



Governing Board Meeting

August 6, 2024

6:00 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 - June 4th Regular Meeting
 - 5.2 Bills June FY24 and pre-payment for July FY25
 - 5.3 Acceptance of Resignation from the Academy Special Education Teacher
 - 5.4 Approval of teaching contract for Cosmetology
 - 5.5 Approval of the agreement with Rivers of Hope
 - 5.6 Approval of the agreement with Central Minnesota Mental Health Center
 - 5.7 Approval of the agreement with Dalbec Custodial Services.
 - 5.8 Food Service agreement renewal with BHM Schools for the Academy

Background: 5.1 & 5.2 - Approval of the minutes from previous meetings and bills. 5.3 Acceptance of teacher resignation. 5.4 Approval of teaching contract. 5.5 - Annual renewal with Rivers of Hope. 5.6 - Annual renewal with CMMHC. 5.7 - Approval of Custodian Services Agreement 5.8 Annual renewal with BHM Schools.

- 6.0 Financial Report - Anh Glewwe
 - 6.1 Approval of the financial report

- 7.0 Committee Reports
 - 7.1 Principal Karson
 - 7.2 Director Koslofsky
 - 7.3 Finance/Negotiations

- 8.0 New Business - Action required
 - 8.1 Approval of the 2024-25 Student Handbooks

Background: Annual Student Handbook Approvals. Changes/additions are reflected in red text.

Recommendation: Approve as presented

8.2 Approval of the 2024-25 Staff Handbook

Background: Annual Staff Handbook Approval. Changes/additions are reflected in red text.

Recommendation: Approve as presented

8.3 Approval of the first reading of Policies:

- 404 Employee Background Checks
- 406 Public and Private Personnel Data
- 516 Student Medication and Telehealth

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

Recommendation: Approve as presented

8.4 Approval to repeal the current Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process and replace with the newest version provided by MSBA for the first reading of policy:

Background: Review of policies in alignment with MSBA. Repeal is reflected in strikethroughs and approval of the first reading is in red text.

Recommendation: Approve as presented

8.5 Approval of the Board Resolution for appointing the Executive Director as the Identified Official with Authority for the External User Access Recertification System.

Background: This is an annual MDE requirement which assigns job duties and authorizes external user's access to MDE secure systems for their local education agency (LEA).

Recommendation: Approve as presented

8.6 Approval of the 2024-26 Wright Technical Center Support Staff Terms & Conditions.

Background: The support staff terms & conditions have been reviewed and approved by the Finance/Negotiations Committee.

Recommendation: Approve as presented

8.7 Approval of the 2024-26 Wright Technical Center Principal contract.

Background: The principal contract has been reviewed and approved by the Finance/Negotiations Committee.

Recommendation: Approve as presented

8.8 Recess prior to entering into the closed session.

9.0 Closed Session

9.1 MN Statute 13D.05 subd. 3a - Executive Director Evaluation

10.0 Adjournment

Next meeting Wednesday, September 4, 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 June 4, 2024 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Steffens, Buffalo Alternate Sansevere, Bravinder, Monticello Alternate Root, Carlson, Sixberry, Mealey.

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

The meeting was called to order by Member Mealey at 6:04 p.m. followed by the Pledge of Allegiance.

Agenda Review

On motion by Member Steffens, second by Member Sixberry, to amend the removal of 8.4 and 9.0. The agenda was approved as presented. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Bravinder, second by Member Sixberry, the consent agenda was approved as presented. 5.1 May 7 regular meeting, 5.2 Bills for payment, 5.3 Acceptance of metal donation, 5.4 Approval of the 24-25 lease agreement with Vander Kooi Farms, 5.5 Approval of the FY25-27 lease agreement with MAWSECO for Cornerstones.

Financial Report

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

Business Manager Glewwe reported on the FY24 final revised budget. On motion by Member Bravinder, second by Member Sixberry, the budget was approved as presented. Motion carried by unanimous vote.

Business Manager Glewwe reported on the FY25 preliminary budget. On motion by Member Bravinder, second by Member Carlson, the budget was approved as presented. Motion carried by unanimous vote.

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

On motion by Member Steffens, second by Member Sixberry to approve the Resolution approving the Long Term Facility Maintenance Plan for 2025-2034, the various components of Revenue, Expenditure and Statement of Assurances and reasons therefore, followed by discussion and vote. Motion carried by unanimous vote. The Roll Call vote: Sansevere, yes, Carlson, yes, Steffens, yes, Bravinder, yes, Sixberry, yes, Root, yes, Mealey, yes. Resolution passed.

On motion by Member Sixberry, second by Member Bravinder to approve the expenditure requests for General, Capital, Long Term Facility Maintenance and Perkins for 2024-2025 as presented, followed by discussion and vote. Motion carried by unanimous vote.

Principal and Director's Report

Director Koslofsky discussed summer school, the open staffing positions and the Mn Housing grant opportunities.

New Business

- On motion by Member Sixberry, second by Alternate Sansevere to approve the Memorandum of Understanding between the Wright Technical Center Governing Board, ISD 966 and the Wright Technical Center Federation of Teachers, Local #3780 for Section 6.2 Total Package, Subd.6.2.1 Determining Total package, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Sixberry, second by Alternate Sansevere to approve the Master Agreement with the Wright Technical Center Federation of Teachers for 2023-2025 contract period, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Sixberry, second by Alternate Sansevere to approve Director and Executive Committee to make necessary expenditure decisions in the absence of a July, 2024 Governing Board Meeting, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Alternate Sansevere, second by Member Steffens, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:20P.M.



Shaun Karson <shaun.karson@wrighttech.org>

Contract ended

2 messages

Angel Erickson <angel.erickson@wrighttech.org>
To: Shaun Karson <shaun.karson@wrighttech.org>

Thu, Jul 18, 2024 at 10:41 AM

7/18/2024

Dear Shaun, thanks again for the great year. My contract ended June 2024, that is to say, my last day with the school was in June. I will not be renewing my contract for the 24-25 school year. Thanks again.

Angel Erickson

eran100189@gmail.com

6127208167

Sent from my iPhone

Wright Technical Center

Employment Recommendation

Date: August 1 , 2024

Name of Applicant: Steph Rosett

Recommended By: Shaun Karson

Title of Position: Cosmetology Careers Instructor

Position Supervised By: Shaun Karson

Position Term Description: 1.0 FTE 2024-2025 School Year

Number of Applicants: 2

Number of Candidates Interviewed: 3

Interview Team: Brian Koslofsky, Kelsey Segerstrom, Cheri Morrissette and Shaun Karson

Top Priorities for the Position:

1. Licensed as a Cosmetologist, Salon Manager & Instructor
2. Salon Management Experience
3. Content Knowledge - BCE rules/regulations, sanitation, curriculum

Educational Background of Candidate:

Lake Area Technical Institute, Watertown, SD - Cosmetologist Degree Program

Employment Background of Candidate:

Steph Rosett has held many different positions throughout her career in the cosmetology field. She has over 15 years of experience working in the field of Cosmetology, of which ten have been as a salon manager.

Administrative Recommendation:

I recommend Steph Rosett for the position of Cosmetology Careers Instructor at WTC pending the successful acquisition of the needed Minnesota teaching license. She has demonstrated strong content knowledge, and understanding of the cosmetology industry. She exhibits a strong passion and enthusiasm for teaching and emphasized building strong relationships with her students.

Salary Scale Placement: (Step 6, Lane 1)



TIER 1 TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The Governing Board of School District No. 966 of the State of Minnesota, Buffalo, Minnesota, enters into this Contract with **Stephanie Rosett**, a legally qualified Tier 1 licensed teacher pursuant to M.S. 122A.181 who agrees to teach in the public schools of said District as a **Cosmetology Instructor** for the school year 2024 to 2025.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the Governing Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the Governing Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** The duration of this contract shall be from **August 26, 2024 to June 6, 2025**. This Contract is subject to the provisions of M.S. 122A.181 and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. This Contract may be terminated, modified by mutual consent of the Governing Board and the teacher, or ended by written resignation.
**Contract is contingent upon acquiring the needed Tier 1 license.*
3. **Duty Year:** The teacher’s duty year shall be as adopted by the Governing Board, and the teacher agrees to teach on those legal holidays on which the Governing Board is authorized to conduct school if the Governing Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the Governing Board.
4. **Additional Services:** The Governing Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 5 of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The Governing Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. These assignments shall not extend beyond the duration of this Contract.
5. **Special Provisions:**
In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

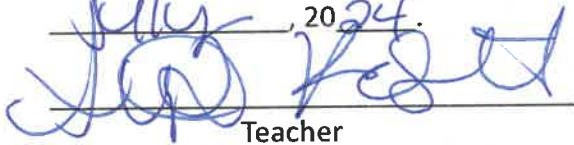
Additional Service	Additional Compensation
A. New Teacher Training (Up to 40 Hours) <i>*August 19th - 23rd - 5 Days</i>	\$1,420.80 (\$35.52 Hourly Rate x 40)

6. In consideration thereof, the Governing Board agrees to pay said teacher the following annual salary:

\$51,715.00	For basic services (Step 6 - Lane 1)
\$1,420.80	For additional services as set forth in paragraph 5.
\$53,135.80	Total salary, exclusive of fringe benefits

7. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate Governing Board policy or procedure. This Contract shall be effective only after it has been authorized by the Governing Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this 11 day of

July, 2024.


Teacher

IN WITNESS WHEREOF, we have subscribed our signatures this ____ day of

_____, 20____.

Governing Board Chair

Governing Board Clerk



**WORKING AGREEMENT
Between Rivers of Hope and Wright Technical Center**

This agreement is effective for the period of the 2024-2025 academic school year (August 15, 2024, to June 15, 2025) between Rivers of Hope (ROH) and Wright Technical Center. Specific dates for service delivery to be determined by school and student needs identified in collaboration with Rivers of Hope staff.

Description of Services

The mission of Rivers of Hope is to provide services to youth affected by domestic/family violence and intimate partner violence, including peer-to-peer violence. These services include outreach, crisis response, and ongoing support through advocacy and education. Services within the school setting, including through distance learning platforms occur based on student needs and include weekly, bi-weekly, and monthly sessions to address social-emotional and safety needs of students. While sessions are typically individual in nature, group work may be included as needs are identified in specific schools. All services are available through cell phone contact and video conferencing when needed.

Agreement to Provide Services/Support

Rivers of Hope services will include the following:

- Facilitation of advocacy sessions by trained staff, including staff time to collaboratively identify and screen students for group and/or further individual services, as appropriate.
- Weekly or bi-weekly sessions scheduled based primarily on student needs. Schedules will also be determined by Youth Advocate school-specific caseload and room availability as determined by school staff.
- Ongoing communication with students and their family members (when appropriate and safe to do so).
- Prompt and consistent communication about changes in student needs and advocate schedules.
- Liability Insurance for the Rivers of Hope Youth Program staff. Certificates available upon request.
- Travel and training expense for Rivers of Hope staff.
- General administrative responsibilities and costs related to program and staff.
- Educational materials and presentation available as scheduling allows.
- Evaluation of the ROH Youth Program, including compilation of demographic statistical data and necessary reports.

Wright Technical Center shall provide the following:

- On-site, confidential meeting space for individual sessions and/or group sessions with students. Schedule of services to be determined through collaborative communication between Youth Advocate and school staff.
- Access to technology resources and platforms through school support (i.e. ability to share information with students on behalf of Rivers of Hope Advocates) if distance learning is primary method of education.
- School staff time to refer students in need of Rivers of Hope's services.
- School staff assistance with program coordination, including arrangements to excuse students from class in order to minimize impact of core classes as well as consultation/collaboration to best assist students.
- Ongoing evaluation of program through direct feedback to program staff and Executive Director as well as year-end program evaluation support.
- Promotion of Rivers of Hope's Youth Program within the school and/or school district.
- Consideration of presentation opportunities to general student population over the course of the school year.

