



Governing Board Meeting

November 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 - October 7, 2025 Regular Meeting
 - 5.2 Bills for Payment
 - 5.3 Donation of 2009 Chevy Pickup Truck
 - 5.4 Approval of Health Science HOSA Overnight Trip

Background: 5.1 - Approval of the minutes from previous meeting. 5.2 - approval of bills for August and September. 5.3 - Approval of Donations made to Wright Technical Center.

- 6.0 Financial Reports - Anh Glewwe (Business Manager) and Janelle Bitzan (Auditor)
 - 6.1 FY25 Audit Presentation - Janel Bitzan, BerganKDV (Virtual)
 - 6.1.1 Approval of the 2025 Audit as presented
 - 6.2 Approval of the financial report

- 7.0 Committee Reports
 - 7.1 Principal Karson
 - 7.2 Executive Director Nutter

- 8.0 New Business - Action required
 - 8.1 Approval of proposed SY25-26 WTC Calendar Changes

Background: Discussed at October 28 WTC Superintendents Advisory Committee; change provides alignment with member district calendars and allows for optimal student attendance.

Recommendation: Approve as presented

- 8.2 Approval to invoice member districts for a “Fund Balance Stabilization Aid” of \$22,000.
Background: Discussed at the WTC Superintendents Advisory Committee on October 28. The amount is determined from the Unassigned Fund Balance Deficit from the FY25 Audit (agenda item 6.1 above) and billed using the FY26 Allocation %'s.
Recommendation: Approve as presented
 - 8.3 Approval of the first readings of policies:
 - A. Policy 102 - Equal Education Opportunity

- B. Policy 214 - Out of State Travel by School Board Members
- C. Policy 401 - Equal Employment Opportunity
- D. Policy 402 - Disability Nondiscrimination
- E. Policy 417 - Chemical Use and Abuse
- F. Policy 418 - Drug Free Workplace
- G. Policy 419 - Tobacco Free Environment

Background: Required review of policies in alignment with MSBA recommendations and MN statutory requirements. Changes/additions are reflected in strikethroughs and red text.

Recommendation: Approve as presented

9.0 Adjournment

Next meeting, Tuesday, December 2, 2025 @ 6pm

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 October 7, 2025 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Steffens, Delano Alternate Schaust, , Monticello Alternate Hegle, Sansevere, Sixberry, Mealey, Paumen.

Others Present: Brian Nutter-Executive Director, Shaun Karson-Principal, Anh Glewwe-Business Manager, Kelli Bishop-Administrative Assistant, Russell 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.

Agenda Review

On motion by Member Sixberry, second by Member Paumen, to approve the agenda. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Sixberry, second by Member Hegle, the consent agenda was approved as presented. Motion carried by unanimous vote. 5.1 August 5th regular meeting, 5.2 Bills for payment, 5.3 Acceptance of 2008 Jeep Patriot, construction materials, and cosmetology materials donation.

Financial Report

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

Principal and Director's Report

Principal Karson discussed meetings and events happening at Wright Technical Center including the annual career fair happening October 13th. Director Nutter reported meetings and events he has attended, an update on his superintendent license, completed summer projects within the facility, and a workplace environmental concern that was promptly inspected and found to be all clear.

New Business

On motion by Member Sixberry, second by Member Sansevere, to approve the Tier 1 teacher contract for Brad Murkins to teach Law Enforcement for the 2025-2026 school year, as presented, followed by discussion and vote. Motion carried by unanimous vote.

Motion by Member Sixberry, second by Member Paumen, to approve North Risk Partners Commercial Insurance, as presented, followed by discussion and vote. Motion carried by unanimous vote.

Motion by Member Sixberry, second by Member Sansevere, to approve Paid Family and Medical Leave Plan, as presented, followed by discussion and vote. Motion carries with six in favor, one opposed.

On motion by Member Steffens, second by Member Sansevere, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:01 P.M.



