



# Windom Area Schools

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An Equal Opportunity Employer  
Windom Area Elementary  
1200 17th Street  
PO box 177  
Windom MN 56101  
Phone: 507-831-6925

Windom Area  
Middle /High School  
1400 17th Street  
PO Box 177  
Windom MN 56101  
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

[WWW.WINDOM.K12.MN.US](http://WWW.WINDOM.K12.MN.US)

## MARCH 23, 2026 WORK SESSION

Windom City Council Chamber

444 9th Street

Windom, MN 56101

March 23, 2026

5:30 PM

Live at [Media SB22](#) on youtube

1. Call to order  
Angie Klassen
2. The Pledge of Allegiance  
Angie Klassen
3. Approval of Agenda (revise as necessary)  
Angie Klassen
4. Approve Phone RFP with Advanced Tech beginning June 2026. - Action  
Ryan Christoffer  
Ryan Christoffer, technology director, has compared quotes from 5 companies to update our phone system. He will explain the process, his findings, and make a recommendation to purchase phones from Advanced Tech.
5. Approve the Creation of the Director Position for Soaring Eagles Childcare Center - Action.  
Jamie Frank  
Attached is the job description for the Soaring Eagles Childcare Center Director. Board approval is sought to create the position so that the hiring process can begin. The director will be on a part-time basis throughout the summer to prepare for the center's opening. On or around August 1, 2026 this position will transition to full-time.
6. Estimated Cash Flow Report for 2025-2026 (FY2026) as of February 28, 2026 - Informational  
Holly Anderson  
This is the third and final look at our cash flow for FY2026. We review this 2–3 times each year with the board in order to make sure we have enough cash on hand to meet our expenses and to determine if we need to do Aid Anticipation Certificates (AAC) (borrow against state aid in order to pay bills). At this time, unless something major happens, our cash flow is adequate to meet all of our obligations and there is no need to have any AAC. The last time an AAC was done was back in 2012. This shows good financial strength for our district.
7. Extend banking contract one additional year with Bank Midwest ending July 31, 2027 - Action  
Holly Anderson  
After reviewing our previous RFP that was done in 2023 and with discussion with Bank Midwest. Bank Midwest has agreed to keep its service costs at the same rates or less than the

three-year quoted rates for one additional year. It is my recommendation to extend the current contract with Bank Midwest for one additional year with expiration of July 31, 2027. This extension will push the next RFP process to the spring of 2027.

8. Adjourn



**Advanced Tech, Inc.**

## **Proposal for Windom Area Schools**

**Proposal Date:** January 2026

**Contact:** Jason Van Muyden – Advanced Tech, Inc.

**Phone:** 605-332-1920

**Address:** 4303 S Racket Dr, Sioux Falls, SD 57106

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### **1. Vendor Overview & Turn-Key System Proposal**

Advanced Tech, Inc. is pleased to submit this proposal for Windom Area Schools RFP dated January 21, 2026.

Our solution is centered around the **3CX Phone System**, paired with **Yealink desk phones, wireless phones, and paging adapters**, delivering a fully unified, centrally managed communication platform.

This proposal includes **system design, equipment, training, support, and ongoing maintenance** using the RFP as a reference and our discussions with Ryan Christoffer on the needs for the phone system and Sip services.

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### **2. System Design**

#### **2.1 Centralized Management**

The 3CX system provides:

- Web-based administration
- Centrally managed extensions, call flows, and paging
- Real-time reporting & call analytics
- Multi-site management (High School, Elementary, Highland)
- Fully hosted and maintained by Advanced Tech, Inc.

