

INDEPENDENT SCHOOL DISTRICT NO. 283

6311 Wayzata Blvd
St. Louis Park, Minnesota
Tuesday, February 28, 2023 6:30 PM
St. Louis Park High School Room 350C
6425 W 33rd St
St Louis Park, Minnesota 55426

AGENDA

1. CALL TO ORDER	
2. LAND ACKNOWLEDGMENT	
3. APPROVAL OF AGENDA	
4. OPEN FORUM	
5. SUPERINTENDENT'S REPORT	
6. DISCUSSION ITEMS	
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B. Approval of Policy 210 Conflict of Interest	
9. COMMUNICATIONS AND TRANSMITTALS	
10. ADJOURNMENT	

Finance Advisory Committee

2023-24 Finance Advisory Committee

Budget and Fiscal Recommendations to Superintendent Osei

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Patricia Magnuson, Director of Business Services
Shanique Williams, Asst. Director of Business Services
Meshach Mandel, Student Finance Intern
Alicia Margalli, Student Finance Intern
Julian Roweder, Student Finance Intern
Jacey Cassem, Community Member
Robert Grommesh, Parent/Community member
Valerie Jensen, Parent/Community member
Lisa Walhstrom, Parent/Community member





St. Louis Park Public Schools

2023-24 Finance Advisory Committee Budget and Fiscal Recommendations to Superintendent Osei

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❖ Recommendation #3: 4,352 K-12th grade adjusted pupil units (APU), with potential for increased enrollment if efforts to improve the student capture rate are successful	Pages 4-5
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FAC Purpose

Advise administration and the SLP School Board on economic and school finance issues, and build community trust in district finances.

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FAC Members

Community Members			
1	Carlee	Bendickson	high school parent
2	Julia	Beverly	Peter Hobart parent
3	Sue	Cantor	community member
4	Jacey	Cassem	Aquila parent
5	Barry	Fitzpatrick	middle and high school parent
6	Andy	Gilles	PSI parent
7	Angel	Glass	Susan Lindgren parent
8	Robert	Grommesh	High School & private school parent
9	Katherine	Heyerdahl	PSI parent
10	Brice	Hogan	Peter Hobart and PK parent
11	Valerie	Jensen	Aquila parent
12	Drew	McGovern	Susan Lindgren parent
13	Michael	Ness	PSI parent
14	Lisa	Wahlstrom	Susan Lindgren parent
15	Meta	Webb	PSI and middle school parent
16	Michael	Wells	community member

Students			
1	Meshach	Mandel	new; high school senior
2	Alicia	Margalli	new; high school junior
3	Julian	Rohweder	new; high school senior

Staff/School Board			
1	Jennifer	Jerulle	Controller
2	Virginia	Mancini	School Board Member
3	Patricia	Magnuson	Director of Business Services
4	Shanique	Williams	Assistant Director of Business Services

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Primary Factors Discussed and Considered

- Declining Fund Balance
- Enrollment Projections
- Expenditure Trends

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Budget Recommendations

- Fund Balance Minimum
- General Education Funding Formula
- Student Enrollment Projection
- Local Revenue

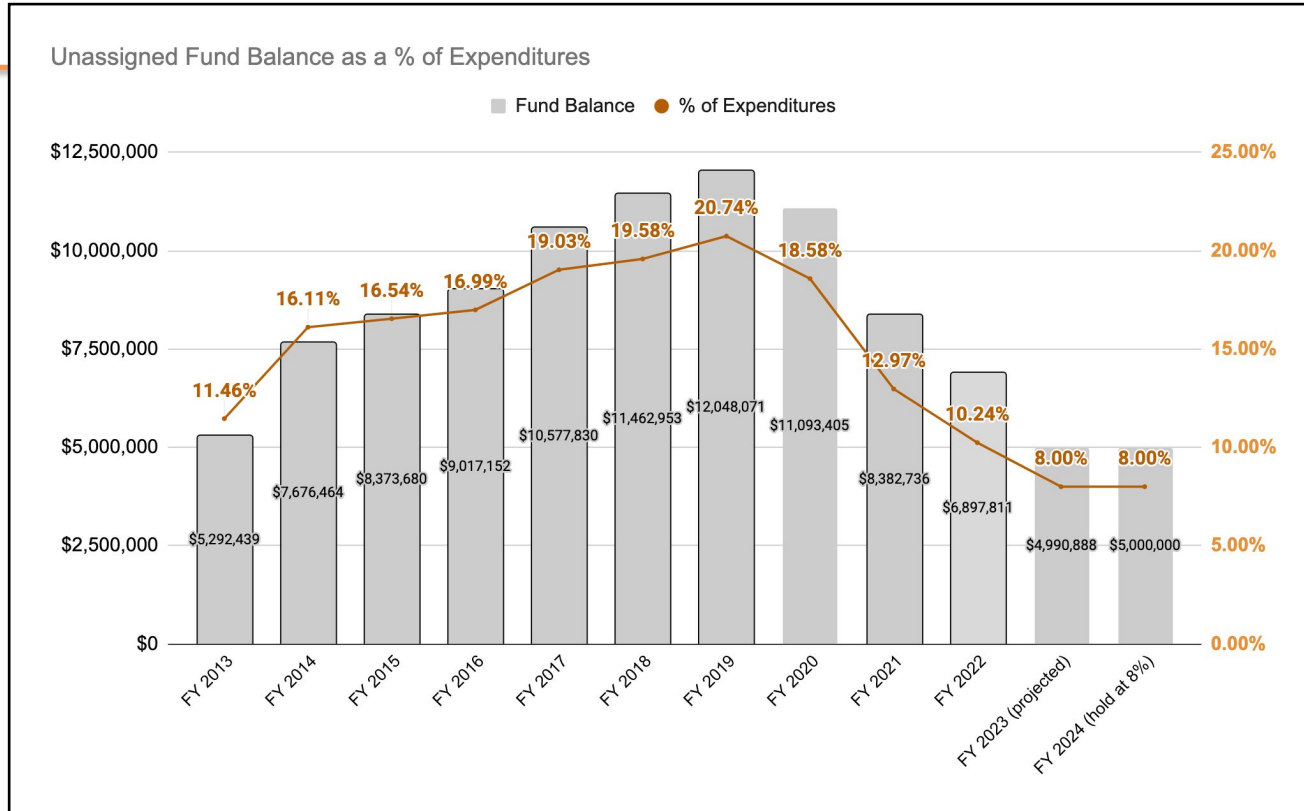
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Recommendation 1: Fund Balance Minimum

Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%

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Recommendation 1: Fund Balance Minimum



Recommendation 2: General Education Funding Formula

- 2% increase in per pupil formula
- Utilize any additional funding from the 2023 session to bolster reserves

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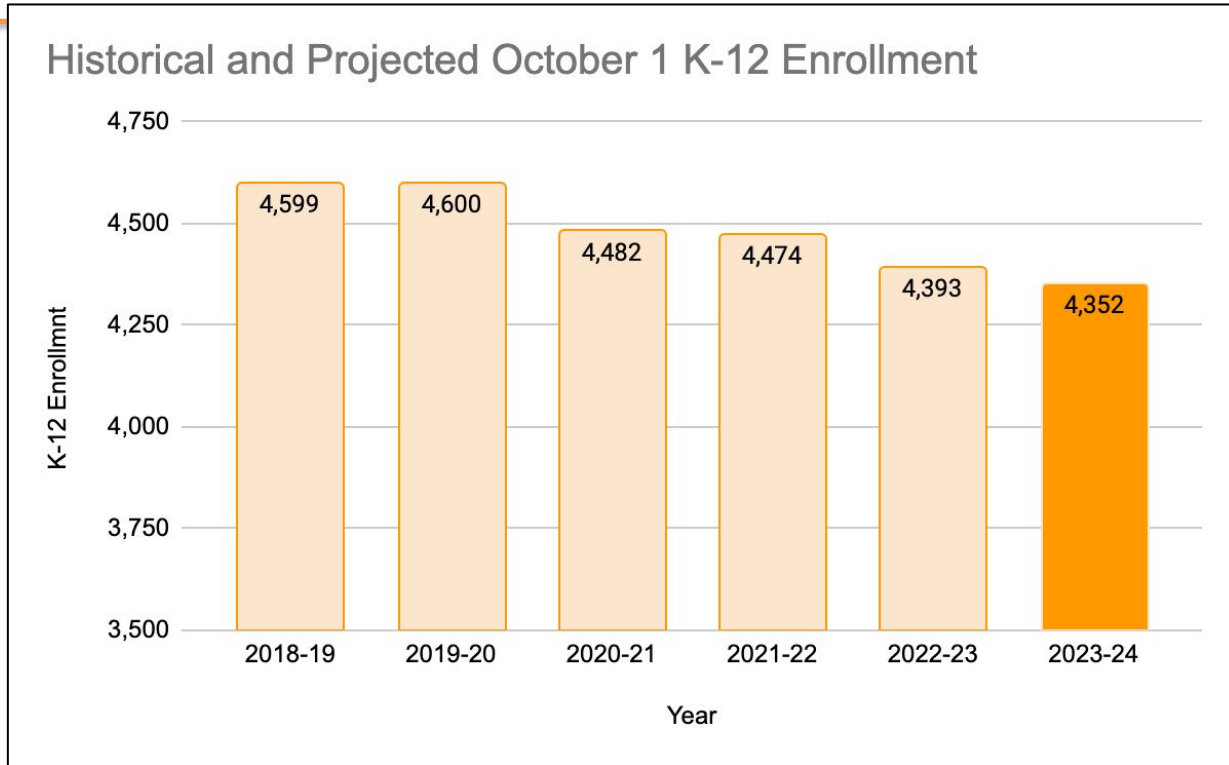
Recommendation 2: General Education Funding Formula

Year	Amount	Explanation
2013-14	\$5,302	1.5% increase
2014-15	\$5,831	1.5% increase + \$25
2015-16	\$5,948	2.0% increase
2016-17	\$6,067	2.0% increase
2017-18	\$6,188	2.0% increase
2018-19	\$6,312	2.0% increase
2019-20	\$6,438	2.0% increase
2020-21	\$6,567	2.0% increase
2021-22	\$6,728	2.45% increase
2022-23	\$6,863	2.0% increase
2023-24	\$7,000	2% increase (assumption)

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Recommendation 3: Student Enrollment



