



Governing Board Meeting

August 5, 2025

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 3rd Regular Meeting
 - 5.2 Bills June FY25 and pre-payment for July FY26
 - 5.3 Approval of the agreement with Rivers of Hope
 - 5.4 Approval of the agreement with Central Minnesota Mental Health Center
 - 5.5 Approval of the agreement with Dalbec Custodial Services
 - 5.6 Food Service agreement renewal with BHM Schools for the Academy
 - 5.7 Approval of the HVAC preventative maintenance agreement with Gilbert Mechanical

Background: 5.1 & 5.2 - Approval of the minutes from previous meetings and bills. 5.3 - Annual renewal with Rivers of Hope. 5.4 - Annual renewal with CMMHC. 5.5 - Approval of Custodial Services Agreement 5.6 Annual renewal of Food service Agreement with BHM Schools. 5.7 - Approval of annual HVCA preventative maintenance agreement.

Recommendation: Approve as presented

- 6.0 Financial Report - Anh Glewwe
 - 6.1 Approval of the financial report
- 7.0 Committee Reports
 - 7.1 Principal Karson
 - 7.2 Director Nutter

8.0 New Business - Action required

8.1 Approval of the 2025-26 Student Handbooks

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

Recommendation: Approve as presented

8.2 Approval of the 2025-26 Staff Handbook

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

Recommendation: Approve as presented

8.3 Approval of the Contract for Cooperation between WTC and Minnesota Virtual Academy MNVA for providing the Heavy Equipment Operators Instructor for the 25-26 school year.

Background: The contract has been reviewed and approved by the MNVA Administration.

Recommendation: Approve as presented

8.4 Approval to remove Brian Koslofsky and add Brian Nutter to the signature authorizations for Electronic Fund Transfers and all other accounts.

Background: Updates required on all financial accounts to reflect change in executive director.

Recommendation: Approve as presented

8.5 Approval of the Board Resolution for appointing the Executive Director, Brian Nutter, as the Identified Official with Authority (IOwA) 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 contract with Allyson Kuehn for Director of Special Education Services.

Background: Annual contract for services provided as Director of Special Education

Recommendation: Approve as presented

8.7 Approval of the Tier 4 teacher contract with Samantha Medcalf for a Math Instructor position within Wright Academy for the school year 2025-2026.

Background: This hire will fill the vacant Math Instructor position that remained unfilled for the entirety of the 2024-2025 school year.

Recommendation: Approve as presented

9.0 Adjournment

Next meeting Wednesday, September 3, 2025

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 3, 2025 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Mealey, Curtis, Steffens, Sixberry, Sansevere, Paumen.

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

The meeting was called to order by Member Mealey at 6:02 p.m. followed by the Pledge of Allegiance and recognition of Brian Koslofsky with an Educational Leadership Award.

Agenda Review

On motion by Member Sansevere second by Member Curtis, to approve the agenda. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Sixberry, second by Member Curtis, to approve consent agenda as presented. Motion carried by unanimous vote. 5.1 May 6th regular meeting, 5.2 Bills for Payment, 5.3 Approval of the 25-26 lease agreement with Vander Kooi Farms, 5.4 Approval of the FY25-28 lease agreement with WCCA for the Head Start classrooms, 5.5 Approval of 2006 Nissan Pathfinder donation.

Financial Report

Business Manager Glewwe reported on the current finances. On motion by Member Curtis second by Member Sixberry to approve the financial report as presented. Motion carried by unanimous vote.

On motion by Member Sixberry second by Member Curtis to approve FY25 Final Revised budget as presented. Motion carried by unanimous vote.

On motion by Member Sixberry second by Member Sansevere to approve FY26 preliminary budget as presented. Motion carried by unanimous vote.

On motion by Member Sixberry second by Member Curtis to approve the Resolution of the Long Term Facility Maintenance Plan for 2026-2035, the various components of Revenue, Expenditure and Statement of Assurances and reasons therefore. Motion carried by unanimous vote. The Roll Call vote: Sansevere- yes, Sixberry-yes, Curtis-yes, Steffens-yes, Paumen-yes, Mealey-yes.

On motion by Member Sixberry second by Member Paumen to approve the expenditure requests for General, Capital, Long Term Facility Maintenance and Perkins for 2025-2026 as presented. Motion carried by unanimous vote.

Principal and Director's Report

Principal Karson discussed the 25-26 registration, WA enrollment, tours, scholarships, staffing and program highlights. Director Koslofsky discussed WTC house presale, finance and facilities.

Finance/Negotiations Committee Report

Member Mealey discussed the current negotiations were going well and under way.

New Business

On motion by Member Sixberry, second by Member Sansevere, to approve the Business Manager/HR Director/Payroll Clerk Contract for the 2025-2027 contract term, as presented, followed by discussion and vote. Motion carried by unanimous vote.

On motion by Member Sixberry, second by Member Curtis to approve the Resolution reducing the contract for Kim Landecker, as presented followed by discussion and vote. Motion carried by unanimous vote. The Roll Call vote: Sansevere-yes, Sixberry-yes, Curtis-yes, Steffens-yes, Paumen-yes, Mealey-yes.

On Motion by Member Paumen second by Member Steffens to approve the Director and Executive Committee to make necessary expenditure decisions in the absence of a July, 2025 Governing Board Meeting, as presented followed by discussion and vote. Motion carried by unanimous vote.

On motion by Member Sansevere, second by Member Steffens, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 6:37 PM.



WORKING AGREEMENT
Between Rivers of Hope and Wright Technical Center

This agreement is effective for the period of the 2025-2026 academic school year (August 15, 2025, to June 15, 2026) 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 2025-2026 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 2025-2026 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 Nutter, Director
Phone: 763-684-2200
Email: brian.nutter@wrighttech.org

Wright Technical Center Designee

Date



**Agreement for Mental Health Services
Wright Academy Alternative Learning Center (ALC)
School Year 2025-2026**

This is an agreement between Central Minnesota Mental Health Center (CMMHC) and the Wright Academy Alternative Learning Center (ALC).

Program Overview: CMMHC and the above-named school 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
- Children's Therapeutic Services and Supports (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 as determined necessary and appropriate by the School District 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 Outpatient Mental Health (OPMH) 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 worker(s) 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 twice per month, as well as professional training. They will notify the referral source in advance if attendance will impact client sessions. 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, Medical Assistance (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 MHCP.

CMMHC shall not bill the School District for services performed under this contract, and the 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 Local Collaborative Time Study (LCTS) or state grants for those 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@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 waitlist, 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 services are initiated for the student and they are 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 (Health Insurance Portability and Accountability Act). 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 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 appropriate 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 regarding 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.

Indemnification: CMMHC and the School District shall indemnify, defend, and hold each other harmless from any claims, damages, or liabilities that arise out of their own actions, mistakes, or failures to meet the terms of this agreement. This includes covering reasonable costs such as legal fees if either party is held responsible due to their own negligence or wrongdoing. This section shall survive the termination or expiration of this Agreement.


Term: This agreement will be in force for the period of July 1, 2025, to June 30, 2026, unless modified by mutual agreement of both parties.

Public Schools Authorized Signer



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

Date



Date



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313

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



INDEPENDENT CONTRACTOR AGREEMENT

Agreement made, this 5th day of August, 2025 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, 2025. 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 \$24.75 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, shampoos, 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. 2 - June 5) 4:00 PM - 10:00 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** 2:00 PM - 8:00 PM The end time may be adjusted with at least a minimum of three hours worked.

6. WTC will attempt to communicate with the Independent Contractor at least 24 hours in advance when possible. There may be times that the 24 hour notice isn't possible due to WTC staff illness or emergencies at which time, at least one of the Independent Contractors will be required to be present when school is in session.
7. The Independent Contractor will refrain from taking more than two consecutive days off during times when school is in session and must communicate directly with WTC Administration and maintenance staff when absent or when schedule changes are needed or requesting time off.
8. If the Independent Contractor becomes unable to perform services pursuant to this Agreement by reason of illness, incapacity or death, compensation shall cease upon the happening of the event.
9. If the Independent Contractor fails to comply with any of the above described items, the Independent Contractors will have been found to be in violation of the agreement and may face immediate termination.
10. Independent Contractor may engage in other business activities provided, however, that Independent Contractor shall not during the term of this Agreement solicit WTC's employees or accounts on behalf of Independent Contractor or another entity.
11. Neither party may assign this Agreement without the express written consent of the other party.
12. Independent Contractor is an Independent Contractor and nothing contained in this Agreement shall be deemed or interpreted to constitute the Independent Contractor as a partner, agent or employee of WTC, nor shall either party have any authority to bind the other.
13. It is agreed between the parties that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement between the parties. No change or modification of this Agreement shall be valid unless the same be in writing and signed by the parties.
14. All notices required or permitted to be given hereunder shall be in writing and may be delivered personally or by certified mail - return receipt requested, postage prepaid, addressed to the party's last known address.
15. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota. INTENDING TO BE LEGALLY BOUND, the parties hereto have caused this Agreement to be executed as of the date first above written.

| | | |
|-------------------------------|----------------------|----------------|
| BY _____ | _____ | _____ |
| (WTC) | (Name/Please Print) | (Date) |
| BY <u>J DALDEC'S CLEANING</u> | <u>JARREN DALDEC</u> | <u>7-30-25</u> |
| <u>Jan Dalhe</u> | <u>Genia Dalhe</u> | <u>7-30-25</u> |
| (Independent Contractor) | (Name/Please Print) | (Date) |

School Nutrition Programs Renewal of Joint Agreement School Year 2025-2026

A school food authority (SFA) and Site may mutually agree to renew a joint agreement for up to four (4) one-year periods after the end of the original one-year joint agreement.

Buffalo Hanover Montrose ISD 877 _____ (SFA)
1000004058 _____ Cyber-Linked Interactive Child Nutrition System (CLiCS) sponsor ID
number and Wright Learning Center _____ (site)
9000045369 _____ CLiCS Site ID number agree to renew the original School Nutrition
programs joint agreement, which ended 6/30/25, for the period of
7/1/25 through 6/30/26 (not to exceed one year).

Renewal of Contract

SFA and Site mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. The contract may be renewed a maximum of four times (**Use 2, 3, 4, or 5 to specify year of contract**).

This is the 2nd year of the contract, counting the original contract and all renewals.

