



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

Governing Board Meeting

August 4, 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 - June 2nd Regular Meeting](#)
 - 5.2 [Approval of Minutes - June 18th Special Meeting](#)
 - 5.3 [Bills for June FY26 and July FY27](#)
 - 5.4 [Approval of the agreement with Rivers of Hope](#)
 - 5.5 [Approval of the agreement with Central Minnesota Mental Health Center](#)
 - 5.6 [Approval of the agreement with Ridgewater College](#)
 - 5.7 [Food Service agreement renewal with BHM Schools for the Academy](#)
 - 5.8 [Approval of the HVAC preventative maintenance agreement with Gilbert Mechanical](#)
 - 5.9 [Approval of the Contract for Cooperation between WTC and Minnesota Virtual Academy](#)
 - 5.10 [Acceptance of Donation from Mold Tech](#)

Background: 5.1, 5.2, & 5.3 - Approval of the minutes from previous meetings and bills from June and July. 5.4 & 5.5 - Annual renewal agreements with Rivers of Hope and CMMHC for student mental health support and counseling services. 5.6 - Approval of Agreement with Ridgewater College to lease space for customized training. 5.7 Annual renewal of Food Service Agreement with BHM Schools. 5.8 - Approval of annual HVAC preventative maintenance agreement. 5.9 Donation from Mold Tech.

Recommendation: Approve as presented

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

8.0 New Business - No Action Required

8.1 First reading of District Policies

8.1a [Policy 528 Student Parental, Family, and Marital Status Nondiscrimination](#)

8.1b [Policy 806 - Addendum A - Cardiac Emergency Response Plan](#)

9.0 New Business - Action Required

9.1 Final reading and approval of policies

9.1a [Policy 506 Student Discipline](#)

9.1b [Policy 514 Bullying Prohibition Policy](#)

9.1c [Policy 532 Use Of Peace Officers And Crisis Teams To Remove Students With IEPs From School Grounds](#)

9.1d [Policy 616 School District System Accountability](#)

9.1e [Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources](#)

9.1f [Policy 806 Crisis Management Policy](#)

9.1g [Policy 903 Visitors To School District Buildings And Sites](#)

9.2 Approval of the 2026-27 [Wright Tech](#) and [Wright Academy](#) Student Handbooks

Background: Annual Student Handbook Approvals. [Changes/additions are summarized here](#).

Recommendation: Approve as presented

9.3 [Approval of the 2026-27 Staff Handbook](#)

Background: Annual Staff Handbook Approval. [Changes/additions are summarized here](#).

Recommendation: Approve as presented

9.4 [Approve the Executive Director's request to redeem 5 days of unused vacation](#) and deposit those funds in the Executive Director's 403(b) retirement savings account.

Background: This is a provision of the executive director's contract.

Recommendation: Approve as presented

9.5 [Approval of the Board Resolution for reappointing the Executive Director, Brian Nutter, as the Identified Official with Authority \(IOwA\)](#) for the External User Access Recertification System.

Background: This is an annual MDE requirement which assigns job duties and authorizes external user's access to MDE secure systems for their local education agency (LEA).

Recommendation: Approve as presented

9.6 [Approval of the Tier 2 teacher contract with Millard Haley](#) for a Construction Instructor position within Wright Tech for the school year 2026-2027.

Background: This hire will fill the vacant Construction Instructor position.

Recommendation: [Recommendation from Principal](#). Approve as presented

9.7 [Approval of Support Staff Terms and Conditions of Employment](#)

Background: Bi-annual approval of updated terms and conditions of employment for support staff.

Recommendation: Approve as presented

10.0 Adjournment

Next meeting Tuesday, September 1, 2026

Please call or email if you have questions or cannot make the meeting.

WRIGHT TECHNICAL CENTER School District 966

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday June 2, 2026 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Schaust, Borrell, Mealey, Sansevere, Steffens, Sixberry, Curtis.

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

Members Absent: Paumen.

The meeting was called to order by Mealey at 6:02 p.m. followed by the Pledge of Allegiance.

Agenda Review

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

Consent Agenda

Motion by Sixberry, second by Schaust, the consent agenda was approved as presented. 5.1 May 5 regular meeting minutes, 5.2 Bills for payment, 5.3 Health Science SY26-27 Teaching Contract, 5.4 Employment Agreement for Special Education Director Services, 5.5 SY26-27 Lease Agreement with Stan Vander Kooi, 5.6 Contract for Custodial Cleaning Services with Dalbec's Cleaning, 5.7 Donations Received. Motion carried by unanimous vote.

Financial Report

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

Motion by Sixberry, second by Curtis, to approve the FY26 Final budget as presented. Motion carried by unanimous vote.

Motion by Sixberry, second by Curtis, to approve the FY27 preliminary budget as presented. Motion carried by unanimous vote.

Motion by Steffens, second by Sansevere, to approve the Resolution of the Long Term Facility Maintenance Plan for 2027-2036, the various components of Revenue, Expenditure and Statement of Assurances and reasons therefore. Motion carried by unanimous vote. The Roll Call vote: Schaust- aye, Borrell- aye, Mealey- aye, Sansevere- aye, Steffens- aye, Sixberry- aye, Curtis- aye.

Motion by Schaust, second by Borrell, to approve the expenditure requests for General, Capital, Long Term Facility Maintenance and Perkins for 2026-2027 as presented. Motion carried by unanimous vote.

Principal and Director's Report

Principal Karson discussed meetings and events happening at Wright Technical Center, including enrollment and staffing updates, program highlights, and summer school enrollment. Director Nutter reported on meetings and events attended, budget/finance items, and updates on facilities/operations summer 2026 projects.

New Business

The board reviewed the first readings of policies 506 Student Discipline, 514 Bullying Prohibition, 532 Use of Peace officers and Crisis Teams to Remove with IEP's From School Grounds, 616 School District System Accountability, 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources, 806 Crisis Management, 903 Visitors to School District Buildings and Sites. The items were presented for review only. No motion was needed and no action was taken.

Motion by Sixberry, second by Curtis, to approve the LTFM Improvements, as presented. Motion carried by unanimous vote.

Motion by Steffens, second by Schaust, to approve the resolution of placing continuing contract teachers on unrequested leave of absence. Motion carried by unanimous vote. The Roll Call vote: Schaust- aye, Borrell- aye, Mealey- aye, Sansevere- aye, Steffens- aye, Sixberry- aye, Curtis- aye.

Motion by Sixberry, second by Sansevere, to approve the SRO contract with City of Buffalo for SY26-27, as presented. Motion carries by unanimous vote.

Motion by Schaust, second by Borrell, to approve the Director and Executive committee to make necessary expenditure decisions in the absence of a July, 2026 Governing Board Meeting, as presented. Motion carried by unanimous vote.

Motion by Steffens, second by Sansevere, for adjournment. Motion carried by unanimous vote.. Meeting was adjourned at 6:36 P.M.

WRIGHT TECHNICAL CENTER School District 966

The special meeting of the Governing Board of Wright Technical Center, School District 966, was held on Thursday June 18, 2026 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Mealey, Paumen.

Members Virtual: Borrell, Sansevere, Sixberry.

Members Absent: Schaust, Steffens, Curtis.

Others Present: Brian Nutter-Director, Russ Pearson- American Federation of Teachers, Scott Zubrod- Teacher.

The meeting was called to order by Mealey at 6:00 p.m. followed by the Pledge of Allegiance.

Agenda Review

Motion by Paumen, second by Sansevere, the agenda was approved as presented. Member vote by roll-call: Borrell- aye, Mealey- aye, Sansevere- aye, Paumen- aye, Sixberry- aye. Motion carried unanimously by roll-call vote.

New Business

Motion by Sansevere, second by Sixberry, to approve the Master agreement with the Wright Technical Center Federation of Teachers for the 2025-2027 contract period, as presented followed by discussion and vote. Member vote by roll-call: Borrell- aye, Mealey- aye, Sansevere- aye, Paumen- aye, Sixberry- aye. Motion carried unanimously by roll-call vote.

Motion by Sansevere, second by Paumen, for adjournment. Member vote by roll-call: Borrell- aye, Mealey- aye, Sansevere- aye, Paumen- aye, Sixberry- aye. Motion carried unanimously by roll-call vote. Meeting was adjourned at 6:09 P.M.

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2026-8/31/2026 Disc Date: 7/1/2026-8/31/2026

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	080426	62501	CRICKETS	11.16	0.00	11.16	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62505	SUNNYSIDE FLOOR W	242.90	0.00	242.90	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62504	FIRST AID SUPPLIES	223.33	0.00	223.33	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62502	FILE CABINET KEYS	24.10	0.00	24.10	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62512	8222	65.00	0.00	65.00	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62511	8209	32.99	0.00	32.99	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62503	SCHOOL SUPPLIES	317.55	0.00	317.55	08/04/2026	08/04/2026	08/04/2026
1	2964	N	BMO FINANCIAL GROUP	080426	62522	8253	64.41	0.00	64.41	08/04/2026	08/04/2026	08/04/2026
Wire Amount:									\$981.44			
1	00042	Y	CENTRAL MN ERDC	080426	62514	202178	475.00	0.00	475.00	08/04/2026	08/04/2026	08/04/2026
1	00042	Y	CENTRAL MN ERDC	080426	62515	202292	3,323.50	0.00	3,323.50	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$3,798.50			
1	00045	Y	CITY OF BUFFALO	080426	62510	INV05346	43,608.14	0.00	43,608.14	08/04/2026	08/04/2026	08/04/2026
Wire Amount:									\$43,608.14			
1	2316	Y	EDUCATORS BENEFIT CONSULTA	080426	62516	42689	145.98	0.00	145.98	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$145.98			
1	3016	N	IDENTIFIX	080426	62612	447923-26	1,188.00	0.00	1,188.00	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$1,188.00			
1	2830	Y	IS CORP	080426	62519	4820	3,195.00	0.00	3,195.00	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$3,195.00			
1	2751	N	MARCO TECHNOLOGIES LLC	080426	62616	587082900	1,060.39	0.00	1,060.39	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$1,060.39			
1	2051	Y	MENARDS- BUFFALO 32030268	080426	62615	54829	37.53	0.00	37.53	08/04/2026	08/04/2026	08/04/2026
1	2051	Y	MENARDS- BUFFALO 32030268	080426	62507	54304	47.97	0.00	47.97	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$85.50			
1	3142	N	MINNESOTA SECRETARY OF STAT	080426	62618	080426	120.00	0.00	120.00	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$120.00			
1	00138	Y	MN SCHOOL BOARDS ASSOCIATIC	080426	62517	INV-15967-M2X9V3	2,325.00	0.00	2,325.00	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$2,325.00			
1	00081	N	MONTICELLO SCHOOLS DIST # 88	080426	62611	25124	2,500.00	0.00	2,500.00	08/04/2026	08/04/2026	08/04/2026
Check Amount:									\$2,500.00			

Pre Payment Report

Bank Code: RWBK Voucher Number: 0-999999999 Due Date: 7/1/2026-8/31/2026 Disc Date: 7/1/2026-8/31/2026

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2886	Y	PAUMEN COMPUTER SERVICES, L	080426	62614	18525	627.50	0.00	627.50	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$627.50			
1	3087	N	RENAISSANCE	080426	62518	INV5700898	1,348.75	0.00	1,348.75	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$1,348.75			
1	00041	Y	RESOURCE TRAINING & SOLUTIONS	080426	62513	44843	1,073.26	0.00	1,073.26	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$1,073.26			
1	2981	N	ROADRUNNER DIGITAL LLC	080426	62506	1894	880.00	0.00	880.00	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$880.00			
1	02136	Y	RUSSELL SECURITY RESOURCE II	080426	62509	A56242	5,812.00	0.00	5,812.00	08/04/2026	08/04/2026	08/04/2026
1	02136	Y	RUSSELL SECURITY RESOURCE II	080426	62617	A56352	3,754.00	0.00	3,754.00	08/04/2026	08/04/2026	08/04/2026
1	02136	Y	RUSSELL SECURITY RESOURCE II	080426	62508	A56241	6,465.00	0.00	6,465.00	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$16,031.00			
1	2740	N	SKYWARD	080426	62520	0000244982	5,374.32	0.00	5,374.32	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$5,374.32			
1	3121	N	USBANK-CREDIT CARD	080426	62497	FORKLIFT TRAINING	152.95	0.00	152.95	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62500	TRUCK/MOWER FUEL	151.53	0.00	151.53	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62495	MASA MEMBERSHIP	1,392.00	0.00	1,392.00	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62496	STAPLES	2.34	0.00	2.34	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62498	MASA-BACK TO SCHO	289.00	0.00	289.00	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62619	8261	101.62	0.00	101.62	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62620	8257	364.75	0.00	364.75	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62621	080426	145.00	0.00	145.00	08/04/2026	08/04/2026	08/04/2026
1	3121	N	USBANK-CREDIT CARD	080426	62499	WA NOTEBOOKS	99.05	0.00	99.05	08/04/2026	08/04/2026	08/04/2026
							Wire Amount:		\$2,698.24			
1	2758	Y	YOUSCIENCE PRECISION EXAMS	080426	62613	00019807	5,450.00	0.00	5,450.00	08/04/2026	08/04/2026	08/04/2026
							Check Amount:		\$5,450.00			
							Report Total:		\$92,491.02			

*Does not meet minimum
amount



**WORKING AGREEMENT
Between Rivers of Hope and Wright Technical Center**

This agreement is effective for the period of the 2026-2027 academic school year (August 15, 2026 to June 15, 2027) between Rivers of Hope (ROH) and Wright Technical Center. Specific dates for service delivery to be determined by school and student needs identified in collaboration with Rivers of Hope staff.

