Working Session

Monday, March 9, 2026 7:00 PM
Carlton Middle/High School Library, 207 Pioneer Drive , Wrenshall, MN 55797

I. **Call Meeting to Order**
A. Roll Call
II. **Approve Meeting Agenda**
III. **Financial Review**
IV. **Business**
A. Discuss potential scenarios and impacts of the May 12 Special Election in Wrenshall.
B. Review successful consolidation and immediate facility improvements at ST to include K room, relocated receptionist, paint, shelves, storage, etc...
V. **Discuss the new Model Policy for Responsible Use of Artificial Intelligence**
VI. **Adjourn**

INDEPENDENT SCHOOL DISTRICT 93 CARLTON
PAYROLL INFORMATION
February 2026

Fund	13th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$110,373.58	$38,391.58
FUND 02	FOOD SERVICE	$3,326.56	$1,015.04
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$10,035.18	$1,644.05
FUND 05	CAPITAL	$0.00	$0.00
FUND 45	OPEB	$100.00	$0.00
ALL	TOTAL	$123,835.32	$41,050.67

Wire Transfers	
$12,532.60	MN Teachers Retirement Assoc
$26,091.55	Internal Revenue Service
$4,305.25	MN Department of Revenue
$142.19	MN State Retirement System
$2,044.59	Employee Benefit Consultants
$5,351.90	Public Employees Retirement Assoc
$0.00	
$50,468.08	TOTAL WIRES

Fund	30th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$104,977.87	$39,773.96
FUND 02	FOOD SERVICE	$3,391.94	$1,256.00
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$10,230.03	$1,648.95
FUND 05	CAPITAL	$0.00	$0.01
FUND 45	OPEB	$100.00	$0.00
ALL	TOTAL	$118,699.84	$42,678.92

Wire Transfers	
$12,289.06	MN Teachers Retirement Assoc
$24,581.26	Internal Revenue Service
$4,036.24	MN Department of Revenue
$142.19	MN State Retirement System
$2,044.59	Employee Benefit Consultants
$5,217.14	Public Employees Retirement Assoc
$2,250.00	VEBA
$50,560.48	TOTAL WIRES

Fund	Total for the Month	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	$215,351.45	$78,165.54
FUND 02	FOOD SERVICE	$6,718.50	$2,271.04
FUND 03	TRANSPORTATION	$0.00	$0.00
FUND 04	COMMUNITY SERVICE	$20,265.21	$3,293.00
FUND 05	CAPITAL	$0.00	$0.01
FUND 45	OPEB	$200.00	$0.00
ALL	TOTAL	$242,535.16	$83,729.59

Total for the Month Wire Transfers	
$24,821.66	MN Teachers Retirement Assoc
$50,672.81	Internal Revenue Service
$8,341.49	MN Department of Revenue
$284.38	MN State Retirement System
$4,089.18	Employee Benefit Consultants
$10,569.04	Public Employees Retirement Assoc
$101,028.56	TOTAL WIRES

$326,264.75 Total Payroll (Salary & Benefits)

Carlton Independent School District 93
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	$50,871.03
02	Food Service Fund	$11,082.92
03	Transportation Fund	$51,135.96
04	Community Service Fund	$1,090.40
05	Capital Outlay Fund	$2,283.75
11	Student Activties	$417.19
Report Total		**$116,881.25**