Start Date for Renewed Contract: 7/1/25 End Date for Renewed Contract: 6/30/26

Termination

SFA or Site may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

Adjustments to Contract

Site will pay the fixed meal prices specified in the original contract, as adjusted here. SFA will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices. For each meal service, the table below shows the 2024–25 meal price, the mutually agreed percentage increase, and the 2025–26 meal price (rounded to the nearest whole cent). **The percentage increase may not exceed 3.1%** (the increase in the cost of Food Away from Home from the Consumer Price Index for All Urban Consumers (CPI-U), Midwest Region, for the 12 months ending December 2024.) **The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e., the price of milk *must* be included in total fixed meal price).**

SFA and Vendor mutually agree to the 2025–26 meal prices shown below:

| Meal Type | 2024–25 Price | Percentage Increase | 2025–26 Price |
|-------------------------|---------------|---------------------|------------------|
| Student: Free Breakfast | \$ 0.00 | 0 % | \$ 0.00 |
| Student: Free Lunch | \$ 0.00 | 0 % | \$ 0.00 |
| 2nd Breakfast | \$ 2.50 | % | \$ As set by MDE |
| 2nd Lunch | \$ 5.00 | % | \$ As set by MDE |
| Non Student Lunch | \$ 5.00 | % | \$ As set by MDE |
| Extra Milk | \$.50 | 0 % | \$.50 |

Charges outside the scope of this contract must be procured and invoiced separately.

Site has chargeback rights as described here. If a charge is an unallowable charge not listed in the agreed upon terms and conditions in the contract, Site may deny the charge. Site may chargeback by withholding the unallowable amount from payment of the invoice with unallowable charges, recouping from, or offsetting against payments to the SFA's account. Site will notify SFA of the short payment to the invoice with unallowable charges or obligation to pay which vendor must do promptly and fully; or reverse the charge(s). Failure to demand payment does not waive Site's chargeback rights.

Examples of unallowable charges include but are not limited to the following: **delivery fees, interest fees, bulk supply fees etc.**

Non-Financial Terms

Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may not be made.

Describe any adjustments to non-financial terms here:

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

SFA: Buffalo Hanover Montrose ISD 877

Amy Tenger Director of Finance and Operations
Authorized Representative Title of Authorized Representative

Telephone (763) 682-8708

Signature [Signature] Date 8/1/25

Site Wright Learning Center

Brian Nutter Executive Director
Authorized Representative Title of Authorized Representative

Telephone (763) 684-2200

Signature _____ Date _____

USDA Child Nutrition Programs Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Date: 07/30/2025**Name:** WTC - Buffalo**Service Agreement #:** 1735

Mechanical Systems Service Agreement

Engineered by Gilbert Mechanical Contractors, LLC specifically for your buildings heating, ventilation, air conditioning, fire protection, electrical, and building automation systems.

Gilbert Mechanical Contractors, LLC (Gilbert) will provide services in accordance to the terms, conditions and scheduled services set forth in this agreement. These services will be provided for and paid for by the following owner or authorized representative of the owner:

| | |
|--------------------------|---|
| Customer Name: | Wright Technical Center |
| Customer Address: | 1405 3 rd Avenue North East Buffalo, MN 55313 |
| Phone#: | 763-684-2200 |
| Attention: | Brian Nutter |

Services will be provided at the following location:

| | |
|--------------------------|---|
| Location Name: | Wright Technical Center |
| Location Address: | 1405 3 rd Ave. NE Buffalo, MN 55313 |

Service Agreement #:1735

Agreement Summary

This mechanical systems service agreement has been custom designed to best suit the needs of the equipment covered (see equipment list, starting on page 4), the buildings use, and the specific requests of the purchaser. The following services have been included as part of this agreement:

| YES | NO | Description |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Preventive maintenance - Service A. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Air filter maintenance - Service B. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Temperature controls - Service C. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Labor coverage - Service D. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Material/parts coverage - Service E. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Equipment operation/monitoring - Service F. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fire protection maintenance - Service G. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Special services - Service H. |

Service Agreement #:1735

Payment Terms

This agreement shall begin on **October 1, 2025**.

For services rendered, the purchaser agrees to pay Gilbert an annual amount of **Seven Thousand Sixty-Two dollars (\$ 7,062.00)**. This annual sum will be payable to Gilbert and paid by purchaser according to the following payment schedule:

| Invoice Date | 10/1/2025 | 4/1/2026 | 7/1/2026 |
|--------------|-------------|-------------|-------------|
| Total Amount | \$ 2,354.00 | \$ 2,354.00 | \$ 2,354.00 |

Purchaser agrees to pay any and all applicable: City, State, or Government taxes, fees or surcharges.

For services beyond the scope of this agreement and performed by Gilbert with purchaser's authorization, purchaser agrees to pay Gilbert upon receipt of itemized invoice(s) at Gilbert's prevailing rates for labor and material.

By signing below, purchaser and seller accept this agreement in its entirety. This further certifies that said person of firm is authorized to act as the owner's agent in regard to this agreement. Upon execution of this agreement all prior agreements at the same properties are superseded.

PURCHASER'S ACCEPTANCE:

(Purchaser's signature)

(Date)

GILBERT ACCEPTANCE:

Wes Gabrelcik
(Authorized Gilbert signature)

07/30/2025
(Date)



Service Agreement #:1735

Equipment List

The following equipment will be covered under this agreement:

| Qty | Equipment Type | Location | Capacity | Make | Model # | Serial # |
|-----|------------------------|---------------------------|----------|----------------|------------------------|-------------------|
| 1 | Roof Top Unit - #1 | Roof | 10 Ton | Carrier | 48HJE012---551-- | 2398G30712 |
| 1 | Roof Top Unit - #2 | Roof | 25 Ton | York | Y12AN42A9IDABBF | (s)NKMM108406 |
| 1 | Roof Top Unit - #3 | Roof | 40 Ton | York | Y14AN72A2IDABBF | (s)NKMM108405 |
| 1 | Roof Top Unit - #4 | Roof | 15 Ton | Carrier | 48HJF017 | 2398F48142 |
| 1 | Roof Top Unit - #5 | Roof | 20 Ton | Carrier | 48HCED24JBA5 | 2619P21161 |
| 1 | Roof Top Unit - #6 | Roof | 15 Ton | Carrier | 48HCED17---601-- | 3121P21160 |
| 1 | Roof Top Unit - #7 | Roof | 35 Ton | Innovent | IVPR-310-35A-80J-C-1AX | 11827541 |
| 1 | Roof Top Unit - #8 | Roof | 7 Ton | AAON | RM-007-3-0-EB09-329 | 200908-AMGG49499 |
| 1 | Make-Up Air Unit | Roof | 499 MBH | Modine | FV – Field Verify | FV – Field Verify |
| 1 | Condensing Unit | Roof | 3 Ton | Daikin | RZQ36MVJU | E000644 |
| 1 | Indoor Evap. Head Unit | Network Center | 3 Ton | Daikin | TAG: SS1B | 4PA64519-1 |
| 7 | Infrared Tube Heaters | Woodshop & Auto Shop room | Varies | Roberts Gordon | FV – Field Verify | FV – Field Verify |
| | | | | | | |
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Service Agreement #:1735

Preventive Maintenance - Service A

Preventive maintenance will be performed on the equipment listed in accordance to the services checked in this schedule. Scheduled visits will be performed as they apply to specific equipment. Maintenance visits will be performed every **Six (6)** months, a total of **Two (2)** times per year.

General Services:

- ☐ Check operators log sheets.
- ☒ Complete operating and inspection reports.
- ☒ Notify owner of any repairs, hazards, corrective action necessary.
- ☒ Test amperages and voltages.
- ☒ Tighten electrical connections at equipment.
- ☐ Inspect system piping, hangers, and insulation.
- ☒ Inspect manual shut-off and throttling valves.
- ☐ Clean strainers.
- ☐ Balance air flows.
- ☒ Inspect motors and starters.
- ☐ Perform motor continuity and ground fault tests.
- ☒ Calibrate and check operating and safety controls.
- ☒ Lubricate moving parts.

Air Handling Systems, Supply and Exhaust:

- ☒ Inspect pulleys and drives.
- ☒ Check belt adjust tension.
- ☐ Replace belts annually
- ☒ Inspect vibration isolators and mounts.
- ☒ Inspect fan wheels.
- ☐ Clean fan wheels.
- ☒ Inspect and adjust outside air dampers.
- ☒ Change air filters per service B.

Service Agreement #:1735

Preventive Maintenance - Service A

(Continued)

Air Conditioning and Refrigeration Systems:

- ☒ Spring start-up / Fall shut-down.
- ☒ Check refrigerant charge.
- ☐ Leak test refrigerant circuit when required.
- ☒ Inspect filter drier for restriction and moisture.
- ☐ Replace filter driers as required.
- ☒ Check expansion valve superheat.
- ☒ Check solenoid valve operation.
- ☐ Perform Megohm testing on compressor.
- ☐ Check compressor unloader operation.
- ☒ Check oil level in compressors (if possible).
- ☐ Provide compressor oil analysis.
- ☐ Change compressor oil when required.
- ☒ Inspect air cooled condensers.
- ☒ Clean air cooled condensers - (Annually in June or July)
- ☐ Inspect water cooled condensers.
- ☐ Clean water cooled condensers as necessary.
- ☒ Inspect condenser fan blades.
- ☒ Inspect evaporator or chilled water coil.
- ☐ Clean evaporator or chilled water coil as necessary.
- ☐ Drain or anti-freeze chilled water coils for winter.
- ☐ Fill and vent chilled water coils.
- ☒ Inspect condensate drain and clean.
- ☐ Install anti-clog tablets in condensate pans.
- ☒ Check economizer operation.
- ☒ Check operation and setting of pressure controls.
- ☒ Inspect contacts on contactors.
- ☒ Check and adjust low ambient lockout (if adjustable).
- ☐ Inspect and service cooling tower(s).

Service Agreement #:1735

Preventive Maintenance - Service A

(Continued)

Heating Systems - General:

- ☒ Check for fuel leaks.
- ☒ Check fuel pressure at burner.
- ☒ Check venting system.
- ☒ Clean and check power venting fan and motor.
- ☒ Clean and adjust pilot.
- ☒ Clean and inspect burner ports.
- ☒ Check for adequate combustion air to burner from outside.

Heating Systems - Forced Air:

- ☒ Inspect heat exchangers.
- ☒ Clean heat exchangers.
- ☒ Check for evidence of flame roll-out.
- ☐ Inspect seal on pressurized combustion chambers.
- ☒ Check proof of combustion air or power vent control.
- ☒ Check pilot auto re-light sequence.
- ☒ Test temperature rise across heat exchanger.

Heating Systems - Gas and Oil Burners: N/A

- ☐ Check flame safeguard system.
- ☐ Check draft controls.
- ☐ Check and replace oil filters as required.
- ☐ Check and replace oil nozzle as required.
- ☐ Check and adjust oil pump pressure.
- ☐ Run flue gas analysis to check efficiency, excess air, carbon monoxide, oxygen, and stack temperature.
- ☐ Adjust burner to optimum efficiency level.