Description of Services

The mission of Rivers of Hope is to provide services to youth affected by domestic/family violence and intimate partner violence, including peer-to-peer violence. These services include outreach, crisis response, and ongoing support through advocacy and education. Services within the school setting, including through distance learning platforms occur based on student needs and include weekly, bi-weekly, and monthly sessions to address social-emotional and safety needs of students. While sessions are typically individual in nature, group work may be included as needs are identified in specific schools. All services are available through cell phone contact and video conferencing when needed.

Agreement to Provide Services/Support

Rivers of Hope services will include the following:

- Facilitation of advocacy sessions by trained staff, including staff time to collaboratively identify and screen students for group and/or further individual services, as appropriate.
- Weekly or bi-weekly sessions scheduled based primarily on student needs. Schedules will also be determined by Youth Advocate school-specific caseload and room availability as determined by school staff.
- Ongoing communication with students and their family members (when appropriate and safe to do so).
- Prompt and consistent communication about changes in student needs and advocate schedules.
- Liability Insurance for the Rivers of Hope Youth Program staff. Certificates available upon request.
- Travel and training expense for Rivers of Hope staff.
- General administrative responsibilities and costs related to program and staff.
- For elementary school partners, Rivers of Hope will provide in-person presentations the last week of every month as scheduled with the appropriate Rivers of Hope staff.
- For middle and high school partners, Rivers of Hope will provide healthy relationships curriculum with guided learning objectives and discussion questions.
- Evaluation of the ROH Youth Program, including compilation of demographic statistical data and necessary reports.

Wright Technical Center shall provide the following:

- On-site, confidential meeting space for individual sessions and/or group sessions with students. Schedule of services to be determined through collaborative communication between Youth Advocate and school staff.
- Access to technology resources and platforms through school support (i.e. ability to share information with students on behalf of Rivers of Hope Advocates) if distance learning is primary method of education.
- School staff time to refer students in need of Rivers of Hope's services.
- School staff assistance with program coordination, including arrangements to excuse students from class in order to minimize impact of core classes as well as consultation/collaboration to best assist students.
- Ongoing evaluation of program through direct feedback to program staff and Executive Director as well as year-end program evaluation support.
- Promotion of Rivers of Hope's Youth Program within the school and/or school district.
- Consideration of presentation opportunities to general student population over the course of the school year.

Privacy & Confidentiality

Rivers of Hope and Wright Technical Center agree to take reasonable measures to ensure the protection of personally identifiable information of students involved with the Youth Program. The Consent for Services and Release of Information forms will be utilized in accordance with state and federal statutes (descriptions available upon request). Both entities agree to keep names of students private unless consent is received, and the ROI is completed by the students. Per state statute, parental consent will be obtained if it is safe to do so. Rivers of Hope also agrees to keep client records secure during school visits, including in transit to and from school location.

Both parties agree to meet at start of school year to discuss program promotion, implementation, and evaluation, including coordination of schedules based on student caseload needs and room availability. In addition, ongoing communication between both parties will allow for changes during the school year as identified by both parties.

Payment

Services for the 2026-2027 academic school year are being funded by grants specific to Rivers of Hope programs. Services may continue for future academic years if funding is available. The valuable services being provided to students in the schools by Rivers of Hope can only continue with proper funding, including through School Districts when possible.

Termination

At any time during the 2026-2027 academic year, if either party feels that the expectations identified above are not being met, then services may be terminated. A meeting between both parties, along with a written explanation, will be required for the termination of services.

Agreement Contacts and Authorized Signatures

This agreement will be reviewed annually and authorized by the Executive Director of Rivers of Hope and Superintendent of Wright Technical Center. In witness whereof, the parties have entered into this agreement as of the date indicated.

Rivers of Hope

Kalleah Kennedy, Executive Director

Phone: (763) 295-8902

Email: kkennedy@riversofhope.org

Rivers of Hope Designee

Date

Wright Technical Center

Mr. Brian Nutter, Director

Phone: 763.684.2200

Email: brian.nutter@wrighttech.org

Wright Technical Center Designee

Date



Agreement for Mental Health Services
Wright Academy

School Year 2026-2027

This is an agreement between Central MN Mental Health Center and Wright Academy.

Program Overview: CMMHC and the above-named School/School District will partner to provide on-site mental health services with a School-Linked Mental Health (SLMH) provider to children, adolescents, and families who need mental health support and services.

Program Services: CMMHC will provide on-site mental health services to students and families. Services offered by the SLMH provider include but are not limited to:

- | | |
|---|---|
| ○ Diagnostic Assessments (DAs) | ○ CTSS Skills Services |
| ○ Family and/or individual treatment plans | ○ School meetings and attendance at IEP/Special Education meetings |
| ○ Individual and family therapy | ○ Community education presentations for staff, parents, and students on various mental health topics |
| ○ Individual, group, & family skills training | ○ Documentation, scheduling, and billing with CMMHC |
| ○ Mental health crisis intervention services | ○ Clinical supervision and multi-disciplinary staffing meetings with CMMHC |
| ○ Suicide assessments and safety planning. | ○ Other services and duties assigned by Supervisor or determined necessary and appropriate by School District and CMMHC |
| ○ Referrals for higher levels of service, crisis, psychiatry, and other services as needed. | |
| ○ Clinical care coordination with teachers, county, parents, and other providers | |
| ○ Psychoeducation services | |
| ○ Parent/Teacher/Administration Consultation | |
| ○ Mental Health Consultation | |

Services not provided by CMMHC include but are not limited to: Custody recommendations and educational assessments.

Partner Responsibilities:

1. CMMHC agrees to support the mental health needs of the school and its students by providing **School-Linked Mental Health Provider(s) and CTSS Mental Health Skills Practitioners** to deliver outpatient services, student support, staff consultation, and training within the district.
 - a. If referrals consistently exceed provider availability, the provider, Program Director, and school administration will work together to identify additional providers, resources, or OPMH clinic partnerships to help meet student needs.
 - b. If the therapist's time is underutilized, CMMHC may reduce time in the schools or reallocate services among districts to better meet student needs.
 - c. In the event of staff turnover, CMMHC will make reasonable efforts to fill the position promptly, assign another provider, or refer clients to the clinic to minimize service disruption.
2. In exchange for these services, and at no cost to CMMHC, the School District agrees to provide therapists and skills workers with internet access, printer access, building access, and a secure, confidential workspace. Year-round, on the agreed SLMH day(s), the district will provide a private, safe, clean room with

a door, desk or table, and chairs. The School District will also make mental health referrals, coordinate services with the provider, and arrange for students to be called from class for sessions.

3. CMMHC will provide training, supervision, and third-party billing services for the SLMH provider. Providers are required to attend Clinical Team meetings at least twice per month and participate in professional training. If these requirements affect client sessions, the provider will notify the referral source in advance. This time is included in the total hours provided to the district. Upon request, CMMHC will provide documentation of the provider's and/or supervisor's credentials, professional liability coverage, and background check. While on site, the provider will follow all applicable board of education policies and procedures.
4. CMMHC will bill the family's insurance, Medical Assistance (MA), and/or other available funding sources. The parent or guardian listed on the billing form is responsible for all fees incurred. CMMHC will complete appropriate billing, follow-up, and tracking for these services.

IEPs: If mental health services are included in a student's IEP and the School District contracts with CMMHC for those services, the School District will submit eligible expenditures to Minnesota Health Care Programs (MHCP) for covered IEP services. CMMHC will invoice the School District for eligible expenditures and provide sufficient information for the School District to submit claims to MHCP.

5. CMMHC will provide training, supervision, and third-party billing services on behalf of the SLMH provider. **Providers are required to attend Clinical Team meetings at least 2 x monthly and professional training, but they will communicate this to the referral source in advance if it affects sessions with clients. This is included in the total hours provided in the district.** Upon request, CMMHC will provide proof of the provider's and/or their supervisor's credentials, professional liability coverage, and background check. The provider will follow all applicable board of education procedures and policies while on site.
6. CMMHC will bill the family's insurance, MA, and/or other available funding sources. The parent/guardian named on the billing form will assume all responsibility for the fees incurred. CMMHC agrees to appropriate billing, follow up, and tracking of these billings.

IEPs: If mental health services are included in a student's IEP and the school district decides to contract with CMMHC for those services, the School District will agree to submit eligible expenditures to Minnesota Health Care Programs (MHCP) for covered IEP services. CMMHC will invoice the School District for eligible expenditures with sufficient information so that the School District may invoice MCHP.

Independent Contractor Clause: The parties acknowledge that CMMHC and its employees are independent contractors and are not employees or agents of the School District. CMMHC remains responsible for hiring, supervision, discipline, compensation, and clinical oversight of its personnel.

Clinical Authority: All Clinical evaluations, diagnoses, treatment recommendations, documentation, and clinical decisions shall remain under the professional judgement and authority of CMMHC's providers and supervisors.

Referral Process

- At the start of each school year, school referral sources will receive the SLMH/CTSS referral form, CMMHC release of information, and insurance information sheet. The referral source should copy the Release of Information for the student's education file before sending it to CMMHC.
- After the parent or guardian returns the completed forms, the referral source will email the referral to SLMH-SupportStaff@cmmhc.org.

- Support staff will contact the family, schedule an in-office intake, and notify the therapist or CTSS provider when the student is ready to schedule. CMMHC will aim to complete this process within 10 days of receiving the referral.
- If the SLMH provider is at capacity or cannot serve the client due to insurance restrictions, CMMHC will help connect the family or student with an available provider or agency. If there is a waitlist, families will be given additional OPMH service options until the SLMH provider has an opening.
- CTSS skills services are available, and CMMHC will determine client eligibility. Schools may use the same referral process for all CMMHC services.
- Once the student is open and ready to begin services, the therapist will coordinate appointments and passes or the call system with the school. Because CMMHC staff do not have access to school student data, school staff assistance is required. The parties will work together to create a simple, effective process for everyone involved.

Records and Materials: CMMHC is responsible for creating, maintaining, securing, and retaining all client medical records related to services provided under this Agreement, in accordance with applicable law and CMMHC policies. Requests for client medical records must be directed to the CMMHC Medical Records Department, which will determine the appropriate response in accordance with HIPAA and other applicable privacy laws. Materials, clinical forms, supplies, equipment, and other property brought into the School District by CMMHC staff remain the property of CMMHC or the individual provider, as applicable. Property provided by the School District remains the property of the School District. At no cost to CMMHC, the School District will provide reasonable access to office supplies and on-site internet, telephone, fax, scanning, and copying services as needed for CMMHC staff to provide SLMH services on site. CMMHC will provide the SLMH provider with a laptop and any CMMHC-required technology. The SLMH provider will coordinate communication between the School District and CMMHC regarding any technology access or support needed to perform services under this Agreement.

Confidentiality: The School District and CMMHC shall each safeguard the use of, access to, and disclosure of information concerning students served by CMMHC under this Agreement. Each party shall comply with applicable federal and state privacy laws and regulations, including, where applicable, HIPAA, IDEA, and FERPA.

Permitted Use and Disclosure: The parties shall not use, release, or disclose reports, data, records, or other information that identifies a student except as permitted by applicable law and with appropriate written authorization from the student or the student's parent or guardian, when required. Student information may be used only as necessary to support administration, planning, coordination, service delivery, and monitoring of performance under this Agreement. Student information may also be transferred to another school or contractor for the purpose of continuing services, provided that any required written authorization has been obtained.

Unauthorized Disclosure or Breach: Each party shall promptly notify the other party of any known unauthorized disclosure, improper access, or breach involving protected information related to services provided under this Agreement.

Mutual Indemnification: Each party shall be responsible for the acts and omissions of its own officers, employees,

and agents and shall indemnify and hold the other party harmless to the extent permitted by law for claims arising from its own negligent or wrongful acts or omissions.

Publicity: The parties mutually agree not to use the name of the other in publicity or non-services connections without permission.

Communication: The SLMH Program Manager and SLMH therapists shall communicate and collaborate with the School District Superintendent, administrators, and designated referral sources to support the delivery of School-Linked Mental Health services. The parties shall work together in good faith to address questions, coordinate service-related matters, and resolve concerns that arise under this Agreement.

Procedure for Resolving Disputes: In the event of a dispute, difference of interpretation or appeal of a decision regarding the terms and/or conditions of this agreement, parties agree to meet to resolve any disputes.

Formal Notice: Any notice required under this Agreement shall be provided in writing to the designated representatives of each party by personal delivery, U.S. Mail, or electronic mail.

Extended School Year (ESY): The contractor will not be required to offer services to students that qualify for ESY; however, services will be available all year round.

Amendment: This agreement may be amended on the initiative of either party by submitting a proposed amendment in writing to the other party and agreement of that party to the amendment. If either party decides to end this agreement, said party will submit written notice no less than 60 days in advance to terminate the agreement.

Assurances: Both parties agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

Force Majeure: Neither party shall be considered in default when performance is prevented or delayed by events beyond its reasonable control, including but not limited to natural disasters, public health emergencies, government actions, or school closures.

Term: This agreement will be in force for the period of July 1, 2026 to June 30, 2027 unless modified by mutual agreement of both parties.


Public Schools Authorized Signer

7/2/2026
Date


Jessica Brandon, MBA, MS, LPC
Central MN Mental Health Center
Chief Executive Officer

6/29/2026
Date

F.Y.	Cost Center	Obj. Code	Amount	Vendor#	P.O #
2027	528200	110	\$5,000.00	0000206052	



MINNESOTA STATE

FACILITIES USE AGREEMENT OFF-CAMPUS FACILITIES ONLY

THIS FACILITIES USE AGREEMENT is between the **WRIGHT TECH CENTER** ("Licensor"), 1405 3RD AVE NE, BUFFALO, Minnesota 55313 and the State of Minnesota, by and through the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **RIDGEWATER COLLEGE 2101 15TH AVE. NW, MINNESOTA, MN 56201** ("Minnesota State").