Recommendation 3: Student Enrollment

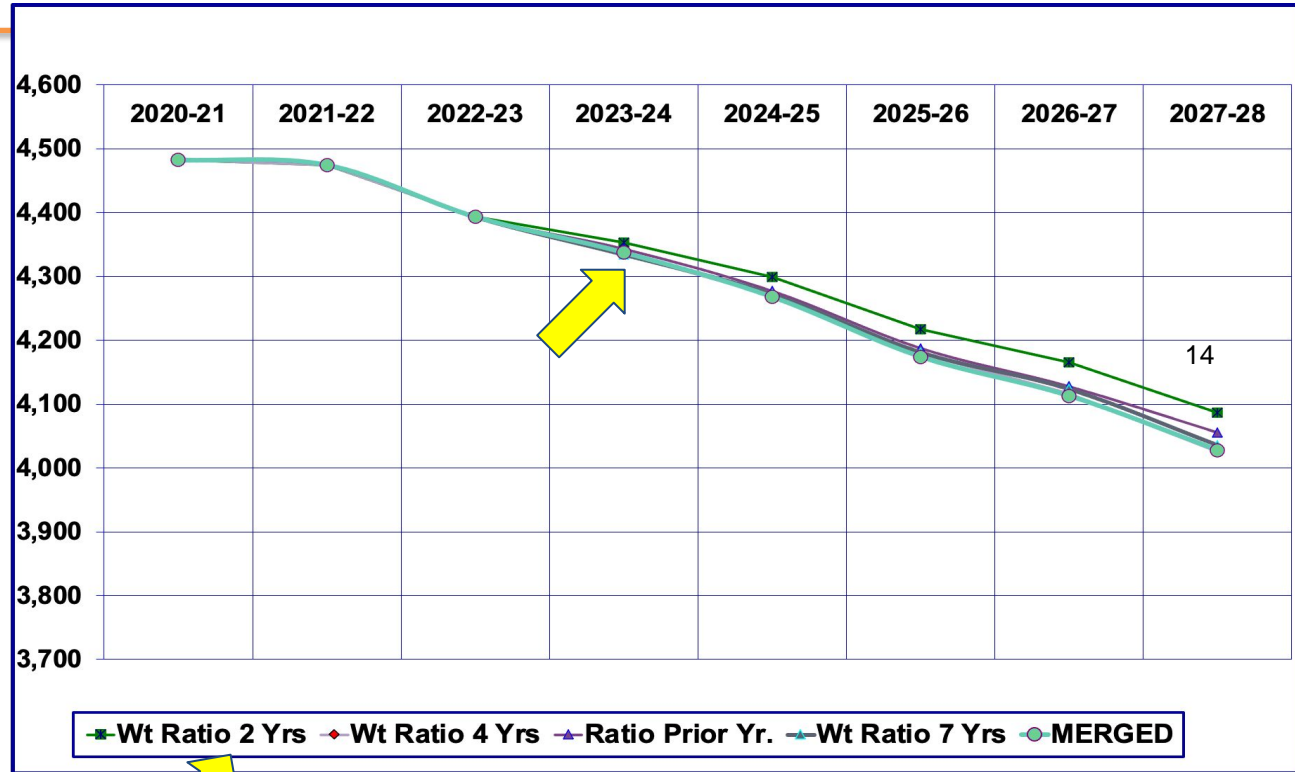
	Historical Fall Actual				Projected	Prelim.	Variance	Projected
	2018-19	2019-20	2020-21	2021-22	2022-23			2023-24
K	332	391	302	351	345	296	-49	330
1	351	329	384	309	362	345	-17	295
2	333	338	319	365	309	293	-16	327
3	355	334	325	319	366	365	-1	293
4	357	346	322	315	310	319	9	361
5	359	347	345	312	318	306	-12	310
6	356	358	323	330	310	326	16	311
7	323	357	340	331	333	330	-3	329
8	340	333	338	331	329	320	-9	320
9	392	370	374	399	378	354	-24	354
10	390	380	366	383	387	397	10	356
11	337	378	356	352	367	364	-3	379
12	374	339	388	377	363	378	15	389
K-12	4,599	4,600	4,482	4,474	4,477	4,393	-84	4,352
Year over Year Change		1	-118	-8	3	-81		-41
		0.02%	-2.57%	-0.18%	0.07%	-1.81%		-0.93%



