O. Approve the Lead in Water, Paint, and Soil testing Program.  
Presenter: Steffl, Board Chair
- P. Approve the Renewal of Lakes Country Service Cooperative Membership for the 2024-2025 School Year.
- Q. Approve the 2024 Tenure List
- R. Approve Katrena Lende as Officer of Election for the November 5, 2024, School Board Election held in conjunction with the Becker County Auditor's Office Regular Election
- S. Approve the Resolution Establishing Dates for Filing Candidacy.
- T. Approve the 2024 General Election Timeline in Conjunction with the Becker County Auditor Election Procedures.
- U. Approve the Resolution Calling for an Election.
- V. Approve the Food Service Contract between Detroit Lakes Public Schools and M-State from July 1, 2024, through June 30, 2026.

**IX. 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.

**X. 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 Employee Property/Liability Insurance and Workers Compensations Renewal for 2024-2025 School Year.  
Presenter: Jason Kuehn

B. Motion to Approve the Initial Budget for the 2024-2025 School Year

Presenter: Jason Kuehn

C. Motion to Approve Mark Jenson as the Identified Official with Authority (IOwA) for Detroit Lakes Public Schools for the 24-25 school year.

D. Board Member April Thomas submitted her resignation as Detroit Lakes School Board Member. Motion to accept the resignation of April Thomas as Detroit Lakes School Board Member, effective November 4, 2024.

XI. **ADMINISTRATIVE AND BOARD REPORTS**

A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. District Update

B. **Board Committee and Representative Reports**

1. Finance Committee

Presenter: Rotter, Board Treasurer

2. Interagency Early Intervention Committee (IEIC)

Presenter: Walz, Board Director

3. Washington Park Committee

Presenter: Steffl, Board Chair

4. Sports Arena Commission

Presenter: Steffl, Board Chair

5. Activities Committee

Presenter: Thomas, Board Clerk

XII. **UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair






A. Finance Committee Meeting- 07/18/24 12:00PM District Office

B. Regular School Board Meeting-07/22/24 7:00AM MState C101

XIII. **MEETING ADJOURNED**

Presenter: Steffl, Board Chair

# Laker PRIDE

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

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.





# Q Comp in DLPS

2023-24

Year Eight

# Q Comp Leadership Team 2023-24

Lisa Lindstrom--Lincoln

DeAnna Baukol--Roosevelt

Kristi Downey--Rossman

Keith Eckhoff--Middle School

Kelly Kalina--High School

Cara Myers--ALC

Pam Daly--Q Comp Coordinator

Josh Omang--Principal

Renee Kerzman--Administration

Mark Jenson--Administration

# Briefly, Q Comp is four things . . .

**Career Ladder Opportunities**

**Performance Pay/Alternative Salary Schedule**

**Job-embedded Professional Learning**

**Teacher Evaluation**



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

- ★ The strategic plan
  - delivering educational excellence through relationships, innovation, development and equity
- ★ MTSS
- ★ PLCs
- ★ Reading
  - via both the building goals and the individual literacy/vocabulary goals

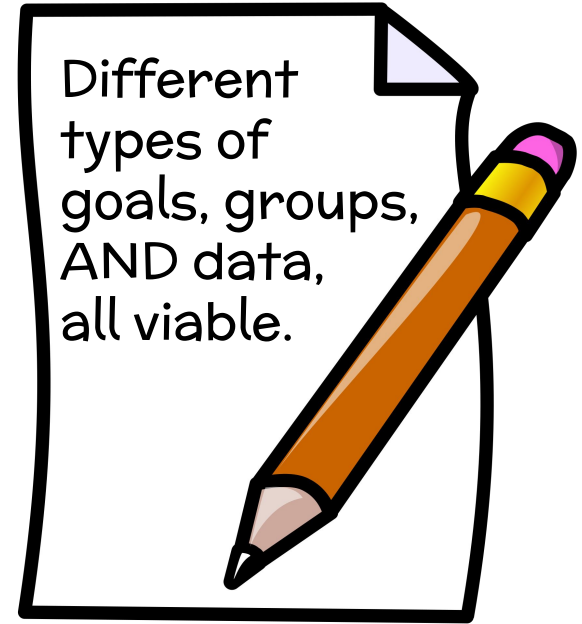


Everything we  
“do” with  
Q Comp is  
focused on the  
positive impact  
we can have on  
our students  
and their  
learning.

# Example goals

Literacy/vocabulary

Engagement



# What plans do we have for 2024-25?

## READ Act!

- a. Our READ Act learning will perfectly fit the vocab/lit and engagement goals for K-5 and Special Education.
- b. Grades 6-12 and specialists will learn four different approaches to literacy instruction. They will choose one on which to focus their goals.

# What plans do we have for 2024-25?

Further align with MTSS

- a. 80% or better on core instruction
- b. Discuss data
- c. Create group/team goals
- d. Use feedback from our students to gauge success

# What plans do we have for 2024-25?

Make PLCs more building-centered

- a. PLC leaders will meet as a group with their building administrator, Q Comp Leadership Team member, and Research Team members to keep the focus on improving literacy and how our students are progressing.

What questions  
do you have?

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

**Regular School Board Meeting**  
**Monday, May 20, 2024, 5:30 PM**  
**M State C101 ~ 900 Hwy 34 E, Detroit Lakes, MN, 56501**

**Present:** John Steffl, Amy Erickson, Mary Rotter, Ethan Walz, Michelle Okeson

**Absent:** April Thomas

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 Erickson, seconded by Walz, to approve the agenda. Motion carried unanimously.

Donations were made in the amount of a \$700 3D Printer from Lucas Hoffman at InLine Motion to Detroit Lakes High School.

Program presentation was given by Emily Sternberg

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

- A. Approve the Minutes of the April 22, 2024 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #706388-706476 and #706548-706630, for a total of \$354,442.71. Approve Hand Payable Checks #706132-706136, #706222-706269, #706349-706386, #706477-706500, Voided Checks #705703, #706250, #706254, #706256, #706261, #706360, #706361, Wire Transfers #8964-8969, #9060-9063, #9081-9083, #9101-9111, #9131-9132, #9220-9228, #9237-9243, #9261-9270, #9285-9299, #9389, #9404-9415, and #9426-9436, in the amount of \$1,982,884.61. Approve Net Payroll Transfers on 4/30/2024 and 05/15/2024 in the amount of \$1,570,498.03 for a total of \$3,907,825.35.
- C. Approve Personnel Agenda Items
- D. Approve the Canine Detection Services Contract between DLHS, ALC, and DLMS and Interquest Detection Canine for the 2024-2025 School Year.
- E. Approve the Purchase of Service Agreement between Detroit Lakes Public Schools and Stellher Human Services Inc. from July 1, 2024 through June 30, 2025.
- F. Approve the Deferred Maintenance Planning Renewal for the 2024-2025 School Year.
- G. Approve the Adult Education Agreements for the 2024-2025 School Year.
- H. Approve the Memorandum of Understanding between Detroit Lakes Public Schools and Olander Bus Company Inc.
- I. Approve the Memorandum of Understanding between Detroit Lakes Public Schools and Schultz Garage & Bus Company. .
- J. Approve the Joint Powers Agreement between Adult Basic Education and MSTATE from July 1, 2024 through June 30, 2026.
- K. Approve the 2023-2024 Resolution for the MSHSL Membership.A

A motion was made by Walz , seconded by Okeson to approve the Agreement to Extend Probationary Period between Detroit Lakes Public Schools and Christin Mohr.. (EXHIBIT) Motion carried unanimously.

A motion was made by Erickson, seconded by Rotter to Approve the 2023-2025 DLPA Contract Settlement. (EXHIBIT) Motion carried unanimously.

A motion was made by Erickson, seconded by Walz to approve the 2024-2025 Change of Medica Insurance Rates and Memorandum of Agreement. (EXHIBIT) Motion carried unanimously.

Student representatives Rogstad & Buboltz gave an update.

Superintendent Jenson reported on happenings in the School District

Board Treasurer Rotter gave an update on the Finance Committee.

Board Chair Steffl announced upcoming meetings and events .

A motion by Erickson, to adjourn the meeting at 6:04 PM, seconded by Walz. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

## PERSONNEL AGENDA

May 20, 2024

### 1) **Resignations:**

Shiloh Barrows– Laker Kids Assistant, effective May 27, 2024.

Johnny Do– Laker Kids Assistant, effective April 20, 2024.

Kevin Drotts– High School Science Teacher, effective May 24, 2024.

Heidi Evans– Volleyball Coach, effective May 1, 2024.

Laura Hunt– Middle School Special Education Teacher, effective May 24, 2024.

Amy Johnson–Middle School Paraprofessional, effective May 9, 2024.

Bryan Larson– High School Custodian, effective April 22, 2024.

Ashley McDougall– Laker Kids Assistant, effective May 13, 2024.

Lisa Provo– Laker Transitions Job Coach, Effective May 14, 2024.

Mikhail Ramsey– Laker Kids Assistant, effective April 20, 2024.

Allie Sanders– Laker Kids Assistant, effective April 18, 2024.

Jacob Thomposon– Boys Tennis Coach, effective April 25, 2024.

Zachary Werner– High School Custodian, effective May 13, 2024.

Taylor Winter– Laker Kids Assistant, effective April 30, 2024.

### 2) **Retirements:**

Cindy Macheel– Middle School Para, effective May 23, 2024.

### 3) **Appointments:**

McKaden Anderson– Summer Laker Kids Assistant, at the rate of \$16.50 per hour, working 29.75 hours per week, effective May 28, 2024 through August 23, 2024.

Arlene Bakker– Elementary Summer Para, at the rate of \$19.80 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Kirstin Bird– Lincoln Summer School Child Educator, at the rate of \$36.19 per hour working up to 120 hours, effective May 28, 2024 through June 28, 2024.

Catherine Cyr– Special Education Teacher, at the rate of MA+20 Step 13 or a contract amount of \$77,713 per year with 5 additional days for the 24-25 School year at \$2,182.95, effective August 19, 2024.

Robb Flint– High School Girls Head Basketball Coach, at the rate of \$6,910.54 per season, effective November 11, 2024.

Barb Groth– Elementary Summer Para, at the rate of \$20.05 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Akyra Hagen– ECFE/SR Educator, at the rate of \$36.19 per hour, working 39.75 hours per week, effective August 19, 2024.

Terry Haus– Full time seasonal Groundskeeper Middle School/Roosevelt, at the rate of \$19.10 per hour working up to 520 hours per year, effective June 1, 2024 through September 6, 2024.

Jorde Hutton– High School Interim Assistant Varsity Tennis Coach, at the rate of \$1,529.92 per season, effective April 26, 2024 through June 8, 2024.

Connie Johnson– Elementary Summer Para/Clerical, at the rate of \$21.54 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Luke Karlgaard– Assistant High School Girls Basketball Coach, at the rate of \$4,649.22 per season, effective November 11, 2024.

Henry Kellerhuis– High School Science Teacher, at the rate of BA Step 1 or a contract amount of \$45,023 per year, effective August 19, 2024.

Jennifer Klein–Elementary Summer Para/Clerical, at the rate of \$17.82 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Ruth Lage– Elementary Summer Para, at the rate of \$20.30 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Natalie Mahlum– Rossman Laker Kids Assistant, at the rate of \$16.50 per hour working 29.75 hours per week, effective May 28, 2024 through August 23, 2024.

David Miller– High School Summer School Teacher, at the rate of \$30 per hour working up to 152 hours, effective June 3, 2024 through August 1, 2024.

Luis Moreno– Head Girls Soccer Coach, at the rate of \$4,251.87 per season, effective August 12, 2024.

Macey Olson– Rossman Laker Kids Assistant, at the rate of \$16.50 per hour working 29.75 hours per week, effective May 28, 2024.

Randall Rabideaux– Rossman Custodian, at the rate of \$19.10 per hour with \$1.00 differential pay, effective April 23, 2024.

Jennifer Savig– Lincoln Child Educator, at the rate of \$37.33 per hour working 27.5 hours per week, effective July 1, 2024.

Val Soberg– Elementary Summer Para, at the rate of \$19.55 per hour working 34 hours per week, effective July 8, 2024 through July 25.

Jay Sorensen– Summer School Teacher, at the rate of \$30 per hour, working up to 152 hours, effective June 3, 2024 through August 1, 2024

Kristin Swenson– High School JV Girls Basketball Coach, at the rate of \$4,649.22 per season, effective November 11, 2024.

Michelle Tappe– Elementary Summer Para, at the rate of \$17.20 per hour working 34 hours per week, effective Jul8, 2024 through July 25.

Isabelle Wilson– Summer Laker Kids Assistant, at the rate of \$16.50 per hour, working 29.75 hours per week, effective May 28, 2024 through August 23, 2024.

Amy Zamzo– Middle School Boys Tennis Coach, at the rate of 4.5% of Step 7 or a contract amount of \$2,256.89 per season, effective April 2, 2024.

**4) Amended Assignment:**

Amber Colby– Special Education Teacher is amending her assignment from Laker Transitions to Rossman, effective August 2024.

Kelsey Fode–Roosevelt Teacher is amending her assignment from 1st Grade Teacher to 2nd Grade Teacher, effective August 2024.

Staci Landsem– ABE Program Assistant is amending her assignment from 1,000 hours to up to 1,560 hours, effective January 1, 2024.

Christin Mohr– is amending her assignment from Rossman to the Middle School, effective August 26, 2024.

Markus Okeson– is amending his assignment from 9th Grade Softball Coach, to JV Softball coach, effective March 11, 2024.

Amy Porter– is amending her assignment from Roosevelt 2nd Grade Teacher to Roosevelt Interventionist, effective August 2024.

**5) Termination:**

Vicki Johnson–Independent Study Program Instructor, effective May 24, 2024.

Jay Sorensen– Independent Study Program Instructor, effective May 24, 2024.

Jeri Sakrismo– Independent Study Program Instructor, effective May 24, 2024.

**6) Leave of Absence:**

Leslie Anderson– High School Physical Education Teacher is requesting a leave of absence from April 8, 2024 through May 24, 2024.

Kristi Husby– Roosevelt Special Education Para is requesting a leave of absence from April 30, 2024 through May 23, 2024.

Elise McCollum–Rossman Teacher, is requesting a leave of absence from May 10, 2024 through May 24, 2024.

Amalea Price– Rossman Special Education Para is requesting a leave of absence from September 3, 2024 through January 27, 2025.

Rob Ulyott– High School Social Studies Teacher is requesting a leave of absence for the 24-25, 25-26, and 26-27 School Years.

**SMART Finance**  
**Check Register by Bank and Check**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022	MW	9742	706709	Check	1	1016	REMIT	ACME TOOLS	Yes	No	No	USD	06/10/2024	1,699.99
		9743	706710	Check	1	1018		ACT	Yes	No	No	USD	06/10/2024	5,806.25
		9741	706711	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	06/10/2024	102.90
		9744	706712	Check	1	1072		ASL INTERPRETING SERVICES, INC	Yes	No	No	USD	06/10/2024	870.00
		9745	706713	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	06/10/2024	291.96
		9804	706714	Check	1	2506		BECKER COUNTY MUSEUM	Yes	No	No	USD	06/10/2024	213.00
		9746	706715	Check	1	1106		BETTCHEER, JOSHUA	Yes	No	No	USD	06/10/2024	174.25
		9809	706716	Check	1	3011		BLASCZYK, JESSICA	Yes	No	No	USD	06/10/2024	460.00
		9810	706717	Check	1	3038		BORGSMANN, KARI	Yes	No	No	USD	06/10/2024	106.15
		9814	706718	Check	1	3408		BRANDNER PRINTING & OFFICE SUF	Yes	No	No	USD	06/10/2024	223.32
		9747	706719	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	06/10/2024	486.60
		9748	706720	Check	1	1209		COLLEGE BOARD	Yes	No	No	USD	06/10/2024	6,292.00
		9749	706721	Check	1	1217		CONTINENTAL CLAY COMPANY	Yes	No	No	USD	06/10/2024	40.68
		9818	706722	Check	1	3449		CRYSTAL CLEAR WINDOW CLEANING	Yes	No	No	USD	06/10/2024	325.00
		9750	706723	Check	1	1231		CULINEX	Yes	No	No	USD	06/10/2024	96.10
		9751	706724	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	06/10/2024	2,172.73
		9820	706725	Check	1	3454		DAGGETT, STEVE	Yes	No	No	USD	06/10/2024	174.65
		9752	706726	Check	1	1293		DL TRAVEL BASKETBALL	Yes	No	No	USD	06/10/2024	200.00
		9753	706727	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	06/10/2024	5,505.60
		9819	706728	Check	1	3452		EBERHARDT, DANA	Yes	No	No	USD	06/10/2024	460.00
		9806	706729	Check	1	2718	REMIT	ECKROTH MUSIC	Yes	No	No	USD	06/10/2024	156.47
		9754	706730	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	06/10/2024	2,607.50
		9755	706731	Check	1	1348		FAITH CHRISTIAN SCHOOL	Yes	No	No	USD	06/10/2024	4,497.43
		9821	706732	Check	1	3455		FLETCHER, TIFFANY	Yes	No	No	USD	06/10/2024	38.00
		9756	706733	Check	1	1375		FLINN SCIENTIFIC INC.	Yes	No	No	USD	06/10/2024	132.91
		9815	706734	Check	1	3436	REMIT	FLYLEAF PUBLISHING, LLC	Yes	No	No	USD	06/10/2024	11,168.66
		9757	706735	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	06/10/2024	1,084.00
		9758	706736	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	06/10/2024	3,488.32
		9822	706737	Check	1	3456		HINES, KIM	Yes	No	No	USD	06/10/2024	113.70
		9759	706738	Check	1	1490	REMIT	HOBERT SALES & SERVICE	Yes	No	No	USD	06/10/2024	135.04
		9760	706739	Check	1	1532		IDENTISYS, INC.	Yes	No	No	USD	06/10/2024	790.93
		9761	706740	Check	1	1545		ISD #548	Yes	No	No	USD	06/10/2024	4,660.32
		9762	706741	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	06/10/2024	129.88
		9823	706742	Check	1	3457		JENSEN, ALYSON	Yes	No	No	USD	06/10/2024	283.85
		9824	706743	Check	1	3458		JOHNSON, JODI	Yes	No	No	USD	06/10/2024	301.25
		9763	706744	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	06/10/2024	779.50
		9764	706745	Check	1	1608		JUSTENS	Yes	No	No	USD	06/10/2024	20.95
		9803	706746	Check	1	2354		KOONS, BOBBI JO	Yes	No	No	USD	06/10/2024	181.61
		9765	706747	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	06/10/2024	616.45
		9766	706748	Check	1	1648		LAKER LOCKER	Yes	No	No	USD	06/10/2024	703.50
		9767	706749	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	06/10/2024	280.00