Privacy & Confidentiality

Rivers of Hope and Wright Technical Center agree to take reasonable measures to ensure the protection of personally identifiable information of students involved with the Youth Program. The Consent for Services and Release of

Information forms will be utilized in accordance with state and federal statutes (descriptions available upon request). Both entities agree to keep names of students private unless consent is received, and the ROI is completed by the students. Per state statute, parental consent will be obtained if it is safe to do so. Rivers of Hope also agrees to keep client records secure during school visits, including in transit to and from school location.

Both parties agree to meet at start of school year to discuss program promotion, implementation, and evaluation, including coordination of schedules based on student caseload needs and room availability. In addition, ongoing communication between both parties will allow for changes during the school year as identified by both parties.

Payment

Services for the 2024-2025 academic school year are being funded by grants specific to Rivers of Hope programs. Services may continue for future academic years if funding is available. The valuable services being provided to students in the schools by Rivers of Hope can only continue with proper funding, including through School Districts when possible.

Termination

At any time during the 2024-2025 academic year, if either party feels that the expectations identified above are not being met, then services may be terminated. A meeting between both parties, along with a written explanation, will be required for the termination of services.

Agreement Contacts and Authorized Signatures

This agreement will be reviewed annually and authorized by the Executive Director of Rivers of Hope and Superintendent of Wright Technical Center. In witness whereof, the parties have entered into this agreement as of the date indicated.

Rivers of Hope

Hannah-Ruth Patterson, Executive Director
Phone: (763) 295-8902
Email: hpatterson@riversofhope.org

Rivers of Hope Designee

Date

Wright Technical Center
Mr. Brian Koslofsky, Director
Phone: 763.684.2200
Email: brian.koslofsky@wrighttech.org

Wright Technical Center Designee

Date



**Agreement for Mental Health Services
Wright Academy
School Year 2024-2025**

This is an agreement between Central MN Mental Health Center and the Wright Academy ALC.

Program Overview: CMMHC and the Wright Academy ALC will partner to provide on-site mental health services with a School-Linked Mental Health (SLMH) provider to children, adolescents, and families who need mental health support and services.

Program Services: CMMHC will provide on-site mental health services to students and families. Services offered by the SLMH provider include but are not limited to:

- Diagnostic Assessments (DAs)
- Family and/or individual treatment plans
- Individual and family therapy
- Individual, group, & family skills training
- Mental health crisis intervention services
- Suicide assessments and safety planning
- Referrals for higher levels of service, crisis, psychiatry, and other services as needed
- Clinical care coordination with teachers, county, parents, and other providers
- Psychoeducation services
- Parent/Teacher/Administration Consultation
- Mental Health Consultation
- CTSS Skills Services
- School meetings and attendance at IEP/Special Education meetings
- Community education presentations for staff, parents, and students on various mental health topics
- Documentation, scheduling, and billing with CMMHC
- Clinical supervision and multi-disciplinary staffing meetings with CMMHC
- Other services and duties assigned by Supervisor or determined necessary and appropriate by School Districts and CMMHC

Services not provided by CMMHC include but are not limited to: Custody recommendations and educational assessments.

Partner Responsibilities:

1. CMMHC agrees to support the Mental Health needs of your school and students by providing a **School Linked Mental Health Provider/Providers and CTSS Mental Health Skills**

Practitioners to provide outpatient services, student supports and staff consultation and training within the district.

- a. If the number of referrals consistently exceeds the provider's availability, the provider, Program Director, and school administration will work at providing additional providers/resources and/or partnering with our OMPH clinics to work to meet the needs.
 - b. If the therapist's time is not being utilized, CMMHC may decrease time in the schools or shift services between the district to best meet the needs of the students.
 - c. In the event of staff turnover, CMMHC will attempt to fill the position quickly, substitute another provider, and/or make referrals to the clinic to minimize the interruption of service provision.
2. In exchange for the above services and at no charge to CMMHC, the School District agrees to provide the therapist and skills workers with access to internet, a printer, building access (FOB and Keys) and secure confidential space. **Year round, on the agreed upon SLMH day(s), the district will provide access to a private, safe, and clean room with a door, desk/table and chairs.** The School District agrees to make referrals for mental health services, coordinate services with the provider, and call students out of class for sessions.
 3. CMMHC will provide training, supervision, and third-party billing services on behalf of the SLMH provider. **Providers are required to attend Clinical Team meetings at least 2 x monthly and professional training, but they will communicate this to the referral source in advance if it affects sessions with clients. This is included in the total hours provided to the district.** Upon request, CMMHC will provide proof of the provider's and/or their supervisor's credentials, professional liability coverage, and background check. The provider will follow all applicable board of education procedures and policies while on site.
 4. CMMHC will bill the family's insurance, MA, and/or other available funding sources. The parent/guardian named on the billing form will assume all responsibility for the fees incurred. CMMHC agrees to appropriate billing, follow up, and tracking of these billings. **IEPs: If mental health services are included in a student's IEP and the school district decides to contract with CMMHC for those services,** the School District will agree to submit eligible expenditures to Minnesota Health Care Programs (MHCP) for covered IEP services. CMMHC will invoice the School District for eligible expenditures with sufficient information so that School District may invoice MCHP. CMMHC shall not bill the School District for services performed under this contract, and School District shall not be responsible for paying CMMHC, if CMMHC is entitled to payment or has been or will be paid by any other sources, including LCTS or State grants for that services.

Referral Process

- School referral sources will be given the updated SLMH/CTSS referral form, a CMMHC

release of information (please make copy for your file) and an insurance information sheet.

- Once returned by parent, referral source will email the referral to SLMH-SupportStaff @ SLMH-SupportStaff@cmmhc.org.
 - Support will reach out to family, set up intake in office and then inform therapist/CTSS provider when they are ready to schedule – we try to do this within 10 days of receiving the referral.
 - If SLMH provider is full or if they are unable to see the client due to insurance restrictions, CMMHC will connect family/student with a provider/agency who is able. If there is a wait list, families will be asked if they would like an OPMH appointment until there is an opening
 - CTSS skills are available and CMMHC will determine if client is eligible, schools can follow same referral process for all CMMHC services.
- Once the student is opened and ready, therapist will work with the school to coordinate appointments and passes or call system. CMMHC staff do not have access to school student data and will require the assistance of school staff. We will work to create a system that is easy and works for all involved.

Records and Materials: CMMHC will be responsible for recording, maintaining, and retaining all participant medical records. All requests for records will need to be submitted through the CMMHC Medical Records Department to ensure compliance with HIPAA. All materials brought into the school by the provider remain the property of the provider or CMMHC. Materials provided by the School District remain the property of the district. It is asked that the School District will assist in providing necessary office supplies and access to internet/phone/fax/scanning/copying services for use on-site with SLMH clients. The provider also has a CMMHC-provided laptop, signature pad and cell phone, . It will be necessary to coordinate with CMMHC IT and the School District IT so that therapist is able to access online medical records and the agency VPN. Therapist will work with both to facilitate the communication.

Confidentiality: The School District and CMMHC shall each safeguard the use of and access to information regarding students to which CMMHC serves. The parties agree not to use or release any reports, data, or other information identifying students, except with the written permission of the student/guardian in accordance with the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA) and Individuals with Disabilities Act (IDEA) where applicable, federal laws and regulations exist. Such information shall be used only to ensure proper administration, planning, coordination, and monitoring of performance under this Agreement, and to permit the transfer of student records to another school or contractor for the purpose of continuing services, with appropriated release from the student or the student's guardian, and for research purposes.

Publicity: The parties mutually agree not to use the name of the other in publicity or non-services connections without permission.

Communication: The SLMH Program Manager and SLMH therapists will work with the School District Superintendent, Administrative and Referral Sources in a collaborative manner to deliver School Linked Mental Health services and resolve all and any questions or concerns of all parties.

Procedure for Resolving Disputes: In the event of a dispute, difference of interpretation or appeal of a decision regard the terms and/or conditions of this agreement, parties agree to meet to resolve any disputes.

Extended School Year (ESY): The contractor will not be required to offer services to students that qualify for ESY, however services will be available all year round.

Amendment: This agreement may be amended on the initiative of either party by submitting a proposed amendment in writing to the other party and agreement of that party to the amendment.

If either party decides to end this agreement, said party will submit written notice no less than 60 days’ in advance to terminate the agreement.

Assurances: Both parties agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

Term: This agreement will be in force for the period of July 1, 2024 to June 30, 2025 unless modified by mutual agreement of both parties.

Public Schools Authorized Signer

Date

Central MN Mental Health Center Executive Director
Jessica Brandon, MBA, MS, CFRE

Date



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313

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



WRIGHT
ACADEMY

INDEPENDENT CONTRACTOR AGREEMENT

Agreement made, this 6th day of August, 2024 by and between Wright Technical Center ("WTC") and Dalbecs Cleaning Services ("Independent Contractor").

Independent Contractor is an Independent Contractor willing to provide certain skills and abilities to WTC that WTC has need for.

In consideration of the mutual terms, conditions and covenants hereinafter set forth, WTC and Independent Contractor agree as follows:

1. WTC hereby employs the Independent Contractor as an Independent Contractor, and Independent Contractor hereby accepts employment.
2. The term of this Agreement shall commence on July 1, 2024. After the first thirty (30) days of the term, either party may, without cause, terminate this Agreement by giving 30 days' written notice.
3. WTC shall pay to Independent Contractor and Independent Contractor shall accept from WTC as compensation for all services to be provided pursuant to this Agreement, the sum of \$24.25 per hour not to exceed 60 hours of combined time worked per week. Payment for services will be made on the 15th and 30th of each month. Independent Contractor is responsible for any and all taxes and insurance.
4. Independent Contractor performs intermediate manual work cleaning and caring for school buildings and grounds, and related work as apparent or assigned on an "as needed" basis the following services:
 - Sweeps, vacuums, buffs, strips, waxes and dust mops assigned areas.
 - Removes trash from rooms and buildings and puts it in containers and dumpsters.
 - Scrubs and cleans toilets including mirrors, wash basins, urinals, commodes, slop sinks, etc.; fills tissue, towel and soap dispensers; disinfects as needed.
 - Dusts/washed furniture, walls, window sills and other woodwork.
 - Moves furniture as required; sets up and organizes rooms for activities.
 - Secures windows and classroom doors daily.
 - Repairs equipment, classroom materials, light bulbs, paper towel and bathroom assemblies.
 - Performs exterior care and maintenance on buildings and grounds.
 - Operating cleaning and maintenance equipment and materials.
 - Ability to establish and maintain effective working relationships with staff, students, parents and third party contractors.
5. At least one employee of the Independent Contractors will be available from time to time to perform tasks such as substitute coverage for WTC maintenance staff, special events, scheduled activities and snow emergencies.
 - a. **Work Schedule**
 - i. **School Year** (Sept. 3 - June 5) 2:00 PM - 7:00 PM (This time will need to be adjusted for evening activities that are scheduled in advance). The end time may be adjusted with at least a minimum of three hours worked.
 - ii. **Summer** 12:00 PM - 5:00 PM The end time may be adjusted with at least a minimum of three hours worked.



School Nutrition Program Joint Agreement Contract

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as “Site” in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA’s application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

The SFA is responsible under its program agreement with MDE for ensuring that program requirements are met at the school including accurate meal counts taken at the point of service. The SFA is responsible for fiscal and other corrective actions taken concerning program operations at the school.

Instructions for completing Section I: Information in Section I must be complete in order to meet program requirements. Section I provisions may not be changed except for information required to be inserted.

Instructions for completing Section II: Information in Section II may be provided as needed to specify operational requirements. The SFA and school may change, add to, or delete Section II provisions as long as Section II does not conflict with Section I.

Section I

The SFA and Site must provide all requested information in Section I.

Identification of Parties, Term and Renewals, Cancellation

A. Buffalo Hanover Montrose ISD 877 Cyber-Linked
Interactive Child Nutrition System (CLiCS) ID 1000004058 agrees to provide food
 service meeting SNP requirements, and meeting the requirements for any other child nutrition
 programs indicated on page 2 of this agreement to
Wright Learning Center
 CLiCS Site ID Number 9000045369 for the period of 7/1/24
 through 6/30/25 in accordance with this agreement and regulations for the applicable
 program(s). Site agrees to meet program requirements that are applicable to site operations so that SFA
 can meet the costs of providing meals by claiming SNP meal reimbursements.