Carlton Independent School District 93

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 02.01.2026-02.28.2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	1	36885	64439	Check	1	3970		ENCORE EVENT & PARTY EXPRESS	Yes	No	No	02/04/2026	162.00
		36886	64440	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	02/04/2026	2,790.00
		36887	64441	Check	1	2545		MINNESOTA ENERGY RESOURCES	Yes	No	No	02/05/2026	15,311.80
		36916	64442	Check	1	1632		GODBOUT, STACIE	Yes	No	No	02/05/2026	52.22
		36931	64443	Check	1	3753		Alaina Leider	Yes	No	No	02/10/2026	679.76
		36917	64444	Check	1	11860		ARROWHEAD REGIONAL COMPUTIN	Yes	No	No	02/10/2026	100.00
		36938	64445	Check	1	4291		Arrowhead Robotics Coalition	Yes	No	No	02/10/2026	350.00
		36921	64446	Check	1	2119	REMIT	AVIBEN BENEFIT PARTNERS, ELEVA	Yes	No	No	02/10/2026	280.96
		36919	64447	Check	1	17200		CITY OF CARLTON	Yes	No	No	02/10/2026	1,085.24
		36929	64448	Check	1	3281		CLOQUET SANITARY SERVICE	Yes	No	No	02/10/2026	971.52
		36932	64449	Check	1	4153		Culligan of Cloquet	Yes	No	No	02/10/2026	45.31
		36937	64450	Check	1	4282		Escape Fire Protection, INC	Yes	No	No	02/10/2026	380.00
		36925	64451	Check	1	28602	REMIT	FOLLETT SCHOOL SOLUTIONS INC	Yes	No	No	02/10/2026	1,224.12
		36936	64452	Check	1	4275		Great Lakes Office Solutions, Inc.	Yes	No	No	02/10/2026	309.31
		36935	64453	Check	1	4274		Guaranteed Network Services Inc	Yes	No	No	02/10/2026	1,077.00
		36926	64454	Check	1	2870	REMIT	HILLYARD INC	Yes	No	No	02/10/2026	1,290.64
		36933	64455	Check	1	4238		Ideal Energies Solar Leasing 2025, LLC	Yes	No	No	02/10/2026	741.15
		36939	64456	Check	1	45535	REMIT	L&M SUPPLY INC	Yes	No	No	02/10/2026	218.78
		36934	64457	Check	1	4263		LEAF Capital Funding LLC	Yes	No	No	02/10/2026	919.60
		36940	64458	Check	1	47575	REMIT1	MADISON NATIONAL LIFE	Yes	No	No	02/10/2026	676.51
		36927	64459	Check	1	3084	REMIT	MARCO INC	Yes	No	No	02/10/2026	254.84
		36928	64460	Check	1	3217		MINNESOTA GRADUATE SERVICES	Yes	No	No	02/10/2026	53.00
		36920	64461	Check	1	2017		MINNESOTA TELECOMMUNICATIONS	Yes	No	No	02/10/2026	200.10
		36930	64462	Check	1	3302	NEWRE	MRI SOFTWARE LLC	Yes	No	No	02/10/2026	20.00
		36923	64463	Check	1	2356		MSBA	Yes	No	No	02/10/2026	345.00
		36918	64464	Check	1	1658		RATWIK, ROSZAK, & MALONEY, PA	Yes	No	No	02/10/2026	192.50
		36942	64465	Check	1	76350		UPPER LAKES FOODS INC-127514	Yes	No	No	02/10/2026	3,482.28
		36943	64466	Check	1	76351		UPPER LAKES FOODS INC-127522	Yes	No	No	02/10/2026	3,157.38
		36924	64467	Check	1	2395		UPPER LAKES FOODS INC-301742	Yes	No	No	02/10/2026	255.19
		36941	64468	Check	1	75205		US POSTMASTER	Yes	No	No	02/10/2026	140.00
		36922	64469	Check	1	23550		VIKING AUTOMATIC APRINKLER CO	Yes	No	No	02/10/2026	420.00
		36944	64470	Check	1	2053		BEST OIL COMPANY	Yes	No	No	02/12/2026	1,794.12
		36945	64471	Check	1	2053		BEST OIL COMPANY	Yes	No	No	02/12/2026	1,771.00
		36946	64472	Check	1	47970		MINNESOTA POWER INC	Yes	No	No	02/12/2026	5,620.53
		36947	64473	Check	1	4269		Performance Food Service	Yes	No	No	02/17/2026	2,550.76
		36948	64474	Check	1	3091	REMIT	KEMPS LLC-53478000053554	Yes	No	No	02/17/2026	630.85
		36949	64475	Check	1	3133	REMIT	KEMPS LLC-53478000053818	Yes	No	No	02/17/2026	1,261.65
		36950	64476	Check	1	3415	REMIT	CARLTON BUS SERVICE	Yes	No	No	02/18/2026	50,444.89
		36951	64477	Check	1	15507		CARLTON COUNTY PUBLIC HEALTH	Yes	No	No	02/19/2026	7,376.64

