Board Meeting

Tuesday, May 19, 2026 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 May - Huschle and Schow**
1. Approve payment of bills - District Checks #52793-52899 in the amount of $158,404.26; Activity Checks #20113-20134 in the amount of $24,540.86; Wire Payments in the amount of $224,817.91 and MSDLAF Transfers - Redemptions in the amount of $665,000
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
1. Health & Safety
2. Pine to Prairie
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held April 21,2026
2. Accept Donations
3. Approve the school health services agreement with Polk County Public Health
4. Approve the concurrent enrollment agreement with BSU for fall of 2026
9. **Action Items**
1. Approve the retirement and return to work agreement with Eileen Cook (A)
2. Approve hiring Eian Selk as a summer grounds worker (A)
3. Approve the lane change request from Charity Salmonson to move from BA10 to BA20 for the start of the 2026-27 school year (A)

4. Approve the lane change request from Monica Swanson from BA10 to BA20 for the start of the 2026-27 school year (A)
5. Approve the Garden Valley quote for an updated camera system (A)
6. Approve the Garden Valley quote for interior and exterior door controls (A)
7. Approve the Clarity Glass quote for exterior doors (A)
8. Apporve the MSHSL Resolution for Membership (R)
9. Approve hiring Kelsi Gunufson as head Volleyball coach (A)
10. **Set Meeting Dates and Times - June 16, 2026 @ 6:30 AM in the Conference Room**
11. **Adjourn**

Activities Directors Report

Spring Sports

- We are winding down the season in all of our spring sports. Post season right around the corner.
    - Baseball 6-6 (as of 5/15 at 10:39 am)
        - Sub-Section: May 26
            - Seeding on 5/22 (projected to host)
    - Softball 7-8 (as of 5/15 at 10:43 am)
        - Sub-Section: May 19
            - Seeding on 5/16 (not projected to host)
    - Track & Field
        - Sub-Sections: May 21 @ Park Rapids
    - Golf
        - Sub-Sections: May 20 @ Park Rapids
- Once each season is complete all equipment will be collected

Concerts

- All band and choir concerts programs have been completed (elementary tonight).

Banquet

- The Senior Awards Program has been completed. Congratulations to everyone who received a scholarship or award.
- Spring Activities Awards Assembly is on 5/20

Other

- Summer
    - Summer Waiver: Coaches request sent
    - Summer practice schedule/calendar
    - Summer Sports Performance Registration is open (Rhonda, Jeffrey)
- Sports Registration & Parent/Athlete Meeting scheduled for August 11 (time TBD)
- GBB HC update
    - Multiple applications have been received; currently waiting to start interview process
- VB HC update
    - Two interviews were held on 5/14 with another scheduled for 5/17.

Finance Officers Report
May 2026

Food Service

- Free & Reduced as of May 1st
  - Elementary 49.19%
  - Secondary 39.73%
  - Combined 44.75%
  - Prior Year 49.69%
  - A breakdown is available for you in your packet.

Enrollment

- Our enrollment as of May 1 was 445 K-12 (prior year 444). Up one from last month. A complete breakdown is available in your packet.
- When I prepare for the final budget, I will use an average of enrollment throughout the year, which is currently 448.11. I will also include the EC average in the calculation, as well as VPK students.

Budget

- 25-26 Final Budget – This budget will be approved at the June meeting.
- 26-27 Original Budget – This budget will be approved at the June meeting to allow time for the legislature to wrap up and finalize their activities

Other

- Requisitions – Teacher supply and capital requisitions are currently in process.

