



Governing Board Meeting

September 4, 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 - August 6th Regular Meeting
 - 5.2 Bills for Payment
 - 5.3 Approval of the teaching contract for Academy Special Education Teacher
 - 5.4 Accept resignation form Paraprofessional
 - 5.5 Accept donation of 2012 Chrysler Town & Country valued at \$4,950
 - 5.6 Accept donation of two John Deere Gators valued at \$500 each and one Polaris Ranger valued at \$3,000.

Background: 5.1 & 5.2 - Approval of the minutes from previous meetings and bills. 5.3 - Approval of Teaching Contract. 5.4 - Acceptance of Resignation. 5.5 - 5.6 Acceptance of Donations

- 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

- 8.0 New Business - Action required
 - 8.1 Approval of the second and final readings of policies:
 - 404 Employee Background Checks - 406 Public and Private Personnel Data
 - 516 Student Medication and Telehealth - 522 Title IX Sex Nondiscrimination

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

Recommendation: Approve as presented

- 9.0 Adjournment

Next meeting October 1, 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 August 6, 2024 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Steffens, Lee, Bravinder, Curtis, Big Lake Alternate Reasoner, Gierke, Mealey.

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

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

Agenda Review

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

Consent Agenda

On motion by Member Bravinder, second by Member Lee, the consent agenda was approved as presented. 5.1 June 4 regular meeting, 5.2 Bills for June FY24 and pre-payment for July FY25, 5.3 Acceptance of teacher resignation, 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 Approval of Food Service agreement renewal with BHM Schools.

Financial Report

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

Principal and Director's Report

Principal Karson discussed 24-25 enrollment, summer school and staffing. Director Koslofsky continues to work with the representatives for continued support for WTC with the ongoing efforts to secure funding from the State. Director Koslofsky also reviewed the finance trends.

Finance Committee

Member Bravinder reported the support staff agreement and principal contract are settled.

New Business

- On motion by Member Steffens, second by Member Lee to approve the 2024-25 Student Handbooks, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Curtis, second by Member Bravinder to approve the 2024-25 Staff Handbook, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Steffens, second by Member Lee to approve the first reading of policies 404 Employee Background Checks, 406 Public and Private Personnel Data, 516 Student Medication and Telehealth, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Lee, second by Member Bravinder to approve to repeal the current Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process and replace it with the newest version provided by MSBA for the first reading, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Bravinder, second by Member Steffens to approve the Resolution for appointing the Executive Director as the Identified Official with Authority for the External User Access Recertification System. Motion carried by unanimous vote. The Roll Call vote: Lee, yes, Gierke, yes, Mealey, yes, Steffens, yes, Bravinder, yes, Big Lake Alternate Reasoner, yes, Curtis, yes. Resolution passed.

- On motion by Member Lee, second by Member Gierke to approve the 2024-26 Wright Technical Center Support Staff Terms & Conditions, as presented, followed by discussion and vote. Motion carried by unanimous vote.
- On motion by Member Steffens, second by Member Curtis to approve the 2024-26 Wright Technical Center Principal contract, as presented, followed by discussion and vote. Motion carried by unanimous vote.

- On motion by Member Curtis, second by Member Bravinder to approve the recess prior to entering into closed session at 7:46p.m as presented. Motion carried by unanimous vote.

Closed Session

- Closed session was called to order by Member Mealey at 6:50 p.m. Director Koslofsky reviewed his evaluation with the board and left the meeting for the board to review in his absence. Director Koslofsky was called into the meeting at 7:15 for the board to share with him identified strengths and areas of growth.
- On motion by Member Steffens second by Member Bravinder to re-open the meeting at 7:28 p.m. Motion carried by unanimous vote.

- On motion by Member Steffens, second by Member Bravinder, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:29P.M.

