



Governing Board Meeting

January 6, 2026

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 -December 2, 2025 Regular Meeting
 - 5.2 Bills for Payment

Background: 5.1 - Approval of the minutes from previous meeting. 5.2 - Approval of bills for December.
Recommendation: Approve as presented.

- 6.0 Financial Reports - Anh Glewwe, Business Manager
 - 6.1 Approval of Financial Report and Revised FY25-26 Budget

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

- 8.0 New Business - Action required
 - 8.1 Approval of third and final 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: Final reading; all recommended edits from first and second readings have been incorporated. Recommendation: Approve as presented

- 8.2 Approval of the Resolution in Support of Legislation for Wright Technical Center Capital Improvements.

Background: The legislation will be reintroduced with the beginning of the 2026 Legislative Session. With inflationary costs, the total amount requested is \$10.5M Recommendation: Approve as presented

- 8.3 Approval of Lead Custodian Resignation

Background: Notice of intent to resign received on December 23, 2025 stating the last day of employment will be January 6, 2026. Recommendation: Approve as presented.

9.0 Adjournment

Next meeting, Wednesday, February 4, 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 Tuesday December 2, 2025 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Paumen, 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.

Members Absent: Gierke, Mulvihill, Steffens.

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 Sansevere, second by Member Sixberry, 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 November 5th regular meeting minutes, 5.2 Bills for payment, 5.3 Approval of Tri-Co Tree Moving for snow removal 25-26.

Financial Report

Business Manager Glewwe reported on the current finances. On motion by Member Paumen, second by Member Sansevere, 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 CTE Summit and Buffalo Career fair. Director Nutter reported on meetings and events he has attended, budget/finance, and updates on the facilities/operations.

New Business

Motion by Member Sixberry, second by Member Curtis, to approve the second 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 Sansevere, second by Member Sixberry, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 6:17 P.M.

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3092	N	ADVANCE AUTO PARTS	010626	61208	6739532830351	25.01	0.00	25.01	01/06/2026	01/06/2026	01/06/2026
1	3092	N	ADVANCE AUTO PARTS	010626	61224	6739534246829	0.00	0.00	0.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$25.01			
1	2079	Y	AUTO VALUE # 8204112	010626	61195	82293524	46.98	0.00	46.98	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61196	82293520	40.47	0.00	40.47	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61204	82293387	2.99	0.00	2.99	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61205	82293158	3.48	0.00	3.48	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61231	82293846	47.99	0.00	47.99	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61232	82293758	16.98	0.00	16.98	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61233	82293779	35.29	0.00	35.29	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61234	7396	71.99	0.00	71.99	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61235	7397	61.10	0.00	61.10	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61260	82294104	8.98	0.00	8.98	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61261	82294118	62.86	0.00	62.86	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61262	82294105	37.99	0.00	37.99	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61263	82294117	44.90	0.00	44.90	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61264	82294009	142.07	0.00	142.07	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61265	82294010	13.47	0.00	13.47	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61266	82293999	146.96	0.00	146.96	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61281	82293991	7.98	0.00	7.98	01/06/2026	01/06/2026	01/06/2026
1	2079	Y	AUTO VALUE # 8204112	010626	61350	82294205	3.29	0.00	3.29	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$795.77			
1	2940	N	BENCO EQUIPMENT	010626	61228	FINANCE CHARGES	11.08	0.00	11.08	01/06/2026	01/06/2026	01/06/2026
1	2940	N	BENCO EQUIPMENT	010626	61229	406008878	676.00	0.00	676.00	01/06/2026	01/06/2026	01/06/2026
1	2940	N	BENCO EQUIPMENT	010626	61298	406008933	430.00	0.00	430.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$1,117.08			
1	2348	Y	BERGAN - KDV, LTD.	010626	61201	1272353	4,800.00	0.00	4,800.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$4,800.00			
1	2964	N	BMO FINANCIAL GROUP	010626	61217	010626	(3.78)	0.00	(3.78)	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61218	7408	4.82	0.00	4.82	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61219	7409	11.99	0.00	11.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61220	9877845	125.00	0.00	125.00	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61221	7369	511.99	0.00	511.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61222	7410	226.50	0.00	226.50	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61223	7363	25.52	0.00	25.52	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61225	7365	79.99	0.00	79.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61236	7366	70.38	0.00	70.38	01/06/2026	01/06/2026	01/06/2026