Carlton Independent School District 93

Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 02.01.2026-02.28.2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	1	36953	64478	Check	1	75205		US POSTMASTER	Yes	No	No	02/24/2026	410.64
		36954	64479	Check	1	2334	REMIT	WELLS FARGO-PAYMENT REMITTAN	Yes	No	No	02/24/2026	16.99
		36955	64480	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	02/25/2026	1,800.00
		36956	64481	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	02/25/2026	1,800.00
		36957	64482	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	02/25/2026	1,800.00
		36958	64483	Check	1	4260		Strategic Education Partners LLC	Yes	No	No	02/25/2026	1,800.00
		36959	64484	Check	1	47575	REMIT1	MADISON NATIONAL LIFE	Yes	No	No	02/25/2026	616.97
								Bank Total: 1					$116,881.25
								Report Total:					$116,881.25

MINNESOTA SCHOOL BOARDS ASSOCIATION

Model Policy on Responsible Use of Artificial Intelligence (AI)

The Minnesota School Boards Association (MSBA) is pleased to provide school districts and charter schools with its newly developed **Model Policy** on **Responsible Use of Artificial Intelligence (AI)**. The Model Policy is intended to assist schools as they consider how emerging AI tools may be used responsibly to support teaching, learning, and operations, while safeguarding student and employee data, privacy, and security.

Artificial intelligence technologies are evolving rapidly. Minnesota schools are increasingly encountering both opportunities and challenges associated with AI use. In response, MSBA developed the Model Policy to offer a framework informed by current legal considerations, ethical principles, and best practices. At the same time, MSBA recognizes that no single approach will be appropriate for all schools.

The Model Policy is not intended to be prescriptive. **School districts and charter schools retain considerable latitude** to adopt, revise, or delete provisions as necessary to reflect local curricular priorities, staffing, available resources, and more. Schools may determine that some Model Policy provisions are appropriate as written, that others should be modified, or that some elements are not workable given local circumstances. This flexibility is intentional and consistent with MSBA's long-standing approach to model policies.

MSBA recognizes that **students and staff are likely already using AI tools** in a variety of educational and work-related contexts. Adoption of the Model Policy, together with development and implementation of local AI procedures, is intended to provide guidance for continued use of AI tools in a manner that is responsible, transparent, and consistent with the school's mission and goals, applicable law, and existing school district policies.

The Model Policy is designed to be **adaptable over time**. As AI technologies, legal requirements, and educational practices change, Minnesota schools should expect that local policies and procedures will evolve accordingly. MSBA anticipates updating the Model Policy as needed and encourages school boards to view AI governance as an ongoing process rather than a one-time action.

MSBA appreciates the work of **Quantum Bridge Solutions** (https://quantumbridgesolutions.ai) in developing a sample ***AI Procedural Manual*** for Minnesota school districts. QBS support of the MSBA Model Policy and procedures has been entirely voluntary. The *AI Procedural Manual* is designed to coordinate closely with the MSBA Model AI Policy and may serve as a companion resource for schools that choose to develop local administrative procedures aligned with their adopted policy. Use of the *AI Procedural Manual*, like the model policy itself, is optional and subject to school board discretion. The *AI Procedural Manual* will be available to Minnesota school districts and charter schools in mid-March on the MSBA website (please see Policy 625 under *District Policies* or *Charter Policies* and scroll to the bottom of the page to find the manual).

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St. Peter, MN 56082-3015

www.mnmsba.org
(507) 934-2450 or (800) 324-4459

School boards and administrators are encouraged to **review the Model Policy carefully**, consult with legal counsel as appropriate, and engage relevant stakeholders in determining how best to address AI use at the local level.