Wright Technical Center

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

1405 3rd Ave. NE • Buffalo, MN 55313

Donation Form

Date: October 29, 2025

Name: Duane Anderson

Address: P.O. Box 357

City, State, Zip: Loretto, MN 55357

Donation: 2009 Chevrolet truck valued at \$2,500 VIN#1GCHK53KX9F182906

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

Brian Nutter
Executive Director

FORM #606
Reviewed 4/2/24

GOVERNING BOARD OVERNIGHT FIELD TRIP APPROVAL FORM

Please answer the following questions:

1. Instructor: _____ Cheryl Morrisette _____
 - a. Other Adults Accompanying: _____ None _____
2. Program: _____ Health Science Technology _____
3. Name of the event: _____ HOSA MRC Camp _____
4. Location: _____ 15000 Hwy 115 Little Falls, MN 56345 _____ Event: _____ Camp Ripley Training Center _____
5. Date of Trip: _____ December 4th, 5th & 6th _____ Number of School Days Missed: **2 days**
6. Number of students participating: Female _____ 6 _____ Male _____ 1 _____
7. Grade level of the students participating: _____ Junior & Seniors _____
8. Objective of trip: _____ HOSA MRC Camp _____
9. Cost per student: _____ \$100 _____ : Fees raised through fundraising _____ In progress _____
 - a. Trip funded by:
 - i. School Account: _____ \$0 _____
 - ii. Individual Student: _____ \$0 _____
10. Mode of transportation: _____ Students will drive themselves _____ yes _____
11. ATTACH A COPY OF THE FIELD TRIP ITINERARY

Field Trip Information for Students/Parent/Guardian

PARENT/GUARDIAN INFORMATION:

Name of the event: HOSA MRC Camp

Date(s) of the event: December 4th, 5th & 6th

Teacher and chaperon information: Cheri Morrissette 320-260-0517

Hotel information: Camp Ripley Training Center 15000 Hwy 115 Little Falls, MN 56345 Phone: (320)632-7000

Departure information: Students must arrive on December 4th by 8:30 am

Carrier information: Student will drive themselves in their personal vehicle

Cost information: \$100, all meals will be provided on-site in the cafeteria

Dress code information: The dress code is comfortable, durable clothing that can withstand various weather conditions. Clothing may be at risk for stains, so please bring outfits you don't mind getting dirty. This is the packing list they suggest: Durable, warm, comfortable clothing/coat/footwear/socks that can withstand all weather and temperatures. We will be inside most of the time, but will walk to and from other buildings (up to ½ mile). You will be provided one long-sleeve camp shirt upon arrival. Overnight clothing, bathroom/shower toiletries, shower shoes/flip flops, shower towels/washcloth, swimsuits for showers, sleeping bag/blanket (sheets provided), pillow, snacks/Food (meals provided on site 3x day), water bottle/Jug, and other necessary trip items – medications, backpack, slippers, chargers, headphones, etc.

Return information: December 6th, 12:45 pm departure from Camp Ripley via personal vehicle

Parent/Guardian Special Notes or Information: We will need the parent's name and phone number to contact in case of an emergency. You can contact the advisor or the school at any time. Advisor #320-260-0517 & School #763-682-4112

STUDENT BEHAVIOR:

Students must follow the Code of Student Conduct (Policy 606- Field Trips)

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.

Students are required to attend all assigned functions/events and are expected to be on time and prepared.

Students are expected to keep their teacher/chaperons informed of their activities and whereabouts at all times.

No student may leave the group (except for officially assigned functions/events) unless he/she has received permission to do so from their teacher/chaperon.

All students must be in their assigned room and quiet after curfew.

Only students who are officially part of the activity are allowed in the facility. Students may not have visitors.

Appropriate clothing is required at all times, as determined by the teacher/chaperon.

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

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



FINANCIAL SUMMARY – October 2025



Nov 5th, 2025 Board Meeting

1. Business Office Report

WTC and Member Districts' Finance Directors and Business Managers Meeting was on 10/23/25 – discussed the FY25 audit results, fund balance stabilization fee for FY26 and answer other questions.

2. Financial Report

a. Main Revenues

October 2025 – FY2026

- Q2 Assessment Invoices - \$576,024
- General Education Aid - \$45,531
- Special Education Aid - \$13,236
- FY26 Q1 Student Support Personnel Aid - \$22,146
- Wright Academy Billing: Middle School - \$2,618, High School - \$54,233
- Student Built House down payment billing - \$12,500

September 2025 – FY2026

- Special Education Aid - \$5,716
- Targeted Services Billing - \$11,208
- Capital Improvement Revenue - \$4,285

b. Main Expenditures

October 2025 – FY2026

- Payroll & Benefits - \$250,952
- Admin. Services: House permit – \$815, Smart Finance system fee - \$3,284
- Network Consultant Services - \$11,285
- Electricity - \$7,310, Water & Sewer - \$574, Gas - \$241
- LTFM: Environmental Health/Safety - \$2,031, Fire Safety - \$1,015, Building Hardware - \$2,240, Replacing 2 rooftop units - \$63,971, Repairing rooftop units - \$5,590
- Property Insurance - \$6,999
- Maintenance supplies - \$3,243
- House materials - \$30,781
- Welding supplies - \$6,877
- Capital Improvements: Dell computers and accessories - \$12,020