Wright Technical Center
Employment Recommendation Form

Date: August 27, 2024

Name of Applicant: Shelea Van Hoose **Recommended By:** Shaun Karson

Title of Position: Special Education/English Instructor

Position Supervised By: Shaun Karson

Position Term Description: 1.0 FTE 2024-2025 School Year

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Shaun Karson

Top Priorities for the Position:

1. Experience working with “at-risk” and SPED students
2. Familiarity with Wright Academy
3. Experience teaching remedial English Skills

Educational Background of Candidate:

Anoka-Ramsey Community College, Coon Rapids, MN - Associates of Arts

St. Cloud State University, St. Cloud, MN - Bachelor of Science - Communications & Literature

Western Governors University, Salt Lake City, UT - Masters of Education - Instructional Design

Arizona State University, Tempe AZ - Masters of Arts - English

Employment Background of Candidate:

Shelea has experience in diverse educational settings and classrooms throughout her 15 years of teaching. She most recently worked for MN Connections Academy remotely while living out of state. Prior, she taught English here at Wright Academy. Teacher duties at WA included remedial English, independent study night school, summer school credit recovery, and she was involved with the planning of interdisciplinary units.

Administrative Recommendation:

I recommend Shelea Van Hoose for the position of Special Education/English Instructor at WTC. She is willing to learn the SPED education side of case management and IEP management. Her English experience will also fill a need for additional remediation for struggling learners.

Salary Scale Placement: (Step 11, Lane 7 - 1.0FTE)



TIER 4 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 **Shelea Van Hoose**, a legally qualified Tier 4 licensed teacher pursuant to M.S. 122A.184 and M.S. 122A.40 who agrees to teach in the public schools of said District as a **English/Special Education 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.184 and M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. After the teacher attains continuing contract status, this Contract shall remain in full force and effect except if terminated, modified by mutual consent of the Governing Board and the teacher, or ended by written resignation pursuant to M.S. 122A.40.
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 days 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 6. 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. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment (see paragraph 6).
5. Reference: This Contract shall be subject to the agreement between the School District and the exclusive representative and the provisions of the Public Employment Labor Relations Act, as amended.

6. Special Provisions: In addition, said teacher agrees to perform the following additional services for the additional salary indicated:

Additional Service	Additional Compensation
A.	\$0

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

\$73,266	*For basic services (Step 11 - Lane 7)
\$0	For additional services as set forth in paragraph 6.
\$73,266	Total salary, exclusive of fringe benefits

**Basic service amount will be adjusted based upon the 2023 - 25 contract settlement.*

8. 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 9th day of August, 2024.

Shelea Vardon
Teacher

IN WITNESS WHEREOF, we have subscribed our signatures this ____ day of _____, 2024.

Governing Board Chair

Governing Board Clerk

From: **Tamara Smith** <tamarasmth333@gmail.com>

Date: Mon, Aug 26, 2024 at 3:34 AM

Subject:

To: Shaun Karson <shaun.karson@wrighttech.org>

Dear Mr. Karson

I'm writing to inform you of my decision to resign from my position as a Technical Tutor with Wright Technical Center, effective August 26th.

I'm incredibly grateful for the opportunity I've had these past four years working with students and staff. It has been a great experience.

Sincerely

Tamara Smith



Wright Technical Center

Phone: 763-682-4112

www.wtc.k12.mn.us

1405 3rd Ave. NE • Buffalo, MN 55313

Donation Form

Date: 6/11/2024


Name: Jamie and Rachel Dayton

Address: 4574 Large Ave Ne

City, State, Zip: St. Michael, MN 55376

Donation: 2012 Chrysler Town and Country valued at \$4950.00.
VIN# 2C4RC1CG6CR250236

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


Brian Koslofsky
Executive Director



Wright Technical Center

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

1405 3rd Ave. NE • Buffalo, MN 55313

Donation Form

Date: August 15, 2024

Name: Rick Pawelk

Address: 2755 Rose Avenue PO Box 1104

City, State, Zip: Watertown, MN 55388

Donation: 2 John Deere Gators, each valued at \$500. Polaris Ranger, valued at \$3,000.

