

ULEN-HITTERDAL SCHOOL DISTRICT
 REGULAR SCHOOL BOARD MEETING
 WEDNESDAY, JUNE 11th, 2025
 6:00 PM IN THE BOARD ROOM

<u>Elected</u>	<u>Roll Call</u>	<u>Term Exp.</u>	<u>Elected</u>	<u>Roll Call</u>	<u>Term Exp.</u>
2025	___ Nick Theis	2029			
2025	___ Shelly Thordal	2029	2023	___ Donna Jacob	2027
2025	___ Nolan Braseth	2029	2023	___ Laura Tweten	2027
2023	___ Jennie Wibe-Bjerke	2027	2025	___ Troy Amundson	2027

AGENDA

- I. Call to Order – Pledge of Allegiance

- II. Open Mic: (The Open Mic. segment is the agenda item that allows members of the public to address the Board on any issues they deem appropriate. Speaking time is limited to two minutes per person. It is requested by the Board that visitors refrain from addressing the Board during the Action Agenda unless invited to do so by the Board or Superintendent.)

- III. Special Reports: None

- IV. Good News: Ted Critchley
 - A. Elementary Music Program
 - B. FFA Chapter Banquet
 - C. End of Year Celebrations
 - D. Last Day
 - E. Graduation
 - F. New Dean of Students

- V. Approval of Minutes

- VI. Approval of Claims and Liquid Transfers

- VII. Reports:
 - A. Special Ed/Title Program – Laura Tweten
 - B. ECFE/Community Ed – Shelly Thordal
 - C. Student & Minority Liaison – Troy Amundson, Shelly Thordal, Laura Tweten
 - D. Negotiations – Troy Amundson, Nolan Braseth, Laura Tweten
 - E. Meet & Confer – Nick Theis, Jennie Wibe-Bjerke, Laura Tweten
 - F. Technology/Vocational – Troy Amundson, Nolan Braseth, Donna Jacob
 - G. Marketing/Co-Curricular – Troy Amundson, Jennie Wibe-Bjerke, Nick Theis
 - H. Facilities/Finance/Personnel – Jennie Wibe-Bjerke, Nolan Braseth, Donna Jacob
 - I. Food Service/Wellness – Troy Amundson, Nick Theis
 - J. MSHSL – Jennie Wibe-Bjerke
 - K. Worlds Best Workforce – Laura Tweten, Donna Jacob

- VIII. Dean of Students Report: Ted Critchley

- A. Credit Recovery
 - B. ILT
 - C. Scheduling/Registration
- IX. AD Report: Ryan Pahl
- A. Spring Sports Wrap-up
- X. Superintendent Report: Dustin Flaten
- A. 2024-2025 Revised Fund Balance
 - B. Staffing Updates
 - C. Project Updates
 - D. Titan Town Childcare
- XI. Approval of Agenda
- XII. Action Agenda:
- A. Recommendation to hire Morgan Crompton as the varsity girls' volleyball coach for the 2025-2026 school year.
 - B. Recommendation to hire Tyler Syliaasen as varsity assistant football coach for the 2025-2026 school year.
 - C. Recommendation to hire Tyler Hausauer as JH football coach for the 2025-2026 school year.
 - D. Recommendation to hire Stacey Cable as JH volleyball coach for the 2025-2026 school year.
 - E. Recommendation to hire Tyler Syliaasen as a 7th-12th English Language Arts teacher for the 2025-2026 school year at MA Step 5.
 - F. Recommendation to accept the MSBA membership dues. (Enclosed)
 - G. Recommendation to approve the 2024-2025 revised budget. (Enclosed)
 - H. Recommendation to approve the LCSC membership agreement. (Enclosed)
 - I. Recommendation to accept the resignation of Amanda Thorsvig from her Agriculture Education Instructor and FFA Advisor position at UH schools. (Enclosed)
 - J. Recommendation to approve the hire of George Delgado as our evening custodian. (Enclosed)
 - K. Recommendation to approve the 2025-2026 proposal for Ulen SRO services. (Enclosed)
 - L. Recommendation to approve the application for Cooperative Sponsorship with the MSHSL. (Enclosed)

- M. Recommendation to approve the Employee Assistance Program with The Village Family Service Center. (Enclosed)
 - N. Recommendation to approve the bid from Green Construction for the bus garage apron, batting cage, and replacement of slab by service entrance. (Enclosed)
 - O. Recommendation to approve the annual Adult Education Agreement with Detroit Lakes Public Schools. (Enclosed)
- XIII. Upcoming Meetings and Special Events: Regular School Board Meeting to be held on Wednesday, July 9th at 6pm.
- XIV. Adjourn



Where Minnesota School Boards Learn to Lead

May 27, 2025

Dear Board Chair:

Thank you for your continued membership in the Minnesota School Boards Association. Our vision, "Strong School Boards, Stronger Minnesota," defines everything we do to strengthen our members and your ability to effectively govern to drive student success across the state of Minnesota.