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

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	010626	61237	7382	22.67	0.00	22.67	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61238	7364	133.81	0.00	133.81	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61239	7387	229.99	0.00	229.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61240	7368	59.74	0.00	59.74	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61241	7351	150.61	0.00	150.61	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61242	914305636	654.00	0.00	654.00	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61244	7422	73.20	0.00	73.20	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61246	7389	244.90	0.00	244.90	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61247	7418	41.46	0.00	41.46	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61252	7390	6,016.00	0.00	6,016.00	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61253	7416	45.23	0.00	45.23	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61254	7385	119.96	0.00	119.96	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61255	7417	232.12	0.00	232.12	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61258	7421	57.96	0.00	57.96	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61259	7392	412.68	0.00	412.68	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61282	7391	14.99	0.00	14.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61283	010626	16.94	0.00	16.94	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61288	7420	33.83	0.00	33.83	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61289	7419	18.99	0.00	18.99	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61290	7445	26.98	0.00	26.98	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61291	7443	68.47	0.00	68.47	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61292	7446	19.48	0.00	19.48	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61293	7456	291.95	0.00	291.95	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61294	010626	329.00	0.00	329.00	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61300	010626	96.76	0.00	96.76	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61302	7436	203.77	0.00	203.77	01/06/2026	01/06/2026	01/06/2026
1	2964	N	BMO FINANCIAL GROUP	010626	61352	7476	26.50	0.00	26.50	01/06/2026	01/06/2026	01/06/2026
Wire Amount:									\$10,694.40			
1	2986	Y	C & C EMBROIDERY	010626	61277	8182	80.00	0.00	80.00	01/06/2026	01/06/2026	01/06/2026
Check Amount:									\$80.00			
1	1761	Y	CAMBRIGDE-ISANTI ISD# 911	010626	61210	INT000094	538.12	0.00	538.12	01/06/2026	01/06/2026	01/06/2026
Check Amount:									\$538.12			
1	2198	Y	CENGAGE LEARNING INC.	010626	61206	999101737072	5,726.88	0.00	5,726.88	01/06/2026	01/06/2026	01/06/2026
Check Amount:									\$5,726.88			
1	00132	Y	CENTERPOINT ENERGY	010626	61202	010626	6,581.44	0.00	6,581.44	01/06/2026	01/06/2026	01/06/2026
Check Amount:									\$6,581.44			

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	00040	Y	CENTRAL MCGOWAN, INC.	010626	61197	0000424984	125.03	0.00	125.03	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$125.03			
1	00042	Y	CENTRAL MN ERDC	010626	61363	201374	3,284.47	0.00	3,284.47	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$3,284.47			
1	3111	Y	CINTAS CORPORATION	010626	61285	4252329765	251.19	0.00	251.19	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$251.19			
1	2837	Y	CURTIS, MELISSA	010626	61267	010626	234.60	0.00	234.60	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$234.60			
1	2316	Y	EDUCATORS BENEFIT CONSULTA	010626	61199	39853	141.72	0.00	141.72	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$141.72			
1	2969	N	GIERKE, JIM	010626	61269	010626	162.00	0.00	162.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$162.00			
1	2836	Y	GILBERT MECHANICAL CONTRAC	010626	61284	269436	402.00	0.00	402.00	01/06/2026	01/06/2026	01/06/2026
1	2836	Y	GILBERT MECHANICAL CONTRAC	010626	61355	269803	2,128.93	0.00	2,128.93	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,530.93			
1	1005	Y	GRAINGER, W.W.,INC.	010626	61198	9711961673	106.12	0.00	106.12	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$106.12			
1	3060	N	HEGLE, JEFF	010626	61272	010626	75.40	0.00	75.40	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$75.40			
1	2475	Y	HERALD JOURNAL PUBLISHING	010626	61211	010626	42.82	0.00	42.82	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$42.82			
1	2314	N	HOLDINGFORD DIST 738	010626	61227	010626	2,901.23	0.00	2,901.23	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,901.23			
1	2279	Y	KIMBALL SCHOOL DIST #739	010626	61226	010626	899.00	0.00	899.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$899.00			
1	00103	Y	KLATT TRUE VALUE ELECTRIC	010626	61207	76475	5.90	0.00	5.90	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$5.90			
1	2403	Y	LAKE REGION COOP OIL ASSOC.	010626	61243	76775	99.97	0.00	99.97	01/06/2026	01/06/2026	01/06/2026

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

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.	010626	61279	77187	53.87	0.00	53.87	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$153.84			
1	2751	N	MARCO TECHNOLOGIES LLC	010626	61200	571503085	2,120.78	0.00	2,120.78	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,120.78			
1	2714	Y	MEALEY, JENNIFER	010626	61271	010626	429.60	0.00	429.60	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$429.60			
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61213	41122	257.24	0.00	257.24	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61214	41399	484.27	0.00	484.27	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61215	41285	101.06	0.00	101.06	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61230	41330	40.87	0.00	40.87	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61275	41740	14.99	0.00	14.99	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61295	42029	(1,085.09)	0.00	(1,085.09)	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61296	41876	150.88	0.00	150.88	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61297	42064	246.17	0.00	246.17	01/06/2026	01/06/2026	01/06/2026
1	2051	Y	MENARDS- BUFFALO 32030268	010626	61353	42025	237.76	0.00	237.76	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$448.15			
1	2926	Y	MINNEAPOLIS REG. CHAMBER DE	010626	61250	142299	17,125.00	0.00	17,125.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$17,125.00			
1	3098	N	OFFICE OF MNIT SERVICES	010626	61358	25110712	126.50	0.00	126.50	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$126.50			
1	2886	Y	PAUMEN COMPUTER SERVICES, L	010626	61257	17997	785.00	0.00	785.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$785.00			
1	3102	N	PAUMEN, JOE	010626	61273	010626	222.00	0.00	222.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$222.00			
1	741	N	PAYNESVILLE SCHOOLS ISD 741	010626	61276	010626	418.00	0.00	418.00	01/06/2026	01/06/2026	01/06/2026
1	741	N	PAYNESVILLE SCHOOLS ISD 741	010626	61287	010626	3,499.26	0.00	3,499.26	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$3,917.26			
1	00311	N	PRECISION PRINTS	010626	61203	25-1816	96.00	0.00	96.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$96.00			
1	1195	N	PURCHASE POWER	010626	61357	010626	485.70	0.00	485.70	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$485.70			