## SMART Finance Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022	MW	9768	706750	Check	1	1656		LAKES SPORT SHOP	Yes	No	No	USD	06/10/2024	1,650.00
		9812	706751	Check	1	3288	REMIT	LEARNWELL	Yes	No	No	USD	06/10/2024	540.00
		9769	706752	Check	1	1669		LEDGESTONE, INC.	Yes	No	No	USD	06/10/2024	1,530.00
		9770	706753	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	06/10/2024	1,958.11
		9771	706754	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	06/10/2024	956.86
		9805	706755	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	06/10/2024	1,428.00
		9825	706756	Check	1	3459		MCDONOUGH, CYNTHIA	Yes	No	No	USD	06/10/2024	49.10
		9773	706757	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	06/10/2024	1,747.89
		9774	706758	Check	1	1747		MIDWEST SPECIAL INSTRUMENTS	Yes	No	No	USD	06/10/2024	420.00
		9775	706759	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	USD	06/10/2024	650.00
		9776	706760	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	06/10/2024	64.90
		9777	706761	Check	1	1794		MOBILE RADIO ENGINEERING, INC.	Yes	No	No	USD	06/10/2024	487.65
		9778	706762	Check	1	1806		MORRIS PAINTING & DECORATING I	Yes	No	No	USD	06/10/2024	1,062.58
		9779	706763	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	06/10/2024	123.19
		9808	706764	Check	1	2924		NIKKI'S PRETTIES, LLC	Yes	No	No	USD	06/10/2024	400.00
		9780	706765	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	06/10/2024	250.21
		9781	706766	Check	1	1868		NORTH COUNTRY BUSINESS PRODL	Yes	No	No	USD	06/10/2024	705.25
		9826	706767	Check	1	3460		OSTLIE, HEIDI	Yes	No	No	USD	06/10/2024	101.50
		9782	706768	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	06/10/2024	375.00
		9783	706769	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/10/2024	413.40
		9813	706770	Check	1	3382		PEDEFERSON, KAY	Yes	No	No	USD	06/10/2024	150.00
		9827	706771	Check	1	3461		PERRY, CHRIS	Yes	No	No	USD	06/10/2024	91.90
		9784	706772	Check	1	1934		PITSCO EDUCATION	Yes	No	No	USD	06/10/2024	203.50
		9785	706773	Check	1	1951		PRECISION PRINTING	Yes	No	No	USD	06/10/2024	1,173.20
		9786	706774	Check	1	1952	REMIT	PREMIER BIOTECH, LLC.	Yes	No	No	USD	06/10/2024	139.90
		9787	706775	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	06/10/2024	34.39
		9788	706776	Check	1	1958		PRO PRINT, INC.	Yes	No	No	USD	06/10/2024	307.09
		9789	706777	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	06/10/2024	368.06
		9790	706778	Check	1	1986		REDWOOD TOXICOLOGY LABORATC	Yes	No	No	USD	06/10/2024	61.12
		9828	706779	Check	1	3462		REISENAUER, KENT	Yes	No	No	USD	06/10/2024	61.30
		9816	706780	Check	1	3444		ROCK RIDGE BISON	Yes	No	No	USD	06/10/2024	120.00
		9792	706781	Check	1	2020		RWP, INC.	Yes	No	No	USD	06/10/2024	15,110.70
		9829	706782	Check	1	3463		SAMUELSON, LAURIE	Yes	No	No	USD	06/10/2024	47.00
		9793	706783	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	06/10/2024	190.07
		9836	706784	Check	1	3473		SHEPARD, SARA	Yes	No	No	USD	06/10/2024	83.49
		9794	706785	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	06/10/2024	236.00
		9830	706786	Check	1	3464		SIMPSON, JEREMIAH	Yes	No	No	USD	06/10/2024	97.85
		9831	706787	Check	1	3466		SKAALAND, BEN	Yes	No	No	USD	06/10/2024	222.85
		9835	706788	Check	1	3472	REMIT	SMAGACZ, KARRY	Yes	No	No	USD	06/10/2024	220.00
		9832	706789	Check	1	3467		SPLONSKOWSKI, BEN	Yes	No	No	USD	06/10/2024	71.60
		9791	706790	Check	1	2018		SQUIFES, WALDSPURGER & MACE,	Yes	No	No	USD	06/10/2024	1,237.50

# SMART Finance

## Check Register by Bank and Check

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0022	MW	9811	706791	Check	1	3261		STEICHEN, DARIKA	Yes	No	No	USD	06/10/2024	350.00
		9795	706792	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	06/10/2024	341.21
		9796	706793	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	06/10/2024	161.51
		9817	706794	Check	1	3448		STRATEGIC STAFFING SOLUTIONS	Yes	No	No	USD	06/10/2024	300.00
		9833	706795	Check	1	3468		SWEEP, RUSSELL	Yes	No	No	USD	06/10/2024	100.00
		9834	706796	Check	1	3469		SWIERS, JESSE	Yes	No	No	USD	06/10/2024	128.85
		9772	706797	Check	1	1716	REMIT	THE MASTER TEACHER, INC	Yes	No	No	USD	06/10/2024	143.85
		9807	706798	Check	1	2872	REMIT	THE MATH LEARNING CENTER	Yes	No	No	USD	06/10/2024	656.64
		9797	706799	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	06/10/2024	498.96
		9798	706800	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	06/10/2024	410.00
		9799	706801	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	06/10/2024	415.47
		9800	706802	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/10/2024	13,898.75
		9801	706803	Check	1	2255	REMIT	WENGER CORPORATION	Yes	No	No	USD	06/10/2024	9,049.07
		9802	706804	Check	1	2258		WEST MUSIC COMPANY	Yes	No	No	USD	06/10/2024	75.85
Bank Total: MW														
Report Total: <span style="border: 1px solid black; padding: 2px;">\$119,482.77</span>														

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Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022	MW	9898	706844	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	06/24/2024	1,929.76
		9899	706845	Check	1	1067		ARVIG	Yes	No	No	USD	06/24/2024	770.44
		9900	706846	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	06/24/2024	456.00
		9964	706847	Check	1	2647		BELLEFEUILLE, DANEEN	Yes	No	No	USD	06/24/2024	75.00
		9902	706848	Check	1	1116		BLICK ART MATERIALS	Yes	No	No	USD	06/24/2024	20.50
		9903	706849	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	06/24/2024	684.50
		9904	706850	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	06/24/2024	66.45
		9972	706851	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	06/24/2024	123.55
		9965	706852	Check	1	2770		CHILEDA INSTITUTE, LLC	Yes	No	No	USD	06/24/2024	9,417.42
		9905	706853	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	06/24/2024	150.00
		9906	706854	Check	1	1231		CULINEX	Yes	No	No	USD	06/24/2024	2,799.15
		9901	706855	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	USD	06/24/2024	151.71
		9907	706856	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	06/24/2024	1,137.34
		9908	706857	Check	1	1253		DAVID B. KNOFF CONSTRUCTION	Yes	No	No	USD	06/24/2024	7,614.00
		9909	706858	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	06/24/2024	330.00
		9975	706859	Check	1	3480		DETROIT LAKES SOCCER ASSOCIAT	Yes	No	No	USD	06/24/2024	2,320.99
		9910	706860	Check	1	1277		DETROIT PAINT & GLASS CO.	Yes	No	No	USD	06/24/2024	94.25
		9911	706861	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	06/24/2024	960.35
		9958	706862	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/24/2024	409.05
		9912	706863	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	06/24/2024	2,240.00
		9913	706864	Check	1	1344		FAB W URX, INC.	Yes	No	No	USD	06/24/2024	2,779.55
		9976	706865	Check	1	3481		FREDRICKSON, JIM	Yes	No	No	USD	06/24/2024	55.64
		9962	706866	Check	1	2532	REMIT	GATEKEEPER SYSTEMS, INC.	Yes	No	No	USD	06/24/2024	2,740.00
		9914	706867	Check	1	1408		GENERAL PARTS LLC	Yes	No	No	USD	06/24/2024	985.54
		9915	706868	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	06/24/2024	40.78
		9916	706869	Check	1	1432		GREEN'S PLUMBING & MODERN HEA	Yes	No	No	USD	06/24/2024	6,299.04
		9917	706870	Check	1	1434	REMIT	GRIFFIN GREENHOUSE SUPPLIES	Yes	No	No	USD	06/24/2024	458.63
		9918	706871	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	06/24/2024	3,725.00
		9919	706872	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	06/24/2024	1,285.14
		9969	706873	Check	1	3067		HR DIRECT	Yes	No	No	USD	06/24/2024	102.00
		9920	706874	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	06/24/2024	15,866.00
		9921	706875	Check	1	1536		ISD #152	Yes	No	No	USD	06/24/2024	259.60
		9922	706876	Check	1	1536	REMIT	ISD #152	Yes	No	No	USD	06/24/2024	1,817.20
		9956	706877	Check	1	2300		ISD #935	Yes	No	No	USD	06/24/2024	10,829.69
		9923	706878	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	No	No	USD	06/24/2024	331.10
		9924	706879	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	06/24/2024	3,050.00
		9925	706880	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	06/24/2024	520.56
		9926	706881	Check	1	1653		LAKES GLASS, INC.	Yes	No	No	USD	06/24/2024	1,068.87
		9927	706882	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	06/24/2024	444.00
		9928	706883	Check	1	1696		MACPHAIL CENTER FOR MUSIC	Yes	No	No	USD	06/24/2024	928.00
		9957	706884	Check	1	2303		MARCO TECHNOLOGIES, LLC NW71:	Yes	No	No	USD	06/24/2024	2,084.13

**SMART Finance**  
**Check Register by Bank and Check**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022	MW	9929	706885	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	06/24/2024	1,052.61
		9930	706886	Check	1	1710		MARTIN, DUSTIN	Yes	No	No	USD	06/24/2024	83.58
		9963	706887	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	06/24/2024	848.00
		9931	706888	Check	1	1726	REMIT	MCGRW-HILL LLC	Yes	No	No	USD	06/24/2024	3,283.05
		9932	706889	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	06/24/2024	1,067.49
		9933	706890	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	06/24/2024	721.50
		9934	706891	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	06/24/2024	680.00
		9960	706892	Check	1	2387		MINNESOTA HISTORICAL SOCIETY	Yes	No	No	USD	06/24/2024	1,725.00
		9935	706893	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	06/24/2024	218.30
		9936	706894	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	06/24/2024	190.00
		9937	706895	Check	1	1803		MOORE'S SEPTIC PUMPING	Yes	No	No	USD	06/24/2024	1,690.00
		9961	706896	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	06/24/2024	8.00
		9973	706897	Check	1	3234		MYNA THERAPHY SERVICES, PLLC	Yes	No	No	USD	06/24/2024	6,975.00
		9938	706898	Check	1	1831	REMIT	NAPA CENTRAL	Yes	No	No	USD	06/24/2024	24.94
		9968	706899	Check	1	2916		NATIVE HARVEST	Yes	No	No	USD	06/24/2024	379.00
		9939	706900	Check	1	1855		NEWMAN	Yes	No	No	USD	06/24/2024	100.00
		9940	706901	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	06/24/2024	289.40
		9977	706902	Check	1	3483		PENTON, GARRETT	Yes	No	No	USD	06/24/2024	107.79
		9941	706903	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	06/24/2024	167.77
		9943	706904	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	06/24/2024	1,956.00
		9942	706905	Check	1	1976		RAMSEY, BRITTON	Yes	No	No	USD	06/24/2024	78.20
		9944	706906	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	06/24/2024	401.94
		9945	706907	Check	1	1987		REGENTS OF THE UNIV. OF MN	Yes	No	No	USD	06/24/2024	2,951.30
		9946	706908	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	06/24/2024	550.00
		9947	706909	Check	1	2087		SKIRTING THE RULES	Yes	No	No	USD	06/24/2024	60.00
		9974	706910	Check	1	3428		SPIERING, OLIVIA	Yes	No	No	USD	06/24/2024	150.00
		9948	706911	Check	1	2120		STAPLES	Yes	No	No	USD	06/24/2024	244.60
		9959	706912	Check	1	2372		STAR AUTISM SUPPORT	Yes	No	No	USD	06/24/2024	594.00
		9949	706913	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	06/24/2024	405.41
		9950	706914	Check	1	2128		STELLER HUMAN SERVICES, INC.	Yes	No	No	USD	06/24/2024	26,800.00
		9951	706915	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	06/24/2024	814.59
		9971	706916	Check	1	3131		STRATASYS	Yes	No	No	USD	06/24/2024	826.85
		9952	706917	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	06/24/2024	3,899.00
		9953	706918	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	06/24/2024	664.01
		9967	706919	Check	1	2872	REMIT	THE MATH LEARNING CENTER	Yes	No	No	USD	06/24/2024	3,810.24
		9970	706920	Check	1	3077		THE TESSMAN COMPANY	Yes	No	No	USD	06/24/2024	191.70
		9954	706921	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	06/24/2024	633.93
		9955	706922	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/24/2024	2,759.08

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0022	MW	9966	706923	Check	1	2814		WOODBURN PRESS	Yes	No	No	USD	06/24/2024	812.05
Bank Total: MW														
Report Total:														
\$155,635.26														
\$155,635.26														

## HAND PAYABLES SUMMARY (MAY 2024)

Pmt No	Check No	Pay Type	Vendor	Date	Amount
9437		Wire	WEX HEALTH INC - HSA/FLEX	5/2/2024	\$ 16,308.67
9445		Wire	BIX PRODUCE	5/2/2024	\$ 7,525.05
9446		Wire	CASH-WA DISTRIBUTING CO.	5/2/2024	\$ 745.66
9447		Wire	EMC INSURANCE COMPANIES	5/2/2024	\$ 17,116.58
9448		Wire	MINNESOTA ENERGY RESOURCES	5/2/2024	\$ 1,951.40
9449		Wire	PERFORMANCE FOODSERVICE	5/2/2024	\$ 145.53
9450		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	5/2/2024	\$ 301,172.11
9480		Wire	CITY OF DETROIT LAKES	5/6/2024	\$ 1,007.30
9481		Wire	DETROIT LAKES DISPOSAL	5/6/2024	\$ 4,971.67
9482		Wire	QUADIENT LEASING USA, INC.	5/6/2024	\$ 80.85
9483		Wire	MN DEPT OF REVENUE -SALES TAX	5/6/2024	\$ 1,288.00
9484		Wire	TRANSFIRST AFFINETY	5/6/2024	\$ 125.00
9485		Wire	SYSCO NORTH DAKOTA, INC	5/6/2024	\$ 1,969.59
9497		Wire	BIX PRODUCE	5/9/2024	\$ 8,008.44
9498		Wire	CAPITAL ONE TRADE CREDIT	5/9/2024	\$ 397.92
9499		Wire	CASH-WA DISTRIBUTING CO.	5/9/2024	\$ 966.24
9500		Wire	CONSTELLATION NEW ENERGY GAS D	5/9/2024	\$ 2,898.33
9501		Wire	MINNESOTA ENERGY RESOURCES	5/9/2024	\$ 407.27
9502		Wire	MINNESOTA ENERGY RESOURCES	5/9/2024	\$ 59.72
9503		Wire	PERFORMANCE FOODSERVICE	5/9/2024	\$ 410.61
9606		Wire	MINNESOTA ENERGY RESOURCES	5/13/2024	\$ 422.46
9607		Wire	MINNESOTA ENERGY RESOURCES	5/13/2024	\$ 155.34
9608		Wire	PERFORMANCE FOODSERVICE	5/13/2024	\$ 7,149.41
9609		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/13/2024	\$ 43,537.07
9610		Wire	MN TEACHERS RETIREMENT ASSOC.	5/13/2024	\$ 135,383.18
9619		Wire	INTERNAL REVENUE SERVICE	5/15/2024	\$ 227,650.03
9620		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/15/2024	\$ 36,918.86
9621		Wire	BIX PRODUCE	5/16/2024	\$ 3,813.97
9622		Wire	CITY OF DETROIT LAKES	5/16/2024	\$ 16,205.69
9623		Wire	CITY OF DETROIT LAKES	5/16/2024	\$ 5,898.32
9624		Wire	CITY OF DETROIT LAKES	5/16/2024	\$ 176.53
9625		Wire	CITY OF DETROIT LAKES	5/16/2024	\$ 599.25
9626		Wire	CITY OF DETROIT LAKES	5/16/2024	\$ 158.39
9627		Wire	LAKES COMMUNITY COOPERATIVE	5/16/2024	\$ 4,586.09
9628		Wire	PERFORMANCE FOODSERVICE	5/16/2024	\$ 2,796.12
9641		Wire	WEX HEALTH INC - HSA/FLEX	5/16/2024	\$ 16,323.67
9642		Wire	MINNESOTA STATE RETIREMENT SYS	5/17/2024	\$ 13,999.78
9643		Wire	AVIBEN	5/20/2024	\$ 39,330.14
9644		Wire	MN DEPT OF REVENUE - LEVY	5/20/2024	\$ 350.39
9645		Wire	MN DEPT OF REVENUE - LEVY	5/20/2024	\$ 103.95
9652		Wire	MINNESOTA ENERGY RESOURCES	5/20/2024	\$ 128.40
9653		Wire	PERFORMANCE FOODSERVICE	5/20/2024	\$ 2,414.50
9654		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	5/22/2024	\$ 46,444.36
9655		Wire	MN TEACHERS RETIREMENT ASSOC.	5/22/2024	\$ 130,745.57
9666		Wire	MINNESOTA ENERGY RESOURCES	5/22/2024	\$ 420.99
9667		Wire	MINNESOTA ENERGY RESOURCES	5/22/2024	\$ 3,910.51
9668		Wire	PERFORMANCE FOODSERVICE	5/22/2024	\$ 525.00
9669		Wire	VERIZON WIRELESS	5/22/2024	\$ 555.74
9670		Wire	VERIZON WIRELESS	5/22/2024	\$ 636.80
9671		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9672		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9673		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.02
9674		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9675		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9676		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9677		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00

9678		Wire	MIDCO COMMUNICATIONS	5/22/2024	\$ 140.00
9686		Wire	BIX PRODUCE	5/24/2024	\$ 5,283.89
9687		Wire	MINNESOTA ENERGY RESOURCES	5/24/2024	\$ 1,301.54
9688		Wire	MINNESOTA ENERGY RESOURCES	5/24/2024	\$ 317.84
9689		Wire	MIDWEST BANK	5/24/2024	\$ 60.00
9696		Wire	ARVIG COMMUNICATION SYSTEMS	5/28/2024	\$ 488.23
9697		Wire	ARVIG COMMUNICATION SYSTEMS	5/28/2024	\$ 123.95
9698		Wire	ARVIG COMMUNICATION SYSTEMS	5/28/2024	\$ 73.54
9699		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 120.90
9700		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 21,124.01
9701		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 1,292.22
9702		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 1,010.98
9703		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 245.25
9704		Wire	CITY OF DETROIT LAKES	5/28/2024	\$ 449.21
9705		Wire	MINNESOTA ENERGY RESOURCES	5/28/2024	\$ 1,368.94
9706		Wire	PERFORMANCE FOODSERVICE	5/28/2024	\$ 1,593.06
9707		Wire	CISCO SYSTEMS CAPITAL CORP	5/28/2024	\$ 274,754.84
9708		Wire	METLIFE	5/28/2024	\$ 6,049.46
9709		Wire	CORPORATE PAYMENT SYSTEMS	5/30/2024	\$ 22,279.47
9720		Wire	INTERNAL REVENUE SERVICE	5/30/2024	\$ 386,087.40
9721		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	5/30/2024	\$ 65,409.51
9722		Wire	AMAZON	5/17/2024	\$ 31,316.75
9723		Wire	AMAZON	5/17/2024	\$ 332.04
9724		Wire	BIX PRODUCE	5/31/2024	\$ 990.76
9725		Wire	PERFORMANCE FOODSERVICE	5/31/2024	\$ 2,851.87
9726		Wire	MIDWEST BANK	5/31/2024	\$ 10.00
9727		Wire	MIDWEST BANK	5/31/2024	\$ 4.00
9728		Wire	MIDWEST BANK	5/31/2024	\$ 4.00
9729		Wire	MIDWEST BANK	5/31/2024	\$ 4.00
9730		Wire	MIDWEST BANK	5/31/2024	\$ 100.00
9731		Wire	MIDWEST BANK	5/31/2024	\$ 10.00
9732		Wire	MIDWEST BANK	5/31/2024	\$ 10.00
9733		Wire	AUTHORIZE.NET GATEWAY BILLING	5/31/2024	\$ 10.00
9734		Wire	VANTIV BILLING / WORLDPAY	5/31/2024	\$ 87.90
9735		Wire	REVTRAK	5/31/2024	\$ 29.95
9736		Wire	TRANSFIRST AFFINETY	5/31/2024	\$ 332.40
9737		Wire	TRANSFIRST AFFINETY	5/31/2024	\$ 125.00
9738		Wire	WEX HEALTH INC	5/31/2024	\$ 440.00
9739		Wire	WEX HEALTH INC	5/31/2024	\$ 14,754.75
9740		Wire	USPS.COM	5/31/2024	\$ 124.31
9854		Wire	MIDWEST BANK	5/31/2024	\$ 10.00
9855		Wire	MIDWEST BANK	5/31/2024	\$ 55.00
7781	705220	Check	BOEHM, VANESSA	5/28/2024	\$ (160.26)
8591	705868	Check	PEDERSON, KAY	5/23/2024	\$ (150.00)
8607	705870	Check	ALLEY, HANNAH	5/23/2024	\$ (125.00)
8610	705871	Check	FUHRMAN, MANDY	5/23/2024	\$ (125.00)
9112	706243	Check	CARRIER, JOSEPH	5/14/2024	\$ (150.00)
9401	706488	Check	RISLUND, JAMES	5/7/2024	\$ (150.00)
9400	706489	Check	RISLUND, RITA	5/7/2024	\$ (235.00)
9438	706501	Check	ANDERSON COACH OF FRAZEE, INC.	5/2/2024	\$ 17,778.10
9439	706502	Check	CARRIER, JOSEPH	5/2/2024	\$ 100.00
9439	706502	Check	CARRIER, JOSEPH	5/13/2024	\$ (100.00)
9444	706503	Check	HOLY FAMILY CATHOLIC	5/2/2024	\$ 275.00
9440	706504	Check	OLANDER BUS SERVICE INC.	5/2/2024	\$ 196,167.50
9443	706505	Check	PETERSON, STUART	5/2/2024	\$ 287.00
9442	706506	Check	PIZZA HUT	5/2/2024	\$ 805.47
9441	706507	Check	SCHULTZ BUS COMPANY	5/2/2024	\$ 107,416.65
9477	706508	Check	ANDERSON, CRAIG	5/6/2024	\$ 100.00
9459	706509	Check	BACHMANN, DARWIN	5/6/2024	\$ 200.00
9451	706510	Check	BECKER COUNTY SPORTSMEN'S CLUB	5/6/2024	\$ 4,955.00
9460	706511	Check	BENHAM, RICK	5/6/2024	\$ 100.00