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

Brian Koslofsky
Executive Director



FINANCIAL SUMMARY



Sept 4th, 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

August 2024 – FY25

- Special Education Aid (\$23,851)
- SWETC (\$4,285)
- WA Tarded Services (\$2,761)

July 2024 – FY2025

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

b. Expenditure Report

August 2024 – FY2025

- Payroll & benefits (\$146,446)
- Adm Service/Consulting: Skyward hosting fee, Finance system fee (\$6,734)
- Network consultant (\$3,600)
- Electricity (\$6,336), Water & Sewer (\$564)
- LTFM: Carpet (\$2,387), RTU Repairs (\$2,288)
- Admin software: Skyward (\$7,010)
- Maint. Supplies (\$1,688)
- Textbook (\$4,500)
- Tech Equipment: Dell servers (\$14,940), Chromebook licenses (\$3,465)
- Capital Improvement: HP chrome books (\$10,775)
- Cornerstones carpet (\$4,000)
- Memberships: MSBA (\$2,300), MASP (\$890)

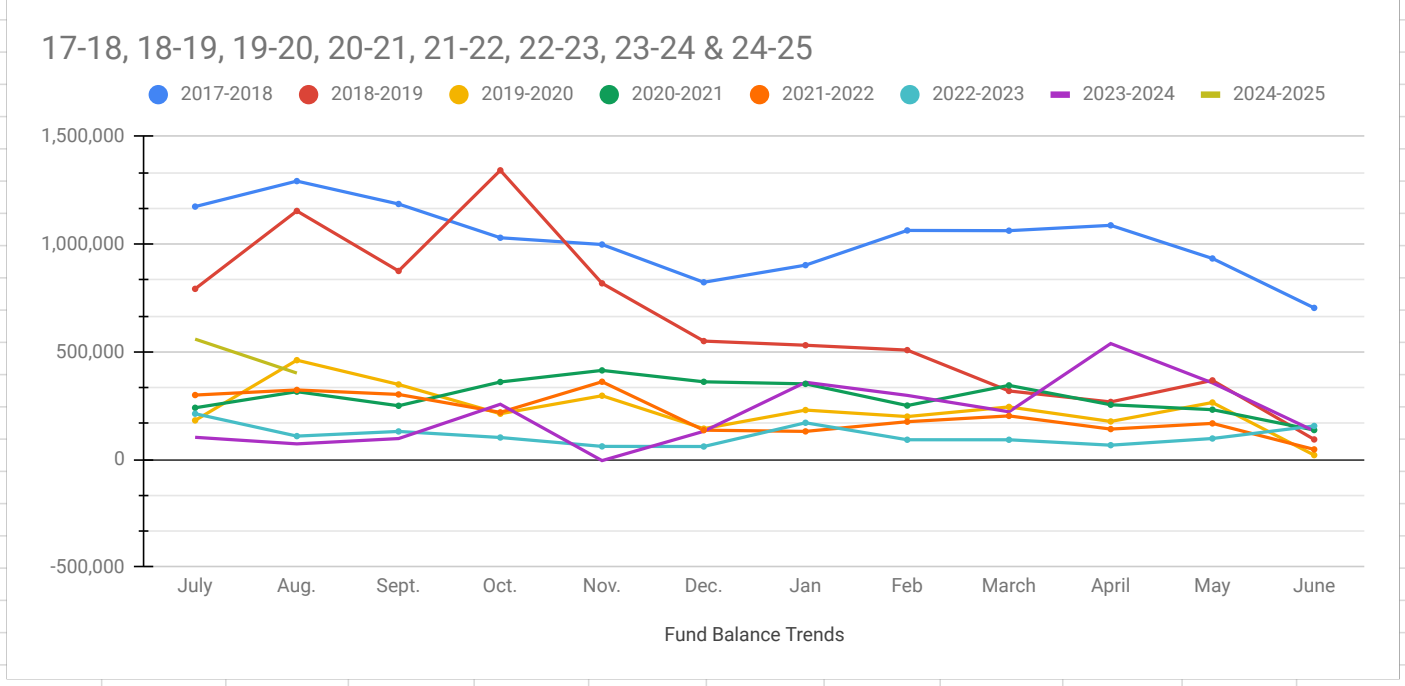
July 2024 – FY2025

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

		Wright Technical Center				WRIGHT ACADEMY		
		Expenditure Report						
		August 31, 2024						
Budgeted YTD percentage is 17%		FY25 Adopted Budget	FY25 Monthly Budget	July 2024	Aug 2024	FY25 Year To Date	% YTD	Remaining Balance
01-General Fund								
100 Salaries & Wages		2,100,629	175,052	60,377	109,251	169,628	8%	1,931,001
200 Employee Benefits		799,749	66,646	20,132	37,195	57,327	7%	742,422
300 Purchased Services		449,570	37,464	21,942	27,815	49,758	11%	399,812
400 Supplies & Materials		300,830	25,069	1,098	19,897	20,995	7%	279,835
500 Capital Expenditures		283,591	23,633	0	33,180	33,180	12%	250,411
700 Loan Payment				53	0	53		
800 Other Expenditures		3,000	250	1,082	3,190	4,272	142%	(1,272)
General Fund Total		\$ 3,937,370	\$ 328,114	\$ 104,684	\$ 230,528	\$ 335,212	9%	3,602,157
07-Debt Service								
700 Debt Service		\$ 77,390	\$ 6,449	\$ -	\$ 6,265	6,265	0	71,125
07-Debt Service Total		\$ 77,390	\$ 6,449	\$ -	\$ 6,265	\$ 6,265	0%	71,125
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						0		
400 Supplies & Materials		0	0		60	60	0%	(60)
Student Activities Total		\$ -	\$ -	\$ -	\$ 60	\$ 60	0%	(60)
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	157	537	694	0%	348,711
400 Supplies & Materials		65,521	5,460	0	7,136	7,136	11%	58,385
500 Capital Expenditures		107,650	8,971	2,816	1,670	4,486	4%	103,163
Carl Perkins Total		\$ 571,576	\$ 47,631	\$ 2,973	\$ 9,343	\$ 12,317	2%	559,259
