Agenda for Board Meeting
Win-E-Mac School District 2609
Tuesday, November 17, 2026 - 5:30 PM
Conference Room

1. **Call to order by Chairperson_____ at _____**
   1.1. Pledge of Allegiance
   1.2. Welcome
   1.3. Roll Call

   _____ Tyler Brekken
   _____ Nicki Carlson
   _____ Jackie Huschle
   _____ Megan Rock
   _____ Brad Sander
   _____ Amanda Schow
   _____ Davin Swanson
2. **Approval of Agenda as presented or amended**
3. **Open Forum**
   This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

   As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
   5.1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of November — Swanson and Carlson**
   6.1. Approve payment of bills - District Checks #53356-53481 in the amount of $300,260.31; Activity Checks #20159-20163 in the amount of $20,665.86; Wire Payments in the amount of $264,290.13 and MSDLAF Transfers - Redemptions in the amount of $790,000; additional District Checks - #53482-53483 in the amount of #6,966.37
   6.2. Finance Officers Report
7. **Written Reports/Updates**
   7.1. Superintendent Report
   7.2. School Board Committee Reports
      7.2.1. MREA Conference Recap
   7.3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
   8.1. Approve Minutes of the regular meeting held on October 20th, 2026
   8.2. Accept Donations - No donations this month
9. **Action Items**
   9.1. Approve the resolution canvassing the school board election results from state general election (R)

9.2. Approve the Resolution Authorizing Issuance of Certificates of Election (R)
9.3. Approve the ASEC Resolution to spend Federal flow-through funds (R)
9.4. Accept the retirement of Kristi Plante and approve posting for the position (A)
9.5. Approve hiring Marc Plante as a JH BBB coach (A)
9.6. Approve hiring Gin Berns as a paraprofessional (A)

10. **Set Meeting Dates and Times - December 15th, 2026 @ 5:30 PM in the Conference Room**
11. **Adjourn**

Activities Directors Report

Fall Activities

- VB held their end of seasons award night on 11/10. Clara Kolden received Pine to Prairie All-Conference and Addyson Morgenroth received Honorable Mention.
- FB will hold their awards night some time in December. Charley Carlson, Jayden Haugen, Hayden Johnson and Austin Langseth received All-Subdistrict honors with Nathaniel Spry receiving Honorable Mention honors. Hayden Johnson also earned academic all-state honors with the team additionally earning the Gold Academic Award (3.47 team gpa).

Winter Activities

- Cheerleading practice started on 11/11
    - Approve the hiring of Haley Massmann as the cheer coach. She has previous cheer coaching experience and also holds her stunting license.
- The JHGBB has been underway. The first game is on 11/17 vs. Mahnomen.
- GBB 9-12 started practice on 11/16.
- JH BBB will start on 11/19
    - Asking that you approve the hiring of Marc Plante for the additional JH BBB coaching position.
- BBB 9-12 will start on 11/23
- Participation numbers will be in the Dec. report.

JH Play

Performances of *The Great Nursing Home Escape* will be on Saturday, 11/21 at 7pm & Sunday, 11/22 at 3pm.

Other

- PTP meeting was on 11/4. Fees stayed the same, no changes to report.
- Together 5.0 Leadership conference (MSHSL) (11 students) will be on 11/10 in Bemidji.
    - Hosted by Region 8A; featuring Craig Hillier
- Team-Up Leadership conference (6 soph/jrs) will be 11/24 in Bemidji.
    - Put on by MSHSL and their SALT team members.
- SH Band/Choir Concert 12/14 (evening)
- JH Band/Choir Concert 12/21 (evening)
- Elementary Concert 12/18 (daytime)

Finance Officers Report
November 2026

Food Service

- Lunch Verification: The lunch verification process was completed. There were no approved paper applications to confirm eligibility in the current year.
- Free & Reduced: We are currently at 42.45% in the elementary, 35.02% at the secondary level and 38.80% overall (prior year 41.98%).
- Our Food Service Department is currently undergoing our required School Nutrition Administrative Review. Cam and I have been submitting data to MDE during this past month in preparation for the audit. We will continue preparing and sending data throughout this month. The on-site review date is set for November 24th.
- There is also a School Nutrition Procurement Review and a Resource Management Review that I have been responding to, which consists of online questionnaires and supplying requested documentation on those processes.

