Board Meeting

Tuesday, December 16, 2025 5:30 PM
Conference Room, 23130 345th St SE, Erskine, MN 56535

1. **Call to order by Chairperson_____ at _____**
1. Pledge of Allegiance
2. Welcome
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**
1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of December - Schow and Swanson**
1. Approve payment of bills - District Checks #52284-52387 in the amount of $935,795.63; Activity Checks #20083-20089 in the amount of $21,054.26; Wire Payments in the amount of $283,894.07; MSDLAF Transfers - Redemptions in the amount of $815,000 and MSDLAF Transfers - Purchases in the amount of $620,000
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
1. Pine to Prairie
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held November 18, 2025
2. Accept Donations
9. **Action Items**
1. Approve the combined polling place resolution (R)
2. Approve the revised FY26 budget (A)
3. Approve the resolution directing administration to make recommendations for reductions in programs and positions for the following school year (R)
4. Approve hiring Kristin Watson as a paraprofessional (A)
5. Approve the following policies for their first and final reading -
   606 - Textbooks & Instructional Materials
   712 - Video Recording other than on buses

722 - Public Data Requests

10. **Set Meeting Dates and Times - January 20, 2026 in the Conference Room at 5:30 PM**
11. **Adjourn**

Activities Directors Report

Girls Basketball

- Currently 2-4
    - 9-12: 18
    - JH: 16

Boys Basketball

- Currently 2-1
    - 9-12: 23
    - JH: 26

Cheerleading

- 7-12: 10 (only cheering varsity bbb games this year and girls varsity on DH nights).

Fall Activities

- Volleyball evaluation is complete. Football this week. FB cheer is still to be scheduled.

Triple “A”

- Applications have been turned in and theWEM representatives are Adrian Ryan and Paige Breitbach.

One Act Play

- Rehearsals are underway for *Ninth Train*.

Other

- MSHSL Foundation Form B: Our application for AED improvements/replacements was accepted. Awarded $3,5000. Making arrangements with Advanced First Aid Incorporated (Paul Mendoza) about getting our order placed.
- Leadership Conferences: Team-Up was postponed due to weather, waiting for a rescheduled date.
- Softball field project timeline update…
- No Child Left Outside grant?

Dean of Students:

- The weekly grade check list is starting to get long, more attention focussed on those students individually coming.
- Dugstad & Langemo talks in the elementary have gone well.

Finance Officers Report
December 2025

Food Service

- We are currently at 45.93% in elementary, 39.65% at the secondary level and 42.92% overall (prior year 47.03%).

Enrollment

- Our K-12 enrollment as of Dec 1 was 451, up three from the last meeting (prior year 442). A complete breakdown is available in your packet.

Levy Certification

- You will be asked to certify the 2025 payable 2026 levy at this meeting.

Budget Revisions

- In your board packet you will find the revised budget summary that I put together, entitled 2025-26 Revised Budget, along with all the changes that have been made to the budget. With all the revisions so far, the district is looking at a $393,553 loss for this year in the General Fund. The revised budget is based off 449 K-12 ADM, 3 EC students, and 13 VPK students. This is the budget proposed for approval.
- The overall budget of all funds pulled together from the 2025-26 Revised Budget shows a loss of $436,111. This shows an additional deficit of $84,932 from the original budget (loss of $351,179).

Other

- Our ESEA Title application in MEGS on MDE requires a Fall Amendment to our original application. This is an additional requirement with the new MEGS program. Mr. Dugstad and I have worked on completing the application and budget sections, respectively, which are due December 15th each year.
- I analyzed interest rates and transferred funds at Ultima Bank to MSDLAF to take advantage of the higher rates, keeping a lower balance at Ultima Bank.
- Pay Equity - The Pay Equity Report has been completed. This is done every three years. The reports generated from the data are available in your packet.

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

	9/2/2025			10/1/2025			11/1/2025			12/1/2025			1/1/2026		
	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total
Direct Certify Free	101	86	187	91	80	171	93	74	167	93	75	168			0
Free w/app	0	2	2	0	2	2	1	0	1	1	0	1			0
Total Free	101	88	189	91	82	173	94	74	168	94	75	169	0	0	0
Direct Certify Reduced	17	20	37	17	21	38	14	13	27	15	15	30			0
Reduced w/app	5	2	7	8	2	10	4	0	4	4	0	4			0
Total Reduced	22	22	44	25	23	48	18	13	31	19	15	34	0	0	0
Overall total	123	110	233	116	105	221	112	87	199	113	90	203	0	0	0
Enrollment	251	228	479	250	227	477	249	225	474	246	227	473			0
% Free & Reduced	49.00%	48.25%	48.64%	46.40%	46.26%	46.33%	44.98%	38.67%	41.98%	45.93%	39.65%	42.92%	#DIV/0!	#DIV/0!	#DIV/0!

