



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

Governing Board Meeting

December 2, 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 - November 5, 2025 Regular Meeting
 - 5.2 Bills for Payment
 - 5.3 Approve Snow Removal Proposal for Winter 25-26 w/ Tri-Co Tree Moving

Background: 5.1 - Approval of the minutes from previous meeting. 5.2 - approval of bills for October. 5.3 - Approval of snow removal proposal w/ same vendor used past two winters.

- 6.0 Financial Reports - Anh Glewwe, Business Manager
 - 6.1 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 the second 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: Changes/additions reflected in strikethroughs and red text.

Recommendation: Approve as presented

- 9.0 Adjournment

Next meeting, Tuesday, January 6, 2026 @ 6pm – Please call or email if you 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 Wednesday November 5, 2025 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Steffens, Gierke, Maple Lake Alternate Thomas, Sansevere, Sixberry, Mealey, Curtis.

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 6:00 p.m. followed by the Pledge of Allegiance.

Agenda Review

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

Consent Agenda

On motion by Member Sixberry, second by Member Curtis, the consent agenda was approved as presented. Motion carried by unanimous vote. 5.1 October 7th regular meeting minutes, 5.2 Bills for payment, 5.3 Acceptance of 2009 ¾ ton Chevy truck donation, 5.4 Approval of Health Sciences HOSA overnight trip.

Financial Report

Auditor Janel Bitzan of BerganKDV, presented virtually and expressed an unmodified opinion on the basic financial statements of WTC. On motion by Member Sixberry, second by Member Sansevere, the 2025 Audit was approved as presented. Motion carried by unanimous vote.

Business Manager Glewwe reported on the current finances. On motion by Member Curtis, second by Member Sixberry, 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 October 13th WTC Career Fair and two site visits and tours hosted. Director Nutter reported on meetings and events he has attended, provided updates on the October 21st Capital Investment Committee bonding tour visit, SRO options and recommendations, and facilities/operations.

New Business

On motion by Member Sixberry, second by Member Thomas, to approve SY25-26 WTC calendar changes, as presented, followed by discussion and vote. Motion carried by unanimous vote.

Motion by Member Curtis, second by Member Sixberry, to approve invoicing member districts for a "Funds Balance Stabilization Aid" totaling \$22,000, as presented, followed by discussion and vote. Motion carried by unanimous vote.

Motion by Member Sixberry, second by Member Curtis, to approve the first reading of policies 102 Equal Education Opportunity, 214 Out of State Travel by School Board Members, 401 Equal Employment Opportunity, 402 Disability Nondiscrimination, 417 Chemical Use and Abuse, 418 Drug Free Workplace, 419 Tobacco Free Environment, as presented, followed by discussion and vote. Motion carried by unanimous vote. .

On motion by Member Steffens, second by Member Sansevere, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 6:58 P.M.

Wright Technical Center

Pre Payment Report

APPROVAL FOR PAYMENT

SIGNATURE DATE

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-12/31/2025 Disc Date: 7/1/2025-12/31/2025

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3110	N	ABEL PLUMBING	120225	61055	20559	350.00	0.00	350.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$350.00			
1	3092	N	ADVANCE AUTO PARTS	120225	61004	6739529461207	(144.99)	0.00	(144.99)	12/02/2025	12/02/2025	12/02/2025
1	3092	N	ADVANCE AUTO PARTS	120225	61100	6739532161963	156.18	0.00	156.18	12/02/2025	12/02/2025	12/02/2025
1	3092	N	ADVANCE AUTO PARTS	120225	61183	6739532862169	300.79	0.00	300.79	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$311.98			
1	2857	N	ARNOLD'S OF KIMBALL, INC.	120225	61011	P08647	211.08	0.00	211.08	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$211.08			
1	2079	Y	AUTO VALUE # 8204112	120225	61110	82292803	34.57	0.00	34.57	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	60996	82291870	15.99	0.00	15.99	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61174	82292851	23.98	0.00	23.98	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61109	82292849	11.99	0.00	11.99	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61111	82292804	151.37	0.00	151.37	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61046	82292248	31.99	0.00	31.99	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61063	82292410	88.17	0.00	88.17	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61048	82292376	28.28	0.00	28.28	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61062	82292594	19.47	0.00	19.47	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61038	82292435	48.99	0.00	48.99	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	60998	82292131	43.99	0.00	43.99	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61112	82292727	28.14	0.00	28.14	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	60997	82292010	11.54	0.00	11.54	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61039	82291961	17.56	0.00	17.56	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61010	82291960	13.90	0.00	13.90	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61065	82292455	47.41	0.00	47.41	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61171	82292644	(61.73)	0.00	(61.73)	12/02/2025	12/02/2025	12/02/2025
1	2079	Y	AUTO VALUE # 8204112	120225	61047	82292212	44.90	0.00	44.90	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$600.51			
1	02150	Y	BECKER SCHOOLS ISD#726	120225	61014	120225	764.26	0.00	764.26	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$764.26			
1	00583	N	BIG LAKE SCHOOLS DIST #727	120225	61044	120225	283.36	0.00	283.36	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$283.36			
1	2802	Y	BROTHERS FIRE AND SECURITY	120225	61107	W45935 AND W45933	525.00	0.00	525.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$525.00			

Pre Payment Report

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Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2986	Y	C & C EMBROIDERY	120225	61045	8142	275.00	0.00	275.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$275.00			
1	00040	Y	CENTRAL MCGOWAN, INC.	120225	61101	0001081368	340.45	0.00	340.45	12/02/2025	12/02/2025	12/02/2025
1	00040	Y	CENTRAL MCGOWAN, INC.	120225	61068	0001074726	13,508.00	0.00	13,508.00	12/02/2025	12/02/2025	12/02/2025
1	00040	Y	CENTRAL MCGOWAN, INC.	120225	61058	0000417918	127.43	0.00	127.43	12/02/2025	12/02/2025	12/02/2025
1	00040	Y	CENTRAL MCGOWAN, INC.	120225	61001	0001066633	81.01	0.00	81.01	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$14,056.89			
1	2316	Y	EDUCATORS BENEFIT CONSULTAI	120225	61000	39509	141.72	0.00	141.72	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$141.72			
1	2836	Y	GILBERT MECHANICAL CONTRAC	120225	61118	268559	314.00	0.00	314.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$314.00			
1	1005	Y	GRAINGER, W.W.,INC.	120225	61006	9687973595	72.13	0.00	72.13	12/02/2025	12/02/2025	12/02/2025
1	1005	Y	GRAINGER, W.W.,INC.	120225	61059	9700099733	60.80	0.00	60.80	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$132.93			
1	2892	N	GREATER ST.CLOUD DEVELOPME	120225	61005	6735	5,000.00	0.00	5,000.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$5,000.00			
1	2475	Y	HERALD JOURNAL PUBLISHING	120225	61008	120225	55.55	0.00	55.55	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$55.55			
1	2314	N	HOLDINGFORD DIST 738	120225	61096	120225	1,351.80	0.00	1,351.80	12/02/2025	12/02/2025	12/02/2025
1	2314	N	HOLDINGFORD DIST 738	120225	61002	120225	293.00	0.00	293.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$1,644.80			
1	2939	N	HOW LK/WAV/WIN SCH #2687	120225	61043	120225	575.00	0.00	575.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$575.00			
1	2495	N	INTEGRI PRINT	120225	61042	66727	277.61	0.00	277.61	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$277.61			
1	2279	Y	KIMBALL SCHOOL DIST #739	120225	61054	120225	365.40	0.00	365.40	12/02/2025	12/02/2025	12/02/2025
1	2279	Y	KIMBALL SCHOOL DIST #739	120225	61098	120225	1,485.92	0.00	1,485.92	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$1,851.32			
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61072	76091	108.82	0.00	108.82	12/02/2025	12/02/2025	12/02/2025
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61073	75993	209.27	0.00	209.27	12/02/2025	12/02/2025	12/02/2025
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61173	76326	37.57	0.00	37.57	12/02/2025	12/02/2025	12/02/2025
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61003	75819	54.70	0.00	54.70	12/02/2025	12/02/2025	12/02/2025