## 2.2 VoIP Architecture

The system supports:

- 11 SIP trucking lines
- 48 simultaneous inter-building VoIP calls
- 206 Extensions
- 20 local DID numbers
- 3 E911 locations

## 3. Handset Deployment Plan (RFP Section 2.3)

Based on District requirements:

Location	Office	Classroom	Attendant	Hallway
MS/HS	43	64	4	2
Elementary	23	37	1	1
Highland	2	15	1	0
<b>Totals</b>	<b>68</b>	<b>116</b>	<b>6</b>	<b>3</b>

**Our proposed hardware match:**

### Office Phones – Yealink T54W Color Display

- Color screen, gigabit Ethernet, POE
- Bluetooth & Wi-Fi capable
- 3-way conferencing
- Full speakerphone
- Headset support
- Expandable with Yealink EXP50 sidecar modules

### **Classroom Phones – Yealink T33G**

- Cost-effective
- Speakerphone & intercom ready
- Call hold, call waiting, paging
- POE

### **Attendant/Operator Stations – T54W + EXP50 Expansion Modules**

- Supports 48-button visibility
- Multi-line
- High-visibility call handling

### **Hallway / Courtesy Phones – T31G**

- Basic handset for outbound calling only
- Paging restricted
- Voicemail restricted
- Wall-mountable

### **Wireless – Yealink AX86R WiFi Phones**

- Supported over district Wi-Fi
- Optional for staff requiring mobility

## 4. Core System Components

### 3CX PRO – 48 Simultaneous Calls / 288 Extensions

- Unlimited call queues
- IVR / auto-attendants
- Call recording (on-demand)
- E911 location reporting
- Microsoft 365 & Google Workspace integration
- Softphone apps (Windows, iOS, Android)
- SIP-based paging & overhead speaker integration

### Paging Integration

We included **2 paging adapters** for integration to legacy paging systems.

## 5. Installation, Cutover & Training

### 5.1 Turn-Key Installation Includes

- Build new system
- Setup all extensions
- Configure IVR
- Port all existing phone numbers
- Ryan has chosen to do the deployment of the phones on site.
- Full system testing
- District-approved cutover plan

## 5.2 Training

- 5 hours staff training over phone or Teams meeting
- Covers:
  - phone operation
  - voicemail
  - softphone setup
  - paging
  - operator console
- Additional training available upon request

## 5.3 District Staff Responsibilities (per RFP)

- Internal LAN/WAN configuration assistance as needed
- Confirm VLAN requirements
- Provide network access where required

## 6. Warranty, Support & Maintenance

### 1-Year Warranty

- All equipment
- System software
- Workmanship
- Replacement of defective components

## Support Options

Included:

- System updates & upgrades
- Level 1 support will be handled by Ryan
- Level 2 Escalation support will be handled by Advanced Tech
- 11 SIP phone lines
- 20 local phone numbers
- Ongoing system hosting

## Monthly Support Cost

- **\$446 per month with software paid yearly (before taxes)**
- OR
- **\$745 per month with Software license included (before taxes)**

## 24/7 Emergency Support (Optional Add-On)

- Available for major-impact failures.

## 7. Pricing Summary

### One-Time Costs

Description	Qty	
System build, extensions, IVR, porting	1	
Training	1	
Yealink T54W Phones	74	
Yealink Expansion Module	6	
Yealink T33G Classroom Phones	116	
Yealink T31G	3	
Paging Adapters	2	
3cx pro 48 Simultaneous calls 288 User extensions	1	
<b>Total One-Time Cost</b>	—	<b>\$36,985</b>

## 8. Compliance with RFP Requirements

We confirm compliance with: ✓ 3 locations

- ✓ Required handset quantities
- ✓ SIP, DID interfaces
- ✓ 40+ concurrent inter-building VoIP calls
- ✓ E911 location reporting
- ✓ Softphones & mobile apps
- ✓ Paging integration
- ✓ Voicemail for all Extensions when needed
- ✓ Training and documentation
- ✓ Turn-key single-vendor solution

## 9. Conclusion



**Jason Van Muyden**  
**Advanced Tech Inc** • Simplifying Technology  
 4303 S Racket Dr • Sioux Falls, SD 57106  
 P: 605.332.1920  
 E: [Jason@AdvancedTechinc.com](mailto:Jason@AdvancedTechinc.com) W: [AdvancedTechinc.com](http://AdvancedTechinc.com)



Advanced Tech, Inc. is confident that our proposed 3CX/Yealink solution provides Windom Area Schools with:

- A secure, modern, scalable VoIP platform
- Industry-leading phones and system features
- A compliant and cost-effective turn-key deployment
- Reliable ongoing support

## 10. Signatures

Windom Area Schools: \_\_\_\_\_ Date: \_\_\_\_\_



**Jason Van Muyden**  
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4303 S Racket Dr • Sioux Falls, SD 57106  
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## Phone models

### Yealink T54w



### Yealink Expansion Module



### Yealink T33G Classroom Phones



### Yealink AX86R Wi-Fi Phones



### Yealink T31G





## Windom Area Schools

Job Description

Director – Soaring Eagles Child Care Center

3/20/26

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*Mission Statement: The Soaring Eagles Childcare Center provides a safe, nurturing, and responsive environment where young children can learn, grow, and thrive. Through high-quality early learning experiences and strong partnerships with families, we help every child build confidence, curiosity, and a strong foundation for future success.*

### **POSITION DESCRIPTION**

**Position Title:** Director

**Coordinates with:**

- Community Education Director
- Windom Schools District Office
- Superintendent

**Major Roles and Responsibilities:**

Under the direction of the Superintendent, the Executive Director is responsible for developing, delivering, and administering the varied program portfolios of the overall center operation. The Center Director will be responsible for the high-level operations of the center which includes coordinating the planning, developing, and managing the center to ensure the highest quality care services are provided to meet and exceed the standards of compliance with all licensing and Board policy. The Executive Director will execute quality management of the center by upholding the highest health, safety, and cleanliness standards to offer a loving, supportive environment for students, families, the community, and staff.

The Director possesses effective communication skills in mentoring, leading and training and correcting performance concerns of all staff and volunteers. Essential functions necessary to the position include evaluating classroom structure, daily schedule, and staff's interaction with children and parents. This includes supervising the implementation of a developmentally-appropriate curriculum with an emphasis on literacy, math, science, and kindergarten readiness for the preschool rooms and age-appropriate activities for the infant and toddler rooms. The Director identifies potential problem areas throughout the center and acts quickly to execute effective solutions. The Director will be inclusive of all children and families, their needs, views, and backgrounds. The Director must be flexible and adaptable to meet children, family and staffing needs.

### **Major Roles and Responsibilities:**

- Implement the Mission of the Daycare Center
- Ensure that the center is in compliance in every proper way with all federal, state and local regulations
- Ensure that the safety of each child and the staff are foremost and that all appropriate policies and procedures are adhered to
- Responsible for coordinating all aspects of the operation to ensure that developmentally appropriate, quality child care services are provided, and that the philosophy, policies, and procedures are maintained.
- Responsible to maintain and ensure that all essential programs and processes, such as Parent Aware and Rule 3, are met on an ongoing basis.
- Recruit, hire, manage, motivate, and oversee the performance of a competent and talented staff. Maintain high standards for the staff and develop a teamlike atmosphere
- Responsible for a positive image and building the brand of the Childcare Center and creating a nurturing environment.
- Provides best-in-class customer service and child care environment for families enrolled and potential families.
- Specifies, selects, and monitors curriculum and staff-child interactions with curriculum.
- Develops a weekly scheduling of the staff to maintain an appropriate staff to child.
- Responsible for timely billing to the family childcare accounts.
- Applying for available grants through Parent Aware, The Northland Foundation, and any other funding sources. Also, seeks fundraising opportunities when appropriate.

### **Experience**

- Has at least 1040 hours of direct management experience as a Director of a childcare center or similar operation.
- Has a degree in early childhood teaching, development, or other related degree, or at least 9 quarter credits in accredited courses in staff supervision, human relations, and child development.
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### **Compensation:**

The salary range for the director will be \$47,840-\$52,000, with a PERA pension and other benefits, including health insurance contributions, life insurance, long-term disability, and MN paid leave. Other benefits include paid holidays, sick leave, and personal leave.

## Estimated Cash Flow Schedule for FY2026 Aid Anticipation Certificates

Please enter the appropriate data into the highlighted cells below.