September 2025 – FY2026

- Payroll & Benefits (\$243,809)
- Legal Services (\$2,403)
- Network Consultant Services (\$3,413)
- Electricity (\$6,767), Water & Sewer (\$574), Gas (\$241)
- LTFM: Carpeting (\$16,230), Mechanical System (\$2,127), Sidewalk concrete (\$10,715)
- District General supplies (\$1,444)
- Maintenance supplies (\$3,397)
- Capital Improvement (\$3,628 – chairs)



Wright Technical Center
Revenue Report
October 31, 2025



Budgeted YTD percentage is 33%

YTD Rev. less Exp. \$ 271,904

		FY26 Prelim Budget	FY26 Monthly Budget	Sept 2025	Oct 2025	FY26 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,202,268	266,856	13,958	637,169	1,226,721	38%	1,975,546
092	Interest Earnings	500	42	47	0	143	29%	357
093	Rent	17,067	1,422	1,756	1,756	5,269	31%	11,798
096	Gifts & Bequest	30,000	2,500	0	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	0	0	18	1%	2,982
211	General Education Aid	136,339	11,362	214	45,532	40,595	30%	95,743
300	Misc State Aid	88,585	7,382	0	22,146	22,146	25%	66,439
360	Special Education Aid	240,000	20,000	5,717	13,236	62,878	26%	177,122
400	Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0			0	0%	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000		12,500	12,500	10%	107,500
625	Insurance Recovery	0	0			0	0%	-
General Fund Total		\$ 3,885,758	\$ 323,813	\$ 21,691	\$ 732,339	\$ 1,370,270	35%	2,515,487
07-Debt Services								
021	LTFM Bond Levy	\$ 80,121	\$ 6,677	\$ -	\$ -	26,707.00	33%	53,414
		\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 26,707.00	33%	53,414
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	0	53	53	0%	(53)
619	Fundraiser Expenses	0	0	0	0	0	0%	-
620	Fundraiser Revenue	0	0		198	448	0%	(448)
621	Sale-Mater.purch/Resale2Pupils	0	0	3,266	401	3,737	0%	(3,737)
Student Activities Total		\$ -	\$ -	\$ 3,266	\$ 652	\$ 4,238	0%	(4,238)
13-Carl Perkins								
400	Fed Aid/MN CFL	622,522	51,877	0	72,594	62,329	10%	560,193
Carl Perkins Total		\$ 622,522	\$ 51,877	\$ -	\$ 72,594	\$ 62,329	10%	560,193
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	17,776	33%	35,552
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 17,776	33%	35,552
Total All Sources		\$ 4,643,729	\$ 386,977	\$ 29,401	\$ 810,029	\$ 1,481,320	32%	3,162,408



Wright Technical Center Expenditure Report October 31, 2025



Budgeted YTD percentage is 33%

	FY26 Prelim Budget	FY26 Monthly Budget	Sept 2025	Oct 2025	FY26 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,180,823	181,735	179,232	185,203	534,730	25%	1,646,093
200 Employee Benefits	852,034	71,003	64,577	65,750	193,209	23%	658,825
300 Purchased Services	579,923	48,327	49,201	117,590	255,727	44%	324,196
400 Supplies & Materials	246,510	20,543	12,231	50,643	82,125	33%	164,385
500 Capital Expenditures	70,420	5,868	4,523	12,086	41,015	58%	29,405
800 Other Expenditures	3,500	292	115	0	3,020	86%	480
General Fund Total	\$ 3,933,210	\$ 327,767	\$ 309,880	\$ 431,271	\$ 1,109,826	28%	2,823,384
07-Debt Service							
700 Debt Service	\$ 80,121	\$ 6,677			4,953	6%	75,168
	\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 4,953	6%	75,168
08-Scholarships							
800 Other Expenditures	2,000	167	0	0		0%	2,000
Scholarships Total	\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	2,000
12-Student Activities							
300 Purchased Services			0	0	0		
400 Supplies & Materials	0	0	244	3,240	8,933	0%	(8,933)
Student Activities Total	\$ -	\$ -	\$ 244	\$ 3,240	\$ 8,933	0%	(8,933)
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	2,274	4,661	7,472	2%	351,099
400 Supplies & Materials	95,021	7,918	2,170	39,413	42,651	45%	52,370
500 Capital Expenditures	114,360	9,530	6,252	15,997	22,250	19%	92,111
Carl Perkins Total	\$ 622,552	\$ 51,879	\$ 10,697	\$ 60,071	\$ 72,372	12%	550,180
18-Custodial Fund - SWETC	\$ 53,328	\$ 4,444	\$ -	\$ 13,332	13,332	25%	39,996
Custodial Fund Total	\$ 53,328	\$ 4,444	\$ -	\$ 13,332	\$ 13,332	25%	39,996
Total All Funds	\$ 4,691,211	\$ 390,934	\$ 320,820	\$ 507,913	\$ 1,209,416	26%	3,481,795