Pre Payment Report

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Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61168	76334	54.48	0.00	54.48	12/02/2025	12/02/2025	12/02/2025
1	2403	Y	LAKE REGION COOP OIL ASSOC.	120225	61172	76282	88.60	0.00	88.60	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$553.44			
1	2301	Y	MELROSE AREA SCHOOLS ISD# 7	120225	61064	120225	3,173.58	0.00	3,173.58	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$3,173.58			
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61104	40030	503.16	0.00	503.16	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61103	40100	311.94	0.00	311.94	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61102	39690	807.92	0.00	807.92	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61081	40577	316.48	0.00	316.48	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	60999	39519	6.67	0.00	6.67	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61080	40347	184.16	0.00	184.16	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61057	39999	11.38	0.00	11.38	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61176	40491	25.47	0.00	25.47	12/02/2025	12/02/2025	12/02/2025
1	2051	Y	MENARDS- BUFFALO 32030268	120225	61175	40399	779.39	0.00	779.39	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$2,946.57			
1	3107	N	MICKLES CONCRETE INC.	120225	61037	175125	2,675.00	0.00	2,675.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$2,675.00			
1	2329	N	MILACA SCHOOLS ISD#912	120225	61122	120225	561.72	0.00	561.72	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$561.72			
1	1707	N	MINNESOTA HOSA	120225	61095	99738663	375.00	0.00	375.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$375.00			
1	3098	N	OFFICE OF MNIT SERVICES	120225	61120	25100727	126.50	0.00	126.50	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$126.50			
1	2886	Y	PAUMEN COMPUTER SERVICES, L	120225	61097	17918	1,010.00	0.00	1,010.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$1,010.00			
1	00323	N	PITNEY BOWES GLOBAL FINANCIAL	120225	61060	3107484398	424.26	0.00	424.26	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$424.26			
1	1195	N	PURCHASE POWER	120225	61121	120225	431.93	0.00	431.93	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$431.93			
1	2981	N	ROADRUNNER DIGITAL LLC	120225	61119	1878	880.00	0.00	880.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$880.00			

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-12/31/2025 Disc Date: 7/1/2025-12/31/2025

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	750	Y	ROCORI SCHOOLS ISD.750	120225	61123	120225	1,584.00	0.00	1,584.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$1,584.00			
1	2331	N	ROYALTON AREA SCHOOLS ISD 48	120225	61069	120225	159.08	0.00	159.08	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$159.08			
1	02136	Y	RUSSELL SECURITY RESOURCE II	120225	61079	A53857	25.00	0.00	25.00	12/02/2025	12/02/2025	12/02/2025
1	02136	Y	RUSSELL SECURITY RESOURCE II	120225	61077	A53895	10.00	0.00	10.00	12/02/2025	12/02/2025	12/02/2025
1	02136	Y	RUSSELL SECURITY RESOURCE II	120225	61076	A53795	705.00	0.00	705.00	12/02/2025	12/02/2025	12/02/2025
1	02136	Y	RUSSELL SECURITY RESOURCE II	120225	61075	A53821	100.00	0.00	100.00	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$840.00			
1	2275	Y	SAUK RAPIDS-RICE DIST 047	120225	61169	120225	1,677.96	0.00	1,677.96	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$1,677.96			
1	2823	Y	SPECTRUM SUPPLY	120225	61071	50799	198.26	0.00	198.26	12/02/2025	12/02/2025	12/02/2025
1	2823	Y	SPECTRUM SUPPLY	120225	61070	50800	32.15	0.00	32.15	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$230.41			
1	1259	N	ST MICHAEL/ALBERTVILLE SC #88	120225	61099	120225	753.83	0.00	753.83	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$753.83			
1	2515	N	UHL	120225	61108	79269A	646.50	0.00	646.50	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$646.50			
1	2584	N	VISION OF BUFFALO, INC.	120225	61041	A11178	408.64	0.00	408.64	12/02/2025	12/02/2025	12/02/2025
1	2584	N	VISION OF BUFFALO, INC.	120225	61040	A11179	659.14	0.00	659.14	12/02/2025	12/02/2025	12/02/2025
1	2584	N	VISION OF BUFFALO, INC.	120225	61013	A11161	929.50	0.00	929.50	12/02/2025	12/02/2025	12/02/2025
1	2584	N	VISION OF BUFFALO, INC.	120225	61012	A11172	362.50	0.00	362.50	12/02/2025	12/02/2025	12/02/2025
1	2584	N	VISION OF BUFFALO, INC.	120225	61170	A11183	296.58	0.00	296.58	12/02/2025	12/02/2025	12/02/2025
							Check Amount:		\$2,656.36			
1	2964	N	BMO FINANCIAL GROUP	120225	61056	7260	329.00	0.00	329.00	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61024	120225A	1.51	0.00	1.51	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61023	7201	800.80	0.00	800.80	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61052	7257	59.49	0.00	59.49	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61051	7256	114.98	0.00	114.98	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61022	7200	(191.99)	0.00	(191.99)	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61050	7270	24.89	0.00	24.89	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61049	7273	4,448.99	0.00	4,448.99	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61021	120225	36.93	0.00	36.93	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61007	7238	40.73	0.00	40.73	12/02/2025	12/02/2025	12/02/2025

Pre Payment Report

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Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2964	N	BMO FINANCIAL GROUP	120225	61020	7240	132.79	0.00	132.79	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61019	7219	59.99	0.00	59.99	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61018	7183	769.90	0.00	769.90	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61094	7320	111.87	0.00	111.87	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61093	7322	85.56	0.00	85.56	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61092	7318	199.98	0.00	199.98	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61017	7237	524.94	0.00	524.94	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61091	7321	296.99	0.00	296.99	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61090	7319	83.04	0.00	83.04	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61089	7312	59.76	0.00	59.76	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61088	7324	188.33	0.00	188.33	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61016	7231	122.16	0.00	122.16	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61087	7309	169.44	0.00	169.44	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61086	7343	69.94	0.00	69.94	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61085	7342	476.83	0.00	476.83	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61084	7341	1,844.00	0.00	1,844.00	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61015	7233	136.46	0.00	136.46	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61083	7339	468.19	0.00	468.19	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61082	7325	383.45	0.00	383.45	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61036	7245	219.68	0.00	219.68	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61113	7290	31.86	0.00	31.86	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61114	7289	617.99	0.00	617.99	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61115	7311	46.54	0.00	46.54	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61116	7255	32.58	0.00	32.58	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61117	7296	376.87	0.00	376.87	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61035	7275	103.27	0.00	103.27	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61034	7276	746.90	0.00	746.90	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61033	7274	275.93	0.00	275.93	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61032	7249	262.87	0.00	262.87	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61031	7259	280.75	0.00	280.75	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61030	7235	193.58	0.00	193.58	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61067	7271	57.20	0.00	57.20	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61187	120225-2	633.01	0.00	633.01	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61186	120225-1	41.99	0.00	41.99	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61066	7272	42.59	0.00	42.59	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61029	7242	145.55	0.00	145.55	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61184	7340	751.61	0.00	751.61	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61182	120225	170.34	0.00	170.34	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61028	7236	124.13	0.00	124.13	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61181	7323	310.51	0.00	310.51	12/02/2025	12/02/2025	12/02/2025