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	6.5	7	7	7.5	7.5		6.00	
VPK	11.24	15	14.4	12.6	10.2	10.2	10.2	9.6	9.6	9	9		10.53	
K	31.42	25	26	24	24	24	24	24	25	25	25		24.56	
1	30.79	33	35	35	35	35	35	35	35	36	36		35.22	
2	26.01	31	30	30	30	30	30	29	30	30	30		29.89	
3	30.35	26	31	32	32	32	31	32	32	32	32		31.78	
4	33.35	30	31	31	31	31	30	31	31	33	32		31.22	
5	34.02	33	35	35	34	34	34	34	34	34	34		34.22	
6	41.32	34	37	37	37	38	38	38	37	38	37		37.44	
Total Elementary	**243.2**	**230**	**242.9**	**241.6**	**238.2**	**239.2**	**238.7**	**239.6**	**240.6**	**244.5**	**242.5**	**0**	**240.87**	**0.00**
7	34.56	41	43	43	43	44	44	43	42	44	44		43.33	
8	37.17	34	36	36	36	36	36	36	35	35	35		35.67	
9	44.17	37	37	37	36	36	36	35	34	33	33		35.22	
10	37.37	43	46	48	48	48	48	47	47	46	46		47.11	
11	27.66	37	37	34	33	34	34	33	33	33	33		33.78	
12	33.79	28	29	29	29	29	29	28	28	29	28		28.67	
Total High School	**214.72**	**220**	**228**	**227**	**225**	**227**	**227**	**222**	**219**	**220**	**219**	**0**	**223.78**	**0.00**
Total Enrollment	**457.92**	**450**	**470.9**	**468.6**	**463.2**	**466.2**	**465.7**	**461.6**	**459.6**	**464.5**	**461.5**	**0**	**464.64**	**0.00**
K-12 Enrollment	**441.98**	**432**	**453**	**451**	**448**	**451**	**449**	**445**	**443**	**448**	**445**	**0**	**448.11**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

Aaron Cook, Superintendent
Carl Dugstad, Principal
Phone: (218) 563-2900
www.wemschools.org

23130 345th Street SE
Erskine, MN 56535

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

4-23-26

Health & Safety Committee
Meeting Minutes
7:45 a.m

1. Call Meeting to Order - *Aaron, Ryan, Amanda, Cam, Heidi, Davin, Carl, Jeff*

2. Old Business -

    a. Science Room - *All electrical issues have been resolved*

3. New Business
    a. NWSC – *Reviewed Reports, Eye wash station added in bus garage*
    b. Fire Marshall Inspection – *Reviewed inspection*
    c. Other Reports - *none*

    d. Review Safety Concerns
        - Fire Drills - *All Completed*
        - Lockdowns - *1 remaining to complete*
        - Other – *Tornado Drill completed on April 16. Logistics committee will review any concerns*

    e. Incident Review - *None*

    f. Other
        i. Playground woodchips need to be turned over
        ii. Still looking for flashing option in band room for a lockdown
        iii. Active shooter drill with law enforcement taking place on August 4th and 5th

4. Next Meeting Date - *TBD*

5. Adjourn - *8:01*

Home of the Patriots

ISD #2609

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5/19/2026

- Interviewing for a Special Education position this week. (5 total applicants)
- Interviewing for an Elementary Teacher position by the end of next week. (12 total applicants)
    - For interviews: We will have one member of the office staff, appropriate teachers, a board member, and myself.
- Track and Field Day was a success. Thanks to Mrs. Burd, Mr. Roragen for organizing and the entire Elem. staff for running events, etc. It was great to see our kids compete and have fun.
- The 6th Grade class trip is back-they had fun.
- The Senior Trip went well.
- Graduation is May 23, 2026 at 2:00PM.

I want to express my gratitude to the Board and Mr. Cook for hiring me. I have had a great year this year. We have plans for our teaching and learning with the goal of being the best school in the area.

Principal Carl Dugstad

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, April 21st, 2026
5:30 PM - Conference Room

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

Audience members included: Mariah Christian, Aaron Cook, Carl Dugstad, Shelby Engstrom, Kelsi Gunufson, Rob Hole, Terri Kaupang, Jill Landsverk, Erin Lisburg, Augusta Maruska, Tracy McGlynn, Allison Opdahl, Kristi Plante, Cassie Subbert