An **informational webinar on Tuesday, March 10, starting at 1 p.m.** will be offered to walk through the Model Policy and the AI Procedural Manual. Click here to access Zoom information for the webinar. **If you are unable to watch the webinar live, MSBA will make a recording available to members later in the week.**

MSBA remains committed to supporting Minnesota schools as they navigate these emerging issues and will continue to provide guidance and resources as this area develops. Thank you for your continued leadership and thoughtful attention to this important educational topic.

Instructions to access Model Policy 625:

1. Please visit https://mnmsba.org.
2. Go to the Resource Library tab and select Policies.
3. Select either District Policies or Charter Policies.
4. Go to the 600 Series and click on Model Policy 625.
5. A downloadable version can be found at the bottom of the policy page, below the Legal References, Cross References, and Resources section.

Model Policy 625 is also available on the MSBA Policy Services webpage.

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These materials are for informational use only and are not to be construed as legal advice. If legal advice is needed, the school district's legal counsel should be contacted. While current at the time it was created, this document may be later superseded by legislative or other action.

625 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

I. PURPOSE

The purpose of this policy is to establish clear and actionable guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within the school district. This policy seeks to support and enhance teaching, learning, and administrative efficiency while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

Artificial intelligence (AI) language models can assist with various tasks from teaching and learning, to writing support, to data analysis. School district staff who have access to AI tools should understand underlying behaviors and the potential benefits and limitations associated with use.

The school district recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving. The school district also recognizes the limitations and potential for misuse of AI.

The school district authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

The school district authorizes staff to utilize AI as a tool in fulfilling their work responsibilities as consistent with federal and state law and school district policies.

II. GENERAL STATEMENTS OF POLICY

A. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.

B. The school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school district recognizes that human intelligence and H-AI-H protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes

C. The school district supports use of AI to enhance administrative operations and efficiency.

D. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.

E. The superintendent or designee will implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with approved use of AI.

F. The school district supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.

G. The school district will provide ongoing training and guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for the consequences of AI use.

H. This policy applies to all AI use by students and staff regardless of whether the use

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occurs on school district property, at school district events and activities, or off campus when a nexus to the school district's educational environment exists. Student AI use must be consistent with school district policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.

I. The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:

1. Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.

2. Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.

3. Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

III. DEFINITIONS

Definitions of key terms—including Artificial Intelligence (AI), Generative Artificial Intelligence, closed and publicly available AI tools, confidential data, personally identifiable information (PII), and school district-approved AI tools—shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district will provide accessible explanations and examples to support understanding among all stakeholders.

Artificial intelligence in a school district is a category of computer-based systems that analyze data and recognize patterns to support teaching, learning, and administrative operations, for the purpose of assisting human decision-making, within educational and legal constraints, and excluding the replacement of professional judgment or human accountability.

A. Agentic AI

Agentic AI involves systems capable of undertaking multistep actions autonomously, such as web browsing, code execution, interaction with other software, and rendering sequential decisions, without human intervention at each step.

B. AI Tool Types

1. Student-Facing AI

Used by or with students for instruction, where student information may be entered.

2. Confidential AI

Used for non-instructional purposes, processing confidential data to generate new content or recommendations.

3. Operational AI

Used for generating content based on non-confidential data.

C. Closed AI Tools

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Closed AI tools are private and can be accessed by school district staff only. Sharing data in a Closed AI Tool is more secure than when using a Publicly Available AI Tool, though information leaks may still occur.

D. Confidential Data/Information

Information that the school district is prohibited by law, policy, or contract from disclosing or that the school district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

E. Deep Fake

Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:

1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and

2. the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.

F. Generative Artificial Intelligence (GenAI)

Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts. Generative AI includes large language models (LLMs) like ChatGPT, as well as tools that generate audio, images, or video.

G. Generative AI Chatbots

A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot. It is possible that AI programs, including Generative AI Chatbots, may "hallucinate" (create information that is not true, misleading, or nonsensical).

H. Human-AI-Human Model (H-AI-H)

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgement at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

I. Personally Identifiable Information (PII)

Information that can be used to distinguish or trace an individual's identity, either directly or indirectly through linkages with other information.