9452	706512	Check	BREAKDOWN SPORTS USA, INC	5/6/2024	\$ 1,440.00
9453	706513	Check	BSN SPORTS	5/6/2024	\$ 1,195.49
9479	706514	Check	COBBER MEN'S BASKETBALL	5/6/2024	\$ 570.00
9463	706515	Check	COLEMAN, CHRIS	5/6/2024	\$ 230.62
9467	706516	Check	DETROIT COUNTRY CLUB	5/6/2024	\$ 180.00
9461	706517	Check	FUHS, STEVE	5/6/2024	\$ 110.00
9462	706518	Check	FUHS, STEVE	5/6/2024	\$ 220.00
9454	706519	Check	GREAT NORTH PIZZA, INC	5/6/2024	\$ 1,969.50
9465	706520	Check	HARDING, GRANT	5/6/2024	\$ 100.00
9455	706521	Check	HAUS, MARY	5/6/2024	\$ 2,168.37
9469	706522	Check	KANGAS, ARLEN	5/6/2024	\$ 200.00
9456	706523	Check	MARTIN, DUSTIN	5/6/2024	\$ 2,779.47
9476	706524	Check	MITCHELL, ALYSSA	5/6/2024	\$ 754.94
9468	706525	Check	MN FFA ASSOCIATION	5/6/2024	\$ 685.00
9457	706526	Check	NOAH, BENJAMIN	5/6/2024	\$ 213.50
9475	706527	Check	OISTAD, ZACK	5/6/2024	\$ 220.00
9464	706528	Check	PETERSON, DAVID	5/6/2024	\$ 200.00
9472	706529	Check	RISLUND, JAMES	5/6/2024	\$ 160.00
9471	706530	Check	RISLUND, RITA	5/6/2024	\$ 280.00
9478	706531	Check	SWANSON, DAVE	5/6/2024	\$ 962.32
9458	706532	Check	TUCKER, STEVE	5/6/2024	\$ 160.00
9470	706533	Check	WELLER, TERRY	5/6/2024	\$ 100.00
9473	706534	Check	WILDFLOWER GOLF COURSE	5/6/2024	\$ 2,800.00
9474	706535	Check	WILDFLOWER GOLF COURSE	5/6/2024	\$ 1,040.00
9466	706536	Check	WOOD FIRE FOODS, LLC	5/6/2024	\$ 3,150.00
9492	706537	Check	ANDERSON, CRAIG	5/9/2024	\$ 27.00
9486	706538	Check	BENHAM, RICK	5/9/2024	\$ 200.00
9487	706539	Check	BURNS, STEVE	5/9/2024	\$ 391.70
9488	706540	Check	FUHS, STEVE	5/9/2024	\$ 330.00
9489	706541	Check	HARDING, GRANT	5/9/2024	\$ 27.00
9493	706542	Check	HAWLEY GOLF CLUB	5/9/2024	\$ 100.00
9496	706543	Check	MADISON NATIONAL LIFE INSURANCE	5/9/2024	\$ 2,719.53
9491	706544	Check	OISTAD, ZACK	5/9/2024	\$ 330.00
9495	706545	Check	PATTERSON, TONY	5/9/2024	\$ 287.50
9494	706546	Check	THOMAS, JACOB	5/9/2024	\$ 160.00
9490	706547	Check	WELLER, TERRY	5/9/2024	\$ 300.00
9587	706631	Check	ARES SPORTSWEAR	5/13/2024	\$ 1,152.28
9593	706632	Check	BACHMANN, DARWIN	5/13/2024	\$ 200.00
9598	706633	Check	BEMIDJI TOWN & COUNTRY CLUB	5/13/2024	\$ 2,600.00
9588	706634	Check	CAULFIELD STUDIO	5/13/2024	\$ 470.00
9589	706635	Check	CENTER STAGE DANCE	5/13/2024	\$ 350.00
9596	706636	Check	FOREST HILLS GOLF COURSE	5/13/2024	\$ 880.00
9597	706637	Check	FRIESTAD, JORDAN S.	5/13/2024	\$ 2,030.00
9595	706638	Check	FUHS, STEVE	5/13/2024	\$ 220.00
9600	706639	Check	HEADWATERS COUNTRY CLUB	5/13/2024	\$ 2,340.00
9605	706640	Check	HOFF, BRIAN	5/13/2024	\$ 265.00
9603	706641	Check	ISD # 553	5/13/2024	\$ 175.00
9594	706642	Check	ISD #544	5/13/2024	\$ 150.00
9594	706642	Check	ISD #544	5/14/2024	\$ (150.00)
9590	706643	Check	LAKES COUNTRY SERVICE CO-OP	5/13/2024	\$ 920.00
9599	706644	Check	OISTAD, ZACK	5/13/2024	\$ 160.00
9601	706645	Check	THOMAS, JACOB	5/13/2024	\$ 160.00
9602	706646	Check	THOMAS, JACOB	5/13/2024	\$ 160.00
9591	706647	Check	TROPHY HOUSE	5/13/2024	\$ 192.48
9592	706648	Check	TUCKER, STEVE	5/13/2024	\$ 160.00
9592	706648	Check	TUCKER, STEVE	5/22/2024	\$ (160.00)
9604	706649	Check	WELLER, WAYNE	5/13/2024	\$ 246.25
9613	706650	Check	AFSCME COUNCIL 65	5/15/2024	\$ 258.67
9611	706651	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/15/2024	\$ 185.03
9615	706652	Check	D. L. ATHLETIC FOUNDATION	5/15/2024	\$ 155.00
9616	706653	Check	D.L. PUBLIC EDUC FOUNDATION	5/15/2024	\$ 30.00

9612	706654	Check	MINNESOTA CHILD SUPPORT	5/15/2024	\$ 646.50
9618	706655	Check	MN SCHOOL EMPLOYEES ASSOC.	5/15/2024	\$ 161.24
9617	706656	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/15/2024	\$ 335.91
9614	706657	Check	UNITED WAY OF BECKER COUNTY	5/15/2024	\$ 188.00
9635	706658	Check	ANDERSON'S	5/16/2024	\$ 754.46
9639	706659	Check	BALMORAL GOLF COURSE	5/16/2024	\$ 105.00
9640	706660	Check	BIGGAR, ZACH	5/16/2024	\$ 36.46
9638	706661	Check	FERGUS FALLS AREA YOUTH ACTIVITIES	5/16/2024	\$ 150.00
9629	706662	Check	HAUS, MARY	5/16/2024	\$ 17.11
9636	706663	Check	ISD #740	5/16/2024	\$ 35.00
9630	706664	Check	JB'S CUSTOM APPAREL	5/16/2024	\$ 162.00
9631	706665	Check	LAKER LOCKER	5/16/2024	\$ 2,762.71
9632	706666	Check	LAKES CRISIS & RESOURCE CENTER	5/16/2024	\$ 200.00
9633	706667	Check	MARTIN, DUSTIN	5/16/2024	\$ 242.91
9634	706668	Check	SWENSON, AARON	5/16/2024	\$ 192.51
9637	706669	Check	THE BUFF	5/16/2024	\$ 782.01
9646	706670	Check	BEMIDJI TOWN & COUNTRY CLUB	5/20/2024	\$ 180.00
9647	706671	Check	BRAINERD SPORTS BOOSTERS-BOYS GOLF	5/20/2024	\$ 350.00
9649	706672	Check	HAWLEY GOLF CLUB	5/20/2024	\$ 100.00
9648	706673	Check	OISTAD, ZACK	5/20/2024	\$ 160.00
9650	706674	Check	THOMAS, JACOB	5/20/2024	\$ 160.00
9651	706675	Check	THOMAS, JACOB	5/20/2024	\$ 160.00
9651	706675	Check	THOMAS, JACOB	5/22/2024	\$ (160.00)
9656	706676	Check	BSN SPORTS	5/22/2024	\$ 1,572.63
9657	706677	Check	CENTRAL MARKET	5/22/2024	\$ 172.32
9658	706678	Check	LAKER LOCKER	5/22/2024	\$ 716.00
9663	706679	Check	MEJIA, EMMA	5/22/2024	\$ 152.61
9660	706680	Check	MEYER, TREVOUR	5/22/2024	\$ 500.00
9665	706681	Check	MILLIGAN, EMILY	5/22/2024	\$ 460.00
9662	706682	Check	MITCHELL, ALYSSA	5/22/2024	\$ 521.46
9659	706683	Check	PEPSI	5/22/2024	\$ 582.14
9661	706684	Check	PROBOOKINGS	5/22/2024	\$ 1,250.00
9664	706685	Check	TOP GUN FUN INFLATABLES, LLC	5/22/2024	\$ 425.00
9683	706686	Check	BEMIDJI TOWN & COUNTRY CLUB	5/24/2024	\$ 180.00
9684	706687	Check	FUHRMAN, ZEKE	5/24/2024	\$ 80.00
9685	706688	Check	HAUGRUD, CONNOR	5/24/2024	\$ 80.00
9682	706689	Check	ISD #206	5/24/2024	\$ 200.00
9679	706690	Check	ISD #2170	5/24/2024	\$ 200.00
9680	706691	Check	REGION 6A	5/24/2024	\$ 240.00
9681	706692	Check	REGION 6A	5/24/2024	\$ 240.00
9690	706693	Check	BARBERG, JENNIFER	5/28/2024	\$ 136.35
9693	706694	Check	BOEHM, VANESSA	5/28/2024	\$ 160.26
9694	706695	Check	JENSEN, GARRET	5/28/2024	\$ 29.06
9695	706696	Check	MADISON NATIONAL LIFE INSURANCE	5/28/2024	\$ 4,446.86
9691	706697	Check	REGION 8AA MSHSL	5/28/2024	\$ 310.00
9692	706698	Check	VAGLE, LINDA	5/28/2024	\$ 67.45
9712	706699	Check	AFSCME COUNCIL 65	5/30/2024	\$ 258.67
9710	706700	Check	AMERICAN FAMILY LIFE ASSURANCE CO	5/30/2024	\$ 185.03
9714	706701	Check	D. L. ATHLETIC FOUNDATION	5/30/2024	\$ 155.00
9718	706702	Check	D.L. EDUCATION MINNESOTA (PARA)	5/30/2024	\$ 1,276.94
9717	706703	Check	D.L. EDUCATION MINNESOTA (TEACHER)	5/30/2024	\$ 19,524.31
9715	706704	Check	D.L. PUBLIC EDUC FOUNDATION	5/30/2024	\$ 30.00
9711	706705	Check	MINNESOTA CHILD SUPPORT	5/30/2024	\$ 646.50
9719	706706	Check	MN SCHOOL EMPLOYEES ASSOC.	5/30/2024	\$ 116.41
9716	706707	Check	SUPPORT PAYMENT CLEARINGHOUSE	5/30/2024	\$ 335.91
9713	706708	Check	UNITED WAY OF BECKER COUNTY	5/30/2024	\$ 188.00

**\$2,361,115.28**

# PERSONNEL AGENDA

## June 24, 2024

### 1) **Resignations:**

Austin Dodd– Speed and Strength Coach, effective June 10, 2024.

Wyatt Erickson– ECFE Extended Care, effective June 30, 2024.

Samantha Gulon– Summer School Teacher, effective May 30, 2024.

Kristi Paulson– Rossman Kindergarten Teacher, effective June 17, 2024

Abby Sandoval– ECFE Extended Care, effective June 20, 2024.

Wendy Steffens– Rossman Special Education Para, effective May 23, 2024.

Hailey Swiers– Roosevelt Fourth Grade Teacher, effective June 5, 2024.

Nathan Thelen– High School Music Teacher and Musical/Assistant Director of the Fall Musical, effective May 23, 2024.

Johnna Thorson– Speech-Language Pathologist, effective June 19, 2024.

Andrea Walberg– Laker Kids Assistant, effective May 28, 2024.

Nicole Wallace– Laker Kids Supervisor, effective June 13, 2024.

### 2) **Retirements:**

Denise Olson– ECSE Administrative Assistant, July 1, 2024.

### 3) **Appointments:**

McKaden Anderson– Rossman Summer Laker Kids Assistant, at the rate of \$16.50 per hour, working 29.75 hours per week, effective May 28, 2024 through August 23, 2024.

Arlene Bakker– Middle School ESY Para, at the rate of \$19.80 per hour, working up to 60 hours, effective June 4, 2024 through August 15, 2024.

Mary Edwards– Middle School ESY Para, at the rate of \$19.80 per hour, working up to 60 hours, effective June 4, 2024 through August 15, 2024.

Brenna Johnson– Rossman Substitute Laker Kids Assistant, at the rate of \$16.50 per hour, working as needed, effective June 10, 2024 through August 23, 2024.

Mack Jones– High School Social Studies Teacher, at the rate of BA, Step 2 or a contract amount of \$45,823.00, effective August 19, 2024.

Mack Jones– High School Summer Speed and Strength Coach, at the rate of \$1,360.38 per season, effective June 6, 2024.

Mack Jones– High School JV Football Coach, at the rate of \$4,124.07 per season, effective August 12, 2024.

Lynn Lee– Rossman Special Education Teacher, at the rate of MA Step 1 or a contract amount of \$51,727.00 per year, effective August 19, 2024.

Shane Nerby– Middle School Special Education Teacher, at the rate of BA+30 Step 9 or a contract amount of \$60,118 per year, effective August 19, 2024.

Natalie Nudell– Middle School ESY Teacher, at the rate of \$30.00 per hour, working up to 80 hours, effective June 4, 2024 through August 15, 2024.

Markus Okeson– 9th Grade Girls Basketball Coach, at the rate of \$3,616.06 per season, effective November 11, 2024.

Chris Pederson– High School Custodian, at the rate of \$19.90 per hour plus \$1.00 per hour differential, working 40 hours per week, effective July 15, 2024.

Shelby Rasmussen– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective August 26, 2024.

Mikel Renteria– High School Summer Speed and Strength Coach, at the rate of \$1,335.11 per season, effective June 6, 2024.

Laurie Schmidt– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective August 26, 2024.

Valerie Soberg–Middle School ESY Para, at the rate of \$18.55 per hour, working up to 60 hours, effective June 4, 2024 through August 15, 2024.

Jay Sorensen– ALC ISP Teacher, at the rate of \$30.00 per hour, working 10 hours per week, effective September 3, 2024.

Anicia Topp– Rossman Special Education Para, at the rate of \$17.00 per hour, working 37.5 hours per week, effective August 26, 2024.

Kora Torkelson– Rossman 4th Grade Teacher, at the rate of BA, Step 1 or a contract amount of \$45,023 per year, effective August 19, 2024.

Emmalee Traurig– Temporary High School Custodian, at the rate of \$17.10 per hour, working 29.75 hours per week, effective June 5, 2024 through August 24, 2024.

Nicole Tredwell–Middle School ESY Para, at the rate of \$17.20 per hour, working up to 60 hours, effective June 4, 2024 through August 15, 2024.

Abigail Voz–Middle School ESY Para, at the rate of \$17.20 per hour, working up to 60 hours, effective June 4, 2024 through August 15, 2024.

Blake Weitzel– High School Vocal Music Teacher, at the rate of BA Step 5 or a contract amount of \$48,660 per year, effective August 19, 2024.

Blake Weitzel– High School Vocal Music Director, at the rate of \$4,866 per season, effective August 19, 2024.

Blake Weitzel– High School Musical Director, at the rate of \$5,839 per season, effective August 19, 2024.

Isabelle Wilson– Rossman Summer Laker Kids Assistant, at the rate of \$16.50 per hour, working 29.75 hours per week, effective May 28, 2024 through August 23, 2024.

Hunter Wyatt– Middle School ESY Teacher, at the rate of \$30.00 per hour, working up to 80 hours, effective June 4, 2024 through August 15, 2024.

**4) Amended Assignment:**

Jennifer Fode– is amending her assignment from Financial Assistant to Financial Coordinator, effective July 1, 2024.

Mary Haynes– is amending her assignment from part time seasonal to full time seasonal custodian, effective May 28, 2024 through August 30, 2024.

Reed Hefta– is amending his assignment from Summer Speed/Strength Coach to Summer Speed/Strength Coordinator, effective June 6, 2024

Mackenzie Hoffman– is amending her assignment from Native American Child Specialist to Child and Family Interventionist, at the rate of \$35.50 per hour, working 40 hours per week, effective August 26, 2024.

Branson Lachowitzer– is amending his assignment from Substitute Food Service Worker to Production Assistant, effective June 1, 2024.

Fletcher Nelson– is amending his assignment from 9th Grade Volleyball Coach to JV Volleyball Coach, effective May 21, 2024.

Debra Olk– is amending her assignment from Food Service Worker to Program Assistant, effective June 16, 2024.

Kellie Richards– is amending her assignment from JV Volleyball Coach to Assistant Varsity Volleyball Coach, effective May 21, 2024.

Mason Sampson– is amending his assignment from Title1/Noon Duty to Full time Special Education para, effective August 26, 2024.

**5) Termination:**

Andrea Danda– Chemical Health Coordinator, effective May 24, 2024.

Mark Nodsle– High School Student Support, effective May 23, 2024.

**6) Leave of Absence:**

Sarah Fick– High School Sign Language Interpreter is requesting a leave of absence from September 3, 2024 through October 11, 2024.

Date Adopted: 11/21/1991	File Number: Detroit Lakes Policy - 428
Date Revised: 6/11/2012; 8/08/2016; 8/14/17; 6/29/20; 1/24/22; 7/25/22;	

**428 – SUBSTITUTE TEACHER PAY**

It is the desire of Detroit Lakes Public Schools to attract and engage certified substitute teachers to continue its educational program in the absence of its regular staff.

All substitute teachers shall be licensed and have on file at the District Office necessary information for payroll purposes, including I-9 information, TRA number, Social Security number, W-4, etc. A valid background check must also be on record with the district. A district database of approved substitute teachers is provided to all district administrators and teachers for selection and/or placement of substitute teachers as needed.

Each substitute teacher shall be provided by the building administrator or his/her designee information appropriate to carry on the educational activities of the respective substitute assignment. This information shall include, but not be limited to, a seating chart, class schedule, lesson plans, attendance procedures, emergency procedures for room and students, and any other additional information that is pertinent concerning the classroom procedures.

Each substitute teacher is expected to provide a brief summary at the end of the school day on the activities and any special assignments or other information for the classes conducted during that day or substitute period.

Each substitute teacher shall sign a voucher for payment of substitute compensation which is to be counter signed by the building administrator and forwarded to the District Office by pay period by the building administrator for payroll processing.

Substitute teacher pay periods will be the same as for all other district employees on the 15<sup>th</sup> and 30<sup>th</sup> of the month with the cutoff dates for payroll preparation consistent with all other employees of the district.

Substitute teachers may attend specified workshop and district inservice sessions when offered. Inservice sessions which substitutes may attend will be posted on the district website at the beginning of each school year or when this information is known. No compensation will be afforded for workshops or inservice attendance. However, consideration will be given to the engagement of substitute teachers who are most familiar with the school and its educational programs.

ADMINISTRATION:

The administration of the Substitute Policy shall be the responsibility of the superintendent or his designee and shall be consistent with all provisions as promulgated by the school board.

SUBSTITUTE TEACHER COMPENSATION:

Category I:

1. The daily rate of pay for substitute teachers will be approved on a bi-annual basis during even-numbered years at the May or June board meetings with rates going into effect the following school year.

