



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313

Phone: 763-682-4112
www.wtc.k12.mn.us



Governing Board Meeting

January 3, 2024

6:30 p.m.

The Mission of the Wright Technical Center is "To partner with member school districts and industry to prepare students for careers, post-secondary education and lifelong learning."

AGENDA

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Pledge of Allegiance
- 4.0 Agenda Approval
- 5.0 Approval of Consent Items - Action required
 - 5.1 Approval of Minutes - Dec. 5 Regular Meeting
 - 5.2 Bills for Payment
 - 5.3 Acceptance of Donation from Sherwin-Williams for painting supplies - \$833.18

Background: 5.1 & 5.2 - Approval of the minutes from previous meetings and bills.

Recommendation: Approve the consent agenda as presented. 5.3 Acceptance of donations.

- 6.0 Financial Report - Anh Glewwe
 - 6.1 Approval of the financial report
- 7.0 Committee Reports
 - 7.1 Principal's Report - Mr. Karson
 - 7.2 Director's Report - Mr. Koslofsky
 - 7.3 Finance - Mealey, Lee & Bravinder

- 8.0 New Business - Action required
 - 8.1 Approval of the first reading of policies:
 - 515 Protection and Privacy of Pupil Records
 - 519 Interviews of Students by Outside Agencies
 - 520 Student Surveys
 - 521 Student Disability Nondiscrimination
 - 526 Hazing Prohibition
 - 529 Staff Notification of Violent Behavior by Students

Background: Review of policies in alignment with MSBA. Changes/additions are reflected in strikethroughs and red text.

Recommendation: Approve as presented

- 9.0 Adjournment

Next meeting February 6, 2024 Please call or email if you have questions or cannot make the meeting.

WRIGHT TECHNICAL CENTER School District 966

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday December 5, 2023 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Sixberry, Steffens, Carlson, Monticello Alternate Hegle, Lee, Mealey, Delano Alternate Depa, Bravinder.

Others Present: Brian Koslofsky-Executive Director, Shaun Karson-Principal, Anh Glewwe-Business Manager, Dana Watters-Administrative Assistant, Russell Pearson-American Federation of Teachers.

The meeting was called to order by Member Mealey at 6:30 p.m. followed by the Pledge of Allegiance.

Agenda Review

On motion by Member Sixberry, second by Member Lee, the agenda was approved as presented. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Bravinder, second by Alternate Hegle, the consent agenda was approved as presented. 5.1 November 8 regular meeting, 5.2 Bills for payment, 5.3 Acceptance of donation of Chevy Equinox, \$9,657, 5.4 Acceptance of donation of Mercedes S 4D, \$3,700.

Financial Report

Business Manager Glewwe reported on the current finances. On motion by Member Lee, second by Member Carlson, the financial report was approved, as presented. Motion carried by unanimous vote.

On motion by Member Sixberry, second by Member Bravinder, the FY24 Revised Budget was approved as presented. Motion carried by unanimous vote.

Principal and Director's Report

Principal Karson discussed WTC and middle level enrollment. Director Koslofsky discussed the 23-24 student built house, the Center for School Change, developing a sub committee, and the LTFM increase.

Finance/Negotiations Report

Member Lee reported that the negotiations were off to a great start with language items discussed. **New**

Business

On motion by Member Sixberry, second by Member Lee, to approve the acceptance of the bid for purchase of the 23-24 student built house, as presented. Motion carried by unanimous vote.

On motion by Member Sixberry, second by Member Bravinder to increase the billing form 90% to 100% for member districts that do not transport to the academy, followed by discussion. On motion by Member Lee, second by Member Steffens, to table the above motion. Motion carried by unanimous vote.

On motion by Member Sixberry, second by Member Lee, to approve the Resolution directing administration to make recommendations for reductions in programs and positions and reasons therefore. Motion carried by unanimous vote. The Roll Call vote: Lee, yes, Carlson, yes, Steffens, yes, Bravinder, yes, Sixberry, yes, Hegle, yes, Mealey, yes, Depa, yes. Resolution passed.

On motion by Member Steffens, second by Member Bravinder, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:20p.m.