1. **PERMITTED USE.** Licensor agrees to allow Minnesota State use of the following (hereinafter defined as the "Space"):

Location: **14405 3RD Avenue NE, Buffalo, MN 55313**
See Exhibit A for sketch/map identifying location

Date and Time: **July 8, 2026 through June 30, 2027**

Description

of Activity or Event: Ridgewater College will host customized training and continuing education courses and programs at the Wright Technical Center. Courses offered will be intended for professionals and workforce development across numerous industry sectors and skill areas.

2. **FEE.** For its use of the Space, Minnesota State agrees to pay to Licensor a fee of that will be determined on an individual use basis not to exceed a total use fee of Five thousand and 00/100 (\$5,000.00) for the duration of the contract which shall be payable in arrears within thirty (30) days of Minnesota State's receipt of Licensor's invoice. *Prepayment by Minnesota State is prohibited by Minnesota Statute.*
3. **TERM OF AGREEMENT; CANCELLATION.** This agreement shall be effective as of July 8, 2026 or the date when the final required signature is obtained by Minnesota State and shall remain in effect until June 30, 2027. This agreement may be canceled by either party at any time, for any reason, upon 30 (thirty) days written notice to the other party. Licensor expressly understands and agrees that this agreement is not intended to and does not create a landlord-tenant relationship between the parties.

4. **AUTHORIZED REPRESENTATIVES.**

All notices, requests, and other communications between Licensor and Minnesota State that are required or that Licensor or Minnesota State elect to deliver shall be deemed sufficiently given or rendered if in writing and delivered to either party personally, by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, (return receipt required) addressed as follows:

Minnesota State's authorized agent:

Name/Title: Gary Foster, Interim Dean, Customized Training Cont. Ed.

Address: 2101 15th Ave. NW, Willmar, Minnesota 56201

Telephone: +1 320-234-8537

Email Address: gary.foster@ridgewater.edu

With a copy to: Minnesota State
ATTN: Real Estate Services
30 E. 7th Street, Suite 350
St. Paul, MN 55101

Name: Brian Nutter
Address: 1405 3RD AVE NE, BUFFALO, Minnesota 55313
Telephone: +1 763-684-2200
Email Address: brian.nutter@wrighttech.org

5. **MAINTENANCE OF SPACE.** Minnesota State agrees to maintain the Space in a reasonably clean and sanitary condition. Licensor shall provide the following:

- a. all utilities reasonably required to use the Space, including heating, cooling, and electricity;
- b. parking consisting of spaces available for participants of courses/programs
- c. building security customarily provided by Licensor; Minnesota State may provide additional security at its own expense;
- d. janitorial services;
- e. any necessary keys or access codes;
- f. other: None

Licensor shall allow Minnesota State to place temporary signs directing students and other attendees to its event.

6. **BUILDING HOURS.** The building hours are to be determined on a case-by-case basis as needs specific programs and schedules dictate. Minnesota State may access the space during the specified hours.

7. **RULES AND REGULATIONS.** Minnesota State agrees to comply with the building rules and

regulations attached as **Exhibit C** during its use of the Space which are not inconsistent with this agreement, Minnesota State board policies and applicable laws.

8. **LIABILITY.** Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the other party's acts and omissions and the results thereof. The State's and Minnesota State's liability under this Agreement is governed by the Minnesota Tort Claims Act, Minnesota Statutes §3.736 and other applicable laws.
9. **INSURANCE.** Minnesota State maintains commercial general liability insurance in compliance with the Tort Claims limits set forth in Minn. Stat. §3.736, subd. 4, as amended. Minnesota State shall name Licensors as an additional insured upon request. Minnesota State shall maintain this coverage at its sole expense during its use of the Space. For purposes of this Agreement, Licensors shall maintain applicable insurance coverage consistent with the coverages outlined on **Exhibit B**, attached hereto and made a part of this Facilities Use Agreement. Licensors shall maintain coverages at its sole expense during the term of this Agreement. Minnesota State and Licensors shall provide each other with certificates of insurance, upon request. Coverage afforded under these policies shall not be cancelled without at least thirty (30) days advance written notice to the certificate holder. Each party, at its sole expense, shall provide and maintain workers' compensation insurance as such party may be required to obtain by law. Minnesota State is self-insured for workers' compensation purposes, and any such insurance extends only to employees of Minnesota State, not to students.
10. **MINNESOTA DATA PRACTICES ACT.** Minnesota State and Licensors agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, with regard to data related to this Agreement.
11. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensors are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act.
12. **AUDIT.** The books, records, documents, and accounting procedures and practices of the Licensors relevant to this contract shall be subject to examination by Minnesota State and the Legislative Auditor for a minimum of six (6) years from the end of the agreement.
13. **ASSIGNMENT; AMENDMENTS.** Neither party shall assign nor transfer any rights or obligations under this agreement without the prior written consent of the other party. All amendments to this agreement shall be in writing and executed by a duly authorized representative of each party.
14. **BREACH.** In the event that Licensors breach this Agreement, Minnesota State shall have the right to immediately terminate this Agreement, as well as any other remedy available at law or equity.

15. **GOVERNING LAW; VENUE.** This Agreement, including all exhibits, amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
16. **ENTIRE AGREEMENT.** This Agreement (including all exhibits, as shown below intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement supersedes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement.
- Agreement
 - **EXHIBIT A,** Facilities sketch/map identifying Location
 - **EXHIBIT B,** General Insurance Requirements
 - **EXHIBIT C,** Rules (if applicable)
 - **Any Subsequent amendments, addendum properly executed by the parties.**
17. **SPECIAL PROVISIONS.** NONE

SIGNATURE BLOCK IS ON NEXT PAGE

Signature Page for Facilities Use Agreement – Off-Campus Facilities Only

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

APPROVED:

1. LICENSOR: WRIGHT TECH CENTER

Licensor certifies that the appropriate person(s) have executed the Agreement on behalf of Licensor as required by applicable articles, bylaws, resolutions, or ordinances.

By (authorized signature)

Title Executive Director
Date 07/06/2026

2. Minnesota State: STATE OF MINNESOTA BY AND THROUGH THE BOARD OF TRUSTEES OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, ON BEHALF OF RIDGEWATER COLLEGE

By (authorized signature)
Title
Date

3. AS TO ENCUMBRANCE:

By (authorized signature)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized signature)
Title
Date

EXHIBIT A

Facilities Sketch/Map Identifying Location (including suite or room numbers)

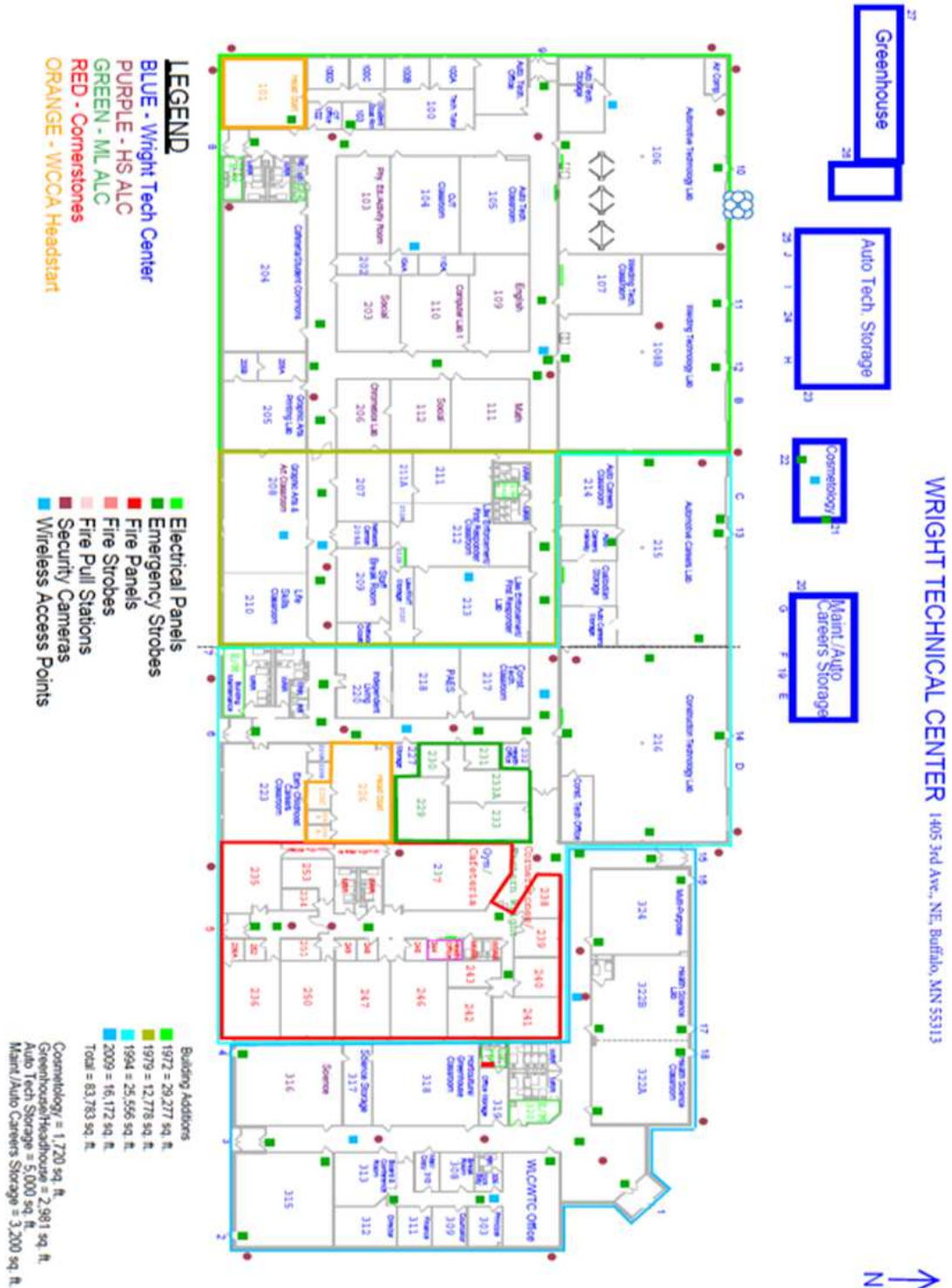


EXHIBIT B
GENERAL INSURANCE REQUIREMENTS

1. Workers' Compensation Insurance

A. Statutory Compensation Coverage

B. Coverage B – Employers Liability with limits of not less than:

\$100,000 Bodily Injury by Disease per Employee

\$500,000 Bodily Injury by Disease Aggregate

\$100,000 Bodily Injury by Accident

2. General Liability Insurance

A. Minimum Limits of Liability:

\$2,000,000 – Per Occurrence

\$2,000,000 – Annual Aggregate

\$2,000,000 – Annual Aggregate applying to Products/Completed Operations

B. Coverages:

X Premises and Operations Bodily Injury and Property Damage

X Personal & Advertising Injury

X Blanket Contractual

X Products and Completed Operations

X Other; if applicable, please list _____

X State of Minnesota or Minnesota State Colleges and Universities named as Additional Insured

Additional Insurance Conditions

- Licensors' policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of the Licensors' performance under this Agreement.
- Licensors agree to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Licensors' policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota
- Licensors are responsible for payment of Agreement related insurance premiums and deductibles.
- If Licensors are self-insured, a Certification of Self-Insurance must be attached.
- Licensors' policy(ies) shall include legal defense fees in addition to the liability policy limits.
- Licensors shall obtain insurance policy(ies) from insurance company(ies) having an "AM Best" rating of A- (minus), Financial Size Category of VII or better, and authorized to do business in the State of Minnesota.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Licensors' policy limits to satisfy the full policy limits required by the Agreement.

EXHIBIT C
RULES AND REGULATIONS



School Nutrition Programs

Joint Agreement Between a School Food Authority and a Legally Separate Site

A joint agreement is required when a School Food Authority will administer one or more School Nutrition Programs (SNP) (and any other federal nutrition programs listed on page 2 of this Agreement) for another school that is legally separate from the SFA and is eligible to participate in SNP. In this Agreement, the School Food Authority administering the SNP is referred to as “SFA” and the legally separate school is referred to as “Site”.

SFA is responsible, under its program agreement with MDE, for ensuring that all SNP requirements are met at the Site, including accurate meal counts taken at the point of service. SFA is also responsible for fiscal and other corrective actions taken concerning program operations at the Site. By entering into a joint agreement, SFA takes on responsibility for Site just as if Site was a school within its legal authority. SFA will be held responsible by the Minnesota Department of Education (MDE) and the United States Department of Agriculture (USDA) for any SNP non-compliance at Site. If SFA is unwilling to engage in the level of oversight and responsibility this requires for Site, SFA should not enter into a joint agreement.

Additional key concepts to remember about use of a joint agreement:

- *This template must be used for such an agreement to meet program requirements.*
- *Meals served at Site qualify to be claimed for program reimbursement only if: (1) a joint agreement is in effect; and (2) Site must be listed, and an approved site to participate in the applicable SNP, on SFA’s application to the Minnesota Department of Education (MDE).*
- *While a joint agreement is in effect, Site may not participate in, or claim reimbursements for, the SNP independently from SFA.*

Instructions for Completing Section I: Information in Section I must be complete to meet program requirements. Section I provisions may not be changed except for information required to be inserted.

Instructions for Completing Section II: Information in Section II may be specified as needed to identify operational requirements between SFA and Site. SFA and Site may change, add to, or delete Section II provisions if the provisions of Section II do not ultimately conflict with the provisions of Section I.