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2981	N	ROADRUNNER DIGITAL LLC	010626	61356	1880	880.00	0.00	880.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$880.00			
1	750	Y	ROCORI SCHOOLS ISD.750	010626	61209	010626	2,392.39	0.00	2,392.39	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,392.39			
1	2331	N	ROYALTON AREA SCHOOLS ISD 4	010626	61251	010626	1,787.97	0.00	1,787.97	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$1,787.97			
1	02136	Y	RUSSELL SECURITY RESOURCE II	010626	61212	A54041	45.00	0.00	45.00	01/06/2026	01/06/2026	01/06/2026
1	02136	Y	RUSSELL SECURITY RESOURCE II	010626	61360	A54240	230.00	0.00	230.00	01/06/2026	01/06/2026	01/06/2026
1	02136	Y	RUSSELL SECURITY RESOURCE II	010626	61361	A54241	234.00	0.00	234.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$509.00			
1	2993	Y	SAMUELSON PEST CONTROL, LLC	010626	61216	21128	575.00	0.00	575.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$575.00			
1	2280	N	SARTELL/ST STEP SCH DIST # 748	010626	61256	010626	745.44	0.00	745.44	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$745.44			
1	3101	Y	SCHAUST, RYAN	010626	61274	010626	78.20	0.00	78.20	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$78.20			
1	1509	N	SCHMIDT ELECTRIC SERVICE	010626	61359	3060	2,448.00	0.00	2,448.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,448.00			
1	2879	Y	SIETSEMA, ERIC	010626	61299	010626	548.00	0.00	548.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$548.00			
1	2598	Y	SIXBERRY, AMBER	010626	61268	010626	482.50	0.00	482.50	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$482.50			
1	1864	Y	ST CLOUD SCHOOLS ISD #742	010626	61280	010626	2,810.48	0.00	2,810.48	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$2,810.48			
1	2902	Y	STEFFENS, CAROL	010626	61270	010626	296.00	0.00	296.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$296.00			
1	3112	Y	THOMAS, BRANSON	010626	61354	010626	65.60	0.00	65.60	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$65.60			

Wright Technical Center
Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2025-1/31/2026 Disc Date: 7/1/2025-1/31/2026

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	02094	Y	TRI-CO TREE MOVERS	010626	61286	1333	690.00	0.00	690.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$690.00			
1	00199	Y	UPS	010626	61362	0000567227515	30.00	0.00	30.00	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$30.00			
1	2584	N	VISION OF BUFFALO, INC.	010626	61278	A11253	296.58	0.00	296.58	01/06/2026	01/06/2026	01/06/2026
							Check Amount:		\$296.58			
							Report Total:		\$81,664.10			