Service Agreement #:1735

Preventive Maintenance - Service A

(Continued)

Heating Systems - Boilers: N/A

- ☐ Open, clean and test low water cut-offs.
- ☐ Check and test relief valves.
- ☐ Service circulating pumps.
- ☐ Inspect combustion fire box and note refractory condition.
- ☐ Inspect surfaces for scale and corrosion.
- ☐ Chemically clean water side as required.
- ☐ Inspect firetubes and/or flue passages for soot build up.
- ☐ Clean firetubes and/or flue passages.
- ☐ Prepare boiler for company, state, or insurance inspection.
- ☐ Check expansion tanks, drain or add water as needed.
- ☐ Drain and flush the boiler (steam only).
- ☐ Clean mud legs (steam only).
- ☐ Review and note blow down schedule (steam only).
- ☐ Check for leaking steam traps (steam only).
- ☐ Check feed water pumps and drain receiver (steam only).

Heating Systems - Direct fired Make-up-Airs:

- ☒ Clean and check burner profile plates.
- ☒ Check for cracked or corroded ignition and flame rod insulators.
- ☐ Check flame safeguard system.
- ☒ Check and adjust burner, check damper linkage.
- ☐ Check/Clean inlet filters at each scheduled service inspection.

Service Agreement #:1735

Preventive Maintenance - Service A

(Continued)

Miscellaneous Equipment Services: N/A

- ☐ Service water heaters, blow down and check operation.
- ☐ Service humidifiers, clean and check operation.
- ☐ Service electronic air cleaners.
- ☐ Service well water pump and system.

Preventive Maintenance services as described in **Service A** include the necessary labor and materials to complete the services marked with an "X". Materials included are: refrigerant oil, lubricating oil, grease, rags, and coil cleaning supplies.

Preventive Maintenance services as described in **Service A** do not include the following: Replacement parts, refrigerant, and other supplies not included in paragraph above. Labor to troubleshoot malfunctions. Labor to repair worn or broken parts. Labor to operate the mechanical system on a daily or weekly basis.

The services to be performed under this agreement are not a guarantee against obsolescence or normal wear; nor shall inspections be construed as an approval or guarantee of the condition of the equipment or system design and performance. It is understood that Gilbert will use qualified personnel to perform the maintenance as described.

It is further understood that any repairs beyond the scope of this agreement and deemed necessary by Gilbert for operation of Purchaser's mechanical system shall be made at the Purchaser's expense, after authorization.

Service Agreement #:

Air Filter Maintenance - Service B

Gilbert shall install air filter replacement media in accordance with the filter schedule below:

| System | Filter Type | Changes/Year |
|--------------------------------------|-------------------------------|---------------------------|
| | | |
| Rooftop Units (RTU's) | 2" MERV 10 - Paper Disposable | Semi-Annual - 2x per year |
| Air Handling Units (AHU's) | 2" MERV 10 - Paper Disposable | Semi-Annual - 2x per year |
| Condensing Units (CU's) cooling only | 2" MERV 10 - Paper Disposable | Semi-Annual - 2x per year |
| Infrared Heaters | Cleanable | Clean 1x/year in Fall |

Service Agreement #:1735

Terms and Conditions

Unless otherwise noted in this agreement, the following terms and conditions apply:

This agreement shall remain in effect for a period of one (1) year and shall automatically continue from year to year there after unless thirty (30) days prior to the termination of any yearly period, either party gives written notice to other party of its intent to terminate or renegotiate the terms and conditions set forth herein.

Buyer agrees to furnish safe and unrestricted access to the equipment covered by this agreement.

The maintenance, repair or replacement of some items are not covered under this agreement. Specifically, these items include; Piping and valves removed from unit. Air ducts and air balancing. Chimneys or flue piping. Fuses, circuit breakers, disconnects, or wiring (remote from unit control panel). Boiler shell, tubes or refractory. Equipment painting or decorative casings. Equipment damage due to erosion, corrosion, freezing, electrolysis, power failures, low voltage conditions, lightning, single phasing or failure of any utility connected to and essential to the operation of the equipment. Replacement of portable instruments, gauges, thermometers, drain or waste lines. Repair or replacement of heat exchangers and coils.

Any alterations or amendments to this agreement must be made in writing and signed by authorized agents of both Gilbert and Buyer.

The normal operation and maintenance of equipment other than specifically provided in this agreement are the responsibility of the owner, or someone in the owners employ. Gilbert cannot be held responsible for failure of the equipment or its controls, due to negligent acts or improper operations, or lack of daily routine maintenance by owner, owner's agent, employees or tenants.

Gilbert shall not be responsible for furnishing labor, materials or service beyond the scope of this agreement which are required by insurance companies, government, state, municipal, or other authorities.

Gilbert shall practice ordinary care when performing the services defined in this agreement, and will only be held liable for damage to property or injuries to persons directly due to a negligent act of our employee(s). In no event shall Gilbert be liable for consequential or speculative damages. Gilbert will not be held liable for damages caused by floods, fire, elements, lightning, riots, strikes, labor troubles, civil disturbances or unavailability of material.



FINANCIAL SUMMARY – June & July 2025



August 5th, 2025 Board Meeting

1. Business Office Report

The FY25 Financial Audit is the week of Sept 8th.

2. Financial Report

a. Main Revenues

July 2025 – FY2026

- FY26 Q1 Assessment Invoices (\$576,024)
- Special Education Aid (\$17,723)
- Capital Improvement Revenue (\$4,285)

June 2025 – FY2025

- May/June 2025 Wright Academy Billings (Middle School - \$5,142; High School - \$67,948)
- Transition Disabled 3rd Trimester Billings (Non-member - \$8,346, Member - \$46,233)
- Special Education Aid (\$19,820)
- Donation from Sherburne State Bank (\$10,000)
- CEO program costs billing 2nd Semester (\$17,388)
- CMJTS Summer Camp reimbursement (\$5,197)
- Capital Improvement Revenue (\$4,285)

b. Main Expenditures

July 2025 – FY2026

- Payroll & Benefits (\$77,715)
- Electricity (\$8,840), Water & Sewer (\$828)
- Property Insurance (\$6,402)

June 2025 – FY2025

- Payroll & Benefits – including summer payoff (\$493,006)
- Legal Services (\$37,227)
- Network Consultant Services: Paumen Computer Services (\$1,635), Roadrunner (\$1,760), Internet (\$538), CrowdStrike (\$392)
- Electricity (\$7,029), Water & Sewer (\$756), Gas (\$3,166)
- LTFM: Electrical (\$2,288)
- Property Insurance (\$6,402)
- Maintenance Supplies (\$4,359)



Wright Technical Center
Revenue Report
June 30, 2025 - Unaudited



Budgeted YTD percentage is 100%

YTD Rev. less Exp. \$ (57,487)

| | | FY25 Final Revised Budget | FY25 Monthly Budget | May 2025 | June 2025 | FY25 Year to Date | % YTD | Remaining Balance |
|---------------------------------|--------------------------------------|------------------------------|------------------------|-------------------|-------------------|----------------------|-------------|----------------------|
| 01- General Fund | | | | | | | | |
| 021 | Tuition from MN Schools | 3,135,880 | 261,323 | 129,065 | 137,152 | 3,117,979 | 99% | 17,901 |
| 092 | Interest Earnings | 500 | 42 | 48 | 46 | 601 | 120% | (101) |
| 093 | Rent | 15,344 | 1,279 | 0 | 1,255 | 17,521 | 114% | (2,177) |
| 096 | Gifts & Bequest | 30,000 | 2,500 | 0 | 17,388 | 34,379 | 115% | (4,379) |
| 098 | Misc. Rev- Cornerstone Maint. | 50,599 | 4,217 | 0 | 0 | 27,346 | 54% | 23,253 |
| 099 | Misc Rev- Local Source | 27,250 | 2,271 | 0 | 10,000 | 37,910 | 139% | (10,660) |
| 211 | General Education Aid | 151,387 | 12,616 | 1,374 | 0 | 133,983 | 89% | 17,404 |
| 300 | Misc State Aid | 81,178 | 6,765 | 0 | 0 | 59,265 | 73% | 21,913 |
| 360 | Special Education Aid | 215,000 | 17,917 | 36,956 | 19,821 | 263,061 | 122% | (48,061) |
| 400 | Fed Aid/MN CFL (ESSER, GEER, Summer) | | 0 | 0 | 0 | 3,050 | 0% | (3,050) |
| 621 | Sale-Mater.purch/Resale2Pupils | | 0 | 0 | 0 | 0 | #DIV/0! | - |
| 625 | Insurance Recovery | | 0 | 0 | 0 | 0 | 0% | - |
| General Fund Total | | \$ 3,707,138 | \$ 308,928 | \$ 167,443 | \$ 185,662 | \$ 3,695,095 | 100% | 12,042 |
| 07-Debt Services | | | | | | | | |
| 021 | LTFM Bond Levy | \$ 77,390 | \$ 6,449 | \$ - | \$ - | 77,390.00 | 100% | - |
| | | \$ 77,390 | \$ 6,449 | \$ - | \$ - | \$ 77,390.00 | 100% | - |
| 08-Scholarships | | | | | | | | |
| 092 | Interest Earnings | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 096 | Gifts & Bequest | 2,000 | 167 | 1,000 | 0 | 1,000 | 50% | 1,000 |
| Scholarships Total | | \$ 2,000 | \$ 167 | \$ 1,000 | \$ - | \$ 1,000.00 | 50% | 1,000 |
| 12-Student Activities | | | | | | | | |
| 050 | Fees from Students or Patrons | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 060 | SPO Revenue | 0 | 0 | 547 | 2,978 | 7,407 | 0% | (7,407) |
| 619 | Fundraiser Expenses | 0 | 0 | 0 | 0 | 77 | 0% | (77) |
| 620 | Fundraiser Revenue | 0 | 0 | 6,415 | 242 | 26,220 | 0% | (26,220) |
| 621 | Sale-Mater.purch/Resale2Pupils | 0 | 0 | 1,793 | 1,153 | 8,345 | 0% | (8,345) |
| Student Activities Total | | \$ - | \$ - | \$ 8,755 | \$ 4,373 | \$ 42,049 | 0% | (42,049) |
| 13-Carl Perkins | | | | | | | | |
| 400 | Fed Aid/MN CFL | 616,999 | 51,417 | 0 | 110,167 | 382,688 | 62% | 234,311 |
| Carl Perkins Total | | \$ 616,999 | \$ 51,417 | \$ - | \$ 110,167 | \$ 382,688 | 62% | 234,311 |
| 18-Custodial Fund SWETC | | | | | | | | |
| 99 | Misc Rev - Local Source | \$ 53,328 | \$ 4,444 | \$ 4,444 | \$ 4,444 | 53,328 | 100% | - |
| | | \$ 53,328 | \$ 4,444 | \$ 4,444 | \$ 4,444 | \$ 53,328 | 100% | - |
| Total All Sources | | \$ 4,456,855 | \$ 371,405 | \$ 181,643 | \$ 304,646 | \$ 4,251,551 | 95% | 205,304 |