PII includes, but is not limited to:

1. The student's name;

2. The name of the student's parent or other family members;

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3. The address of the student or student's family;

4. A personal identifier, such as the student's social security number, student number, or biometric record;

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

J. Publicly Available AI Tools

Publicly available AI tools are generally accessible for public use and the public can access the information that the tools provide.

K. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the school district's AI Committee. A school district teacher or staff member may request that an AI platform or application be reviewed and authorized.

[Note: See Article VI. below on the Artificial Intelligence (AI) Committee. Schools should consider how to handle teacher and staff use of AI tools that precedes the AI Committee's creation of a school district-approved AI Tool list. It is possible that some pre-existing AI tools will not be permitted.]

L. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

M. Voice Cloning

The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.

IV. EQUITABLE ACCESS TO AI TECHNOLOGY

The school district is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To fulfill this commitment, the school district will:

A. Provision of Resources

Provide necessary devices, internet connectivity, and assistive technologies to students and staff who need them. School district administration will conduct regular reviews to ensure resources remain sufficient and accessible.

B. Assessment and Barrier Reduction

Regularly assess and address barriers to access, including those related to socioeconomic status, disability, language, and geographic location. The school district will implement strategies to eliminate identified barriers.

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C. Training

Provide ongoing training for staff and students covering technical skills and ethical considerations, including recognizing and mitigating bias in AI systems and outputs, privacy, and responsible and appropriate use of school district-approved AI.

D. Community Engagement

Engage students, families, and community members in ongoing evaluation of equitable access and the effectiveness of AI implementation. Feedback will be sought regularly to inform improvements.

E. Corrective Action

To ensure equitable access to AI technology, the school district will regularly evaluate whether students and staff have fair and meaningful opportunities to use approved AI tools for learning and work. If disparities in access, participation, or outcomes are identified—such as those related to socioeconomic status, disability, language, or infrastructure—the school district will take timely corrective action. Corrective actions may include reallocating resources, providing targeted training or supports, adjusting implementation practices, or updating policies and procedures. The school district will communicate actions taken and monitor their effectiveness to ensure that AI implementation advances educational equity and does not reinforce existing gaps.

F. Policy Review and Revision

Review and update this policy and its implementation as needed to adapt to evolving technologies, community needs, and feedback from stakeholders.

V. CURRICULUM INTEGRATION AND AI LITERACY

A. The superintendent will work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work;

2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;

3. require transparency when AI use is part of a decision about a student;

4. establish the right to request a review of the human decision-making in a consequential AI-influenced decision affecting the student; and

5. articulate the school district's rules regarding AI-assisted surveillance or behavioral monitoring tool.

Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, and the AI Committees plan and procedures, including the school district's approved AI tools.

B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.

C. Students will indicate AI use on assignments as required by the teacher and the assignment.

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VI. ARTIFICIAL INTELLIGENCE (AI) COMMITTEE

The superintendent shall appoint an AI Committee—including teachers, staff, students, parents, and community members—to guide school district AI objectives. The committee will develop, implement, and annually review procedures for AI use, ensuring alignment with school district policies, classroom requirements, and legal standards. The committee will solicit stakeholder feedback and recommend updates to procedures and approved AI tools as technologies and needs change.

[Note: Some school districts may not have sufficient staff or other resources needed to create an AI Committee. Schools may establish a relationship with a local or regional organization (such as a service cooperative) or a third-party vendor, collaborate with other school districts, and utilize resources (such as those created by the Minnesota Generative AI Alliance for Education) to fulfill some or all of the AI Committee responsibilities.]

A. Committee Appointment and Structure

The school board directs the superintendent to appoint teachers, school staff, students, parents, and community members who have relevant experience regarding AI to a committee to guide the school district's AI objectives. The superintendent will determine the size, structure, and term for the AI Committee.

B. AI Use Plan

The AI Committee shall develop and recommend to the school board for its approval a school district AI Use Plan to establish district-wide direction and a road map for AI use that aligns with the school district's mission, strategic plan, and financial and other resources. The AI Use Plan should respond to these conditions, among others

1. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the school district while allowing for appropriate educational and productive enhancements enabled by AI.