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Donation Form

Date: December 20, 2023

Name: Sherwin-Williams

Address: 9230 MN-25

City, State, Zip: Monticello, MN 55362

Donation: Paint supplies valued at \$833.18.

We appreciate your interest in the Wright Technical Center's programs.

Brian Koslofsky
Executive Director



FINANCIAL SUMMARY



January 3rd, 2024 Board Meeting

1. Business Office Report

2. Financial Reports

a. Revenue Report

December 2023 – FY2024

- General Education Aid (FY24 - \$6,657)
- Special Education Aid (FY24 - \$11,205)
- WA November Billing (\$78,526)
- WA December Billing (\$51,219)
- 10% down on Student Built House (\$12,550)

November 2023 – FY2024

- General Education Aid (FY24 -\$13,133)
- Special Education Aid (FY24 - \$5,496)
- Final Summer Funding Reimbursement (FIN 163 - \$11,370, FIN 164 - \$34,494)
- Student Support Personnel Aid bill back (\$37,424)
- Cornerstone Maintenance billing (\$28,935)
- WA October Billing (\$61,118)

b. Expenditure Report

December 2023 – FY2024

- Payroll & benefits - \$230,081
- Audit fee (\$9,500)
- Network Consultant (\$1,230)
- District Electric (\$6,957), Water & Sewer (\$665), Gas (\$1,541)
- LTFM Environmental and Safety (\$1,204)
- House materials (\$4,177)
- Capital Lease (\$119,795)

November 2023 – FY2024

- Payroll & benefits - \$232,960
- Network Consultant Services - \$11,602
- District Electric - \$8,316
- LTFM: Other Hazard Services - \$1,010, Fire Safety - \$2,174, Electrical - \$13,462, Plumbing - \$3,479

- Property Ins. - \$15,056
- District General Supplies - \$1,564
- Tech Equipment - \$9,400 (Chromeboxes, sound system)