	WTC CASH FLOW Trend											
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June
2017-2018	1,174,457	1,292,831	1,186,456	1,029,753	998,374	823,080	902,561	1,063,750	1,062,611	1,087,424	933,580	704,108
2018-2019	792,503	1,154,266	875,546	1,342,886	818,197	549,995	530,710	508,106	318,500	267,523	367,534	93,314
2019-2020	181,770	461,362	348,666	212,723	296,286	143,359	229,710	199,504	244,270	176,819	264,732	20,486
2020-2021	240,300	315,133	249,655	360,127	413,909	360,928	351,359	250,669	344,303	254,407	231,538	136,964
2021-2022	299,422	323,129	302,307	218,998	361,225	136,343	130,696	175,647	202,633	141,405	167,840	47,025
2022-2023	212,851	108,811	130,517	102,289	61,081	60,503	170,702	91,914	91,792	66,650	97,681	155,955
2023-2024	103,283	72,734	97,384	256,754	-4,950	131,119	358,730	297,863	221,796	538,512	355,809	132,810
2024-2025	576,311	373,219	112,394	451,804	423,338	657,409	602,088	389,286	322,288	625,126	435,389	62,423
2025-2026	528,762	278,750	213,462	301,868								

WRIGHT TECHNICAL CENTER ISD 966

CASH FLOW REVIEW

		Old National Bank		National Bank of Commerce	
Bank balance as of 10/30/25		\$	34,254.88	\$	354,893.10
Outstanding checks & wires		\$	(879.21)	\$	(115,489.80) <i>Including 10/31/25 Payroll</i>
Est. Nov 2025 Payroll		\$	-	\$	(240,000.00)
Est. Nov 2025 Board Bills				\$	(112,644.17)
Est. Perkins Reimbursement				\$	29,317.30
Est. Wright Academy Billing for Oct 2025				\$	60,000.00
Est. State Aids				\$	22,457.00
Aged Open Invoice				\$	43,246.15
Estimated End of November 2025 Balance		\$	33,375.67	\$	41,779.58
				\$	75,155.25