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

Brady Langemo gave the Activities Directors Report and DOS Report: Spring Sports - ● Baseball – Current record 1-1; o 9-12: 20; o 7-8: 13; ● Softball – Current record 1-1 o 9-12: 10; o 7-8: 5; ● Golf – o Boys-9-12: 7; o Boys-7-8: 3; o Girls 9-12: 7; o Girls 7-8: 10 ● Track & Field - ○ 9-12: 29; ○ 7-8: 20. Multi-Sport Numbers: 8 total boy athletes; Other ● Summer Programming; o Met with coaches. Google Calendar is being built for this summer. We are going with a different scheduling company named BOUND ● Academic Awards & Scholarship Banquet 5/13; ● Parent Meeting/Sign up for 26-27 Sports will be scheduled soon (July or August); ● Gym Waxing has been scheduled for dead weeks in August; ● Winter Activities Awards Night have all been held. ● Head Coach resignations have been received by Paul Kaster for GBB and Lynette Kaster for Girls Volleyball. Thanks to both for many years of service to both programs and the Win-E-Mac school. ○ Both positions are being posted along with advertising; there will be assistant and junior high positions available in many sports. ● Requesting adding a second junior high coaching position for both volleyball and football for the 26-27 seasons. Will look at the remaining JH sports at a later date. D.O.S. - ● Becky Holter will be taking a few 9th & 10th graders to the Teens Towards Zero Death leadership conference in TRF on 4/29. This is put on by the TRF Key Club through their Kiwanis Club. ● Handbooks will be revisited by Mr. Dugstad and myself this summer, in need of some updating and possible additions and subtractions from the handbook.

Financial - Auditors for the Month of April — Swanson and Carlson. Approve payment of bills - District Checks #52703-52782 - $177,523.98; Activity Checks #20107-20112 - $24,684.84; Wire Payments $239,987.78; MSDLAF Transfers - Redemptions $640,000; Additional District Checks # 52783-52792 $16,978.96. This motion, made by Nicki Carlson and seconded by Jackie Huschle, Carried.

Tracy McGlynn gave the Finance Officers Report - Food Service - • Free & Reduced as of April 1st - o Elementary 48.00%; o Secondary 39.09%; o Combined 43.83%; o Prior Year 49.48% o A breakdown is available for you in your packet. Enrollment - • Our enrollment as of April 1 was 448 for K-12 (prior year 444). This is up 5 from the previous meeting. A complete breakdown is available in your packet. Current K-12 average on the year is 448.5. Budget - • 25-26 Budget: We will look at approving the Final 2025-26 Budget at the June meeting. This will allow us to have the most up to date revenues and expenses, with a list of the major changes that have been made. The current budget is set for 449 total K-12 students. • 26-27 Budget: You will be asked to approve the Original 2026-27 Budget at the May or June meeting. Other - • Health Insurance – We had our rate renewal meeting with the NWSC this past week. Everyone in the pool was going to see an increase in the cost of health insurance. The increases ranged from 3.9% to 13.6% within 5 tiers of the Small Group. We came in at 10.9% in the 4th tier. • Requisitions – Teacher supply and capital requisitions will be starting this next month for purchases made for the next fiscal school year.

Aaron Cook gave the Superintendent's report - 1. Legislative Update - a. Governors Budget; b. House & Senate Policy; c. Level IV Facility funding. 2. Long Term leave of absence request - a. Plan if approved - i. Move current elem teacher into Phy-Ed, post for elem teacher; 3. Board renewal of operating referendum - a. Chance for public to speak; b. Resolution for 1x board renewal 4. Health Insurance Renewal - a. 10.9% increase for next year; and 5. 26-27 Technology purchases.

School Board Committee Reports - Technology Budget - looking to the future
Tech Budget 2025-2029 - WEM - ● Student needs for next year: the 10th through 12th graders (112 +5 extras) have the slowest, oldest laptops and need to be replaced. There are roughly 20 students in Media Production, which brings that number down to 97, and 17 OCHS students, which brings that number down to 80. OCHS laptops should hold up one more year. I would also like to replace some of the ThinkBooks (Windows) in Media Production and the Shop Cart. ● As for the 80 others: Windows? Chromebooks? MacBooks? ● Rotation: 9th grade Chromebooks would go down to 7th grade; ● WiFi Adapters for Clevertouches: $10 per unit x 40 classrooms ● Review Various Options; ○ SHI (Windows - ASUS - $424.63 x 80 devices = $33,970.40): shi.com/product/50460327/ASUS-ExpertBook-B1-B1403CTA-XH14 ■ First Quote: SHI Quote-27332743.pdf; ■ Second Quote: SHI Quote-27332743 New.pdf ■ 3-year accidental warranty is included; ○ SHI (Windows - ThinkBook - $901.91 x 10 devices = $9,019.10): shi.com/product/50894472/Lenovo-ThinkBook-16-Gen-9-21US ■ Quote: SHI Quote-27424632.pdf ■ Three different 3-year warranties quoted - ■ Notes from SHI: Fair warning, there have been increases in price on a monthly basis for laptops so if your school was to create a PO on May 1st, there can be price increases unfortunately with the manufacturer. ○ GVT (PCs for Aaron & Kristi - $729 x 2 = $1,458.00): ■ Quote: Win-E-Mac Aaron.pdf