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-12/31/2025 Disc Date: 7/1/2025-12/31/2025

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2964	N	BMO FINANCIAL GROUP	120225	61180	7326	2,442.63	0.00	2,442.63	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61179	7346	204.30	0.00	204.30	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61178	7310	1,068.14	0.00	1,068.14	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61027	7258	742.05	0.00	742.05	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61177	120225	44.10	0.00	44.10	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61061	7295	(322.04)	0.00	(322.04)	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61026	7234	445.92	0.00	445.92	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61025	7241	150.00	0.00	150.00	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61185	7353	100.43	0.00	100.43	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61009	7232	114.29	0.00	114.29	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	60995	7239	31.98	0.00	31.98	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	61188	120225-3	150.78	0.00	150.78	12/02/2025	12/02/2025	12/02/2025
1	2964	N	BMO FINANCIAL GROUP	120225	60994	7244	320.58	0.00	320.58	12/02/2025	12/02/2025	12/02/2025

Wire Amount: Report Total:

*Does not meet minimum amount

**Exceeds maximum amount

BMO STATEMENT 10/28/25-11/27/2025

Invoice Date	Comment	GL Account	Rate	Detail Description
11/27/25	Chromebook Parts	0966,E,01,005,110,000,401,000	\$ 100.43	SCREENS/KEYPAD
11/27/25	Amazon Mark B21jd4wk2	0966,E,01,005,810,000,411,000	\$ 48.99	INNER TUBES
11/25/25	Ntlrest Servsafe	0966,E,12,610,280,000,430,003	\$ 2,442.63	PROSTART/SERVSAFE CURRICULUM
11/25/25	Www.Centurytool.Net	0966,E,13,005,399,628,530,966	\$ 751.61	RTI LEAK SEALANT DETECTOR KIT
11/25/25	Mn Board Of School Adm	0966,E,01,005,110,000,820,000	\$ 200.00	BOSA DUES/BRIAN AND SHAUN
11/25/25	Mn Board Of School Adm	0966,E,01,005,110,000,820,000	\$ 4.30	BOSA PROCESSING FEE
11/25/25	Dollar Tree	0966,E,01,300,380,835,433,002	\$ 44.10	PAES STORE ITEMS
11/25/25	Amazon Mark B29p21142	0966,E,01,300,361,830,432,873	\$ 613.14	PLASTISOL/INK/SCREENS/WASH
11/24/25	Amazon Mark B02vr87d2	0966,E,01,300,361,830,432,833	\$ 199.98	GATOR TIRES/WHEELS
11/24/25	Amazon Mark B066h4kn1	0966,E,01,300,380,835,433,814	\$ 59.76	GOGGLES/CABLES/INK
11/24/25	Amazon Mark B23sb4ag1	0966,E,01,610,259,000,430,010	\$ 23.58	GAMES/MARKERS/SCISSORS
11/24/25	Amazon Mark B09f252y2	0966,E,01,021,211,000,430,000	\$ 111.87	BOOKS/HIGHLIGHTERS
11/24/25	Amazon Mark B21f11lt1	0966,E,01,300,380,835,433,814	\$ 121.99	TOOLS/DETAILING ITEMS
11/24/25	Walmart.Com	0966,E,01,300,380,835,433,002	\$ 69.94	PAES GROCERIES
11/24/25	Amazon Mark B02ux3kf2	0966,E,12,300,361,000,401,873	\$ 85.56	SLATE STONE COASTERS
11/24/25	Amazon Mark B01fk1242	0966,E,01,610,259,000,430,010	\$ 59.46	PROTRACTORS/ADHESIVES
11/24/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 698.00	DEWALT TOOLS
11/24/25	Amazon Mark B05ca19t2	0966,E,01,300,366,830,432,008	\$ 296.99	VACUUM
11/24/25	Best Buy Auto Equipmen	0966,E,13,005,399,628,530,966	\$ 468.19	NEUTRONICS AC SEALANT DETECTION KIT
11/24/25	Amazon Mark B261p4zp1	0966,E,13,005,399,628,530,966	\$ 476.83	ROBINAIR LEAK DETECTOR
11/24/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 1,146.00	WORKBENCH/TOOL SET
11/24/25	Amazon Mark B01w69wz0	0966,E,01,300,380,835,433,814	\$ 188.33	TIRE SEALANT/REPAIR ITEMS
11/24/25	Sp Ryonet	0966,E,01,300,361,830,432,873	\$ 383.45	SCREEN PRINTING FRAMES
11/24/25	Amazon Reta B041o32t2	0966,E,01,005,810,000,411,000	\$ 261.52	ATV TIRES/TUBES
11/21/25	Amazon Mktpl B06i85g20	0966,E,01,300,361,830,432,873	\$ 64.88	SCREEN PRINTING INK
11/21/25	Amazon Mark B099335o2	0966,E,01,300,361,830,432,873	\$ 390.12	SCREEN PRINTING EMULSION/REMOVER
11/21/25	Amazon Mark B07h758c2	0966,E,01,300,380,835,433,814	\$ 47.45	DETAILING TOOLS
11/21/25	Amazon Mktpl B06ff0mt2	0966,E,12,300,361,000,430,814	\$ 46.54	TIRE INNER TUBES
11/19/25	Amazon Mark B00t88e61	0966,E,01,300,361,830,432,000	\$ 31.86	INTERNET CABLES
11/19/25	Amazon Reta B047s6z40	0966,E,01,300,361,830,432,873	\$ 19.09	FABRI-FUSE ADHESIVE
11/19/25	Amazon Mark B03ni1nr0	0966,E,13,005,399,628,530,966	\$ 617.99	DEWALT GREASE GUN KITS
11/19/25	Unique Truck Equipment	0966,E,13,005,399,628,530,966	\$ 376.87	MASTER CYLINDER BLEEDER KITS
11/19/25	Amazon Mark B06bu3zt2	0966,E,01,300,361,830,432,873	\$ 13.49	FABRIC GLUE
11/17/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 329.00	WORK BENCH FOR EXPOSURE TABLE
11/13/25	Amazon Mark B87py0az1	0966,E,01,021,211,000,430,000	\$ 42.59	TONER CARTRIDGE
11/13/25	Amazon Mark B82sj8ef1	0966,E,01,005,810,000,411,000	\$ 57.20	WALL CLOCKS
11/12/25	Acmetools.Com	0966,E,13,005,399,628,530,966	\$ 4,448.99	ELLIS MITERING BAND SAW