- B. This agreement may be renewed for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.
- C. Either party may cancel this agreement by notifying the other party with:
- Thirty (30) days written notice
 - Other – specify: _____

Meal Requirements

- D. SFA will provide the following types of SNP meals and/or milk that conform to the meal pattern or milk requirements for the following U.S. Department of Agriculture (USDA) programs:
- School Breakfast (7 CFR 220)
 - School Lunch (7 CFR 210)
 - Afterschool Care Snack (7 CFR 210)
 - Milk Programs (Special Milk Program* and/or Minnesota Kindergarten Milk Program)

* School Milk Program (SMP) reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

- E. Meals will be provided:
- As unitized (individual) meals
 - In bulk quantities, accompanied by written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk:

*2 meals(1 breakfast/1 lunch will be provided at no cost)

*Adult meal/ala carte pricing will follow BHM school district pricing.

*Meals requested on a BHM non-school day may be billed as an extra cost if food service is requested.

- F. If applicable, indicate additional USDA child nutrition programs for which meals will be provided and specify which meal/snack services will be provided for each program:
- Child and Adult Care Food Program (7 CFR 226)
 - Summer Food Service Program (7 CFR 225)
- G. SFA will be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of delivery.

Substitutions and Modifications for Medical or Special Dietary Needs

- H. SFA will substitute food or beverage items or modify food items for qualifying students as required by federal and state law and SFA policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.
1. **Substitutions or Modifications for Students with Disability – Federal Requirement**
SFA will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician’s statement must identify the student’s disability, the major life activities affected by the disability, the food or foods to be omitted from the student’s diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and maintained on file.
 2. **Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement**
SFA will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114 upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent’s request must be maintained on file.
 3. **Meal Substitutions for Students without Disability (Optional)**
 - If this box is checked, SFA has established a policy as allowed by SNP regulations to offer meal substitutions for students who do not have a disability but who are unable to eat the regular meals due to medical or special dietary needs. SFA will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician’s assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student’s diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.
 4. **Non-Dairy Fluid Milk Substitutes (Optional)**
 - If this box is checked, SFA has established a policy as allowed by SNP regulations to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow’s milk to students with a medical or other special dietary need. SFA will provide non-dairy fluid milk substitute(s) in accordance with SFA’s policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student’s diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician’s assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet SNP standards for non-dairy fluid milk substitutes.

Meal Counts

- I. SFA / Site will take daily counts at the point of service of the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site takes meal counts, Site will accurately report meal counts to SFA. SFA is responsible for submitting claims for reimbursement to MDE and maintaining documentation to support the claim.

Describe any additional requirements for meal counts:

Collection of Meal Payments

- J. SFA / Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.
- K. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

*A copy of the BHM School District meal account policy will be provided.

Free and Reduced-Price Meals

- L. SFA and Site will coordinate procedures as necessary to provide free and reduced-price meals to eligible children and ensure that children are not discriminated against because of their inability to pay the full price of the meal. Responsibility for free/reduced-price meal application procedures:

- Distribution of free/reduced-price meal applications SFA Site
- Approval and verification of free/reduced-price meal applications SFA Site
- Providing administrative review appeal of termination or reduction of benefits SFA Site

Describe any additional requirements for free and reduced-price meals procedures:

*Site will distribute the meal applications to households. SFA will provide eligibility information to WLC programs for their MARSS reporting.

Health and Sanitation

- M. SFA and Site agree that federal, state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation:

* Proper hand washing, glove usage and hair restraints must be used when handling /serving any food items. SFA will provide Site with yearly USDA/MDE training requirements.

Record Keeping

- N. SFA agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain, including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- O. SFA and Site agree to make books and records pertaining to SNP operations at Site available to representatives of MDE, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:

Monitoring

- P. Prior to February 1 of the school year that this agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system at Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

Section II

Section II provisions may not conflict with Section I provisions.

Ordering and Delivery

- Q. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order): *Breakfast must be preordered the day before it's needed(SFA will provide rosters).

- R. By 10:30 am each day food is prepared, meals will be:

Delivered by SFA to Site.

Ready for pickup at SFA's site.

Other – describe: _____

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

*Site will have until 10:00am the day of pickup to cancel any meals.

Labor

- S. SFA or Site is responsible for providing labor, as indicated:

SFA	Site	Labor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee(s) for meal service—number of employees: 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cashier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other—describe: * Site will transport meals.

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated.

Equipment and Supplies

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trays
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Serving spoons and tongs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eating utensils
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Condiments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safe transportation containers*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment**

*Specify SFA and/or Site responsibilities for cleaning and transportation of containers:
SFA will clean/sanitize transport carriers, Site will clean/sanitize carts used for transport.

**Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:
Milk Cooler: provided by SFA, cleaning/maintaining done by Site. Hot warming equipment: provided by SFA, cleaned by Site as needed. Serving counters: owned/cleaned and maintained by Site. Sneeze guards provided by site.

Student and Adult Meal Prices

U. The following meal prices will be in effect during the term of this agreement:

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	0.00 / 0.00	2.40
Lunch (paid)	0.00 / 0.00	5.00
Lunch (reduced-price)	0.00 / 0.00	n/a
Milk	.50 / .50	.50
Other (describe)	0.00 / 0.00	n/a

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

SFA: Buffalo Hanover Montrose School District

Ryan Tangen Director of Finance and Operations

Authorized Representative Title of Authorized Representative

Telephone: (763) 682-8708

Signature: _____ Date: _____

Site: Wright Learning Center

Brian Koslofsky Executive Director

Authorized Representative Title of Authorized Representative

Telephone: (763) 684-2200

Signature: _____ Date: _____



FINANCIAL SUMMARY



Aug 6th, 2024 Board Meeting

1. Business Office Report

Audit dates are Sept 12 and 13. Presentation at the November meeting.

2. Financial Reports

a. Revenue Report

July 2024 – FY2025

- FY25 Q1 Assessment Invoices (\$562,565)
- Targeted Services (\$8,621)
- Summer school (\$33,433)

June 2024 – FY2024

- Special Education Aid (\$16,978)
- Trade camp billing (\$7,000)
- Cornerstone maintenance billing (\$24,495)
- WA Billing (\$88,004)
- CEO billing (\$16,953)
- Final house payment (\$122,041)
- Final Student Support Personnel aid billing (\$20,376)

b. Expenditure Report

July 2024 – FY2025

- Payroll & benefits (\$80,509)
- Electricity (\$7,464), Water & sewer (\$770)
- LTFM: Fire safety (\$1,500)
- Property Ins (\$4,682)
- Dues & Memberships (\$1,081)

June 2024 – FY2024

- Payroll & benefits for regular and summer payoff (\$548,926)
- Board payment (\$3,762)
- Network consultant services (\$3,357)
- Electricity (\$7,086), Water & sewer (\$770)

- LTFM: Environmental safety (\$1,236), Electrical (\$2,370), Mechanical system (\$2,910), Roof (\$1,754)
- Property Ins (\$4,682)
- Fee for consulting – SPED testing (\$1,096)
- Maintenance supplies (\$5,963)
- Gas (\$2,027)
- House (\$23,436)
- Capital lease (\$119,765)



**Wright Technical Center
Revenue Report
June 30, 2024 - UNAUDITED**





Budgeted YTD percentage is 100%									
June Rev. less Exp.	\$ (385,252)								
May Rev. less Exp.	\$ (177,701)								
YTD Rev. less Exp.	\$ 35,699								
		FY24 Final Revised Budget	FY24 Monthly Budget	May 2024	June 2024	FY24 Year to Date	% YTD	Remaining Balance	
01- General Fund									
021 Tuition from MN Schools		3,070,059	255,838	101,768	88,505	3,085,714	101%	(15,655.59)	
092 Interest Earnings		300	25	0	55	659	220%	(359.41)	
093 Rent		15,955	1,330	0	0	14,719	92%	1,236.04	
096 Gifts & Bequest		30,000	2,500	0	16,953	33,268	111%	(3,268.00)	
098 Misc. Rev- Cornerstone Maint.		48,000	4,000	0	24,495	53,431	111%	(5,430.68)	
099 Misc Rev- Local Source		139,211	11,601	0	7,001	146,213	105%	(7,001.50)	
211 General Education Aid		112,248	9,354	0	13,314	105,274	94%	6,973.83	
300 Misc State Aid		74,841	6,237	0	20,376	76,513	102%	(1,671.54)	
360 Special Education Aid		240,000	20,000	37,088	33,216	274,608	114%	(34,607.63)	
400 Fed Aid/MN CFL (ESSER, GEER, Summer)		62,127	5,177	0	1,235	62,111	100%	15.93	
621 Sale-Mater.purch/Resale2Pupils		120,000	10,000	0	122,041	134,591	112%	(14,591.00)	
625 Insurance Recovery		0	0	0	0	0	0%	-	
General Fund Total		\$ 3,912,741	\$ 326,062	\$ 138,855	\$ 327,192	\$ 3,987,101	102%	2,565,467.00	
03-Expanded Summer Program Funding									
400 Fed Aid/MN CFL		\$ -	\$ -	\$ -	\$ -	\$ -	0%		
		\$ -	\$ -	\$ -	\$ -	\$ -	0%		
07-Debt Services									
021 LTFM Bond Levy		\$ 79,658	\$ 6,638	\$ -	\$ -	\$ 79,658	100%		
		\$ 79,658	\$ 6,638	\$ -	\$ -	\$ 79,658.00	100%	-	
08-Scholarships									
092 Interest Earnings		0	0	0	0	0	0%	-	
096 Gifts & Bequest		2,000	167	1,000	0	2,200	110%	(200.00)	
Scholarships Total		\$ 2,000	\$ 167	\$ 1,000	\$ -	\$ 2,200.00	110%	(200.00)	
12-Student Activities									
050 Fees from Students or Patrons		0	0	0	0	250	0%	(250.00)	
060 SPO Revenue		0	0	67	231	3,006	0%	(3,005.88)	
619 Fundraiser Expenses		0	0	(72)	(180)	(252)	0%	251.97	
620 Fundraiser Revenue		0	0	770	1,178	16,235	0%	(16,235.38)	
621 Sale-Mater.purch/Resale2Pupils		0	0	1,040	3,396	13,338	0%	(13,338.34)	
Student Activities Total		\$ -	\$ -	\$ 1,805	\$ 4,625	\$ 32,578	0%	(32,577.63)	
13-Carl Perkins									
400 Fed Aid/MN CFL		642,235	53,520	0	118,504	409,373	64%	232,862.17	
Carl Perkins Total		\$ 642,235	\$ 53,520	\$ -	\$ 118,504	\$ 409,373	64%	232,862.17	
18-Custodial Fund SWETC									
99 Misc Rev - Local Source		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 53,169	100%	159.00	
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 53,169	100%	159.00	
Total All Sources		\$ 4,689,962	\$ 384,192	\$ 146,104	\$ 454,765	\$ 4,484,420	96%	2,765,710.54	