Recommendation 3: Student Enrollment

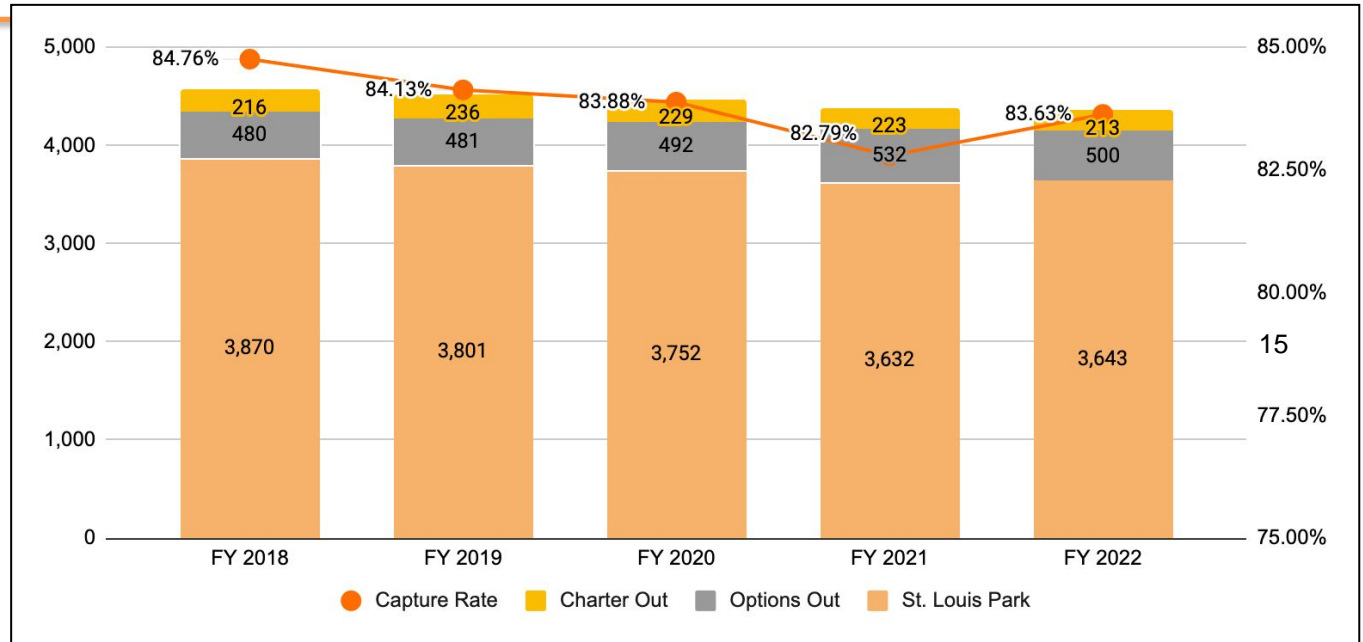
Projection Method

- Chose 2-year weighted ratio
- Diminishes impact of pandemic and recovery years



Recommendation 3: Student Enrollment

Focus significant effort to recruit and retain resident students to increase capture rate



Recommendation 4: Increase Local Revenue

- Increase student activity fees and meal prices to align with comparative district averages
- Maintain high school student parking fees at current rate

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Recommendation 4: Local Revenue

- Proposed fees reflect comparative district averages
- Increase HS Student Activity Fees (+\$14,000)
- Increase MS Student Activity Fees from \$105 to \$110 (+\$1,400)
- Students who qualify for educational benefits (Lunch is reduced pay half fee or lunch is free pay \$25)

	2023-24 Recommendation	Comparison District Average	FY2022 and 2023 Fee	\$ Change	% Change
Cross Country	\$210	\$209	\$205	\$5	2.44%
Swimming	\$210	\$215	\$205	\$5	2.44%
Synchronized Swimming	\$210	\$190	\$205	\$5	2.44%
Tennis	\$210	\$206	\$205	\$5	2.44%
Baseball	\$220	\$221	\$205	\$15	7.32%
Golf	\$220	\$213	\$205	\$15	7.32%
Nordic Ski	\$220	\$218	\$205	\$15	7.32%
Soccer	\$220	\$218	\$205	\$15	7.32%
Softball	\$220	\$221	\$205	\$15	7.32%
Track & Field	\$220	\$221	\$205	\$15	7.32%
Volleyball	\$220	\$219	\$205	\$15	7.32%
Basketball	\$230	\$232	\$205	\$25	12.20%
Gymnastics	\$230	\$230	\$205	\$25	12.20%
Lacrosse	\$230	\$230	\$205	\$25	12.20%
Football	\$250	\$250	\$205	\$45	21.95%
Hockey	\$270	\$276	\$250	\$20	8.00%

Recommendation 5: Standardize middle and high school clubs and activities structure

Two Tier system:

- **Service Club (no fee):** Activity to do or bring awareness of service/social justice issues (i.e. gals and pals, SOAR, GSA, environmental club)
- **Interest Club (\$25 fee):** A club that seeks to know or learn more about activity or an enrichment opportunity (i.e. art, dungeons and dragons, quiz bowl, math team)

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Recommendation 4: Increase Local Revenue

Recommended meal prices reflect comparative district averages.

Breakfast				
	Proposed	Current	\$ Increase	% increase
Elementary	\$1.70	\$1.50	\$0.20	13.33%
Middle School	\$1.80	\$1.50	\$0.30	20.00%
High School	\$1.90	\$1.50	\$0.40	26.67%
Adults/Guests	\$2.50	\$2.50	\$0.00	0.00%
Lunch				
Elementary	\$2.95	\$2.90	\$0.05	1.72%
Middle School	\$3.15	\$3.15	\$0.00	0.00%
High School	\$3.30	\$3.15	\$0.15	4.76%
Adults/Guests	\$4.95	\$4.95	\$0.00	0.00%

Budget Recommendations

- Fund Balance Minimum
- General Education Funding Formula
- Student Enrollment Projection
- Local Revenue

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FAC Committee Member Reflections

Parents/Community Members:

- Jacey Cassem
- Robert Grommesh
- Valerie Jensen
- Lisa Walhstrom

Students:

- Meshach Mandel
- Alicia Margalli
- Julian Roweder

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Questions

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St. Louis Park Public Schools

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February 28, 2023
Executive Summary

The Financial Advisory Committee (FAC) is designed to advise administration and the school board on economic and school finance issues and to build community trust in district finances. The Committee has formally met five times this year, with one more meeting scheduled in March. The FAC also held 7 optional weekly meetings in January and February to finalize budget recommendations and prepare this report.