*Does not meet minimum amount
**Exceeds maximum amount

BMO STATEMENT 11/28/25-12/27/25

Invoice Date	Comment	GL Account	Rate	Detail Description
12/23/25	Dollar Tree	0966,E,12,610,280,000,433,004	\$ 26.50	BINGO PRIZES
12/22/25	Amazon Mark 1z6in4ri3	0966,E,01,610,212,000,430,000	\$ 26.98	BLANK LURE BODIES
12/22/25	Amazon Mark 3y5k74n23	0966,E,01,300,361,830,432,000	\$ 68.47	COLORLED PENCILS/MARKERS
12/22/25	Amazon Mark 8m6sf1as3	0966,E,01,300,361,830,432,000	\$ 18.99	PLASTIC CONTAINERS
12/22/25	Amazon Mark FI9pp1yd3	0966,E,01,300,380,835,433,002	\$ 33.47	BASSWOOD SHEETS
12/22/25	Emagine Monticello	0966,E,12,610,220,000,430,003	\$ 329.00	AVATAR TICKETS
12/22/25	Amazon Mark 0n39l02m3	0966,E,01,005,810,000,411,000	\$ 19.48	PNEUMATIC TUBING
12/22/25	Dominos 7375	0966,E,12,300,361,000,430,814	\$ 96.76	CHRISTMAS PARTY
12/19/25	Hobby-Lobby #671	0966,E,12,610,280,000,430,001	\$ 58.24	WAX/CANDLE MAKING ITEMS
12/19/25	Wm Supercenter #1577	0966,E,12,610,280,000,430,001	\$ 25.51	SCISSORS
12/18/25	S R Harris Fabric Outl	0966,E,12,610,280,000,430,001	\$ 194.85	FLEECE FOR BLANKETS
12/18/25	Wal-Mart #2882	0966,E,12,610,280,000,430,001	\$ 13.35	FLEECE FOR BLANKETS
12/17/25	Amazon Mark Bf1c609j3	0966,E,01,300,321,830,432,616	\$ 125.68	CPR TRAINING VALVES/GAUZE/ID BANDS
12/15/25	Amazon Mktp1 Vs5l44l53	0966,E,01,300,361,830,432,821	\$ 41.46	BRAKE PARTS LUBRICANT
12/15/25	Amazon Mark Qc3nq8c03	0966,E,01,610,259,000,430,010	\$ 45.23	LIGHT COVERS/INK/PUZZLES
12/15/25	Amazon Mark Uu1w94at3	0966,E,01,300,321,830,432,616	\$ 31.86	PILLOW CASES/socks AID
12/15/25	Walmart.Com	0966,E,12,610,280,000,430,003	\$ 61.04	DECEMBER BAKE SALE
12/15/25	Sams Club #6254	0966,E,12,610,280,000,430,003	\$ 143.09	DECEMBER BAKE SALE
12/15/25	Amazon Mark Vj5j23of3	0966,E,01,300,361,830,432,000	\$ 119.96	TV STANDS/BASES
12/15/25	Dominos 7375	0966,E,01,005,110,000,401,000	\$ 57.96	COUNSELOR'S MEETING
12/15/25	Amazon Mark 0x8m49nj3	0966,E,01,610,212,000,430,000	\$ 232.12	BASSWOOD SHEETS/VINYL
12/15/25	Amazon Mark Kq5qo4wq3	0966,E,13,005,399,628,530,966	\$ 6,016.00	AUTEL SCAN TOOLS
12/15/25	Amazon Mark 3s4n55st3	0966,E,01,300,366,830,432,008	\$ 368.70	HAIR/MAKE-UP ITEMS
12/12/25	Amazon Mktp1 Oy8mt3213	0966,E,12,610,280,000,430,000	\$ 14.99	GUT LOADED MEALWORMS
12/12/25	Amazon Mark 2f2v60ov3	0966,E,01,300,380,835,433,814	\$ 16.94	SAWZALL BLADES
12/12/25	Wal-Mart #1577	0966,E,01,300,361,830,432,000	\$ 16.46	HEOM ADVISORY BOARD
12/11/25	Amazon Mktp1 Lh4rj8pn3	0966,E,01,300,321,830,432,616	\$ 59.98	HAND SANITIZER GEL REFILL
12/11/25	Amazon Mktp1 7l6gr4av3	0966,E,01,300,321,830,432,616	\$ 27.38	DYNAREX PREP PADS
12/11/25	Amazon Mark 1g6ep5n33	0966,E,01,300,366,830,432,008	\$ 43.98	NAIL POLISH/SETTING SPRAY
12/11/25	Dominos 7375	0966,E,01,005,110,000,401,000	\$ 56.74	PRINCIPAL'S MEETING
12/11/25	Guthrie Theater	0966,E,12,610,280,000,430,003	\$ 125.00	TICKETS/FIELD TRIP
12/10/25	Amazon Mark 4c3mh5h63	0966,E,12,300,361,000,401,873	\$ 79.99	BEANIES/STOCKING CAPS
12/09/25	Amazon Mark 080o81w03	0966,E,13,005,399,628,530,966	\$ 511.99	DUTY BELTS/HANDCUFFS/HOLSTERS
12/08/25	Amazon Reta Lb6ba4tu3	0966,E,01,300,361,830,432,873	\$ 23.92	CHARGING CABLES
12/08/25	Amazon Reta Lk68p6f03	0966,E,13,005,399,628,530,966	\$ 226.50	DEWALT RECIPROCATING SAW
12/08/25	Amazon Reta Bi42u4ao0	0966,E,01,005,110,000,401,000	\$ 25.52	PAPER NAPKINS
12/08/25	Amazon Mark Bi07831t0	0966,E,01,300,361,830,432,000	\$ 22.67	LAPTOP CHARGER

12/05/25	Amazon Reta Bi0az12y2	0966,E,01,300,361,835,433,814	\$ 16.97	SAWZALL BLADES
12/05/25	Amazon Mark Bi63d28d2	0966,E,01,300,361,835,433,814	\$ 53.41	SAWZALL BLADES
12/05/25	Chromebook Parts	0966,E,01,005,850,000,555,000	\$ 11.99	LCD CABLE
12/04/25	The Lincoln Electric C	0966,E,01,300,361,830,432,893	\$ 654.00	1/8X14 JETWELD
12/04/25	Amazon MktpI Bb6ub79r0	0966,E,01,300,361,830,432,821	\$ 59.74	BRAKE HUB CLEANING DISC
12/04/25	Amazon Reta Bi51z83e1	0966,E,01,300,361,830,432,873	\$ 109.89	HARD DRIVE/CABLES
12/03/25	Amazon Mark Bb5zh9lp2	0966,E,01,005,110,000,401,000	\$ (3.78)	RETURN OFFICE SUPPLIES
12/03/25	Wal-Mart #1577	0966,E,01,300,380,835,433,002	\$ 4.82	PAES STORE
12/02/25	Harbor Freight Tools32	0966,E,12,300,361,000,430,814	\$ 229.99	WINCH FOR GATOR PLOW
12/01/25	Amazon Mark Bb5zh9lp2	0966,E,01,300,380,835,433,814	\$ 150.61	CLEANERS/GASKETS/PLUGS
		TOTAL:	\$ 10,694.40	