4% less than budget

		Wright Technical Center				WRIGHT ACADEMY		
		Expenditure Report						
		June 30, 2024 - UNAUDITED						
Budgeted YTD percentage is 100%		FY24 Final Revised Budget	FY24 Monthly Budget	May 2024	June 2024	FY24 Year To Date	% YTD	Remaining Balance
01-General Fund								
100 Salaries & Wages		2,035,786	169,649	173,178	407,821	2,122,220	104%	(86,435)
200 Employee Benefits		778,686	64,891	63,898	141,105	783,692	101%	(5,006)
300 Purchased Services		434,353	36,196	32,293	42,637	435,441	100%	(1,088)
400 Supplies & Materials		266,475	22,206	27,649	39,130	255,440	96%	11,035
500 Capital Expenditures		275,104	22,925	(4,033)	119,796	271,320	99%	3,784
700 Loan Payment				0		1,867		
800 Other Expenditures		3,000	250	0		3,369	112%	(369)
General Fund Total		\$ 3,793,405	\$ 316,117	\$ 292,985	\$ 750,489	\$ 3,873,350	102%	(79,945)
07-Debt Service								
700 Debt Service		\$ 79,658	\$ -	\$ 125		\$ 79,783	0	(125)
		\$ 79,658	\$ -	\$ 125	\$ -	\$ 79,783	0%	(125)
08-Scholarships								
800 Other Expenditures		2,000	167	0	0	2,200	110%	(200)
Scholarships Total		\$ 2,000	\$ 167	\$ -	\$ -	\$ 2,200	110%	(200)
12-Student Activities								
300 Purchased Services					98	97.64		
400 Supplies & Materials		0	0	4,712	2,143	29,827	0%	(29,827)
Student Activities Total		\$ -	\$ -	\$ 4,712	\$ 2,241	\$ 29,925	0%	(29,925)
13-Carl Perkins								
100 Salaries & Wages		80,000	6,667	0	0	73,000	91%	7,000
200 Employee Benefits		0	0	0	0	0	0%	0
300 Purchased Services		380,724	31,727	22,721	74,426	166,391	44%	214,332
400 Supplies & Materials		65,900	5,492	560	986	63,766	97%	2,134
500 Capital Expenditures		115,612	9,634	2,702	3,035	106,215	92%	9,397
Carl Perkins Total		\$ 642,235	\$ 53,520	\$ 25,983	\$ 78,447	\$ 409,373	64%	232,863
18-Custodial Fund - SWETC								
		\$ 53,328	\$ 4,444	\$ -	\$ 13,522	\$ 54,090	101%	(762)
Custodial Fund Total		\$ 53,328	\$ 4,444	\$ -	\$ 13,522	\$ 54,090	101%	(762)
Total All Funds		\$ 4,570,626	\$ 374,247	\$ 323,805	\$ 844,700	\$ 4,448,721	97%	121,905

3% less than budget

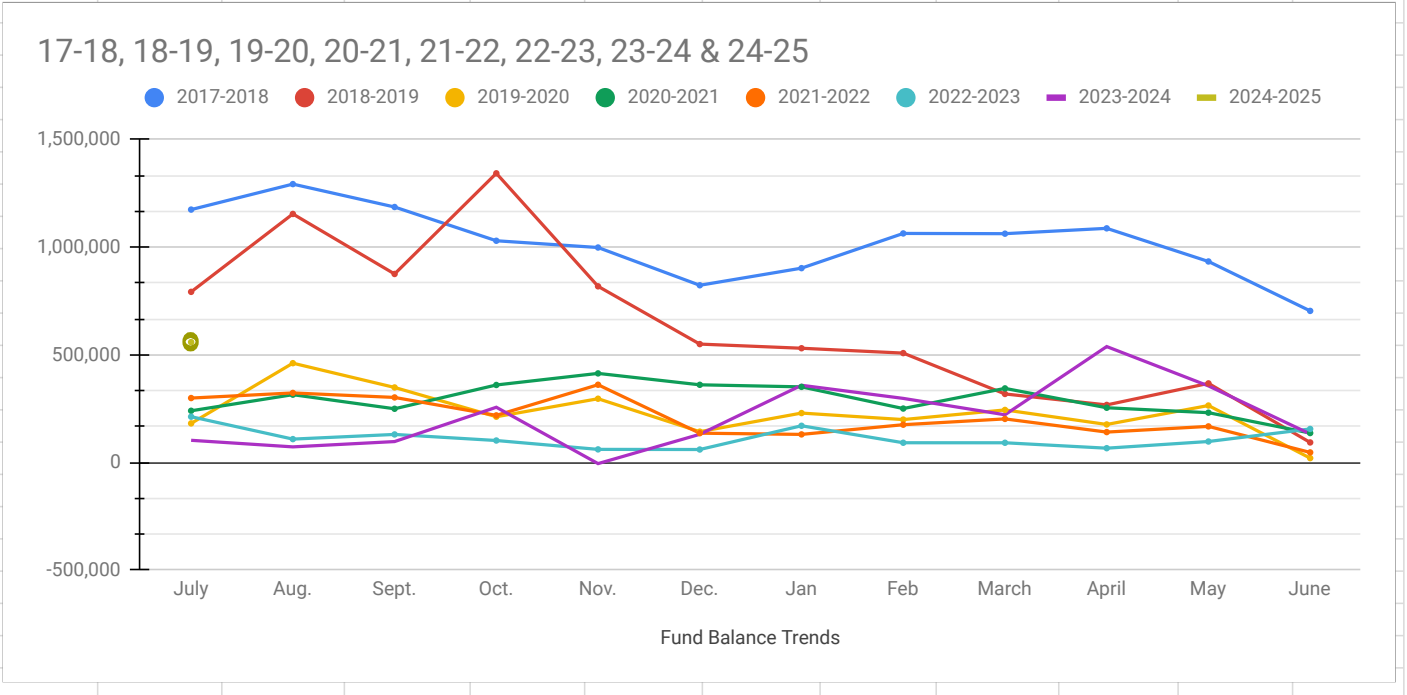
		Wright Technical Center Revenue Report July 31, 2024						
Budgeted YTD percentage is 8%								
July Rev. less Exp. \$ 523,779								
June Rev. less Exp. \$ (385,252)								
YTD Rev. less Exp. \$ 523,779								
		FY25 Adopted Budget	FY25 Monthly Budget	June 2024	July 2024	FY25 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,192,127	266,011	88,505	609,581	609,581	19%	2,582,546.40
092	Interest Earnings	300	25	55	0	0	0%	300.00
093	Rent	15,320	1,277	0	1,260	1,260	8%	14,059.68
096	Gifts & Bequest	30,000	2,500	16,953	0	0	0%	30,000.00
098	Misc. Rev- Cornerstone Maint.	48,000	4,000	24,495	0	0	0%	48,000.00
099	Misc Rev- Local Source	3,000	250	7,001	251	251	8%	2,749.03
211	General Education Aid	151,387	12,616	13,314		0	0%	151,387.00
300	Misc State Aid	79,029	6,586	20,376		0	0%	79,028.65
360	Special Education Aid	240,000	20,000	33,216	15,901	15,901	7%	224,099.19
400	Fed Aid/MN CFL (ESSER, GEER, Summer)		0	1,235		0	#DIV/0!	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000	122,041		0	0%	120,000.00
625	Insurance Recovery		0	0		0	0%	-
General Fund Total		\$ 3,879,163	\$ 323,264	\$ 327,192	\$ 626,993	\$ 626,993	16%	2,565,467.00
03-Expanded Summer Program Funding								
400	Fed Aid/MN CFL	\$ -	\$ -	\$ -	\$ -	0	0%	
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	
07-Debt Services								
021	LTFM Bond Levy	\$ 77,390	\$ 6,449	\$ -	\$ -	0	0%	
		\$ 77,390	\$ 6,449	\$ -	\$ -	\$ -	0%	
08-Scholarships								
092	Interest Earnings	0	0	0	0	0	0%	-
096	Gifts & Bequest	2,000	167	0	0	0	0%	2,000.00
Scholarships Total		\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	2,000.00
12-Student Activities								
050	Fees from Students or Patrons	0	0	0	0	0	0%	-
060	SPO Revenue	0	0	231	0	0	0%	-
619	Fundraiser Expenses	0	0	(180)	0	0	0%	-
620	Fundraiser Revenue	0	0	1,178	0	0	0%	-
621	Sale-Mater.purch/Resale2Pupils	0	0	3,396	0	0	0%	-
Student Activities Total		\$ -	\$ -	\$ 4,625	\$ -	\$ -	0%	-
13-Carl Perkins								
400	Fed Aid/MN CFL	571,576	47,631	118,504		0	0%	571,576.00
Carl Perkins Total		\$ 571,576	\$ 47,631	\$ 118,504	\$ -	\$ -	0%	571,576.00
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	4,444	8%	48,884.00
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 4,444	8%	48,884.00
Total All Sources		\$ 4,583,457	\$ 375,506	\$ 454,765	\$ 631,437	\$ 631,437	14%	3,187,927.00

6% more than budget

		Wright Technical Center				WRIGHT ACADEMY		
		Expenditure Report						
		July 31, 2024						
Budgeted YTD percentage is 8%		FY25 Adopted Budget	FY25 Monthly Budget	June 2024	July 2024	FY25 Year To Date	% YTD	Remaining Balance
01-General Fund								
100 Salaries & Wages		2,100,629	175,052	407,821	60,377	60,377	3%	2,040,252
200 Employee Benefits		799,749	66,646	141,105	20,132	20,132	3%	779,617
300 Purchased Services		449,570	37,464	42,637	21,942	21,942	5%	427,628
400 Supplies & Materials		300,830	25,069	39,130	1,098	1,098	0%	299,732
500 Capital Expenditures		283,591	23,633	119,796	0	0	0%	283,591
700 Loan Payment				0	53	53		
800 Other Expenditures		3,000	250	0	1,082	1,082	36%	1,918
General Fund Total		\$ 3,937,370	\$ 328,114	\$ 750,489	\$ 104,684	\$ 104,684	3%	3,832,686
07-Debt Service								
700 Debt Service		\$ 77,390	\$ -	\$ -	\$ -	0	0	77,390
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								
300 Purchased Services				98		0		
400 Supplies & Materials		0	0	2,143		0	0%	0
Student Activities Total		\$ -	\$ -	\$ 2,241	\$ -	\$ -	0%	0
13-Carl Perkins								
100 Salaries & Wages		49,000	4,083	0		0	0%	49,000
200 Employee Benefits		0	0	0		0	0%	0
300 Purchased Services		349,405	29,117	74,426	157	157	0%	349,248
400 Supplies & Materials		65,521	5,460	986	0	0	0%	65,521
500 Capital Expenditures		107,650	8,971	3,035	2,816	2,816	3%	104,833
Carl Perkins Total		\$ 571,576	\$ 47,631	\$ 78,447	\$ 2,973	\$ 2,973	1%	568,602
18-Custodial Fund - SWETC								
Custodial Fund Total		\$ 53,328	\$ 4,444	\$ 13,522	\$ -	0	0%	53,328
Total All Funds		\$ 4,641,664	\$ 380,356	\$ 844,699	\$ 107,658	\$ 107,658	2%	4,534,006

6% 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	131,119	358,730	297,863	221,796	538,512	355,809	132,810	
2024-2025	559,143												



WRIGHT TECHNICAL CENTER ISD 966
CASH FLOW REVIEW

	Old National Bank	RiverWood Bank	
Bank balance as of 7/31/2024	\$ 21,340.34	\$ 524,496.99	
Outstanding checks & wires		\$ (14,969.40)	
Aug 2024 Payroll		\$ (240,000.00)	
Board Bill		\$ (89,336.39)	
Aged Open Invoices		\$ 70,402.09	
FY24 SpEd Final payment		\$ 30,933.86	
FY 24 GenEd Final payment		\$ 13,314.32	
FY24 SSP aid Final payment		\$ 20,376.25	
Estimated End of Aug 2024 Balance	\$ 21,340.34	\$ 315,217.72	Total both banks \$ 336,558.06