	2/1/2026			3/1/2026			4/1/2026			5/1/2026			5/22/2026		
	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 2024-25	Orig. Est. 2025-26	9/2/2025	10/1/2025	11/1/2025	12/1/2025	1/1/2026	2/1/2026	3/1/2026	4/1/2026	5/1/2026	5/22/2026	Final Budget	ADM Report
EC	4.7	3	3.5	5	5	5							4.63	
VPK	11.24	15	14.4	12.6	10.2	10.2							11.85	
K	31.42	25	26	24	24	24							24.50	
1	30.79	33	35	35	35	35							35.00	
2	26.01	31	30	30	30	30							30.00	
3	30.35	26	31	32	32	32							31.75	
4	33.35	30	31	31	31	31							31.00	
5	34.02	33	35	35	34	34							34.50	
6	41.32	34	37	37	37	38							37.25	
Total Elementary	**243.2**	**230**	**242.9**	**241.6**	**238.2**	**239.2**	**0**	**0**	**0**	**0**	**0**	**0**	**240.48**	**0.00**
7	34.56	41	43	43	43	44							43.25	
8	37.17	34	36	36	36	36							36.00	
9	44.17	37	37	37	36	36							36.50	
10	37.37	43	46	48	48	48							47.50	
11	27.66	37	37	34	33	34							34.50	
12	33.79	28	29	29	29	29							29.00	
Total High School	**214.72**	**220**	**228**	**227**	**225**	**227**	**0**	**0**	**0**	**0**	**0**	**0**	**226.75**	**0.00**
Total Enrollment	**457.92**	**450**	**470.9**	**468.6**	**463.2**	**466.2**	**0**	**0**	**0**	**0**	**0**	**0**	**467.23**	**0.00**
K-12 Enrollment	**441.98**	**432**	**453**	**451**	**448**	**451**	**0**	**0**	**0**	**0**	**0**	**0**	**450.75**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

AARON COOK, SUPERINTENDENT

www.wemschools.org

Phone: (218)563-2900

23130 345th Street SE
Erskine, MN 56535
Carl Dugstad, Principal

DISTRICT FAX: (218)563-2107
H.S./ELEM. FAX: (218)563-2902

December 12, 2025

Superintendent Report

December 2025 School Board Meeting

1. 25 Pay 26 Levy
    a. Certified levy is an increase from the proposed levy due to the passing of the operating referendum
        i. Overall increase of 11.44% or $192,739.66
        ii. General fund increase of 49.89% or $463,046.82

2. Budget update
    a. The revised budget is up for approval – update will be given at meeting

3. State Budget Forecast
    a. Current projections show $2.465B surplus for this biennium. Last November had indicated a $616M surplus for this biennium
    b. Tails budgets shows a projected deficit of $2.96B

4. Comprehensive & Civic Readiness
    a. Presentation part of TNT meeting

5. Policy Updates
    a. Minor policy updates from MSBA

6. Resolutions
    a. Resolution to reduce
        i. Needed yearly in case reductions are recommended
    b. Combined Polling Place
        i. Needed yearly in case of special election

WIN-E-MAC SCHOOL DISTRICT

Aaron Cook, Superintendent
Carl Dugstad, Principal
Phone: (218) 563-2900
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12/16/2025

- Data Team
  - Starting up again-we are going to gather the data, analyze it and start planning to braid together our data plan with our professional development's focuses. We are referencing the Strategic Plan documentation to guide us as well.
- Student Welcome Bags
  - They are a great idea.
  - My kids have loved them.
  - The card that is in it talks about how welcome they are and how we are so excited to get to know them.
- Winter Concerts
  - Great job by all
  - Thanks to Mrs. Salmonson and Mrs. Schultz.
- Kindness Club
  - Set up at lunch times
  - Anyone can send a free telegram to whomever they want in the school to bring some positivity into their day. Thanks to Mr. Hubred and the kindness club.
- Homework Help
  - Mrs. Strom has been vital to the homework help program starting up again. She provides the room and motivates/recruits our helpers. Her extra work is much appreciated.
- Phase 2 for READ ACT
  - We will have to provide training to any of those who provide reading instruction to kids in grades 4-12.
  - Cohorts and courses begin soon.
- Curriculum Meetings
  - Reshaping the curriculum plan
  - Curriculum groups are meeting and letting me know what they need, timelines, ideas, etc.