2. The AI Use Plan must prioritize the security of student, employee, and school district data.

3. The AI Use Plan must direct careful and informed consideration of the privacy policies of any products and services considered for use in the school district, including any relevant changes to the policies.

C. School District AI Procedures

The school board directs the AI Committee to recommend to the school board for its approval procedures for staff and students concerning the use of AI that:

1. Prohibit AI use inconsistent with school district policies and procedures, classroom instructions and requirements, or federal or Minnesota law;

2. Prohibit AI use inconsistent with expectations for staff and student conduct, including those involving discrimination, harassment or hazing, and bullying;

3. Prohibit AI input of confidential staff and student data;

4. Comply with the H-AI-H model for consequential actions involving AI use;

5. Promote AI literacy;

6. Require transparency and accountability regarding disclosure of use of AI;

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7. Require school administration vetting of AI prior to recommending use by staff and students;

8. Identify AI approved tools for student and staff use and provide guidelines for seeking approval of new AI;

9. Ensure that AI generated material can be retained in accordance with the school district's Records Retention schedule, as set forth in Article X. below;

10. Clarify that staff and students are responsible for all reasonably foreseeable negative consequences of use of AI;

11. Provide guidance on handling incidents in which AI-generated images, audio, video, or text involving minors are created or distributed;

12. Provide guidance to school district counselors and other staff on recognizing and addressing a student's

    a. unhealthy AI dependency;

    b. parasocial and emotional relationships with AI chatbots;

    c. overreliance on AI for emotional support, decision-making, or social interaction; and

    d. similar AI-related mental health impacts and conditions.

13. Address agentic AI and autonomous AI actions; and

14. Establish an AI structured incident response plan as required under Article XII.

D. AI Coordinator

The superintendent will designate at least one school district AI Coordinator to monitor advancements, risks, and best practices in the field of AI persons. The AI Coordinator will also serve as a professional resource and advisor for the school district on these topics. The AI Coordinator may consult with experts or others outside the school district, but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements.

[NOTE: School districts may choose whether to require an AI Coordinator. An AI Coordinator may be especially important if the school district is unable to create an AI Committee, as noted above. School districts may choose to have the superintendent or the superintendent's designee assume these responsibilities.]

Selection and implementation of student-facing AI resources and use is part of the school district's curriculum development and instructional materials selection process. The AI Coordinator will direct implementation of the AI Use Plan for student-facing AI to provide guidance to professionals making these selections. The AI Coordinator may also serve as an advisor and resource throughout the selection process, particularly when new products and services are considered.

The AI Coordinator will ensure that the AI Use Plan supports acceptable AI tool selection and use in the school district and will be updated as new issues emerge.

VII. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be

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verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. The AI Committee will provide regular training on safe, ethical, and effective AI use, and will review and update guidelines annually. Violations will be addressed according to the Student Discipline Policy, with corrective action and support provided as needed.

A. Permitted Student Uses of AI

When authorized by the teacher, students may use school district-approved AI tools for:

1. Exploring and explaining academic concepts
2. Brainstorming ideas and seeking guidance on research directions
3. Receiving feedback on drafts or assignments
4. All use must comply with teacher instructions and assignment guidelines.

B. Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited.

C. Privacy and Data Protection

Students must not upload or input personal, confidential, proprietary, or sensitive information into any AI tool. Examples include but are not limited to:

1. Passwords
2. Names, likenesses, or Social Security numbers
3. Credit card or bank account numbers
4. Information from non-public school district documents
5. Details from IEPs, Section 504 plans, or medical records

D. Prohibited Student Uses of AI

Students may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;
2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts

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concerning another individual without the individual's explicit and legally permissible consent.

E. Reporting and Support

Students should report concerns about AI misuse or unsafe practices to the teacher or principal.

F. Consequences for Misuse

Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy. Violation may result in loss of AI privileges and/or further disciplinary or legal action, as appropriate.