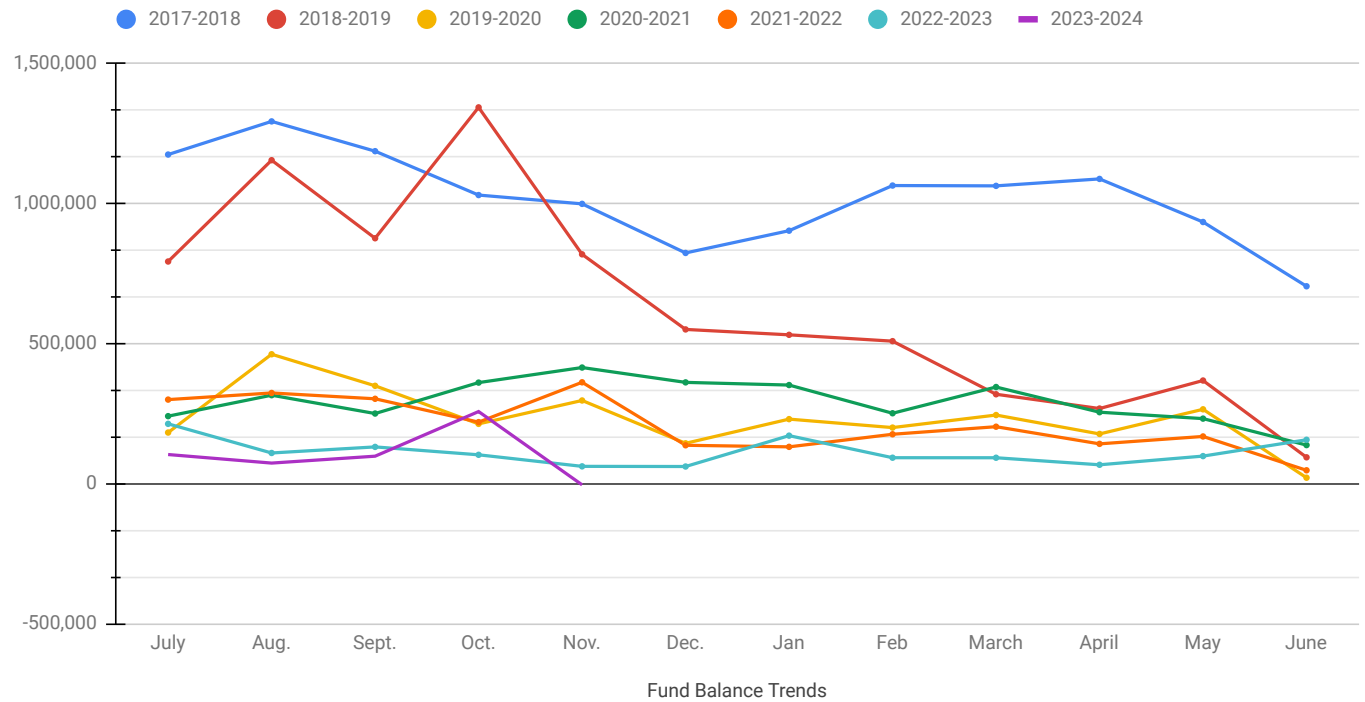
		Wright Technical Center				WRIGHT ACADEMY		
		Expenditure Report December 31, 2023						
Budgeted YTD percentage is 42%		FY24 Revised Budget	FY24 Monthly Budget	Nov 2023	Dec 2023	FY24 Year To Date	% YTD	Remaining Balance
01-General Fund								
100 Salaries & Wages		2,025,414	168,785	169,000	166,465	866,087	43%	1,159,327
200 Employee Benefits		784,506	65,375	63,960	63,615	324,974	41%	459,532
300 Purchased Services		415,627	34,636	68,261	29,149	232,109	56%	183,518
400 Supplies & Materials		266,475	22,206	8,152	12,108	85,946	32%	180,530
500 Capital Expenditures		337,514	28,126	9,400	120,076	148,974	44%	188,540
700 Loan Payment				0	489	1,867		
800 Other Expenditures		3,000	250	0	204	3,369	112%	(369)
General Fund Total		\$ 3,832,536	\$ 319,378	\$ 318,773	\$ 392,107	\$ 1,663,326	43%	\$ 2,169,211
07-Debt Service								
700 Debt Service		\$ -	\$ -	\$ -	\$ -	\$ 7,329	0	(7,329)
		\$ -	\$ -	\$ -	\$ -	\$ 7,329	0%	\$ (7,329)
08-Scholarships								
800 Other Expenditures		2,000	167	0	0	0	0%	2,000
Scholarships Total		\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	\$ 2,000
12-Student Activities								
400 Supplies & Materials		0	0	1,785	1,354	1,353	0%	(1,353)
Student Activities Total		\$ -	\$ -	\$ 1,785	\$ 1,354	\$ 1,353	0%	\$ (1,353)
13-Carl Perkins								
100 Salaries & Wages		80,000	6,667	45,000	0	45,000	56%	35,000
200 Employee Benefits		0	0			0	0%	0
300 Purchased Services		322,888	26,907	4,023	257	5,845	2%	317,043
400 Supplies & Materials		65,900	5,492	0	305	21,160	32%	44,740
500 Capital Expenditures		115,612	9,634	63,617	2,880	72,682	63%	42,930
Carl Perkins Total		\$ 584,399	\$ 48,700	\$ 112,640	\$ 3,443	\$ 144,687	25%	\$ 439,713
18-Custodial Fund - SWETC								
Custodial Fund Total		\$ 53,328	\$ 4,444	\$ 13,522	\$ -	\$ 13,522	25%	\$ 39,806
		\$ 53,328	\$ 4,444	\$ 13,522	\$ -	\$ 13,522	25%	\$ 39,806
Total All Funds		\$ 4,472,264	\$ 372,689	\$ 446,720	\$ 396,903	\$ 1,830,217	41%	\$ 2,642,047