11/12/25	Amazon Reta B83zk0td1	0966,E,01,300,361,830,432,008	\$ 24.89	FIRST AID SUPPLIES
11/12/25	Amazon Mark B82x80lk1	0966,E,12,610,280,000,433,004	\$ 39.79	PING PONG PADDLES
11/12/25	Amazon Reta B84xe3j01	0966,E,12,610,280,000,433,004	\$ 19.70	PING PONG NET
11/12/25	Amazon Mark B82wc8l30	0966,E,13,005,399,628,530,966	\$ 114.98	OIL FILTER WRENCH SET
11/11/25	Walmart.Com	0966,E,12,610,280,000,430,003	\$ 20.75	BAKE SALE ITEMS
11/11/25	Amazon Mktpl Bt4ni6r51	0966,E,01,300,321,830,432,616	\$ 115.60	SANITIZER REFILLS
11/11/25	Amazon Mark B85250fz1	0966,E,01,300,321,830,432,616	\$ 41.02	PULSE OXIMETERS
11/11/25	American Manufacturing	0966,E,12,300,361,000,430,814	\$ 746.90	GATOR PLOW/PUSH TUBE
11/11/25	Amazon Mark Bt8730h92	0966,E,01,300,321,830,432,616	\$ 39.99	PADDED LEG SLING
11/11/25	Amazon Mktpl Bt8rc6i20	0966,E,13,005,399,628,530,966	\$ 742.05	ELECTRONIC THERMOMETERS
11/11/25	Amazon Mktpl Bt65m9ip0	0966,E,01,300,321,830,432,616	\$ 84.14	HOSPITAL BLANKETS
11/10/25	Sams Club #6254	0966,E,12,610,280,000,430,003	\$ 205.52	BAKE SALE ITEMS
11/07/25	Wm Supercenter #1577	0966,E,01,300,321,830,432,616	\$ 103.27	FOOD/CLINICAL PRACTICE
11/06/25	Amazon Mark Bt1ek9ln1	0966,E,01,005,810,000,411,000	\$ 145.55	VACUUM BELTS
11/06/25	Walmart.Com	0966,E,12,610,280,000,430,003	\$ 49.66	BAKE SALE ITEMS
11/06/25	Amazon Mktpl Bt5010ow1	0966,E,12,300,361,000,430,814	\$ 320.58	ATV POLARIS TIRES
11/06/25	Amazon Reta Nk3e16872	0966,E,01,300,361,830,432,821	\$ 44.30	HEX CAP SCREWS
11/06/25	Amazon Mktpl Bt0o10ld0	0966,E,01,300,361,830,432,821	\$ 16.10	HEX NUTS
11/06/25	Amazon Reta Bt48q1z61	0966,E,13,005,399,628,530,966	\$ 219.68	TORQUE WRENCH
11/06/25	Amazon Mktpl Bt6dw74v0	0966,E,01,300,361,830,432,821	\$ 13.89	FLAT WASHERS
11/06/25	Amazon Mark Bt4wc8z60	0966,E,01,300,366,830,432,008	\$ 124.13	BIBS/NAIL FILES/NAIL ART
11/06/25	Amazon Mktplace Pmts	0966,E,13,005,399,628,530,966	\$ (322.04)	RETURN 30 DEGREE NAILER
11/05/25	Amazon Mark Bt57z5ch1	0966,E,01,300,361,830,432,821	\$ 99.88	NUTS/WASHERS/SCREWS
11/05/25	Amazon Mark Bt74d9cv1	0966,E,13,005,399,628,530,966	\$ 193.58	SOCKET SETS
11/04/25	Amazon Mark Nk2aa9990	0966,E,01,300,361,830,432,821	\$ 88.70	NUTS/BOLTS/SCREWS
11/03/25	Amazon Mktpl N46kc7iy2	0966,E,01,300,361,830,432,821	\$ 79.97	APPLIANCE ELEMENT KIT
11/03/25	Amazon Mark N45467ra2	0966,E,01,300,361,830,432,821	\$ 56.49	FUEL INJECTORS
11/03/25	Amazon Mark Nk8xy3pj1	0966,E,12,300,361,000,430,814	\$ 122.16	BRAKE BLEEDER KIT
11/03/25	2pitney Bowes Inc.	0966,E,01,005,110,000,329,000	\$ 132.79	RED INK/PITNEY BOWES
11/03/25	Amazon Mark Nk2te2ga0	0966,E,01,300,361,830,432,873	\$ 31.98	TRANSPARENCY SHEETS
11/03/25	Amazon Reta Nk97726g0	0966,E,01,300,380,830,433,814	\$ 114.29	WYPALLCLOTHS/sockets
11/03/25	Amazon Mark Nk6ut7x30	0966,E,01,300,361,830,432,893	\$ 40.73	CONTACT TIPS
11/03/25	Amazon Mark Nk7l050f1	0966,E,13,005,399,628,530,966	\$ 524.94	TIG TORCHES
11/03/25	Amazon Reta N49xb4r02	0966,E,13,005,399,628,530,966	\$ 445.92	CLUTCH/BRAKE BLEEDING KIT
10/31/25	Amazon Mktpl Nk93673t1	0966,E,13,005,399,628,530,966	\$ 769.90	FRAMING NAILER KIT
10/30/25	Sp Tire Sply Ntwrk	0966,E,01,300,361,830,432,821	\$ 59.99	LUG NUT TORQUE CHART
10/30/25	Menards Buffalo Mn	0966,E,01,300,361,628,432,833	\$ (856.85)	RETURN/ERROR NAILERS
10/30/25	Minnesota State Colleg	0966,E,13,005,399,628,366,966	\$ 150.00	CTE SUMMIT REGISTRATION
10/30/25	Menards Buffalo Mn	0966,E,13,005,399,628,530,966	\$ 800.80	PNEUMATICE SIDING NAILERS
10/29/25	Amazon Mark N46nk23i2	0966,E,01,300,361,830,432,821	\$ 170.34	MISC. SHOP/CLASS SUPPLIES

10/29/25	Amazon Mark Nu4340qn0	0966,E,13,005,399,628,530,966	\$ (191.99)	RETURN/NON-DEWALT CHARGERS
10/29/25	Menards Buffalo Mn	0966,E,01,300,361,830,432,833	\$ 858.36	ERROR/SIDING NAILERS
10/29/25	Amazon Reta N442c43r2	0966,E,13,005,399,628,530,966	\$ 36.93	IRWIN UTILITY KNIVES
10/28/25	Amazon Mark N40al5s30	0966,E,13,005,399,628,530,966	\$ 41.99	BELT TENSIONER TOOL KIT
10/28/25	Amazon Mktpl N46gg56d0	0966,E,01,300,361,830,432,821	\$ 150.78	TIRE PATCH/SEAL ITEMS
10/28/25	Amazon Reta N48573do0	0966,E,13,005,399,628,530,966	\$ 443.86	DEWALT BATTERY CHARGERS
10/28/25	Amazon Mark N44qw3zo2	0966,E,13,005,399,628,530,966	\$ 189.15	SENCO STAPLER
		TOTAL:	\$ 22,807.86	