MSBA is **your** Association.

- Our dedicated staff prides itself on anticipating **your needs** through engagement, analyzing national and state directives, working with other educational organizations, and providing workshops and webinars for our boards that provide the information and guidance you need.
- **Your feedback and engagement** have been helpful as we continue to implement our 2023-2027 Strategic Plan. We are continuing to evaluate, evolve, and improve our offerings. Look for some exciting changes over the summer and into fall.
- **Your MSBA staff** is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services to representing **your voice** at the state and federal levels. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.

Like you, we deeply care about the success of all Minnesota's public school students. We also understand strong board governance is a key component to driving this success. **Your success** is our success, and our Association is stronger when our members are stronger. A copy of the dues invoice was sent to your Superintendent and the original was mailed to your district office. We wish you a successful 2025-2026 school year and hope to continue as your valued and trusted Association. If you have any questions, please contact me.

Sincerely,

Kirk Schneidawind, Executive Director

kschneidawind@mnmsba.org

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459

www.mnmsba.org

MSBA is YOUR Policy Guide

MSBA is the **only organization** in the state of Minnesota to offer a comprehensive set of model policies for school boards. MSBA is considered the **gold standard and best practice** for policy development.

"Policy research and development is critically important to helping school districts support their students. Policies present school boards with a key opportunity to align the district's educational programs with its mission for public education in their communities. MSBA is committed to helping Minnesota school boards govern."

Dr. Terence Morrow, MSBA General Counsel

140

The number of sample policies and regulations available to boards and districts. The most comprehensive set of public school policies to guide boards in the state of Minnesota. MSBA updates policies as necessary in direct response to changes in state and federal law.

1,867

Number of policy questions fielded by MSBA's General Counsel.



Consulting with boards on policy challenges and working with boards on policy audits.



Providing up-to-date information and guidance in relevant federal and state statutes and laws.



Developing amicus curiae briefs to support school boards facing key legal challenges.

MSBA is YOUR Advocate

MSBA focuses its **advocacy** on **local control** and adequate funding for our districts. We work to ensure the **voice of our members** is heard on public education issues at the state and federal level and during the state budgetary process.

"Building MSBA's platform shows how our advocacy efforts directly shape education policy and funding. It's a chance to ensure the real needs of our schools are heard at the state level—and to see how our collective voice can protect and advance public education."

Deb Pauly, Board Chair, Jordan Public Schools

150

The number of board members from across the state that compose our annual Delegate Assembly. The Delegate Assembly ensures that MSBA reflects the needs and interests of boards statewide. Their action is the foundation for MSBA's legislative advocacy.

43

Number of meetings with legislators by MSBA's Government Relations Team.

196

Number of attendees at MSBA / MASA Joint Day at the Capitol.

1,400+

Number of Friday Chat Room attendees in 2024-2025.

ONE

MSBA launched our One Voice initiative to our member boards at our 2025 Leadership Conference. We are excited to continue to develop this initiative and use the collective power of our voices to support public education in Minnesota.

MSBA is YOUR Access

School board members, superintendents, and other district employees get access to **MSBA's comprehensive publications** and **webinars** keeping them **informed** of **local, state and federal educational issues**.

"As chair, my role is not to have all the answers, but to help us ask the right questions. That's precisely what the Board Chair chat does!"

Milind Sohoni, Ph.D., Board Chair
Wayzata Public Schools

260

eClippings emailed to our subscribers each year. This free subscription is a daily newsletter with your MSBA membership that comes to your inbox featuring K-12 news from around the state.

268

Pages of The Journal sent to members this year. Our bimonthly magazine that includes school features, exploration of leadership issues and in-depth stories on education trends.

150

Combined number of years of board and public-school experience on your MSBA staff.