● Open House/Device Handout; ○ One form for all high school/elementary years? ○ Do we want to make changes to the tech fee? ● Selling used laptops - same process as iPads?
Action Items: Mike's opinion: ASUS, WiFi adapter; Quote before the 2nd Tuesday in April $50 Better Quality - $25 Worse/Trash.

Mr. Dugstad gave the Principal report - ● MCA Testing - ○ We are in the midst of testing. ○ We use MCA test data as one data point along with other data points to track how the kids are doing and what/how we are teaching so we can be the best we can be. ● Summer Rec - ○ Summer Rec Night was held Wednesday, April 15, 2026; ○ Good Turnout - ● New Para ○ Update from interview; ● Registration going on right now; ● Val/Sal - Co-valedictorians Lauren Kaupang and Karlie Schow; Salataturian - Joy Neubert; ● 6th grade Transition Day - ○ Date TBD; ● 11th Grade went to EGF for a Career Expo and were pleased with the offerings.

Approve Minutes of the regular meeting held March 17th and board retreat March 24, 2026; Accept Donations; Approve the agreement with Oak Lake Golf Course. This motion, made by Jackie Huschle and seconded by Megan Rock, Carried.

Approve the list of graduates along with the valedictorian, salutatorian, honor students, class motto, class flower, and class colors who will be awarded their diplomas on Saturday, May 23, 2026 at 2:00 P.M. in the Win-E-Mac gymnasium. It is expected that these students will satisfactorily complete the course of study prescribed for graduation. This motion, made by Amanda Schow and seconded by Nicki Carlson, Carried.

Approve the following summer rec workers - Co-Director - Stephanie Frisk; Co-Director - Russ Johnson; Coach - Jeffrey Burvee; Coach - Jon Watson; Coach - Rian Bergh; Coach - Corbin Moran; Coach - Adeline Frisk. This motion, made by Jackie Huschle and seconded by Megan Rock, Carried.

Approve hiring Carlie Munter as a paraprofessional. This motion, made by Amanda Schow and seconded by Jackie Huschle, Carried.

Accept the resignation of Paul Kaster as Head Girls Basketball Coach and approve posting for the position. This motion, made by Nicki Carlson and seconded by Brad Sander, Carried. The Win-E-Mac School District would like to THANK Paul for his dedicated years given to the girls basketball program. Thank you, Paul.

Accept the resignation of Lynette Kaster as head Girls Volleyball coach and approve posting for the position. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried. The Win-E-Mac School District would like to THANK Lynette for her dedicated years given to the volleyball program. Thank you, Lynette.

Approve the three (3) year leave of absence request from Vance Kaupang. This motion, made by Amanda Schow and seconded by Megan Rock, Carried

Approve posting for a 1.0 FTE Elementary Teacher. This motion, made by Brad Sander and seconded by Amanda Schow, Carried.

Approve the technology purchases for the 26-27 school year. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

Approve operating referendum renewal resolution. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Set Meeting Dates and Times - May 19th, 2026 @ 5:30 pm in the Conference Room

Adjourn. This motion, made by Brad Sander and seconded by Nicki Carlson, to adjourn meeting at 6:09 PM. 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
None			

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.

POLK COUNTY PUBLIC HEALTH

SCHOOL HEALTH SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this ___th day of _____ , 2026, by and between Polk County Public Health on behalf of the Polk County Board of Health, (hereinafter referred to as the County Agency) and the Board of Education of **Win-E-Mac**, Independent School District (hereinafter referred to as the Win-E-Mac School),

WITNESSETH:

I. The County Agency agrees:

1. To recruit, train and supervise Polk County Public Health Nurses for school health services according to agency policies, practicing within Board of Nursing scope and in accordance with Minnesota Statutes and Minnesota Department of Health guidelines.