BMO STATEMENT 10/28/25-11/27/2025

Invoice Date	Comment	GL Account	Rate	Detail Description
11/27/25	Chromebook Parts	0966,E,01,005,110,000,401,000	\$ 100.43	SCREENS/KEYPAD
11/27/25	Amazon Mark B21jd4wk2	0966,E,01,005,810,000,411,000	\$ 48.99	INNER TUBES
11/25/25	Ntlrest Servsafe	0966,E,12,610,280,000,430,003	\$ 2,442.63	PROSTART/SERVSAFE CURRICULUM
11/25/25	Www.Centurytool.Net	0966,E,13,005,399,628,530,966	\$ 751.61	RTI LEAK SEALANT DETECTOR KIT
11/25/25	Mn Board Of School Adm	0966,E,01,005,110,000,820,000	\$ 200.00	BOSA DUES/BRIAN AND SHAUN
11/25/25	Mn Board Of School Adm	0966,E,01,005,110,000,820,000	\$ 4.30	BOSA PROCESSING FEE
11/25/25	Dollar Tree	0966,E,01,300,380,835,433,002	\$ 44.10	PAES STORE ITEMS
11/25/25	Amazon Mark B29p21142	0966,E,01,300,361,830,432,873	\$ 613.14	PLASTISOL/INK/SCREENS/WASH
11/24/25	Amazon Mark B02vr87d2	0966,E,01,300,361,830,432,833	\$ 199.98	GATOR TIRES/WHEELS
11/24/25	Amazon Mark B066h4kn1	0966,E,01,300,380,835,433,814	\$ 59.76	GOGGLES/CABLES/INK
11/24/25	Amazon Mark B23sb4ag1	0966,E,01,610,259,000,430,010	\$ 23.58	GAMES/MARKERS/SCISSORS
11/24/25	Amazon Mark B09f252y2	0966,E,01,021,211,000,430,000	\$ 111.87	BOOKS/HIGHLIGHTERS
11/24/25	Amazon Mark B21f11lt1	0966,E,01,300,380,835,433,814	\$ 121.99	TOOLS/DETAILING ITEMS
11/24/25	Walmart.Com	0966,E,01,300,380,835,433,002	\$ 69.94	PAES GROCERIES
11/24/25	Amazon Mark B02ux3kf2	0966,E,12,300,361,000,401,873	\$ 85.56	SLATE STONE COASTERS
11/24/25	Amazon Mark B01fk1242	0966,E,01,610,259,000,430,010	\$ 59.46	PROTRACTORS/ADHESIVES
11/24/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 698.00	DEWALT TOOLS
11/24/25	Amazon Mark B05ca19t2	0966,E,01,300,366,830,432,008	\$ 296.99	VACUUM
11/24/25	Best Buy Auto Equipmen	0966,E,13,005,399,628,530,966	\$ 468.19	NEUTRONICS AC SEALANT DETECTION KIT
11/24/25	Amazon Mark B261p4zp1	0966,E,13,005,399,628,530,966	\$ 476.83	ROBINAIR LEAK DETECTOR
11/24/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 1,146.00	WORKBENCH/TOOL SET
11/24/25	Amazon Mark B01w69wz0	0966,E,01,300,380,835,433,814	\$ 188.33	TIRE SEALANT/REPAIR ITEMS
11/24/25	Sp Ryonet	0966,E,01,300,361,830,432,873	\$ 383.45	SCREEN PRINTING FRAMES
11/24/25	Amazon Reta B041o32t2	0966,E,01,005,810,000,411,000	\$ 261.52	ATV TIRES/TUBES
11/21/25	Amazon Mktp1 B06i85g20	0966,E,01,300,361,830,432,873	\$ 64.88	SCREEN PRINTING INK
11/21/25	Amazon Mark B099335o2	0966,E,01,300,361,830,432,873	\$ 390.12	SCREEN PRINTING EMULSION/REMOVER
11/21/25	Amazon Mark B07h758c2	0966,E,01,300,380,835,433,814	\$ 47.45	DETAILING TOOLS
11/21/25	Amazon Mktp1 B06ff0mt2	0966,E,12,300,361,000,430,814	\$ 46.54	TIRE INNER TUBES
11/19/25	Amazon Mark B00t88e61	0966,E,01,300,361,830,432,000	\$ 31.86	INTERNET CABLES
11/19/25	Amazon Reta B047s6z40	0966,E,01,300,361,830,432,873	\$ 19.09	FABRI-FUSE ADHESIVE
11/19/25	Amazon Mark B03ni1nr0	0966,E,13,005,399,628,530,966	\$ 617.99	DEWALT GREASE GUN KITS
11/19/25	Unique Truck Equipment	0966,E,13,005,399,628,530,966	\$ 376.87	MASTER CYLINDER BLEEDER KITS
11/19/25	Amazon Mark B06bu3zt2	0966,E,01,300,361,830,432,873	\$ 13.49	FABRIC GLUE
11/17/25	Homedepot.Com	0966,E,13,005,399,628,530,966	\$ 329.00	WORK BENCH FOR EXPOSURE TABLE
11/13/25	Amazon Mark B87py0az1	0966,E,01,021,211,000,430,000	\$ 42.59	TONER CARTRIDGE
11/13/25	Amazon Mark B82sj8ef1	0966,E,01,005,810,000,411,000	\$ 57.20	WALL CLOCKS
11/12/25	Acmetools.Com	0966,E,13,005,399,628,530,966	\$ 4,448.99	ELLIS MITERING BAND SAW