The daily rate of pay for ~~2022-2023~~2024-2025 and ~~2023-2024~~2025-2026 will be as follows: \$~~140~~160.00 per full day and \$~~70~~80.00 per half day ~~with an added incentive for substitute teachers~~

~~who are retirees of Detroit Lakes Public Schools to earn \$145.00 per full day and \$72.50 per half day.~~

2. Any interim certified substitute teaching teacher substituting sixteen full, consecutive student contact days for the same teacher in the same classroom shall earn the proration of the base of the BA lane of the present salary schedule retroactive to the first day of consecutive student contact days.

#### Category II:

1. Any certified teacher who substitutes more than thirty (30) days per school year for the same absent teacher shall be placed on the appropriate step and lane of the salary schedule retroactive to the first day of service in the school year after completion of the thirty (30) days. Experience will not be accepted beyond the 6<sup>th</sup> step of the salary schedule.

2. Pursuant to the provisions of the Affordable Care Act (ACA), long-term substitute teachers hired to work 30 or more hours per week shall be eligible to enroll in the group health insurance plan upon completion of a 90 day waiting period of continuous employment. Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District. Insurance premium contribution, if given, will not be retroactive and shall begin on the first of the month after the substitute has fulfilled the 90 day waiting period~~been employed for 100 consecutive contract days~~ and shall be subject to the limitations applying to all other teachers concerning District's obligation for insurance coverage.

3. The provisions of the Master Agreement shall not apply to substitutes employed less than thirty-one (31) days per year for the same absent teacher.

4. Substitutes who have completed thirty (30) days of teaching for the same teacher per school year shall receive prorated sick leaves. Example: A Substitute will receive one (1) day of sick leave per twelve (12) days of service; retroactive to the first day of service.

#### **Payments to Substitutes When A School Day is Shortened:**

The substitute teacher will be paid full day sub rate of pay when:

1. Normal school start and school day dismissing by 1:30 PM (or later), or at least five hours in length.
2. Delayed school start and normal dismissal.

The substitute teacher will be paid the half-day sub rate when:

1. Normal school start and school day dismissing before 1:30 PM.
2. Delayed school start combined with any early dismissal.

The substitute teacher will not be paid when:

1. School is canceled (including a day where staff reports but school is canceled after buses are out and partial student load is returned to home).

#### **Cancellation Of Sub Assignment**

1. In the event a subbing assignment has been canceled or the substitute is no longer needed and is not notified of such and the substitute reports to the assigned building at the originally assigned time, the substitute will be paid the equivalent of the ½ day rate of sub pay.



## **Memorandum of Understanding Between Lake Agassiz Regional Library and Detroit Lakes Public School Public Schools**

This Memorandum of Understanding (MOU) is made and entered into by and between the Lake Agassiz Regional Library (LARL) and Detroit Lakes Public School Public Schools (DLPS) as of July 22, 2024.

**WHEREAS**, LARL and DLPS wish to build a strong relationship of collaboration to support student success; and

**WHEREAS**, LARL and DLPS wish to provide all students in grades K-12 with library cards, henceforth referred to as LARL Student Card Program; and

**WHEREAS**, DLPS students will be able to use LARL digital and physical materials following LARL Registration and Circulation Policy, just as any youth residing within the seven counties of LARL; and

**WHEREAS**, DLPS agrees to create an opt-in process for parents consistent with the laws of the State of Minnesota; and

**WHEREAS**, DLPS and LARL agree to promote LARL Student Cards to parents and the general public, including a formal announcement of partnership agreed upon by both parties.

**NOW, THEREFORE**, in consideration of the mutual covenants of the parties contained herein, the receipt and sufficiency of which are hereby acknowledged and for other good and valuable consideration, it is agreed as follows:

### **Section I. Background and Scope of Work.**

The purpose of this MOU is to provide every student in DLPS, grades K-12 with public library card access provided by LARL. To this end, the parties agree to undertake the following:

1. DLPS will provide LARL with the following for every opt-in student enrolled in DLPS grades K-12: student ID number, first and last name, birth date, school, grade level, household address, and contact phone number in accordance with district timeliness and practices.
2. LARL will integrate DLPS student ID numbers with LARL accounts to allow every student who opts-in, access to LARL materials, resources and services.

### **Section II. Confidentiality and Data Practices**

All student data and information provided to LARL by DLPS under this MOU will be considered confidential for the purposes of this MOU. LARL agrees to use the student information obtained only for the legitimate educational purpose of providing services pursuant to this MOU and shall not re-disclose this information to any other party for any reason, to the extent permitted by law. Each party will abide by the provisions of MN State Chapter 13, the MN Data Practices Act, as well as the Family Educational Rights and Privacy Act in the handling and disclosure of data. Senior students (Graduates) of Detroit Lakes High School will have their LARL account inactivated within 10 days of the last day of school.

### **Section III. Compensation and Expenditures.**

Both LARL and DLPS understand that such services shall be provided on a budget neutral basis for both agencies. LARL will work directly with students/families regarding lost or damaged items. DLPS is not responsible for un-returned or lost student resources.

### **Section IV. Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from LARL and DLPS. This MOU shall become effective upon signature by the authorized officials from LARL and DLPS and will remain in effect until modified or terminated by any one of the partners by mutual consent.

### **Section IV. Termination of MOU.**

This MOU may be renewed upon mutual MOU, unless this MOU is sooner terminated (a) by either party without cause upon giving the other party at least thirty (30) days prior written notice of termination, or (b) upon thirty (30) days written notice following the commission of any material breach of this MOU that remains uncured during the notice period.

### **Section V. Modification of MOU.**

No modification or amendment of any term or condition of this MOU shall be effective unless and until it shall be reduced to writing and signed by both of the parties hereto or their legal representatives and specifically reference this MOU.

**IN WITNESS WHEREOF**, the parties hereto have executed and signed this MOU:

- a. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated and effective when executed and signed by all parties to this MOU.
- b. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Minnesota. The courts of the State of Minnesota shall have jurisdiction over any action arising out of this MOU and over the parties.

### **Signature of Parties**

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

By:

Name & Title:

By:

Date: 00/00/Detroit Lakes

Name & Title: Liz Lynch, Executive Director, Lake Agassiz Regional Library

Date:

Detroit Lakes Public School Public Schools

DATE: June 18, 2024

TO: Mark Jenson, Superintendent and Board of Education,  
Jason Kuehn, Director of Finance and Operations

FROM: Anne Skjold, District Food Service Director

SUBJECT: **Dairy and Bread Pricing (2024-25 School Year)**

During the bidding process in 2023, the District requested the option to extend the bid contract for the 2024-25 school year for both milk (East Side Jersey) and bakery products (Pan-O-Gold). Attached are updated pricing for bakery and core dairy products.

The pricing for bakery products from Pan-O-Gold reflects a 5-7% increase in comparison to the previous year. The current dairy prices from East Side Jersey will reflect an 11% increase in comparison to the previous year. Milk costs are subject to an escalator clause.

Administration recommends approval.

# PAN-O-GOLD Baking Co.

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

TELEPHONE 701-235-6611

June 10, 2024

Ann Skjold  
Food Service Director  
Detroit Lakes School District

We respectfully submit the following prices for bakery products for the 2024-2025 school year.

Item	Size	New Price
#325 Whole Grain Round Top Bread	22 slice	2.25
#5154 Whole Grain Hot Dog Buns	12 ct.	2.35
#562 4" Whole Grain Hamb. Buns	30 ct.	5.57
#5152 Whole Grain Dinner Rolls	12 ct.	2.37
#5150 Whole Grain 6" steak bun	24 ct.	5.60
#706 3.5" Whole Grain Hamb. Bun	60 ct.	11.13
#17 White Texas Toast	1.5#	2.73
#580 4" White Hamburger	12 ct	2.23
#552 White Hot Dog Bun	12 ct	2.23
#553 White 3.75" Hamb.	12 ct	2.23

Thank you

Sincerely,

Kevin Windjue  
General Sales Manager  
Pan O Gold Baking Co.



1301 Main Ave Bismarck ND 58501  
PO Box 430

HPT 1% 50/CS PF 0.3300

HPT SKIM 50/CS PF 0.3200

HPT CHOC 1% 50/CS PF 0.3400

5 LB COTT CH LF TRAY/2 PF \$10.85

5 LB SOUR CREAM TRAY/2 PF \$10.00

DATE: June 15, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Activity Fee & Admission Price Schedule for 2024-25**

The Activity Fee Schedule and Admission Prices were reviewed for 2024-2025 and Administration recommends the following increases based on cost and participation.

**ACTIVITY FEE SCHEDULE**

	<b>2024-2025 Fee</b>	<b>Increase from 2023-24</b>
<b>Middle School</b>	\$75.00	\$10.00
<b>High School</b>	\$135.00	\$10.00
<b>**Knowledge Bowl**</b>	\$60.00	\$0.00
<b>**Business Professionals of America**</b>	\$85.00	N/A
<b>Educational Benefit Eligible (Free/Reduced)</b>	\$20.00	\$0.00
<b>Family Maximum</b>	\$500.00	\$25.00
<b>Facility Fee **In Addition to White Card Fee**</b>		
<b>Hockey</b>	\$315.00	\$15.00
<b>Gymnastics</b>	\$100.00	N/A

**ADMISSION TO ACTIVITY EVENTS**

	<b>2024-2025 Fee</b>	<b>Increase from 2023-24</b>
<b>Student - Single Event</b>	\$6.00	\$1.00
<b>Adult - Single Event</b>	\$8.00	\$1.00
<b>Fall Musical</b>	\$16.00	\$1.00
<b>Student Season Pass</b>	\$10.00	\$5.00
<b>Adult Season Pass</b>	\$45.00	\$5.00

Administration and Activities Committee recommend approval.

DATE: June 13, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Renewal of Student Accident Insurance Program**

A proposal was requested from Student Assurance Services, Inc. to renew our Student Accident Insurance Program for the 2024-25 school year. This is a voluntary program designed to offer a level of medical coverage for students involved in school programs and extracurricular activities who may be at risk to sustain an injury.

Administration is recommending approval that Student Assurance Services, Inc. of Stillwater, Minnesota, who is our current provider, be selected for student accident insurance for the 2024-25 school year. Below is a table of this year's rates which have remained the same as the previous five school years.

Premium Description	One Time Policy Year Premium
Full Time Coverage (PK-12) **Does not include Interscholastic Sports Coverage**	\$99.00
Full-Time Coverage (Grades 7-12) **Includes Sports Coverage except Football for Grades 9-12**	\$174.00
School-Time Coverage (PK-12) **Does not include Sports Coverage**	\$16.00
School-Time Coverage (Grades 7-12) **Includes Sports Coverage except Football for Grades 9-12**	\$91.00
Football Coverage (Grades 9-12)	\$250.00
Extended Dental Coverage (Grades PK-12)	\$9.00

cc: Rob Nielsen



# APPLICATION FOR STUDENT ACCIDENT INSURANCE

Detroit Lakes Public Schools  
702 Lake Ave.  
Detroit Lakes, MN 56501

1. What is the first day of authorized sports practice? \_\_\_\_\_
2. What is the first day of the regular school term? \_\_\_\_\_ Last Day of School \_\_\_\_\_
3. Select the PLAN desired below. Complete the Enrollment and Premium sections.  
Effective Date: 08/01/2024 Termination Date: 07/31/2025

## SCHOOLS THAT PROVIDE COVERAGE ON A GROUP BASIS

**Group Athletic Coverage: Plan :** \_\_\_\_\_

Senior High Enrollment \_\_\_\_\_ Grades \_\_\_\_\_ \$ \_\_\_\_\_

Junior High Enrollment \_\_\_\_\_ Grades \_\_\_\_\_ \$ \_\_\_\_\_

**Additional Coverage Plan:** \_\_\_\_\_ \$ \_\_\_\_\_

**Additional Coverage Plan:** \_\_\_\_\_ \$ \_\_\_\_\_

**All-Pupil Coverages: Plan:** \_\_\_\_\_

Total Enrollment of all Grades (PK-12): \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL PREMIUM = \$ \_\_\_\_\_**

*(All premiums are due prior to the effective date of the policy. If the full premium is not received within 60 days of the effective date, the policy will be cancelled and no coverage will be inforce, unless otherwise agreed)*

## SCHOOLS THAT OFFER COVERAGE ON A VOLUNTARY BASIS

*Directions: Please review each statement below and initial if you agree to the terms required. Student Assurance Services will provide voluntary student accident forms via email after the completed application is received in our office.*

- 1. Voluntary Coverage for Student Athletes (Grades 7-12): Plan: J - 1513 (Voluntary)**
- I agree that my Athletic Department(s) will directly notify all families of student athletes about the voluntary student accident coverage available prior to the start of each sports season (fall, winter, spring). \_\_\_\_\_ **(Initial Here in Agreement)**
- 2. Voluntary Coverage for All Students (Grades PK-12): Plan: J - 1513 (Voluntary)**
- I agree that all schools within my school district will directly notify all families about the voluntary student accident coverage available at the beginning of the school year. \_\_\_\_\_ **(Initial Here in Agreement)**

**Estimated Total Enrollment within School District (Required)** \_\_\_\_\_

When initial above, it's agreed and understood that: **(applies only to voluntary coverages)**

- a. The school will offer coverage to all students in the school system.
- b. Football/Sports Coverage is available only if the school installs the Voluntary Student Coverage.
- c. A school official will complete the school's section of each claim form for school related injuries.
- d. If an enrollment form is returned to the school: Premium must be sent to the agent within 30 days of receipt; and a school official must date the premium envelope on the date received.
- e. **Only one student accident insurance plan will be offered by the school.**

## WEBSITE ACCESS AGREEMENT

By signing this form you will be given an access code to view the Master Policy, enrolled roster, and claim status information on our website. This code should only be shared with school administration. An email that explains how to access your school's information will be provided after the application is received and reviewed.

**Applied for by:** \_\_\_\_\_  
Print Name of School Official Telephone Number E-Mail Address

\_\_\_\_\_  
Signature of School Official Title Date

**Administrator of Policy/Claims:** \_\_\_\_\_  
If different than above Print Name Telephone Number E-Mail Address

**Agent:** \_\_\_\_\_  
Print Name Telephone Number E-Mail Address

Agent Mailing Address

**Administered by and Mail to:**



Student Assurance Services, Inc.  
P.O. Box 196  
Stillwater, MN 55082

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

DATE: June 5, 2024  
TO: Mark Jenson, Superintendent and Board of Education  
FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Adult Basic Education Lease Agreement with MSTATE**

The Adult Basic Education (ABE) program operates its program at MSTATE in Detroit Lakes. The lease agreement is a one year lease (July 1, 2024 - June 30, 2025) where the District agrees to pay MSCTC an annual amount of \$6,000 to lease space that will be utilized by the ABE program. The lease amount has stayed the same as our previous two contracts and allows access to the same amount of space as previous contracts. The leased space includes office and storage areas, as well as classroom space. The District will continue to provide internet access, phone service, and technology support for the ABE program. This lease may be canceled upon thirty (30) days written notice by either party.

Administration recommends approval of these agreements.

cc: Amy Fish  
Andrew Lesch



# MINNESOTA STATE

## LEASE AGREEMENT- MINNESOTA STATE AS LANDLORD

TOTAL AMOUNT \$6,000  
LEASE NO L-264-2501

THIS LEASE AGREEMENT is made by and between the Board of Trustees of the Minnesota State Colleges and Universities, Minnesota State Community and Technical College, Detroit Lakes campus, hereinafter referred to as LESSOR, and Independent School District #22, Detroit Lakes Public Schools, hereinafter referred to as LESSEE.

WITNESSETH: LESSOR and LESSEE, in consideration of the rents, covenants and considerations herein after specified, do hereby agree each with the other as follows:

1. LEASED PREMISES

LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Detroit Lakes, County of Becker, Minnesota, to-wit: Approximately four hundred (400) useable square feet of office space and eighty (80) usable square feet of storage space, and usage of classroom space on the Detroit Lakes campus of Minnesota State Community and Technical College. Office space is currently room E103 and classroom usage will be E102, as depicted in exhibit A attached hereto.

2. USE

LESSEE shall use and occupy the Leased Premises only as office and classroom space and for such related activities.

3. TERM

The term of this Lease Agreement is 12 Months, commencing on July 1, 2024 and continuing through June 30, 2025.

4. PAYMENT OF RENT

4.1 As rent for the Leased Premises and in consideration for all covenants, representations and conditions of this Lease Agreement, LESSEE agrees to pay to LESSOR the sum of six thousand dollars (\$6,000.00) annually, due within 30 days from the start of the fiscal year.

4.2 Lessor represents and warrants that it is solely entitled to all rents payable under the terms of this Lease Agreement. Lessor further represents and warrants that it is registered

with the Secretary of the State to do business in the State of Minnesota and will continue to provide the documentation required by the Secretary of State's office to remain in good standing.

5. OPTION TO RENEW

5.1 LESSOR grants and LESSEE accepts the right to renew, upon mutual written agreement by both parties.

5.2 To exercise the above noted option, LESSEE must indicate in writing its intent to exercise said option thirty (30) days prior to the expiration date of this Lease Agreement.

6. TERMINATION

6.1 This Lease Agreement is subject to cancellation upon thirty (30) days written notice by LESSOR or LESSEE for any reason.

6.2 LESSEE covenants that at the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good condition as when LESSEE took possession, ordinary wear and damage by the elements excepted. Any equipment, trade fixtures or furniture installed by LESSEE, including but not limited to moveable partitions, shelving units, projection screens and audio-video equipment attached to the Leased Premises by LESSEE, shall remain the property of LESSEE. LESSEE shall have the right to remove the above equipment or fixtures at the expiration or termination of the Lease Agreement or any extension thereof, even though said equipment or fixtures are attached to the Leased Premises.

7. DUTIES OF LESSOR

LESSOR shall, at its expense, provide the following:

7.1 Utilities: LESSOR shall bear the cost of electricity, heat, water and sewer, trash removal and general repair and maintenance.

7.2 Electrical Outlets: LESSOR shall provide adequate electrical outlets upon the Leased Premises for the normal office use.

7.3 Heating: LESSOR shall provide the Leased Premises with heating facilities of a design capacity sufficient to maintain the Leased Premises at a comfortable temperature under all but the most extreme weather conditions. Provided, however, that in the interest of energy conservation, and in keeping with the temperature standards established for state-owned buildings, the temperatures should be maintained, wherever practicable, no higher than 68° Fahrenheit for all occupied work areas and cafeterias; 65° Fahrenheit for all lobby, corridor and restroom areas; 60° Fahrenheit for all building entrances, storage areas and tunnels; and 55° for all unoccupied and vacated Leased Premises within the Leased Premises.

7.4 Cooling: LESSOR shall provide air-conditioning capable of cooling the Leased Premises to a temperature of 15° Fahrenheit cooler than the prevailing outside air temperature. In the interest of energy conservation, and in keeping with the temperature standards established for state-owned buildings, the temperature should be maintained, wherever practicable, no lower than 78° Fahrenheit in the occupied area within the Leased Premises.

7.5 Ventilation:

a. LESSOR shall provide a minimum of 20 cubic feet of outdoor fresh air per minute per person the Leased Premises as outlined in Table 2 of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.) Standard 62-1989. An air cleaning device shall be used in the ventilation system which filters the outdoor air and shall have a minimum filtration efficiency rating of 30 percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LESSOR shall change the filters at least three (3) times per year, preferably in March, July and November, or more often as required.

b. Where there is a secondary filtration system, such as buildings with heat pumps, the secondary filtration system shall have a minimum filtration efficiency rating of ten (10) percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LESSOR shall change the filters at least two (2) times per year, or more often if required.

7.6 Lighting: LESSOR shall provide the Leased Premises with overhead lighting facilities sufficient to provide 70 foot candle power at desk level.

7.7 Restrooms: LESSOR shall provide the Leased Premises with separate restroom facilities for both men and women. Such facilities shall either be situated within the Leased Premises or easily accessible thereto.

7.8. Janitorial Service: LESSOR shall provide janitorial services and supplies to the Leased Premises and common areas of the building.

7.9 Trash Removal: LESSOR shall provide the Leased premises with a means or system of waste or trash disposal.

7.10 Common Areas: LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, including stairways, elevators, lobbies, and hallways, so that such areas shall be safe and reasonably comfortable.

7.11 Snow Removal: LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks or stairways leading from the public sidewalks to the building free from snow, ice and debris, including the parking lot.

7.12 Maintenance: LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating (and, where applicable, cooling) devices and ductwork.