School District Name: Windom ISD#177 Contact Name: Holly Anderson Phone: 507-831-6901

Funds Included in Cash Flow (may be any combination of funds 1-4): 1-4

Est. **Cash and Investment** Balance for these funds, 06/30/2025 \$8,879,087 only Fund 01, 08, 02 and 04

(Please include proceeds from outstanding anticipation certificates in this balance)

Total Est. Expenditures for these funds, 2025-2026: \$22,219,675 only Fund 01, 08, 02 and 04

Month	Estimated Receipts				Estimated Disbursements				Ending Balance	
	Property Taxes	State Aids	Other	Total	Payroll	Other	Certificate Pmt. (if any)	Total		
Jul-25		247,796	211,067	458,862	243,691	846,204		1,089,895	8,248,054	ACTUAL
Aug-25		2,623,143	256,379	2,879,522	247,167	683,176		930,343	10,197,233	ACTUAL
Sep-25		1,500,099	179,467	1,679,566	1,059,829	620,246		1,680,075	10,196,724	ACTUAL
Oct-25	82,469	829,706	290,070	1,202,245	1,163,972	734,781		1,898,752	9,500,216	ACTUAL
Nov-25	698,356	513,866	154,304	1,366,526	1,144,676	761,560		1,906,236	8,960,507	ACTUAL
Dec-25	233,044	1,441,751	621,264	2,296,060	1,165,831	552,865		1,718,696	9,537,870	ACTUAL
Jan-26	5,082	1,551,506	253,011	1,809,599	1,096,528	631,292		1,727,820	9,619,650	ACTUAL
Feb-26		1,393,092	198,143	1,591,234	1,106,599	565,672		1,672,270	9,538,614	ACTUAL
Mar-26		1,775,772	348,061	2,123,833	1,345,000	515,000		1,860,000	9,802,447	
Apr-26		1,824,091	345,000	2,169,091	1,344,000	467,550		1,811,550	10,159,988	
May-26		1,521,621	359,000	1,880,621	1,403,000	459,000		1,862,000	10,178,609	
Jun-26	1,355,000	721,907	499,000	2,575,907	2,989,450	452,000		3,441,450	9,313,066	
<b>FY2026 TOTALS</b>	<b>2,373,952</b>	<b>15,944,349</b>	<b>3,714,765</b>	<b>22,033,066</b>	<b>14,309,743</b>	<b>7,289,345</b>		<b>21,599,087</b>		
Jul-26		380,000	400,000	780,000	370,000	690,000		1,060,000	9,033,066	
Aug-26		2,300,000	115,000	2,415,000	330,000	670,000		1,000,000	10,448,066	
Sep-26		1,425,000	210,000	1,635,000	2,150,000	670,000		2,820,000	9,263,066	

Term Rates/Amount with MSLAF

Term Rates with MSLAF	RATE	DUE DATE
\$1,500,000 90 DAYS	3.73%	3/16/2026
\$1,500,000 90 DAYS	3.60%	4/23/2026
\$1,500,000 90 DAYS	3.58%	5/21/2026

# Memo

**To:** Board of Education  
**From:** Holly Anderson  
**cc:** Jamie Frank  
**Date:** 3/9/2026  
**Re:** Banking Services

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The District has been requesting quotes for banking services every three to four years. The last time Peggy sent Requests for Proposals (RFP's) to the four local financial institutions was the spring of 2023 and two local financial institutions completed the RFP.

In that RFP it does state that the School District may consider an additional renewal year from August 1, 2026, through July 31, 2027, if the service costs remain at the same rates or less than the three-year quoted rates. I have been in contact with Justin Schmit and Heidi Hill from Bank Midwest and they have agreed to continue the current contract for an additional year.

At this time, it is my recommendation to renew for an additional 1 year of banking services with Bank Midwest. This means that it will end on July 31, 2027, and that in the spring of 2027 a new RFP will be put out to all four local financial institutions

Please let me know if you have any questions or concerns regarding this. Thank you.