In order to arrive at recommendations for fiscal actions and budget assumptions, the Committee focused on the following information:

- Current Unassigned General Fund Balance
- Current student enrollment and enrollment model projections
- Past, current and projected per student funding from the State
- Economic outlook for State and other factors likely to impact the District's financial health
- Understanding why families choose St. Louis Park Public Schools
- Current student fees and enrollment as compared to neighboring districts

The Committee's recommendations to the Superintendent reflect a general consensus of its members regarding the underlying assumptions for the 2023-2024 (FY2024) budget. These recommendations are informed by four primary conditions that drive the school district budget:

1. **State Economy** - Minnesota's economic outlook has improved. It appears likely that the 2023 legislative session will result in a significant and historic investment in public education. If additional funding is provided, it should be used to balance the budget and maintain fund balance reserves.
2. **Cost Structure** - Because the cost structure of the district's General Fund (not restricted for capital-related purposes) is approximately 85% human resources (salary and benefit costs) and the current employment market is highly competitive. As a result, expenses will quickly outpace the rate of state increases, which will continue to threaten the financial and programmatic viability of the District.
3. **Student Enrollment** - District enrollment has continued to lag behind pre-pandemic levels. There was a leveling of enrollment in FY2022, likely due to students returning following the 2020 pandemic. In FY2023 enrollment lags behind pre-pandemic levels, particularly in Kindergarten. The FAC reviewed three articles (linked below) that discuss this as a nation-wide phenomenon.
 - a. *Schools are Heading into the Perfect Financial Storm* (Mark Lieberman, Education Week, February 2, 2023)
 - b. *COVID school enrollment shows thousands of missing kids, homeschooling* (Bianca Vázquez Toness and Sharon Lurye, Associated Press, February 9, 2023)
 - c. *COVID exodus: Where did 1 million public school students go? New data sheds some light* Patrick Wall, Chalkbeat, February 8, 2023)
4. **New/Rising Costs** - New initiatives or rising costs associated with infrastructure needs (i.e. transportation services, utilities) will erode available resources. Efficiency measures must be an intricate part of the district's work. Potentially reducing future costs in operational areas through energy efficient construction and streamlined service models is essential.

Based on its review, the Committee presents the following fiscal and budget assumption recommendations to the Superintendent. These are discussed in greater detail in this report.

FY2024 Budget Recommendations:

1. **Fund Balance Minimum** - Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%
2. **General Education Funding Formula** - 2% increase in per pupil formula, with excess beyond this assumption be held to provide fund balance capacity to balance future budgets and avoid budget cuts
3. **Student Enrollment** - 4,352 K-12th grade adjusted pupil units (APU), with potential for increased enrollment if efforts to regain student capture rate are successful
4. **Maintain local revenue** - Increase local revenue to align with comparable districts. This includes student fees in the General Fund and meal prices in the School Nutrition Fund.
5. **Standardize club/activities structure** - middle and high school clubs and activities do not have standardized structures for student fees, adult advisor support, and general fund support.

Fiscal Recommendations:

- **Balanced budget** - The District is currently projected to deficit spend for FY2023 in the amount of \$2.5 million and should strive to return to a balanced budget. The District should find a fiscal solution to ensure it can maintain a prudent fund balance into the future.
- **Manage expense increases** - Focus on managing expenses, through cost saving and efficiency measures, to minimize erosion of the General Fund Balance.
- **Grow enrollment** - Focus significant effort to recruit and retain resident students.

FAC Conclusion

The District, with a General Fund Unassigned balance of \$6.8 million, approximately 10.24% of FY2022 unassigned operating expenditures, has a deteriorating financial condition. Continued deficit spending will rapidly erode the Fund Balance below board policy levels. The General Fund Balance represents one-time funding and should not be used to pay for ongoing costs.

The 2023 Session of the Legislature is a funding session. While it appears clear that the Legislature is poised to make a significant investment in public education, the FAC recommends that the district refrain from increases in spending associated with funding beyond the 2% budget assumption.