Section I

Identification of Parties, Term and Renewals, Cancellation

- A. School Food Authority (SFA) _____ [Cyber-Linked Interactive Child Nutrition System (CLiCS) Identification Number: _____] agrees to provide oversight and food service meeting the requirements of the federal regulations for the school and other child nutrition programs indicated in Sections I.F. and I.H. of this Agreement to (Site) _____ [CLiCS ID No. _____].
- B. This Agreement shall be in effect for the period of _____ through _____.
- C. This Agreement has four renewal options of additional one-year periods, if mutually agreed to by SFA and Site. Any renewal will use an agreement renewal template provided by MDE. Annually SFA must provide and upload a copy of the renewal document through CLiCS to confirm Site continues to be eligible as a site on SFA's program application.
- D. If either party commits a material breach, the non-breaching party may terminate this Agreement for cause by giving 60 days' written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Agreement.
- E. SFA and Site may only terminate this Agreement without cause or for convenience if both parties mutually agree to terminate the Agreement.

Meal Requirements

- F. SFA will provide the following types of SNP meals that conform to the meal pattern and/or milk requirements for the following programs *[check all that apply]*:

___ School Breakfast Program (SBP) (7 CFR 220)

___ National School Lunch Program (NSLP) (7 CFR 210)

___ Afterschool Care Snack (7 CFR 210)

☐ Milk Programs (Special Milk Program (SMP) [7 CFR Part 215] and/or Minnesota Kindergarten Milk Program (MKMP) [Minn. Stat. 124D.118 (2025)])

SMP reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

- G. SFA will provide meals:

___ as unitized (individual) meals.

___ in bulk quantities, with written instructions on the planned portion size for each food component so each meal is ensured to meet meal pattern requirements.

Describe any additional requirements for meals/milk:

MEAL SERVICE WILL FOLLOW THE BUFFALO COMMUNITY MIDDLE SCHOOL CALENDAR WHICH IS ATTACHED.
MEALS WILL ONLY BE PROVIDED WHEN BCMS IS IN SESSION.

H. If applicable, indicate additional nutrition programs for which meals will be provided, and specify which meal services will be provided for each program:

☐

Child and Adult Care Food Program (7 CFR 226)

☐

Summer Food Service Program (7 CFR 225)

I. SFA will be liable for meals: which do not meet applicable meal pattern requirements; or are spoiled or unwholesome at time of delivery.

Substitutions and Modifications for Medical or Special Dietary Needs

J. As specified in this paragraph J, SFA will substitute or modify food or beverage items for qualifying students as required by federal law, state law, or local policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.

1. Substitutions or Modifications for Students with a Disability [always applicable]

SFA must provide substitutions to, or modifications of, meals on a case-by-case basis as required by federal law for students who are unable to consume the regular program meals due to a disability. Site is responsible for: notifying SFA regarding the required substitutions or modifications; and maintaining “special diet statements” on behalf of students, which must identify the food(s) to be omitted from the student’s diet, and the food(s) that must be substituted.

2. Lactose-Reduced Milk for Students with Lactose Intolerance [always applicable]

Upon the written request of the parent of a lactose-intolerant student, SFA must make available at least one of the following types of lactose-reduced milk that are specified in Minnesota Statutes 2025, section 124D.114: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. Site is responsible for maintaining the parent’s written request and notifying Vendor of the need for substitution.

3. Non-Dairy Fluid Milk Substitutes ☒ This subparagraph 3. only applies if this box is checked.

Site has established a policy, as allowed by SNP regulations, to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow’s milk to students with a medical or other special dietary need. Site will notify SFA of the substitution requirements.

4. Substitutions or Modifications for Students without Disability ☒ This subparagraph 4. only applies if this box is checked.

Site has established a policy, as allowed by SNP regulations, to offer meal substitutions or modifications for students who do not have a disability but are unable to eat the regular meals due to medical or special dietary needs. Site will notify SFA of the food or foods to be omitted from the student's diet and the food or foods that must be substituted. Site is responsible for maintaining appropriate supporting documentation regarding such substitutions or modifications.

Meal Counts

- K. ☒ SFA / ☒ Site will be responsible for properly counting, using a point of service system, the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site is responsible for meal counts, Site will accurately report meal counts to SFA. Regardless of which party is responsible for meal counts, SFA is responsible for submitting claims for reimbursement to MDE and maintaining meal count documentation to support the claim.

Describe any additional requirements for meal counts:

Collection of Payments

- L. ☐ SFA / ☐ Site is responsible for the collection of money and/or the sale of a la carte pre-payments to students and adults.
- M. A la carte payments will be deposited into SFA's nonprofit food service fund. All payments received under this Agreement and all expenditures made by SFA in connection with this Agreement will be paid from this fund.

Describe any additional requirements for collection of a la carte payments:

Free and Reduced-Price Meals

- N. Students enrolled in Minnesota schools that participate in the NSLP and the SBP are eligible to receive one breakfast and one lunch at no cost on each in-person academic school day. To maximize the amount of federal reimbursement received for meals, SFA and Site will coordinate procedures as necessary to claim meals by free and reduced-price eligibility for eligible children and ensure children are not discriminated against because of their eligibility status. Responsibility for free/reduced-price meal application procedures are as follows:

- Distribution of free/reduced-price meal applications
- Approval of free/reduced-price meal applications

	SFA		Site
☐ N/A	SFA	☐ N/A	Site

- Verification process and reporting _____ SFA _____ Site
- Providing administrative review (appeal) of termination or reduction of benefits _____ SFA _____ Site

Describe any additional requirements for free and reduced-price meals procedures:

Health and Sanitation

- O. SFA and Site agree that federal, state and local health and sanitation requirements will be always met. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation:

Record Keeping

- P. In accordance with the federal regulations, SFA agrees to maintain all books and records pertaining to this Agreement for a period of three years from the end of the agreement term (including any renewal term) to which they pertain including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- Q. SFA and Site agree to make books and records pertaining to this Agreement and SNP operations at Site available to MDE, the USDA, and the U.S. Government Accountability Office for inspection and audit at any reasonable time and place for a period of three years after the date of receipt of the final payment for this Agreement, except that, in circumstances where audit or investigation findings have not been resolved, such records must be retained beyond the three-year period until all issues raised by the audit or investigation have been resolved.

Describe any additional requirements for record keeping:

Monitoring

- R. Prior to February 1 of the school year that this Agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system used by Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

Section II

Ordering and Delivery

- A. Site will notify SFA in advance of the number of meals needed for the next day [day, week, etc.] by 9:30am by phone and/or email [email, telephone, etc.].

- B. By 10:30am [time] each day food is prepared, meals will be:

☐ Delivered by SFA to Site.

☒ Ready for pickup by Site at SFA's location.

☐ Other – describe:

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

Site will have until 10:00am to cancel any meals for the current day.

Labor

- C. SFA or Site is responsible for providing labor, as indicated below:

SFA Site	Labor
____	Employee(s) for meal service—number of employees: ¹ _____
TBC	Additional servers if necessary to accommodate meal schedules
____	Cashier
____	Supervision
.50	Clean-up of kitchen
____	Cleaning of safe transportation containers
____	Other – describe: Site will provide staff to wash cafeteria tables/clean milk cooler.

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated.

Equipment and Supplies

- D. SFA or Site is responsible for providing equipment or supplies, as indicated below:

SFA Site	Equipment and Supplies
	Trays

- ___ ___ Serving spoons and tongs
- ___ ___ Eating utensils
- ___ ___ Condiments
- ___ ___ Disposable supplies
- ___ ___ Safe transportation containers
- ___ ___ Equipment

Specify equipment [*oven, refrigerator, cooler, serving counter, etc.*] and describe responsibilities for equipment:

Serving Lines, milk cooler, cash register provided by SFA.
 Site will clean the milk cooler as needed(only to be used for school food/milk, no outside food allowed to be stored.

Financial Responsibilities

- E. Describe any specific financial responsibilities SFA or Site will be responsible for with respect to this Agreement:

Student and Adult Fixed Meal Prices

- F. The following meal prices will be in effect during the term of this Agreement:

Meal	Children Elementary/Secondary		Adult
Breakfast	0.00	/ 0.00	TBD
Lunch	0.00	/ 0.00	TBD
Snack	N/A	/ N/A	N/A
Milk*	.50	/ .50	.50
Special diet	0.00	/ 0.00	N/A
Adult	TBD	/ TBD	TBD
Summer Food	N/A	/ N/A	N/A
Second Lunch [Minn. Stat. 124D.111, subd. 6 (2025)]	TBD	/ TBD	
Other (describe)		/	

Each fixed price is “all-inclusive”, meaning it includes all fees and costs incurred in preparing and delivering (and serving, if applicable) the meals to Site. No other fees, costs, charges, taxes or other expenses are allowed under this Agreement. Any other charges outside the scope of this Agreement must be procured and invoiced separately.

The fixed meal price is for one full reimbursable meal [see 7 CFR 210.10] including labor and cannot separate out any one component of the reimbursable meal (i.e., price of milk *must* be included in total fixed meal price).

***This price, and separate billing for milk, only when specifically charged as part of the SMP or MKMP or as part of the NSLP as “a la carte”, meaning a milk served to a student in addition to the milk already received as part of a served reimbursable meal.**

- G. Site has the following chargeback rights: If a charge on an invoice is an unallowable charge not provided for in this Agreement, Site may reject the charge and institute a chargeback. Site may institute a chargeback by: withholding the unallowable amount from payment of the invoice with the unallowable charge; recouping the amount from SFA’s account; or offsetting the amount against future payments to SFA.

Site will notify vendor of the chargeback; SFA must perform any required action on its end to complete the chargeback promptly and fully. There is no time limit on Site’s right to a chargeback. Site never waives its chargeback rights and can request a chargeback for unallowable charges at any time during the term of this Agreement.

Additional Provisions

- H. ☐ If this box is checked, SFA and Site have agreed to additional provision to this Agreement, which have been preapproved by MDE and are attached to this Agreement on a separate sheet labeled “Additional Provisions”.

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

SFA: Buffalo Hanover Montrose #877

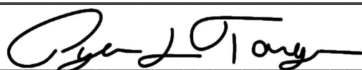
Ryan Tangen

Director of Finanace and Operations

Authorized Representative

Title of Authorized Representative

Telephone: 7636828708

Signature: 

Date: 07/23/26

Site:

Brian Nutter

Director

Authorized Representative

Title of Authorized Representative

Telephone: 7636842200

Signature: _____ Date: _____



HVAC | Electrical Technologies | Plumbing | Fire Protection | Energy Management | 24/7 Service

Customer: Wright Technical Center, ISD 966

Building: Wright Tech School - Buffalo

Presented by: **Wes Gabrelcik**

Date: 7/23/2026

Why Gilbert?

Gilbert has a 40+ year reputation for being excellent mechanical contractor and service provider in central Minnesota. Building on our reputation in the industry, we are continually striving to better serve our customers who are in need of the many services we offer. The engineering expertise and culture at Gilbert, along with implementation of technology attracts some of the most talented technicians in the industry. We strive to redefine the standard of excellence in everything we do.

Some of the benefits of partnering with us:

- Journeyman level technicians are utilized for Preventive Maintenance (PM) inspections whenever possible to ensure that equipment is properly tested and diagnosed.
- It is our policy to align a lead technician for each customer facility site to develop deep knowledge of the mechanical/electrical systems, encourage ownership of the account and improve communication with facility personnel.
- In most cases Gilbert is a one stop shop, able to handle all of your buildings service and design/build construction needs in the areas of:
 - HVAC
 - Plumbing
 - Piping
 - Electrical
 - Fire Protection
 - Building Automation & Controls
- Gilbert directly employs over 20 in house engineers who are able to assist our field technicians in solving difficult building design or redesign needs.
- Gilbert uses computer generated dispatching, GPS along with customer information systems at our technicians' fingertips to ensure smooth, efficient and accurate work flow.
- Gilbert service technicians have a minimum of 6 years of industry related training on vintage, current and cutting edge equipment and technologies.
- Gilbert service technicians receive no commissions or bonuses of any type. Our philosophy is to give you the lowest cost and highest value while suggesting only what is needed.
- Gilbert's volume and purchasing power guarantees preferred vendor pricing which is passed on to our customer base.
- Gilbert maintains several specialized project teams to estimate and execute small to medium sized jobs quickly and efficiently.
- Gilbert designs customized preventative maintenance plans for facilities to ensure low breakdown frequencies, efficient equipment operation and longer equipment life expectancies.
- Enjoy lower service rates when you commit to a preventative maintenance plan for your facility.
- Gilbert's emergency service for HVAC, Plumbing, Electrical, Fire Protection and Controls is available 24 hours a day, 7 days a week. When you need us, we will be there!

At Gilbert Mechanical, we hold ourselves to a higher standard. Your complete satisfaction is the only acceptable outcome, that is our commitment to you.