FINANCIAL SUMMARY – December 2025



Jan 6th 2026 Board Meeting

1. Business Office Report

2. Financial Report

a. Main Revenues

December 2025 – FY2026

- FY26 Quarter 3 Assessment Invoices - \$576,031
- Wright Academy billing – \$50,409 (Middle school - \$2,513, High school - \$47,896)
- FY26 Quarter 2 Student Support Personnel Aid - \$22,146
- 25-26 Transition Disabled 1st Trimester Billing - \$7,111 (non-member), \$32,536 (member)
- General Education Aid - \$8,077
- Special Education Aid - \$21,292
- Capital Improvement - \$4,285

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

b. Main Expenditures

December 2025 – FY2026

- Payroll & Benefits - \$250,763
- Network consultant - \$2,016
- Electricity - \$8,253, Water & Sewer - \$774
- LTFM: Site project - \$2,482
- Property Insurance - \$14,002 (Dec 2025 & Jan 2026)
- Maintenance supplies - \$2,659

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



Wright Technical Center
Revenue Report
December 31, 2025



Budgeted YTD percentage is 50%

YTD Rev. less Exp. \$ 543,626

		FY26 Prelim Budget	FY26 Monthly Budget	Nov 2025	Dec 2025	FY26 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,202,268	266,856	73,734	670,374	1,957,475	61%	1,244,793.04
092	Interest Earnings	500	42	0	0	191	38%	309.47
093	Rent	17,067	1,422	1,756	1,756	8,781	51%	8,285.60
096	Gifts & Bequest	30,000	2,500	0	0	0	0%	30,000.00
098	Misc. Rev- Cornerstone Maint.	48,000	4,000	27,083	0	27,083	56%	20,916.84
099	Misc Rev- Local Source	3,000	250	22,773	5,202	27,992	933%	(24,992.41)
211	General Education Aid	136,339	11,362	16,154	8,077	64,827	48%	71,512.32
300	Misc State Aid	88,585	7,382	0	22,146	44,293	50%	44,292.36
360	Special Education Aid	240,000	20,000	6,313	21,292	90,483	38%	149,516.91
400	Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0	0	0	0	0%	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000	0	0	12,500	10%	107,500.00
625	Insurance Recovery		0	0	0	0	0%	-
General Fund Total		\$ 3,885,759	\$ 323,813	\$ 147,814	\$ 728,848	\$ 2,233,625	57%	1,652,134.13
07-Debt Services								
021	LTFM Bond Levy	\$ 80,121	\$ 6,677	\$ -	\$ -	40,062	50%	40,059.00
		\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 40,062.00	50%	40,059.00
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	0	0	53	0%	(52.99)
619	Fundraiser Expenses	0	0	10	0	10	0%	(10.00)
620	Fundraiser Revenue	0	0	1,920	166	3,739	0%	(3,739.00)
621	Sale-Mater.purch/Resale2Pupils	0	0	1,360	0	5,461	0%	(5,460.82)
Student Activities Total		\$ -	\$ -	\$ 3,290	\$ 166	\$ 9,263	0%	(9,262.81)
13-Carl Perkins								
400	Fed Aid/MN CFL	622,522	51,877	51,078	28,077	141,484	23%	481,038.18
Carl Perkins Total		\$ 622,522	\$ 51,877	\$ 51,078	\$ 28,077	\$ 141,484	23%	481,038.18
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	26,664	50%	26,664.00
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 26,664	50%	26,664.00
Total All Sources		\$ 4,643,730	\$ 380,301	\$ 206,626	\$ 761,534	\$ 2,451,098	53%	2,152,573.50



Wright Technical Center Expenditure Report December 31, 2025



Budgeted YTD percentage is 50%

	FY26 Prelim Budget	FY26 Monthly Budget	Nov 2025	Dec 2025	FY26 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,180,823	181,735	186,424	183,719	904,873	41%	1,275,950
200 Employee Benefits	852,034	71,003	66,059	67,045	327,293	38%	524,741
300 Purchased Services	579,923	48,327	47,491	33,672	337,753	58%	242,170
400 Supplies & Materials	246,510	20,543	13,307	8,478	102,919	42%	143,591
500 Capital Expenditures	70,420	5,868	0	100	41,116	58%	29,304
700 Interest on loan			0	47	47		
800 Other Expenditures	3,500	292	0	204	3,224	92%	276
General Fund Total	\$ 3,933,210	\$ 327,768	\$ 313,280	\$ 293,265	\$ 1,717,224	44%	2,215,986
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	7,021	4,339	18,092	0%	(18,092)
Student Activities Total	\$ -	\$ -	\$ 7,021	\$ 4,339	\$ 18,092	0%	(18,092)
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	1,567	21,665	31,604	9%	326,967
400 Supplies & Materials	95,021	7,918	0	315	42,965	45%	52,056
500 Capital Expenditures	114,360	9,530	27,997	28,018	79,301	69%	35,059
Carl Perkins Total	\$ 622,552	\$ 51,879	\$ 29,564	\$ 49,998	\$ 153,870	25%	468,682
18-Custodial Fund - SWETC	\$ 53,328	\$ 4,444	\$ -	\$ -	13,332	25%	39,996
Custodial Fund Total	\$ 53,328	\$ 4,444	\$ -	\$ -	\$ 13,332	25%	39,996
Total All Funds	\$ 4,691,211	\$ 390,934	\$ 349,865	\$ 347,602	\$ 1,907,472	41%	2,783,740