Enrollment

- Our K-12 enrollment as of Nov 1 was 454 (prior year 448). This has decreased by 3 from the previous meeting. The budget update in December will have updated projected enrollment for the year. The original budget had a K-12 student count of 452.

Other

- The next board meeting will be the budget & levy meeting. There will be a presentation regarding the levy and time allotted for the public to speak at that meeting.
- I will prepare and present an updated budget at the December meeting for approval.
- REAP & Title fund draws in MEGS will be done in December.
- Brady Martz will go over the audit at the December meeting.

Win-E-Mac School District #2609
Free and Reduced Summary

	9/1/2026			10/1/2026			11/1/2026			12/1/2026			1/1/2027		
	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total
Direct Certify Free	90	74	164	87	73	160	79	65	144			0			0
Free w/app	0	1	1	0	1	1	0	0	0			0			0
Total Free	90	75	165	87	74	161	79	65	144	0	0	0	0	0	0
Direct Certify Reduced	26	20	46	27	21	48	25	18	43			0			0
Reduced w/app	3	1	4	3	1	4	0	0	0			0			0
Total Reduced	29	21	50	30	22	52	25	18	43	0	0	0	0	0	0
Overall total	119	96	215	117	96	213	104	83	187	0	0	0	0	0	0
Enrollment	263	244	507	250	239	489	245	237	482			0			0
% Free & Reduced	45.25%	39.34%	42.41%	46.80%	40.17%	43.56%	42.45%	35.02%	38.80%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	2/1/2027			3/1/2027			4/1/2027			5/1/2027			5/28/2027		
	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total
Direct Certify Free			0			0			0			0			0
Free w/app			0			0			0			0			0
Total Free	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct Certify Reduced			0			0			0			0			0
Reduced w/app			0			0			0			0			0
Total Reduced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overall total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment			0			0			0			0			0
% Free & Reduced	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Win-E-Mac School District #2609
Enrollment

	Final 2025-26	Orig. Est. 2026-27	9/1/2026	10/1/2026	11/1/2026	12/1/2026	1/1/2027	2/1/2027	3/1/2027	4/1/2027	5/1/2027	5/28/2027	Final Budget	ADM Report
EC	4.20	5	4.5	4.5	4.5								4.50	
VPK	9.00	13	13.2	13.8	14.4								13.80	
K	24.54	25	34	32	32								32.67	
1	35.27	26	21	22	22								21.67	
2	28.96	35	36	36	36								36.00	
3	30.87	32	31	30	30								30.33	
4	31.34	32	30	30	30								30.00	
5	34.15	32	32	32	31								31.67	
6	37.46	35	36	36	36								36.00	
Total Elementary	**235.79**	**235**	**237.7**	**236.3**	**235.9**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**236.63**	**0.00**
7	42.88	38	40	40	40								40.00	
8	35.62	46	46	47	48								47.00	
9	35.13	36	37	39	40								38.67	
10	47.60	35	36	36	34								35.33	
11	32.92	47	46	45	43								44.67	
12	26.34	33	33	32	32								32.33	
Total High School	**220.49**	**235**	**238**	**239**	**237**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**238.00**	**0.00**
Total Enrollment	**456.28**	**470**	**475.7**	**475.3**	**472.9**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**474.63**	**0.00**
K-12 Enrollment	**443.08**	**452**	**458**	**457**	**454**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**456.33**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

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Carl Dugstad, Principal
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DISTRICT FAX: (218) 563-2107
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November 2026

- Community Ed. Calendar
  - Forthcoming working to get some classes going right now.
- Veteran's Day
  - Successful program
  - Thanks to the teachers for getting their students ready
  - Thanks to our music teachers for having their band/choir ready
  - Thanks to all the Veteran's for coming in.
  - Thanks to the Winger Legion for being charge this year.
  - Thanks to the speaker, Dean Henney, for the speech, movie, and pamphlet he gave all of our students.
- Northern Valley Career Expo
  - Oct. 28-students and staff gave great reviews that our students got the information they needed and were engaged.
- Northland Career Expo
  - Nov. 17 we are sending another group of students to this expo.
- New Para Info
- Capti Readbasix
- Legal Seminar–October 28th.