Date: 7/23/2026

Name: WTC - Buffalo

Service Agreement #: 1735

Mechanical Systems Service Agreement

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

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

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

Services will be provided at the following locations:

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

Contract Summary

This mechanical systems service agreement has been custom designed to best suit the needs of the equipment covered (see equipment list, starting on page 6), the buildings use, and the specific requests of the purchaser. The following services have been included as part of this agreement:

YES	NO	Description
☒	☐	HVAC Preventive maintenance - Service A
☒	☐	Air filter maintenance - Service B
☐	☒	Temperature controls - Service C
☐	☒	Labor coverage - Service D
☐	☒	Material/parts coverage - Service E
☐	☒	Equipment operation/monitoring - Service F
☐	☒	Fire protection maintenance - Service G
☐	☒	RPZ Testing - Service H
☐	☒	Generator Testing - Service I
☐	☒	Special services - Service J

Payment Terms

This agreement shall begin on **October 1, 2026**

For services rendered, the purchaser agrees to pay Gilbert an annual amount of **Seven Thousand Two hundred NinetySix Dollars (\$ 7,296.00)**. This annual sum will be payable to Gilbert and paid by purchaser according to the following payment schedule:

Invoice Date		10/15/2024	4/1/2025	7/1/2025
Payment		\$ 2,432.00	\$ 2,432.00	\$ 2,432.00

Payments do not include state sales taxes. Purchaser agrees to pay any additional state sales tax, governmental charges, city taxes, or any other applicable charges or taxes.

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

Gilbert reserves the right to discontinue this agreement unless all payments due are current. A service charge of 1-1/2% per month (18% annual rate) may be charged on past due accounts.

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

PURCHASER'S ACCEPTANCE:

(Purchaser's signature)

(Date)

GILBERT ACCEPTANCE:

Wes Gabrelcik
(Gilbert Signature)

7/23/2026
(Date)



Equipment List

The following equipment will be covered under this agreement:

[illegible]

HVAC Preventive Maintenance - Service A

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

General Services:

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

Air Handling Systems, Supply and Exhaust:

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

HVAC Preventive Maintenance - Service A

(Continued)

Air Conditioning and Refrigeration Systems:

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

HVAC Preventive Maintenance - Service A

(Continued)

Heating Systems - General:

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

Heating Systems - Forced Air:

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

Heating Systems - Gas and Oil Burners:

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

HVAC Preventive Maintenance - Service A

(Continued)

Heating Systems - Boilers: - N/A

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

Heating Systems - Direct fired Make-up-Airs:

- ☒ Clean and check burner profile plates.
- ☒ Check for cracked or corroded ignition and flame rod insulators.
- ☒ Check flame safeguard system.
- ☒ Check and adjust burner and damper linkage.
- ☒ Check inlet filter, clean, as necessary.

HVAC Preventive Maintenance - Service A

(Continued)

Miscellaneous Equipment Services: - N/A

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

Preventive Maintenance services as described in **Service A** include the necessary labor and materials to complete the services marked with an “X”. Materials included are lubricating oil, grease, rags, coil cleaning supplies, CO2 and general cleaning supplies.

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

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

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



Air Filter Maintenance - Service B

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

[illegible]

Terms and Conditions

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

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

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

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

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

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

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

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



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

Heavy Equipment Operations & Maintenance Contract for Cooperation

Commencing with the 2026-2027 school year, the Minnesota Virtual Academy (MNVA) shall provide Heavy Equipment Operator instruction services to the Wright Technical Center, Public School (ISD #966).

Terms of the Contract:

1. Salary Schedule and Master Contract of ISD #966 shall be used for the instructor.
2. ISD #966 shall have management rights regarding the instructor. The HEOM class and instructor will follow the WTC 26-27 School Calendar. [\(Attached\)](#)
3. MNVA shall be billed a prorated amount for all costs associated with the employment of the instructor and paraprofessional, based upon time assigned. Costs shall include salary and all fringe benefits at 1.0 FTE Instructor and paraprofessional time plus prorated benefits for the 2026-2027 school year. Adjustments will be made prior to billing for actual costs. Billing will occur quarterly, with the final quarterly billing occurring at the conclusion of the school year and prior to June 15.

\$78,778	1.0 FTE Instructor
\$768 (up to 16 hours @ Daily Rate)	Extended Contract - MNVA Saturday Events
\$13,285	324 Hrs. Paraprofessional
\$92,831	Total
*See attachment for cost details	

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

BY Brian Nutter
(WTC)

Brian Nutter, Executive Director
(Name/Please Print)

6/5/26
(Date)

BY Michael Mangan
(MNVA)

Michael Mangan
Director of Education Success
(Name/Please Print)

6/5/2026
(Date)



2026 - 2027 School Calendar

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
30	31					

August 24, 25, 26, 27 = **Staff Workshop**

September 1 = **1st Day of School**

September 7 = **Labor Day (No School)**

October 12 = **Evening PT Conf. & Career Fair**

October 15, 16 = **Fall Break (No School)**

November 25, 26, 27 = **Thanksgiving (No School)**

December 24 - Jan 1 = **Winter Break (No School)**

January 18 = **MLK, Jr. Day (No School)**

February 15 = **President's Day (No School)**

March 22 through 26 = **Spring Break (No School)**

April 12 = **Evening Parent/Teacher Conf.**

May 31 = **Memorial Day (No School)**

June 3 = **Last Day of School**

June 4 = **Staff Workshop**

Grading terms found in handbook

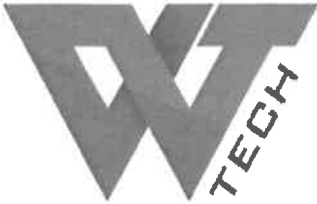
Staff Duty Days = 182

Student Days = 177

Date Approved: April 7, 2026

WRIGHT TECHNICAL CENTER ISD 966**FY27 Heavy Equipment Contract Chart**

Instructor	
\$81,141	Salary = Step 14 - Lane 7 (23-25 Contract rate)
\$6,207	FICA
\$7,960	TRA
\$18,000	Health
\$930	Dental
\$132	Life
\$256	LTD
\$800	TSA Match
\$115,426	FY27 Cost - Salary & Benefits
\$5,771	5% Estimated Increase
\$121,197	FY27 Total
35%	-CTE Levy
\$78,778	Instructor Costs
Extra Hours	
\$768	Extra Hours - MNVA Events (16 hrs @ \$48)
Paraprofessional	
\$29	Hourly Rate
\$131	Daily Rate - 4.5 Hours/Day - 24 Weeks @ 13.5 hours/week
\$9,425	324 Hours (15.6 FTE)
\$721	FICA
\$707	PERA
\$1,654	Health
\$92	Dental
\$21	Life Insurance
\$33	LTD
\$12,652	Para Costs = Wage & Benefits
\$633	5% Estimated Increase
\$13,285	Total FY26
\$92,831 Total Cost of Staffing	



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

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

GIFT ACCEPTANCE & DONATION ACKNOWLEDGMENT

Thank you for supporting Wright Technical Center. Your generous contribution helps provide students with meaningful educational opportunities, hands-on learning experiences, and the resources they need to succeed. We sincerely appreciate your investment in our students, programs, and community.

Donor Information

Date Received: July 28, 2026

Donor Name: Rebecca Ford, VP

Business/Organization (if applicable): Mold-Tech

Address: 5166 Barthel Industrial Drive NE

City, State, Zip: Albertville, MN 55301

Gift Information

Type of Gift

- ☒ Monetary Donation
- ☐ Equipment/Machinery
- ☐ Tools
- ☐ Materials/Supplies
- ☐ Other:

Description of Donation

\$4,000 charitable donation from Mold-Tech.

Thank you for your generosity and continued support.

Brian Nutter
Executive Director



FINANCIAL SUMMARY – June and July 2026



August 4th 2026 Board Meeting

1. Business Office Report

25-26 Audit field date will start on 9/21/26, Preliminary meeting is on 10/12/26 and Audit result will be presented at the November Board meeting.

2. Financial Report

a. Main Revenues

July 2026-FY2027

- Q1 WTC Assessment Billing - \$588,603
- Special Education Aid - \$12,131
- Donation - \$4,000
- SRO Cost bill back - \$24,228
- Summer Camp Cost bill back - \$2,742

June 2026-FY2026

- Special Education Aid - \$15,374
- May/June Wright Academy Billing: \$79,216 – High School, \$3,400 – Middle School
- SRO Cost bill back - \$19,380
- CEO Cost bill back - \$16,354
- Student Built house final payment - \$112,950
- Transition Disabled Billing - \$42,941

b. Main Expenditures

July 2026-FY2027

- Payroll & Benefits – \$69,604
- Electricity - \$7,530
- Property Insurance - \$7,001

June 2026-FY2026

- Payroll & Benefits – \$562,228 (including 25-26 Teacher summer payoff)
- Network Consultant - \$5,430
- Electricity - \$6,371
- LTFM: Environmental Health/Safety - \$4,738, Electrical - \$3,335, Mechanical System - \$4,708, Site Projects - \$5,447
- Property Insurance - \$7,001

- Maintenance Supplies - \$3,767
- Gas - \$2,656
- House Materials - \$35,415



Wright Technical Center
Revenue Report
June 30, 2026 - UNAUDITED



Budgeted YTD percentage is 100%

YTD Rev. less Exp. \$ (17,890)

Unassigned Deficit Estimated at \$166K

01- General Fund

	FY26 Revised Budget	FY26 Monthly Budget	May 2026	June 2026	FY26 Year to Date	% YTD	Remaining Balance
021 Tuition from MN Schools	3,094,414	257,868	75,851	70,290	3,118,320	101%	(23,905.52)
092 Interest Earnings	500	42	44	42	536	107%	(35.76)
093 Rent	17,067	1,422	0	1,295	17,102	100%	(34.52)
096 Gifts & Bequest	30,000	2,500	0	16,355	33,673	112%	(3,672.70)
098 Misc. Rev- Cornerstone Maint.	46,166	3,847	23,083	0	50,166	109%	(4,000.00)
099 Misc Rev- Local Source	25,500	2,125	8,683	6,992	45,570	179%	(20,069.58)
211 General Education Aid	136,339	11,362	6,562	0	150,000	110%	(13,661.00)
300 Misc State Aid	87,326	7,277	0	0	87,082	100%	244.52
360 Special Education Aid	240,000	20,000	24,186	15,374	170,000	71%	70,000.00
400 Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0	0	0	0	0%	-
621 Sale-Mater.purch/Resale2Pupils	120,000	10,000	0	112,950	125,450	105%	(5,450.00)
625 Insurance Recovery	0	0	0	0	0	0%	-
General Fund Total	\$ 3,797,312	\$ 316,443	\$ 138,409	\$ 223,299	\$ 3,797,897	100%	(584.56)

07-Debt Services

021 LTFM Bond Levy	\$ 80,121	\$ 6,677	\$ -	\$ -	80,019	100%	102.00
	\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 80,019.00	100%	102.00

08-Scholarships

092 Interest Earnings	0	0	0	0	0	0%	-
096 Gifts & Bequest	2,000	167	2,500	0	3,000	150%	(1,000.00)
Scholarships Total	\$ 2,000	\$ 167	\$ 2,500	\$ -	\$ 3,000.00	150%	(1,000.00)

12-Student Activities

050 Fees from Students or Patrons	0	0	0	0	0	0%	-
060 SPO Revenue	0	0	3,302	200	6,534	0%	(6,534.41)
619 Fundraiser Expenses	0	0	(132)	(48)	(134)	0%	134.06
620 Fundraiser Revenue	0	0	7,108	1,264	24,172	0%	(24,171.65)
621 Sale-Mater.purch/Resale2Pupils	0	0	2,572	1,106	15,655	0%	(15,654.94)
Student Activities Total	\$ -	\$ -	\$ 12,850	\$ 2,522	\$ 46,227	0%	(46,226.94)

13-Carl Perkins

400 Fed Aid/MN CFL	622,522	51,877	79,869	195,188	594,933	96%	27,589.00
Carl Perkins Total	\$ 622,522	\$ 51,877	\$ 79,869	\$ 195,188	\$ 594,933	96%	27,589.00

15-Welding Donation

096 Gifts & Bequest			\$ 19,074		\$ 19,074	0%	-
	\$ -	\$ -	\$ -	\$ 19,074	\$ 19,074	0%	-

18-Custodial Fund SWETC

99 Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	53,328	100%	-
	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 53,328	100%	-

Total All Sources

\$ 4,555,283	\$ 372,930	\$ 238,072	\$ 425,453	\$ 4,594,478	101%	(20,222.50)
--------------	------------	------------	------------	--------------	------	-------------



Wright Technical Center Expenditure Report June 30, 2026 - UNAUDITED



Budgeted YTD percentage is 100%

	FY26 Revised Budget	FY26 Monthly Budget	May 2026	June 2026	FY26 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,183,024	181,919	172,671	410,886	2,168,981	99%	14,043
200 Employee Benefits	810,655	67,555	62,339	151,341	805,514	99%	5,141
300 Purchased Services	559,142	46,595	23,139	50,250	557,158	100%	1,984
400 Supplies & Materials	237,987	19,832	23,394	47,039	248,021	104%	(10,034)
500 Capital Expenditures	46,000	3,833	0	0	41,128	89%	4,872
700 Interest on loan			0	0	47		
800 Other Expenditures	3,500	292	0	0	4,457	127%	(957)
General Fund Total	\$ 3,840,308	\$ 320,026	\$ 281,543	\$ 659,517	\$ 3,825,306	100%	15,002
07-Debt Service							
700 Debt Service	80,121	6,677	-	-	80,019	100%	102
	\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 80,019	100%	102
08-Scholarships							
800 Other Expenditures	2,000	167	3,000		4,500	225%	(2,500)
Scholarships Total	\$ 2,000	\$ 167	\$ 3,000	\$ -	\$ 4,500	225%	(2,500)
12-Student Activities							
300 Purchased Services			0	16	326	0	
400 Supplies & Materials	0	0	3,868	10,801	53,955	0%	(53,955)
Student Activities Total	\$ -	\$ -	\$ 3,868	\$ 10,817	\$ 54,282	0%	(54,282)
13-Carl Perkins							
100 Salaries & Wages	54,600	4,550	0	28,587	62,187	114%	(7,587)
200 Employee Benefits	0	0	0	0	0	0%	0
300 Purchased Services	358,571	29,881	74,363	139,560	354,186	99%	4,385
400 Supplies & Materials	95,021	7,918	300	19,632	71,301	75%	23,720
500 Capital Expenditures	114,360	9,530	894	17,600	107,259	94%	7,101
Carl Perkins Total	\$ 622,552	\$ 51,879	\$ 75,557	\$ 205,379	\$ 594,933	96%	27,619
18-Custodial Fund - SWETC	\$ 53,328	\$ 4,444	\$ -	\$ 13,332	53,329	100%	(1)
Custodial Fund Total	\$ 53,328	\$ 4,444	\$ -	\$ 13,332	\$ 53,329	100%	(1)
Total All Funds	\$ 4,598,309	\$ 383,192	\$ 363,969	\$ 889,046	\$ 4,612,368	100%	(14,060)