**Revised Budget
2024-2025**

	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Ending Balance</u>
General Fund:				
Reserved	177,494	677,416	685,344	169,566
Unreserved	1,967,148	4,345,046	4,325,850	1,986,344
Food Service Fund	93,444	341,629	312,615	122,458
Comm Service Fund	0	130,153	130,153	0
ECFE	0	24,786	24,786	0
School Readiness	0	103,241	103,241	0
Debt Service Fund	194,879	364,408	497,262	62,025



Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith Fergus Falls, MN 56537

Phone: (218) 739-3273 - Fax: (218) 739-2459 - Web: www.lcsc.org

May 21, 2025

Dear Member District,

Thank you for your membership with Lakes Country Service Cooperative over the last year! Your participation in our programs allows us to provide services that actively develop and make our region and members stronger. The time has come for you to renew your membership with Lakes Country Service Cooperative, and we hope you will continue to engage with us as we execute our mission: advocating for strong communities through service and leadership.

Enclosed you will find the renewal membership agreement for calendar year 2026. Fees will remain at \$1,400.00 plus \$1.75 per student, to a maximum of \$5,500.00, plus a \$1,000.00 facilities maintenance fee. We ask that you review and sign the enclosed membership form and return to us with your membership fee by July 1, 2025.

Your Membership Includes:

Access

- Meeting Space at the Fergus Falls LCSC Site
- Regional Leader Networking
- Communications on relevant events, topics, and issues in the region
- Access to bid products through cooperative purchasing and access to Express Marketplace

Insurance

- Health Insurance for schools and government members
- HR 360 programs
- Access to HSAs, VEBAs, and other healthcare options
- Wellness program options for pool members

Customized Benefits Including

- Technology Services
- Business and Financial Services, including payroll
- Customized health and safety services
- Professional Development and Training

Partnerships are vital to our work, and we have no greater partnership than the one with our members. We look forward to continuing our partnership with you in the coming year. If you have any questions, please contact me or any of our leadership staff at 218-739-3273

Sincerely,

Jeremy Kovash
Executive Director



Lakes Country Service Cooperative
 School District Membership Agreement
 FY 2026
 July 1, 2025 - June 30, 2026

Membership	Total
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>302</u> *student count	\$528.50
Subtotal	\$1,928.50
Adjusted Membership Fee (Smaller of the Subtotal or \$5,500.00 Max)	\$1,928.50
Capital Outlay (Cooperative facility maintenance fee) Facilities Maintenance Fee	<u>\$1,000.00</u>
Total Membership	\$2,928.50

Enclosed, please find our payment
 Please invoice us

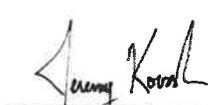
*Student count was taken from the MDE website. Please update if necessary.

Ulen-Hitterdal Public School
 School District Name


 Superintendent

5-29-2025
 Date

Lakes Country Service Cooperative


 Jeremy Kovash, Executive Director

5/19/2025
 Date

Please return completed agreement by July 1, 2025 to:
 Lakes Country Service Cooperative
 1001 E. Mount Faith
 Fergus Falls, MN 56537
 Questions? Contact Marissa Skinnemoen at 218-737-6542 or
 mskinnemoen@lcsc.org

May 23, 2025

Superintendent Flaten
Ulen-Hitterdal School Board
27 2nd Street NW
Ulen, MN 56585

Board Members and District,

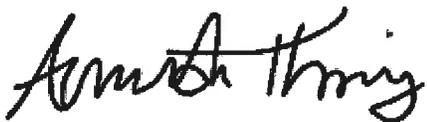
It is with a heavy heart that I submit this letter of resignation from my position as Agricultural Education Instructor and FFA Advisor with the Ulen-Hitterdal Public Schools.

I cannot put into words the gratitude I have for the last thirteen years in this District. The school, the community, the students, their families and my colleagues all shaped the teacher that I am today. I am so proud of the program we have built and care deeply for the future of it. I know this resignation will cause hurt and hardship in the transition, and for that I do apologize.

For years I have assisted my students overcome difficult decisions, make hard choices and most importantly, take big chances. This transition is one of those for myself and my family.

I am committed to helping make this transition as smooth as possible and am happy to provide training and guidance to the new hire. Please let me know how I can be of best assistance.

With sincere gratitude,

A handwritten signature in black ink that reads "Amanda Thorsvig". The signature is written in a cursive, flowing style.

Amanda Thorsvig

**2024-2025
Assignment of Classified Personnel
Independent School District No. 914
Ulen-Hitterdal Public School
Ulen, MN 56585**

Custodian, Lane B23, Step 2

The School Board of Independent School District No. 914, Clay County, Ulen, Minnesota, enters into this agreement with **George Delgado**. The starting date of employment shall be **5/19/25 and continue until 6/30/25**, unless the Board of Education or classified employee terminates the contract or the Board of Education reduces the contracted hours of the classified employee. The termination or reduction of employee hours by the Board of Education or classified employee is subject to 30 day notice.