Wright Technical Center Aged Open Invoice Report

Aging Date 07/31/24

Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1004	ANNANDALE SCHOOLS #876	5586	Invoice	RECEIPT 07/01/2024		36,402.78	0.00	0.00	0.00	0.00	0.00	36,402.78
0966	1	1004	ANNANDALE SCHOOLS #876	5599	Invoice	RECEIPT 07/17/2024		3,994.27	0.00	0.00	0.00	0.00	0.00	3,994.27
0966	1	1004	ANNANDALE SCHOOLS #876	5611	Invoice	RECEIPT 07/18/2024		14.53	0.00	0.00	0.00	0.00	0.00	14.53
0966	1	1004	ANNANDALE SCHOOLS #876	5620	Invoice	RECEIPT 07/30/2024		570.74	0.00	0.00	0.00	0.00	0.00	570.74
			Customer Total					\$40,982.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,982.32
0966	1	1013	BECKER SCHOOLS #726	5621	Invoice	RECEIPT 07/30/2024		1,230.36	0.00	0.00	0.00	0.00	0.00	1,230.36
			Customer Total					\$1,230.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,230.36
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5571	Invoice	RECEIPT 06/11/2024		0.00	1,088.64	0.00	0.00	0.00	0.00	1,088.64
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5601	Invoice	RECEIPT 07/17/2024		6,981.70	0.00	0.00	0.00	0.00	0.00	6,981.70
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5612	Invoice	RECEIPT 07/18/2024		22.59	0.00	0.00	0.00	0.00	0.00	22.59
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5622	Invoice	RECEIPT 07/30/2024		486.28	0.00	0.00	0.00	0.00	0.00	486.28
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5627	Invoice	RECEIPT 07/31/2024		674.24	0.00	0.00	0.00	0.00	0.00	674.24
			Customer Total					\$8,164.81	\$1,088.64	\$0.00	\$0.00	\$0.00	\$0.00	\$9,253.45
0966	1	1014	BUFFALO SCHOOLS #877	5602	Invoice	RECEIPT 07/17/2024		7,108.12	0.00	0.00	0.00	0.00	0.00	7,108.12
0966	1	1014	BUFFALO SCHOOLS #877	5613	Invoice	RECEIPT 07/18/2024		54.14	0.00	0.00	0.00	0.00	0.00	54.14
0966	1	1014	BUFFALO SCHOOLS #877	5623	Invoice	RECEIPT 07/30/2024		479.65	0.00	0.00	0.00	0.00	0.00	479.65
			Customer Total					\$7,641.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,641.91
0966	1	1015	DELANO SCHOOLS # 879	5624	Invoice	RECEIPT 07/30/2024		601.15	0.00	0.00	0.00	0.00	0.00	601.15
			Customer Total					\$601.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$601.15
0966	1	1363	DULUTH PUBLIC SCHOOLS ISD# 15604		Invoice	RECEIPT 07/17/2024		722.40	0.00	0.00	0.00	0.00	0.00	722.40
			Customer Total					\$722.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$722.40
0966	1	1016	HOW LK/WAV/WIN SCH #2687	5605	Invoice	RECEIPT 07/17/2024		722.40	0.00	0.00	0.00	0.00	0.00	722.40
			Customer Total					\$722.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$722.40
0966	1	1017	MAPLE LAKE SCHOOLS #881	5625	Invoice	RECEIPT 07/30/2024		267.48	0.00	0.00	0.00	0.00	0.00	267.48
			Customer Total					\$267.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267.48
0966	1	1196	MAWSECO-CORNERSTONES	5596	Invoice	RECEIPT 06/27/2024		0.00	28.00	0.00	0.00	0.00	0.00	28.00
			Customer Total					\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00
0966	1	1019	ROCKFORD SCHOOLS #883	5609	Invoice	RECEIPT 07/17/2024		1,663.03	0.00	0.00	0.00	0.00	0.00	1,663.03
			Customer Total					\$1,663.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,663.03
0966	1	1045	ST CLOUD SCHOOLS # 742	5610	Invoice	RECEIPT 07/17/2024		775.08	0.00	0.00	0.00	0.00	0.00	775.08
			Customer Total					\$775.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$775.08

Wright Technical Center Aged Open Invoice Report

Aging Date 07/31/24

Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5618	Invoice	RECEIPT	07/18/2024	71.21	0.00	0.00	0.00	0.00	0.00	71.21
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5619	Invoice	RECEIPT	07/22/2024	1,696.14	0.00	0.00	0.00	0.00	0.00	1,696.14
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5626	Invoice	RECEIPT	07/30/2024	4,747.16	0.00	0.00	0.00	0.00	0.00	4,747.16
Customer Total								\$6,514.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,514.51
Report Total								\$69,285.45	\$1,116.64	\$0.00	\$0.00	\$0.00	\$0.00	\$70,402.09



Principal's Report – August 6th, 2024

Mr. Shaun Karson



General Information

- **Student & Staff Handbooks** - Changes have been highlighted in red - *please see handout*
- **Meetings & Events:**
 - MASA - Back-to-School Conference (8/6)
 - County Wide Safe Schools (8/9)
- **Fall In-Services** - Areas of focus include: Special Education (EBD/ODD), Reading, American Indian History & Culture & MCIS
 - New Staff - (8/19 & 8/20)
 - All Staff - (8/26 - 8/29)
- **Staffing**
 - Open Positions - SPED (WA), Math (WA) & Construction Technology (WT)
 - New Hire - Steph Rosett - Cosmetology (WT)

Wright Tech

- **Registration 2024-2025** - *please see handout*
- **Program Updates**
 - **Construction Technology** - Deadline of (8/14) to inform member schools of not being able to offer the program in the event we cannot find an instructor.
 - **Health Science & Nursing Assistant** - Four new hospital beds purchased with a CTE grant.

Wright Academy

- **Summer School** – 74 students attended summer school in June & July. We offered in-house classes for English, Social Studies, and Independent Study.
 - WA oversaw summer extended day programming at Big Lake & Rockford.
- **23-24 Year End Summary (High School)**
 - 124 Day School Students & 33 night school students attended day school in the Academy.
 - 24 - Students graduated (12 students were 12+)
 - 15 - Students dropped after 15 days
 - 6 - Students transferred to another school
 - 1 - Student withdrew at age of 18
 - 1 - Student moved to another state
- **Projected Fall Enrollment**
 - High School - 60 Returning & 24 Referrals
 - Middle Level - 3 Returning

Other:

- WTC - Hosted the summer CMJTS Trades & Health Care Camps for 40+ students.

Wright Technical Center

Enrollment 2024-2025													
Program	Target	Ann	Big Lake	Buff	Del	HLWW	MP LK	Monti	STMA	WA	Corner	Other	Total
Block One	7:55 - 9:20												
Auto Career Skills	10								1				1
Auto Tech	48				16		1		19				36
CEO	24			4	11			1	7				23
Const Trds.	20				13				7				20
Const - 2nd Yr	0												0
Cosmetology	20				5				15				20
Cosmo - 2nd Yr	1				1								1
ECEC	24				7				7				14
Graphics	0												0
Health Science	22				6				16				22
Heavy Equipment	20				9				11				20
Law Enfor/EMR	25				10				8				18
Law - 2nd Yr	1												0
PAES	10			1				5	4				10
Welding Tech.	18				9				9				18
Welding - 2nd Yr	5								5				5
Totals	248	0	0	5	87	0	1	6	109	0	0	0	208

1st Block - Openings	
Auto Career Skills	9
Auto Tech	12
CEO	1
Const Trds.	0
Const - 2nd Yr	0
Cosmetology	0
Cosmo - 2nd Yr	0
ECEC	10
Graphics	0
Health Science	0
Heavy Equipment	0
Law Enfor/EMR	7
Law - 2nd Yr	1
PAES	0
Welding Tech.	0
Welding - 2nd Yr	0

Program	Target	Ann	Big Lake	Buff	Del	HLWW	MP LK	Monti	STMA	WA	Corner	Other	Total
Block Two	10:00 - 11:30												
Auto Career Sk	10		1	2							1		4
Auto Tech	48		3	27									30
Constr. Trds.	20		5	14									19
Const - 2nd Yr	0												0
Cosmetology	20		6	14									20
Cosmo - 2nd Yr	0												0
ECEC	24		7	17									24
Graphics	0												0
Health Science	22		6	16									22
Heavy Equipment	20			12	1					1			14
Law Enfor/EMR	25		4	19									23
Law - 2nd Yr	0												0
PAES	10			10									10
Welding Tech.	18		1	16									17
Welding - 2nd Yr	4		4										4
Totals	221	0	37	147	1	0	0	0	0	1	1	0	187

2nd Block - Openings	
Auto Career Sk	6
Auto Tech	18
Constr. Trds.	1
Const - 2nd Yr	0
Cosmetology	0
Cosmo - 2nd Yr	0
ECEC	0
Graphics	0
Health Science	0
Heavy Equipment	6
Law Enfor/EMR	2
Law - 2nd Yr	0
PAES	0
Welding Tech.	1
Welding - 2nd Yr	0
Totals	34

Program	Target	Ann	Big Lake	Buff	Del	HLWW	MP LK	Monti	STMA	WA	Corner	Other	Total
Block Three	12:35 - 2:20												
Auto Career Sk	10	2				2	2	4					10
Auto Tech	24	6				5	5	8					24
Auto - 2nd year	16	1	1	3	4				1				10
Constr. Trds.	20	6					4	10					20
Cosmetology	20	4				2	3	11					20
Cosmo - 2nd Yr	1				1								1
ECEC	24	6				2	3	5					16
Graphics	18	3			1		4	4					12
Graphics - 2nd Yr	2											1	1
Health Science	22	6				1	4	11					22
Heavy Equipment	20	5				5	5	5					20
Law Enfor/EMR	25	4		1		6	2	5					18
Law - 2nd Yr	1	2						1					3
OJT	120					11	9		100				120
Welding Tech.	18	3				2	3	10					18
Welding - 2nd Yr	0	1			2	1		1					5
Youth Apprent	50	1		5			2	3	9				20
Totals	391	50	1	9	8	37	46	78	110	0	0	1	340

3rd Block - Openings	
Auto Career Sk	0
Auto Tech	0
Auto - 2nd year	6
Constr. Trds.	0
Cosmetology	0
Cosmo - 2nd Yr	0
ECEC	8
Graphics	6
Graphics - 2nd Yr	1
Health Science	0
Heavy Equipment	0
Law Enfor/EMR	7
Law - 2nd Yr	-2
OJT	0
Welding	0

All Blocks	Enrollment 2024-2025												
Program	Target	Ann	Big Lake	Buff	Del	HLWW	MP LK	Monti	STMA	WA	Corner	Other	Total
Auto Career Sk	30	2	1	2		2	2	4	1		1		15
Auto Tech	120	6	3	27	16	5	6	8	19				90
Auto - 2nd year	16	1	1	3	4				1				10
CEO	24			4	11			1	7				23
Constr. Trds.	60	6	5	14	13		4	10	7				59
Const - 2nd Yr	1												0
Cosmetology	60	4	6	14	5	2	3	11	15				60
Cosmo - 2nd Yr	2				2								2
ECEC	72	6	7	17	7	2	3	5	7				54
Graphics	18	3			1		4	4					12
Graphics - 2nd Yr	2											1	1
Health Science	66	6	6	16	6	1	4	11	16				66
Heavy Equipment	60	5		12	10	5	5	5	11	1			54
Law Enfor/EMR	75	4	4	20	10	6	2	5	8				59
Law - 2nd Yr	2	2						1					3
OJT	120					12	9		100				121
PAES	20			11				5	4				20
Welding Tech.	54	3	1	16	9	2	3	10	9				53
Welding - 2nd Yr	9	1	4		2	1		1	5				14
Youth Apprent	50	1		5		1	2	3	9				21
Grand Totals	861	50	38	161	96	39	47	84	219	1	1	1	737

STMA	OJT	0
HLWW	OJT	-1
MPLK	OJT	0
MONTE	OJT	

Wright Technical Center, ISD 966
Brian Koslofsky, Executive Director
Director's Report
August 6, 2024