Wright Technical Center
Revenue Report
July 31, 2026



Budgeted YTD percentage is 8%

YTD Rev. less Exp. \$ 545,593		FY27 Adopted Budget	FY27 Monthly Budget	June 2026	July 2026	FY27 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,169,999	264,167	70,290	619,860	619,860	20%	2,550,139.44
092	Interest Earnings	500	42	42	0	0	0%	500.00
093	Rent	17,418	1,452	1,295	0	0	0%	17,418.00
096	Gifts & Bequest	30,000	2,500	16,355	0	0	0%	30,000.00
098	Misc. Rev- Cornerstone Maint.	48,000	4,000	0	0	0	0%	48,000.00
099	Misc Rev- Local Source	3,000	250	6,992	4,000	4,000	133%	(1,000.00)
211	General Education Aid	170,000	14,167	0	0	0	0%	170,000.00
300	Misc State Aid	113,058	9,421	0	0	0	0%	113,057.51
360	Special Education Aid	220,000	18,333	15,374	12,131	12,131	6%	207,868.93
400	Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0	0	0	0	0%	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000	112,950	0	0	0%	120,000.00
625	Insurance Recovery		0	0	0	0	0%	-
General Fund Total		\$ 3,891,975	\$ 324,331	\$ 223,299	\$ 635,991	\$ 635,991	16%	3,255,983.88
07-Debt Services								
021	LTFM Bond Levy	\$ 77,678	\$ 6,473	\$ -	\$ -	0	0%	77,678.00
		\$ 77,678	\$ 6,473	\$ -	\$ -	\$ -	0%	77,678.00
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	200	37	37	0%	(36.54)
619	Fundraiser Expenses	0	0	(48)	0	0	0%	-
620	Fundraiser Revenue	0	0	1,264	232	232	0%	(232.00)
621	Sale-Mater.purch/Resale2Pupils	0	0	1,106	0	0	0%	-
Student Activities Total		\$ -	\$ -	\$ 2,522	\$ 269	\$ 269	0%	(268.54)
13-Carl Perkins								
400	Fed Aid/MN CFL	642,175	53,515	195,188	0	0	0%	642,175.00
Carl Perkins Total		\$ 642,175	\$ 53,515	\$ 195,188	\$ -	\$ -	0%	642,175.00
15-Welding Donation								
096	Gifts & Bequest			\$ 19,074	\$ -	\$ -	0%	-
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	-
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	4,444	8%	48,884.00
		\$ 53,328	\$ 4,444	\$ 4,444	\$ 4,444	\$ 4,444	8%	48,884.00
Total All Sources		\$ 4,667,156	\$ 382,456	\$ 425,453	\$ 640,703	\$ 640,703	14%	3,948,774.34



Wright Technical Center Expenditure Report July 31, 2026



Budgeted YTD percentage is 8%

	FY27 Adopted Budget	FY27 Monthly Budget	June 2026	July 2026	FY27 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,035,022	169,585	410,886	53,675	53,675	3%	1,981,347
200 Employee Benefits	799,526	66,627	151,341	15,929	15,929	2%	783,597
300 Purchased Services	819,400	68,283	50,250	23,736	23,736	3%	795,664
400 Supplies & Materials	240,860	20,072	47,039	1,770	1,770	1%	239,090
500 Capital Expenditures	59,000	4,917	0	0	0	0%	59,000
700 Interest on loan	0	0	0	0	0	0%	0
800 Other Expenditures	4,500	375	0	0	0	0%	4,500
General Fund Total	\$ 3,958,308	\$ 329,859	\$ 659,517	\$ 95,110	\$ 95,110	2%	3,863,198
07-Debt Service							
700 Debt Service	77,678	6,473	-	-	0	0%	77,678
	\$ 77,678	\$ 6,473	\$ -	\$ -	\$ -	0%	77,678
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			16		0	0	
400 Supplies & Materials	0	0	10,801		0	0%	0
Student Activities Total	\$ -	\$ -	\$ 10,817	\$ -	\$ -	0%	0
13-Carl Perkins							
100 Salaries & Wages	54,600	4,550	28,587	0	0	0%	54,600
200 Employee Benefits	0	0	0	0	0	0%	0
300 Purchased Services	378,194	31,516	139,560	0	0	0%	378,194
400 Supplies & Materials	95,021	7,918	19,632	0	0	0%	95,021
500 Capital Expenditures	114,360	9,530	17,600	0	0	0%	114,360
Carl Perkins Total	\$ 642,175	\$ 53,515	\$ 205,379	\$ -	\$ -	0%	642,175
18-Custodial Fund - SWETC	\$ 53,328	\$ 4,444	\$ 13,332	\$ -	0	0%	53,328
Custodial Fund Total	\$ 53,328	\$ 4,444	\$ 13,332	\$ -	\$ -	0%	53,328
Total All Funds	\$ 4,733,489	\$ 394,457	\$ 889,046	\$ 95,110	\$ 95,110	2%	4,638,379

[illegible][illegible]

WRIGHT TECHNICAL CENTER ISD 966
CASH FLOW PROJECTIONS

AUGUST 2026 - OCTOBER 2026		Aug 2026		Sept 2026		Oct 2026	
		ONB	NBC	ONB	NBC	ONB	NBC
Beginning Balance		\$ 39,799.40	\$ 713,167.17	\$ 39,799.40	\$ 254,548.92	\$ 39,799.40	\$ 540,604.67
Uncleared checks & wires		\$ -	\$ (150,992.40)		\$ -		\$ -
Cash Out	Est. Payroll	\$ -	\$ (240,000.00)		\$ (240,000.00)		\$ (240,000.00)
	Est. Bills		\$ (224,745.15)		\$ (100,000.00)		\$ (100,000.00)
TOTAL Cash Out-Flow		\$ -	\$ (464,745.15)	\$ -	\$ (340,000.00)	\$ -	\$ (340,000.00)
Cash In	Est. Perkins Reimbursement		\$ 77,467.30		\$ -		\$ -
	Est. State Aids		\$ -		\$ 17,723.00		\$ 31,734.00
	Est. Wright Academy Billing		\$ -		\$ -		\$ 60,000.00
	Est. Summer School Billing		\$ 16,422.00		\$ -		\$ -
	Est. Targeted Services Billing		\$ -		\$ 11,000.00		\$ -
	Est. Q1 Student Support Personnel Aid		\$ 22,146.00		\$ -		\$ 22,531.00
	CEO Billing		\$ -		\$ -		\$ -
	Cornerstone Maintenance Billing		\$ -		\$ -		\$ -
	SWETC		\$ 8,729.00		\$ 8,729.00		\$ 8,729.00
	Q2 FY27 Assessment Invoices Billing - Bill mid Sept		\$ -		\$ 588,603.75		\$ -
	Est. Aged Open Invoice		\$ 32,355.00		\$ -		\$ -
TOTAL Cash In-Flow		\$ -	\$ 157,119.30	\$ -	\$ 626,055.75	\$ -	\$ 122,994.00
Ending Balance		\$ 39,799.40	\$ 254,548.92	\$ 39,799.40	\$ 540,604.67	\$ 39,799.40	\$ 323,598.67

ONB = Old Nation Bank

NBC = National Bank of Commerce



Principal's Report – August 4th, 2026

Mr. Shaun Karson



General Information

- **Student & Staff Handbooks** - Changes have been highlighted in red - [please see link](#)
- **Meetings & Events:** CPR/AED Training, ELL, Mental Health & Suicide Prevention & Sandy Hook Promise
 - MASA - Back-to-School Conference (8/4)
 - County Wide Safe Schools (8/19)
- **Fall In-Services** - Areas of focus include:
 - New Staff - (8/18 & 8/19)
 - All Staff - (8/24 - 8/27)
- **Perkins Grant** - WTC received approval of the 26-27 Perkins Application.
- **Staffing**
 - Open Positions - SPED (Interviewed a candidate Thursday 7/30)

Wright Tech

- **Registration 2026-2027** - *please see handout*
- **Program Updates**
 - **Law Enforcement** - New Laser Shot Training System
 - **ECEC** - Updated technology as part of the Concurrent Enrollment Grant
 - **Cosmetology** - New Outside doors to the building
 - **OJT/CEO** - New carpet in the classroom

Wright Academy

- **Summer School** – 58 students attended summer school in June & July.
- **25-26 Year End Summary (High School)**
 - 129 Day, 8 Independent Study & 5 Night School Students attended classes in the Academy.
 - 15 - Students graduated (10 students were 12+)
 - 17 - Students dropped after 15 days
 - 12 - Students transferred to another school
 - 1 - Student withdrew at age of 18
- **Projected Fall Enrollment**
 - High School - 72 returning students & 10 Referrals

Other:

- WTC - Hosted the summer CMJTS Trades & Health Care Camps for 50+ students.

The **WRIGHT** path for High School



Executive Director's Report – August 4, 2026

Brian Nutter

1. General Information

a. Meetings and Events

- i. Representative Danny Nadeau Tour, 6/5
- ii. Cultural Responsive School Leadership Institute, 6/15 - 6/17
- iii. WCEDP Board Meeting 6/18
- iv. READ Act Literacy Plan Submission 6/30
- v. WCEDP Board Meeting 7/17
- vi. MN Digital Learning Summit 7/22
- vii. MASA / MDE Back-to-School Workshop 8/4
- viii. Problems of Practice Summit 8/10
- ix. ILUG Train the Trainer Workshop, 8/17

b. Staffing Updates

- i. Construction position filled
- ii. SPED position, interviewed candidate on 7/30

2. Budget/Finance

- a. Support Staff Terms and Conditions of Employment Proposal 2-year proposal
- b. Working on 2-year Principal Agreement
- c. Received tentative approval of \$15,000 Youth Apprenticeship grant
- d. FY26 Audit preparation, anticipated general fund deficit

3. Facilities/Operations

a. Capital funding request updates

- i. Meeting with Shane Zhart from Flaherty Hood to develop strategy for the upcoming 2027 legislative session
- ii. U.S. Senate Congressionally Directed Spending request has been moved forward by both Senators from Minnesota

b. Summer LTFM projects:

- i. Asphalt/Concrete Repairs and Restriping – **pending start date, TBC by August 24**
- ii. Exterior Door Replacement - Cosmetology Lab (x2) and Auto Lab – **Complete**
- iii. Electrical Repairs/Upgrades - exterior lighting controls, updating breakers and panels - **90% Complete**
- iv. Flooring removal and replacement (Rooms 104 and 203) - **Complete**
- v. Safety and Security Repairs and Improvements – camera system repairs and additional cameras – **TBD**

c. Proposed LTFM Projects for SY26-27

- i. Roofing replacement over auto and welding labs - Quote received ~\$144,000
- ii. RTU replacement and HVAC zone controls and balancing - will be sending out requests for proposals

4. Other Information:

- a. Student built house was moved from WTC to Waverly, MN on July 8
- b. Marketing and bid solicitations will begin for the SY26-27 house
- c. [Student Built House Information Packet](#)



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

Phone: 763-682-4112

www.wtc.k12.mn.us

TO: Governing Board, Wright Technical Center

FROM: Executive Director Brian Nutter

DATE: August 4, 2026

SUBJECT: Request for Unused Vacation Day Redemption and 403(b) Contribution (FY25-26)

Action Requested

In accordance with the terms of the Executive Director employment contract, I am formally requesting Board approval to redeem five (5) unused vacation days accumulated during Fiscal Year 2025–2026.

Additionally, I request that the monetary value of the five redeemed vacation days be directed as an employer-paid contribution into my designated 403(b) retirement savings account.

Background & Contractual Alignment

Under the provisions outlined in my current employment contract, the Executive Director is permitted to redeem up to five (5) unused vacation days at the conclusion of the year, and have the monetary value of those unused days deposited into the Executive Director's retirement savings account. Directing these eligible funds directly into a tax-deferred 403(b) annuity aligns with standard administrative benefit options for many superintendents and executive directors.

Sincerely,

Brian Nutter
Executive Director



Wright Technical Center

1405 3rd Ave. NE Buffalo, MN 55313

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



WRIGHT
ACADEMY

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Wright Technical Center**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0966-51**

Superintendent or Exec. Director Name: **Brian Nutter**

Will act as the IOwA? ☒ Yes ☐ No

Board Member Signature:

Name: _____

Date: _____

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



TIER 2 TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The Governing Board of School District No. 966 of the State of Minnesota, Buffalo, Minnesota, enters into this Contract with **Millard Haley Jr.**, a legally qualified Tier 2 licensed teacher pursuant to M.S. 122A.182 who agrees to teach in the public schools of said District as a **Construction Careers Instructor** for the school year 2026 to 2027.