Wright Technical Center Aged Open Invoice Report

Aging Date 10/31/25

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	5914	Invoice	RECEIPT 06/30/2025		0.00	0.00	0.00	0.00	1,306.53	0.00	1,306.53
0966	1	1004	ANNANDALE SCHOOLS #876	5953	Invoice	RECEIPT 10/22/2025		1,603.39	0.00	0.00	0.00	0.00	0.00	1,603.39
			Customer Total					\$1,603.39	\$0.00	\$0.00	\$0.00	\$1,306.53	\$0.00	\$2,909.92
0966	1	1013	BECKER SCHOOLS #726	5932	Invoice	RECEIPT 09/25/2025		0.00	882.10	0.00	0.00	0.00	0.00	882.10
0966	1	1013	BECKER SCHOOLS #726	5944	Invoice	RECEIPT 10/03/2025		1,262.06	0.00	0.00	0.00	0.00	0.00	1,262.06
			Customer Total					\$1,262.06	\$882.10	\$0.00	\$0.00	\$0.00	\$0.00	\$2,144.16
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5945	Invoice	RECEIPT 10/03/2025		228.76	0.00	0.00	0.00	0.00	0.00	228.76
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5954	Invoice	RECEIPT 10/22/2025		2,006.46	0.00	0.00	0.00	0.00	0.00	2,006.46
			Customer Total					\$2,235.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,235.22
0966	1	1014	BUFFALO SCHOOLS #877	5955	Invoice	RECEIPT 10/22/2025		4,575.43	0.00	0.00	0.00	0.00	0.00	4,575.43
			Customer Total					\$4,575.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,575.43
0966	1	1015	DELANO SCHOOLS # 879	5960	Invoice	RECEIPT 10/22/2025		2,484.82	0.00	0.00	0.00	0.00	0.00	2,484.82
			Customer Total					\$2,484.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,484.82
0966	1	1050	ELK RIVER SCHOOL DIST ISD# 725893		Invoice	RECEIPT 06/26/2025		0.00	0.00	0.00	0.00	3,169.20	0.00	3,169.20
			Customer Total					\$0.00	\$0.00	\$0.00	\$0.00	\$3,169.20	\$0.00	\$3,169.20
0966	1	1016	HOW LK/WAV/WIN SCH #2687	5956	Invoice	RECEIPT 10/22/2025		1,167.11	0.00	0.00	0.00	0.00	0.00	1,167.11
			Customer Total					\$1,167.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,167.11
0966	1	1017	MAPLE LAKE SCHOOLS #881	5957	Invoice	RECEIPT 10/22/2025		967.79	0.00	0.00	0.00	0.00	0.00	967.79
			Customer Total					\$967.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$967.79
0966	1	1018	MONTICELLO SCHOOLS #882	5958	Invoice	RECEIPT 10/22/2025		2,934.39	0.00	0.00	0.00	0.00	0.00	2,934.39
			Customer Total					\$2,934.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,934.39
0966	1	1045	ST CLOUD SCHOOLS # 742	5950	Invoice	RECEIPT 10/03/2025		747.98	0.00	0.00	0.00	0.00	0.00	747.98
			Customer Total					\$747.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$747.98
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5959	Invoice	RECEIPT 10/22/2025		6,406.93	0.00	0.00	0.00	0.00	0.00	6,406.93
			Customer Total					\$6,406.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,406.93
0966	1	1374	ST. MARY'S CHURCH	5961	Invoice	RECEIPT 10/24/2025		12,500.00	0.00	0.00	0.00	0.00	0.00	12,500.00
			Customer Total					\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
0966	1	1039	WATERTOWN/MAYER SCH #111	5952	Invoice	RECEIPT 10/03/2025		1,003.20	0.00	0.00	0.00	0.00	0.00	1,003.20
			Customer Total					\$1,003.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,003.20
			Report Total					37,888.32	882.10	0.00	0.00	4,475.73	0.00	43,246.15



Principal's Report – November 5, 2025

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - Career Fair & Parent/Teacher Conferences (10/13)
 - GRPC Meeting (10/15)
 - House - Capitol Bonding Tour (10/21)
 - North Dakota CTE Leaders (10/24)
 - Buffalo Middle School Tours (10/21)
 - Martin Marietta (10/23)
 - BCA Training - Threat Assessment Training (10/29)
 - Kinetic & Trades Group - Wisconsin CTE (10/30)
 - CTE Summit (11/12 & 11/13)

Wright Tech

- **Enrollment 2025-2026 = 535**
- **Career Fair** – 77 different exhibitors attended - please see [survey results](#)
- **Program Highlights & Updates**
 - **Automotive** - NAPA Tool Donation
 - **Health Science** - HOSA State Leadership Conference (10/31)
 - **HEOM** - Martin Marietta Field trip (10/23)

Wright Academy

- **Enrollment = 80 Students Day School**
 - **High School** = 77 Students
 - 1 Graduates in October
 - **Middle Level** = 3 Students
- **Student Support & Engagement**
 - **Field Trips**
 - **EPIC Career Event - SCTCC** - Friday (10/24)
 - **Guthrie** - Thursday (10/30)
 - **Student Advisory** - Daily from 9:00-9:25, focusing on social-emotional learning/mental health, (SSR) Silent Sustained Reading, and relationship building
 - November's Theme - Gratitude