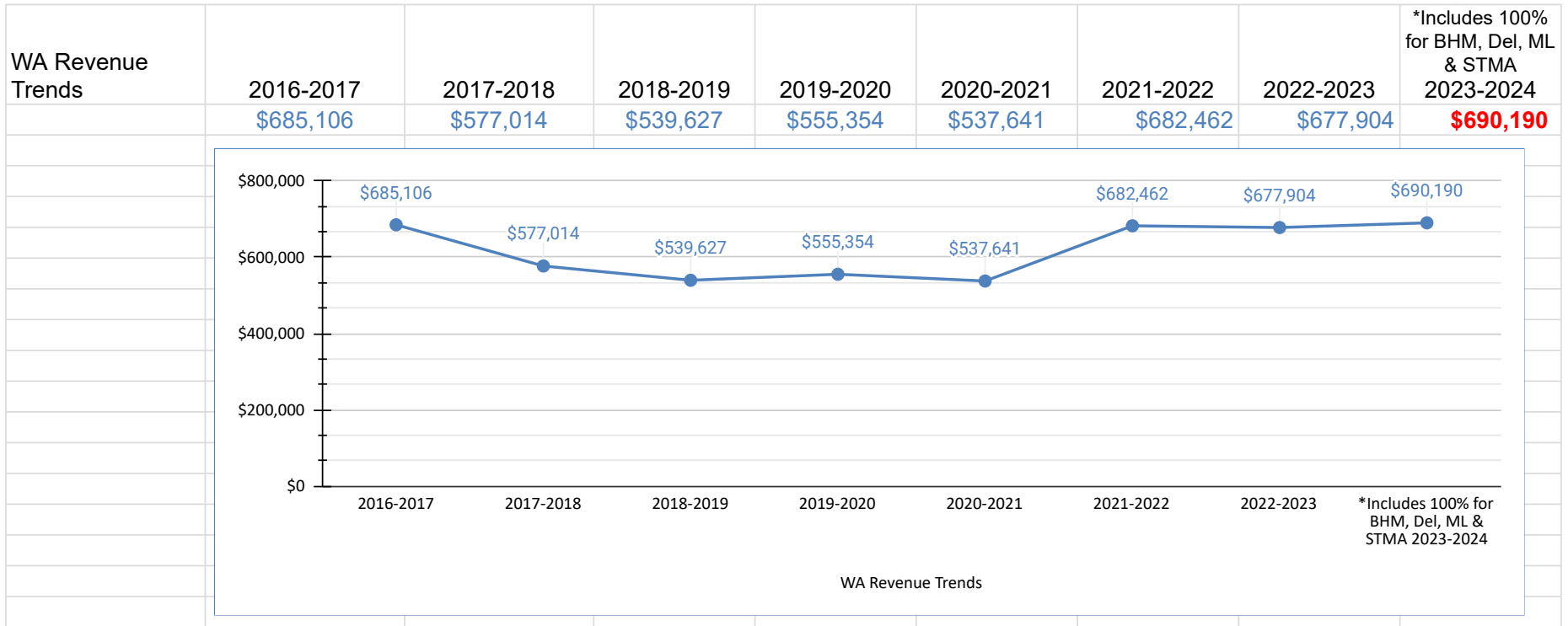
1. General Information
 - a. Mr. Karson and I will be attending the MDE Back to School workshop on August 6 in Brooklyn Park.
 - b. The annual SWETC / WTC Advisory meeting is scheduled for Aug. 14th. The main emphasis will be on staffing along with the current budget.
 - c. I have reached out to both Representative Rarick and Senator Anderson asking for their continued support for WTC and for their assistance with our ongoing efforts to secure funding from the State for our facilities. They both have agreed to bring forward legislation on our behalf. Wright County Commissioners have also pledged their support allowing their lobbyist to continue on our behalf.

2. Facilities
 - a. We are on track to finish the summer maintenance / cleaning list. The staff were able to do a more extensive cleaning by not waxing the floors this summer. There are enough coats of wax on the floors, with the burnisher, the floors look as good as if they were waxed.
 - b. The North window in Cosmetology was replaced. The sill was rotten and exposing the interior.
 - c. The valve on the fire hydrant on the east end of the north alley was leaking and was recently repaired.
 - d. We have two cameras that need to be replaced. I have begun to look at options for updating the cameras. We currently have 37 cameras and two DVR's that are past their end of life.
 - e. The installation of the new announcement / bell computer will be completed in the next few weeks.

3. Review Finance Trends
 - a. Academy Revenue
 - b. Academy Gen. Ed., Revenue
 - c. Academy Special Ed. Revenue
 - d. Academy Summer School Revenue
 - e. Targeted Services Revenue

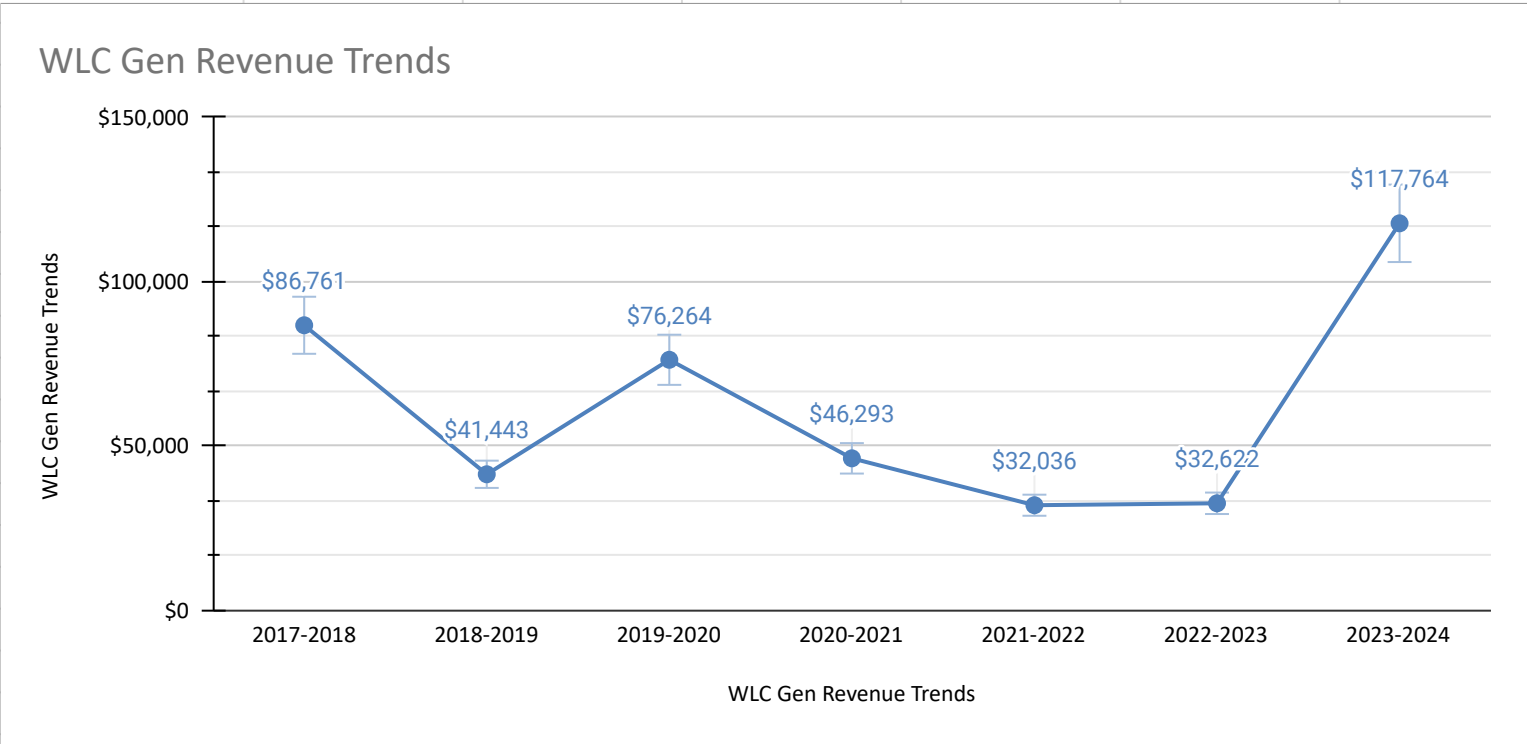
4. Upcoming Meetings Conferences
 - a. MDE/MASA Back to School Conference - Aug. 8
 - b. SWETC/WTC Supt's - Aug. 14 - 8:30 AM
 - c. Countywide Safe Schools Meeting - Aug. 14 - 12:30 PM
 - d. WCEDP - Aug. 16
 - e. WTC Staff In-service - Aug. 26-29