The following provisions shall apply and are a part of this Contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the Governing Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the Governing Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: The duration of this contract shall be from **August 24, 2026 to June 4, 2027**. This Contract is subject to the provisions of M.S. 122A.182 and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. This Contract may be terminated by the Governing Board, ended by written resignation by the teacher, or modified by mutual consent of the Governing Board and the teacher.
3. Duty Year: The teacher's duty year shall be as adopted by the Governing Board, and the teacher agrees to teach on those legal holidays on which the Governing Board is authorized to conduct school if the Governing Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other days in lieu thereof as determined by the Governing Board.
4. Additional Services: The Governing Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to establish compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The Governing Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. These assignments shall not extend beyond the duration of this Contract.
5. Reference: This Contract may be subject to the agreement between the School District and the exclusive representative, to the extent it is applicable to Tier 2 teachers, and the provisions of the Public Employment Labor Relations Act, as amended.

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

Additional Service

Additional Compensation

A. New Teacher Training (up to 40 Hours)

***\$ 1,872.40** (\$46.81 Hourly Rate X 40)

Scheduled August 17-21, 2026

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

***\$68,157**

For basic services (Step 14 - Lane 3)

***\$1,872.40**

For additional services as set forth in paragraph 6.

***\$70,029.40**

Total salary, exclusive of fringe benefits

**Basic service amount will be adjusted based upon the 2025-2027 contract settlement.*

8. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate Governing Board policy or procedure. This Contract shall be effective only after it has been authorized by the Governing Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed
my signature this 9 day of

June, 2026.


Teacher

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

_____, 20____.

Governing Board Chair

Governing Board Clerk

Wright Technical Center

Employment Recommendation Form

Date: **July 30, 2026**

Name of Applicant: **Millard (Skip) Haley**

Recommended By: **Shaun Karson**

Title of Position: **Construction Instructor**

Position Supervised By: **Shaun Karson**

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

1.0 FTE - 2025-2026 School Year

Top Priorities for the Position:

- 1. Construction Careers licensure (Tier 2)**
- 2. Prior experience teaching residential construction and construction trades**
- 3. Experienced in high school career and technical education**

Number of Candidates: **1**

Number of Candidates Interviewed: **1**

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

Educational Background of Candidate:

Bachelors of Science - Business, Architecture, and Geology - University of Minnesota

Employment Background of Candidate:

Millard "Skip" Haley brings 30+ years of construction and education related experience to this position. Skip has taught in various capacities within career and technical education since 2008. His most recent roles include Welding and Woodworking (Prior Lake - Savage); Construction and Woodworking (Rockford); and Construction and Welding (Minneapolis). In addition to his 20 years of education experience, Skip has 10+ years of industry experience prior to beginning his teaching career.

Administrative Recommendation:

I recommend Millard "Skip" Haley for the position of Construction Instructor for Wright Tech. He has a strong understanding of teaching construction and other related trades. His enthusiasm for providing pathways to industry for his students make him an excellent candidate for the construction instructor position.

Salary Scale Placement: **(Step 14, Lane 3)**

Summary of Proposed Changes to Support Staff Terms and Conditions of Employment

- Year 1 - 3% increase in hourly rate of pay
- Year 2 - 3.5% increase in hourly rate of pay
- Added language that allows support staff to work a reduced work week (32 hours) from June 15 - August 15 --- allowing staff an option for one unpaid day off per week in the summer. Use of this option will result in a net savings for the District.
- Sub calling stipend increased from \$500 per year to \$1000 per year.
- Added language around bereavement -- if an immediate family of a support staff member dies, the support staff member will be granted up to two additional days of bereavement leave. This will only result in a cost to the District if an immediate family dies.

Two year total package increase: 8.67%



Support Staff Terms & Conditions

202⁶ - 202⁷

&

202⁷ - 202⁸

TABLE OF CONTENTS

FOREWORD	3
GOVERNING BOARD AND COOPERATING SCHOOL DISTRICTS	3
MISSION	3
TERMS AND CONDITIONS	4
EMPLOYEE	4
DUTY DAY	4
WAGES	4
CAREER INCREMENT	5
HEALTH INSURANCE	5
HEALTH SAVINGS ACCOUNT	5
WORKER’S COMPENSATION/LTD INCOME PROTECTION INSURANCE	5
LIFE INSURANCE	5
DENTAL INSURANCE	6
LEAVE OF ABSENCE	6
SICK DAYS BUY BACK	7
SICK LEAVE BANK	8
PAID HOLIDAYS	9
403(B) ANNUITY MATCHING CONTRIBUTION PLAN	9
RETIREE HEALTH INSURANCE	10
PART TIME INSURANCE BENEFITS	10
MILEAGE REIMBURSEMENT	10
PROBATION UPON CHANGE OF CLASSIFICATION	10
SENIORITY	10
EMPLOYEES WITH MULTIPLE CLASSIFICATIONS	10
APPENDIX A	11
SUPPORT WAGES FOR 2026-2027	11
APPENDIX B	11
SUPPORT WAGES FOR 2027-2028	11

FOREWORD

This Support Staff Terms & Conditions is provided as a service of the Governing Board and Administration to assist District support personnel to develop an understanding and working ability with the policies and procedures used to manage the District. The manual should be recognized as the primary and most efficient way for District employees to come to understand the Governing Board and Administration’s beliefs and goals and methods of achieving those beliefs and goals.

This manual is not intended to answer all questions about District policy and procedure. Administrative personnel are available to assist you in complying with, and understanding, issues related to specific policies and procedures.

This manual is part of an on-going service to staff. This manual is not intended to address all policy matters. The policies presented here are included due to their importance to support staff. As the District continues to evolve, additional information will be periodically provided.

GOVERNING BOARD AND COOPERATING SCHOOL DISTRICTS

Annandale	Jennifer Mealey Chairperson	Buffalo Bob Sansevere
Big Lake	Amber Sixberry Vice Chairperson	Delano Ryan Schaust
STMA	Carol Steffens Clerk	HLWW Ben Borrell
Monticello	Melissa Curtis Treasurer	Maple Lake Joe Paumen

MISSION

The Mission of the Wright Technical Center, Independent School District 966, is **“To partner with member school districts and industry to prepare students for careers, post-secondary education and lifelong learning.”**

TERMS AND CONDITIONS

EMPLOYEE

- ☐ **Full-time:** A “full time support staff” shall be defined as one who works eight (8) hours per day for 12 months.
- ☐ **Part-time:** A “part time support staff shall be defined as one who works less than full time. Such a support staff shall enjoy salary, fringe benefits, and seniority prorated based on his/her assignment.

DUTY DAY

- ☐ Employee hours of duty will be determined by the building Administrators.
- ☐ Employees shall receive up to a 30 minute paid lunch period and up to a 15 minute paid break for each 4 hours worked. The 30 minute lunch and 15 minute break may not be taken consecutively. During the paid lunch period, the employee may be called back to work. If the employee chooses to leave the school property during lunch, they will be required to “clock out” and “clock in” upon returning to work. With administrative approval, the employee can choose to work longer to make up the time for taking an unpaid lunch.
- ☐ When absent from work on a scheduled workday, contact your supervisor. Leave requests are to be submitted electronically. The electronic leave form is available on the district website and shall be submitted in advance to the administration for approval or as soon as practicable upon returning from taking sick leave.
- ☐ In the event that school is officially closed prior to the employee starting time, and the employee is not required to report to work by his/her immediate supervisor, he/she will receive no compensation for that day. However, the employee may choose to utilize ESST time, of up to 48 hours, to be paid. Should school be officially closed after the employee's regular starting time and the employee has reported to work or school is delayed he/she will be compensated for his/her regular full day's work. Employees can choose to take vacation leave rather than a day without pay once the ESST time has been used. With pre-approval by his/her immediate supervisor, he/she may make up the day or hours that were missed due to school closing.
- ☐ Per supervisor approval, an employee may elect to work 32 hours per week during the period of June 15th through August 15th, with the remaining 8 hours each week taken as “leave without pay”. This reduction in paid hours will not affect the employee's benefits, provided they maintain an average of at least 32 hours worked per week. If the employee's average falls below 32 hours per week, their benefits will be adjusted or prorated accordingly.

WAGES

Wages are based upon the grade assigned to each position. Grade assignment is based upon an analysis of the essential qualifications and responsibilities of each individual position. Each grade level has been assigned an 8-step wage range. Initial placement on a step is made at the discretion of the Director. Staff with an hourly rate of pay higher than Step 8 in the Support Wages Appendix will receive the same percentage increase in their hourly rate as defined by the percentage increase to each cell in the Support Wages Appendix. For the 2026-2027 year this will be a 3% increase, and for the 2027-2028 year this will be a 3.5% increase.

Overtime will be allowed with advance permission from the employee's immediate supervisor in addition to the base salary. Overtime will be at time and a half when exceeding 40 hours per work week, excluding holiday or vacation pay.

Employees may choose to receive overtime pay through monetary or compensation time each pay period. If the employee doesn't indicate that compensation time is preferred, overtime will be paid. Compensation time needs to be used by June 30 and is not carried over.

A annual stipend of ~~\$500.00~~ \$1,000 will be paid to staff assigned to do sub calling, paid \$250 quarterly.

The Governing Board, at its discretion and based upon satisfactory performance, authorizes step advancement on the schedule. For this two-year period, step advancement has been authorized effective July 1, 2026. The 2026-27 and 2027-28 schedules are included as Appendix A and B.

CAREER INCREMENT

A career increment will be paid in addition to the hourly wage, for all support staff employed by the District who qualify as described below. For purposes of this section, a year is defined as a full-time equivalent (FTE) year. The calculation of FTE shall include part-time employment with the District. The employment anniversary date will be used to determine when an employee becomes eligible for a career increment. The Career Increment is only paid on the anniversary year, not each year thereafter.

Years	% of increment for 2026-2028
10	3
15	4
20	5

HEALTH INSURANCE

The Governing Board will contribute up to ~~the sum of \$10,600 for 2024-25 and \$10,600 for 2025-26~~ toward the **annual** premium for **health and hospitalization** coverage for all eligible support staff employed by the School District who qualify for and are enrolled in the District's health and hospitalization plan. **Eligible** part-time employees ~~who are eligible~~ shall **receive** ~~be entitled to a~~ prorated contribution toward **the cost of** health insurance **based on their regularly scheduled hours**. Any **premium costs exceeding the District's contribution shall be the responsibility of the employee and paid through payroll deduction**. ~~additional cost of the premium shall be borne by the employee and paid by payroll deduction~~. Employees who have met the age and service requirements necessary to receive an annuity from PERA **may elect to continue their health and hospitalization coverage**. ~~will be provided with the opportunity to elect to continue their health and hospitalization coverage~~. Eligibility for this program shall terminate when the eligible support staff member becomes eligible for Medicare coverage.

HEALTH SAVING ACCOUNT

The School District will offer an optional High Deductible Health Plan with a Health Savings Account (HSA). Employees who elect to **enroll** ~~participate~~ in the high deductible plan **will receive the following annual School District contributions to their** ~~the~~ School District will make the following yearly contributions to the individual's HSA account:

- \$400 ~~per year~~ for employees **enrolled in** ~~who select~~ single coverage
- \$800 ~~per year~~ for employees **enrolled in** ~~who select~~ family coverage

The school district will pay all administrative fees associated with the **Health Savings Account**. ~~plan~~.

WORKER'S COMPENSATION/LTD INSURANCE

The Governing Board will pay the premium for income protection disability insurance for each eligible support staff member.

LIFE INSURANCE

The Governing Board will pay the premium for a \$50,000 term policy for each eligible full time support staff member. The Governing Board shall select the company and enter into one agreement with that company for all policies.

DENTAL INSURANCE

The School District shall contribute up to ~~the sum of \$590 for 2024-25 and \$590 for 2025-26~~ toward the annual premium ~~cost~~ for dental coverage for all **eligible** support staff **who qualify for** ~~employed by the School District who qualify for and~~ are enrolled in the School District's dental plan. **Eligible** part-time employees ~~who are eligible~~ shall **receive** ~~be entitled to~~ a prorated contribution toward **the cost of** dental insurance **based on their regularly scheduled hours**. Any **additional premium** costs **exceeding the School District's contribution shall be the responsibility of the employee and paid through payroll deduction**. ~~of the premium shall be borne by the employees and paid by payroll deduction.~~

LEAVE OF ABSENCE-SICK, VACATION, PERSONAL, BEREAVEMENT, EMERGENCY & COMPENSATION LEAVE

All full-time support staff newly employed by the District will be credited with the following upon completion of their first day of employment. Part-time employees shall earn a prorated amount.

SICK LEAVE:

12-month staff shall earn **sick** leave at a rate of thirteen (13) days per year to be used as sick, bereavement, or emergency leave. Less than 12-month staff shall receive a prorated amount.

The Governing Board shall **provide sick leave with pay, allow** at the discretion of the Director or their designee, ~~sick leave with pay~~ for the illness or injury of the staff member or **an eligible** family member, **including a** minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave shall also be **available when a support staff or an eligible family member, as defined above, allowed for the support staff or a relative (as listed above) requires time** to provide or receive assistance ~~because of~~ **due to** sexual assault, domestic abuse or stalking.

If an employee is absent ~~for due to~~ personal illness ~~in excess of~~ **for more than** three consecutive days, the District may require **certification of** ~~that the illness be certified by a physician and documentation indicating the employee is able to return to work.~~ ~~permission given by the physician for the employee to return to work.~~

- Unused portions of sick, bereavement, personal, and emergency leave may accumulate up to a maximum of 130 days. Support staff who have completed 10 years of service in the District are eligible to accumulate 131 days of leave. Support staff who have completed 15 years of service in the District are eligible to accumulate 132 days of leave.
- Additional provisions related to Earned Safe and Sick Time (ESST) shall be administered in accordance with M. S. § 181.9447.

VACATION LEAVE:

Eligible support staff will accrue vacation leave as follows. Vacation leave is available to 12 month employees only.