VIII. STAFF USE GUIDELINES

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff must not input confidential, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. The school district will provide ongoing training and support and will review staff guidelines regularly. Violations may result in disciplinary action as outlined in school district policy.

A. Staff Use of AI for Educational Purposes

1. Staff may consult AI for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.

2. Staff should guide students in AI use, including creation of clear expectations for AI tool use, attribution guidance, fact-checking, and proofreading.

3. Staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

4. Staff should implement the H-AI-H model for AI use involving students;

5. Staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.

6. Teachers who suspect plagiarism or use of AI that violates school district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use.

7. Teachers should consult with school administration to determine appropriate steps to investigate possible violation of this policy.

8. An AI detection tool may have high false-positive rates and may disproportionately flag multilingual speakers or students with specific and unique writing styles. An AI detection tool must be independently validated before a school district staff member uses the tool. AI detection tools will not be the sole basis of information relied upon in an investigation when it is suspected that a student has violated this policy or its related rules or procedures.

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B. Staff Use for Work Responsibilities

1. The school district supports AI use by school staff to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district. These uses include, but are not limited to, document assistance, research support, administrative tasks, data analysis, and automation.

2. School district staff use of AI to fulfill work responsibilities must be consistent with this policy and other school district policies, procedures, and rules.

3. School district staff shall implement the H-AI-H model and maintain human oversight and professional responsibility for all work, including work in which AI tools have been utilized.

C. Privacy and Data Protection

1. Staff must ensure that their use of any AI tool complies with applicable laws, including those governing data and student privacy, and school district policies, including, without limitation, those regarding student information.

2. Staff should not upload or input any confidential data, private data, proprietary information, personally identifiable information, or sensitive information, including any such school district or student information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public school district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public school district information that might be harmful to the school district if disclosed.

D. Prohibited Staff Uses of AI

Staff may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;

2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;

3. Violate any school district policy, classroom rule, or applicable law; or

4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Discipline

Staff who violate this policy may be subject to discipline, including termination, as set forth in the Discipline, Suspension, and Dismissal of School District Employees policy.

IX. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving AI must comply with applicable state and federal laws, school district

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regulations, and acceptable use policies. The school district will train staff and students on data stewardship, privacy, and legal compliance, and will update procedures as laws and technologies evolve. Data privacy safeguards will be reviewed annually, and any changes to AI products or services will be carefully evaluated for impact on data security.

All data use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA, IDEA, CIPA, and COPPA.

Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated pursuant to explicit official agreement with the school district.

X. AI VENDOR AGREEMENTS AND LICENSING

A. AI technologies procured by the school district must include clear intellectual property rights provisions. Vendors must provide bias testing disclosure, documentation, and incident reporting procedures.

B. School district administration and the AI Committee shall work with legal counsel to develop an AI technologies vendor evaluation, procurement, and licensing process.

C. Evaluation criteria shall include data handling, model transparency, bias auditing, accessibility compliance, FERPA/COPPA compliance, and data residency.

D. Educational technology vendors must identify AI technology components embedded in the educational technology supplied to the school district.

E. AI technologies supplied to the school district must comply with the school district's policies and procedures, including this policy and the procedures developed by the AI Committee and approved by the school board.

F. A contractual agreement between the school district and an AI vendor must

1. establish the ownership of content created through use of the vendor's AI technology services. Vendor terms of service that assert broad vendor rights to user-generated content are prohibited for school district use;

2. address data processing;

3. prohibit use of student data for model training;

4. establish data deletion rights;

5. provide vendor risk tiers aligned with this policy's AI tool types and categories;

6. include interoperability requirements that prevent vendor lock-in;

7. address the ramifications if the vendor changes terms of service, is acquired by another entity, or discontinues operation; and

8. set forth breach notification requirements

G. Users of AI technologies provided by the school district must comply with vendor terms of service and licensing agreements. Violation of an AI technology service agreement may result in the user's loss of access and disciplinary action.

H. The AI Committee will review Article X. as part of the AI Committee's regular review and update of school district-approved AI technologies, plan, and procedures.