Trend Data

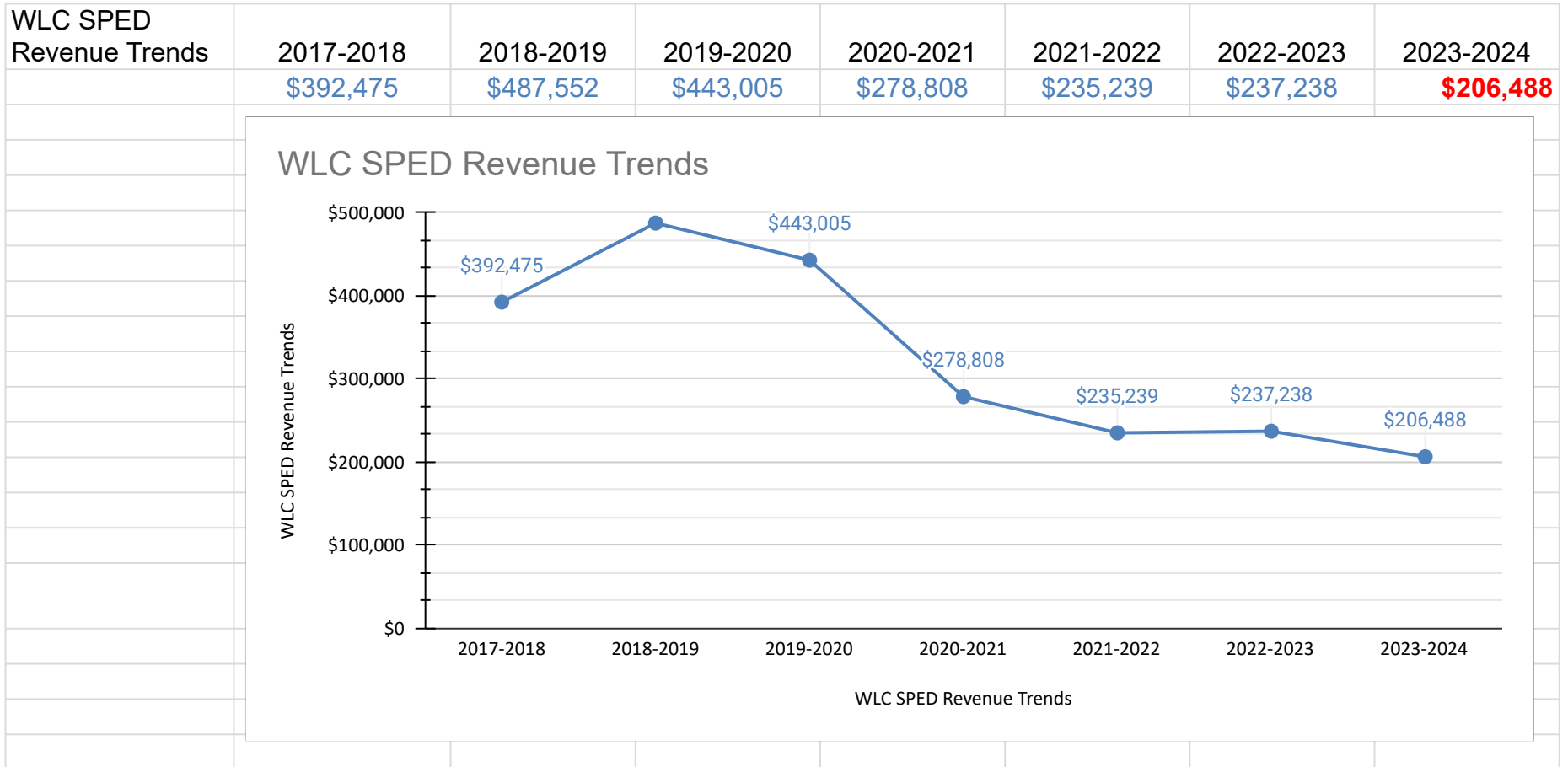


Trend Data

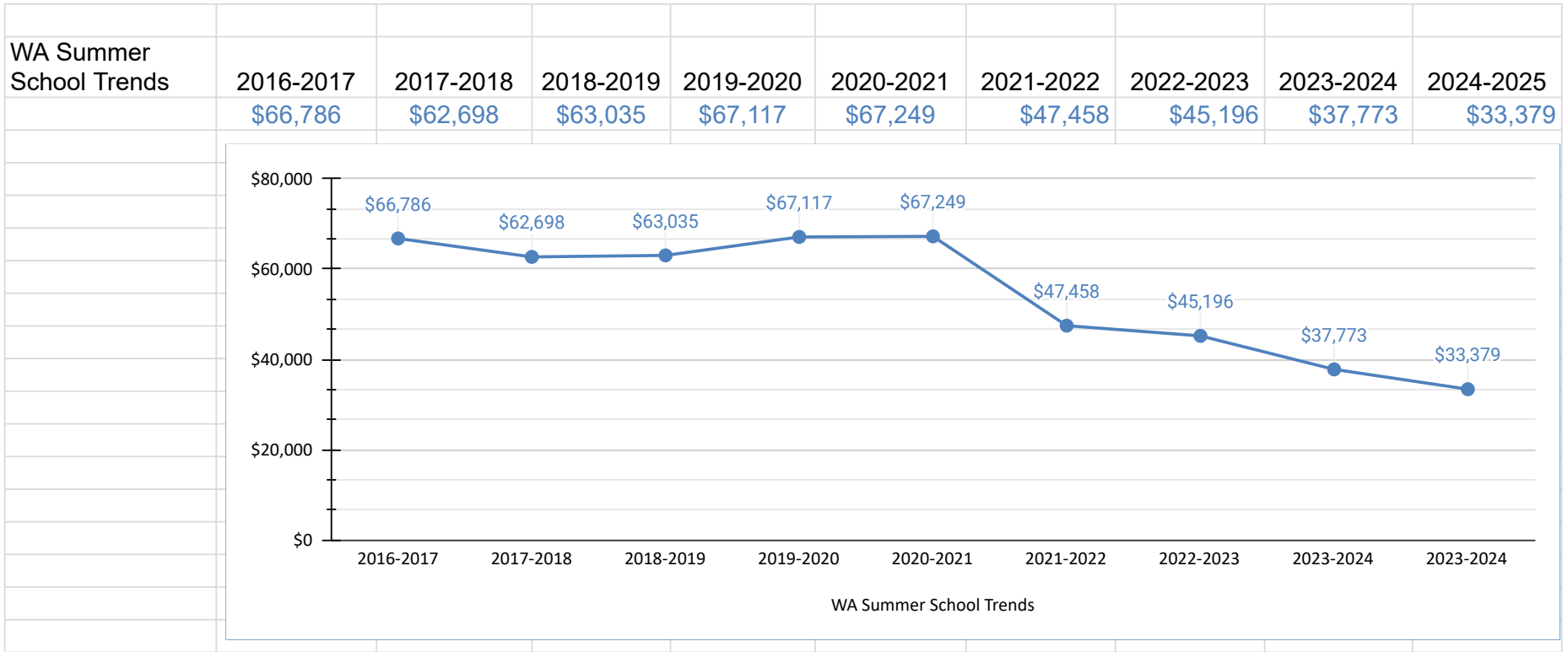
WLC Gen Revenue Trends	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	\$86,761	\$41,443	\$76,264	\$46,293	\$32,036	\$32,622	\$117,764



Trend Data

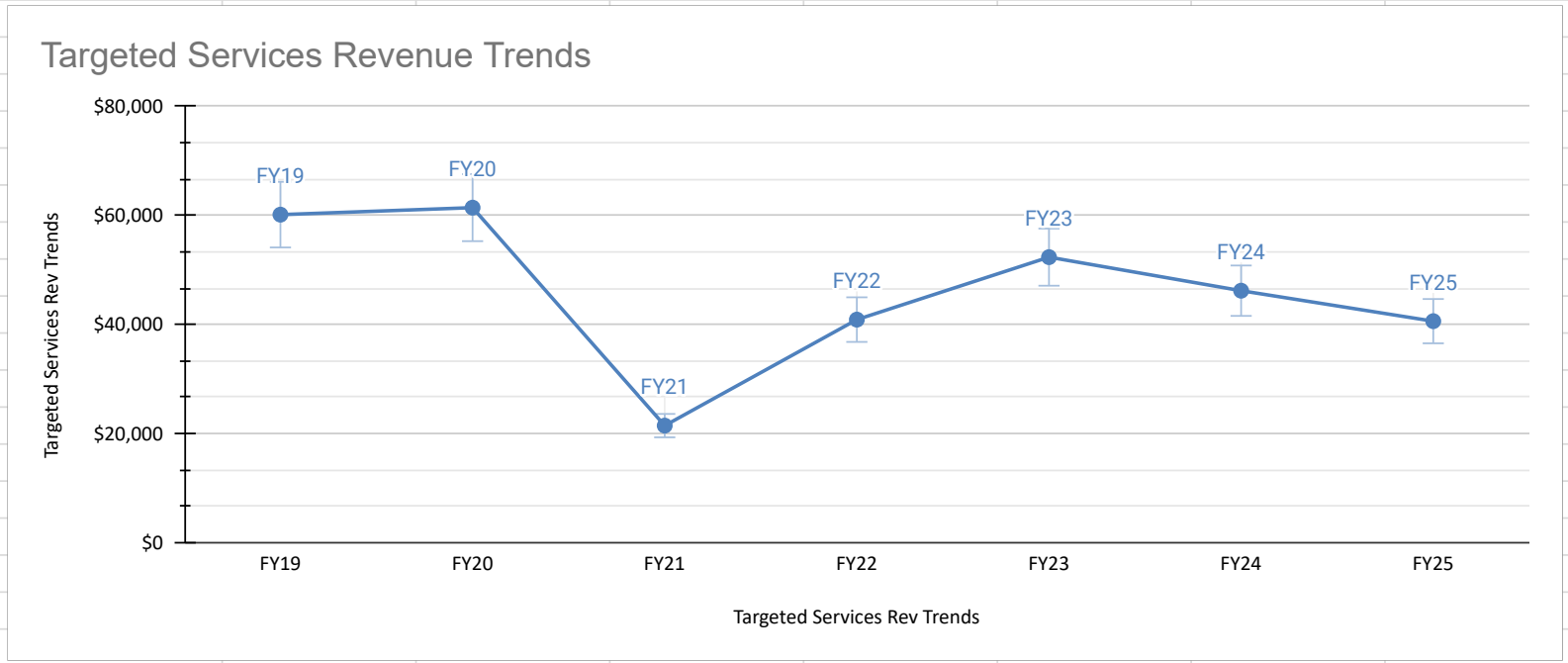


Summer School Trends



Trend Data

Targeted Services Revenue Trends	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
	\$60,379	\$60,152	\$61,434	\$21,459	\$40,901	\$52,359	\$46,204	\$40,616
	3 Yr. Ave.		\$60,655					
				\$39,196	\$19,754	\$8,296	\$14,451	\$20,039



2024-2025 Student Handbook Changes

[Wright Tech Handbook](#)

[Wright Academy Handbook](#)

ATTENDANCE POLICY— (WRIGHT ACADEMY)

Attendance is a critical component of the Wright Academy because it is directly tied to the credit a student earns. Regular attendance is essential. Minnesota State Law provides that every child between 7 and 17 years of age will attend a public or a private school. If there is no communication from a parent or guardian, an absence will be classified as truancy. In cases of recurring absences, the Administration will ~~request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes for anyone under age 17.~~ **It is important to note that a parent's call alone does not automatically excuse an absence. Once a petition has been filed with the truancy court, students will be required to provide a doctor's note for any further absences to be excused.**

ATTENDANCE POLICY—ABSENCES (WRIGHT TECH)

Parent/Guardian Responsibilities:

- Encourage your student to attend school and all assigned classes.
- Notify homeschool of a student absence. **All unexcused absences at WT are cleared within two weeks of being absent. After two weeks, absences will remain unexcused.**
- Be familiar with all attendance procedures at member high school and Wright Tech.
- Work cooperatively with Wright Tech and the student to solve any attendance problems that may arise.
- Plan appointments, vacations, and other absences according to the district calendar.

It is the student's responsibility to:

- Give his/her parent absence note to their home high school attendance clerk in the office. The absence will be recorded as indicated and WT will receive notice from the home high school.
- If the student does not bring in his/her parent excused absence note to the home school, the absence will remain unexcused at WT.
- Students should be sure that all unexcused absences at WT are cleared within two weeks of being absent. **After two weeks, absences will remain unexcused.**
- Excessive unexcused student absences (6 or more in a quarter/8 or more in a trimester) will result in a review of your eligibility to continue attending a course at the WT.

CELL PHONES & ELECTRONIC DEVICES

Students are permitted to bring their cell phone to school, but may only use their cell phones (and other electronic devices) for personal use before and after class, or during lunch. Teachers may allow students to access personal electronic devices **on a limited basis for educational reasons. In addition, teachers may have additional cell phone rules and restrictions based upon their individual classroom expectations.**

DRESS CODE

Clothing should be appropriate for the activity and weather conditions. The responsibility for the appearance of the student rests with the student and the parent/guardian. Student dress must comply with the health code of the State of Minnesota and not interfere with the educational process or school policy. Certain apparel is not appropriate for school based on the guidelines of health, safety and their potential for disruption.

This apparel includes:

- Clothing which violates any district policy, including the Policy Against Religious, Racial and Sexual Harassment and Violence.
- Clothing of a revealing or distracting nature, such as short shorts (must fall below fingertips when arms are hanging down at your side), bareback, strapless, or midriff tops/dresses, low-riding pants low-neck tops, and underwear (bra straps and boxers must not be visible.), **which exposes undergarments and/or private areas.**
- ~~Pants must ride at the waist or high enough to cover any undergarment (i.e. waistband of pants must be within one inch of your waistline)~~
- Clothing with obscene writings and/or drawings, and/or obscene patches.
- Clothing showing drawings of or references to any gangs, weapons, manufacturers of weapons, tobacco, illegal drugs, alcoholic beverage or other illegal substances.
- Headwear, hats, hoodies or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Hoodies must allow the face to be visible from the front and sides. Students may wear headgear for a medical or religious reason. Teachers may require hoodies & hats to be removed within their classrooms.
- Shoes must be worn at all times.
- Blankets are not permitted at school.

DRUG- FREE SCHOOL & WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

FLEXIBLE LEARNING YEAR PROGRAM (WRIGHT ACADEMY)

The school district offers a flexible learning year program that provides instruction year-round through an extended year calendar, an extended school day calendar, or both. Participation in this program is optional. By participating, students can accelerate their progress in meeting grade level or graduation requirements. This program is specifically designed for students who are behind in graduation credits **and is not available for students to graduate early.** Students interested in the flexible learning year program should contact the school counselor for more information.

GRADING POLICY (WRIGHT TECH)

Students have the responsibility to complete all assigned work within a class. An A, B, C, D or F system is used where "A" represents outstanding and "F" represents failing. Your individual home school will determine the number of credits you will receive for attending classes at WT. Grades will be sent to your home school at mid-quarter/mid-trimester and the end of the quarter/trimester. Refer to your individual course syllabus for program grading guidelines.

Only under special circumstances, students may petition to be allowed additional time to complete coursework and replace an unsatisfactory grade. All extensions and grade changes must be approved by both the instructor and administration. All grades will remain as originally posted if the coursework is not completed by the agreed upon time extension.

Students will receive two days to complete and submit work without penalty if they have been absent due to an excused absence. **Students need to communicate with their instructor when they return to school in order to complete and submit all missing work.**

Absences due to vacations are not excusable. Students must communicate ahead of time before missing class in order to be allowed to submit school work without penalty. If a student fails to communicate absence due to a vacation, teachers are not required to accept missing work when a student returns from vacation.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and the school board (member school), in order to graduate from their home high school. **In addition to passing state required courses, students must also fulfill elective, art, physical education/health, career, and technology course requirements as determined by their member school district's graduation requirements.** All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the form available on the district's website and returning it to the school district office.