7% less than budget



Wright Technical Center Expenditure Report June 30, 2025 - Unaudited



Budgeted YTD percentage is 100%

| | FY25 Final Revised Budget | FY25 Monthly Budget | May 2025 | June 2025 | FY25 Year To Date | % YTD | Remaining Balance |
|----------------------------------|---------------------------------|------------------------|-------------------|-------------------|----------------------|-------------|----------------------|
| 01-General Fund | | | | | | | |
| 100 Salaries & Wages | 2,006,202 | 167,183 | 174,280 | 362,761 | 2,042,284 | 102% | (36,082) |
| 200 Employee Benefits | 748,785 | 62,399 | 61,718 | 130,335 | 732,738 | 98% | 16,047 |
| 300 Purchased Services | 505,807 | 42,151 | 66,880 | 75,677 | 527,844 | 104% | (22,037) |
| 400 Supplies & Materials | 144,530 | 12,044 | (5,391) | 13,181 | 128,691 | 89% | 15,839 |
| 500 Capital Expenditures | 289,276 | 24,106 | 1,940 | 122,606 | 292,161 | 101% | (2,885) |
| 700 Loan Payment | 0 | 0 | 0 | 0 | 53 | #DIV/0! | (53) |
| 800 Other Expenditures | 3,500 | 292 | 204 | 350 | 7,116 | 203% | (3,616) |
| General Fund Total | \$ 3,698,100 | \$ 308,175 | \$ 299,632 | \$ 704,911 | \$ 3,730,887 | 101% | (32,786) |
| 07-Debt Service | | | | | | | |
| 700 Debt Service | \$ 77,390 | \$ 6,449 | \$ - | \$ - | 77,460 | 100% | (70) |
| | \$ 77,390 | \$ 6,449 | \$ - | \$ - | \$ 77,460 | 100% | (70) |
| 08-Scholarships | | | | | | | |
| 800 Other Expenditures | 2,000 | 167 | 0 | 0 | (200) | -10% | 2,200 |
| Scholarships Total | \$ 2,000 | \$ 167 | \$ - | \$ - | \$ (200) | -10% | 2,200 |
| 12-Student Activities | | | | | | | |
| 300 Purchased Services | | | | 12 | 12 | | |
| 400 Supplies & Materials | 0 | 0 | 4,378 | 8,141 | 45,267 | 0% | (45,267) |
| Student Activities Total | \$ - | \$ - | \$ 4,378 | \$ 8,153 | \$ 45,280 | 0% | (45,280) |
| 13-Carl Perkins | | | | | | | |
| 100 Salaries & Wages | 56,000 | 4,667 | 0 | 0 | 28,000 | 50% | 28,000 |
| 200 Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0% | 0 |
| 300 Purchased Services | 364,829 | 30,402 | 13,996 | 99,499 | 221,015 | 61% | 143,814 |
| 400 Supplies & Materials | 95,521 | 7,960 | 0 | 1,531 | 81,930 | 86% | 13,591 |
| 500 Capital Expenditures | 100,650 | 8,387 | 0 | 24,504 | 85,432 | 85% | 15,218 |
| Carl Perkins Total | \$ 616,999 | \$ 51,417 | \$ 13,996 | \$ 125,534 | \$ 416,377 | 67% | 200,623 |
| 18-Custodial Fund - SWETC | \$ 53,328 | \$ 4,444 | \$ - | \$ - | 39,235 | 74% | 14,093 |
| Custodial Fund Total | \$ 53,328 | \$ 4,444 | \$ - | \$ - | \$ 39,235 | 74% | 14,093 |
| Total All Funds | \$ 4,447,818 | \$ 370,651 | \$ 318,006 | \$ 838,598 | \$ 4,309,038 | 97% | 138,780 |

3% less than budget



Wright Technical Center
Revenue Report
July 31, 2025



Budgeted YTD percentage is 8%

YTD Rev. less Exp. \$ 501,742

| | | FY26 Prelim Budget | FY26 Monthly Budget | June 2025 | July 2025 | FY26 Year to Date | % YTD | Remaining Balance |
|--------------------------------|--------------------------------------|-----------------------|------------------------|------------|------------|----------------------|-------|----------------------|
| 01- General Fund | | | | | | | | |
| 021 | Tuition from MN Schools | 3,202,268 | 266,856 | 137,152 | 581,757 | 575,080 | 18% | 2,627,188 |
| 092 | Interest Earnings | 500 | 42 | 46 | 0 | 0 | 0% | 500 |
| 093 | Rent | 17,067 | 1,422 | 1,255 | 0 | 0 | 0% | 17,067 |
| 096 | Gifts & Bequest | 30,000 | 2,500 | 17,388 | 0 | 0 | 0% | 30,000 |
| 098 | Misc. Rev- Cornerstone Maint. | 48,000 | 4,000 | 0 | 0 | 0 | 0% | 48,000 |
| 099 | Misc Rev- Local Source | 3,000 | 250 | 10,000 | 0 | 0 | 0% | 3,000 |
| 211 | General Education Aid | 136,339 | 11,362 | 0 | 0 | 0 | 0% | 136,339 |
| 300 | Misc State Aid | 88,585 | 7,382 | 0 | 0 | 0 | 0% | 88,585 |
| 360 | Special Education Aid | 240,000 | 20,000 | 19,821 | 17,724 | 17,724 | 7% | 222,276 |
| 400 | Fed Aid/MN CFL (ESSER, GEER, Summer) | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 621 | Sale-Mater.purch/Resale2Pupils | 120,000 | 10,000 | 0 | 0 | 0 | 0% | 120,000 |
| 625 | Insurance Recovery | 0 | 0 | 0 | 0 | 0 | 0% | - |
| General Fund Total | | \$ 3,885,758 | \$ 323,813 | \$ 185,662 | \$ 599,480 | \$ 592,803 | 15% | 3,292,954 |
| 07-Debt Services | | | | | | | | |
| 021 | LTFM Bond Levy | \$ 80,121 | \$ 6,677 | \$ - | \$ - | 6,677.00 | 8% | 73,444 |
| | | \$ 80,121 | \$ 6,677 | \$ - | \$ - | \$ 6,677.00 | 8% | 73,444 |
| 08-Scholarships | | | | | | | | |
| 092 | Interest Earnings | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 096 | Gifts & Bequest | 2,000 | 167 | 0 | 0 | 0 | 0% | 2,000 |
| Scholarships Total | | \$ 2,000 | \$ 167 | \$ - | \$ - | \$ - | 0% | 2,000 |
| 12-Student Activities | | | | | | | | |
| 050 | Fees from Students or Patrons | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 060 | SPO Revenue | 0 | 0 | 2,978 | 0 | 0 | 0% | - |
| 619 | Fundraiser Expenses | 0 | 0 | 0 | 0 | 0 | 0% | - |
| 620 | Fundraiser Revenue | 0 | 0 | 242 | 0 | 0 | 0% | - |
| 621 | Sale-Mater.purch/Resale2Pupils | 0 | 0 | 1,153 | 0 | 0 | 0% | - |
| Student Activities Total | | \$ - | \$ - | \$ 4,373 | \$ - | \$ - | 0% | - |
| 13-Carl Perkins | | | | | | | | |
| 400 | Fed Aid/MN CFL | 622,522 | 51,877 | 110,167 | | 0 | 0% | 622,522 |
| Carl Perkins Total | | \$ 622,522 | \$ 51,877 | \$ 110,167 | \$ - | \$ - | 0% | 622,522 |
| 18-Custodial Fund SWETC | | | | | | | | |
| 99 | Misc Rev - Local Source | \$ 53,328 | \$ 4,444 | \$ 4,444 | \$ 4,444 | 4,444 | 8% | 48,884 |
| | | \$ 53,328 | \$ 4,444 | \$ 4,444 | \$ 4,444 | \$ 4,444 | 8% | 48,884 |
| Total All Sources | | \$ 4,643,729 | \$ 386,977 | \$ 304,646 | \$ 603,924 | \$ 603,924 | 13% | 4,039,804 |



Wright Technical Center Expenditure Report July 31, 2025



Budgeted YTD percentage is 8%

| | FY26 Prelim Budget | FY26 Monthly Budget | June 2025 | July 2025 | FY26 Year To Date | % YTD | Remaining Balance |
|----------------------------------|-----------------------|------------------------|-------------------|-------------------|----------------------|-----------|----------------------|
| 01-General Fund | | | | | | | |
| 100 Salaries & Wages | 2,180,823 | 181,735 | 362,761 | 55,547 | 55,547 | 3% | 2,125,276 |
| 200 Employee Benefits | 852,034 | 71,003 | 130,335 | 22,168 | 22,168 | 3% | 829,866 |
| 300 Purchased Services | 579,923 | 48,327 | 75,677 | 20,909 | 20,909 | 4% | 559,014 |
| 400 Supplies & Materials | 246,510 | 20,543 | 13,181 | (841) | (841) | 0% | 247,351 |
| 500 Capital Expenditures | 70,420 | 5,868 | 122,606 | 0 | 0 | 0% | 70,420 |
| 800 Other Expenditures | 3,500 | 292 | 350 | 0 | 0 | 0% | 3,500 |
| General Fund Total | \$ 3,933,210 | \$ 327,767 | \$ 704,911 | \$ 97,782 | \$ 97,782 | 2% | 3,835,427 |
| 07-Debt Service | | | | | | | |
| 700 Debt Service | \$ 80,121 | \$ 6,677 | \$ - | \$ - | 0 | 0% | 80,121 |
| | \$ 80,121 | \$ 6,677 | \$ - | \$ - | \$ - | 0% | 80,121 |
| 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 | | | 12 | 0 | 0 | | |
| 400 Supplies & Materials | 0 | 0 | 8,141 | 4,400 | 4,400 | 0% | (4,400) |
| Student Activities Total | \$ - | \$ - | \$ 8,153 | \$ 4,400 | \$ 4,400 | 0% | (4,400) |
| 13-Carl Perkins | | | | | | | |
| 100 Salaries & Wages | 54,600 | 4,550 | 0 | 0 | 0 | 0% | 54,600 |
| 200 Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0% | 0 |
| 300 Purchased Services | 358,571 | 29,881 | 99,499 | 0 | 0 | 0% | 358,571 |
| 400 Supplies & Materials | 95,021 | 7,918 | 1,531 | 0 | 0 | 0% | 95,021 |
| 500 Capital Expenditures | 114,360 | 9,530 | 24,504 | 0 | 0 | 0% | 114,360 |
| Carl Perkins Total | \$ 622,552 | \$ 51,879 | \$ 125,534 | \$ - | \$ - | 0% | 622,552 |
| 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 | \$ 4,691,211 | \$ 390,934 | \$ 838,598 | \$ 102,182 | \$ 102,182 | 2% | 4,589,028 |