2. To provide consultation, services and oversight as the Nurse per Attachment A and B and per related health services policies, procedures and guidelines of the school district during school hours (and outside of school hours, such as summer programming, when requested by School Administration and with mutual agreement by the Nurse, County Agency Administration and School Administration).

3. To assure the completion and submission of the Annual Immunization State Report (AISR) and those requested by the school district administration.

4. To compile and submit to the Superintendent, an annual report highlighting program activities that will include statistics and a corresponding narrative by July 30th.

5. To communicate issues related to the school health services program with the Superintendent or designated contact person.

6. To bill the School District quarterly for school health services provided.

II. The Win-E-Mac School hereby agrees:

1. To provide a designated contact person(s) for communication between school staff and Public Health regarding the school health program.

2. To provide Polk County Public Health school health nurse and the school health aide with full access to school district health offices, student health records and other health services related documentation as needed to fulfill the responsibilities and functions related to this agreement.

3. To maintain school health records on all students in accordance with Minnesota Statutes and Minnesota Department of Health guidelines.

4. To identify all appropriate school staff involved in carrying out the school district health services policy, procedures or guidelines and allow for training and adequate time to perform health assistant duties.

5. To request school nurse participation in development of all Student Emergency Plans for the district.

6. To refer all known pregnant students to Public Health for improved pregnancy outcomes.

7. To reimburse the County Agency at $60 per hour in 2026, $72 per hour in 2027, $75 per hour in 2028 and $78 per hour in 2029 for Nurse services as identified in Attachments A and B. With a Health Aide on staff, this contract for School Nurse hours is not to exceed 415 hours for the school year. This contract is not to exceed 415 hours for the school year without mutual agreement between the School Administration and Agency Administration. The rate can be renegotiated each year to reflect the cost increases in the provision of services.

8. To reimburse the County Agency for the cost of supplies, as applicable, including but not limited to dental varnish and puberty education materials, as approved in advance and agreed upon by both parties.

9. To provide support staff assistance as needed.

10. To encourage teachers and school personnel to make referrals to the nurse.

11. To provide adequate space and equipment for the school health program.

12. To provide for supervision of student health needs in the absence of the nurse.

13. To provide unrestricted access to the school's health records and related documentation to public health nursing staff and supervising administrators, as

necessary to fulfill the duties and responsibilities outlined in this agreement. Notes created by student service nurses, including individual health plans and emergency care plans, are developed by the nurse in collaboration with other professionals and the student's family. Student health records and related documentation remain the property of the school district.

14. Support Polk County Public Health in promoting and improving vaccination compliance in accordance with Minnesota immunization laws (Minn. Stat. §121A.15), in order to protect the health of students and the broader community.

III. Mutual Agreements:

Indemnity. The Win-E-Mac School agrees to protect, indemnify, and hold harmless the County Agency and school health program employees from and against any and all liability and expense of any kind, including reasonable attorney's fees paid for injury to person or property resulting form the conduct of the business of the Win-E-Mac School, unless such liability results from negligence of the County Agency or the school nursing program employees.

The County Agency through Polk County, agrees to protect, indemnify, and hold harmless the Win-E-Mac School from and against any and all liability and expense of any kind, including reasonable attorney's fees paid for injury to person or property resulting from the conduct of the school nursing employees, unless such liability arises out of negligence resulting from the conduct of the business of Win-E-Mac School, its employees or agents.

Insurance: The Win-E-Mac School agrees to obtain, provide, and maintain through the duration of this agreement, all insurance policies incident to the prudent operation for a school. This includes a Comprehensive General Liability Policy including personal injury and property damage liability insurance naming the Win-E-Mac School as insured. The County Agency shall provide Workers Compensation and Employee Liability Insurance for their employees. The Win-E-Mac School and the County Agency shall provide to the other party copies of all applicable insurance policies under this agreement.