- First year: Accrued at a rate .4167 per month (5 days per year)
- Years 2-6: Accrued at a rate of .83 days per month (10 days per year)
- Years 7-11: Accrued at a rate of 1.25 days per month (15 days per year)
- Years 12 and thereafter: Accrued at a rate of 1.67 days per month (20 days per year)

The employee's anniversary date will be used to determine ~~when an employee becomes~~ eligibility for annual vacation **accrual increases** as outlined above. Unused vacation leave may accumulate up to an amount equal to the ~~individual staff member's~~ **employee's** annual maximum ~~number of~~ vacation accrual. Vacation days accumulated in excess of the annual maximum shall be **forfeited** ~~lost~~.

Upon termination of employment, a support staff member shall receive severance pay **equal to the employee's unused vacation**

~~leave multiplied by the employee's current daily rate of pay. the amount obtained by multiplying unused vacation leave days times the current daily salary.~~

PERSONAL LEAVE:

Personal leave with pay may be used for any purpose upon ~~request~~ **approval** of the Director or their designee for matters of an unusual nature that cannot be addressed during weekends, after ~~regular work hours~~ **school**, or scheduled vacation periods. Personal leave shall be earned at 1 day per year, with an accumulated maximum of (3) days. **Any balance exceeding the maximum accumulation shall be transferred to the employee's sick leave balance.** ~~with the balance over that to be added to the sick leave total.~~ Less than 12-month staff shall receive a prorated amount.

~~Upon~~ **Beginning with the employee's** eighteenth (18) year of employment with the District, and **each year thereafter** ~~onward~~, employees will earn one (1) additional day of personal leave per year.

BEREAVEMENT LEAVE:

Support staff shall receive up to two (2) additional days of paid bereavement leave for each death of an immediate family member. For purposes of this paragraph, immediate family member is defined as: spouse, children/step-children, parents, and spouse's parents. Additional bereavement leave may be taken using available ESST or sick leave, subject to approval by the Director or designee. ~~Will be granted to the support staff member at the discretion of the Director or designee and will be deducted from sick leave.~~

EMERGENCY LEAVE:

May be granted at the discretion of the Director or their designee. Emergency leave will be deducted from available sick leave.

COMPENSATION LEAVE:

Will be recorded as non-accumulative leave **granted** in lieu of monetary compensation for additional duties **worked in excess of forty (40) hours during a workweek.** ~~when exceeding 40 hours per work week.~~

Compensation leave may be used by the employee ~~strictly~~ for personal reasons **only**.

Additional duties may include, but are not limited to:

- Parent Teacher Conferences
- **Open Houses**
- Recording Governing Board meeting minutes
- ~~— Substitute Calling~~
- Custodial Duties
- Other assigned duties of designated support staff

Compensation time must be **pre-approved** in advance and will be recorded in the payroll office.

Time **worked in excess of forty (40) hours in a workweek shall be compensated at a rate of one and one-half (1 ½) times the employee's regular rate of pay, excluding hours compensated through holiday or vacation pay.** ~~and a half will be recognized when exceeding 40hrs. per work week, excluding holiday or vacation pay.~~

A staff member who is summoned to report for jury duty and subsequently serves on jury duty will be granted the time ~~specified~~ **required** by the court to **fulfill this obligation** ~~discharge this duty~~ without salary deduction or loss of sick, bereavement, personal, or emergency leave. Any compensation received for jury duty shall be remitted to the District.

SICK DAYS BUY BACK

Unused sick leave days accumulated in excess of 130 days shall be eligible for the District's sick leave buy-back program. Accumulated sick days shall be purchased by the District according to the following schedule:

2 days **of unused sick leave** = Equivalent to (1) day of teacher substitute pay

8 days of unused sick leave = Equivalent to (2) days of teacher substitute pay

12 days of unused sick leave = Equivalent to (3) days of teacher substitute pay

Employees must have an established 403(b) plan, or establish a 403(b) plan, to participate in the sick leave buy-back program.. Payment for eligible unused sick leave will be deposited annually into the employee's 403(b) plan. Sick day buy-back payments are in addition to the District's matching contribution.

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide additional sick leave to employees who have exhausted their vacation, personal and sick leave and have a catastrophic accident, injury, or serious recurring illness of the employee or family members necessitating an extended absence.

ELIGIBILITY:

- Employees will have exhausted all paid leave accrual.
- Employees must provide written verification by an attending physician and submit a written application requesting sick leave days.
- Leave to care for relatives and children with a medical emergency will follow the eligibility and limitations of Minnesota Statutes Chapter 181.
- Employees who are collecting benefits from long-term disability or workers compensation will not be eligible to access the Sick Leave Bank. Upon a determination of eligibility for PERA disability benefits, Sick Leave Pool benefits will cease. A employee initially denied LTD or workers compensation who ultimately collects benefits will be responsible to cooperate in the repayment of the sick leave bank to the extent permissible.
- Employees who are working less than full-time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed. To those members who have exhausted their sick leave and have a "medical emergency," defined as "a medical condition of the employee or family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave otherwise available."

MEMBERSHIP:

Participation in the sick leave bank will be determined as follows:

- In order to establish the sick leave bank, each employee may voluntarily donate 1-3 days of sick leave per year.
- Probationary employees are not required to donate.
- Any non-probationary employee will contribute at least 1 day in order to participate.
- Staff may use up to 30 days from the sick leave bank per incident.
- An applicant shall be required to apply for FMLA leave in conjunction with any application for using the sick leave bank. Sick leave bank will run concurrently with any applicable FMLA leave.

ADMINISTRATION:

The sick leave bank will be administered in the following ways:

- An employee must apply for benefits under the sick leave bank by completing the correct application form.
- The sick bank committee, composed of one administrator, HR director, and 3 contributing members will review applications for processing and approval by simple majority. All applications shall be reviewed within 5 business days. Applicants shall be notified upon committee determination.
- When the sick leave bank falls below 50 days, staff will be notified and a request to donate additional days to the sick bank shall be sent to staff.
- Employees that wish to contribute to the sick leave bank must do so at the beginning of the school year and/or upon request. (See above)
- Employees that have accumulated the maximum amount of professional leave and choose to contribute must do so at the beginning of the year prior to receiving the professional leave buy back. f. The accrued sick leave days are not limited to the current contract. The accumulation will continue until at which time the language in the contract is modified.

PAID HOLIDAYS

Support staff shall receive the following paid holidays:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- New Year's Day
- President's Day*
- Memorial Day
- Juneteenth (June 19)*
- Independence Day (July 4)*

*Available to twelve (12) month support staff only.

In addition, twelve (12) month support staff shall receive three (3) floating holidays, and nine (9) month (182- day) support staff shall receive one (1) floating holiday. Floating holidays shall be by the employee's immediate supervisor.

~~working a twelve (12) month schedule shall receive the following nine (9) paid holidays, plus three (3) floating holidays for 2026-27 & 2027-28 school years. Floating holidays shall be approved at the discretion of the employee's immediate supervisor. to be approved at the discretion of the Director; Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Years Day, President's Day, Memorial Day, Juneteenth (June 19) and July 4th. Floating holidays do not carry over and must be used prior to June 30th of each year. Floating holidays are at the discretion of his/her immediate supervisor.~~

~~Support staff working a nine (9) month, 182 day, schedule shall receive the following seven (7) paid holidays, plus one (1) floating holiday for 2024-25 & 2025-26, to be selected at the discretion of the Director; Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Years Day, President's Day and Memorial Day. Floating holidays do not carry over and must be used prior to June 30th of each year. Floating holidays are at the discretion of his/her immediate supervisor.~~

403(B) ANNUITY MATCHING CONTRIBUTION PLAN

Eligibility:

All support staff shall be eligible for a District contribution to a state-approved 403b matching contribution plan in accordance with MS§ 356.24, as amended, provided that:

- An employee has worked for the District for two (2) years.
- The employee has authorized at least a matching contribution to an approved 403b annuity matching contribution plan, to be paid by payroll deduction, with equal contributions each pay period.
- The District will provide an enrollment form to each employee who becomes eligible for a District matching contribution. The employee shall notify the District in writing no later than 15 days after receipt of the District enrollment form of his/her intention to initiate participation in the 403b annuity matching plan and the amount of his/her contribution. Such participation shall continue year to year at the specified amount unless the employee notifies the District to the contrary in writing. Modifications to an individual's contribution must be submitted to the District by August 1st for an August 31st implementation or by February 1st for a February 28th implementation.

District Match Contribution:

The District will make a matching contribution for an eligible full-time employee towards an approved matching annuity plan subject to the requirements of MS § 356.24 in an amount not to exceed the following:

<u>Years of Service</u>	<u>Maximum Board Matching Contribution</u>
Second through 5th year	\$800
6th through 9th year	\$1,000
10th through 15th year	\$1,250
Lifetime Maximum District 403(b) Contribution Cap	\$19,000

Part-time eligible employees shall be entitled to a prorated contribution toward an approved 403(b) matching annuity plan.

Compliance:

Employee contributions may be contributed to any product in accordance with district policy. All product providers must provide MAC calculations, if requested, by employee or employer.

RETIREE HEALTH INSURANCE

Eligible support staff who have at least 14 + years of service in this District, are 55 years of age or older, and have retired shall be eligible to remain in the District's group health and hospitalization plan. The Governing Board shall contribute 50% of the premium cost of the agreed upon single health and hospitalization coverage amount which currently is \$5,300. Part-time employees who are eligible shall be entitled to the prorated contribution toward health insurance coverage. Eligibility for this program shall terminate when the eligible support staff member becomes eligible for Medicare coverage.

PART-TIME INSURANCE BENEFITS

Part-time eligible employees shall be entitled to a prorated contribution toward health and dental insurance.

MILEAGE REIMBURSEMENT

Annual rate established by the IRS.

PROBATION UPON CHANGE OF CLASSIFICATION

Employees promoted or transferred to a different classification shall serve a ninety (90) day probationary period in the classification. During this probationary period, the District may revert the employee to the previous position; likewise the employee may elect to return to such previous position. In the event that the previous position is not open, the employee shall be placed in a position as similar in class and shift as may be available. In no case will an employee returning/reverting to a former position be denied continuing employment. This may require the layoff of a less senior employee.

SENIORITY

Any employee who has received a reduction in hours or "layoff" shall have the right to bump the least senior employee, provided the senior employee has the qualifications deemed necessary to satisfactorily perform the duties and responsibilities of the position.

EMPLOYEES WITH MULTIPLE CLASSIFICATIONS

Full time employees assigned to work in more than one support staff position will be paid the average of the two highest support staff wages assigned from Appendix A & B.

APPENDIX A

SUPPORT WAGES FOR 2026-2027

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$20.89	\$21.30	\$21.72	\$22.15	\$22.59	\$23.06	\$23.51	\$23.98
MARSS/ADMINISTRATION	10	\$19.66	\$20.05	\$20.45	\$20.88	\$21.29	\$21.71	\$22.14	\$22.57
MAINTENANCE/CUSTODIAN-H	10	\$18.71	\$19.08	\$19.46	\$19.87	\$20.26	\$20.67	\$21.08	\$21.49
ADMIN DISTRICT OFFICE	9	\$19.48	\$19.87	\$20.25	\$20.66	\$21.09	\$21.51	\$21.93	\$22.37
MAINTENANCE/CUSTODIAN I	9	\$19.48	\$19.87	\$20.25	\$20.66	\$21.09	\$21.51	\$21.93	\$22.37
FINANCE ASSISTANT	8	\$17.70	\$18.04	\$18.40	\$18.79	\$19.16	\$19.54	\$19.93	\$20.32
TECH TUTOR/ CLASSROOM AIDE-H	8	\$17.70	\$18.04	\$18.40	\$18.79	\$19.16	\$19.54	\$19.93	\$20.32
ATTENDANCE CLERK/RECEPT.	7	\$15.30	\$15.62	\$15.94	\$16.25	\$16.58	\$16.89	\$17.23	\$17.58
TECH TUTOR/CLASSROOM AIDE-I	7	\$15.30	\$15.62	\$15.94	\$16.25	\$16.58	\$16.89	\$17.23	\$17.58

APPENDIX B

SUPPORT WAGES FOR 20257-20268

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$21.62	\$22.05	\$22.48	\$22.93	\$23.38	\$23.87	\$24.34	\$24.82
MARSS/ADMINISTRATION	10	\$20.35	\$20.75	\$21.16	\$21.61	\$22.04	\$22.47	\$22.92	\$23.37
MAINTENANCE/CUSTODIAN-H	10	\$19.09	\$19.46	\$19.85	\$20.27	\$20.67	\$21.08	\$21.50	\$21.92
ADMIN DISTRICT OFFICE	9	\$20.16	\$20.56	\$20.96	\$21.39	\$21.82	\$22.26	\$22.69	\$23.15
MAINTENANCE/CUSTODIAN I	9	\$20.16	\$20.56	\$20.96	\$21.39	\$21.82	\$22.26	\$22.69	\$23.15
FINANCE ASSISTANT	8	\$18.31	\$18.67	\$19.04	\$19.44	\$19.83	\$20.23	\$20.63	\$21.03
TECH TUTOR/ CLASSROOM AIDE-H	8	\$18.31	\$18.67	\$19.04	\$19.44	\$19.83	\$20.23	\$20.63	\$21.03
ATTENDANCE CLERK/RECEPT.	7	\$15.61	\$15.93	\$16.26	\$16.57	\$16.91	\$17.23	\$17.58	\$17.93
TECH TUTOR/CLASSROOM AIDE-I	7	\$15.61	\$15.93	\$16.26	\$16.57	\$16.91	\$17.23	\$17.58	\$17.93