9% less than budget

WTC Fund Balance Trend

Fund Balance Trend	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June
2017-2018	1,174,457	1,292,831	1,186,456	1,029,753	998,374	823,080	902,561	1,063,750	1,062,611	1,087,424	933,580 [1]	704,108 [2]
2018-2019	792,503 [3]	1,154,266 [4]	875,546 [5]	1,342,886 [6]	818,197 [7]	549,995 [8]	530,710 [9]	508,106 [10]	318,500 [11]	267,523 [12]	367,534 [13]	93,314 [14]
2019-2020	181,770 [15]	461,362 [16]	348,666	212,723	296,286	143,359	229,710	199,504	244,270	176,819	264,732 [17]	20,486 [18]
2020-2021	240,300	315,133	249,655	360,127	413,909	360,928	351,359	250,669	344,303	254,407	231,538 [19]	136,964 [20]
2021-2022	299,422 [21]	323,129 [22]	302,307 [23]	218,998 [24]	361,225 [25]	136,343 [26]	130,696 [27]	175,647 [28]	202,633 [29]	141,405 [30]	167,840 [31]	47,025
2022-2023	212,851	108,811	130,517	102,289	61,081	60,503	170,702	91,914	91,792	66,650	97,681	155,955
2023-2024	103,283	72,734	97,384	256,754 [32]	-4,950	93,073						

17-18, 18-19, 19-20, 20-21, 21-22, 22-23 & 23-24



WRIGHT TECHNICAL CENTER ISD 966
CASH FLOW REVIEW

	Old National Bank	RiverWood Bank	
Bank balance as of 12/28/2023	\$ 19,475.96	\$ 140,862.10	
Outstanding checks & wires	\$ -	\$ (96,368.00)	
Est. December Board Bills		\$ (126,223.48)	
Jan 2024 Perkins Reimbursement		\$ 84,648.25	
Jan 2024 Payroll		\$ (230,000.00)	
Aged Open Invoices (including quarterly bills for Jan, Feb, Mar 2024)		\$ 437,240.71	
Est. State Aids (per MDE report)		\$ 29,230.39	
WA December Tuition Billing		\$ 51,219.42	
Estimated End of January 2024 Balance	\$ 19,475.96	\$ 290,609.39	\$ 310,085.35

Wright Technical Center Aged Open Invoice Report

Aging Date 12/29/23

Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1017	MAPLE LAKE SCHOOLS #881	5410	Invoice	RECEIPT	01/02/2024	6,911.00	0.00	0.00	0.00	0.00	0.00	6,911.00
0966	1	1017	MAPLE LAKE SCHOOLS #881	5431	Invoice	RECEIPT	01/02/2024	13,822.00	0.00	0.00	0.00	0.00	0.00	13,822.00
Customer Total								\$15,817.84	\$1,319.07	\$6,911.00	\$0.00	\$0.00	\$0.00	\$24,047.91
0966	1	1018	MONTICELLO SCHOOLS #882	5387	Invoice	RECEIPT	11/17/2023	0.00	57.37	0.00	0.00	0.00	0.00	57.37
0966	1	1018	MONTICELLO SCHOOLS #882	5394	Invoice	RECEIPT	11/20/2023	0.00	5,721.62	0.00	0.00	0.00	0.00	5,721.62
0966	1	1018	MONTICELLO SCHOOLS #882	5436	On Acct		12/19/2023	(28,995.00)	0.00	0.00	0.00	0.00	0.00	(28,995.00)
0966	1	1018	MONTICELLO SCHOOLS #882	5411	Invoice	RECEIPT	01/02/2024	28,995.00	0.00	0.00	0.00	0.00	0.00	28,995.00
0966	1	1018	MONTICELLO SCHOOLS #882	5432	Invoice	RECEIPT	01/02/2024	57,990.00	0.00	0.00	0.00	0.00	0.00	57,990.00
Customer Total								\$57,990.00	\$5,778.99	\$0.00	\$0.00	\$0.00	\$0.00	\$63,768.99
0966	1	1045	ST CLOUD SCHOOLS # 742	5422	Invoice	RECEIPT	12/11/2023	2,590.56	0.00	0.00	0.00	0.00	0.00	2,590.56
Customer Total								\$2,590.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,590.56
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#5434		On Acct		12/19/2023	(45,046.00)	0.00	0.00	0.00	0.00	0.00	(45,046.00)
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#5412		Invoice	RECEIPT	01/02/2024	45,046.00	0.00	0.00	0.00	0.00	0.00	45,046.00
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#5433		Invoice	RECEIPT	01/02/2024	90,092.00	0.00	0.00	0.00	0.00	0.00	90,092.00
Customer Total								\$90,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,092.00
Report Total								\$418,818.34	\$11,511.38	\$6,911.00	\$0.00	\$0.00	(\$0.01)	\$437,240.71