Independent Contractor. The County Agency shall provide services to the Win-E-Mac School under this agreement acting only as an independent contractor and no act, or commission, or omission of any party hereto shall be construed to make or render the other party its principal agent, joint venturer, or associate.

IV. Term and Termination:

A. The agreement shall be for a term of three years commencing on July 1, 2026 as the execution date of the agreement. Notwithstanding that the agreement is for a term of three years, however, Section II (reimbursement for services) is reviewed annually by both parties 60 days prior to July 1 in each of the remaining years of the contract. It is understood that either party may terminate this agreement for any reason, upon ninety days (90) notice to the other party.

B. Assignment. The rights and duties under this agreement may not be assigned without the written consent of the other party.

Captions. Descriptive headings of the section of this agreement are inserted for convenience only and shall not define or limit any of the terms of provision hereof nor are they to be used in determining the parties intent.

Governing Law. This agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Minnesota.

Director, Polk County Public Health

Chair, Polk County Board of Health

Superintendent, Win-E-Mac School

Approved as to form and execution this _____ day of _____, 2026.

Greg Widseth
Polk County Attorney

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BEMIDJI STATE UNIVERSITY & _____ HIGH SCHOOL
CONCURRENT ENROLLMENT AGREEMENT for ED 1100 Fall 2026

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between Bemidji State University (hereinafter "University) and _____ High School (hereinafter "High School").

Definitions:

Post-Secondary Enrollment Options Program or "PSEO". The Post-Secondary Enrollment Options program is the program established by Minnesota Statutes Section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO Concurrent Enrollment Course, College Provided Faculty. A PSEO concurrent enrollment course with a college provided faculty is a college or university course made available through the PSEO program, offered through a partnership between the high school and college/university, and taught by a college faculty.

_____ High School and Bemidji State University wish to enter into this Agreement for the delivery of concurrent enrollment courses which the parties agree will be of mutual benefit;

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

Provide appropriate registration, withdrawal, and drop-add information:

- Provide necessary College in the High School Student Admission and Registration forms.
- Provide necessary registration, withdrawal, and drop-add information for all concurrent enrollment courses.
- Assist _____ High School with administration of Accuplacer testing if requested.
- Maintain appropriate academic records documenting each concurrent enrollment course.
- Provide student orientation sessions, print and/or electronic materials information concerning academic and student support services available to all students at the University which also outlines BSU academic policies and student responsibilities. (MinnState Policy Chapter 3.5.1 Part 3 Subpart A.)
- Provide a peer mentor to check in with the high school student.

Ensure that the BSU Records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Provides student transcripts upon receipt of request.
- Maintains university course records for high school students, and awards University credit for successfully completed courses.

B. _____ High School shall ensure the following program logistics:

- Provide a teacher-mentor to support the student during the semester and check in with the student and least once each month (4 times per semester).
    - BSU will provide a $200 stipend to the mentor.
- Ensure that the student meets the eligibility requirements for concurrent enrollment courses.
    - In order to register for a course, all students must submit a signed/completed College in the High School Student Admission and Registration Form.
- Assist in student compliance with the Drop-Add and Withdrawal Policies (see "Other Provisions" section), sign off on forms as student advisor, and submit forms to the University's Center for Extended Learning.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in BSU College in the High School courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in concurrent enrollment courses.
- Work with University staff to schedule and administer the Accuplacer exam for students interested in concurrent enrollment courses prior to student admission and registration if needed.

Ensure the following course scheduling requirements:

- The maximum enrollment of a concurrent enrollment course (concurrent enrollment students and non-concurrent enrollment students combined) must not exceed 25 without prior approval of the faculty mentor.

II. OTHER PROVISIONS

The following is to be understood and agreed to by both the High School and the University.