Wright Technical Center Aged Open Invoice Report

Aging Date 07/31/25

| 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 | 5885 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 2,653.88 | 0.00 | 0.00 | 0.00 | 0.00 | 2,653.88 |
| | | | | | Customer Total | | | \$0.00 | \$2,653.88 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,653.88 |
| 0966 | 1 | 1011 | BIG LAKE DISTRICT OFFICE #727 | 5898 | Invoice | RECEIPT 07/11/2025 | | 1,440.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,440.68 |
| | | | | | Customer Total | | | \$1,440.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,440.68 |
| 0966 | 1 | 1050 | ELK RIVER SCHOOL DIST ISD# 72 | 5893 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 3,169.20 | 0.00 | 0.00 | 0.00 | 0.00 | 3,169.20 |
| | | | | | Customer Total | | | \$0.00 | \$3,169.20 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,169.20 |
| 0966 | 1 | 1196 | MAWSECO-CORNERSTONES | 5894 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 1,373.32 | 0.00 | 0.00 | 0.00 | 0.00 | 1,373.32 |
| | | | | | Customer Total | | | \$0.00 | \$1,373.32 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,373.32 |
| 0966 | 1 | 1018 | MONTICELLO SCHOOLS #882 | 5890 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 1,440.68 | 0.00 | 0.00 | 0.00 | 0.00 | 1,440.68 |
| | | | | | Customer Total | | | \$0.00 | \$1,440.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,440.68 |
| 0966 | 1 | 1109 | OSSEO HIGH SCHOOL #279 | 5794 | Invoice | RECEIPT 03/12/2025 | | 0.00 | 0.00 | 0.00 | 0.00 | 1,545.75 | 0.00 | 1,545.75 |
| 0966 | 1 | 1109 | OSSEO HIGH SCHOOL #279 | 5895 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 1,585.71 | 0.00 | 0.00 | 0.00 | 0.00 | 1,585.71 |
| | | | | | Customer Total | | | \$0.00 | \$1,585.71 | \$0.00 | \$0.00 | \$1,545.75 | \$0.00 | \$3,131.46 |
| 0966 | 1 | 1005 | PUBLIC | 5841 | Invoice | RECEIPT 04/15/2025 | | 0.00 | 0.00 | 0.00 | 596.78 | 0.00 | 0.00 | 596.78 |
| | | | | | Customer Total | | | \$0.00 | \$0.00 | \$0.00 | \$596.78 | \$0.00 | \$0.00 | \$596.78 |
| 0966 | 1 | 1239 | WCEDP | 5896 | Invoice | RECEIPT 06/26/2025 | | 0.00 | 17,388.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17,388.00 |
| | | | | | Customer Total | | | \$0.00 | \$17,388.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,388.00 |
| | | | | | Report Total | | | 1,440.68 | 27,610.79 | 0.00 | 596.78 | 1,545.75 | 0.00 | 31,194.00 |

WRIGHT TECHNICAL CENTER ISD 966

CASH FLOW REVIEW

| | Old National Bank | National Bank of Commerce | Notes |
|---|-------------------|---------------------------|------------------------------|
| Bank balance as of 07/31/2025 | \$ 31,498.29 | \$ 489,912.88 | |
| Outstanding checks & wires | \$ - | \$ (22,063.22) | |
| | | | |
| Est. August 2025 Payrolls | \$ - | \$ (240,000.00) | |
| Est. August 2025 Board Bills | \$ - | \$ (126,583.60) | |
| | | | |
| Est. Perkins Reimbursements | \$ - | \$ 37,500.00 | Reimbursement for FY25 Items |
| Aged Open Invoices | \$ - | \$ 31,194.00 | |
| Estimated Cash Ending Balance - August 2025 | \$ 31,498.29 | \$ 169,960.06 | \$ 201,458.35 |



Principal's Report – August 5th, 2025

Mr. Shaun Karson



General Information

- **Student & Staff Handbooks** - Changes have been highlighted in red - *please see handout*
- **Meetings & Events:**
 - MASA - Back-to-School Conference (8/5)
 - County Wide Safe Schools (8/13)
- **Fall In-Services** - Areas of focus include: Reading, AI in the classroom, On-Boarding Edgenuity
 - New Staff - (8/19 & 8/20)
 - All Staff - (8/25 - 8/28)
- **FHLB Community Grant** - \$10,000 - Received at the end of June
- **Perkins Grant** - WTC received approval of the 25-26 Perkins Application.
- **Staffing**
 - Open Positions - Math & Law Enforcement (Interviewed candidates Friday 8/1)

Wright Tech

- **Registration 2025-2026** - *please see handout*
- **Program Updates**
 - **Construction Tech** - Received a letter of intent from St. Mary's in Waverly
 - **Welding** - Manual Steel Roller \$4,400
 - **Law Enforcement** - New Carpet in the classroom

Wright Academy

- **Summer School** – 55 students attended summer school in June & July.
 - WA oversaw summer extended day programming at Big Lake & Rockford.
- **24-25 Year End Summary (High School)**
 - 114 Day School Students & 10 night school students attended day school in the Academy.
 - 18 - Students graduated (14 students were 12+)
 - 22 - Students dropped after 15 days
 - 8 - Students transferred to another school
 - 1 - Student withdrew at age of 18
- **Projected Fall Enrollment**
 - High School - 61 Returning & 22 Referrals
 - Middle Level - 1 Student Referral

Other:

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

The **WRIGHT** path for High School

Wright Technical Center

| Enrollment 2025-26 | | | | | | | | | | | | | |
|--------------------|-------------|-----|----------|------|-----|------|-------|------|------|----|--------|-------|-------|
| Program | Target | Ann | Big Lake | Buff | Del | HLWW | MP LK | MONT | STMA | WA | Corner | Other | Total |
| Block One | 7:55 - 9:20 | | | | | | | | | | | | |
| Auto Career Skills | 10 | | | | | | | | | | | | 0 |
| Auto Tech | 47 | | | | 14 | | | | 31 | | | | 45 |
| Entrep Oppor | 24 | | | 3 | 11 | 1 | 2 | | 7 | | | | 24 |
| Const Trds. | 18 | | | | 7 | | | | 10 | 1 | | | 18 |
| Const - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| Cosmetology | 20 | | | | 7 | | | | 15 | | | | 22 |
| Cosmo - 2nd Yr | 1 | | | | | | | | 1 | | | | 1 |
| ECEC | 24 | | | | 3 | | | | 6 | | | | 9 |
| Graphics | 0 | | | | | | | | | | | | 0 |
| Health Science | 22 | | | | 7 | | | | 15 | | | | 22 |
| Heavy Equipment | 20 | | | 1 | 6 | | | | 6 | | | 1 | 14 |
| Law Enfor/EMR | 25 | | | | 3 | | | | 8 | | | | 11 |
| Law - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| PAES | 12 | | | 2 | | | | 4 | 1 | | | 1 | 8 |
| Welding Tech. | 18 | | | | 5 | | | | 13 | | | | 18 |
| Welding - 2nd Yr | 5 | | | | 3 | | | | 2 | | | | 5 |
| Totals | 246 | 0 | 0 | 6 | 66 | 1 | 2 | 4 | 115 | 1 | 0 | 2 | 197 |

| Program | Target | Ann | Big Lake | Buff | Del | HLWW | MP LK | MONT | STMA | WA | Corner | Other | Total |
|------------------|---------------|-----|----------|------|-----|------|-------|------|------|----|--------|-------|-------|
| Block Two | 10:00 - 11:30 | | | | | | | | | | | | |
| Auto Career Sk | 10 | | | | | | | | | | | | 0 |
| Auto Tech | 48 | | 6 | 18 | | | | 1 | | | | | 25 |
| Constr. Trds. | 18 | | 4 | 13 | | | | | | 1 | | | 18 |
| Const - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| Cosmetology | 20 | | 6 | 14 | | | | | | | | | 20 |
| Cosmo - 2nd Yr | 1 | | 1 | | | | | | | | | | 1 |
| ECEC | 24 | | 5 | 18 | | | | | | | | | 23 |
| Graphics | 0 | | | | | | | | | | | | 0 |
| Health Science | 22 | | 8 | 15 | | | | | | | | | 23 |
| Heavy Equipment | 20 | | 3 | 12 | | | | | | 3 | | | 18 |
| Law Enfor/EMR | 25 | | 8 | 15 | | | | | | | | | 23 |
| Law - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| PAES | 12 | | | 1 | | | | | | | | | 1 |
| Welding Tech. | 18 | | 4 | 14 | | | | | | | | | 18 |
| Welding - 2nd Yr | 2 | | | 2 | | | | | | | | | 2 |
| Totals | 220 | 0 | 45 | 122 | 0 | 0 | 0 | 1 | 0 | 4 | 0 | 0 | 172 |

| Program | Target | Ann | Big Lake | Buff | Del | HLWW | MP LK | MONT | STMA | WA | Corner | Other | Total |
|--------------------|---------------------|-----------|----------|----------|----------|-----------|-----------|-----------|----------|----------|----------|----------|------------|
| Block Three | 12:35 - 2:20 | | | | | | | | | | | | |
| Auto Career Sk | 10 | | | | | 1 | | 6 | | | 1 | | 8 |
| Auto Tech | 24 | 4 | | | | 1 | 1 | 16 | | | | | 22 |
| Auto - 2nd year | 16 | 1 | 1 | 1 | 3 | 2 | 2 | | 1 | | | | 11 |
| Constr. Trds. | 18 | 5 | | | | | 5 | 8 | | | | | 18 |
| Const - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| Cosmetology | 20 | 6 | | | | 2 | 3 | 9 | | | | | 20 |
| Cosmo - 2nd Yr | 1 | | | | | | | 1 | | | | | 1 |
| ECEC | 24 | 4 | | | | 4 | 1 | 4 | | | | | 13 |
| Graphics | 18 | 1 | | | 1 | 1 | 3 | 3 | 1 | | 1 | | 11 |
| Graphics - 2nd Yr | 2 | | | | 1 | | 1 | | | | | | 2 |
| Health Science | 22 | 3 | | | | 1 | 2 | 5 | | | | | 11 |
| Heavy Equipment | 20 | 3 | | | | 7 | 2 | 6 | | | | | 18 |
| Law Enfor/EMR | 25 | 1 | | | | 3 | 2 | 11 | | | | | 17 |
| Law - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| OJT | 30 | | | | | 13 | 13 | | | | | | 26 |
| PAES | 0 | | | | | | | | | | | | 0 |
| Welding Tech. | 18 | 4 | | | | 3 | 2 | 9 | | | | | 18 |
| Welding - 2nd Yr | 0 | | | | | | 1 | 1 | | | | | 2 |
| Youth Apprent | 50 | 1 | | 2 | | | 2 | | 6 | | | | 11 |
| Totals | 298 | 33 | 1 | 3 | 5 | 38 | 40 | 79 | 8 | 0 | 2 | 0 | 209 |