	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	105,124	506,494						

WRIGHT TECHNICAL CENTER ISD 966			
CASH FLOW REVIEW			
	Old National Bank		National Bank of Commerce
Bank balance as of 12/31/2025	\$	34,375.31	\$ 449,268.89
Outstanding checks & wires	\$	-	\$ (6,797.11)
Est. Jan 2026 Payroll	\$	-	\$ (252,000.00)
Est. Jan 2026 Bills			\$ (81,664.00)
Est. Jan 2026 Perkins Reimbursement			\$ 87,245.00
Est. Wright Academy Billing for December 2025			\$ 60,000.00
Est. Dec 2025 State Aids			\$ 31,096.88
Dec 2025 Aged Open Invoice			\$ 76,570.30
Estimated End of January 2026 Balance	\$	34,375.31	\$ 363,719.96

Wright Technical Center Aged Open Invoice Report

Aging Date 12/31/25

Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1004	ANNANDALE SCHOOLS #876	5962	Invoice	RECEIPT 11/07/2025		0.00	1,592.80	0.00	0.00	0.00	0.00	1,592.80
0966	1	1004	ANNANDALE SCHOOLS #876	5997	Invoice	RECEIPT 12/22/2025		1,603.39	0.00	0.00	0.00	0.00	0.00	1,603.39
0966	1	1004	ANNANDALE SCHOOLS #876	6005	Invoice	RECEIPT 12/30/2025		4,821.42	0.00	0.00	0.00	0.00	0.00	4,821.42
Customer Total								\$6,424.81	\$1,592.80	\$0.00	\$0.00	\$0.00	\$0.00	\$8,017.61
0966	1	1013	BECKER SCHOOLS #726	5932	Invoice	RECEIPT 09/25/2025		0.00	0.00	0.00	882.10	0.00	0.00	882.10
0966	1	1013	BECKER SCHOOLS #726	6006	Invoice	RECEIPT 12/30/2025		1,331.04	0.00	0.00	0.00	0.00	0.00	1,331.04
Customer Total								\$1,331.04	\$0.00	\$0.00	\$882.10	\$0.00	\$0.00	\$2,213.14
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	5998	Invoice	RECEIPT 12/22/2025		2,006.46	0.00	0.00	0.00	0.00	0.00	2,006.46
0966	1	1011	BIG LAKE DISTRICT OFFICE #727	6007	Invoice	RECEIPT 12/30/2025		20,062.40	0.00	0.00	0.00	0.00	0.00	20,062.40
Customer Total								\$22,068.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,068.86
0966	1	1014	BUFFALO SCHOOLS #877	5999	Invoice	RECEIPT 12/22/2025		4,575.43	0.00	0.00	0.00	0.00	0.00	4,575.43
0966	1	1014	BUFFALO SCHOOLS #877	6008	Invoice	RECEIPT 12/30/2025		10,072.80	0.00	0.00	0.00	0.00	0.00	10,072.80
Customer Total								\$14,648.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,648.23
0966	1	1015	DELANO SCHOOLS # 879	6000	Invoice	RECEIPT 12/22/2025		2,484.82	0.00	0.00	0.00	0.00	0.00	2,484.82
0966	1	1015	DELANO SCHOOLS # 879	6009	Invoice	RECEIPT 12/30/2025		1,916.98	0.00	0.00	0.00	0.00	0.00	1,916.98
Customer Total								\$4,401.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,401.80
0966	1	1016	HOW LK/WAV/WIN SCH #2687	6001	Invoice	RECEIPT 12/22/2025		1,167.11	0.00	0.00	0.00	0.00	0.00	1,167.11
Customer Total								\$1,167.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,167.11
0966	1	1017	MAPLE LAKE SCHOOLS #881	5993	Invoice	RECEIPT 12/05/2025		1,539.16	0.00	0.00	0.00	0.00	0.00	1,539.16
0966	1	1017	MAPLE LAKE SCHOOLS #881	6002	Invoice	RECEIPT 12/22/2025		967.79	0.00	0.00	0.00	0.00	0.00	967.79
0966	1	1017	MAPLE LAKE SCHOOLS #881	6010	Invoice	RECEIPT 12/30/2025		897.60	0.00	0.00	0.00	0.00	0.00	897.60
Customer Total								\$3,404.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,404.55
0966	1	1018	MONTICELLO SCHOOLS #882	6003	Invoice	RECEIPT 12/22/2025		2,934.39	0.00	0.00	0.00	0.00	0.00	2,934.39
0966	1	1018	MONTICELLO SCHOOLS #882	6011	Invoice	RECEIPT 12/30/2025		3,404.66	0.00	0.00	0.00	0.00	0.00	3,404.66
Customer Total								\$6,339.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,339.05
0966	1	1045	ST CLOUD SCHOOLS # 742	6012	Invoice	RECEIPT 12/30/2025		96.32	0.00	0.00	0.00	0.00	0.00	96.32
Customer Total								\$96.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.32
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#6004	6004	Invoice	RECEIPT 12/22/2025		6,406.93	0.00	0.00	0.00	0.00	0.00	6,406.93
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#6013	6013	Invoice	RECEIPT 12/30/2025		6,909.10	0.00	0.00	0.00	0.00	0.00	6,909.10
Customer Total								\$13,316.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,316.03