7.13 Repairs: LESSOR shall make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease Agreement, provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of LESSEE, nor shall LESSOR bear the expense of repairs to the Leased Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

7.14 Delivery of Leased Premises: LESSOR covenants that it will deliver the Leased Premises to LESSEE in a clean and sanitary condition with all services and appurtenances included within the scope of this Lease Agreement in effect and in good running order.

7.15 Quiet Enjoyment: LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of the Lease Agreement and any extension or renewal thereof.

7.16 Taxes and Assessments: LESSOR shall be responsible for payment of all taxes and assessments upon the Leased Premises.

7.17 Energy Conservation: In the event any kind of energy conservation measures are enacted by State or Federal authority, it is hereby agreed that LESSOR shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, includes heat, cooling, electricity, water and all the sources of energy required to provide said service.

7.18 Exterior Lighting: LESSOR shall provide adequate exterior lighting in the parking lots, building entrance/ exits and loading dock areas.

7.19 Accessibility: LESSOR agrees to provide and maintain the Leased Premises and the building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.

7.20 Management: LESSOR agrees that in exercising its management responsibilities of the property of which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.

8. DUTIES OF LESSEE

8.1 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.

8.2 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law.

8.3 LESSEE shall not assign, sublet, or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR.

8.4 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls or ceilings, at the termination of this lease shall remain the property of LESSOR, and shall remain upon and be surrendered with the Leased Premises as a part thereof, without damage or injury beyond normal wear and tear and floor covering affixed to the floor shall likewise become the property of LESSOR.

8.5 LESSEE agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning, any other utility or any service, whether such is furnished by LESSOR or obtained and paid for by LESSEE.

8.6 Smoking: Pursuant to Minnesota Statute 16B. 24, Subd. 9 (1993), occupants of the Leased Premises shall not smoke nor permit smoking in the Leased Premises.

9. EXPANSION SPACE

In the event LESSEE leases any additional space elsewhere in the building, the rent for said space shall be calculated at the finished office space rate per square foot per year that is in effect under this Lease Agreement at that time. LESSOR shall provide improvements to the expansion space comparable to the improvements provided to the space leased under this Lease Agreement. An amendment shall be executed setting forth the amount of such expansion space, the effective date of LESSEE's right of occupancy, and the amount of additional rent that shall be due and payable to LESSOR.

10. USABLE SPACE MEASUREMENTS

It is understood by LESSOR and LESSEE that the rent schedule is based upon the number of usable square feet of space occupied by LESSEE. Usable square feet for purposes of the Lease Agreement and calculating rent shall be computed by measuring the inside finished surface of exterior walls to the inside finished surface of building corridor and other permanent walls or to the center of walls separating the Leased Premises from other tenant space. If more than 50% of an exterior wall is glass, the dimension is taken from the glass line. Vertical shafts, elevators, stairwells, dock areas, mechanical rooms, and utility and janitor rooms are excluded. Restrooms, corridors, lobbies and receiving areas which are accessible to the general public or used in common with other tenants are also excluded. No deductions are made for columns, pilasters or other projections to the building if each is less than four (4) square feet.

11. DESTRUCTION OF PREMISES

If the Leased Premises shall be destroyed or damaged by fire, tornado, flood, civil disorder, or any cause whatsoever, so that the Leased Premises become untenable, the rent shall be abated from the time of such damage and LESSEE shall have the option of terminating this Lease Agreement immediately or allowing LESSOR such amount of time as LESSEE deems reasonable to restore the damaged Leased Premises to tenantable condition.

12. INSURANCE

12.1 Property Damage. It shall be the duty of LESSOR and LESSEE to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary of this Lease Agreement, LESSOR and LESSEE hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage covered by said insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

12.2 Liability. LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law.

13. BUILDING ACCESS

LESSOR shall provide for access to the Leased Premises during open building hours for authorized employees of LESSEE.

14. PARKING

LESSOR shall provide parking on site at no charge for the use of LESSEE, its invitees, licensees and guests. It is understood by LESSOR and LESSEE that there is no additional rental charge for parking provided in this Lease Agreement.

15. TELECOMMUNICATIONS

LESSOR shall provide, at its expense, the following telecommunications requirements:

- a. establish and identify the location of the minimum point of presence (MPOP) for dial tone service provided by the telephone company;
- b. provide a telecommunications equipment room (or area) on the floor( s) of which the Leased Premises is a part, including a minimum of one (1) separately fused dedicated quad electric outlet;
- c. provide all required cable from the MPOP to the telecommunications panel on the floor of which the Leased Premises is a part for present and future requirements;
- d. provide access for wiring from the telecommunications equipment room (or area) on each floor to each workstation location on the floor;
- e. identify the access to the building grounding electrode; and
- f. remove all cable/ wiring that does not meet building code.

16. NOTICES

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered if in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

LESSOR: Minnesota State Community and Technical College  
900 Hwy 34 East  
Detroit Lakes, MN 56501

LESSEE: Independent School District #22  
702 Lake Ave  
Detroit Lakes, MN 56501

with a copy of the occupant of the Leased Premises.

*All original bills and statements from LESSOR to LESSEE shall be mailed or personally delivered to the occupant of the Leased Premises only.*

17. NEW LESSOR

In the event the Leased Premised or the building of which the same is a part shall be sold, conveyed, transferred, assigned, leased or sublet, or if LESSOR shall sell, convey, transfer, or assign this Lease Agreement or rents due under this Lease Agreement, or if for any reason there shall be a change in the manner in which the rental reserved hereunder shall be paid to LESSOR, proper written notice of such change must be delivered to LESSEE as promptly as possible. LESSEE'S "Transfer of Ownership of Lease" document shall be executed by the parties in order that the State of Minnesota, Department of Finance is provided with authorization to issue payments to a new party.

18. DEFAULT BY LESSOR

If LESSOR shall default in the performance of any of the terms or provisions of this Lease Agreement, LESSEE shall promptly so notify LESSOR in writing. If LESSOR shall fail to cure such default within thirty (30) days after receipt of such notice, or if the default is of such character as to require more than thirty (30) days to cure, and LESSOR shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default, than in either event, LESSEE may cure such default and any reasonable and actual expenses paid by LESSER shall be paid by LESSOR to LESSEE within ten (10) days after statement therefore is rendered. LESSEE shall have a specific right to set-off any such amounts against any rent payments or other amounts due under this Lease Agreement. In lieu of curing said default, LESSEE shall have the specific right to set-off against any rent payments or other amounts due under this Lease Agreement any damages incurred through the LESSOR'S breach. This provision in no way limits LESSEE'S other remedies for breach under common law or this Lease Agreement.

19. AUDIT

Pursuant to Minnesota Statutes, Section 16B. 06, Subdivision 4, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease Agreement shall be subject to examination by the State and/ or Legislative Auditor during normal business hours and after reasonable notice to LESSOR.

20. OTHER PROVISIONS

LESSOR will assist in connection of local phone access service and internet access to LESSEE on site.

LESSEE will reimburse LESSOR for incidental program cost incurred on campus by LESSEE to include items such as copies, office supplies, and etc which have been paid by LESSOR.

Any equipment and supplies purchased \owned by LESSEE shall remain property of LESSEE at end of lease.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

APPROVED:

By the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College.

By: \_\_\_\_\_

Lessor: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

LESSEE: Independent School District #22, Detroit Lakes Public Schools.

By: \_\_\_\_\_

Lessee: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

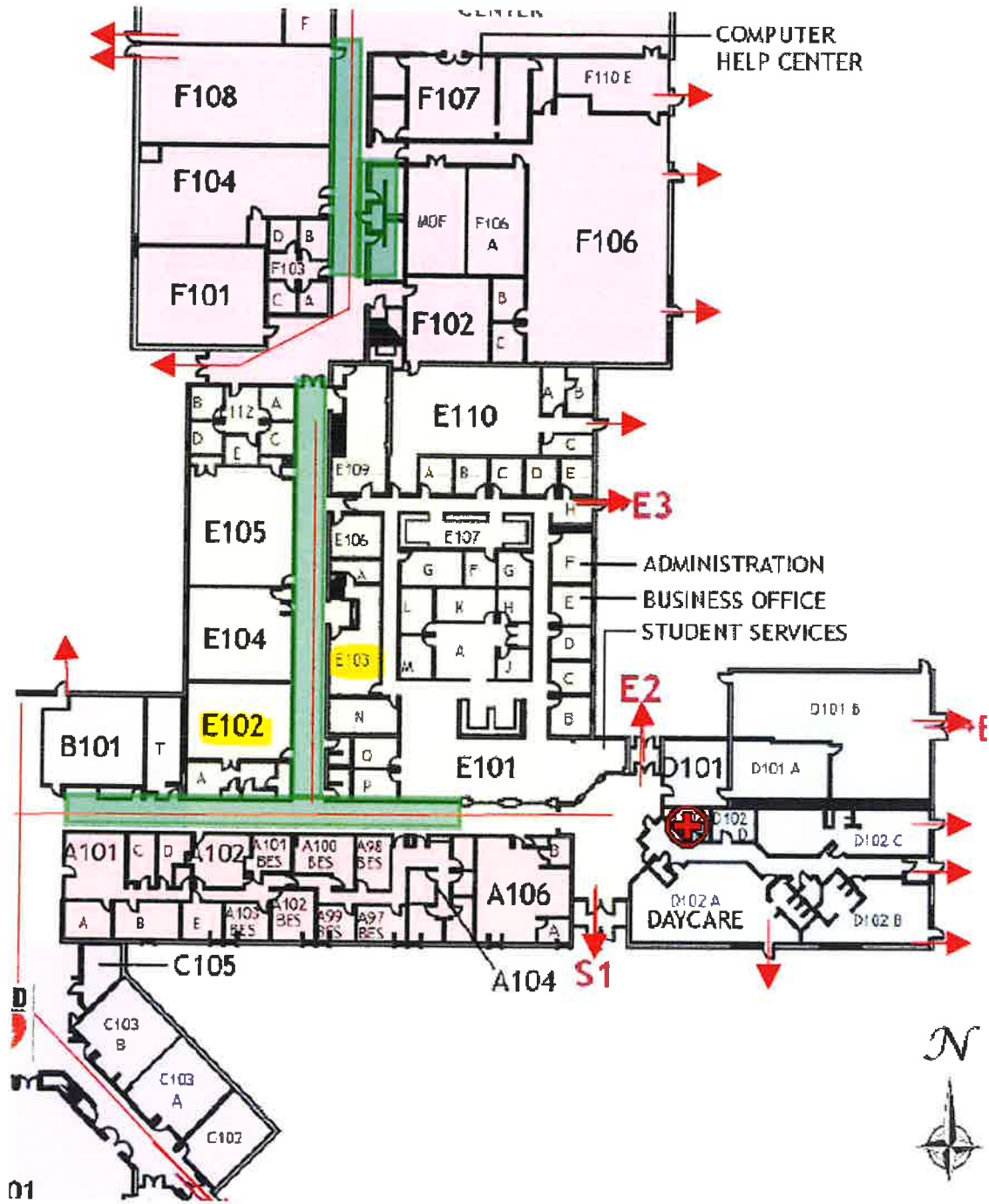
As to form and execution

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A.



DATE: June 13, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Lead in Water, Paint, and Soil Testing Program**

The standards for testing Lead in Water, Paint, and Soil were adjusted during the 2023 Minnesota Legislative session. The Minnesota Department of Health reduced their for lead in water from 20 parts per billion to 5 parts per billion. Attached is an updated written plan for Lead in Water, Paint, and Soil testing for the school district that reflects the standard change.

Administration recommends approval of the updated testing plan.

cc: Colin Gedrose

## **Lead in the Water, Paint, and Soil**

### **Purpose**

Lead poisoning is one of the most serious, and preventable, health problems in the United States today. Lead's effects on children are of particular concern because children have rapidly developing nervous systems and a higher mineral turnover in bone so that they can absorb up to 50% of the lead they ingest. In addition, children take in, on a body weight basis, more air, water, and food with associated lead contaminants, than adults do. Research has shown that lead is toxic at very low levels, as low as 5 micrograms/deciliter of blood. Exposure to these doses of lead have been related to delayed mental development, lower IQ, hearing deficits, speech and language handicaps, and poor attention spans in children.

Lead can enter a person's body through ingestion and/or inhalation of lead-based paint, lead contaminated soil and dust, and lead contaminated drinking water.

Recognizing the serious health consequences of exposure to lead, the following procedures will be used to prevent lead exposure.

### **I. Water**

In 2017, state legislation was passed requiring public school districts and charter schools to test for the presence of lead in water. This statute is in addition to any other established testing requirements for public school districts and charter schools. It requires schools to adopt a plan to accurately and efficiently test for lead in drinking water at public school buildings serving students from prekindergarten through grade 12. This plan shall be based on the United States Environmental Protection Agency (EPA) standards and/or the model plan developed by the Minnesota Department of Health (MDH) and the Minnesota Department Education (MDE).

- A. The School District will follow the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." Effective July 1, 2024 the goal in following this guidance is to reduce lead levels at water taps to as close to the maximum contaminant level goal (0 parts per billion) as feasible, but not to exceed 5 parts per billion at any tap at any time.
- B. To achieve this goal the following actions will be taken:
  1. All fixtures used for drinking water or in food preparation will be inventoried by the plan contact person. The inventory will be updated by the plan contact person as taps are added and/or removed. All fixtures used for drinking water or in food preparation will be tested. The samples will be 250 ml, first-draw samples taken after a tap has sat idle for at least six hours. A school employee or a designated individual who is trained in proper sampling protocol will conduct sampling. Sampling will start nearest to the water main. Samples will be sent to a Minnesota certified water-testing laboratory. Accurate recordkeeping will be maintained by labeling each bottle with a unique identifier and recording the location on a map of the building.
  2. If results are less than 2 ppb use the tap as normal and test again in five years. If results are between 2 and 5 ppb the tap may be used as normal while steps are considered to reduce overall lead exposure. Some options include retest the sample tap, and attempt to determine the source of lead, consider monitoring the tap more frequently until the source of lead is found and removed or consider the feasibility of a flushing program to minimize lead exposure.
  3. Fixtures exceeding 5 ppb will be removed from service until the problem is corrected. Do not use for drinking water or food preparation. The school will provide targeted outreach to individuals that routinely use the tap.

4. Lead hazard reduction options include removal of lead sources, implementation of a flushing program or treatment.
  - Removal of lead sources may be achieved by bypassing lead sources through reconfiguring plumbing or shutting off problem outlets and/or removing them from service. Retest and monitor if fixtures, piping, etc. are changed to determine if lead levels have been reduced.
  - Water management strategies: We will implement a flushing program to maintain water quality and reduce exposure to lead in accordance with the US EPA “Ensuring Drinking Water Quality in Schools During and After Extended Closures” Fact Sheet
  - Filtration or treatment. Treatment can be done at Point of Use (POU). This may be subject to Department of Labor and Industry or local authority for plan review. Treatment at Point of Entry (POE) chemical treatment adjusts the water chemistry to reduce the amount of lead absorbed by water. This may be subject to MDH plan review and classify the school as a public water system subject to Safe Drinking Water Act Regulations and testing.
5. Communicating results.
  - Reassess. If the test conducted reveals the presence of lead at 5 ppb we will within 30 days of receiving the test result either remediate the presence of lead to below 5 ppb, verified by a retest or directly notify parents of the test results.
  - Effective July 1, 2024 we will report the test results and remediation activities to the MN Dept. of Health.
6. Communication of results will be achieved by the school publishing a notice annually that lead in water testing results are available upon request.
7. Lead in water testing was started by July of 2018 and will be completed in all buildings within five years. Re-testing will be completed at least every five years. Testing dates are found in Appendix A.
8. Recordkeeping.
  - All lead in water testing results and remediation activities will be maintained for at least 15 years.

## **II. Paint**

- A. Paint made prior to 1978 often contains significant amounts of lead. Paint containing 0.5% lead by weight (5000 ppm) is considered lead containing.
  1. In compliance with OSHA’s Lead in Construction Standard (1926.62) and OSHA’s General Industry Lead Standard (1910.1025), the school will ensure that testing is done in any area painted or varnished prior to 1978 that will undergo renovation or remodeling in a way that may expose employees to levels of lead exceeding the permissible exposure limit. A Minnesota certified inspector will do all sampling.
  2. Loose paint and dust will be kept from accumulating. Areas where loose paint and dust may build up will be cleaned with a HEPA vacuum and with soap and water often.
  3. Only certified lead abatement workers will remove lead-based paint.

## **III. Soil and Dust**

- A. Lead can be found in soil from a variety of sources. It can contain chipped paint from nearby structures or structures that have been torn down on the site. When cars still used leaded gasoline, they released exhaust containing lead into the air, which then settled into the soil. To avoid exposure to lead from soil, the following will be done:
  1. Locate play areas away from structures with possible chipping or peeling paint and high traffic areas.
  2. Remove play structures with chipping or peeling paint determined to be lead containing.

3. Keep all bare areas of soil covered with grass or other ground cover.
4. Keep all areas in and around play equipment covered with clean fall-protecting materials such as pea gravel, sand, or wood chips.
5. Not allow students to eat on the playground.
6. Keep rugs at all entrances to capture dust and soil from shoes as students and staff enter the building.
7. Keep the buildings as dust-free as possible.
8. Encourage students and staff to wash hands before eating.

#### **IV. Notification**

Annual notification will be on the school website stating that any lead testing results will be available for viewing upon request from the plan contact person. This notification will be provided continually on the website.

DATE: June 15, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Renewal of Lakes Country Service Cooperative Membership  
for the 2024-25 School Year**

Attached is the renewal application for the annual membership between Lakes Country Service Cooperative (LCSC) and Detroit Lakes Public Schools. This membership is a budgeted expense.

Recommend approval.



**Lakes Country Service Cooperative**  
School District Membership Agreement  
FY 2025  
July 1, 2024 - June 30, 2025

<b>Membership</b>	<b>Total</b>
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>2797</u> *student count	\$4,894.75
<b>Subtotal</b>	\$6,294.75
<b>Adjusted Membership Fee (Smaller of the Subtotal or \$5,500.00 Max)</b>	\$5,500.00
<b>Capital Outlay (Cooperative facility maintenance fee)</b> Facilities Maintenance Fee	<u>\$1,000.00</u>
<b>Total Membership</b>	<b>\$6,500.00</b>

*\*Student count was taken from the MDE website. Please update if necessary.*

**Detroit Lakes Public School District**  
School District Name

Superintendent

Date

**Lakes Country Service Cooperative**

Jeremy Kovash, Executive Director

6/20/2024

Date

**Please return completed agreement by August 1, 2024 to:**  
Lakes Country Service Cooperative  
1001 E. Mount Faith  
Fergus Falls, MN 56537  
Questions? Contact Siri Livdahl at 218-737-6542 or [slivdahl@lcsc.org](mailto:slivdahl@lcsc.org)



## **2024 CONTINUING/TENURED STAFF**

**Christina Bergeron**

**Anna Moser**

**Samuel Bergren**

**Nicole Clemens**

**Joan Clark**

**Alicia Sabers**

**Shelley Cervantes**

**Jessica Stockstrom**

**Sarah Helm**

**Sarah Williams**

**Rachelle Isaacson**

**RESOLUTION ESTABLISHING OFFICER  
TO FULFILL ELECTION DUTIES**

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**BE IT RESOLVED** by the School Board of Independent School District #22, that Katrena Lende, Executive Assistant to Superintendent of Schools, be assigned as Officer of the School Board Regular Election to be held on Tuesday, November 5, 2024, to fulfill election duties designated to the Clerk of the Board of Education.

**BY ORDER OF THE SCHOOL BOARD  
DETROIT LAKES PUBLIC SCHOOLS**

---

**April Thomas, Clerk**

---

**Date**

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

**BE IT RESOLVED** by the School Board of Independent School District #22, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of School Board Member of Independent School District #22 shall begin on Tuesday July 30, 2024, and shall close on Tuesday August 13, 2024. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on Tuesday, August 13, 2024.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Detroit Lakes Record/Tribune, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT #22  
DETROIT LAKES PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of School Board Member of Independent School District #22 shall begin on Tuesday, July 30, 2024, and shall close at 5:00 o'clock p.m. on Tuesday, August 13, 2024.

The general election and special election shall be held on Tuesday, November 5th, 2024. At that election, three members will be elected to the School Board for terms of four (4) years each and one member will be elected to the School Board for a term of two (2) years.