| All Blocks | Enrollment 2025-26 | | | | | | | | | | | | |
|---------------------|--------------------|-----------|-----------|------------|-----------|-----------|-----------|-----------|------------|----------|----------|----------|------------|
| Program | Target | Ann | Big Lake | Buff | Del | HLWW | MP LK | MONT | STMA | WA | Corner | Other | Total |
| Auto Career Sk | 30 | | | | | 1 | | 6 | | | 1 | | 8 |
| Auto Tech | 119 | 4 | 6 | 18 | 14 | 1 | 1 | 17 | 31 | | | | 92 |
| Auto - 2nd year | 16 | 1 | 1 | 1 | 3 | 2 | 2 | | 1 | | | | 11 |
| Entrep Oppor | 20 | | | 3 | 11 | 1 | 2 | | 7 | | | | 24 |
| Constr. Trds. | 54 | 5 | 4 | 13 | 7 | | 5 | 8 | 10 | 2 | | | 54 |
| Const - 2nd Yr | 1 | | | | | | | | | | | | 0 |
| Cosmetology | 60 | 6 | 6 | 14 | 7 | 2 | 3 | 9 | 15 | | | | 62 |
| Cosmo - 2nd Yr | 0 | | 1 | | | | | | 1 | | | | 2 |
| ECEC | 72 | 4 | 5 | 18 | 3 | 4 | 1 | 4 | 6 | | | | 45 |
| Graphics | 18 | 1 | | | 1 | 1 | 3 | 3 | 1 | | 1 | | 11 |
| Graphics - 2nd Yr | 2 | | | | 1 | | 1 | 5 | | | | | 7 |
| Health Science | 66 | 3 | 8 | 15 | 7 | 1 | 2 | 5 | 15 | | | | 56 |
| Heavy Equipment | 60 | 3 | 3 | 13 | 6 | 7 | 2 | 6 | 6 | 3 | | 1 | 50 |
| Law Enfor/EMR | 75 | 1 | 8 | 15 | 3 | 3 | 2 | 11 | 8 | | | | 51 |
| Law - 2nd Yr | 0 | | | | | | | | | | | | 0 |
| OJT | 30 | | | | | 13 | 13 | | | | | | 26 |
| PAES | 24 | | | 3 | | | | 4 | 1 | | | 1 | 9 |
| Welding Tech. | 54 | 4 | 4 | 14 | 5 | 3 | 2 | 9 | 13 | | | | 54 |
| Welding - 2nd Yr | 0 | | | 2 | 3 | | 1 | 1 | 2 | | | | 9 |
| Youth Apprent | 50 | 1 | | | | | 2 | | 6 | | | | 9 |
| Grand Totals | 751 | 33 | 46 | 129 | 71 | 39 | 42 | 88 | 123 | 5 | 2 | 2 | 580 |

Wright Technical Center, ISD 966
Brian Nutter Executive Director
Director's Report
August 5, 2025

1. General Information

- a. Started in Executive Director position on July 1st, first day was July 14 due a pre-planned vacation
- b. Transition going smoothly with new Administrative Assistant, Kelli Bishop
- c. Meetings Attended / Upcoming
 - i. Regional Council of Mayors Meeting (July 14)
 - ii. Ehlers Overview (July 17)
 - iii. Wright County Economic Development Partnership (July 18 & 25)
 - iv. Return to Home Port - Maritime Industrial Base (July 21)
 - v. Meeting with STMA Superintendent and Board Member Steffens (July 31)
 - vi. Meeting with Board Member Curtis (August 1)
 - vii. Enrolled in MASA Great Start Cohort for SY25-26
 - viii. Principal and Executive Director to attend MASA/MDE Back-to-School Conference (August 5)
 - ix. County Safe Schools Meeting (August 13)

2. Budget/Finance

- a. Refer to Budget Reports; Agenda items 6.0 and 6.1
- b. Submission of LTFM Plan Application to MDE completed July 29; updates to several supporting documents required
 - i. Monticello resolution needs to be resigned due to incorrect year
 - ii. WTC resolution needs to be signed

3. Facilities

- a. Security camera systems updates, repairs, and additions completed
- b. Patching, crack sealing, and restriping of paved parking lots and roads complete
- c. Flooring projects nearly complete
- d. Concrete repair/replace work, tentative start date early August
- e. HVAC Unit 1 and Unit 4 to be replaced, tentative start date August 12
- f. Painting of classrooms ongoing

2025-2026 Student Handbook Changes

[Wright Tech Handbook](#)

[Wright Academy Handbook](#)

CELL PHONES, HEADPHONES & PERSONAL ELECTRONIC DEVICES (Wright Academy/Wright Tech)

Students are permitted to bring their cell phone to school, but may only use their cell phones (headphones/earbuds, smart watches & other **personal** electronic devices) for personal use before and after class, or during lunch.

- Students are not allowed to take pictures or videos of others at any time before, during, or after school with or without permission.

DISCIPLINE POLICY (Wright Academy/Wright Tech)

Students are expected to take responsibility for their own behavior, for knowing and following all school rules, regulations, and policies. In order to maintain a positive and productive learning environment, students should do the following:

- Attend class daily and arrive on time
- Come to class prepared with necessary materials
- Dress appropriately, ensuring clothing does not display or reference alcohol, drugs, sex, profanity, violence, or contain revealing or obscene content
- Be attentive and actively participate in classroom activities and lessons
- Make a consistent effort to achieve academic success
- Show respect for teachers, classmates, and school property
- Use appropriate, respectful language at all times- vulgar or offensive language is not permitted
- Follow the directions of teachers, supervisors, and staff members
- Help maintain a clean and orderly environment throughout the classroom, school, and grounds
- Respect and care for all school property

DRUG- FREE SCHOOL & WORKPLACE (Wright Academy/Wright Tech)

The possession or use of alcohol, controlled substances, toxic substances, **medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products** 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.

GRADING (Wright Academy)

Wright Academy uses a seat-based grading system, which means students earn credit by being in class, completing passing work, and demonstrating consistent effort. Regular attendance, active participation, and completing assignments that meet graduation standards are essential. Each student's Continual Learning Plan (CLP) also takes into account positive behavior, meeting deadlines, and staying focused on their graduation goals.

POST-SECONDARY EDUCATION OPTIONS (PSEO) (Wright Academy)

Qualifying credits earned through a Postsecondary Enrollment Options (PSEO) course or program that meet or exceed graduation standards will count toward both state academic standards and high school graduation requirements.

Students interested in enrolling in PSEO must complete an application form and submit it to the school counselor by **May 30** (for fall semester) or **October 30** (for spring semester). The application must be signed by both the student and a parent or guardian. This deadline indicates the student's intent to enroll in postsecondary courses for the upcoming term. Once the deadline passes, the student is held to their decision.

Students planning to take a PSEO course should contact Wright Academy's school counselor. They should also review their graduation credit progress report to ensure they understand which high school requirements remain. PSEO students are expected to work with their college advisor to choose courses that meet those requirements.

TRANSPORTATION—BUS CONDUCT (Wright Academy)

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses and bus stops. The school district will not provide transportation for students whose transportation privileges have been revoked.

- Vehicles must be in a safe operating condition in order to access school grounds and to park on campus.
- Students who drive and routinely skip classes, may be placed on a driving plan where they will turn in their keys to the front office upon arriving at school.

TRANSPORTATION—RIDERS (Wright Academy)

Middle level, 9th & 10th grade students must complete and submit to the office a "Permission to Ride" form to be allowed to ride home with another student who drives. Without this form, students will be required to ride school provided transportation. If there is a change in transportation for the school day, parents must notify the Wright Academy main office by 1:00pm, so a bus/van is not being held for a missing student.

VIDEO & AUDIO RECORDINGS (Wright Academy/Wright Tech)

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

VISITORS (Wright Academy/Wright Tech)

Parents/guardians and community members are welcome to visit Wright Academy. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in and wear a “visitors badge” while in the building during the school day. Visitors may be asked to present a government issued ID.

Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

WEATHER/SCHOOL CLOSING INFORMATION (Wright Academy/Wright Tech)

In the event of inclement weather, listen to WCCO (830)AM, KRWC (1360)AM or watch Channel 4 (WCCO) for school closings. The school will also communicate weather closings through our website and School Messenger platform. Parents who subscribe will receive a text message, phone call and/or email.

TRANSPORTATION—BUS CONDUCT (Wright Tech)

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

- Vehicles must be in a safe operating condition in order to access school grounds and to park on campus.

2025-2026 Staff Handbook Changes

WTC Staff Handbook

Work Ethic

- Be Prepared and On Time: Show up ready to work, meet deadlines, and stay organized.
- Lead by Example: Have a positive attitude, take responsibility, and follow through on what you say.
- Support Student Success: Be present, start and end class on time, and create a safe, supportive space for learning.

Respect - in the Workplace

- Respect Students and Staff: Listen, communicate kindly, and treat everyone with empathy and professionalism.
- Respect Your Space and Rules: Keep your space safe and organized. Follow the curriculum and school policies. Dress and act professionally.
- Respect Teamwork and Leadership: Work well with others, value different views, and lead by example

Integrity- in Education

- Be Fair and Consistent: Hold high expectations, treat everyone equally, and take responsibility for your actions.
- Be Honest and Professional: Communicate clearly, give honest feedback, and keep your work ethical.
- Put Students First and Support Others: Do what's best for students, show empathy, and stand up for your team. Be consistent with rules and expectations.

Goal Oriented

- Plan with Purpose: Set clear goals, plan engaging lessons, and check student progress regularly.
- Keep Growing: Work toward professional goals, stay current on best practices, and take initiative.
- Focus on Students: Build strong relationships and help students succeed in school and future careers. Let your goals guide your work.

Honesty

- Be Honest and Clear: Model honesty and be clear in your communication.
- Give Fair Feedback: Provide honest, respectful feedback and hold students to high standards.
- Follow Through: Be open with others, keep your word, and follow through with kindness.