Principal Carl Dugstad

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, October 20th, 2026
5:30 PM - Conference Room

The meeting was called to order by Chairperson Brekken at 5:30 PM. Members present were: Brekken, Carlson, Huschle, Rock, Sander, Schow and Swanson.

Audience Members: Erin Lisburg, Cassie Plante, Heather Burd, Terri Kaupang, Shelby Engstrom, Rob Hole, Brady Langemo, Kristi Plante, Carl Dugstad, Aaron Cook, Erin Jore

Approval of Agenda as presented or amended. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

Cassie Plante attended the meeting to request that the hiring of girls' basketball coaches be tabled until a later date. Shelby Engstrom also read a statement expressing concerns from Cassie Subbert, who made the same request to postpone the hiring decision.

Brady Langemo gave the Athletic Director's/DOS report - Fall Activities - ● Final week of fall varsity regular season; ○ VB @ Park Christian (10/20) & home vs. LPA (10/22); ○ FB @ NCE/U-H (10/21). ● Playoff Preview - ○ VB pigtail 11/26 (should host); ○ FB quarters 11/27 (should host); Winter Sports - ● JH GBB practice 11/2; ● GBB practice starts 11/16; ● BBB Cheer practice will start the week of 11/9; ● Wrestling practice starts 11/23; ● BBB practice starts 11/23; ● JH BBB practice starts 11/19(meeting); ○ 23 registered (recommend a second paid coach); Robotics - ● V5 Robotics: We currently have 7 teams (30 kids) this year showing up for practices and working on their robots. This is our most teams/kids yet. ● Drones info to come ● VEX IQ Robotics will start in November; Other - ● JH Play practice has started. This year's play is "The Great Nursing Home Escape." ● PTP meeting & All-Conference selection is scheduled for 11/4 in Mahnomen; ● MSHSL Foundation Form A & Form B application will be submitted (due 11/6); ○ Resolutions must be approved by the School Board so it can be sent off. Form A will be used for the purpose of getting a kick back from MSHSL for off-setting the cost of activities and Form B will be used to purchase AEDs for the school. ● Recommend approval of all winter coaches; ● Sponsorship update - ○ Baseball sign, softball scoreboard, lightpole signs, wall wraps.

Financial - Auditors for the Month of October - Schow and Rock - Approve payment of bills District Checks #53229-53354 in the amount of $214,020.41; Activity Checks #20156-20158 in the amount of $939.33; Wire Payments - $234,390.42 and MSDLAF Transfers - Redemptions in the amount of #760,000; additional District Check - #53355 in the amount of $2,139.50. This motion, made by Amanda Schow and seconded by Megan Rock, Carried.

Aaron Cook reported for Tracy McGlynn for the Finance Officers Report - Finance Officers Report - Food Service - • Free and Reduced: We are at 46.80% in elementary, 40.17% at the secondary level, and overall, we are at 43.56% as of 10/1 (prior year 46.33%). • Any Students who were on free or reduced lunches from an app from last year, are no longer receiving them under the free or reduced classification. They were required to fill out a new app by mid-October. • We are required to complete Verification by Nov 15. Families selected will be notified and must get me the proper paperwork verifying their income. Enrollment • Our enrollment as of Oct 1 was 457, K-12 only. This is down one from the last meeting. Other - • EDRS (Education Data Reporting System): Soon I will begin to enter the correct numbers for the 2026-27 school year for Special Ed on SEDRA (Special Education Data Reporting Application). • Brady Martz is still working on completing the audit. I have been receiving email requests periodically. They will go over the audit at our November meeting. • We are in a review year for our School Nutrition Food Service Program. This will be ongoing during October and November with some electronic communication and on-site review of our program.