11/12/25	Amazon Reta B83zk0td1	0966,E,01,300,361,830,432,008	\$ 24.89	FIRST AID SUPPLIES
11/12/25	Amazon Mark B82x80lk1	0966,E,12,610,280,000,433,004	\$ 39.79	PING PONG PADDLES
11/12/25	Amazon Reta B84xe3j01	0966,E,12,610,280,000,433,004	\$ 19.70	PING PONG NET
11/12/25	Amazon Mark B82wc8l30	0966,E,13,005,399,628,530,966	\$ 114.98	OIL FILTER WRENCH SET
11/11/25	Walmart.Com	0966,E,12,610,280,000,430,003	\$ 20.75	BAKE SALE ITEMS
11/11/25	Amazon Mktpl Bt4ni6r51	0966,E,01,300,321,830,432,616	\$ 115.60	SANITIZER REFILLS
11/11/25	Amazon Mark B85250fz1	0966,E,01,300,321,830,432,616	\$ 41.02	PULSE OXIMETERS
11/11/25	American Manufacturing	0966,E,12,300,361,000,430,814	\$ 746.90	GATOR PLOW/PUSH TUBE
11/11/25	Amazon Mark Bt8730h92	0966,E,01,300,321,830,432,616	\$ 39.99	PADDED LEG SLING
11/11/25	Amazon Mktpl Bt8rc6i20	0966,E,13,005,399,628,530,966	\$ 742.05	ELECTRONIC THERMOMETERS
11/11/25	Amazon Mktpl Bt65m9ip0	0966,E,01,300,321,830,432,616	\$ 84.14	HOSPITAL BLANKETS
11/10/25	Sams Club #6254	0966,E,12,610,280,000,430,003	\$ 205.52	BAKE SALE ITEMS
11/07/25	Wm Supercenter #1577	0966,E,01,300,321,830,432,616	\$ 103.27	FOOD/CLINICAL PRACTICE
11/06/25	Amazon Mark Bt1ek9ln1	0966,E,01,005,810,000,411,000	\$ 145.55	VACUUM BELTS
11/06/25	Walmart.Com	0966,E,12,610,280,000,430,003	\$ 49.66	BAKE SALE ITEMS
11/06/25	Amazon Mktpl Bt5010ow1	0966,E,12,300,361,000,430,814	\$ 320.58	ATV POLARIS TIRES
11/06/25	Amazon Reta Nk3e16872	0966,E,01,300,361,830,432,821	\$ 44.30	HEX CAP SCREWS
11/06/25	Amazon Mktpl Bt0o10ld0	0966,E,01,300,361,830,432,821	\$ 16.10	HEX NUTS
11/06/25	Amazon Reta Bt48q1z61	0966,E,13,005,399,628,530,966	\$ 219.68	TORQUE WRENCH
11/06/25	Amazon Mktpl Bt6dw74v0	0966,E,01,300,361,830,432,821	\$ 13.89	FLAT WASHERS
11/06/25	Amazon Mark Bt4wc8z60	0966,E,01,300,366,830,432,008	\$ 124.13	BIBS/NAIL FILES/NAIL ART
11/06/25	Amazon Mktplace Pmts	0966,E,13,005,399,628,530,966	\$ (322.04)	RETURN 30 DEGREE NAILER
11/05/25	Amazon Mark Bt57z5ch1	0966,E,01,300,361,830,432,821	\$ 99.88	NUTS/WASHERS/SCREWS
11/05/25	Amazon Mark Bt74d9cv1	0966,E,13,005,399,628,530,966	\$ 193.58	SOCKET SETS
11/04/25	Amazon Mark Nk2aa9990	0966,E,01,300,361,830,432,821	\$ 88.70	NUTS/BOLTS/SCREWS
11/03/25	Amazon Mktpl N46kc7iy2	0966,E,01,300,361,830,432,821	\$ 79.97	APPLIANCE ELEMENT KIT
11/03/25	Amazon Mark N45467ra2	0966,E,01,300,361,830,432,821	\$ 56.49	FUEL INJECTORS
11/03/25	Amazon Mark Nk8xy3pj1	0966,E,12,300,361,000,430,814	\$ 122.16	BRAKE BLEEDER KIT
11/03/25	2pitney Bowes Inc.	0966,E,01,005,110,000,329,000	\$ 132.79	RED INK/PITNEY BOWES
11/03/25	Amazon Mark Nk2te2ga0	0966,E,01,300,361,830,432,873	\$ 31.98	TRANSPARENCY SHEETS
11/03/25	Amazon Reta Nk97726g0	0966,E,01,300,380,830,433,814	\$ 114.29	WYPALLCLOTHS/SOCKETS
11/03/25	Amazon Mark Nk6ut7x30	0966,E,01,300,361,830,432,893	\$ 40.73	CONTACT TIPS
11/03/25	Amazon Mark Nk7l050f1	0966,E,13,005,399,628,530,966	\$ 524.94	TIG TORCHES
11/03/25	Amazon Reta N49xb4r02	0966,E,13,005,399,628,530,966	\$ 445.92	CLUTCH/BRAKE BLEEDING KIT
10/31/25	Amazon Mktpl Nk93673t1	0966,E,13,005,399,628,530,966	\$ 769.90	FRAMING NAILER KIT
10/30/25	Sp Tire Sply Ntwrk	0966,E,01,300,361,830,432,821	\$ 59.99	LUG NUT TORQUE CHART
10/30/25	Menards Buffalo Mn	0966,E,01,300,361,628,432,833	\$ (856.85)	RETURN/ERROR NAILERS
10/30/25	Minnesota State Colleg	0966,E,13,005,399,628,366,966	\$ 150.00	CTE SUMMIT REGISTRATION
10/30/25	Menards Buffalo Mn	0966,E,13,005,399,628,530,966	\$ 800.80	PNEUMATICE SIDING NAILERS
10/29/25	Amazon Mark N46nk23i2	0966,E,01,300,361,830,432,821	\$ 170.34	MISC. SHOP/CLASS SUPPLIES

10/29/25	Amazon Mark Nu4340qn0	0966,E,13,005,399,628,530,966	\$ (191.99)	RETURN/NON-DEWALT CHARGERS
10/29/25	Menards Buffalo Mn	0966,E,01,300,361,830,432,833	\$ 858.36	ERROR/SIDING NAILERS
10/29/25	Amazon Reta N442c43r2	0966,E,13,005,399,628,530,966	\$ 36.93	IRWIN UTILITY KNIVES
10/28/25	Amazon Mark N40al5s30	0966,E,13,005,399,628,530,966	\$ 41.99	BELT TENSIONER TOOL KIT
10/28/25	Amazon Mktpl N46gg56d0	0966,E,01,300,361,830,432,821	\$ 150.78	TIRE PATCH/SEAL ITEMS
10/28/25	Amazon Reta N48573do0	0966,E,13,005,399,628,530,966	\$ 443.86	DEWALT BATTERY CHARGERS
10/28/25	Amazon Mark N44qw3zo2	0966,E,13,005,399,628,530,966	\$ 189.15	SENCO STAPLER
		TOTAL:	\$ 22,807.86	

TRI-CO TREE MOVERS

Jim Sawatzke * 5412 Co. Rd. 12 N. * Buffalo, MN 55313

(763) 682-1050

Buy*Sell*Transplant*Trees from 1" to 9" Diameter*Stump Grinding*Commercial & Residential*Snowplowing

SNOW REMOVAL PROPOSAL

2025-2026

Wright Vo-tech

1405 3rd Ave NE,

Buffalo, MN 55313-1925

\$345- 2-5 ½ inch- Each Plow

\$425-Over 6 inch- Each Plow

****SALT AND SANDING AVAILABLE UPON REQUEST****

Copy of insurance available upon request

On snow days with any questions or concerns please call:

Jim Sawatzke

Cell (612)-490-1050

I am looking forward to helping with all your snow plow needs!



FINANCIAL SUMMARY – November 2025



Dec 2nd, 2025 Board Meeting

1. Business Office Report

- The FY26 Revised Budget will be available for the Board review and approval in the Jan 2026 meeting instead of today's meeting. This will allow ample time for a thorough financial analysis and proactive budgeting, to ensure a balanced budget for the rest of the fiscal year that produces a favorable financial result.
- Due to a lower cash in-flow in November, we utilized roughly \$50,000 of the line of credit prior to the end of the month to ensure proper processing of the 11/28/25 payroll and other uncleared payments. This borrowed amount will be paid back as soon as possible.