Teamwork

- Work Together: Share ideas, support each other, and grow as a team.
- Build Partnerships: Work respectfully with staff, students, and the community. Focus on solutions.
- Be a Team Player: Include everyone, be patient, flexible, and cooperative in group settings.

MENTORSHIP

As a new employee of the district, you may find yourself confronted with a variety of questions—ranging from the appropriate procedures for completing tasks to the most effective instructional strategies for a given content area. Acclimating to a new employer, a new team, and a new teaching assignment can be a challenging endeavor. This is particularly true within an educational cooperative consisting of eight distinct school districts, each with its own set of policies and procedures. Additionally, a wide array of laws, rules, and regulations govern our operations. When combined with the internal protocols of the Wright Technical Center—School District 966—these factors can create a complex and potentially overwhelming environment for new employees.

As a staff, we are proactively addressing this challenge through the implementation of our Peer Mentorship Program. This initiative is designed to support employees who are new to the district by helping them develop the skills necessary to thrive in their roles during the early stages of their careers. The primary goal of the program is to foster professional growth and development by leveraging the expertise of experienced educators/staff to mentor and guide new staff members. Ultimately, we believe this collaborative approach will contribute to greater success for the students we serve across the district.

ROLE AND RESPONSIBILITIES OF PARTICIPANTS:

Mentors

The mentor will meet regularly with the mentee, both formally and informally, to offer guidance and support. But what does the mentor gain from this experience? Mentors benefit not only from financial compensation and professional development training, but also through opportunities for growth, recognition, enhanced self-confidence, and the chance to further refine their own teaching practice.

Mentee

The mentee will meet regularly with the mentor, both formally and informally, to receive guidance and support. But what does the mentee gain from this experience? Mentees benefit by successfully transitioning into the culture of Wright Technical Center, enhancing their teaching and learning practices, and engaging in meaningful professional development. Additional benefits include increased recognition, improved self-confidence, and, ideally, a higher overall quality of work life.

TEACH

The primary responsibility of the mentee is to teach in a way that promotes student learning. As a mentor, your role is to support this goal by serving as a positive role model - drawing on your knowledge, experience, and teaching expertise. Observe the mentee delivering a lesson, acknowledge their successes, and encourage reflective thinking by prompting questions such as, “What could I have done differently or more effectively?” Engage in discussions about students. Help the new teacher understand what to expect in terms of student behavior and needs. Share your own attitudes toward students and explain how you build relationships and maintain a positive classroom environment. For example, describe your approach to managing common situations- such as how you handle student requests to leave the room for the bathroom. Also, as a teacher mentor, you will be an invaluable resource. Consider the paperwork that teachers deal with. What forms does a teacher use? How do you get photocopies made? Who is the best person to help with a particular issue or problem?

Suggestions:

- Show how to plan a lesson and select activities from teacher manuals
- Share curriculum, syllabus, program materials, and curriculum goals
- Analyze curriculum scope and sequence
- Discuss age-appropriate activities
- Share necessary background information
- Review classroom management strategies
- Discuss attendance and discipline procedures
- Go over building-level procedures (grading, homework, machines, mid-term progress, etc)
- Assist with scheduling and first-day planning
- Help with necessary forms and administrative tasks
- Invite mentee into your class
- Provide opportunities to observe you and/or other educators
- Be open to observations and feedback

SPONSOR

There are three key responsibilities under this function: to protect, support, and promote your mentee. This involves looking out for their well-being and professional growth. Often, new teachers lack a frame of reference for what is typical or manageable. They may not recognize when they are facing unusual or overwhelming situations, such as taking on too many responsibilities. As a mentor, offer support by assisting with practical tasks like setting up a grade book or completing necessary forms. Finally, actively promote your mentee's interests by introducing them to colleagues, encouraging their participation in after-school social activities, and acknowledging their successes to others.

Suggestions:

- Be mindful of interpersonal sensitivities
- Introduce the new teacher to staff members and support personnel
- Assist in preparing for upcoming tasks and discuss available options
- Encourage personal growth through positive reinforcement
- Promote your mentee's ideas and contributions
- Help with challenging classes or situations that the mentee may not recognize as problematic
- Communicate accomplishments to administrators
- Support practical needs, such as bulletin boards or other classroom tasks

ENCOURAGE

This function focuses on fostering the mentee's professional development. It is important to acknowledge their achievements and relate to them as a fellow professional rather than as a student. Inspire and challenge your mentee to explore new approaches and continue growing in their career.

Suggestions:

- Provide genuine, timely praise and compliments
- Recognize small gains and reinforce positive qualities
- Respect and treat the mentee as a professional colleague
- Incorporate and try out the mentee's ideas in classroom activities
- Brainstorm collaboratively and encourage questions
- Share the mentee's successes with other staff members
- Cheer them on and send occasional positive notes
- Encourage attendance at professional conferences and workshops
- Provide information about relevant committees, continuing education, and professional

- organizations
- Suggest articles, inspirational quotes, and resources for professional development
- Promote goal setting and professional assertiveness
- Offer opportunities to lead or organize activities (ie. field trips)

COUNSEL

In this role, you help your mentee navigate challenges by listening actively, asking thoughtful questions, guiding them to identify specific issues, and offering constructive advice.

Suggestions:

- Be an active, empathetic listener and let them know you're available
- Ask questions to help clarify issues and encourage reflection
- Keep communication open- check in regularly, especially during the first few days
- Touch base informally about daily successes, challenges, and activities
- Share what has worked for you and suggest alternative approaches when needed
- Offer guidance on prioritizing tasks and using prep time effectively
- Help navigate relationships- with staff, students, and parents
- Address doubts and everyday concerns with patience and reassurance
- Promote personal wellness and discuss strategies for self-care
- Build rapport through social connections- invite them to lunch or staff functions

BEFRIEND

While encouragement focuses on professional growth, befriending is about building a personal connection. Let your mentee know you're genuinely there for them—not just as a colleague, but as a supportive peer. Taking the time to connect, listen, and show kindness can help them feel more comfortable and confident as they navigate their first year.

Suggestions:

- Be approachable, available, and open to their individuality
- Accept and understand their shortcomings while offering supportive suggestions
- Share personal experiences and develop a mutual sense of humor
- Keep communication friendly and consistent- send occasional notes or check-ins
- Adjust to their personality and style while building trust
- Bring treats or small gestures of kindness to brighten their day
- Encourage participation in staff social events (ie. luncheons, gatherings)
- Offer rides to workshops or attend events together when possible

STUDENT ATTENDANCE PROCEDURE

Wright Technical Center is committed to closely supporting and aligning with the attendance policies and procedures of each student's member high school. In return, we expect our partner high schools to communicate any unusual circumstances that may affect attendance—such as extended absences or anticipated tardiness—to the WTC in a timely manner.

Students are expected to exhibit appropriate behavior both in the school environment and in the classroom. They are responsible for adhering to their high school's expectations regarding attendance-related matters, including—but not limited to—parent/guardian notification procedures, advance arrangements for planned absences, and timely completion of make-up work.

STUDENT DISCIPLINE PROCEDURE

The Wright Technical Center Governing Board affirms that individual responsibility and mutual respect are fundamental to a productive and effective educational environment. Students are at the heart of our mission, and their success is supported by a safe, respectful, and orderly school climate.

Maintaining discipline is essential to fostering an atmosphere where effective teaching and meaningful learning can take place. To that end, students are accountable for their own actions and are expected to conduct themselves in a manner that upholds the rights and dignity of others.

All students are entitled to learn and grow in an environment rooted in dignity, respect, and empathy. This includes promoting respect for oneself, others, and property. To support such an environment, students are expected to respect all lawful authority, follow school rules and regulations, and comply with all applicable laws. By meeting these expectations, students contribute to a positive school culture that supports their own development and the success of the entire learning community.

AREAS OF RESPONSIBILITY

STUDENTS

Students are expected to take responsibility for their own behavior, for knowing and following all school rules, regulations, and policies. In order to maintain a positive and productive learning environment, students should do the following:

- Attend class daily and arrive on time
- Come to class prepared with necessary materials
- Dress appropriately, ensuring clothing does not display or reference alcohol, drugs, sex, profanity, violence, or contain revealing or obscene content
- Be attentive and actively participate in classroom activities and lessons
- Make a consistent effort to achieve academic success
- Show respect for teachers, classmates, and school property
- Use appropriate, respectful language at all times- vulgar or offensive language is not permitted
- Follow the directions of teachers, supervisors, and staff members
- Help maintain a clean and orderly environment throughout the classroom, school, and grounds
- Respect and care for all school property

DISCIPLINARY ACTION

(NOTE: The first step in developing an effective classroom management plan is to clearly define what you expect from your students. Well defined rules are essential, as effective student management begins with clear, consistent expectations. Each teacher is encouraged to create a set of classroom rules-either independently or in collaboration with students-that reflects their teaching style and learning environment. These rules should meet the following criteria: be observable and specific, serve the best interest of the students, be limited to a maximum of five rules, include the rule; 'Follow directions the first time they are given', and be posted in large, visible print within the classroom.)

Negative Consequences:

Students must be aware of the consequences associated with not following classroom rules. Each teacher is responsible for establishing, communicating, and posting a clear set of consequences in their classroom. Once classroom rules are identified and displayed, the next step is to develop a consistent disciplinary plan. Consequences should follow a tiered structure—typically no more than five levels—beginning with a simple warning and escalating to more serious disciplinary action for repeated or severe infractions. Each step should be more impactful than the previous one, with cumulative consequences that reinforce behavioral expectations.

Positive Reinforcements:

To foster a productive learning environment, students must understand that contributing to a respectful and well-managed classroom benefits everyone—especially themselves. The most significant reward for students is their own academic and personal growth. To support this, teachers establish both individual and class-wide reward systems that recognize and reinforce positive behavior.

Positive reinforcement is a powerful component of effective classroom management. When used alongside appropriate consequences, it helps clearly define behavioral expectations and encourages students to make positive choices. For reinforcement to be effective, it should meet the following criteria:

- Be comfortable for the individual teacher to implement
- Be genuinely appreciated by students
- Align with all applicable laws, regulations, and district policies

The most impactful form of reinforcement is individual, specific verbal praise. Additional examples of individual rewards may include:

- Positive notes or phone calls home
- Homework passes or surprise incentives
- Coupons or small privileges (ie. fast food vouchers, extra credit opportunities)
- Recognition programs such as *Student of the Quarter*
- The ability to drop a low test score

In addition to individual rewards, many teachers implement a class-wide reward system. These systems track positive behaviors across entire class periods or blocks, often using a visible point system posted in the classroom. Examples of group rewards include:

- Extra free time
- A homework-free night
- Class treats or pizza parties
- Time to socialize
- In-class movie days
- Special events or field trips

Important note: Once earned, class points should never be removed as a consequence for individual misbehavior. Instead, disciplinary issues should be addressed on an individual basis using the established consequence system.