It is understood that all hours over the regular schedule must be approved by the superintendent.

Vacations, holidays, and work days shall be in accordance with the calendar as adopted by the Board of Education and/or pursuant to applicable school district policies.

In consideration thereof, the Board of Education agrees to pay the sum of **\$18.69 per hour for 248 hours, for a total of \$4,635.12**. This sum may be affected by any change in hours or duty days resulting from non-paid absences or other factor), which will be paid in accordance with authorized pay plan options and/or pursuant to applicable district policies.

The employee understands that he/she is an employee at will and is subject to reduction or dismissal with or without cause.

Assigned Individual



Dated this May day of 22, 2025.

Independent School District No. 914

Chairperson _____ Dated this _____ day of _____, 20____

Clerk _____

2025 Proposal for Ulen SRO

Deputy Jeff Lee (Grade 18 Step 12)

2025 base Salary \$45.25hr (No union contract for 2026)

Benefits

PERA 17.7%

Medicare 1.45%

Work Comp 2.4%

Total 21.55%

Salary (\$45.25) x Benefits (21.55%) = \$55.00 hour

174 Days @ 2 hours a day=348 Hours

348 hours x \$55.00=\$19,140

2025 Insurance \$1,481 monthly

9 months x \$1,481= \$13,329

\$13,329 x .25= \$3,332.25

Quarter Time SRO

\$19,140+\$3,332=\$22,472.25

Memorandum of Understanding
School Resource Officer Program

THIS AGREEMENT, made and entered into this 3rd Day of June, 2025 (hereinafter referred to as the "effective date") by and between ULEN-HITTERDAL PUBLIC SCHOOL, 27 2nd Street North, Ulen, MN 56585, and CLAY COUNTY, MINNESOTA, a political subdivision under the laws of the State of Minnesota, hereinafter called, "Clay County".

WHEREAS, School desires to have one (1) Clay County Sheriff's Deputy School Resource Officer (hereinafter referred to as "SRO") available to serve at The Ulen-Hitterdal School; and

WHEREAS, Clay County desires to have one (1) SRO available to serve the Ulen-Hitterdal School; and

WHEREAS, Clay County desires to receive reimbursement for part of the costs associated with the SRO; and

WHEREAS, Ulen-Hitterdal School agrees to reimburse Clay County for costs associated with the SRO pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties do hereby agree as follows:

1. **Purpose.** The intent of this Agreement is to formalize the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officer and the youth of our community, with the goal of reducing crime committed by juveniles and young adults, as well as providing a safe climate and environment for students and staff.
2. **Term.** The term of this Agreement shall begin on June 3, 2025 and end on June 1st, 2028, unless terminated earlier as provided herein. Both parties will have the option to revisit and or revise this contract each month of March during the term period. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by all parties.
3. **Mission, Goals and Objectives.** The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a Clay County Deputy to School facilities on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, law enforcement officers, school administrators and parents. Goals of the SRO Program include:

- a. Establish a rapport between the SRO and the student population;
- b. Establish a rapport between the SRO and parents, faculty, staff, and administrators;

- c. Provide a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students and a sincere concern for the school community;
 - d. Promote citizen awareness of the law to enable students to become better-informed and effective citizens;
 - e. Reduce incidents of school violence;
 - f. Reduce criminal offenses committed by juveniles and young adults
 - g. Serve as an additional confidential source of counseling for students and parents concerning problems, as well as provide information on community resources available for them and their specific problem.
4. **Services Provided.** Clay County shall provide one (1) SRO who will serve the school for two hours a day during regular school hours during the regular school season.
5. **Equipment.** Clay County shall provide the SRO with the uniforms and equipment necessary to perform his/her duties as per this Understanding.

School shall provide the SRO the following materials, facilities, and access, which are deemed necessary to the performance of the duties of the SRO:

- a. Private office space that can be secured and is acceptable to Clay County. The office shall contain a telephone, desk, chair, Internet access, and lockable cabinet.

Each party shall be responsible for damages to or loss of its own equipment.

6. **SRO Program Structure.** The SRO program will work under the concept established by the NASRO (National Association of School Resource Officers).

Under this framework, the SRO is first and foremost a law enforcement officer for Clay County. SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of Clay County. All acts of commission or omission shall conform to the guidelines of Clay County directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO.