Principal's Report – January 3rd, 2024

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - CTE Principal Meeting (12/13)
 - Principal Meeting (12/20)
 - Safe School Meeting (1/3)
 - Staff Development - MLK JR Day (1/15)
 - Senate Bonding Tour (1/18)
 - MASSP Winter Conference (1/24 & 1/25)

Wright Tech

- [2024-25 Wright Tech Program Guide](#)
- **Student of the Trimester - Fall 2023** - *see handout*
- **10th Grade Tours & Presentations**
 - HLWW - (12/20) - 106 students toured CTE programs
 - STMA - Presentation (1/4) Tour (1/19)
 - Delano - Presentation (2/1) Tour (2/6)
 - * *Remaining schools TBD*
- **Program Highlights**
 - **Construction** - Plumbers have completed work on student built house, electricians should be starting soon so students can resume working on the house.
 - **Welding** - Students are registered to compete in a Welding competition at Ridgewater on (2/9)
 - **Automotive** - Updates have been completed on the Hunter Alignment machine

Wright Academy

- **Enrollment = 92 Students Day School**
 - **High School** = 85 Students
 - **Middle Level** = 7 Students
- **Student Support & Engagement**
 - **Advisory Monthly Theme** - Hobbies & Career Exploration
 - **Field Trips & Activities**
 - Snow Week - (2/20 - 2/23)

STUDENT OF THE TRIMESTER

1st Trimester

Avigail Ortega - Big Lake

Early Childhood & Elementary Careers



Avigail demonstrates her dedicated work ethic by attending class ready to learn and participate. She is respectful of her peers, the Head Start children, and the adults she encounters. Avigail maintains a high level of academic integrity as evidenced by her thoughtful and thorough assignment completion. She values honesty and kindness in herself and others. Avigail demonstrates a genuine curiosity and interest in learning more about theory, psychology, and about how family dynamics affect young children.

Destiny Rogers - Monticello

Early Childhood & Elementary Careers



Destiny demonstrates professionalism by maintaining confidentiality while adding new information and theory to her prior knowledge and experiences working with children. Her standards of high quality task completion and of professional responsibility make her very trust-worthy. Destiny has a bright future in her career because she understands and values the impact of high quality early childhood education.



Colby Lachermeier - Howard Lake **Welding Technology**

Colby shows great enthusiasm and has a strong work ethic during class. He has shown me that he really likes welding and working with his hands. His positive attitude and willingness to learn makes him an exemplary student. I am proud of him and the effort he puts forth each and every day.



Mike Bryan - Monticello **Graphic Communications**

Mike has been a great addition to this year's Graphics class. Mike is polite, respectful and has a positive attitude towards everything. Mike does an exceptional job of working diligently on his projects to make sure they are done to the best of his abilities.



Isabella Pomeroy - **St. Michael / Albertville** **Automotive Technology**

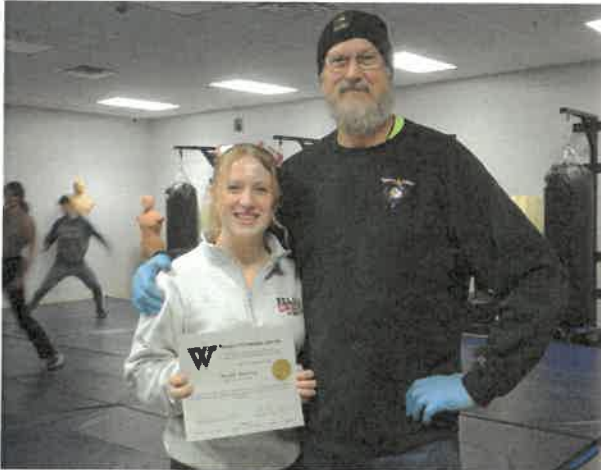
Isabella exemplifies the "Wright" way and deserves this honor. Isabella is a true pleasure to have in class and demonstrates a higher standard for themselves in her conduct before, during and after class. Isabella has a great attendance record, is always participating in class discussions and is not afraid to ask questions when she does not understand the subject. Isabella's grades reflect this exemplary behavior and her intentions in a career in the Automotive Industry.