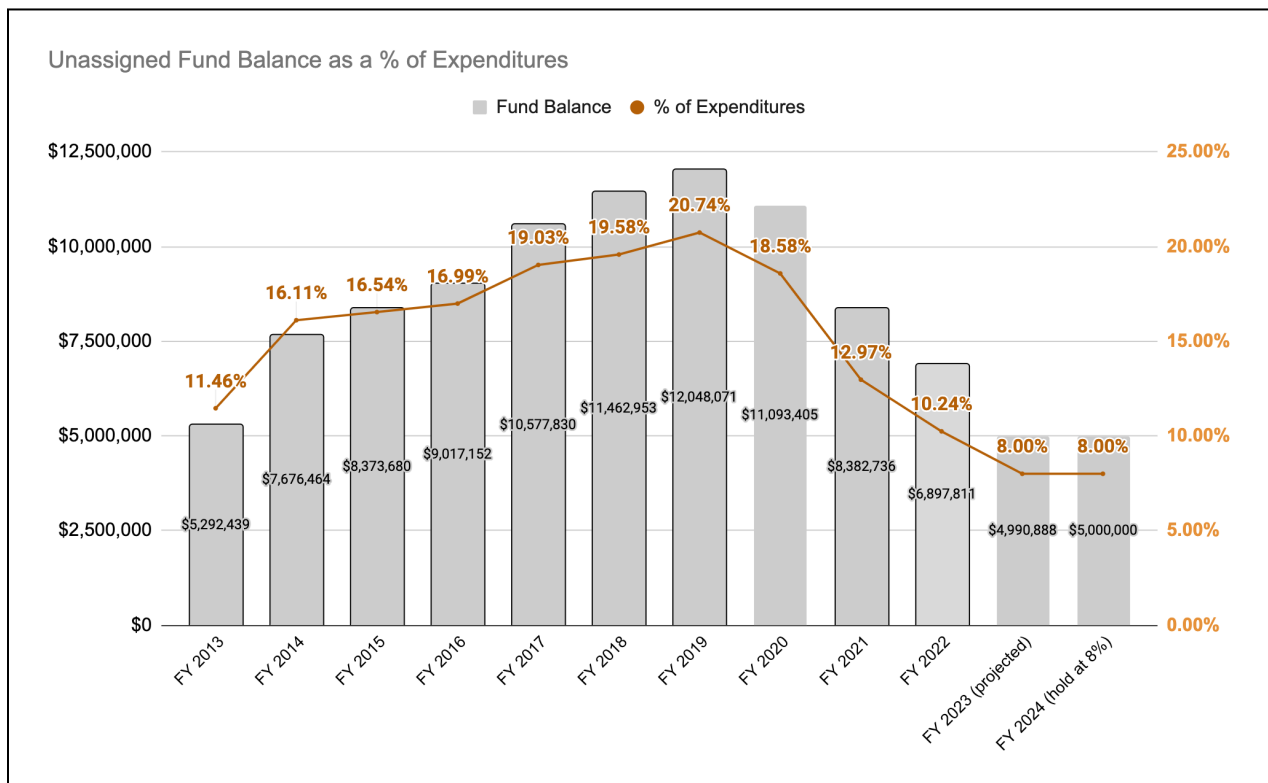
FY2024 Budget Recommendation Background

FY2024 Budget Recommendation #1: Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%

The FAC recommends careful management of the District’s Fund Balance, as it is the contingency reserve for the District.

The FAC also notes the importance of the General Fund Balance to the District’s overall financial health. The District’s goal is to spend every dollar possible to support its strategic plan, while simultaneously maintaining a fund balance that protects cash flow and the District’s ability to address unanticipated financial costs or opportunities that arise during the fiscal year.

Audit results for FY2022 show St. Louis Park’s General Fund Unreserved Fund Balance plus Assigned for future year’s deficits at \$6.8 million. This was approximately 10.24% of FY2022 unassigned operating expenditures. The FY2023 board approved budget includes additional deficit spending, which will reduce the Fund Balance to 8%. Based on current budget projections, the District’s General Fund Balance could drop below the School Board’s established minimum of 6% of operating expenses in FY2024. The chart below shows the recent history of the fund balance and the decline in fund balance resulting from planned deficit spending. Summarize what might be included in the budget cuts and what would not have an impact on this deficit (i.e. curriculum, musical instruments, technology)



FY2024 Budget Recommendation #2: 2% increase in per pupil formula, with excess beyond this assumption be held to provide fund balance capacity to balance future budgets and avoid budget cuts

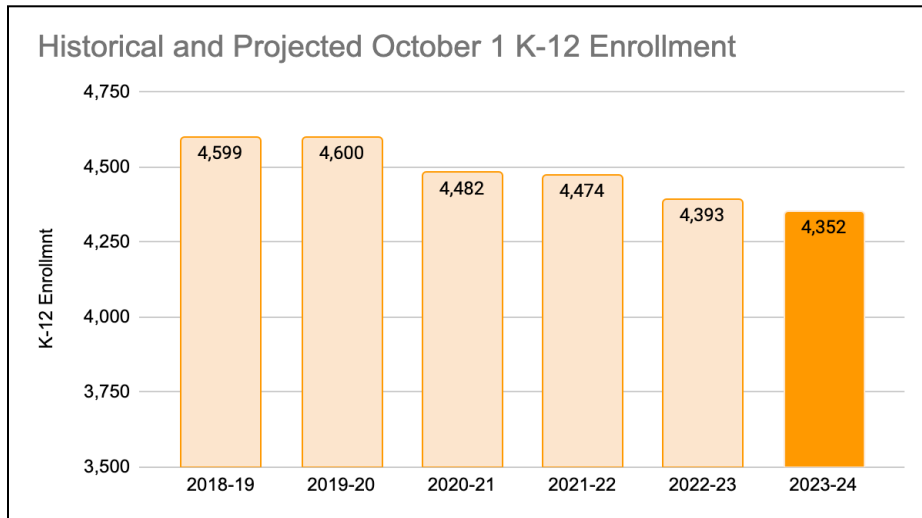
The chart below depicts the State’s basic formula allowance increases in recent years.