Principal Carl Dugstad

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, November 18, 2025
5:30 P.M. - Conference Room

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

Audience members: Aaron Cook, Eileen Cook, Carl Dugstad, Rob Hole, Brady Langemo, Tracy McGlynn, Kristi Plante

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

Amanda Skadsem from Brady Martz was here to present the budget. She reviewed the major points and informed the board that, overall, the audit was very good. No major concerns were noted.

Brady Langemo gave the AD and DOS reports - Fall Activities - VB held their end of seasons award night on 11/5. Clara Kolden and Ensley Haskett received Pine to Prairie All-Conference Honorable Mention. Lauren Kaupang and Paige Breitbach received Academic All-State. FB will hold their awards night some time in December. Two football players received All-Subdistrict honors. These names will be made public after the completion of the state championship. 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 started practice on Oct 27. The first game is on 11/18 at Mahnomen. GBB 9-12 started practice on 11/10. JH BBB will start on 11/20; BBB 9-12 will start on 11/17. Legion donated money to cover the hotel room costs for the JV & V overnight trip on our schedule. Approve the hiring of Carl Dugstad as C-Team Coach/V Assistant Coach. Participation numbers will be in the Dec. report. JH Play - Performances of The Ugly Prince will be on Saturday, 11/22 at 7pm & Sunday, 11/23 at 3pm. Robotics V5: First tournament will be 12/1; IQ: First tournament will be 12/6; Drones: Tourneys TBD. Other - PTP meeting was on 11/3. Fees stayed the same, no changes to report. Team-Up Leadership conference (5 sophomores) will be 11/25 in Bemidji. Together 3.0 Leadership conference (MSHSL) (8-12 students) will be on 11/20 in Bemidji. JH Band/Choir Concert 12/18 (evening); SH Band/Choir Concert 12/115 (evening) Elementary Concert 12/22 (daytime). Dean of Students - The Legion helped support our Be the Best Patriot program and has provided us with an additional $500 for rewards and prizes to be used throughout this school year. The highest number of negative behavior referrals are in our JH. Will be meeting with individual classes this week to discuss behaviors and consequences

moving forward. Mr. Dugstad and myself will be going into each elementary classroom to go over procedures and expectations that have been areas of focus/concern. Similar to our "state of the school" assembly with 7-12, but making our talks more age/classroom specific.

Approve payment of bills - District Checks #52167-52283 in the amount of $189,733.46; Activity Checks #20076-20082 in the amount of $8,353.89; Wire Payments in the amount of $253,669.51 and MSDLAF Transfers - Redemptions - $655,000 and MSDLAF Transfers - Purchases - $300,000. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried.

Tracy McGlynn, Finance Officer gave the Finance Officers Report - Food Service - Lunch Verification: The lunch verification process was completed last week. I contacted one family to confirm their eligibility. Free & Reduced: We are currently at 44.98% in the elementary, 38.67% at the secondary level and 41.98% overall (prior year 46.97%). Enrollment - Our K-12 enrollment as of Nov 1 was 448 (prior year 441). 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 432. 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. We will also approve an updated budget at the December meeting. I will begin to draw down our REAP & Title funds in SERVS in December. Brady Martz will go over the audit at this meeting.

Aaron Cook gave the Superintendents Report - Operating Referendum - Thank you to our voters for approving! Thank you to everyone who came out to vote. We appreciate it very much! Will be reflected on the final pay 26 levy in December. FY25 Audit - Total General Fund loss of $231,541 (STAC removed) ; FY24 had a total general fund loss of $184,569; Unassigned funds will have a loss of $239,639 - 19.78% unassigned to general fund exp, goal is 25-33%. ASEC Resolution - you will be asked at this meeting to approve the ASEC Resolution - it is the official representative for ISD 2609 empowering them to spend their Federal Flow - Through Individuals with Disabilities Education Act (IDEA); MSBA Conference - a. MSBA Conference will be on Jan 15 & 16 - 4 board members attending. MREA Conference Recap - Aaron reported that the MREA Conference was very successful and full of great information.

The Health & Safety Committee meet - **Health NWSC** Reviewed September and October reports — mostly paperwork. **Other Reports** - A mock OSHA inspection was completed last week. Another meeting will be scheduled once we receive the results. Met with the Polk County Sheriff's Office to review procedures in the event of a major incident or evacuation. Discussed items from the "I Love U Guys" Foundation and how elements could be incorporated with ALICE. More meetings to come. **Review of Safety Concerns - Fire Drills:** All fire drills have been completed. A few random drills occurred in the fall due to dirty sensors. **Lockdowns:** The

first lockdown is scheduled for Friday. Staff should ensure they are up to date on lockdown terminology. **Other:** *Science:* An outlet in Hubred's room needs to be checked — will follow up with Jeff. *Science:* Drain issue in Breitbach's room. *Health Office:* Need to review procedures with staff regarding how to respond during a fainting incident. **Incident Review -** None; **Other** None. **Next Meeting Date -** TBD, pending the results of the mock OSHA inspection.