Aaron Cook gave the Superintendent Report - 26 Pay 27 Levy - TNT Meeting Date - meeting will be at 6:00 PM on December 15, 2026 @ 6:00 PM; taxpayers should see a rebate reduction from schools portion on their tax statement when it is received; 2. MSHSL Form A & B resolutions - money is paid back to schools in grants, etc; 3. Building & Grounds Updates - a. Fieldhouse; b. Door Project - project has been delayed to do other jobs by the company doing the work - there will be a day when will have to shut front doors and have students and staff come in another door; Luke was here from Al's Electric for the lights on the outside of the building in the front and others; 4. MSBA Conference - a. Jan 14-15 - registration opened on October 20, 2026 - any board member wishing to attend please let Aaron know ASAP.

School Board Committee Reports - Region 8A - meets quarterly - Nicki Carlson is a representative from our school on this board; Brady Langemo has been selected to serve as the Subsection 30 - AD representative. Aaron Cook is the treasurer for the Region 8A board.

Carl Dugstad gave the Principal Report - ● Homecoming: ○ Homecoming was a success. Thank you to Mrs. Shultz and Student Council members for a fantastic week. Staff and students enjoyed the dress up days, games, and pep fest. ● Veteran's Day - ○ Planning has started for our annual Veteran's Day program at the school. ● 1st Quarter - ○ The 1st Quarter is coming to an end and our first quarter has gone pretty well. ● Observations - ○ A schedule is set for me to start doing observations of teachers in their classrooms. This is always a good time to get into the classrooms and see the great job our teachers do here at Win-E-Mac. ● MCA Results - ○ Math is our strong suit right now we are above the state in proficiency. ○ Reading is a little below the state but with a new curriculum in the last couple of years that will go up. ○ The whole state struggles with the new science test. We are looking at our science curriculum and doing some standards work this year to fine tune our science program.

Approve Minutes of the regular meeting held September 19th, 2026; there were no donations this month. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried.

Approve the 2026-2027 Boys Basketball Coaches Head: Jerid Courneya Asst: Nate Johnson Asst: Carl Dugstad; JH: Jason Svalen Volunteer - Brady Langemo. This motion, made by Jackie Huschle and seconded by Megan Rock, Carried.

Approve the 2026-2027 Girls Basketball Coaches Head: Shelby Duckstad Asst: Russ Johnson Asst: John Eckman JH: Rylee Haugen. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried. A Roll Call vote was taken:

- Tyler Brekken: *Yea*
- Nicki Carlson: *Yea*
- Jackie Huschle: *Nay*
- Megan Rock: *Yea*
- Brad Sander: *Yea*
- Amanda Schow: *Nay*
- Davin Swanson: *Yea*

Approve 2026-27 Wrestling Advisor - Advisor - Jeremy Morgenroth. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

- Tyler Brekken (DD12): *Yea*
- Nicki Carlson: *Abstain (With Conflict)*
- Jackie Huschle: *Yea*
- Megan Rock: *Yea*
- Brad Sander: *Yea*
- Amanda Schow: *Yea*
- Davin Swanson: *Yea*

Approve the 2026-27 winter cheer Advisor - Haylee Massmann. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried.

Approve the 2026-27 E-Sports Advisor - Karol Langemo. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Approve the MSHSL Form A Resolution. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried

Approve the MSHSL Form B Resolution. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Approve hiring Tabitha Joubert as a paraprofessional. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

Approve hiring Hana Stuhaug as a paraprofessional. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Approve hiring Michael Dahl as a long-term substitute Art Teacher. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Set Meeting Dates and Times November 17th, 2026 @ 5:30 PM in the Conference Room

Adjourn. This motion, made by Brad Sander and seconded by Davin Swanson, adjourned the meeting at 6:12 PM. Carried.

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL
ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 2609 as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 3, 2026, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of_____voters of the district voted at said election on the election of four school board members for four year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Austin Tadman	931
Megan Rock	809
Amy Bartz	814
Rodney Kaufman	403
Write In	29
_____	_____
_____	_____
_____	_____

3. Austin Tadman, Amy Bartz and Megan Rock, having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2027.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

_____ Moved to approve the resolution and was seconded by _____

Those in Favor –

Those Opposed -

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, Minnesota Statutes, section 205A.10 provides, "After the time for contesting elections has passed, the school district clerk shall issue a certificate of election to each successful candidate. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper court. If there is a tie vote, the school board shall determine the result by lot. The clerk shall deliver the certificate of election to the successful candidate by personal service or certified mail. The successful candidate shall file an acceptance and oath of office in writing with the clerk within 30 days of the date of mailing or personal service," and

WHEREAS, the school board of Independent School District No. 2609 Win-E-Mac has canvassed the general election for school board members held on November 3, 2026.