7. **Duties and Responsibilities.** The responsibilities of the SRO will include, but limited to:
- a. Enforce criminal law and protect the students, staff and public at large against criminal activity. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on-campus or off-campus, during school hours.
 - b. Complete reports and investigate crimes committed on School campuses.
 - c. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators.
 - d. Be highly visible throughout the Schools, but to be unpredictable in School rotation and movements throughout campuses.
 - e. Wear Clay County issued uniform at all times or other apparel approved by Clay County and School.

- f. Confer with the principal of School to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
- g. Provide information concerning questions about law enforcement topics to students and staff.
- h. Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by SRO agency supervisor and Schools administrators.
- i. Prepare lesson plans necessary for approved classroom instruction.
- j. Advise students, staff, and faculty on a limited basis.
- k. Attend law enforcement agency P.O.S.T. mandated training. Reasonable attempts will be made to schedule P.O.S.T. mandated training to minimize SRO absence from normal school days and normal school hours.
- l. Be familiar with all community resources which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
- m. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
- n. Abide by all applicable legal requirements concerning interviews, searches or arrests while on School campus.
- o. Comply will all laws, regulations, and school board policies applicable to employees of School, including by not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on School campuses, provided that SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as a law enforcement officer.

8. **Supervision.** SRO shall report to Clay County and all Clay County employment policies, discipline procedures and other matters related to employment shall be the sole responsibility of Clay County. Supervision of the SRO shall be the responsibility of Clay County. Annual evaluations shall be conducted in accordance to the policies set forth by Clay County.

School shall provide Clay County with SRO performance information prior to the annual evaluation of the SRO. School performance information will be included and incorporated into the annual SRO evaluation.

9. **Financial Obligations.** Clay County and School agree that SRO shall be an employee of Clay County. In consideration of these services, School agrees to pay Clay County for the SRO's regular salary and benefits for two hours each day of 174 student days. These payments shall be made in a single payment on or before August 1 each year.

Clay County agrees to pay the remaining amount for full time employment of the deputy.

The SRO shall be present at School campus during regular weekly school hours for two hours a day or 10 hours a week. There may be times the Sheriff's Office may use the SRO for calls

for service. Clay County Sheriff's Office will notify the School District of this. In the event the School desires to have SRO attend after-school activities, it shall notify Clay County, and Clay County may invoice all the salary and benefit costs associated with after-school activities to the specific School.

10. **Termination.** This Memorandum of Understanding may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party.

CLAY COUNTY

BY: _____
County Administrator

BY: _____
County Board Chair

ULEN-HITTERDAL PUBLIC SCHOOL

BY: _____
Superintendent

BY: _____
School Board Chair

Memorandum of Understanding
School Resource Officer Program

THIS AGREEMENT, made and entered into this 24th Day of June, 2025 (hereinafter referred to as the “effective date”) by and between ULEN-HITTERDAL PUBLIC SCHOOL, 27 2nd Street North, Ulen, MN 56585, and CLAY COUNTY, MINNESOTA, a political subdivision under the laws of the State of Minnesota, hereinafter called, “Clay County”.

WHEREAS, School desires to have one (1) Clay County Sheriff’s Deputy School Resource Officer (hereinafter referred to as “SRO”) available to serve at The Ulen-Hitterdal School; and

WHEREAS, Clay County desires to have one (1) SRO available to serve the Ulen-Hitterdal School; and

WHEREAS, Clay County desires to receive reimbursement for part of the costs associated with the SRO; and

WHEREAS, Ulen-Hitterdal School agrees to reimburse Clay County for costs associated with the SRO pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties do hereby agree as follows:

1. **Purpose.** The intent of this Agreement is to formalize the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officer and the youth of our community, with the goal of reducing crime committed by juveniles and young adults, as well as providing a safe climate and environment for students and staff.
2. **Term.** The term of this Agreement shall begin on June 24th, 2025 and end on June 1st, 2028, unless terminated earlier as provided herein. Both parties will have the option to revisit and or revise this contract each month of March during the term period. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by all parties.
3. **Mission, Goals and Objectives.** The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a Clay County Deputy to School facilities on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, law enforcement officers, school administrators and parents. Goals of the SRO Program include:

- a. Establish a rapport between the SRO and the student population;
- b. Establish a rapport between the SRO and parents, faculty, staff, and administrators;

- c. Provide a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students and a sincere concern for the school community;
 - d. Promote citizen awareness of the law to enable students to become better-informed and effective citizens;
 - e. Reduce incidents of school violence;
 - f. Reduce criminal offenses committed by juveniles and young adults
 - g. Serve as an additional confidential source of counseling for students and parents concerning problems, as well as provide information on community resources available for them and their specific problem.
4. **Services Provided.** Clay County shall provide one (1) SRO who will serve the school for two hours a day during regular school hours during the regular school season.
5. **Equipment.** Clay County shall provide the SRO with the uniforms and equipment necessary to perform his/her duties as per this Understanding.