2. Financial Report

a. Main Revenues

November 2025 – FY2026

- Wright Academy billing – \$69,448 (Middle school - \$3,400, High school - \$66,048)
- Fund balance stabilization fee - \$22,000
- MAWSECO Cornerstones Rent for Q1 & Q2 - \$27,083
- General Education Aid - \$8,637
- Capital Improvement - \$4,285

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

b. Main Expenditures

November 2025 – FY2026

- Payroll & Benefits - \$252,483
- Contracted fiscal control (Financial Audit fee) - \$15,000
- Network consultant - \$4,123
- Electricity - \$8,903, Water & Sewer - \$891
- Property insurance - \$10,803 – (Deductible buy-back - \$8,538, Cyber insurance - \$2,264)
- Maintenance supplies - \$1,874

- House materials - \$10,251

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



Wright Technical Center
Revenue Report
November 30, 2025



Budgeted YTD percentage is 42%

YTD Rev. less Exp. \$ 115,863		FY26 Prelim Budget	FY26 Monthly Budget	Oct 2025	Nov 2025	FY26 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,202,268	266,856	637,169	73,734	1,293,777	40%	1,908,491.18
092	Interest Earnings	500	42	47	0	191	38%	309.47
093	Rent	17,067	1,422	1,756	1,756	7,025	41%	10,041.88
096	Gifts & Bequest	30,000	2,500	500	0	0	0%	30,000.00
098	Misc. Rev- Cornerstone Maint.	48,000	4,000	0	27,083	27,083	56%	20,916.84
099	Misc Rev- Local Source	3,000	250	0	22,773	22,791	760%	(19,790.91)
211	General Education Aid	136,339	11,362	45,532	8,637	49,233	36%	87,106.48
300	Misc State Aid	88,585	7,382	22,146	0	22,146	25%	66,438.68
360	Special Education Aid	240,000	20,000	13,236	0	62,878	26%	177,122.15
400	Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0	0	0	0	0%	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000	12,500	0	12,500	10%	107,500.00
625	Insurance Recovery	0	0	0	0	0	0%	-
General Fund Total		\$ 3,885,759	\$ 323,813	\$ 732,886	\$ 133,983	\$ 1,497,623	39%	2,388,135.77
07-Debt Services								
021	LTFM Bond Levy	\$ 80,121	\$ 6,677	\$ -	\$ -	33,385	42%	46,736.00
		\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 33,385.00	42%	46,736.00
08-Scholarships								
092	Interest Earnings	0	0	0	0	0	0%	-
096	Gifts & Bequest	2,000	167	0	0	0	0%	2,000.00
Scholarships Total		\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	2,000.00
12-Student Activities								
050	Fees from Students or Patrons	0	0	0	0	0	0%	-
060	SPO Revenue	0	0	53	0	53	0%	(52.99)
619	Fundraiser Expenses	0	0	0	10	10	0%	(10.00)
620	Fundraiser Revenue	0	0	1,403	1,920	3,573	0%	(3,573.00)
621	Sale-Mater.purch/Resale2Pupils	0	0	765	1,360	5,461	0%	(5,460.82)
Student Activities Total		\$ -	\$ -	\$ 2,221	\$ 3,290	\$ 9,097	0%	(9,096.81)
13-Carl Perkins								
400	Fed Aid/MN CFL	622,522	51,877	72,594	51,078	113,407	18%	509,114.90
Carl Perkins Total		\$ 622,522	\$ 51,877	\$ 72,594	\$ 51,078	\$ 113,407	18%	509,114.90
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	22,220	42%	31,108.00
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 22,220	42%	31,108.00
Total All Sources		\$ 4,643,730	\$ 380,301	\$ 812,145	\$ 192,796	\$ 1,675,732	36%	2,921,261.86

6% more than budget



Wright Technical Center Expenditure Report November 30, 2025



Budgeted YTD percentage is 42%

	FY26 Prelim Budget	FY26 Monthly Budget	Oct 2025	Nov 2025	FY26 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,180,823	181,735	185,203	186,424	721,154	33%	1,459,669
200 Employee Benefits	852,034	71,003	66,729	66,059	260,248	31%	591,786
300 Purchased Services	579,923	48,327	118,453	47,491	304,081	52%	275,842
400 Supplies & Materials	246,510	20,543	49,652	13,307	94,441	38%	152,069
500 Capital Expenditures	70,420	5,868	12,086	0	41,015	58%	29,405
800 Other Expenditures	3,500	292	0	0	3,020	86%	480
General Fund Total	\$ 3,933,210	\$ 327,768	\$ 432,124	\$ 313,280	\$ 1,423,959	36%	2,509,251
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%	2,000
Scholarships Total	\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	2,000
12-Student Activities							
300 Purchased Services			0	0	0		
400 Supplies & Materials	0	0	1,040	7,021	13,753	0%	(13,753)
Student Activities Total	\$ -	\$ -	\$ 1,040	\$ 7,021	\$ 13,753	0%	(13,753)
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	5,561	1,567	9,939	3%	348,632
400 Supplies & Materials	95,021	7,918	39,413	0	42,651	45%	52,370
500 Capital Expenditures	114,360	9,530	17,033	27,997	51,282	45%	63,078
Carl Perkins Total	\$ 622,552	\$ 51,879	\$ 62,007	\$ 29,564	\$ 103,871	17%	518,681
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	\$ 508,502	\$ 349,865	\$ 1,559,869	33%	3,131,342

9% less than budget

	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	81,011							

WRIGHT TECHNICAL CENTER ISD 966				
CASH FLOW REVIEW				
	Old National Bank		National Bank of Commerce	Note
Bank balance as of 11/25/2025	\$ 37,011.43		\$ 153,468.60	Including \$30,000 from the line of credit
Outstanding checks & wires	\$ (879.21)		\$ (121,809.00)	Including 11/28/25 Payroll
Est. Dec 2025 Payroll	\$ -		\$ (252,000.00)	
Est. Dec 2025 Bills			\$ (64,000.00)	
Line of credit pay back			\$ (30,000.00)	
Est. Dec 2025 Perkins Reimbursement			\$ 40,135.00	
Est. Wright Academy Billing for November 2025			\$ 60,000.00	
Est. Dec 2025 State Aids			\$ 29,368.00	
Est. 1st Trimester Transition Disabled Billing			\$ 52,000.00	
Dec 2025 Aged Open Invoice			\$ 683,886.10	Including Jan, Feb and Mar 2026 Assessment Revenue
Estimated End of December 2025 Balance	\$ 36,132.22		\$ 551,048.70	For Jan - Mar 2026