Arianna Toney - Buffalo Cosmetology Careers



Arianna Toney exhibits all the qualities of the Wright Way Values. Arianna has a strong Work Ethic. She shows Respect for everyone in the class and is always professional and personable. Arianna maintains a high level of academic Integrity. She is Goal driven and is actively preparing for a successful future in the cosmetology industry. Arianna is Honest and a Team player. Arianna is a positive and impressive young adult!

Moriah Tonsberg - Delano Law Enforcement & EMR



Moriah is a fantastic student with a great attitude at all times. Moriah's enthusiasm and hard work permeates throughout the class. Additionally, Moriah had the highest point total for the first trimester.

Porter Matheson Howard Lake Waverly-Winsted Heavy Equipment



Porter epitomizes having a great work ethic. He shows up with a great attitude every day prepared to learn and shows leadership daily. He is not only respectful of me but also all of his fellow students and is willing to help at any time. I am thankful to have Porter in this class as a great role model for all of the other students.



Josh Berg
St. Michael / Albertville
On-the-Job Training

Josh received an outstanding review from his employer, stating Josh's customer services skills are exemplary. In addition, Josh had perfect attendance in the first trimester of On-The-Job training and is very timely in turning work in ahead of schedule.



Bryce Peterson
Delano High School
Construction Technology

Bryce does a nice job of staying busy when working on the student built house. He is always willing to step in and lend a hand. He takes pride in his work and cares about the quality of product he produces.

Wright Technical Center, ISD 966
Brian Koslofsky, Executive Director
Director's Report
January 3, 2024

1. General Information

- a. We are working on the 2024-2025 Calendar. Once all of the member districts calendars are received we will have a draft for the WTC staff to review. We will bring the WTC calendar for approval at the March meeting.
- b. Our Open House is tentatively scheduled for Monday, April 15. We hope to continue to grow the event. Last year, the 50th Anniversary Open House was a huge success.
- c. The Senate Bonding Tour is scheduled for Thursday, January 18th at 11:45 am. They are planning on being at WTC for only 25 minutes. The Representatives, Senators and County Commissioners have all been invited as well as our member superintendents.

2. Finance

- a. The new WTC Finance sub-committee met on Friday, December 15. The meeting was very productive.
 - i. We will bill the member districts quarterly for the remainder of the year. This will help with the month to month cash flow.
 - ii. The recommendation is to institute a hard freeze on spending for the remainder of the year.
 - iii. The "Fund Balance Stabilization Fee" and academy billing increase to 100% for districts NOT transporting Academy students will be discussed with the entire group at the January 31st WTC Advisory meeting.