Wright Technical Center
Aged Open Invoice Report

Aging Date 12/31/25														
Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1039	WATERTOWN/MAYER SCH #111	6014	Invoice	RECEIPT	12/30/2025	897.60	0.00	0.00	0.00	0.00	0.00	897.60
Customer Total								\$897.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$897.60
Report Total								74,095.40	1,592.80	0.00	882.10	0.00	0.00	76,570.30



WRIGHT TECHNICAL CENTER ISD 966
Revised Budget Summary 2025-2026



	FY26 PRELIM BUDGET 2025-2026	FY26 REVISED BUDGET 2025-2026	CHANGES SINCE LAST BUDGET
REVENUES			
General Fund - 01			
Unassigned	\$ 3,885,728	\$ 3,797,312	\$ (88,416)
Expanded Summer Program Funding - 03	\$ -	\$ -	\$ -
Debt Services - 07	\$ 80,121	\$ 80,121	\$ -
Trust Fund - 08	\$ 2,000	\$ 2,000	\$ -
Perkins Fund - 13	\$ 622,552	\$ 622,552	\$ -
Custodial Fund (SWETC) - 18	\$ 53,328	\$ 53,328	\$ -
TOTAL	\$ 4,643,729	\$ 4,555,313	\$ (88,416)

	FY26 PRELIM BUDGET 2025-2026	FY26 REVISED BUDGET 2025-2026	CHANGES SINCE LAST BUDGET
EXPENDITURES			
General Fund - 01			
Unassigned	\$ 3,933,210	\$ 3,840,308	\$ (92,902)
Expanded Summer Program Funding - 03	\$ -	\$ -	\$ -
Debt Services - 07	\$ 80,121	\$ 80,121	\$ -
Trust Fund - 08	\$ 2,000	\$ 2,000	\$ -
Perkins Fund - 13	\$ 622,552	\$ 622,552	\$ -
Custodial Fund (SWETC) - 18	\$ 53,328	\$ 53,328	\$ -
TOTAL	\$ 4,691,211	\$ 4,598,309	\$ (92,902)

NET EXCESS/(DEFICIT)	-\$47,482	-\$42,997	\$4,486
-----------------------------	------------------	------------------	----------------

Main Revenue changes between Prelim vs Revised	Main Expenditure changes between Prelim vs Revised
<ul style="list-style-type: none"> - Targeted Services billing decreased by \$28,972 - Wright Academy Summer School decreased by \$18,657 - Wright Acedemy High School billing budget decreased by \$50,000 due to lower enrollments - Transition Disabled billing budget decreased by \$13,948 - Fund balance stabilization revenue is \$22,000 	<ul style="list-style-type: none"> - Revised Employee Benefits decreased by \$42,566. We initially budgeted full benefits for the new Law Enforcement and Math teachers and the actual costs are lower. - Purchased Services budget decreased by \$15,997 - Supplies budget decreased by \$8,523 - Technology Equipment budget decreased by \$24,420
Note: We are projecting roughly \$132K of excess in the LTFM budget, which soften the overall deficit. However, looking at the unassigned/general fund separately, we're projecting a deficit of roughly \$175K.	



Principal's Report – January 6th, 2026

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - Principals Meeting (12/10)
 - Resources Training & Solutions (12/16) - Session 4
 - Great Rivers Perkins & MDE Meeting (1/14)
 - MASSP Winter Conference (1/28 & 1/29)

Wright Tech

- **Enrollment 2025-2026 = 519**
- **10th Grade Tours & Presentations**
 - HLWW - 96 Students Toured on (12/12)
 - Buffalo Middle School - Q2 Students - Tour (1/7)
 - Maple Lake - Presentation (12/19) & Tour (1/15)
 - Monticello - Presentation (1/14) & Tour (1/23)
 - STMA - Presentation (1/8) & Tour (1/22)
 - Delano - Presentation (1/20) Tour (1/27)
 - Big Lake - Presentation (1/9) & Tour (1/30)
 - Annandale - April TBD (9th Graders)
- **Program Highlights & Updates**
 - **Automotive** - (4) Autel Diagnostic Tools
 - **Construction Technology** - Framing is wrapping up & Windows/Doors Installed
 - **Health Science** - HOSA Students collected toys for St. Cloud Hospital

