



FREEBORN COUNTY
PROBATION AND PRE-TRIAL SERVICES
GOVERNMENT CENTER
411 So. Broadway, PO Box 1147
Albert Lea, MN 56007-1147
Telephone 507/377-5138 FAX 507/377-4695

Director
Stephen Rick

Probation Officers
Dawn Fleek
Holly Wahlstrom
Darren Welsh
Amy Geyer
Jenny Habana
Sara Pardoe
Jenny Hendrickson
McKenzie Kosmoski

July 24, 2026

Independent School Dist. 241
Attn: Sup. Dr. Steve Heil
211 W. Richway Drive
Albert Lea, MN 56007

Dear Superintendent Heil,

Please consider this letter as invoice for the services of one (1) Probation Officer for the purpose of student retention from August 19th, 2026 through May 26th, 2027.

In consideration of the full and complete performance of the agreed services, District 241 agreed to compensate Freeborn County an amount equal to Thirty thousand, six hundred ninety-eight dollars and no/100 cents **(\$30,698.00)**.

Please remit payment to "Freeborn County Probation Services" at the following address:

Freeborn County Probation Services
Attn: Stephen Rick
411 S. Broadway
Albert Lea, MN 56007

Thank you in advance. Please contact me if you have any questions or concerns. I am confident our partnership will continue to prove to be a great success with both our agencies.

Sincerely,

Stephen R. Rick
Deputy County Administrator/CFO
Probation Services Director
Freeborn County

LETTER OF AGREEMENT

THIS AGREEMENT ("Agreement") is made effective as of the 28 day of July, 2026, by, between and among Independent School District No. 241 (the "District") and Freeborn County on behalf of the Probation Services Department.

WHEREAS, the District desires to utilize the services of one (1) probation officer pursuant to the terms of this Agreement;

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, it is agreed by, between and among the parties as follows:

1. Subject to the terms and conditions set forth in this Agreement, the District hereby agrees to utilize the services of one (1) probation officer for the purpose of student retention from **August 19th, 2026 through May 26th, 2027**. One probation officer shall service Albert Lea High School/Southwest Middle School. Freeborn County shall execute and deliver proper notice to the District that this Agreement constitutes a valid and binding obligation of Freeborn County for the time period stated.
2. In consideration of the full and complete performance of the agreed services in paragraph 1 hereof, District agrees to compensate Freeborn County an amount equal to **Thirty thousand, six hundred ninety-eight dollars and no/100 cents (\$30,698.00)**. It is understood that all Federal, State and local taxes are included in the cost of said services.

Freeborn County shall invoice the District for the services performed at least once annually, and the District shall pay such invoice within thirty-five (35) days following receipt.
3. Freeborn County agrees to provide truancy services as described in Exhibit "A", which is attached hereto and made a part of this Agreement.
4. The District reserves the right to extend the contract term basis, subject to Freeborn County's concurrence.
5. Either District or Freeborn County may terminate the Term of Services under this Agreement at any time and for any reason by providing the other party with thirty (30) days written notice.

Further, either District or Freeborn County may terminate the Term of Services under this Agreement by providing the other party with five (5) days written notice in the event the other party commits a material breach of this Agreement or otherwise fails to comply with its material obligations under this Agreement.

11. Both parties shall, at its own expense, procure and maintain liability insurance against claims for bodily injury, death and property damage occurring on or about the facilities of the District in conjunction with any use of the District facilities named in paragraph hereto in amounts reasonably satisfactory to the District and Freeborn County.
12. Under Minnesota Statutes §16C.05, subdivision 5, both parties' books, records, documents and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.
13. This Agreement contains the entire agreement between Freeborn County and the School District with respect to the services. All prior agreements and understandings are superseded hereby.
14. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties hereto. No waiver of a breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
15. Any notices or demands or other communications required or permitted hereunder shall be in writing and shall be deemed to have been given when delivered personally or three (3) days after deposit in a regularly maintained receptacle of the United States Postal Service, postage prepaid, return receipt requested and addressed as follows or as the parties may from time to time designate in writing:

TO: Albert Lea School District:

TO: Freeborn County

Independent School Dist. 241
Attn: Sup. Steve Heil
211 W. Richway Drive
Albert Lea, MN 56007

Freeborn County Probation Services
Attn: Director
411 South Broadway Ave
Albert Lea, MN 56007

16. If any provision of this Agreement is prohibited by law or held to be invalid, illegal, or unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such prohibited illegal or invalid provision had never constituted a part hereof, with this Agreement being enforced to the fullest extent possible.

Exhibit A

Scope of Services

Provide a technically and professional qualified individuals deemed acceptable to the School District to assist the School District in its retention of students. Scope of work includes, but is not limited to the following:

- 1) Full professional responsibility for all truancy services provided at the School District.
- 2) Assist in weekly multi-disciplinary team meetings with District staff.
- 3) Provide periodic in-service for District staff regarding truancy issues.
- 4) Ensure the confidentiality of all student information.
- 5) Assist in the development of appropriate individual student plans.
- 6) Assist in team building and healthy team functioning in all programs.
- 7) Provide consultation to district staff on student truancy issues.
- 8) Ensure that all services are within the scope and duties as appointed by the Court.