3. Facilities

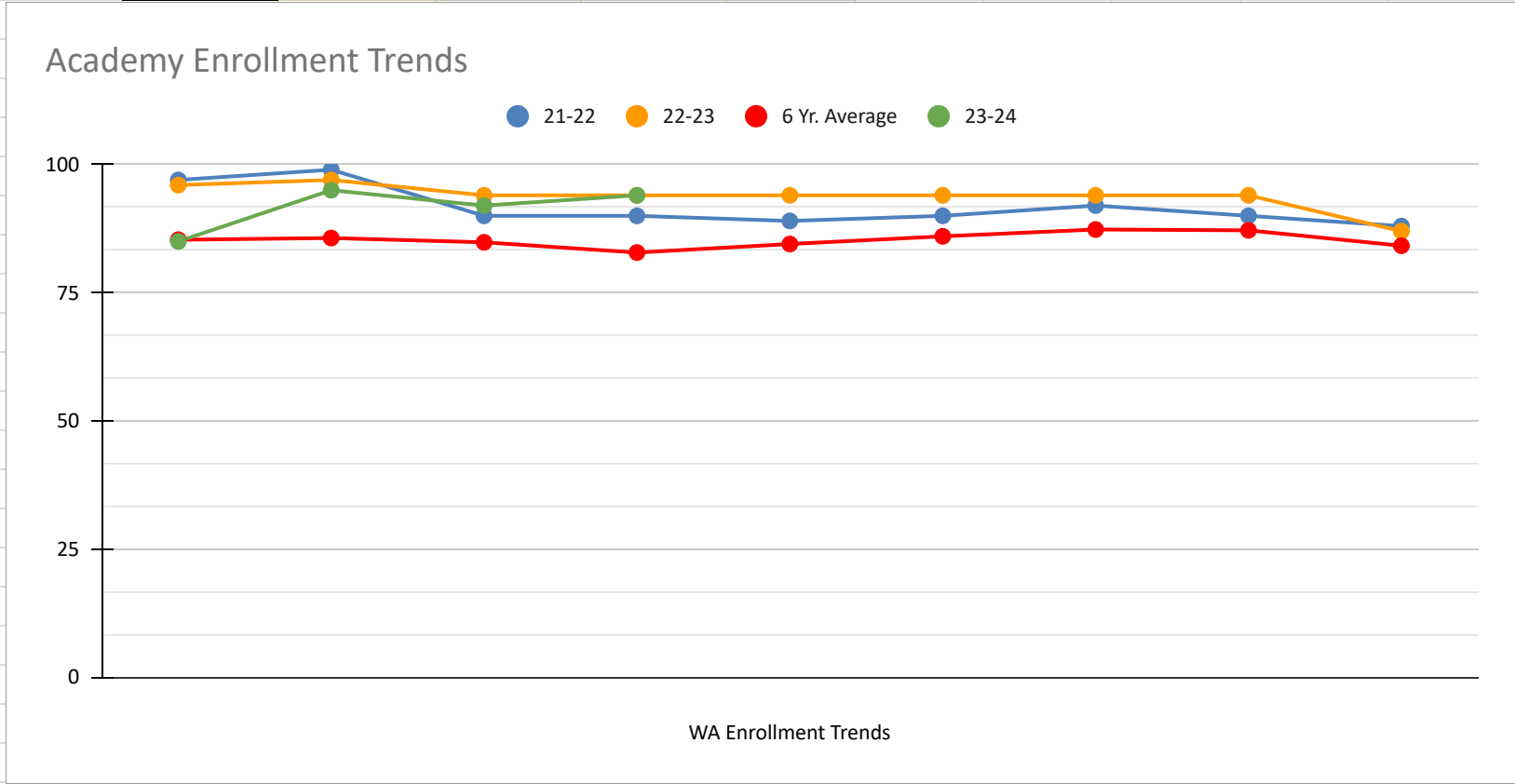
- a. Julie and Keith spent extra time cleaning floors and a few painted hallways over the winter break.
- b. Fortunately, we have not had to spend additional time and money (yet) on snow removal.

4. Review Enrollment/Finance Trends

- a. Academy Enrollment
- b. Revenue Trends

ALC/GEN/SPED Enrollment Trends

WA Enrollment Trends		Sept	Oct	Nov	Dec	Jan	Feb	March	April	May/June
	2017-2018	85	87	83	80	90	90	93	99	99
Day School Only	2018-2019	84	83	88	80	86	89	84	85	80
	2019-2020	83	75	78	75	73	74	78	77	77
	2020-2021	67	73	76	78	75	79	83	78	74
No IS or NS	2021-2022	97	99	90	90	89	90	92	90	88
	2022-2023	96	97	94	94	94	94	94	94	87
	6 Yr. Average	85	86	85	83	84.5	86	87	87	84
	2023-2024	85	95	92	94					



Trend Data

WLC Gen Revenue Trends	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	\$86,761	\$41,443	\$76,264	\$46,293	\$32,036	\$32,622	\$46,599

WLC Gen Revenue Trends