Year	Amount	Explanation
2013-14	\$5,302	1.5% increase
2014-15	\$5,831	1.5% increase + \$25
2015-16	\$5,948	2.0% increase
2016-17	\$6,067	2.0% increase
2017-18	\$6,188	2.0% increase
2018-19	\$6,312	2.0% increase
2019-20	\$6,438	2.0% increase
2020-21	\$6,567	2.0% increase
2021-22	\$6,728	2.45% increase
2022-23	\$6,863	2.0% increase
2023-24	\$7,000	2% increase (assumption)

Because the State of Minnesota has experienced some positive economic indicators, such as relatively low unemployment and a budget surplus, the likelihood of historic funding increases are high. The state will continue to have many competing funding priorities and will experience future economic downturns. For this reason, the FAC recommends reducing expenses to maintain operations within the constraints of a 2% increase in the general funding formula.

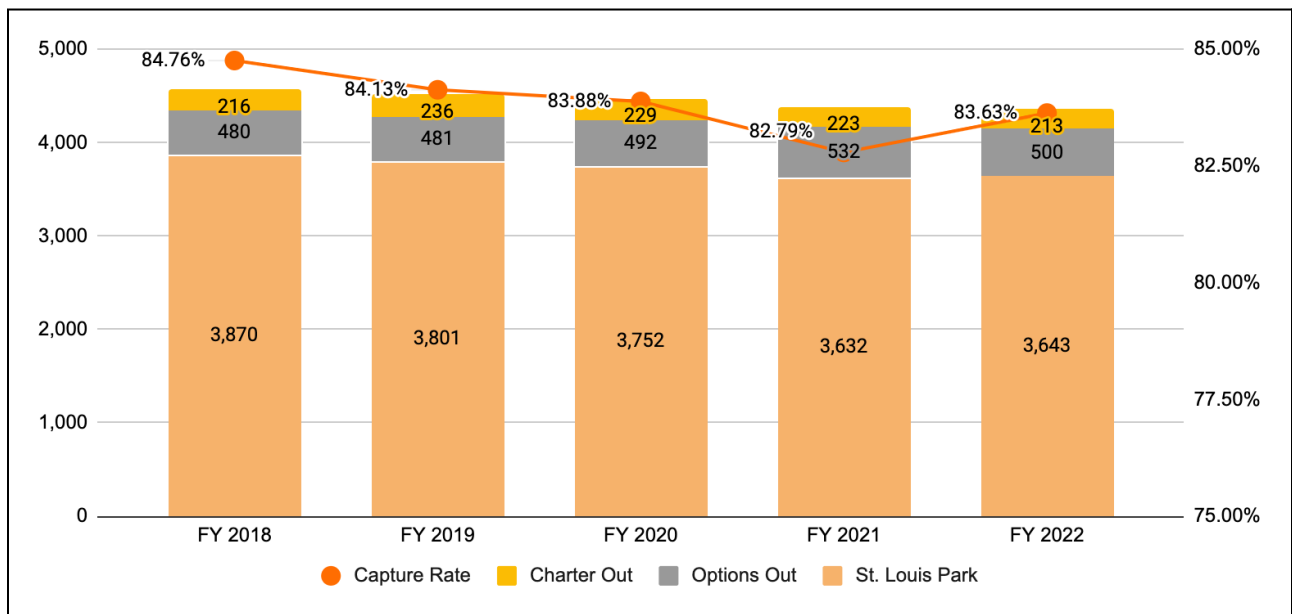
Voter approval in November 2017 set the operating referendum at the maximum cap and provided for increases to an inflationary factor as established by state law. As a result, the District receives the maximum operating levy dollars and will have no option to increase the operating levy. Therefore, the District must rely on increases in the General Education Formula Allowance.

FY2024 Budget Recommendation #3: 4,352 K-12th grade adjusted pupil units (APU), with potential for increased enrollment if efforts to improve the capture rate are successful



In FY2023, the District will graduate a large senior class (378) and expects to enroll a smaller kindergarten class in FY2024 (329) which will decrease overall enrollment in FY 2024.

	Historical Fall Actual				Projected	Prelim.	Variance	Projected
	2018-19	2019-20	2020-21	2021-22				
K	332	391	302	351	345	296	-49	330
1	351	329	384	309	362	345	-17	295
2	333	338	319	365	309	293	-16	327
3	355	334	325	319	366	365	-1	293
4	357	346	322	315	310	319	9	361
5	359	347	345	312	318	306	-12	310
6	356	358	323	330	310	326	16	311
7	323	357	340	331	333	330	-3	329
8	340	333	338	331	329	320	-9	320
9	392	370	374	399	378	354	-24	354
10	390	380	366	383	387	397	10	356
11	337	378	356	352	367	364	-3	379
12	374	339	388	377	363	378	15	389
K-12	4,599	4,600	4,482	4,474	4,477	4,393	-84	4,352
Year over Year Change		1	-118	-8	3	-81		-41
		0.02%	-2.57%	-0.18%	0.07%	-1.81%		-0.93%



The chart above depicts the history of resident enrollment. The trendline shows that the % of resident students who attend public school by their respective choices (charter school, opting out to another public school district, or attend (captured) within St. Louis Park Public Schools. The orange line depicts the decline in this capture rate from 85.98% in FY2017 to 82.79% in FY2021. Though overall enrollment declined in FY2022, the capture rate of resident students rebounded to 83.63%.