Carl Dugstad gave the Principals report - Blood Drive - Went smoothly-Good job Student Council; FastBridge - Planning for math screening; Community Halloween Party - It was great and the kids who helped out were great representatives for our school. Dental Cleanings, etc. - At school 12/5/2025; Holiday Events coming soon - Plans are being made as we speak. Teacher Observations - Formal observations have started-going very well. I have only done a few but the few I have done have left me confident that our kids are in good hands; Hallway Pictures - Will be completed early next week. End of Quarter Meeting - Went pretty well. We let students know where we were impressed and where we see areas of growth. Veteran's Day Program - My first one at Win-E-Mac. It was a great turnout, crowd was awesome. Thanks to all the staff who make it happen. It is an important event for our students to understand what Veteran's Day is all about.

Approve Minutes of the regular meeting held October 21st, 2025 and Special Board Meeting held on Thursday, November 13, 2025 and approve Donations. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Approve the ASEC Resolution to spend Federal flow-through funds. This motion, made by Jackie Huschle and seconded by Brad Sander, Carried.

Approve the FY25 Audit. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Approve the lane change request from Stephanie Frisk from MA10 to MA20. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Approve hiring Haley Massmann as the winter cheer advisor. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried.

Set Meeting Dates and Times - December 16th, 2025 @ 5:30 PM in the Conference Room.

Adjourn meeting at 6:05 PM. This motion, made by Davin Swanson and seconded by Brad Sander, Carried

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Win-E-Mac ISD 2609, Erskine, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donor	Amount	Purpose	Date
Garden Valley	$250.00	Student Council	November 2025
Ultima Bank	$31.00	Supplies Mr Svalen's class	November 2025
Red Lake Electric Coop	$200.00	Empower Day	November 2025
American Legion Erskine	$250.00	Student Council Santa Shop	November 2025
Garden Valley	$200.00	Donuts with Grownups	November 2025
Garden Valley	$1,080.00	School Media Program Fall Events	November 2025

NOW, THEREFORE, BE IT RESOLVED by the School Board of Win-E-Mac ISD 2609, that the above-described gifts are hereby accepted with appreciation, and the School Board expresses its gratitude on behalf of the district and community.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Win-E-Mac School, 23130 345th St SE, Erskine, MN 56535

"This combined polling place serves all territory in Independent School District No.2609 located in the City of Erskine, Polk County, Minnesota."

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 4:00 o'clock p.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Motion Introduced by member _____

Motion Seconded by member: _____

All those voting in favor of:

All Those voting against:

_____ _____
School Board Clerk Date

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

_____ _____
School Board Clerk Date

Adopted:_____ *MSBA/MASA Model Policy 606*
Orig. 1995
Revised:_____ *Rev. 2025*

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.

B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:

1. support the goals and objectives of the education programs;

2. consider the needs, age, and maturity of students;

3. foster respect and appreciation for cultural diversity and varied opinion;

4. fit within the constraints of the school district budget;

5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;

6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall

provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.

B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

D. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

Legal References:
Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
20 U.S.C. 1232h(a) (Protection of Pupil Rights)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References:
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted:_____

Revised:_____

MSBA/MASA Model Policy 712
Orig. 1996
Rev. 2025

712 VIDEO RECORDING OTHER THAN ON BUSES

[NOTE: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.

2. Video recording may occur in any school district building or on any school district property.

3. Video recording will normally not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Resources:

U.S. Department of Education: FAQs on Photos and Videos under FERPA (Accessed 10/12/25)

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[NOTE: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of

parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes, section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

[NOTE: The 2025 Minnesota legislature enacted Paragraph C.]

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall

within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;

3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject's parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:

   a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.

   b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

      (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

      (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: The district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

   a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

   b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

   The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:
Superintendent
218 687 2236
23130 345th St SE
Erskine, MN 56535

Data Practices Compliance Official:
Superintendent
218 687 2236
23130 345th St SE
Erskine, MN 56535

Data Practices Designee(s):
Superintendent
218 687 2236
23130 345th St SE
Erskine, MN 56535

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Administration: *Actual Cost*
MN Department of Administration: *Copy Costs*
MN Department of Administration: *Education Data*