The **WRIGHT** path for High School



Executive Director's Report – November 5th, 2025

Brian Nutter

1. General Information

a. Meetings and Events

- i. MASA Region 6 Superintendents Meeting (10/8)
- ii. WTC Career Fair (10/13)
- iii. WA Continuous Improvement Initial Session (10/14)
- iv. School Indoor Air Quality Training (10/14)
- v. Buffalo PD / SRO Meeting (10/15)
- vi. Legislative Bonding Tour (10/21)
- vii. MASA Region 6 Superintendents Meeting (10/22)
- viii. ND HEOM Program Visit (10/24)
- ix. WTC Superintendents Advisory Board Meeting (10/28)
- x. STMA Board Presentation (11/3)
- xi. WA Continuous Improvement Initial Session 2 (11/4)
- xii. MASA Great Start Cohort (11/5)
- xiii. MN CTE Summit (11/12 & 11/13)
- xiv. MASA Great Start Cohort (11/19)

b. SRO options for WTC

- i. Met with member district superintendents - (8/13 & 10/28)
- ii. Met with Cornerstones/MAWSECO SRO - (8/29)
- iii. Met with WCSO SRO Program SGT - (9/25)
- iv. Met with Buffalo PD Chief (10/15)

Recommendation: Contract hourly with Buffalo PD to provide coverage on Mondays, Wednesdays, and Thursdays at a rate of \$90/hour, up to \$4500 per member district for SY25-26, not to exceed cumulative total of \$36,000

2. Budget/Finance

- a. Refer to Budget Reports; Agenda items 6.0 and 6.1
- b. Fund Stabilization Aid for FY25 Unassigned Fund Balance, \$22,000

3. Facilities/Operations

- a. Roof repairs needed over Welding and Auto Labs
- b. Exterior lighting control module broken
- c. HVAC temp control module in 2009 section obsolete



2025 - 2026 School Calendar

PROPOSED CHANGES

WTC – NO SCHOOL – November 26, 2025
WTC in session on February 13, 2026

Aug 2025						
S	M	T	W	T	F	S
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Sep 2025						
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Oct 2025						
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Nov 2025						
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Dec 2025						
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Jan 2026						
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Feb 2026						
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Mar 2026						
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Apr 2026						
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May 2026						
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Jun 2026						
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Jul 2026						
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August 25, 26, 27, 28 = **Staff Workshop**
September 1 = **Labor Day (No School)**
September 2 = **1st Day of School**
October 13 = **Evening PT Conf. & Career Fair**
October 16, 17 = **Fall Break (No School)**
November 27, 28 = **Thanksgiving (No School)**

December 24 - Jan 2 = **Winter Break (No School)**
January 19 = **MLK (No School)**
February 13 - 16 = **President's Day (No School)**
March 30 – April 3 = **Spring Break (No School)**
April 13 = **Evening Parent/Teacher Conf.**
May 25 = **Memorial Day (No School)**

June 4 = **Last Day of School**
June 5 = **Staff Workshop**
June 19 = **Juneteenth School Closed**
Grading terms found in the handbook
Make-up days + End of the year
Staff Days = 182 Student Days = 177

8.2 Invoice Amounts for FY25 Unassigned Fund Balance – “Fund Balance Stabilization Aid”

Fund Balance Stabilization Aid		
		FY25 Audit
District	FY26 Allocation %	\$22,000.00
Annandale	7.24%	\$1,592.80
Big Lake	9.06%	\$1,993.20
BHM	20.66%	\$4,545.20
Delano	11.22%	\$2,468.40
HLWW	5.27%	\$1,159.40
Maple Lake	4.37%	\$961.40
Monticello	13.25%	\$2,915.00
STMA	28.93%	\$6,364.60
Totals	100.00%	\$22,000.00



Adopted: 09/06/23

Revised: 10/21/25

102: EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The ~~school district's policy~~ **policy of the school district** is to provide equal educational opportunity for all students. The school district does not ~~unlawfully~~ discriminate on the basis of **one or more of the following**: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodation **for** students. ~~with disabilities with a free appropriate public education that includes regular education, special education, and/or related aids and services~~
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. Every school district employee shall be responsible for complying with this policy.

- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the Section 504 Coordinator, Title IX Coordinator. In the absence of a specific designee, an inquiry or a complaint should be referred to the Director.

Section 504/Title IX Coordinator:

WTC Director
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Alternative Section 504/Title IX Coordinator:

WTC Principal
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Legal References:

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

**WRIGHT TECHNICAL CENTER
GRIEVANCE PROCEDURE FOR COMPLAINTS OF
DISCRIMINATION**

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the Director.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the Director. If the Director is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the Director. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights Office for
190 E Fifth Street
St. Paul, MN 55101
800-65-3704
651-296-5663

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. Second Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References: 34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources: U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>



Adopted: December 2, 2014

Revised: 10/28/25

214: OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

~~*[Note: School districts are required by statute to adopt a policy addressing this issue.]*~~

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. ~~Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose.~~ Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (~~School Board Member Training~~) (**Boards of Independent School Districts**)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)



Renewed: November 2, 2015

Revised: 10/28/25

401: EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and **for all** school district employees.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the school district's policy~~ **The policy of the school district is** to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. ~~It is the responsibility of~~ Every school district employee **shall be responsible for following** this policy.
- E. Any person having any questions regarding this policy should discuss it with the Director.