Affidavits of Candidacy are available from the School District Clerk or her designee, Katrena Lende, School Administration Center, 702 Lake Avenue, Detroit Lakes, Minnesota 56501. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next general election.

The affidavits of candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on Tuesday, August 13, 2024.

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD  
DETROIT LAKES PUBLIC SCHOOLS

\_\_\_\_\_  
April Thomas, Clerk

## Timeline for 2024 General Election

### First Tuesday After First Monday in November

November 5, 2024

		<b>No later than:</b>
Last day for school board to publish notice of filing period.	14 days before filing opens	July 16, 2024
Last day for school district to post notice of filing period.	10 days before filing opens	July 20, 2024
Candidate filing period for General Election.	Not less 98 to 84 days before the election	July 30 to August 13, 2024
Last day to adopt resolution calling General Election. <b>(NEW this year)</b>	84 days prior to election	August 13, 2024
Last day to notify county auditors with written notice of General Election. <b>(NEW this year)</b>	84 days prior to election	August 13, 2024
Last day for candidates to withdraw. Send candidate information to County Auditor(s).	5 p.m. 2 days after filing closes	August 15, 2024
First day absentee ballots must be available for General Election.	46 days prior to election	September 20, 2024
Last day to preregister for General Election.	5 p.m. 21 days prior to election	October 15, 2024
Last day to publish first notice of General Election.	At least 14 days prior to election	October 22, 2024
Last day to post notice of General Election.	10 days prior to election	October 26, 2024
Campaign finance reports due if spent or received more than \$750, an initial report was filed, and the name is on the ballot.	10 days prior to election	October 26, 2024
Last day to publish second notice of November General Election.	At least 7 days prior to election	October 29, 2024
Last day to post sample ballot of November General Election.	At least 4 days prior to election	November 1, 2024
<b>General Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Voting hours are 7 a.m. to 8 p.m.</b>		<b>November 5, 2024</b>
Time period to canvass results of the General Election. Note that districts should NOT canvass on Veterans Day, Nov. 11.	3 to 10 days after election	November 8 to 15, 2024
Last day for candidates to file Campaign Financial Report Certification of Filing form.	7 days after election	November 12, 2024
Time period for candidates to request a recount.	Up to 7 days after canvass period ends	November 15 to 22, 2024
Time period to issue certificate of election. (IF candidate has filed the Campaign Financial Report Certification of Filing form, AND no recounts are requested.	Up to 7 days after recount period ends	November 15 to 22, 2024
Time period for newly elected school district officers to file acceptance of office and oath forms.	Within 30 days of Receiving Certificate of Election	November 15 to December 29, 2024
Campaign finance reports due.	30 days after election	December 5, 2024
Terms begin for members elected at 2024 November Election.	First Monday in January After Election	January 6, 2025

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL AND SPECIAL ELECTION**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption,

**BE IT RESOLVED** by the School Board of Independent School District No. 22, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing (~~three~~) (3) school board members for terms of four (4) years each and special election for the purpose of electing (~~one~~) (1) school board member for a term of two (2) years.

2. *The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.*

3. The general and special election is hereby called and elected to be held in conjunction with the state general election on **Tuesday, the 5th day of November, 2024.**

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least **seventy-four (74)** days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general/special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES PUBLIC SCHOOLS  
NOVEMBER 5, 2024

**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the ovals(s) next to your choice(s) like this:



SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE

- TO BE NAMED
- TO BE NAMED
- TO BE NAMED
- TO BE NAMED
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any

SPECIAL ELECTION BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 22  
DETROIT LAKES PUBLIC SCHOOLS  
NOVEMBER 5, 2024

**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the ovals(s) next to your choice(s) like this:



SCHOOL BOARD MEMBER  
VOTE FOR UP TO ONE

- TO BE NAMED
- TO BE NAMED
- \_\_\_\_\_  
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be

printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general/special election must be canvassed between the third and the tenth day following the general/special election.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, all present voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Clerk

DATE: June 15, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations  
Anne Skjold, Food Service Director

SUBJECT: **Food Service Contract with M-State Detroit Lakes**

Attached is an amendment to extend the current catering contract we provide for M-State Detroit Lakes from July 1, 2024 to June 30, 2026.

Administration recommends approval of this amended agreement with MSTATE.



# JOINT POWERS AGREEMENT

## AMENDMENT NO. 1

This amendment is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College (“Minnesota State”), and ISD 0022, 702 Lake Ave, Detroit Lakes, MN 56501 (“Contractor”).

WHEREAS, Minnesota State and Contractor have entered into a Joint Powers Agreement and any addenda, exhibits, or amendments thereto (the “Original Contract”), identified below:

Original Contract	
<b>Contractor’s Full Legal Name:</b>	ISD 0022
<b>Contract Title:</b>	MSCTC-2022-024099 JOINT POWERS AGREEMENT
<b>Effective Date of Original Contract:</b>	July 1, 2022

WHEREAS, the parties wish to amend the Original Contract as stated below:

NOW THEREFORE, the parties do hereby agree as follows:

- AMENDED CONTRACT TERM.** The parties hereby agree that the Original Contract’s Paragraph 4, Term of Contract shall be modified as follows:

Amended Contract Term	
<b>Effective Date of Original Contract:</b>	July 1, 2022
<b>End Date of Original Contract:</b>	June 30, 2024
<b>End Date(s) of Previous Amendments, if applicable:</b>	N/A
<b>Effective Date of this Amendment:</b>	July 1, 2024 or upon the date the final required signature is obtained by Minnesota State, whichever occurs later
<b>End Date of Amended Contract Term:</b>	June 30, 2025

- AMENDED CONTRACTOR’S DUTIES.** The parties agree that Original Contract’s Paragraph 1,

DUTIES AND RESPONSIBILITIES is hereby amended as follows:

a. CONTRACTOR'S DUTIES. The CONTRACTOR will be required to adhere to the following stipulations:

vii. Menus, Prices, and Commissions

1. The CONTRACTOR must be alert to changing diet patterns. As a result, the CONTRACTOR will be expected to initiate ideas for varied methods of food service and menu presentation and by mutual contract with Minnesota State implement these variations within the conditions of this contract.

2. Menu prices agreed upon will be in effect for the first year of this Contract. Any proposed price changes after the first year must be submitted in writing to Minnesota State, but no price change may be affected without the written consent of Minnesota State.

~~3. CONTRACTOR will pay the agreed upon commission rate for all food prepared and sold for college purposes including: a) all food and beverages sold in the cafeteria; b) all food and beverages for college functions. Food and beverages for CONTRACTOR purposes are not subject to commissions.~~

3. **ENTIRE AGREEMENT.** Except as expressly amended above, the terms and conditions of the Original Contract and all previous amendments consistent with this Amendment remain in full force and effect. This Amendment and the Original Contract (including any previous written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

This Amendment shall be effective on the effective date listed above or upon the date the final required signature is obtained by Minnesota State, whichever occurs later.

The Original Contract and any amendments will not exceed beyond five (5) years of the Effective Date of the Original Contract and shall otherwise remain in effect until the End Date listed above or until all obligations set forth in the Original Contract and any amendments have been satisfactorily fulfilled, whichever occurs first.

The remainder of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

**1. CONTRACTOR: ISD 0022**

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

By (authorized signature and printed name)
Title
Date

**2. MINNESOTA STATE COLLEGES AND UNIVERSITIES  
Minnesota State Community and Technical College:**

By (authorized signature and printed name)
Title
Date

**3. AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

**STATE OF MINNESOTA**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE**  
**JOINT POWERS AGREEMENT**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE (hereinafter "MINNESOTA STATE") address 900 HWY 34 EAST, which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and ISD 0022, address 702 LAKE AVE, DETROIT LAKES, MN 56501, (hereinafter "CONTRACTOR"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed

1. DUTIES & RESPONSIBILITIES

a. CONTRACTOR'S DUTIES. The CONTRACTOR will be required to adhere to the following stipulations:

i. Equipment and Premise

1. All equipment and premises provided by each party in performance of this contract must be neat in appearance and maintained in excellent condition. The premises and equipment shall comply with all applicable building sanitation, safety and health laws, ordinance, rules and regulations, including the Federal Occupational Safety and Health Act of 1970 or applicable state act and the standard promulgate there under. The CONTRACTOR shall take reasonable and proper care of all premises and equipment under its custody and control and shall use them in a manner which shall not cause violation of the laws, ordinances, rules and regulations including any reporting and record keeping requirements. Minnesota State will inspect the kitchen facilities and monitor food service handling on a regular basis. Reports on these inspections will be filed with Minnesota State.
2. The CONTRACTOR will secure the approval of the local health department for its food service facility in addition to the other governmental agencies having applicable jurisdiction. In addition, the CONTRACTOR will procure and possess all Federal, State, and Local

licenses required for said operation. Minnesota State shall cooperate as necessary with CONTRACTOR'S compliance and procurement efforts.

ii. Supplies

1. The CONTRACTOR shall furnish all food, supplies, paper supplies and products, kitchen cleaning products, dish cleaning products and other supplies necessary for the efficient operation of the facility. Minnesota State will provide for the CONTRACTOR to use a supply of glasses, china, trays, and silverware; breakage and loss of this initial inventory will be the responsibility of the CONTRACTOR.

iii. Utilities

1. Utility services as may be reasonable and required for the efficient performance of the contract shall be furnished by Minnesota State. These services include and are limited to air conditioning, heating, electricity, water, and refuse removal.

iv. Sanitation, Security and Maintenance

1. The CONTRACTOR shall be responsible for the maintenance and repair of all food service equipment without regard to equipment ownership. The CONTRACTOR will develop and implement an effective program of preventive equipment maintenance.
2. The CONTRACTOR shall provide for ordinary security of the building and equipment. The CONTRACTOR shall provide the local law enforcement authorities with information about food service hours of operation, employees, internal control of cash and other such matters as may be requested by such authorities.
3. In all facets of food service operation, the CONTRACTOR must maintain a standard of sanitation that is required by Minnesota State, Local, State, and Federal health/sanitation officials.
4. The CONTRACTOR shall be responsible for usual and customary cleaning and sanitation of Minnesota State's food service facilities. Specifically:
  - a. CONTRACTOR shall be responsible for: 1) housekeeping and sanitation in the food preparation, storage, and serving area; 2) the cleaning and sanitation of dishes, pots, pans, utensils, and equipment and similar items; 3) kitchen cleaning, including counter cleaning, equipment cleaning, and floor cleaning (sweeping and mopping) at all times as may be required; 4) wipe down of tables in the dining area; 5) pest control services; 6) maintenance of kitchen equipment; however, in the event a piece of equipment needs to be replaced, it will be replaced on a shared basis as mutually agreeable to CONTRACTOR and Minnesota State; and 7) any other expenses not heretofore.



1. The CONTRACTOR must be alert to changing diet patterns. As a result, the CONTRACTOR will be expected to initiate ideas for varied methods of food service and menu presentation and by mutual contract with Minnesota State implement these variations within the conditions of this contract.
2. Menu prices agreed upon will be in effect for the first year of this contract. Any proposed price changes after the first year must be submitted in writing to Minnesota State, but no price change may be affected without the written consent of Minnesota State.
3. CONTRACTOR will pay the agreed upon commission rate for all food prepared and sold for college purposes including: a) all food and beverages sold in the cafeteria; b) all food and beverages for college functions. Food and beverages for CONTRACTOR purposes are not subject to commissions.

viii. Insurance, Liability, and Losses

1. The CONTRACTOR shall procure and maintain in full force and effect during the entire term of the contract an insurance policy or policies protecting the parties against any liability or expense resulting from personal injury, death, property damage, or otherwise, arising out of, occurring upon, or in connection with the operation of CONTRACTOR'S business on the premises. Minnesota State must be listed as one of the insured on the aforementioned insurance policy for a minimum of \$200,000 per person, \$2,000,000 per occurrence and \$50,000 property damage limits. Insurance obtained by Minnesota State is in addition to the insurance of the CONTRACTOR described and required herein. A certificate of insurability reflecting the insurance obtained by the CONTRACTOR must be issued to Minnesota State within one week from the initial date of this contract. Insurance policy changes and/or renewals must also be issued to Minnesota State in a timely manner.
2. All losses incurred in the operation of the Food Service operations due to any cause will be the responsibility of the CONTRACTOR.

ix. Personnel Matters

1. The CONTRACTOR shall be an Equal Opportunity Employer and maintain an adequate staff on duty to meet the demands of the operation. All such personnel shall be subject to the approval of Minnesota State and shall comply with all rules and regulations of Minnesota State and health authorities.
2. All persons provided under this contract by the CONTRACTOR shall be employees of the CONTRACTOR and not Minnesota State. The CONTRACTOR agrees to pay all taxes and contributions required by law for social security, worker's compensation, unemployment or another law or act relating to its employees. Personnel relations of employees

on the CONTRACTOR'S payroll shall be the CONTRACTOR's responsibility. The CONTRACTOR shall comply with all applicable government regulations related to the employment, compensation and payment of personnel.

x. Reporting and Audit

1. A monthly summary of gross sales will be submitted by the 15<sup>th</sup> of the following month.
2. Minnesota State reserves the right to audit any aspect of the food service cycle as performed by the CONTRACTOR. All books and records pertaining to the food service operation shall be made available for inspection as required by State and Federal regulations and laws.

xi. Designated Parties

1. Minnesota State will be the agent for the maintenance of the facility and fiscal matters.
2. Minnesota State shall develop policy and employ such individuals as necessary to supervise this contract.
3. This contract and attachments may be subject to review by the State of Minnesota Attorney General's office prior to implementation.

b. MINNESOTA STATE'S DUTIES. MINNESOTA STATE shall provide the following equipment:

1. Serving Trays
2. Plates/Cups/Glasses
3. Eating and Serving Utensils
4. Tables and Chairs in Dining Area
5. Walk-in Freezer and Cooler (Joint use with CONTRACTOR)
6. Convection Ovens (Joint use with CONTRACTOR)
7. Steam Kettles (Joint use with CONTRACTOR)
8. Steam Ovens (Joint use with CONTRACTOR)
9. Ice Making Machines
10. Grill (currently in need of replacement)
11. Stack Oven (Joint use with CONTRACTOR)
12. Deep Fryer
13. Hobart Mixers (Joint use with CONTRACTOR)
14. Numerous Food Prep Tables (Joint use with CONTRACTOR)
15. Gas Range (Joint use with CONTRACTOR)

Inspection of the above kitchen equipment can be arranged by contacting Director of Business Services. Some of the above equipment not labeled "Joint use with CONTRACTOR" may be jointly used on a more limited basis.

2. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the CONTRACTOR pursuant to this contract shall be paid by the MINNESOTA STATE as follows:

Contractor will submit menu and catering pricing to Minnesota State annually by August 15<sup>th</sup>. Vendor shall submit invoices for catering to Minnesota State on a monthly basis.

- b. Payment shall be made by MINNESOTA STATE promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:

Upon completion and acceptance and submission of invoice to [ap@minnesota.edu](mailto:ap@minnesota.edu)

3. CONDITIONS OF PAYMENT. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation
4. TERM OF CONTRACT. This contract shall be effective on July 1, 2022, or upon the date that the final required signature is obtained by MINNESOTA STATE, whichever occurs later, and shall remain in effect until June 30, 2024, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that NO work should begin under this contract until ALL required signatures have been obtained, and the CONTRACTOR is notified to begin work by MINNESOTA STATE's Authorized Representative.
5. CANCELLATION. This contract may be canceled by MINNESOTA STATE or the CONTRACTOR at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
6. MINNESOTA STATE'S AUTHORIZED REPRESENTATIVE. MINNESOTA STATE's Authorized Representative for the purposes of administration of this contract is:

**Name:** Wayne Wolden  
**Address:** 900 Hwy 34 East  
**Telephone:** +1 218-631-7813  
**E-Mail:** wayne.wolden@minnesota.edu

MINNESOTA STATE's Authorized Representative shall have final authority for acceptance of the CONTRACTOR'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2, paragraph b.

7. The CONTRACTOR'S Authorized Representative for the purposes of administration of this contract is:

**Name:** Mark Jenson  
**Address:** 702 Lake Ave, Detroit Lakes, MN 56501  
**Telephone:** 218-847-9271  
**E-Mail:** markjenson@detlakes.k12.mn.us

8. ASSIGNMENT. The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of MINNESOTA STATE.
9. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
10. LIABILITY. The CONTRACTOR shall indemnify, save, and hold MINNESOTA STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by MINNESOTA STATE, arising from the performance of this contract by the CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for MINNESOTA STATE's failure to fulfill its obligations pursuant to this contract.
11. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
12. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The CONTRACTOR and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or MINNESOTA STATE.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

**13. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.**

- a. MINNESOTA STATE shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The CONTRACTOR hereby assigns to MINNESOTA STATE all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of MINNESOTA STATE, execute all papers and perform all other acts necessary to assist MINNESOTA STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to MINNESOTA STATE by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of MINNESOTA STATE's authorized representative.

- b. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, MINNESOTA STATE at the CONTRACTOR'S expense from any action or claim brought against MINNESOTA STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or MINNESOTA STATE's opinion is likely to arise, the CONTRACTOR shall, at MINNESOTA STATE's discretion, either procure for MINNESOTA STATE the right or license to continue using the MATERIALS at

issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

14. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify MINNESOTA STATE as the sponsoring agency and shall not be released prior to receiving the approval of the MINNESOTA STATE's authorized representative.

15. OTHER PROVISIONS.

- a. It is understood and agreed to that Minnesota State retain the right to use the cafeteria (not the kitchen area) for student activities. Minnesota State can use the kitchen facility with the expressed consent of the CONTRACTOR, but each must consider and allow for the CONTRACTOR to carry out its duties under this contract.
- b. Minnesota State intends to use the cafeteria area as a student lounge and dining area. Minnesota State intends to house vending machines in the cafeteria area.
- c. Minnesota State currently has a long-term lease arrangement with CONTRACTOR for use of the kitchen facility. The CONTRACTOR should clearly understand that they will share kitchen space and kitchen equipment with another party. The lease also specifies shared equipment maintenance agreements and shared cleaning responsibilities which will be assumed by the CONTRACTOR. Details of this lease can be obtained from Minnesota State.
- d. Minnesota State has a history of making the kitchen available to outside parties (Rotary, Kiwanis, etc.) for public functions. These functions should continue to occur when mutually agreeable to Minnesota State, and the CONTRACTOR.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES  
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE**

By (authorized college/university/system office initiating agreement)
Title
Date

**2. CONTRACTOR (Governmental Entity): ISD 0022**

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

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

**3. AS TO FORM AND EXECUTION:**

By (authorized college/university/system office initiating agreement)
Title
Date

DATE: June 5, 2024

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 2024-25 School Year**

The Risk Management and Workers Compensation Insurance programs for Detroit Lakes Public Schools are up for renewal on July 1, 2024. Bremer Insurance is our authorized agent of record.

**Property/Liability Insurance, Cyber Liability, Volunteer Accident**

We will have a \$11,333.07 increase from last year's premium. This year's anticipated Property/Liability, Cyber, Volunteer Accident premium will be \$215,220.35 compared to \$203,887.28 last year. EMC has increased the blanket property coverage limit to \$257,734,497.

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, 2024 and June 30, 2025 at the annual premium of \$215,220.35.

**Workers' Compensation Insurance**

Our Workers' Compensation will cost \$95,293 for 2025-25, a decrease of \$3,281.00 in comparison to 2023-24. The 2024-25 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, 2024 through June 30, 2025 at an estimated premium of \$95,293.00.

**Summary**

The overall premium of Property, Liability, Cyber Liability, Volunteer Accident, and Workers' Compensation Insurance for 2024-25 is \$335,513.35, a 10.9% increase over last year's combined premium. Included in this overall increase is a flat fee of \$25,000 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 22<sup>nd</sup>, 2024

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	\$152,301.28	\$154,139.35
General Liability	\$8,373.00	\$10,342.00
School Leaders Liability	\$7,806.00	\$11,151.00
Inland Marine	\$871.00	\$871.00
Crime	\$1,710.00	\$1,641.00
Auto	\$22,682.00	\$24,463.00
Umbrella	\$6,711.00	\$8,275.00
Cyber Solutions	\$2,781.00	\$3,686.00
Volunteer Accident (Hartford)	\$652.00	\$652.00
Work Comp (RAS)	\$98,534.00	\$95,293.00
Broker Fee - 2024	N/A	\$25,000.00
<b>Total Premium</b>	<b>\$302,421.28</b>	<b>\$335,513.35</b>

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

**Property:** Your blanket property coverage limit was \$237,515,357 on your expiring EMC policy. EMC

increased the blanket property coverage limit to \$257,734,497 applying the 4% inflation factor. Your blanket business income and extra expense coverage limit remains at \$2,000,000.00.