18-Custodial Fund - SWETC		\$ 53,328	\$ 4,444	\$ -	\$ -	0	0%	53,328
Custodial Fund Total		\$ 53,328	\$ 4,444	\$ -	\$ -	\$ -	0%	53,328
Total All Funds		\$ 4,641,664	\$ 386,805	\$ 107,658	\$ 246,197	\$ 353,854	8%	4,287,809

9% less than budget

		WTC CASH FLOW 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	401,486										



WRIGHT TECHNICAL CENTER ISD 966
CASH FLOW REVIEW

	Old National Bank	RiverWood Bank	
Bank balance as of 8/29/2024	\$ 21,400.52	\$ 454,035.42	
Outstanding checks & wires		\$ (102,652.84) <i>Including 8/30/24 payroll</i>	
Sept 2024 Payroll		\$ (240,000.00)	
Board Bill		\$ (35,317.44)	
Perkins reimbursement		\$ 13,343.22	
Aged Open Invoices		\$ 47,137.71	
FY24 SpEd Final payment		\$ 30,933.86	
FY 24 GenEd Final payment		\$ 9,320.02	
Estimated End of Sept 2024 Balance	\$ 21,400.52	\$ 176,799.95	Total both banks \$ 198,200.47

Wright Technical Center Aged Open Invoice Report

Aging Date 08/29/24

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		0.00	36,402.78	0.00	0.00	0.00	0.00	36,402.78
0966	1	1004	ANNANDALE SCHOOLS #876	5599	Invoice	RECEIPT 07/17/2024		0.00	3,994.27	0.00	0.00	0.00	0.00	3,994.27
0966	1	1004	ANNANDALE SCHOOLS #876	5611	Invoice	RECEIPT 07/18/2024		0.00	14.53	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
0966	1	1004	ANNANDALE SCHOOLS #876	5628	Invoice	RECEIPT 08/02/2024		809.69	0.00	0.00	0.00	0.00	0.00	809.69
			Customer Total					\$1,380.43	\$40,411.58	\$0.00	\$0.00	\$0.00	\$0.00	\$41,792.01
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5571	Invoice	RECEIPT 06/11/2024		0.00	0.00	1,088.64	0.00	0.00	0.00	1,088.64
			Customer Total					\$0.00	\$0.00	\$1,088.64	\$0.00	\$0.00	\$0.00	\$1,088.64
0966	1	1016	HOW LK/WAV/WIN SCH #2687	5634	Invoice	RECEIPT 06/30/2024		0.00	898.85	0.00	0.00	0.00	0.00	898.85
			Customer Total					\$0.00	\$898.85	\$0.00	\$0.00	\$0.00	\$0.00	\$898.85
0966	1	1196	MAWSECO-CORNERSTONES	5596	Invoice	RECEIPT 06/27/2024		0.00	0.00	28.00	0.00	0.00	0.00	28.00
			Customer Total					\$0.00	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$28.00
0966	1	1018	MONTICELLO SCHOOLS #882	5639	Invoice	RECEIPT 08/14/2024		2,555.13	0.00	0.00	0.00	0.00	0.00	2,555.13
			Customer Total					\$2,555.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,555.13
0966	1	1045	ST CLOUD SCHOOLS # 742	5610	Invoice	RECEIPT 07/17/2024		0.00	775.08	0.00	0.00	0.00	0.00	775.08
			Customer Total					\$0.00	\$775.08	\$0.00	\$0.00	\$0.00	\$0.00	\$775.08
			Report Total					\$3,935.56	\$42,085.51	\$1,116.64	\$0.00	\$0.00	\$0.00	\$47,137.71