Section 504/Title IX Coordinator:

WTC Director
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Alt. Section 504/Title IX Coordinator:

WTC Principal
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (**Equal Employment Opportunities**; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: Wright Technical Center – Policy 402 (Disability Nondiscrimination)
Wright Technical Center – Policy 405 (Veteran’s Preference)
Wright Technical Center – Policy 413 (Harassment and Violence)

**~~WRIGHT TECHNICAL CENTER
GRIEVANCE PROCEDURE FOR COMPLAINTS OF
DISCRIMINATION~~**

~~The following grievance procedure applies to claims of sex and disability discrimination:~~

- ~~A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.~~
- ~~B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.~~
- ~~C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.~~
- ~~D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.~~
- ~~E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.~~
- ~~F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.~~

INVESTIGATION

- ~~A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.~~
- ~~B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.~~
- ~~C. In determining whether the alleged conduct constitutes a violation of this policy, the~~

~~school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.~~

~~D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.~~

~~E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.~~

~~F. The district shall comply with federal and state law pertaining to retention of records.~~

~~APPEAL~~

~~If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."~~

~~SCHOOL DISTRICT ACTION~~

~~A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.~~

~~School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~

~~B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

~~RETALIATION~~

~~The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.~~

~~CONFLICT OF INTEREST~~

~~If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.~~

~~DISSEMINATION OF POLICY~~

~~The school district shall adopt and publish these procedures.~~

~~RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES~~

~~These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.~~

~~Claims of discrimination may also be pursued through the following agencies where appropriate:~~

U.S. Department of Education	MN Department of Human Rights Office for
Civil Rights, Region V	190 E Fifth Street
500 W. Madison Street – Suite 1475	St. Paul, MN 55101
Chicago, IL 60661	800-65-3704
Tel: 312-730-1560	651-296-5663
TDD: 312-730-1609	

~~For complaints of employment discrimination:~~

~~Equal Employment Opportunity Commission
330 S. Second Avenue
Suite 430
Minneapolis, MN 55401
800-669-4000
612-335-4040~~

~~This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.~~

Legal References:

~~34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)~~

Resources:

~~U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609~~

~~Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>~~



Renewed: November 2, 2015

Revised: 10/28/25

402: DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities **of such individuals in** ~~with~~ regard to job application procedures, hiring, advancement, discharge, compensation, job training, ~~or any~~ **and** other terms, conditions, ~~or and~~ **and** privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Director. This individual is the school district's ~~Director and~~ appointed ADA/Section 504 coordinator.

Section 504 Coordinator:

WTC Director
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Alternative Section 504 Coordinator:

WTC Principal
1405 3rd Ave NE
Buffalo, MN 55313
763-682-4112

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 et seq. (Section 504 of the Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs of Activities Receiving Federal Financial Assistance)

Cross References:

Wright Technical Center – Policy 521 (Student Disability Nondiscrimination)

~~WRIGHT TECHNICAL CENTER GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION~~

~~The following grievance procedure applies to claims of sex and disability discrimination:~~

- ~~A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.~~
- ~~B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.~~
- ~~C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.~~
- ~~D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.~~
- ~~E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.~~
- ~~F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.~~

INVESTIGATION

- ~~A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.~~
- ~~B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.~~

- ~~C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.~~
- ~~D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.~~
- ~~E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.~~
- ~~F. The district shall comply with federal and state law pertaining to retention of records.~~

~~APPEAL~~

~~If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."~~

~~SCHOOL DISTRICT ACTION~~

- ~~A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.~~

~~School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~

- ~~B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

~~RETALIATION~~

~~The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.~~

~~CONFLICT OF INTEREST~~

~~If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be~~

~~taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.~~

~~DISSEMINATION OF POLICY~~

~~The school district shall adopt and publish these procedures.~~

~~RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES~~

~~These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.~~

~~Claims of discrimination may also be pursued through the following agencies where appropriate:~~