Wright Technical Center

Aged Open Invoice Report

Aging Date 11/26/25

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	5962	Invoice	RECEIPT	11/07/2025	1,592.80	0.00	0.00	0.00	0.00	0.00	1,592.80
0966	1	1004	ANNANDALE SCHOOLS #876	5971	Invoice	RECEIPT	11/18/2025	7,837.34	0.00	0.00	0.00	0.00	0.00	7,837.34
0966	1	1004	ANNANDALE SCHOOLS #876	5981	Invoice	RECEIPT	12/01/2025	40,040.37	0.00	0.00	0.00	0.00	0.00	40,040.37
Customer Total								\$49,470.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,470.51
0966	1	1013	BECKER SCHOOLS #726	5932	Invoice	RECEIPT	09/25/2025	0.00	0.00	882.10	0.00	0.00	0.00	882.10
0966	1	1013	BECKER SCHOOLS #726	5972	Invoice	RECEIPT	11/18/2025	1,702.02	0.00	0.00	0.00	0.00	0.00	1,702.02
Customer Total								\$1,702.02	\$0.00	\$882.10	\$0.00	\$0.00	\$0.00	\$2,584.12
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5945	Invoice	RECEIPT	10/03/2025	0.00	228.76	0.00	0.00	0.00	0.00	228.76
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5973	Invoice	RECEIPT	11/18/2025	26,756.06	0.00	0.00	0.00	0.00	0.00	26,756.06
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5982	Invoice	RECEIPT	12/01/2025	52,749.96	0.00	0.00	0.00	0.00	0.00	52,749.96
Customer Total								\$79,506.02	\$228.76	\$0.00	\$0.00	\$0.00	\$0.00	\$79,734.78
0966	1	1014	BUFFALO SCHOOLS #877	5964	Invoice	RECEIPT	11/07/2025	4,545.20	0.00	0.00	0.00	0.00	0.00	4,545.20
0966	1	1014	BUFFALO SCHOOLS #877	5974	Invoice	RECEIPT	11/18/2025	12,528.24	0.00	0.00	0.00	0.00	0.00	12,528.24
0966	1	1014	BUFFALO SCHOOLS #877	5983	Invoice	RECEIPT	12/01/2025	122,498.25	0.00	0.00	0.00	0.00	0.00	122,498.25
Customer Total								\$139,571.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139,571.69
0966	1	1015	DELANO SCHOOLS # 879	5975	Invoice	RECEIPT	11/18/2025	1,214.40	0.00	0.00	0.00	0.00	0.00	1,214.40
0966	1	1015	DELANO SCHOOLS # 879	5984	Invoice	RECEIPT	12/01/2025	62,922.00	0.00	0.00	0.00	0.00	0.00	62,922.00
Customer Total								\$64,136.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,136.40
0966	1	1016	HOW LK/WAV/WIN SCH #2687	5966	Invoice	RECEIPT	11/07/2025	1,159.40	0.00	0.00	0.00	0.00	0.00	1,159.40
0966	1	1016	HOW LK/WAV/WIN SCH #2687	5985	Invoice	RECEIPT	12/01/2025	28,062.45	0.00	0.00	0.00	0.00	0.00	28,062.45
Customer Total								\$29,221.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,221.85
0966	1	1017	MAPLE LAKE SCHOOLS #881	5976	Invoice	RECEIPT	11/18/2025	1,214.40	0.00	0.00	0.00	0.00	0.00	1,214.40
0966	1	1017	MAPLE LAKE SCHOOLS #881	5986	Invoice	RECEIPT	12/01/2025	25,083.21	0.00	0.00	0.00	0.00	0.00	25,083.21
Customer Total								\$26,297.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,297.61
0966	1	1196	MAWSECO-CORNERSTONES	5970	Invoice	RECEIPT	11/11/2025	27,083.16	0.00	0.00	0.00	0.00	0.00	27,083.16
Customer Total								\$27,083.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,083.16
0966	1	1018	MONTICELLO SCHOOLS #882	5969	Invoice	RECEIPT	11/07/2025	2,915.00	0.00	0.00	0.00	0.00	0.00	2,915.00
0966	1	1018	MONTICELLO SCHOOLS #882	5977	Invoice	RECEIPT	11/18/2025	7,753.70	0.00	0.00	0.00	0.00	0.00	7,753.70
0966	1	1018	MONTICELLO SCHOOLS #882	5987	Invoice	RECEIPT	12/01/2025	81,576.96	0.00	0.00	0.00	0.00	0.00	81,576.96
Customer Total								\$92,245.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,245.66
0966	1	1045	ST CLOUD SCHOOLS # 742	5978	Invoice	RECEIPT	11/18/2025	126.42	0.00	0.00	0.00	0.00	0.00	126.42
Customer Total								\$126.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126.42

Wright Technical Center
Aged Open Invoice Report

Aging Date 11/26/25														
Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5980	Invoice	RECEIPT	11/18/2025	9,101.68	0.00	0.00	0.00	0.00	0.00	9,101.68
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	5988	Invoice	RECEIPT	12/01/2025	163,097.82	0.00	0.00	0.00	0.00	0.00	163,097.82
Customer Total								\$172,199.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$172,199.50
0966	1	1039	WATERTOWN/MAYER SCH #111	5979	Invoice	RECEIPT	11/18/2025	1,214.40	0.00	0.00	0.00	0.00	0.00	1,214.40
Customer Total								\$1,214.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,214.40
Report Total								682,775.24	228.76	882.10	0.00	0.00	0.00	683,886.10



Principal's Report – December 2, 2025

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - Resources Training & Solutions (11/4) - Session 1
 - CTE Summit (11/12 & 11/13)
 - Great Rivers Perkins Consortium Meeting (11/17)
 - Buffalo Career Fair (11/17)
 - New Perkins Leaders Meeting (11/20)
 - Resources Training & Solutions (11/25) - Session 2
 - Principals Meeting (12/10)

Wright Tech

- **Enrollment 2025-2026 = 535**
- **Program Highlights & Updates**
 - **Automotive** - AC Recharging & Recovery Machine
 - **Cosmetology** - Open House @ Ridgewater College (11/24)
 - **ECEC** - Visit to Kid's Haven (11/6)
 - **Graphics** - Received \$5,000 CTE Grant - Exposure Table
 - **Welding** - Ellis Band Saw

Wright Academy

- **Enrollment = 72 Students Day School**
 - **High School** = 69 Students (5 referrals)
 - 2 Graduates in November
 - **Middle Level** = 3 Students
- **Student Support & Engagement**
 - **Field Trips**
 - Imagine Theaters - Monticello (12/19)
 - **Student Advisory** - Daily from 9:00-9:25, focusing on social-emotional learning/mental health, (SSR) Silent Sustained Reading, and relationship building
 - December's Theme - Dealing with Holiday Stress

The **WRIGHT** path for High School



Executive Director's Report – December 2nd, 2025

Brian Nutter

1. General Information

a. Meetings and Events

- i. MN CTE Summit (11/12 & 11/13)
- ii. MASA Great Start Cohort (11/19)
- iii. Delano Chamber of Commerce Meeting (11/20)
- iv. Superintendent Mentorship Meeting (11/21)
- v. WCEDP Board Meeting (11/21)
- vi. Paumen Computer Services Meeting (11/24)
- vii. Cintas Account Meeting (11/25)
- viii. WTC Superintendents Advisory Board (11/25)
- ix. Continuous Improvement Meeting (11/25)

b. Staffing Updates

- i. Teacher requested leave of absence on 11/24

2. Budget/Finance

- a. Refer to Budget Reports; Agenda items 6.0 and 6.1
- b. Line of credit needed as bridge for November payroll and bills

3. Facilities/Operations

- a. Snow removal contract renewed with Jim Sawarzke for Winter 25-26
- b. Inconsistent heating in 2009 addition section of the building is persisting
- c. HVAC temp control module in 2009 section obsolete, proposal received from UHL, \$24,000
- d. Working on a less expensive option for exterior lighting controls



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

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.** ~~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 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. District School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the district 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)