School shall provide the SRO the following materials, facilities, and access, which are deemed necessary to the performance of the duties of the SRO:

- a. Private office space that can be secured and is acceptable to Clay County. The office shall contain a telephone, desk, chair, Internet access, and lockable cabinet.

Each party shall be responsible for damages to or loss of its own equipment.

6. **SRO Program Structure.** The SRO program will work under the concept established by the NASRO (National Association of School Resource Officers).

Under this framework, the SRO is first and foremost a law enforcement officer for Clay County. SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of Clay County. All acts of commission or omission shall conform to the guidelines of Clay County directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO.

7. **Duties and Responsibilities.** The responsibilities of the SRO will include, but limited to:
- a. Enforce criminal law and protect the students, staff and public at large against criminal activity. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on-campus or off-campus, during school hours.
 - b. Complete reports and investigate crimes committed on School campuses.
 - c. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators.
 - d. Be highly visible throughout the Schools, but to be unpredictable in School rotation and movements throughout campuses.
 - e. Wear Clay County issued uniform at all times or other apparel approved by Clay County and School.

- f. Confer with the principal of School to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
- g. Provide information concerning questions about law enforcement topics to students and staff.
- h. Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by SRO agency supervisor and Schools administrators.
- i. Prepare lesson plans necessary for approved classroom instruction.
- j. Advise students, staff, and faculty on a limited basis.
- k. Attend law enforcement agency P.O.S.T. mandated training. Reasonable attempts will be made to schedule P.O.S.T. mandated training to minimize SRO absence from normal school days and normal school hours.
- l. Be familiar with all community resources which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
- m. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
- n. Abide by all applicable legal requirements concerning interviews, searches or arrests while on School campus.
- o. Comply will all laws, regulations, and school board policies applicable to employees of School, including by not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on School campuses, provided that SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as a law enforcement officer.

8. **Supervision.** SRO shall report to Clay County and all Clay County employment policies, discipline procedures and other matters related to employment shall be the sole responsibility of Clay County. Supervision of the SRO shall be the responsibility of Clay County. Annual evaluations shall be conducted in accordance to the policies set forth by Clay County.

School shall provide Clay County with SRO performance information prior to the annual evaluation of the SRO. School performance information will be included and incorporated into the annual SRO evaluation.

9. **Financial Obligations.** Clay County and School agree that SRO shall be an employee of Clay County. In consideration of these services, School agrees to pay Clay County for the SRO's regular salary and benefits for two hours each day of 174 student days. These payments shall be made in a single payment on or before August 1 each year.

Clay County agrees to pay the remaining amount for full time employment of the deputy.

The SRO shall be present at School campus during regular weekly school hours for two hours a day or 10 hours a week. There may be times the Sheriff's Office may use the SRO for calls

for service. Clay County Sheriff's Office will notify the School District of this. In the event the School desires to have SRO attend after-school activities, it shall notify Clay County, and Clay County may invoice all the salary and benefit costs associated with after-school activities to the specific School.

10. **Termination.** This Memorandum of Understanding may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party.

CLAY COUNTY

BY: _____
County Administrator

BY: _____
County Board Chair

ULEN-HITTERDAL PUBLIC SCHOOL

BY: _____
Superintendent

BY: _____
School Board Chair

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Football (Boys) beginning with the **2025 - 2026** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Ulen-Hitterdal HS	99	Ulen, MN	8A	6-9man
High School #2:	Norman County East HS	52	Twin Valley, MN	8A	6-9man
High School #3:	Fain Homeschool	1	Ogema, MN	8A	6-9man

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Norman County East and Ulen-Hitterdal schools have been in a co-op for football since 2013. We are requesting this new co-op to include the homeschool of a student that has attended UH and participated in our football program for many years.

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	14	9	5	8	6	2
High School #2		1	3		4	
High School #3			1			
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): NCE-UH Titans
- Team Colors: Black, Blue and Gold Team Mascot: Titans
- Host School (school that will receive revenue share check): Ulen-Hitterdal Public Schools

Board of Education (or designee)	School	Date
Signed _____	<u>Ulen-Hitterdal Public School</u>	_____
Signed _____	<u>Norman County East Public School</u>	_____
Signed <u>[Signature]</u>	<u>Fain Homeschool</u>	<u>5/22/2025</u>
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Football (Boys) beginning with the **2025 - 2026** school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Ulen-Hitterdal HS	Ulen, MN
High School #2:	Norman County East HS	Twin Valley, MN

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	<u>Member School</u>				<u>Reason for the Dissolution</u>
High School #1	A	B	<input checked="" type="radio"/> C	A.	Our school is dropping the activity.
High School #2	A	B	<input checked="" type="radio"/> C	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director



Employee Assistance Program Full-Service Contract for EAP Services

The following is a contract between ULEN-HITTERDAL SCHOOL DISTRICT and THE VILLAGE FAMILY SERVICE CENTER [Village EAP].