Your expiring property deductible is \$10,000. The property deductible changed to \$25,000 all other perils (AOP), with wind/hail deductibles as follows: Over \$50MM bulidng limit, \$75,000 w/h, \$25MM-\$50MM bulding limit, \$50,000 w/h, and \$0-25 MM, \$25,000 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		2,736		2,680
Total Staff Count		571		552

**Auto coverage:** Comp/Collision deductibles increased from 250/500 to 1,000/1,000.

**School Leaders E&O:** The deductible was changed from \$2,000 to \$5,000.

**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 \$5,162 annual premium cost; this can be waived if the district chooses which would then reduce the annual premium costs indicated.

**Cyber Liability:** EMC is including \$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 \$26,909,000 to \$27,959,000 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:

<u>Job Description -</u>	<u>Code</u>	<u>Expiring Payroll</u>	<u>Rate</u>	<u>Renewal Payroll</u>	<u>Rate</u>
Bus Drivers	7382	\$179,000	4.59	\$128,000	4.12
Teachers	8868	\$25,100,000	0.45	\$26,076,000	0.38
Other Employees	9101	\$1,630,000	4.05	\$1,755,000	3.64
<b>Total Payroll</b>		<b>\$26,909,000</b>		<b>\$27,959,000</b>	

<b>Experience Modification:</b>	<b>0.75</b>	<b>- 47,591</b>	<b>0.70</b>	<b>- 50,877</b>
<b>Scheduled Credit:</b>	<b>28%</b>	<b>- 39,976</b>	<b>16%</b>	<b>- 18,994</b>
<b>Premium Volume Discount:</b>		<b>- 10,691</b>		<b>- 10,371</b>
<b>Total Annual Premium:</b>		<b>\$98,534</b>		<b>\$95,293</b>

**Notes:** Your estimated payroll was increased by \$1,050,000. Your Experience Modification factor decreased from 0.75 to 0.70. The 2024 base rates with RAS-First Dakota Indemnity decreased for all class codes. All these factors impacted your Workers Compensation renewal premium cost, which resulted in a decrease of \$3,241.

**Renewal Cost Analysis:** Your overall premium is up around 10.9% this year. Industry wide we are seeing rate increases across all lines except work comp. This is due to the current hard insurance market. The primary reason for the increase is due to increased rates. Your workers compensation premium decreased.

**Recommendation to the Board:** Bremer is recommending the district renew with EMC for the Package and umbrella, at an annual premium of \$214,568.35. (Federal Terrorism can be waived for a premium savings of \$5,162). 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 \$95,293. 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:

<u>Coverage Description -</u>	<u>Insurance Carrier -</u>	<u>Annual Premium Cost</u>
Property & Liability Package	EMC	\$214,568.35
Volunteer Accident Liability	The Hartford	\$652.00
Workers Comp	RAS-First Dakota Indemnity	\$95,293.00
Broker Fee - 2024	N/A	\$25,000.00
<b>Total All Policies:</b>		<b>\$335,513.35</b>

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 J Baker*

Matthew Baker  
Bremer Insurance

**DETROIT LAKES PUBLIC SCHOOLS**  
**INDEPENDENT SCHOOL DISTRICT #22**



**2024-2025 BUDGET**

**June 24, 2024**

# **DETROIT LAKES PUBLIC SCHOOLS**

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

## **BOARD OF EDUCATION**

**John Steffl  
Amy Erickson  
April Thomas  
Mary Rotter  
Michelle Okeson  
Ethan Walz**

**Board Chair  
Vice-Chair  
Clerk  
Treasurer  
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

### 2024-25 Budget

This document includes the Detroit Lakes Public Schools initial budget for the upcoming 2024-25 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. Projecting the ADM for upcoming years is far from a simple science. 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 2024-25 are based on kindergarten registration numbers, as well as past enrollment trends. We are predicting a kindergarten class size of 185 students in 2024-25.

In addition to ADMs, the initial budget for 2024-25 have been prepared based on planning parameters such as employee compensation increases, utility changes, liability and workers' compensation insurance cost projections, changes in special education funding, General Education formula changes, and updates to anticipated other revenues/expenditures.

Funding related to the Covid-19 pandemic continues to have an impact in the school district. The 2024-25 budget includes previous revenue streams provided through the America Rescue Plan paired with expenditures. These funds initially were targeted on purchases necessary to keep our staff and students safe and now focus on providing resources for lost instructional time and mental health. This will be the final year for accessing these funds.

### **GENERAL FUND**

Unassigned General Fund is projected to have a surplus of \$146,458. This budget reflects estimated revenues of \$41,460,638 and expenditures of \$41,314,180 with a projected year-end fund balance of \$5,659,976.

Revenue changes include increases to the general education formula aid & levy. The General Education formula revenue was increased \$143 (2%) to \$7281 per student. The District's Average Daily Member (ADM) was estimated at 2720 for the 2024-25 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 185. Additional revenue from an increase in extended time ADMs and the declining effect of various America Rescue Plan revenue streams are a significant part of the revenue projections.

Expenditure changes include an increase in services, maintaining appropriate staffing levels, continued mental health services, increases of salary (including fringe benefits), expenditures associated with the America Rescue Plan, and operation costs of District buildings taking new space created through the building project into consideration.

### **OPERATING CAPITAL FUND**

Restricted Operating Capital is projected to have a deficit of \$41,396. The budgeted expenditures of \$754,000 include significant costs associated with curriculum updates, technology equipment and routine building equipment/site improvements.

# DETROIT LAKES PUBLIC SCHOOLS

## INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

Restricted Long Term Facilities Maintenance Revenue (LTFM) is projected to have a deficit of \$85,235. 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 anticipated year-end fund balance will be negative \$213,757 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 \$59,926 based on revenues of \$2,216,365 and expenditures of \$2,276,291 with an ending combined fund balance of \$3,027,355.

The Total Committed for Severance Pay and Other Post-Employment Benefits General Fund is budget neutral with a projected year-end fund balance of \$2,619,414.

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 \$146,458 with a year-end fund balance of \$5,659,976.

The Total Restricted, Committed, and Unassigned General Fund is projected to have a surplus of \$86,532 based on revenues of \$43,677,003 and expenditures of \$43,590,471 with a year-end fund balance of \$12,799,469.

### **FOOD SERVICE FUND**

The Food Service Fund is projected to have a deficit of \$9,791 based on revenues of \$2,372,400 and expenditures of \$2,382,191 and a year-end fund balance of \$926,118.

### **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 \$10,921 and a year-end fund balance of \$83,707.
2. Restricted for Community Education is projected to have a deficit of \$7,913 and a year-end fund balance of \$111,860.
3. Restricted for School Readiness is projected to have a deficit of \$44,987 and a year-end fund balance of \$116,081.
4. Restricted for Adult Basic Education (ABE) is projected to have a surplus of \$2,742 and a year-end fund balance of \$107,909.

# DETROIT LAKES PUBLIC SCHOOLS

## INDEPENDENT SCHOOL DISTRICT #22

### Detroit Lakes, Minnesota

5. Restricted for Community Services - Unassigned is projected to have a surplus of \$8,711 with a funding balance of \$51,488.

Overall, all five components of the Community Education Fund combined are predicted to have a deficit of \$52,368 bringing the overall fund balance to \$471,045.

### **DEBT SERVICE FUND**

The Debt Service Fund is projected to have a surplus of \$191,970 with a year-end fund balance of \$1,031,265. 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 \$13,186. 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 \$231,452. 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 surplus of \$216,342 with a year-end Fund Balance of \$15,508,133 based on combined revenues of \$52,577,287 and expenditures of \$52,360,945.

# DETROIT LAKES PUBLIC SCHOOLS

## INDEPENDENT SCHOOL DISTRICT #22 Detroit Lakes, Minnesota

### SUMMARY OF 2024-2025 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 \$146,458.

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 2024-25 estimated fund balance to expenditure percentage is 14.65%.

	<b>General Fund Unassigned Fund Balance**</b>	<b>General Fund SOD Expenditures**</b>	<b>Unassigned Fund Balance As a % Expenditures**</b>
2014-15	\$5,707,848	\$25,114,947	22.73%
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** (Estimate)	\$5,392,204	\$37,163,085	14.51%
2024-25** (Estimate)	\$5,538,662	\$37,806,567	14.65%

# INDEPENDENT SCHOOL DISTRICT #22

## Detroit Lakes Public Schools

### Revenue and Expenditure Budget Summary by Fund

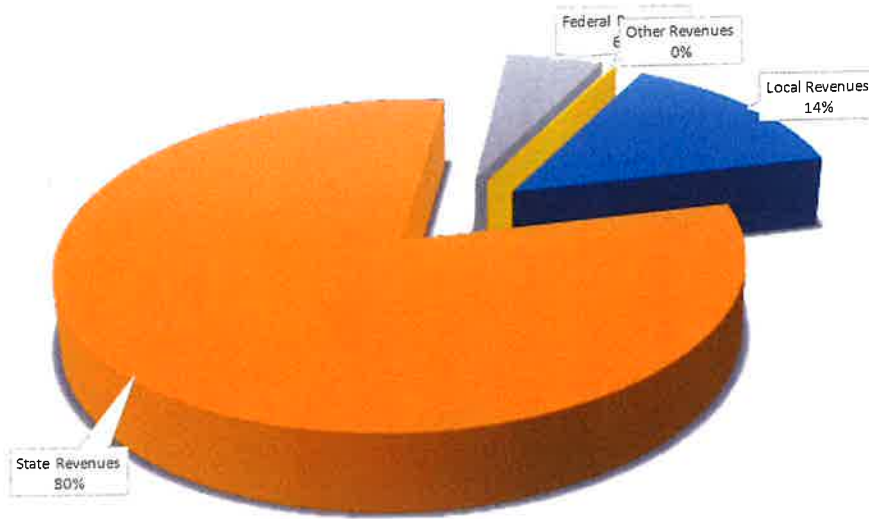
## 2023-24 BUDGET

	2023-24 Revenue	2023-24 Expenditures	Difference
General Fund	\$ 42,583,628.00	\$ 42,786,934.00	\$ (203,306.00)
Food Service	\$ 2,484,577.00	\$ 2,486,159.00	\$ (1,582.00)
Community Education	\$ 1,284,161.00	\$ 1,371,523.00	\$ (87,362.00)
Building Fund	\$ -	\$ -	\$ -
Debt Service	\$ 4,754,168.00	\$ 4,610,026.00	\$ 144,142.00
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -
Student Activities	\$ 220,450.00	\$ 220,450.00	\$ -
<b>TOTAL ALL FUNDS</b>	<b>\$ 51,336,984.00</b>	<b>\$ 51,485,092.00</b>	<b>\$ (148,108.00)</b>

## 2024-25 BUDGET

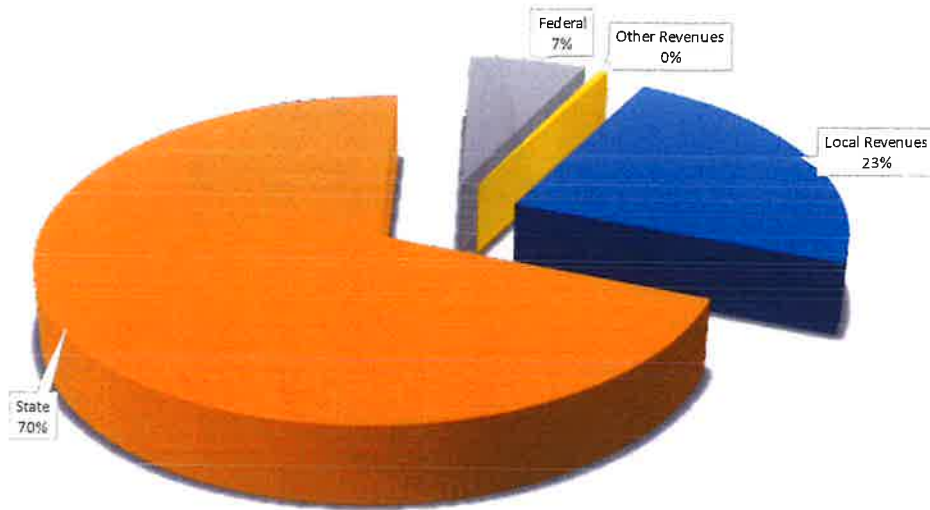
	2024-25 Revenue	2024-25 Expenditures	Difference
General Fund	\$ 43,677,003.00	\$ 43,590,471.00	\$ 86,532.00
Food Service	\$ 2,372,400.00	\$ 2,382,191.00	\$ (9,791.00)
Community Education	\$ 1,391,464.00	\$ 1,443,832.00	\$ (52,368.00)
Building Fund	\$ -	\$ -	\$ -
Debt Service	\$ 4,897,970.00	\$ 4,706,000.00	\$ 191,970.00
Custodial Accounts	\$ 10,000.00	\$ 10,000.00	\$ -
Student Activities	\$ 228,450.00	\$ 228,450.00	\$ -
<b>TOTAL ALL FUNDS</b>	<b>\$ 52,577,287.00</b>	<b>\$ 52,360,944.00</b>	<b>\$ 216,343.00</b>

**Independent School District #22  
2024-25 General Fund Revenues By Major Source**



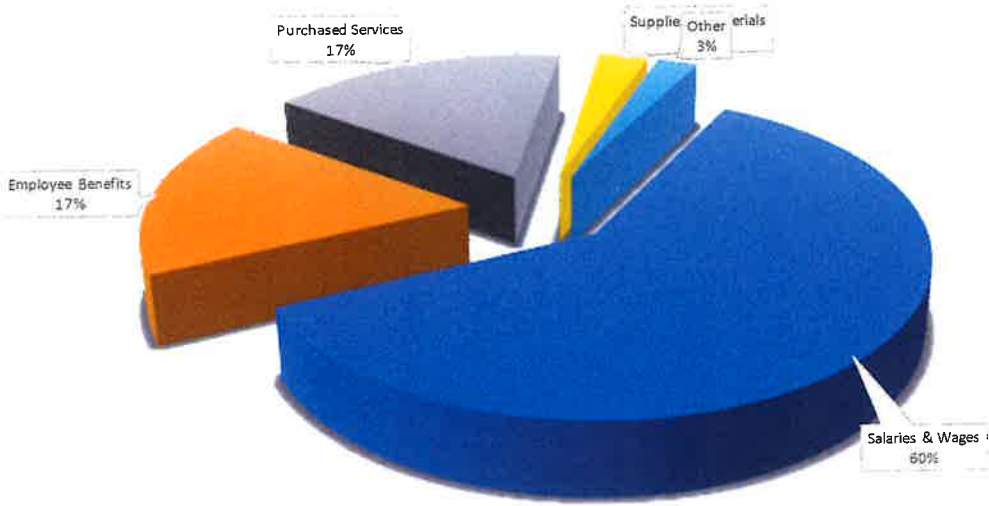
Local Revenues	\$	6,140,865.00	14.1%
State Revenues	\$	35,036,138.00	80.2%
Federal Revenues	\$	2,410,000.00	5.5%
Other Revenues	\$	90,000.00	0.2%
<b>Total Revenue</b>	<b>\$</b>	<b>43,677,003.00</b>	

**Independent School District #22  
2024-25 All Fund Revenues By Major Source**



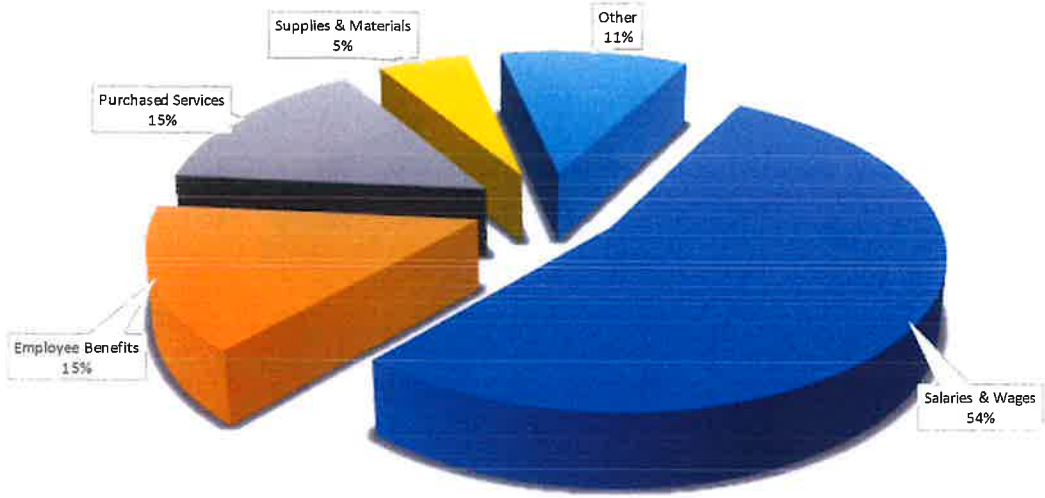
Local Revenues	\$	12,172,447.00	23.2%
State	\$	36,574,726.00	69.6%
Federal	\$	3,551,345.00	6.8%
Other Revenues	\$	278,769.00	0.5%
<b>Total Revenue</b>	<b>\$</b>	<b>52,577,287.00</b>	

**Independent School District #22  
2024-25 General Fund Expenditures By Object**



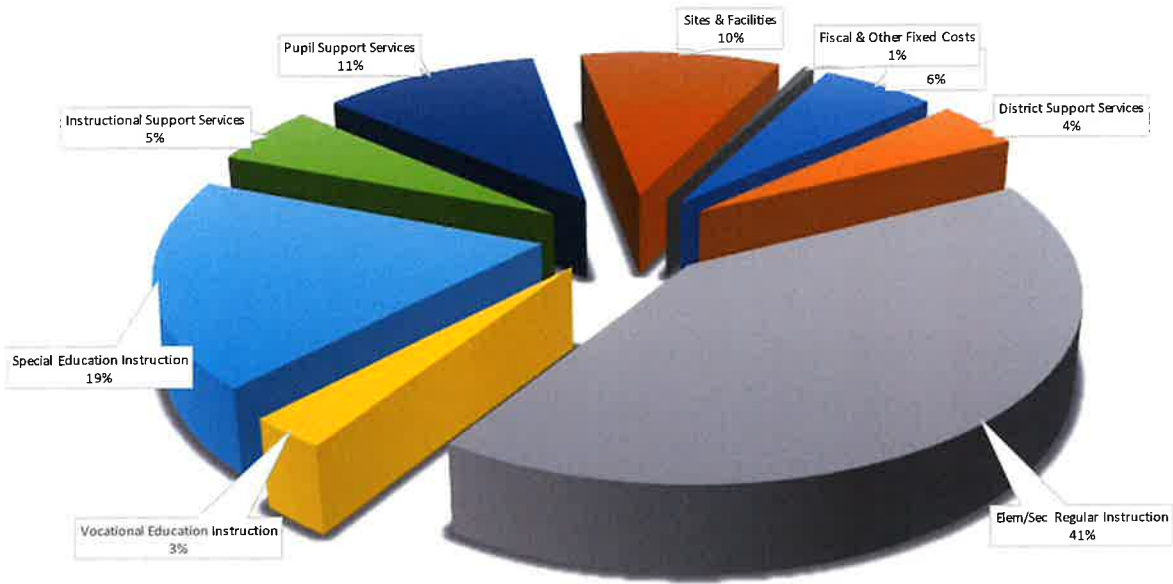
Salaries & Wages	\$	26,313,985	62.0%
Employee Benefits	\$	7,421,486	18.0%
Purchased Services	\$	7,541,750	11.0%
Supplies & Materials	\$	1,273,700	4.0%
Other	\$	1,039,550	5.0%
<b>Total Expenditures</b>	<b>\$</b>	<b>43,590,471.00</b>	

**Independent School District #22  
2024-25 Expenditures By Object (All Funds)**



Salaries & Wages	\$	28,089,537	47%
Employee Benefits	\$	7,857,105	15%
Purchased Services	\$	7,772,484	14%
Supplies & Materials	\$	2,801,588	6%
Other	\$	5,840,230	18%
<b>Total Expenditures</b>	<b>\$</b>	<b>52,360,944.00</b>	