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XI. AI AND RECORDS RETENTION

A. A document created, received, or maintained through an AI system may constitute a school district record.

B. AI-generated or AI-assisted data shall be treated as a school district record when the data:

1. documents a school district action, policy, or operation; or

2. is relied upon when making an educational, administrative, or financial decision;

C. Records described in Paragraph B. above shall be retained pursuant to the school district's Records Retention schedule.

XII. REPORTING AI-RELATED CONCERNS, MISUSE, AND INCIDENTS

A. Staff and students should contact the building principal or the principal's designee if concerns regarding safe and effective use of AI arise or if they suspect AI misuse that violates school district policies, procedures, or applicable laws.

B. The AI Committee will develop an AI structured incident response plan that includes response protocols for AI-generated CSAM or intimate imagery, data breach through use of an AI tool, AI-facilitated cheating at scale, deep fakes, student welfare concerns, and related matters. The AI structured incident response plan will also establish:

1. notification protocols that include parents, law enforcement, and state or federal agencies as appropriate;

2. clear escalation paths that identify the school district staff responsible for each escalation level;

3. procedures for preserving incident documentation and evidence;

4. a post-incident review process.

XIII. TRAINING OF SCHOOL DISTRICT STAFF, TEACHERS, AND STUDENTS

The school district will train all school district staff, teachers, and students on the requirements of this policy, AI procedures and plans, and other school district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

XIV. NOTICE

The school district will inform students, parents, and guardians about AI use in the school district, including any significant changes to the AI Use Plan.

XV. REVIEW

The school district's administration will regularly review use of AI and recommend safety, privacy, student and staff needs, and other relevant updates to the school board.

The AI Committee and the superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using AI and to help ensure that the school district adapts to changing technologies and circumstances.

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Legal References:

Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 604.32 (Cause of Action for Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
Minn. Stat. § 609.771 (Use of Deep Fake Technology to Influence Election)
Minn. Stat. § 617.262 (Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
15 U.S.C. §§ 6501-6506 (Children's Online Privacy Protection Act)
18 U.S.C. §§ 2510-2523 (Electronic Communications Privacy Act)
18 U.S.C. §§ 2701-2713 (Stored Communications Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act)
29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References:

MSBA/MASA Model Policy 406: Public and Private Personnel Data
MSBA/MASA Model Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations
MSBA/MASA Model Policy 506: Student Discipline (Forms Attached)
MSBA/MASA Model Policy 514: Bullying Prohibition Policy
MSBA/MASA Model Policy 515: Protection and Privacy of Pupil Records (Form Attached)
MSBA/MASA Model Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (Form Attached)
MSBA/MASA Model Policy 524.5: Personal Electronic Communication Devices
MSBA/MASA Model Policy 601: School District Curriculum and Instruction Goals
MSBA/MASA Model Policy 603: Curriculum Development

Resources:

U.S. Department of Education: Artificial Intelligence and the Future of Teaching and Learning (accessed 11/03/25)
U.S. Department of Education: Artificial Intelligence (AI) Guidance
Minnesota Department of Education: Artificial Intelligence in Education (accessed 11/03/25)
Minnesota IT Services: Transparent Artificial Intelligence Governance Alliance (accessed 02/24/26)
MNGAIA AI4MN: Centering Relationships, Empowering Learners: AI that Elevates Human Work (accessed 02/16/26)
Consortium for School Networking (CoSN): Artificial Intelligence (accessed 12/12/25)
Digital Promise: Artificial Intelligence in Education (accessed 12/12/25)
International Society for Technology in Education (ISTE): Artificial Intelligence in Education (accessed 12/12/25)
National AI Literacy Day: AI Literacy Day Resources (accessed 12/12/25)
National Center on Education and the Economy (NCEE): Framework for AI-Powered Learning Environments (accessed 11/03/25)
PIPO-AASA: A District Guide to Data Minimization in the Age of AI (accessed 11/14/25)
Public Interest Privacy Center: From Data Privacy to Discrimination: Examining the Legal Ramifications of AI in Schools (April 2024) (accessed 12/12/25)
TeachAI: AI Guidance for Schools Toolkit (accessed 11/03/25)

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