WHEREAS, The Village EAP is engaged in offering personal assistance to employees of business, industry and agencies and their household members, and WHEREAS, Ulen-Hitterdal School District desires to participate in this program:

THEREFORE, the Village EAP and Ulen-Hitterdal School District agree to the following:

1. The Village EAP agrees to provide the following:
 - a. A Household Aggregate Model Employee Assistance Program (EAP). The Village EAP shall make available to each covered current full or part time employee, a quantity of sessions equal to the number of household members times (x) 4. (Example: 5 household members times (x) 4 sessions per household member equals 20 available sessions for the household.) No household will have less than 8 available sessions. A household member may be a spouse, child, parent, partner, stepchild, child outside the home going to school, or an individual not related but living in the home. Coverage may be provided in some unique cases where an individual is outside of the home, but still maintains the same permanent address as the individual primarily covered by the Village EAP. These sessions include access to a full range of short-term, non-diagnostic counseling and services available at the Village EAP. If referred outside of the Village EAP for medical or other reasons, it is the responsibility of the household member to arrange payment for the service. (Service may be covered by personal health insurance or other sources.) Sessions may be applied towards face-to-face short term, non-diagnostic counseling, financial counseling, legal counseling, wellness/education, 24/7 access to counselors for in-the-moment telephonic support, and Chemical Dependency Assessments/education.
 - b. Formal referral process is available for:
 - 1) Job performance issues
 - 2) Violation of Companies' Drug Free Workplace policy
 - 3) For employees falling under DOT (Department of Transportation) regulations, The Village EAP will locate and provide referrals to SAP (Substance Abuse Professional) that meets the requirements of federal regulations.
 - c. 2 hours of tailored web-based or on-site employee or management training and /or crisis management services to meet the needs of Ulen-Hitterdal School District. Additional hours may be purchased at the current reduced EAP rate.

- d. Training hours available in the Ulen-Hitterdal School District contract may also be used to have an EAP professional assist your organization(s) in integrating EAP services with work-life, human capital, and wellness programs in order to provide a linked, comprehensive delivery of services. The Village EAP professionals, upon request, will attend via teleconference or web-based, department or committee meetings and provide input and coordination of EAP services. Training programs are the work product of the Village EAP and are not for the use of the Ulen-Hitterdal School District in any way outside the scope of this Agreement, nor shall this Agreement be construed as a license for Ulen-Hitterdal School District to use or reproduce EAP materials.
- e. The Village EAP's consulting services are at the current reduced EAP rate to Ulen-Hitterdal School District.
- f. Orientation sessions for management/supervisory staff in dealing with troubled employees and using the Village EAP.
- g. Orientation sessions for employees to explain the Village EAP program, how it is used, and the services offered. Sessions are scheduled to encourage 100% participation.
- h. Travel expenses for covered orientations within ND, SD, and MN are the sole responsibility of The Village EAP. Travel expenses for covered training and/or crisis management services shall be shared by the parties as follows: lodging and food will be the responsibility of The Village EAP; transportation costs shall be paid by Ulen-Hitterdal School District. Travel expenses for non-covered training and/or crisis management services are the sole responsibility of Ulen-Hitterdal School District.
- i. Toll-free Supervisor Helpline providing phone consultation to supervisors/managers in dealing with troubled employees. Supervisor Helpline services will be provided by Village EAP professionals.
- j. Monthly employee newsletters focused on work-related issues, personal wellness, and family dynamics.
- k. Quarterly supervisor newsletters focused on leadership guidance.
- l. Semi-annual statistical reports on program utilization.
- m. Services to an employee for ninety (90) days following termination/disability from Ulen-Hitterdal School District.
- n. Promotional materials or other appropriate information to encourage use of the program.

2. Ulen-Hitterdal School District agrees to provide the following:

- a. Endorse the Village EAP program and incorporate it into existing personnel policies and procedures.
- b. Provide space in the workplace and consistently promote EAP services to encourage program use.