U.S. Department of Education	MN Department of Human Rights Office for
Civil Rights, Region V	190 E Fifth Street
500 W. Madison Street – Suite 1475	St. Paul, MN 55101
Chicago, IL 60661	800-65-3704
Tel: 312-730-1560	651-296-5663
TDD: 312-730-1609	

~~For complaints of employment discrimination:~~

~~Equal Employment Opportunity Commission
330 S. Second Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040~~

~~This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.~~

~~Legal References:~~

~~34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)~~

~~Resources:~~

~~U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609~~

~~Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>~~



Adopted: February 6, 2024

Revised: 10/28/25

417: CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use ~~of~~ **or possession** of controlled substances, **toxic substances**, medical cannabis, and alcohol **before, during, or after school hours, at school or in any other school location**, is prohibited ~~in the school setting~~ in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this school district~~ **shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support students academic achievement**. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. **Every school that participates in a school district chemical abuse program** shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. **The school district shall establish and maintain a program to educate and assist employees, students, and others in understanding this policy and the goals of achieving a drug-free schools and workplaces awareness program for its employees.**

III. DEFINITIONS

- A. “Chemical abuse,” **as applied to students**, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~student’s~~ **minor’s** normal function in academic, school, or social activities is chronically impaired.
- B. ~~“Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- C. ~~“Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~

- ~~D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes, section 152.02 and "marijuana" as defined in Minnesota Statutes, section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

~~1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:~~

- a. ~~The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
 - b. ~~The administrator will notify the student's home high school administration and/or parent/guardian. If there is a medical emergency, the administrator will notify outside medical personnel as appropriate.~~
 - c. ~~The administrator will notify law enforcement officials, the student's home high school counselor, and the chemical pre-assessment team.~~
 - d. ~~The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~
 - e. ~~The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~
2. ~~If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:~~
- a. ~~The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The Director and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~
 - b. ~~The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor, referral to a treatment program, referral for screening, assessment, and treatment planning, participation in support groups, or other appropriate measures.~~
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall be referred to their home high school and/or~~ **may be suspended and proposed for expulsion** in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, ~~and proposed for expulsion.~~
 3. Searches by school district officials in connection with the ~~abuse use~~, possession, **or** transfer, ~~distribution, or sale of chemicals~~ **of alcohol or a controlled substance** will be conducted in accordance with school board policies related to search and seizure.
 4. **Nothing in Paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.**

D. Preassessment Team

1. **Every school that participates in a school district chemical abuse program** shall establish a chemical abuse preassessment team designated by the Director or designee. **The team will must** be composed of

classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the Director or designee will assign these duties to a designated school district employee.

- ~~2. The team shall develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student, the student's home high school, and the student's parents or guardian in the case of a minor student.~~
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after ~~the determination is made~~ student is no longer enrolled in the district.
 - c. ~~This section shall govern destruction of records notwithstanding provisions of the Records Management Act~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

- A. ~~The Director or designee~~ The school district shall ~~establish~~ undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
1. The dangers ~~and health risks of chemical~~ drug abuse in the workplace/school.
 2. The ~~school district's policy of maintaining a~~ drug-free workplace/drug-free school policy.

3. ~~Any Available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.~~
 4. The penalties that may be imposed on employees for drug abuse violations
- B. The ~~Director or designee~~ **school district** shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice **from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.** ~~of a conviction of an employee for a violation of a criminal drug statute occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the Director.~~

Legal References:

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
- Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
- Minn. Stat. § 126C.44 (Safe Schools Levy)
- Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
- Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
- Minn. Stat. § 152.01 (Definitions)
- Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
- Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
- Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
- Minn. Stat. § 299A.33 (DARE Program)
- Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
- Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
- 20 U.S.C. § 5812 (National Education Goals)
- 20 U.S.C. § 7175 (Local Activities)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



Adopted: September 6, 2023

Revised: 10/30/25

418: DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances, before, during, or after school hours, ~~at school hours~~, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

- C. “Edible cannabinoid product” means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health (“Commissioner”).
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school a monetary or licensing- related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least fourteen (14) days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing- related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the Director.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while

under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student (18) years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, termination, ~~or discharge~~ as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)



Adopted: September 6, 2023

Revised: 10/30/25

419: TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption ~~through inhalation of aerosol or vapor from the product. that can be used by a person to~~

~~simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product.~~ Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco- related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off- campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)