HARASSMENT POLICY

Wright Academy is committed to maintaining a learning and working environment free from **harassment and violence based on race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Any form of harassment or violence on these bases is strictly prohibited.** It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of Wright Academy to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any student, teacher, administrator, or other school personnel.

INTERNET & TECHNOLOGY POLICY

The use of and access to use the Internet at Wright Academy is a privilege and not a right. If the privilege is abused, one or more of the following consequences may occur:

- Suspension or cancellation of Internet use or access privileges
- Payments for damages and repairs
- Appropriate discipline which may include suspension, expulsion, civil or criminal liability under other applicable law.
- **Civil or criminal liability under other applicable laws.**

MEDICATION & TELE-HEALTH POLICY

Any medication (doctor prescribed or over the counter) which is to be taken by a student during the school day must be brought to the office as soon as the student comes to school. All medication will be dispensed from the office. All medications must be brought in original containers. Prescription drugs must be brought in the container with the doctor's instructions on the label. **Marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy.**

A private space will be provided for students needing to attend a telehealth conference during the student instructional day.

STUDENT SEARCHES—PERSONAL POSSESSIONS & STUDENT'S PERSON

School officials may search a student's personal possessions or person if they have reasonable suspicion that the search will uncover a violation of law or school rules. Such searches will be conducted in a manner that is reasonable in scope and intrusiveness. **Administration does not require a warrant or parent/guardian permission to conduct a search.**

2024-2025 Staff Handbook Changes

[WTC Staff Handbook](#)

STAFF RESPONSIBILITIES - *new language*

- Teachers are required to post course syllabuses, curriculum resources and classroom expectations in the Google Classroom. Teachers are required to provide Google Classroom assignments for extended excused absences. All extended excused absence will be approved and communicated to instructors by the office.
- Teachers are expected to participate in all assigned group professional development meetings, committees and fully attend all required staff meetings **and in-service training** (*see Monthly Meeting Schedule - Page 16 for dates of meetings*). Teachers who have already completed CEU's for a scheduled in-service training, may be exempt from attending. Evidence of completion (CEU certificate) and an indication of additional duties, which will be accomplished during the excused time, are to be submitted to administration two days prior for approval.

USE OF BUILDING FACILITIES & EQUIPMENT

All staff of District 966 are stewards of the facility in which they are employed. At no time should employment be construed with entitlement for the use of any area of the facility. Any individual outside of a specific area or department wishing to use an area/equipment/tools for personal use must follow procedures established by administration and member/s of respective departments. **Any prolonged use of the school workshops for personal projects must be approved by administration.** Outside agencies wishing to use the facility for the purposes of training must complete a facility use request form and be approved by administration and member/s of respective departments. Staff may be held responsible for any damages to the facilities or equipment.

**Policy 606 & operating procedures were approved at this past May's meeting. The following is the replaced section in the staff handbook to align with policy/procedure changes.*

*** OVERNIGHT FIELD TRIP RULES**

In general, as representatives of our school, community, and state, it is expected that students participating in a field trip will conduct themselves in a mature and responsible manner at all times. More specifically, participants will be expected to adhere to the following:

- Normal school rules apply. Infractions of school rules will result in disciplinary action. Severe infractions will result in you being sent home immediately at your or your parent/guardian's expense.
- Profane language and obscenities will not be tolerated.
- No one is permitted to add or subtract any activities on the pre planned itinerary without written approval in advance of the departure date. See your teacher if you would like to modify the itinerary. Permission will be granted only if such does not require modification of the preapproved itinerary.
- For your safety and protection, you are required to be with at least one other student at all times.
- Do not wander off by yourself.

TRAVEL HINTS:

- Show courtesy and consideration to everyone at all times.

- Your teacher and chaperons are present to help you. Consult with them and cooperate with them. Inform your chaperon of any problems as soon as possible.
- Be on time.
- Plan ahead. Review your itinerary and be aware of expectations and your responsibilities.
- If you feel ill at any time, be sure to tell a chaperon.
- If you have a question, ask a chaperon.

TRANSPORTATION INSTRUCTIONS:

- Food and drink may be taken and consumed as allowed by the transporter.
- Please treat your driver with courtesy and respect. Be mindful of the driver's responsibility.
- As a courtesy to the driver and other passengers, keep the noise within the vehicle low at all times.

STUDENT BEHAVIOR:

- Students must follow the Code of Student Conduct (Policy 606- Field Trips)
- Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.
- Students are required to attend all assigned functions/events and are expected to be on time and prepared.
- Students are expected to keep their teacher/chaperons informed of their activities and whereabouts at all times.
- No student may leave the group (except for officially assigned functions/events) unless he/she has received permission to do so from their teacher/chaperon.
- All students must be in their assigned room and quiet after curfew.
- Only students who are officially part of the activity are allowed in the hotel. Students may not have visitors.
- Appropriate clothing is required at all times, as determined by the teacher/chaperon.

If the school teacher/chaperon determines that it is impractical or impossible to send the student home ahead of the group, the student will be barred from any further activity and a chaperon will be assigned to the student for the remainder of the conference. Any student turned over to the authorities or sent home will go through the school's normal disciplinary process for such an infraction.

All students **regardless of age** and/or grade, will be expected to follow the same rules. Seniors who have graduated and are still part of an activity must also agree to all rules as outlined.



Wright Technical Center

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www.wtc.k12.mn.us



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Wright Technical Center**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0966-51**

Superintendent or Exec. Director Name: **Brian Koslofsky**

Will act as the IOwA? Yes No

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Wright Technical Center Support Staff 2024-2026 Terms and Conditions Summary

Counter 1 Terms		
Salary increase:	Y1	3.5%
	Y2	4.0%
	Total	7.5%
New 403(b) contribution schedule		
<u>Years of Service Maximum Board Matching Contribution</u>		
4th 2nd through 6th 5th year	\$500.00 \$800.00	.53%
7th 6th through 11th 9th year	\$600.00 \$1,000	
12th 10th through 14th 15th + year	\$700.00 \$1,250	
15th year +	\$800	
Lifetime Maximum District 403(b) Contribution Cap: \$10,500\$19,000		
Total % of increase is 8.03%		

DUTY DAY

In the event that school is officially closed prior to the employee starting time, and the employee is not required to report to work by his/her immediate supervisor, he/she will receive no compensation for that day. **However, the employee may choose to utilize ESST time, of up to 48 hours, to be paid.** Should school be officially closed after the employee's regular starting time and the employee has reported to work or school is delayed he/she will be compensated for his/her regular full day's work. Employee's can choose to take vacation leave rather than a day without pay **once the ESST time has been used.** With pre-approval by his/her immediate supervisor, he/she may make up the day or hours that were missed due to school closing.

WAGES

Employees may choose to receive overtime pay through monetary or **compensation** time each pay period. If the employee doesn't indicate that **compensation** time is preferred, overtime will be paid. Compensation time needs to be used by June 30 **and is not carried over.**

Principal Contract - Proposal

Item 1 : Sick Days Buy Back: *(New Language - from teaching contract)*

Sick Days Buy Back : Unused sick leave days earned over 132 days are eligible for the district's sick leave buy-back. The accumulated sick days will be purchased back by the district at the rate of sub pay according to the following chart:

For each 2 days = 1 day of district sub pay, up to 7 per year.

8 days = 2 days of district sub pay

12 days = 3 days of district sub pay

Item 2 : Sick Leave Bank: *(New Language - from teaching contract & support staff terms and conditions)*

6.3 Sick Leave Bank:

The purpose of the Sick Leave Bank is to provide additional sick leave to employees who have exhausted their vacation, personal and sick leave and have a catastrophic accident, injury, or serious recurring illness of the employee or family members necessitating an extended absence.

6.3.1 Eligibility:

- a. Employees will have exhausted all paid leave accrual.
- b. Employees must provide written verification by an attending physician and submit a written application requesting sick leave days.
- c. Leave to care for relatives and children with a medical emergency will follow the eligibility and limitations of Minnesota Statutes Chapter 181.
- d. Employees who are collecting benefits from long-term disability or workers compensation will not be eligible to access the Sick Leave Bank. Upon a determination of eligibility for PERA disability benefits, Sick Leave Pool benefits will cease. A employee initially denied LTD or workers compensation who ultimately collects benefits will be responsible to cooperate in the repayment of the sick leave bank to the extent permissible.
- e. Employees who are working less than full-time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed. To those members who have exhausted their sick leave and have a "medical emergency," defined as "a medical condition of the employee or family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave otherwise available."

6.3.2 Membership: Participation in the sick leave bank will be determined as follows.

- a. In order to establish the sick leave bank, each employee may voluntarily donate 1-3 days of sick leave per year.
- b. Probationary employees are not required to donate.
- c. Any non-probationary employee will contribute at least 1 day in order to participate.
- d. Staff may use up to 30 days from the sick leave bank per incident.
- e. An applicant shall be required to apply for FMLA leave in conjunction with any application for using the sick leave bank. Sick leave bank will run concurrently with any applicable FMLA leave.

6.3.3 Administration: The sick leave bank will be administered in the following ways.

- a. An employee must apply for benefits under the sick leave bank by completing the correct application form.

- b. The sick bank committee, composed of one administrator, HR director, and 3 contributing members will review applications for processing and approval by simple majority. All applications shall be reviewed within 5 business days. Applicants shall be notified upon committee determination.
- c. When the sick leave bank falls below 50 days, staff will be notified and a request to donate additional days to the sick bank shall be sent to staff.
- d. Employees that wish to contribute to the sick leave bank must do so at the beginning of the school year and/or upon request. (See above)
- e. Employees that have accumulated the maximum amount of professional leave and choose to contribute must do so at the beginning of the year prior to receiving the professional leave buy back.
- f. The accrued sick leave days are not limited to the current contract. The accumulation will continue until at which time the language in the contract is modified.

Item 3: 403(b) Contribution Amount

2023-24 = \$3,400 (Current 403b Contribution Amount)

(Proposed 403b Contribution Amount) **factored into the costing sheet.*

2024-25 = **\$4,000**

2025-26 = **\$4,000**

Item 4: 403(b) District Cap

Lifetime Maximum District 403(b) Contribution Cap **\$30,000** (Current Language)

Lifetime Maximum District 403(b) **No Cap** (Proposed Language)

Item 5: Salary - **factored into the costing sheet.*

2023-24 = \$108,950 (Current Amount)

2024-25 = **\$112,765** (Proposed Amount)

2025-26 = **\$117,025** (Proposed Amount)

WRIGHT TECHNICAL CENTER													
PRINCIPAL COSTING MODEL													
CONTRACT 2024-26													
FY24 Salary	FICA	TRA	Health	HSA	Dental	Life	LTD	403(b) Match	Sick day buy back	Total			
\$108,950.00	\$8,334.68	\$9,533.13	\$20,956.56	\$3,700.00	\$1,443.66	\$254.64	\$358.20	\$3,400.00	\$480.00	\$157,410.86			
									Total FY22	\$157,410.86			
											Increase/Decrease from Base year to Y1		
FY25 Salary 3.5%	FICA	TRA 8.75%	Health 10%	HSA	Dental 4%	Life 5%	LTD 5%	403(b) Match 18%	Sick day buy back 133%	Total	Dollars	Percentage	
\$112,765.00	\$8,626.52	\$9,866.94	\$23,052.22	\$3,700.00	\$1,501.41	\$267.37	\$376.11	\$4,000.00	\$1,120.00	\$165,275.56	\$7,864.70	5.00%	
									Total FY23	\$165,275.56			
											Increase/Decrease from Y1 to Y2		
FY26 Salary 3.78%	FICA	TRA 8.75%	Health 10%	HSA	Dental 4%	Life 5%	LTD 5%	403(b) Match	Sick day buy back	Total	Dollars	Percentage	
\$117,025.00	\$8,952.41	\$10,239.69	\$25,357.44	\$3,700.00	\$1,561.46	\$280.74	\$394.92	\$4,000.00	\$1,120.00	\$172,631.66	\$7,356.09	4.45%	
									Total FY24	\$172,631.66			
											2 Years Total	\$15,220.80	9.45%
											Over budget	1.45%	