Principal's Report – September 4th, 2024

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - MDE Back to School Conference - (8/6)
 - County Safe Schools (County Wide) - (8/14)
 - New Staff Training (8/20 & 8/21)
 - Full Staff - In-services (8/26 - 8/29) - Trainings Include:
 - EBD/ODD SPED
 - MCIS (MN Career Information System)
 - Science of Reading
 - American Indian History & Culture
 - Career Fair & Parent/Teacher Conferences (10/14)

Wright Tech

- **Enrollment 2024-2025 = 695**
- **Staff Summer Trainings**
 - Automotive Instructors (Mr. Bieringer & Mr. Zubrod) attended the MTTIA Conference (Midwest Teachers of Transportation & Industrial Areas)
 - Auto Career Skills Instructor (Mr. Pearson) - Briggs & Stratton Training
 - Heavy Equipment Instructor (Mr. Bengston) - 40 Hours of Heavy Equipment Training at the Local 49ers Training Facility
- **Program Highlights**
 - **Health Science** - 4 New Hospital Beds
 - **Auto Career Skills** - Donation of a Polaris Ranger (Side-by-Side) & 2 John Deere Gators
 - **Automotive Technology** - Donation of a 2012 Town and Country, Received ASE Accreditation approval on 8/28

Wright Academy

- **Enrollment = 82 Students Day School**
 - **High School** = 79 Students
 - **Middle Level** = 3 Students
- **Staffing**
 - 1.0 FTE SPED/English - Shelea Van Hoose
 - 1.0 FTE Math - still open
- **Student Support & Engagement**
 - **Student Advisory** - Daily from 9:05-9:35, focusing on social-emotional learning/mental health, Silent Sustained Reading, and relationship building
 - September's Theme - Getting to Know One Another

7.1 - WT Enrollment

All Blocks	Enrollment 2024-2025													
	Program	Target	Ann	Big Lake	Buff	Del	HLWW	MP LK	Monti	STMA	WA	Corner	Other	Total
Auto Career Sk	20	2	1	2		2	2	4	1		1			15
Auto Tech	120	7	4	22	22	5	5	8	22	3				98
Auto - 2nd year	16	1	1	3	5				1					11
CEO	24			4	10			1	7					22
Cosmetology	60	4	6	14	5	2	3	11	15					60
Cosmo - 2nd Yr	2				2									2
ECEC	72	8	7	18	7		3	5	5					53
Graphics	18	3			1		4	4		1				13
Graphics - 2nd Yr	1			1										1
Health Science	66	6	6	16	6	1	4	11	16	1				67
Heavy Equipment	60	5	1	11	10	5	5	5	11	3				56
Law Enfor/EMR	75	4	5	20	14	6	2	4	7	1				63
Law - 2nd Yr	3	2						1						3
OJT	120					12	9		98					119
PAES	24			13				6	4					23
Welding Tech.	54	3	1	17	9	2	3	10	9					54
Welding - 2nd Yr	14	1	4		2	1		1	5					14
Youth Apprent	50	1		7		1	1	3	9					22



Education Foundation

August 28, 2024

Program ID: 105960

Shaun Karson
NATEF Coordinator
Wright Technical Center
1405 3rd Ave NE
Buffalo, MN 55313

Dear Coordinator Karson,

We have received the on-site evaluation results for your automobile technician-training program at Wright Technical Center. The results indicate that the criteria have been met for renewal of program accreditation in *Maintenance and Light Repair*.