Wright Academy

- **Enrollment = 77 Students Day School**
 - **High School** = 74 Students (3 referrals)
 - 1 Graduate in December (6 Total)
 - **Middle Level** = 3 Students
- **Student Support & Engagement**
 - **Field Trips**
 - Imagine Theaters - Monticello (12/19)
 - Guthrie Theater - (1/28)
 - **Student Advisory** - Daily from 9:00-9:25, focusing on social-emotional learning/mental health, (SSR) Silent Sustained Reading, and relationship building
 - January's Theme - Communication

The **WRIGHT** path for High School



Executive Director's Report – January 6th, 2026

Brian Nutter

1. General Information

a. Meetings and Events

- i. MASA Great Start Finance Academy (12/10)
- ii. Return to Home Port / MN Maritime Summit (12/16)
- iii. Central MN Community Foundation (12/18)
- iv. MASA Region VI PD and Business Meeting (1/12)
- v. St. Mary's Catholic Church House Meeting (1/14)
- vi. WCEDP Annual Meeting (1/16)
- vii. WA Continuous Improvement Session 5 (1/20)
- viii. WTC Presentation at Delano School Board Meeting (1/26)
- ix. WTC Presentation at Annandale School Board Meeting (2/23)

b. Staffing Updates

- i. Teacher returned from leave (12/15)
- ii. Resignation of Lead Custodian (last day 1/6)

c. Programming Updates

- i. High school tours, information sessions, and registration for SY26-27 have begun – see Principal's report for specific information
- ii. Concurrent Enrollment Introduction to Teaching Grant received from Minnesota Department of Education in the amount of \$43,103.02 for the creation of Introduction to Education concurrent enrollment programming at WTC.

2. Budget/Finance

- a. Refer to Finance Reports and Revised FY25-26 Budget; Agenda item 6.1
- b. Currently operating at deficit; revised budget adjustments made to bring the budget closer to balanced.

3. Facilities/Operations

- a. Inconsistent heating in 2009 addition has been fixed
- b. Three overhead radiant tube heaters required replacement of ignitors
- c. Received AASA mini-grant of \$3,500, used to offset costs relating to our HVAC control issues.
- d. TJ Zerwas, Big Lake Director of Buildings and Grounds, working with WTC to identify and recommend facility improvements, maintenance recommendations, and opportunities for cost savings.


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 policy of the school district is to provide equal educational opportunity for all students. The school district does not 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.
- 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>



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

Adopted: December 2, 2014
Revised: 10/28/25

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

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 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 (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)


Wright Technical Center

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

 1405 3rd Ave. NE • Buffalo, MN 55313

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. 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. 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

1405 3rd Ave. NE • Buffalo, MN 55313

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

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 regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, 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., 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

1405 3rd Ave. NE • Buffalo, MN 55313

Phone: 763-682-4112

www.wtc.k12.mn.us

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 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 accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The 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.:-
- C. Every school that participates in a school district chemical abuse program shall establish 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 a drug-free 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. “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.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals 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.
3. Searches by school district officials in connection with the use, possession, or transfer, 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 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 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 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 student is no longer enrolled in the district.
 - c. 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 school district shall establish a drug-free awareness program to inform employees, about:
 1. The dangers of drug abuse in the workplace.
 2. The school district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations
- B. The school district shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act 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.

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 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, or termination 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. 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)



Wright Technical Center

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



Member [REDACTED] introduced the following resolution and moved its adoption:

RESOLUTION IN SUPPORT OF LEGISLATION FOR WRIGHT TECHNICAL CENTER CAPITAL IMPROVEMENTS

WHEREAS, the School Board of Independent School District No. 966, a cooperative vocational school district serving eight member school districts in Sherburne and Wright counties, adopted a resolution on January 6, 2026, supporting the appropriations of \$10,500,000 from the bond proceeds fund to the commissioner of education for a grant to Wright Technical Center to predesign, design, construct, renovate, furnish, and equipment improvements and betterments of a capital nature at Wright Technical Center and its affiliated facilities in the city of Buffalo, including major projects to preserve or replace mechanical, electrical, and security infrastructure; utility infrastructure; and site renovations to support ongoing programmatic operations, and

WHEREAS, said recommendations have been received and considered by the school board,

BE IT RESOLVED, by the School Board of Independent School District No. 966, as follows:

The motion for the adoption of the foregoing resolution was duly seconded by Member [REDACTED] and upon vote being taken thereon, the following

voted in favor thereof: [REDACTED]

and the following vote against: [REDACTED]

whereupon said resolution was declared duly passed and adopted.

GOVERNING BOARD OF
SCHOOL DISTRICT NO. 966

Clerk of the School Board



Brian Nutter <brian.nutter@wrighttech.org>

Keith

1 message

Keith Mjones <keith.mjones@wrighttech.org>

Tue, Dec 23, 2025 at 7:54 AM

To: Brian Nutter <brian.nutter@wrighttech.org>, Shaun Karson <shaun.karson@wrighttech.org>

To whom it may concern. My last day of employment at the Wright technical center will be January 6th 2026

Keith Mjones