Student Requirements

- Eligible students are currently enrolled seniors in the top 50% of their class or score at or above the 50th percentile on a nationally standardized test (ACT or SAT) and currently enrolled juniors in the upper one third of their class or score at or above the 70th percentile on a nationally standardized test (ACT or SAT). Approval must be granted by a high

school counselor and the instructor of each course prior to a determination of admission. (per MinnState Policy Chapter 3.5.1, Part 2, Subpart A)

- Potential concurrent enrollment students must return to their high school counselor their completed College in the High School Student Admission and Registration Form.
- Potential concurrent enrollment students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The University's Drop-Add and Withdrawal Policy applies to enrolled concurrent enrollment students. It is understood that adjustments will be made to the student's record by the University's records office in accordance with the Drop/Add and Withdrawal policies outlined below. Students must notify their high school current enrollment teacher along with their high school counselor of their intent to drop or withdraw from a concurrent enrollment course. The high school current enrollment teacher or counselor must notify in writing the University's Center for Extended Learning of the student's request to drop or withdraw from the concurrent enrollment course.

Course Requirements:

- **Only students with a desire to teach should enroll in this course**. The goal of this grant-funded course is to recruit and retain diverse teachers who would consider teaching in rural Minnesota.
- Students must complete all work at the 3000-level (college junior).
- Students must complete 15 hours (total) of field experience in grades Prek-K, 1-3, 4-6, and 7-8. The student's school must provide opportunities for students to visit other classrooms. Classroom teachers must sign a document verifying field experience times.
- Students will require a computer and internet access to complete the college coursework. If a school does not have a computer for the student, please contact Dr. Danielle Sullivan: Danielle.Sullivan@bemidjistate.edu.

Dropping and Adding a Course

Students may make a change(s) in their course schedules only through the fifth (5^{th}) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

Withdrawal

The last date to withdraw from a course is up to 80% of the course meetings. Grades of "W" for withdrawal will be recorded on the student's official transcript. No course may be dropped during the 20% of the course meetings. Withdrawals that are not officially processed through the university will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

A. There will be no charge to the partner high school for this course. Tuition, course materials and transportation to and from the BSU campus and

meals while on campus are covered by the Concurrent Enrollment Introduction to Teaching grant, funded by the MN Department of Education. This grant will funding is available for the 2026-7 academic year.

The course offered fall semester 2026 will be:

ED 1100 Education and Society (3 credits)

- Begin date – September 8, 2026
- End date – December 8, 2026
- Hybrid delivery, with two required in-person classes, held at the BSU campus on September 8 and December 8, 2026.

IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2026 or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between the High School and the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. ASSIGNMENT. Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.

VII. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

VIII. LIABILITY. The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.

IX. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

X. GOVERNMENT DATA PRACTICES ACT. The High School must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, crated, collected, received, stored, used, maintained, or disseminated by the High School in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the High School or the University.

In the event the High School receives a request to release the data referred to in this Article, the High School, must immediately notify the University. The University will give the High School instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The University shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the University and its employees and contractors individually or jointly. Materials developed jointly between any University employee and/or contractor and any high school employee in the performance of its obligation under this contract shall be jointly owned by the University and the High School. Materials developed individually by any high school employee in performance of his/her duties under this contact shall belong to the High School; however, the University shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the High School, its contractors and/or employees, or those developed by the High School or any high school employee prior to the existence of this contract.

XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the High School or its employees individually or jointly with others, or any subcontractors shall identify the University as the sponsoring agency and shall not be released prior to approval by the University's authorized representative.

XIV. CONTACT INFORMATION.

The High School's authorized representative for the purpose of administration of this contract is:

Name:_____

Address:_____

Telephone:_____

E-Mail:_____

BSU's authorized representative for the purpose of administration of this contract is:

Name:

Address:

Telephone:

E-Mail:

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

APPROVED:

_____ HIGH SCHOOL

By_____ Dated: _____
Principal

BEMIDJI STATE UNIVERSITY

By_____ Dated: _____
Academic Affairs

2026-2027 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of_____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

_____

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

_____ _____

(Designated School Board Member – please print) (Designated School Representative – please print)

_____ _____

Email Address Email Address

208.02 ACTIVITY REPRESENTATIVES

_____ _____

(Boys Sports – please print) (Girls Sports – please print)

_____ _____

(Speech – please print) (Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

_____ _____

(Board Member—please print) (Student—please print)

_____ _____

(Parent—please print) (Faculty Member—please print)

_____

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____ Print Name: _____

(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Signed: *Signature required* Signed: *Signature required*

(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

electronically through DocuSign *electronically through DocuSign*

Date: _____ Date: _____