We commend you and your staff for maintaining your program's standards and continuing to meet the industry's requirements. The explosion in automotive technology makes your high-quality automotive training program more valuable than ever.

To acknowledge your accomplishment, we are creating a plaque insert for you that will recognize your school and the level of accreditation your program has achieved.

Congratulations!

Sincerely,



Michael Coley
President

cc: Michael Bieringer, Instructor
Scott Zubrod, Instructor
Dean Magnuson, ETL

Accreditation Expiration Date: 9/1/2029

Wright Technical Center, ISD 966
Brian Koslofsky, Executive Director
Director's Report
September 4, 2024

1. General Information

- a. Director evaluation summary review. Thank you for providing me with feedback and goals.
- b. We had a great back to school fall inservice for our staff. Thank you to Mr. Karson for making breakfast burritos Monday morning and the Teachers Union for providing lunch on Thursday. A huge thank you to all the staff for all they have done to prepare for the start of school.
- c. I'll be attending the City of Buffalo Planning and Zoning meeting Monday, September 9 @ 7:00 PM I'll be asking the P & Z to allow us to continue to use the shipping containers for the Heavy Equipment Operations & Maintenance storage. We may need to build a storage shed at some time if we are not allowed to continue to use the shipping containers. There are numerous shipping containers throughout the City of Buffalo that are being used and I question whether or not they have followed the same practice as we have by asking permission to use them.

2. Finance

- a. WTC Advisory Board Meeting
 - i. We will continue to do quarterly billings. This has really helped with the cash flow when having to make the bond payments.
 - ii. The updated amounts for student support aid has been shared with the business managers.
 - iii. The next scheduled WTC Advisory Board (Supt's) meeting is scheduled for September 25th.
 - iv. The finance sub-committee will meet on October 24 to review the preliminary audit. The sub-committee will be determining if a recommendation for a fund balance stabilization aid is in order.
- b. Utility Expenditure Trends

3. Facilities

- a. A huge thank you to the maintenance staff Keith, Julie, Lisa, Jen & Jared for all they have done in preparing for the start of school. Our student summer worker, Ryan Enga did a really nice job helping out this summer.
- b. The roofs are holding up really well considering the amount of rain we have had this summer. Royal Roofing does a great job finding and repairing roof leaks.
- c. The parking lots (pavement) continue to deteriorate.
- d. I will be asking the facilities committee to take a closer look at prioritizing the budget and expenditures.

7.2 - 1a

The Governing Board of the Wright Tech Center met in closed session on Aug 6, 2024 to review and discuss Director Koslofsky annual performance review.

The board continues to place a high degree of confidence in the Directors leadership of the Wright Tech Center.

The board is very pleased with the transparency, communications (bi-weekly updates) and staying with in the budget and financial constraints.

The board would like to see continuation of last year’s goals with a few modifications.

Marketing and Communications.

This includes review of programs and/or updating existing programs to include and/or encourage the trades/skilled labor

Increase community visibility and involvement, this includes continuing the legislative advocacy and promoting Wright Tech Center Programs and recruiting students.

Finances

The board is aware that the debt will be paid in full in June of 2025 and the age of the building and building maintenance continues to be costly, with that being said the goal is to continue to monitor and keep finances under control, staying within the budget and to continue to look for additional/alternative revenue streams.

Brian Koslofsky
Wright Tech Center Director

_____ Date _____

Jennifer Mealy
Governing Board Chair

_____ Date _____

7.2 - 2b

Utility Costs	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Electric	\$73,152.58	\$70,996.94	\$54,033.66	\$91,549.55	\$91,326.46	\$96,089.69
Water/Sewer	\$5,941.54	\$6,860.83	\$3,607.94	\$6,126.25	\$8,318.12	\$7,786.88
Natural Gas	\$19,835.29	\$11,172.10	\$15,985.23	\$26,843.51	\$30,302.95	\$19,846.38
TOTALS	\$98,929.41	\$89,029.87	\$73,626.83	\$124,519.31	\$129,947.53	\$123,722.95