**Independent School District #22  
2024-25 General Fund Expenditures By Program**



Administration	\$	2,495,642	5.7%
District Support Services	\$	1,881,110	4.3%
Elem/Sec Regular Instruction	\$	18,078,812	41.5%
Vocational Education Instruction	\$	1,265,843	2.9%
Special Education Instruction	\$	8,140,171	18.7%
Instructional Support Services	\$	2,353,918	5.4%
Pupil Support Services	\$	4,737,175	10.9%
Sites & Facilities	\$	4,402,800	10.1%
Fiscal & Other Fixed Costs	\$	235,000	0.5%
<b>Total Expenditures</b>	<b>\$</b>	<b>43,590,471.00</b>	



# **Detroit Lakes Public Schools 2024-25 Initial Budget**

June 24, 2024

# Average Daily Membership

- 2024-25 Projected ADM - 2,720 students
  - Projected Incoming Kindergarten Class - 185 Students
  - Largest Classes
    - Class of 2025
    - Class of 2026
    - Class of 2027
- Budget includes additional ADM for Extended Time Programming



# Average Daily Membership

## DETROIT LAKES PUBLIC SCHOOLS ENROLLMENT HISTORY AND PROJECTIONS 6/15/2024

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	Projected ADM for Budget 2023-24	Projected ADM for Budget 2024-25	Projected ADM for Budget 2025-26	Projected ADM for Budget 2026-27
Pre K	65.23	55.27	61.03	72.00	51.81	41.09	43.76	43.34	45.00	45.00	45.00	45.00
HK	41.50	52.92	42.39	46.74	50.45	37.53	40.60	42.99	40.00	40.00	40.00	40.00
K	182.05	173.78	166.50	170.82	150.55	138.34	156.35	144.36	154.00	145.00	145.00	145.00
<b>Kindergarten Total</b>	<b>223.55</b>	<b>226.70</b>	<b>208.89</b>	<b>217.56</b>	<b>201.00</b>	<b>175.87</b>	<b>196.95</b>	<b>187.35</b>	<b>194.00</b>	<b>185.00</b>	<b>185.00</b>	<b>185.00</b>
1	214.22	226.49	216.57	206.18	212.58	181.28	180.34	194.19	186.00	194.00	185.00	185.00
2	207.58	212.82	226.22	212.20	214.31	198.01	186.06	183.80	191.00	186.00	194.00	185.00
3	240.69	214.73	206.97	227.05	208.18	188.35	207.57	184.22	197.00	191.00	186.00	194.00
4	245.05	244.27	215.50	212.31	223.54	196.60	195.09	209.75	194.00	197.00	191.00	186.00
5	234.80	248.66	242.36	207.73	206.30	204.82	210.20	194.30	213.00	194.00	197.00	191.00
<b>Elementary Total</b>	<b>1,142.34</b>	<b>1,146.97</b>	<b>1,107.62</b>	<b>1,065.47</b>	<b>1,064.91</b>	<b>969.06</b>	<b>979.26</b>	<b>966.26</b>	<b>981.00</b>	<b>962.00</b>	<b>953.00</b>	<b>941.00</b>
6	224.73	245.19	254.48	246.59	210.27	191.59	204.15	210.89	197.00	213.00	194.00	197.00
7	241.89	225.52	244.99	250.35	251.00	194.25	181.06	199.96	213.00	197.00	213.00	194.00
8	214.86	239.08	219.86	233.33	248.62	230.43	194.09	181.41	201.00	213.00	197.00	213.00
<b>Middle School Total</b>	<b>681.48</b>	<b>709.79</b>	<b>719.33</b>	<b>730.27</b>	<b>709.89</b>	<b>616.27</b>	<b>579.30</b>	<b>592.26</b>	<b>611.00</b>	<b>623.00</b>	<b>604.00</b>	<b>604.00</b>
9	217.23	236.13	242.81	232.12	248.39	245.69	257.93	208.71	210.00	215.00	220.00	197.00
10	231.52	214.54	232.42	246.82	226.37	230.02	251.26	252.29	210.00	214.00	215.00	220.00
11	213.52	219.97	212.71	222.10	241.45	206.13	234.38	240.43	250.00	213.00	214.00	215.00
12	208.14	205.85	216.84	207.91	206.37	203.04	199.75	233.98	236.00	263.00	225.00	230.00
<b>High school Total</b>	<b>870.41</b>	<b>876.49</b>	<b>904.78</b>	<b>908.95</b>	<b>922.58</b>	<b>884.88</b>	<b>943.32</b>	<b>935.41</b>	<b>906.00</b>	<b>905.00</b>	<b>874.00</b>	<b>862.00</b>
<b>Total ADM</b>	<b>2,983.01</b>	<b>3,015.22</b>	<b>3,001.65</b>	<b>2,994.25</b>	<b>2,950.19</b>	<b>2,687.17</b>	<b>2,742.59</b>	<b>2,724.62</b>	<b>2,737.00</b>	<b>2,720.00</b>	<b>2,661.00</b>	<b>2,637.00</b>
	1.56%	1.08%	-0.45%	-0.25%	-1.56%	-10.09%	2.06%	-0.66%	0.45%	-0.62%	-2.17%	-0.90%

# 2024-25 Revenue Budget Assumptions

- 2% Increase in the General Education Aid
- Levy Increase - Debt Service
- Increase in Projected Compensatory Revenue
- Increase in Projected Special Education Aid
- Decrease in American Rescue Plan (ARP) Funds (Summer Programming)



# 2024-25 Expenditure Budget Assumptions

- Impacts of Settled Contracts
- Anticipated Benefit Increases (TRA/Health Insurance)
- Inflationary Impact on Supplies and Services
- Legislative Changes & Mandates



# General Fund - Fund 01

- Total Revenues - \$43,677,003
- Total Expenditures - \$43,590,471
  - Surplus - \$86,532
- Restricted Funds
  - Projected Deficit - \$59,926
    - Deficit Spending - Staff Development & LTFM



# General Fund - Fund 01

## Unassigned General Fund

- Projected surplus of \$146,458
  - Estimated Revenues - \$41,460,638
  - Estimated Expenditures - \$41,314,180
- Projected Unassigned Fund Balance - \$5,538,682 (14.65%)



# 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**
2014-15	\$5,707,848	\$25,114,947	22.73%
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** (Estimate)	\$5,392,204	\$37,163,085	14.51%
2024-25** (Estimate)	\$5,538,662	\$37,806,567	14.65%

# Food Service - Fund 02

- Projected deficit of \$9,791
  - Estimated Revenues - \$2,372,400
  - Estimated Expenditures - \$2,382,191
- Assumptions
  - Legislative Change - Universal Free Meals
  - Maintain Current Staffing Level
  - Decreasing Inflationary Impact on Food Prices
- Projected Fund Balance - \$926,118



# Community Service - Fund 04

- Projected deficit of \$52,368
  - Estimated Revenues - \$1,391,464
  - Estimated Expenditures - \$1,443,832

Projected Fund Balance - \$471,045



# Debt Service - Fund 07

- Projected surplus of \$191,970
  - Estimated Revenues - \$4,897,970
  - Estimated Expenditures - \$4,706,000
- Projected Fund Balance - \$1,031,265



# Student Activities

- Projected Revenue and Expenditure Neutral
  - Estimated Revenues - \$228,450
  - Estimated Expenditures - \$228,450
- Projected Fund Balance - \$231,452



# Summary - All Funds

- Projected surplus of \$216,343
  - Estimated Revenues - \$52,577,287
  - Estimated Expenditures - \$52,360,944
- Projected Fund Balance - \$15,508,133





# Detroit Lakes Public Schools

## Monthly Enrollment Summary

### 2023-2024

Month: May 23

#### D.L. Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	38	82	120

#### Non-resident Preschool Special Ed.

	EIC	ECSE	Total
Roosevelt	0	13	13

#### KINDERGARTEN

	Kind.	Kind SpEd	Total
Roosevelt	61	27	88
Rossman	71	33	104
<b>Totals</b>	<b>132</b>	<b>60</b>	<b>192</b>

#### GRADES 1 - 5

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Roosevelt	95	93	102	99	109	498
Rossman	91	98	95	95	104	483
<b>Totals</b>	<b>186</b>	<b>191</b>	<b>197</b>	<b>194</b>	<b>213</b>	<b>981</b>

#### ELEMENTARY TOTALS

Kindergarten	Gr.1-5	Total
192	981	1173

#### MIDDLE SCHOOL

	Grade 6	Grade 7	Grade 8	Total
Middle School	196	212	199	607

#### SENIOR HIGH

	Grade 9	Grade 10	Grade 11	Grade 12	Subtotal	PSEO/F	PSEO/P	Total
Senior High	207	187	210	195	799	0	0	799

#### 2023-2024

##### K-12 Total

2679

#### 2022-2023

##### K-12 Total

2682

#### 2021-2022

##### K-12 Total

2660

#### MONTHLY TOTALS\*

EIC	38
ECSE	95
Kind. Sp. Ed.	60
Kindergarten	132
Grades 1-5	981
Middle School	607
Senior High	799
ALC	64
E-Laker Online	24
Transitions	12
<b>TOTAL</b>	<b>2812</b>

\*Does not include non-resident students on tuition agreement

#### ALC

D.L.	46
Other	18
<b>Total</b>	<b>64</b>

#### LAKER TRANSITIONS

D.L.	11
Other	1
<b>Total</b>	<b>12</b>



# Detroit Lakes Public Schools Yearly Enrollment Summary 2023-2024

Date:           May 23          

EIC										ECSE									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	49	28	33	37	38	36	38	39	38		58	61	70	77	79	71	78	83	82

EIC -- Non Resident										ECSE -- Non Resident									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	2	0	0	0	1	0	0	0	0		4	6	7	9	9	10	8	11	13

Kindergarten - Special Ed.										Kindergarten									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	22	22	22	23	22	25	25	24	27	Roosevelt	69	68	67	67	68	66	64	65	61
Rossman	28	28	28	28	29	30	29	30	33	Rossman	83	78	77	75	75	74	74	74	71
<b>Totals</b>	50	50	50	51	51	55	54	54	60	<b>Totals</b>	152	146	144	142	143	140	138	139	132

Kindergarten Total									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	91	90	89	90	90	91	89	89	88
Rossman	111	106	105	103	104	104	103	104	104
<b>Totals</b>	202	196	194	193	194	195	192	193	192

Grade One										Grade Two									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	97	97	95	96	97	96	96	98	95	Roosevelt	93	93	93	93	93	93	94	94	93
Rossman	97	95	94	93	91	93	93	92	91	Rossman	102	96	96	97	97	97	97	98	98
<b>Totals</b>	194	192	189	189	188	189	189	190	186	<b>Totals</b>	195	189	189	190	190	190	191	192	191

Grade Three										Grade Four									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Roosevelt	98	98	100	100	98	101	101	102	102	Roosevelt	96	95	96	97	95	97	97	96	99
Rossman	96	94	94	96	96	97	97	96	95	Rossman	100	98	97	96	96	95	95	95	95
<b>Totals</b>	194	192	194	196	194	198	198	198	197	<b>Totals</b>	196	193	193	193	191	192	192	191	194

Grade Five									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
MS	110	110	110	110	110	108	108	110	109
Rossman	107	103	103	103	103	103	103	105	104
<b>Totals</b>	217	213	213	213	213	211	211	215	213



# Detroit Lakes Public Schools

## Yearly Enrollment Summary

### 2023-2024

Date:           May 23          

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	494	493	494	496	493	495	496	500	498	Resident	47	44	41	45	44	66	46	50	46
Rossman	502	486	484	485	483	485	485	486	483	Non-Resid.	15	18	20	19	19	20	17	18	18
<b>Totals</b>	996	979	978	981	976	980	981	986	981	<b>Total</b>	62	62	61	64	63	86	63	68	64

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	196	197	197	197	198	196	196	196	196	Resident	2	10	10	10	10	18	18	18	18
Gr. Seven	213	212	211	211	211	208	208	211	212	Non-Resid.	2	5	4	4	4	5	5	6	6
Gr. Eight	207	206	204	203	206	204	203	199	199	<b>Total</b>	4	15	14	14	14	23	23	24	24
<b>Totals</b>	616	615	612	611	615	608	607	606	607										

Senior High									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Gr. Nine	212	209	207	205	206	211	210	210	207
Gr. Ten	207	204	202	195	196	192	189	188	187
Gr. Eleven	235	233	228	226	221	216	212	212	210
Gr. Twelve	220	213	209	208	208	202	200	197	195
<b>Subtotals</b>	874	859	846	834	831	821	811	807	799
PSEO-FT	0	-	-	-	-	-	-	-	-
PSEO-PT	0	-	-	-	-	-	-	-	-
<b>Totals</b>	874	859	846	834	831	821	811	807	799



# Detroit Lakes Public Schools Elementary Grade Sections 2023-2024

Month:           May 23          

		Roosevelt		Rossman		Grade Average
<b>Kindergarten</b>						<b>21.33</b>
	Section 1&3	22	23	20	21	
	Section 2&4	22	21	22	20	
	Section 5			21		
Building Average		22.00		20.80		
<b>Grade 1</b>						<b>18.60</b>
	Section 1&3	17	20	19	19	
	Section 2&4	18	20	17	17	
	Section 5	20		19		
Building Average		19.00		18.20		
<b>Grade 2</b>						<b>23.75</b>
	Section 1&3	23	23	25	25	
	Section 2&4	22	24	24	24	
	Section 5					
Building Average		23.00		24.50		
<b>Grade 3</b>						<b>24.63</b>
	Section 1&3	26	25	24	23	
	Section 2&4	26	25	24	24	
	Section 5					
Building Average		25.50		23.75		
<b>Grade 4</b>						<b>24.25</b>
	Section 1&3	25	24	25	24	
	Section 2&4	25	25	21	25	
	Section 5					
Building Average		24.75		23.75		
<b>Grade 5</b>						<b>26.63</b>
	Section 1&3	26	27	26	26	
	Section 2&4	28	28	26	26	
	Section 5					
Building Average		27.25		26.00		

The district class size average for K-5 is:

**21.00**

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

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

Roosevelt						
Grade	Current	Previous (May)	Opening Day	Sections	Per Section	
K	88	89	90	4	22.0	
1	95	95	96	5	19.0	
2	93	93	93	4	23.3	
3	102	103	98	4	25.5	
4	99	99	97	4	24.8	
5	109	110	113	4	27.3	
<b>RSVT Total</b>	<b>586</b>	<b>589</b>	<b>587</b>	<b>25</b>	<b>23.6</b>	
<b>Difference</b>		<b>(3)</b>	<b>(1)</b>		<b>Avg/section</b>	

Rossman						
Grade	Current	Previous (May)	Opening Day	Sections	Per Section	
K	104	104	105	5	20.8	
1	91	92	96	5	18.2	
2	98	98	97	4	24.5	
3	95	96	95	4	23.8	
4	95	95	99	4	23.8	
5	104	105	102	4	26.0	
<b>RSM Total</b>	<b>587</b>	<b>590</b>	<b>594</b>	<b>26</b>	<b>22.6</b>	
<b>Difference</b>		<b>(3)</b>	<b>(7)</b>		<b>Avg/section</b>	

Middle School			
Grade	Current	Previous (May)	Opening Day
6	196	196	197
7	212	212	214
8	199	199	208
<b>MS Total</b>	<b>607</b>	<b>607</b>	<b>619</b>
<b>Difference</b>		<b>-</b>	<b>(12)</b>

High School				Online		ALC			
Grade	Current	Previous (May)	Opening Day	Grade	Current	Grade	Current	Previous (May)	Opening Day
9	207	206	211	9	2	9	1	1	-
10	187	188	207	10	2	10	18	18	8
11	210	211	235	11	8	11	28	29	33
12	195	196	220	12	12	12	17	22	28
<b>HS Total</b>	<b>799</b>	<b>801</b>	<b>873</b>	<b>Total Online</b>	<b>24</b>	<b>Total</b>	<b>64</b>	<b>70</b>	<b>69</b>
<b>Difference</b>		<b>(2)</b>	<b>(74)</b>	<b>May 2024</b>	<b>24</b>	<b>Difference</b>	<b>(6)</b>		<b>(5)</b>

Pre K ADM*	45
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\* - Average Daily Membership (ADM) counts are based on partial day calculations

	Pre K	K	1-5	6-8	9-12	Total
Opening Day	45	195	986	619	964	2,809
October	45	196	979	615	946	2,781
November	45	194	978	612	932	2,761
December	45	193	980	611	923	2,752
January	45	194	975	615	899	2,728
February	45	195	980	608	915	2,743
March	45	192	981	607	907	2,732
April	45	193	986	606	909	2,739
May	45	193	986	607	907	2,738
Ending Day	45	192	981	607	899	2,724
Average	45	194	981	611	920	2,751

District Wide Summary			
Pre-K	45		
K	192		
1	186		
2	191		
3	197		
4	194		
5	213		
	981		
6	196		
7	212	Laker Online	24
8	199	Transitions	12
	607	Rossman	587
		Roosevelt	586
9	210	DLMS	607
10	207	DLHS	799
11	246	ALC	64
12	236	PSEO	-
	899	Pre-K	45
<b>Total</b>	<b>2,724</b>	<b>Monthly Total</b>	<b>2,724</b>
Comparisons			
Last Month Report			2,736
		Difference	(12)
2023-24 Opening Day			2,809
		Difference	(85)

**INDEPENDENT SCHOOL DISTRICT #22  
FINANCE COMMITTEE MEETING AGENDA  
Finance Committee Meeting - June 20, 2024**

**Members Present:**

**Mary Rotter                  April Thomas                  Ethan Walz                  Mark Jenson                  Jason Kuehn**

A Finance Committee Meeting was held on Thursday, June 20th, 2024 in the District Office Conference Room. The agenda was as follows:

**1.        Fund Balances Review**

Director of Finance Kuehn reviewed the fund balances through the month of May and receipts for the month of May. District expenditures and revenues through May were reviewed in comparison to the budget.

**2.        Review of Disbursements**

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for May. Lastly, the committee recommends approval of the check summaries for June 10th and June 24th.

**3.        2024-25 Property, Liability, and Workers Compensation Insurance Renewal**

Kuehn reviewed the 2024-25 insurance renewal provided by Bremer Insurance. The renewal includes a \$3,281.00 decrease for Workers Compensation Insurance and \$11,009.55 increase for Property, Liability, and Cybersecurity Insurance. Committee recommends approval.

**4.        2024-25 Activity and Admission Fees**

Kuehn reviewed the updated 2024-25 Activity and Admission Fees for the District. Committee recommends approval.

**5.        2024-25 Initial Budget**

Kuehn reviewed the Initial 2024-25 Budget for the committee. Committee recommends approval.

Next Meeting: Thursday, July 18th @ 12:00 PM at the District Office



**City of Detroit Lakes**

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

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## **SPORTS ARENA COMMISSION AGENDA**

**Tuesday, June 4, 2024 at 7:00 AM**

**The Meeting will be held at the Kent Freeman Arena, 1310 Rossman Avenue Detroit Lakes MN.**

1. Approval of Nate Hunter as DLYHA representative to Sports Arena Commission
2. Consideration to approving the Minutes from the meeting held on March 5, 2024.
3. Consideration to approve the Financials for April & May 2024.
4. Arena CIP Review
5. Open Forums:
  - a. John Brehm discussion Junior League Hockey opportunity in Detroit Lakes
  - b. Discussion of high school boys & girls locker room renovations
6. Detroit Lakes Locker Room Improvement Plan
7. In-ice advertising
  - a. J & K Marine will be in Arena II
8. Update schedule of events
  - a. Becker County Fair, Aug 7-11
  - b. Dick Beardsley Races, Sept 6
9. Update Arena addition project
  - a. Update from Fair Board on parking lot collaboration
10. Other

Respectfully,  
**KELCEY KLEMM**  
City Administrator

**Sports Arena Commission Members:**

Chad Carlblom - Chairman  
Matt Boeke - Alderman Ward 3-At Large  
John Steffl - School District 22- At Large  
Rob Nielsen - School District 22  
Judd Syverson - Detroit Lakes Youth Hockey Association  
Mike Ullmer - Becker County Fair Board

**Meeting Dates:**

September 3 @ 7:30am & December 3 @ 7:30am