DISCIPLINARY ACTION OPTIONS

The school district follows a policy of nonexclusionary discipline, applying it as reasonably and appropriately as the specific facts and circumstances of student misconduct warrant. Teachers are responsible for addressing disruptive behavior through strategies such as meeting with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents.

The staff and administration of the WTC will maintain close collaboration and open communication with the administration of our eight member high schools. In cases of policy violations, rule infractions, or disruptive behavior at the Technical Center, WTC staff will coordinate with the appropriate high school administration to determine and implement consequences on a case-by-case basis, in accordance with district policies, procedures, and classroom expectations.

REMOVAL FROM CLASS

When nonexclusionary discipline measures are unsuccessful, or when a student's behavior warrants it, the teacher has the authority to remove the student from class in accordance with the procedures outlined in the district's discipline policy. Class removal refers to prohibiting a student from attending a class or activity period for one (1) class session, as defined by the district policy.

HARASSMENT AND VIOLENCE POLICY

A. Sexual Harassment

1. Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse
 - b. unwelcome pressure for sexual activity
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
 - e. unwelcome behavior or words directed at an individual because of gender

B. Racial Harassment

1. Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
 - c. adversely affects an individual's employment or academic opportunities

C. Religious Harassment

1. Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment,
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
 - c. adversely affects an individual's employment or academic opportunities.

D. Sexual Violence

1. Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence

1. Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence

1. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault

1. Assault is defined as any of the following actions:
 - a. an intentional act intended to cause fear of immediate bodily harm or death in another person
 - b. the intentional infliction of bodily harm or an attempt to inflict such harm on another person
 - c. a threat to cause bodily harm to another when the individual making the threat has the present ability to carry it out



Wright Technical Center

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

1405 3rd Ave. NE • Buffalo, MN 55313

Heavy Equipment Operations & Maintenance Contract for Cooperation

Commencing with the 2025-2026 school year, the Minnesota Virtual Academy (MNVA) shall provide Heavy Equipment Operator instruction services to the Wright Technical Center, Public School (ISD #966).

Terms of the Contract:

1. Salary Schedule and Master Contract of ISD #966 shall be used for the instructor.
2. ISD #966 shall have management rights regarding the instructor. The HEOM class and instructor will follow the WTC 25-26 School Calendar. [\(Attached\)](#)
3. MNVA shall be billed a prorated amount for all costs associated with the employment of the instructor and paraprofessional, based upon time assigned. Costs shall include salary and all fringe benefits at 1.0 FTE Instructor and paraprofessional time plus prorated benefits for the 2025-2026 school year. Adjustments will be made prior to billing for actual costs. Billing will occur at the conclusion of the school year and prior to June 15.

| | |
|-------------------------------------|--|
| \$55,742 | 1.0 FTE Instructor |
| \$768 (up to 16 hours @ Daily Rate) | Extended Contract - MNVA Saturday Events |
| \$12,473 | 324 Hrs. Paraprofessional |
| \$68,983 | Total |
| *See attachment for cost details | |

4. Program costs such as instructional supplies, repairs, equipment, general supplies and professional development shall be purchased by ISD 966 for the individual needs of the Heavy Equipment Operations & Maintenance program.
5. Should either district wish to discontinue the sharing arrangement for the ensuing school year it is required that notification, in writing, be submitted to the other district prior to April 1.
6. Should the position be vacated by the incumbent instructor both districts shall participate in filling the position.

BY _____
(WTC)

(Name/Please Print)

(Date)

BY Mary Morem
(MNVA)

Mary Morem
(Name/Please Print)

8-4-25
(Date)

FY26 Contract Chart

Instructor

| | |
|--------------------|-------------------------------|
| \$69,884.00 | Salary = Step 13 - Lane 4 |
| \$5,346.13 | FICA |
| \$6,114.85 | TRA |
| \$132.19 | Life |
| \$198.29 | LTD |
| \$81,675.46 | FY26 Cost - Salary & Benefits |
| \$4,081.44 | 5% Estimated Increase |
| \$85,756.90 | FY26 Total |
| 35% | -CTE Levy |
| \$55,741.99 | Instructor Costs |

Paraprofessional

| | |
|--------------------|--|
| \$27.03 | Hourly Rate |
| \$121.64 | 4.5 Hours/Day - 24 Weeks @ 13.5 hours/week |
| \$8,757.72 | 324 Hours (15.6 FTE) |
| \$669.97 | FICA |
| \$656.83 | PERA |
| \$1,653.60 | Health |
| \$92.04 | Dental |
| \$19.86 | Life Insurance |
| \$28.85 | LTD |
| \$11,878.87 | Para Costs = Wage & Benefits |
| \$593.94 | 5% Estimated Increase |
| \$12,472.81 | Total FY26 |

\$768 Extra Hours - MNVA Events (16 hrs @ \$48)

\$68,983 Total Cost of Staffing

FY26 Contract Chart

| | |
|--------------------|--|
| | |
| Instructor | |
| \$69,884.00 | Salary = Step 13 - Lane 4 |
| \$5,346.13 | FICA |
| \$6,114.85 | TRA |
| \$132.19 | Life |
| \$198.29 | LTD |
| \$81,675.46 | FY26 Cost - Salary & Benefits |
| \$4,081.44 | 5% Estimated Increase |
| \$85,756.90 | FY26 Total |
| 35% | -CTE Levy |
| \$55,741.99 | Instructor Costs |
| | |
| Paraprofessional | |
| \$27.03 | Hourly Rate |
| \$121.64 | 4.5 Hours/Day - 24 Weeks @ 13.5 hours/week |
| \$8,757.72 | 324 Hours (15.6 FTE) |
| \$669.97 | FICA |
| \$656.83 | PERA |
| \$1,653.60 | Health |
| \$92.04 | Dental |
| \$19.86 | Life Insurance |
| \$28.85 | LTD |
| \$11,878.87 | Para Costs = Wage & Benefits |
| \$593.94 | 5% Estimated Increase |
| \$12,472.81 | Total FY26 |
| | |
| \$768 | Extra Hours - MNVA Events (16 hrs @ \$48) |
| | |
| \$68,983 | Total Cost of Staffing |



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 **Sami Medcalf**, 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 **Math Instructor** for the school year **2025 to 2026**.

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 25, 2025 to June 5, 2026**. 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 establish 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

A. New Teacher Training (Up to 40 Hours)

Additional Compensation

***\$1,828.00** (\$45.70 Hourly Rate x 40)

*Scheduled Aug 18 - 22, 2025

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

\$66,535.00

*For basic services (Step 10 - Lane 5)

\$1,828.00

For additional services as set forth in paragraph 6.

\$68,363.00

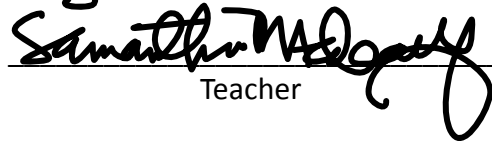
Total salary, exclusive of fringe benefits

**Basic service amount will be adjusted based upon the 2025-26 /2026-27 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 5 day of

August, 2025.


Teacher

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

_____, 20____.

Governing Board Chair

Governing Board Clerk

Wright Technical Center

Employment Recommendation Form

Date: **August 4, 2025**

Name of Applicant: **Sami Medcalf**

Recommended By: **Shaun Karson**

Title of Position: **Math Instructor**

Position Supervised By: **Shaun Karson**

Position Term Description (part time, full time, year-round, school year, etc)

1.0 FTE - 2025-2026 School Year

Top Priorities for the Position:

- 1. Math licensure (Tier 4)**
- 2. Familiarity with interdisciplinary and cross curricular teaching**
- 3. Experience teaching in an ALC setting**

Number of Candidates: **1**

Number of Candidates Interviewed: **1**

Interview Team: **Brian Nutter & Shaun Karson**

Educational Background of Candidate:

Bachelors of Science - Mathematics - Winona State University, Winona, Minnesota

Masters of Education - Grand Canyon University, Phoenix, Arizona

Employment Background of Candidate:

Sami Medcalf brings over a decade of teaching experience in both public and private school settings. Throughout her career, she has worked in Alternative Learning Centers (ALCs) and developed a strong understanding of at-risk learners and the unique challenges they present to educators.

Administrative Recommendation:

I recommend Sami Medcalf for the position of Math Instructor for Wright Academy. She demonstrated a strong understanding of interdisciplinary teaching, differentiation of lesson and curriculum planning. She exhibits a strong passion and enthusiasm for teaching and emphasized building strong relationships with his students.

Salary Scale Placement: **(Step 10, Lane 5)**



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313 Phone: 763-682-4112
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 Nutter**

Will act as the IOwA? ☒ Yes ☐ No

Board Member Signature:

Name: _____

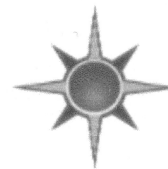
Date: _____

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



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313 Phone: 763-682-4112
www.wtc.k12.mn.us



WRIGHT
ACADEMY

Employment Agreement

2025-2026

The School Board of Independent School District No. 966 of the State of Minnesota, enters into this agreement with Allyson Kuehn who agrees to serve in the capacity of **Director of Special Education** for the 2025-2026 School Year

1. The basic work year and other conditions of employment are listed below:

- Up to 18 days to provide Special Education Director duties for Wright Technical Center.
- Oversight for special education program and due process requirements
- Oversight for special education services
- Assistance and training for case managers
- Advise building principal and instructors regarding special education topics including programming and compliance
- Complete required MDE reports and documentation, serving as WTC director of record for special education

2. Consideration and Payment:

A. In consideration for services provided under the terms of this contract, the Wright Technical Center shall pay Allyson Kuehn an amount not to exceed: \$12,006 total or \$667 per day.

B. This contract shall become effective on July 1, 2025, and shall remain in effect until June 30, 2026. Provided that this contract may be canceled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.

3. No changes may be made in the terms of this contract, except by the mutual written consent of the parties hereto.

4. In the event this contract is canceled prior to the termination date specified in Section 2, Clause B, Allyson Kuehn shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

5. No payment or reimbursement shall be made under this contract for any services performed or expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule or regulation.

6. Wright Technical Center agrees to pay Allyson Kuehn for services upon receipt of an invoice.

7. Wright Technical Center agrees to reimburse Allyson Kuehn for mileage at the IRS rate.

IN WITNESS THEREOF, I have subscribed my signature this 12th of June, 2025.

Allyson Kuehn
ALLYSON KUEHN

IN WITNESS THEREOF, I have subscribed my signature this _____ of _____, 2025.

Independent School District No. 966

Chairperson

Clerk