THEREFORE, BE IT RESOLVED by the school board of Independent School District No. 2609 Win-E-Mac as follows:

The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 2609 Win-E-Mac for the following candidates:

Austin Tadman

Amy Bartz

Megan Rock

who have received a sufficient number of votes to be elected to fill vacancies on the school board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

The certificate of election shall be in substantially the form attached hereto.

After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

The motion for adoption for the Resolution was made by Member _____, duly seconded by Member _____,

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No. 2609 Win-E-Mac State of Minnesota, this 17 day of November, 2026

By:_____ By:_____

School Board Chair

School Board Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 2609 on November 17, 2026, canvassed the general election of school board members held on November 3, 2026.

2. Austin Tadman received the first largest number of votes cast for the office of school board member of Independent School District No.2609 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.

4. Therefore, Austin Tadman, is elected to the office of school board member of Independent School District No.2609 for a full four-year term beginning the first Monday in January 2027 and expiring the first Monday in January 2031.

By authority of the School Board of Independent School District No.2609, pursuant to resolution dated November 17, 2026.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 2609 on November 17, 2026, canvassed the general election of school board members held on November 3, 2026.

2. Amy Bartz received the second largest number of votes cast for the office of school board member of Independent School District No.2609 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.

4. Therefore, Amy Bartz, is elected to the office of school board member of Independent School District No.2609 for a full four-year term beginning the first Monday in January 2027 and expiring the first Monday in January 2031.

By authority of the School Board of Independent School District No.2609, pursuant to resolution dated November 17, 2026.

Dated: _____ _____
Chair

Dated: _____ _____
Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 2609 on November 17, 2026, canvassed the general election of school board members held on November 3, 2026.

2. Megan Rock received the third largest number of votes cast for the office of school board member of Independent School District No.2609 for a full four-year term.

3. There are three full four-year term vacancies on the board caused by expiration of term on the first Monday in January following the election.

4. Therefore, Megan Rock, is elected to the office of school board member of Independent School District No.2609 for a full four-year term beginning the first Monday in January 2027 and expiring the first Monday in January 2031.

By authority of the School Board of Independent School District No.2609, pursuant to resolution dated November 17, 2026.

Dated: _____

_____
Chair

Dated: _____

_____
Clerk

WIN-E-MAC SCHOOL DISTRICT
Aaron Cook, Superintendent
Carl Dugstad, Principal
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November 1st, 2026

Dear Members of the School Board and Superintendent Cook;

After 27 years of dedicated service to our school district, I am writing to formally announce my retirement, effective June 30, 2027.

It is difficult to put into words what these 27 years have meant to me. Serving our students, families, staff, and community has been one of the greatest privileges of my professional life. Over the years, I have had the opportunity to witness countless students learn, grow, overcome challenges, and achieve their goals. Those experiences will remain among the most meaningful memories of my career.

I am deeply grateful to the many colleagues, administrators, school board members, parents, and community members who have supported me throughout the years. I have been fortunate to work alongside people who care deeply about our students and who are committed to making our schools the best they can be.

As I look back on my career, I do so with tremendous pride and gratitude. While I am excited to begin this next chapter of my life, I will certainly miss the daily interactions, relationships, and sense of purpose that come with being part of our school community.

Thank you for the trust, support, encouragement, and opportunities you have given me throughout my 27 years of service. It has been an honor to contribute to the education and future of our students, and I will always be grateful to have been a part of this district.

I wish the school board, administration, staff, students, and families continued success in the years ahead. Although my role will be changing, my appreciation for this school community will remain.

With sincere gratitude and warmest regards,

Kristi Plante
Confidential Administrative Secretary/Transportation Supervisor
Win-E-Mac School District