- c. Ensure employees receive informational materials, monthly newsletters, quarterly supervisor newsletters and EAP program updates.
 - d. Designate one or more employee contacts to serve as liaison with the Village EAP and to keep direct open communication between the two groups. Assist in implementing the program, promote usage and additional duties such as submitting FTE counts and contract management.
 - e. Provide an opportunity for all management, supervisory personnel, and employees to participate in orientations and training.
3. The terms of the contract shall be from September 1, 2024 to August 31, 2027 at a cost of \$30.00 per year per Full-Time Equivalent employee (FTE). This is a minimum contract for 1-50 FTE's. Total first year contract cost is \$1,500.00 and will be paid annually at the beginning of the contract year or as determined. FTE's will be confirmed annually.
 4. This contract automatically renews annually after the dates listed in #3 or until a new contract is executed, except that either party may terminate this agreement upon sixty (60) days written notice to the other party and confirmation by said party. FTE count will be updated yearly, and Ulen-Hitterdal School District will be required to provide current FTE count to their Village EAP Account Executive or Village Business Office at ContractRenewal@TheVillageFamily.org, within 10 business days of the renewal date or contract will automatically continue/renew with a 10% increased FTE count for the upcoming year.
 5. Both the Village EAP and Ulen-Hitterdal School District shall maintain confidentiality of privileged information in accordance with applicable state and federal law. Identifying information about Ulen-Hitterdal School District employees or household members using the program shall not be given out by the Village EAP under any circumstances unless the client signs an agreement authorizing the Village EAP permission to disclose such information, except in instances of risk/safety concerns or as required under state or federal law. The Village EAP will maintain physical, electronic, and procedural safeguards that comply with federal regulation to guard protected client information.

Both the Village EAP and Ulen-Hitterdal School District shall maintain the highest ethical and legal standards in all phases of the program.

6. Ulen-Hitterdal School District understands that the Village EAP does not provide counseling services through its own employees or employees of The Village outside North Dakota and Minnesota. The Village EAP contracts with licensed and insured affiliate providers "Affiliates" located throughout the United States. Ulen-Hitterdal School District hereby consents to Affiliates providing counseling services to its employees and agrees to indemnify and hold harmless for any services, losses, expenses, damages, or injuries resulting from or arising out of services provided to Ulen-Hitterdal School District or its employees by an Affiliate.

7. Ulen-Hitterdal School District represents that it has been apprised of all states in which EAP counseling services are presently provided outside of its regional offices of North Dakota and Minnesota. While the Village EAP strives to provide services where Ulen-Hitterdal School District employees are located, the Village EAP does not represent, warrant, or guarantee that it will provide services in all states when Ulen-Hitterdal School District employees are located outside of its regional offices of North Dakota and Minnesota. These service areas are subject to change without notice to Ulen-Hitterdal School District, and Village EAP is under no obligation to expand to states outside its current service areas.

8. Ulen-Hitterdal School District agrees to indemnify and hold harmless the Village for actions, causes of action, suits, claims, judgments, settlements, liabilities, damages, penalties, losses, expenses, including without limitation, extra-contractual damages, court costs, attorney's fees, punitive and exemplary damages resulting from or arising out of any function under this Agreement, including but not limited to any services provided by an Affiliate, if the liability was the direct consequence of the action of the Ulen-Hitterdal School District or Affiliate.

THE VILLAGE FAMILY SERVICE CENTER

2701 12th Ave S.
Fargo, ND 58103

BY: _____

Title:

Date:

ULEN-HITTERDAL SCHOOL DISTRICT

27 2ND Street N
Ulen, MN 56585

BY:  _____

Title: *Superintendent*

Date: *5-29-2025*

ESTIMATE

Green Construction LLC
21540 170th Ave N
Ulen, MN 56585

greenconstruction1977@gmail.com
+1 (701) 261-1238



Bill to
UH School

Estimate details

Estimate no.: 1359

Estimate date: 05/19/2025

Date	Product or service	Description	Amount
	Services	Approximately 64' x 138' x 5" parking lot in front of bus barn Cut asphalt and dig out, fill to grade packed 4,500 PSI concrete, 1/2" rebar 2' OCEW, all materials, & labor	\$59,900.00
	Services	78' x 18' x 4" batting cage 4' x 6' x 4" pad on service door, tear out & replace w/ sonatubes in the middle	\$9,000.00
		Total	\$68,900.00

Accepted date

Accepted by

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

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

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

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

NOW, THEREFORE, the parties agree as follows:

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

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

As the consortium fiscal agent, Detroit Lakes agrees to:

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

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

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

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

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

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