In order to maintain and increase enrollment, it is important that focus be placed on attracting resident St. Louis Park students that might otherwise choose other public school districts, charter schools, or private schools.

Some recommended actions include:

- persist in improving academic outcomes for each student
- understand and promote the unique things that attract and retain families in St. Louis Park Public Schools
- create high expectations for the initial experiences of families such as; the appearance of facilities and grounds, staff interactions in public-facing areas such as the enrollment center and front offices
- ensure transparency for student access to curricular, co-curricular and extra curricular activities that foster their growth and brilliance
- understand the non-academic experiences of students and families in the areas of transportation and school nutrition and infuse changes that improve these experiences

FY 2024 Budget Recommendation #4: Increase local revenue - Increase student activity fees and meal prices; maintain high school student parking fees at current rate

The FAC (in collaboration with the School Nutrition, High School and Middle School Activity Departments with coach input) recommends the following fees should be included in the revenue budget assumptions for FY 2024:

General Fund] High School Activity Fees - increase of between \$5 and \$25 per activity (details in chart below); this brings fees into the range of comparison districts (see appendix A) and will generate additional revenue of just over \$14,000 annually in the General Fund

	2023-24 Recommendation	Comparison District Average	FY2022 and 2023 Fee	\$ Change	% Change
Cross Country	\$210	\$209	\$205	\$5	2.44%
Swimming	\$210	\$215	\$205	\$5	2.44%
Synchronized Swimming	\$210	\$190	\$205	\$5	2.44%
Tennis	\$210	\$206	\$205	\$5	2.44%
Baseball	\$220	\$221	\$205	\$15	7.32%
Golf	\$220	\$213	\$205	\$15	7.32%
Nordic Ski	\$220	\$218	\$205	\$15	7.32%
Soccer	\$220	\$218	\$205	\$15	7.32%
Softball	\$220	\$221	\$205	\$15	7.32%
Track & Field	\$220	\$221	\$205	\$15	7.32%
Volleyball	\$220	\$219	\$205	\$15	7.32%
Basketball	\$230	\$232	\$205	\$25	12.20%
Gymnastics	\$230	\$230	\$205	\$25	12.20%
Lacrosse	\$230	\$230	\$205	\$25	12.20%
Football	\$250	\$250	\$205	\$45	21.95%
Hockey	\$270	\$276	\$250	\$20	8.00%

[General Fund] Middle School Activity Fees - increase of \$5 (5%) per activity to \$110 for all sports; this brings fees into the range of comparison districts and this will generate additional revenue of approximately \$1,300 annually in the General Fund

Note: High School and Middle School fees will be cut in half for students who qualify for reduced price meals and are set at \$25 for students who qualify for free meals; the district will review this process if the 2023 MN Legislative Session results in fully funded meals.

[General Fund] Parking Fees - no change to the current parking fee of \$50 per semester is recommended; these fees accrue to the General Fund

[School Nutrition Fund] Meal Prices - increase breakfast & lunch prices as per chart below; this brings fees into the range of comparison districts (see Appendix B); it appears that the 2023 MN Legislative Session will fully fund breakfast and lunch for all students regardless of economic status, if this happens, these prices will apply only to second meals for students. Adult meal prices are not impacted by state or federal funding, so these meal prices will apply to all adult meals.

Breakfast				
	Proposed	Current	\$ Increase	% increase
Elementary	\$1.70	\$1.50	\$0.20	13.33%
Middle School	\$1.80	\$1.50	\$0.30	20.00%
High School	\$1.90	\$1.50	\$0.40	26.67%
Adults/Guests	\$2.50	\$2.50	\$0.00	0.00%

Lunch				
	Proposed	Current	\$ Increase	% increase
Elementary	\$2.95	\$2.90	\$0.05	1.72%
Middle School	\$3.15	\$3.15	\$0.00	0.00%
High School	\$3.30	\$3.15	\$0.15	4.76%
Adults/Guests	\$4.95	\$4.95	\$0.00	0.00%

FY2024 Budget Recommendation #5: Standardize middle and high school clubs and activities structure

In collaboration with the High School and Middle School administrative staff (with student and club advisor input), the FAC supports and recommends the following proposal for standardization of systems and structures that keeps students at the center by create clear pathways to join existing clubs or start new clubs

Two Tier system:

- **Service Club:** Activity to do or bring awareness of service/social justice issues (i.e. gals and pals, SOAR, GSA, environmental club)
- **Interest Club:** A club that seeks to know or learn more about activity or an enrichment opportunity (i.e. art, dungeons and dragons, quiz bowl, math team)

Service Club:

- No fee
- must generate outside dollars to cover costs beyond the cost of the club advisor (schedule C of teacher contract)

Interest Club:

- \$25 fee; to offset cost of the club advisor (schedule C of teacher contract), supplies, transportation, tournaments
- must generate outside dollars to cover additional costs
- Club fees will be waived for students who qualify for free or reduced price meals
- Interest clubs should seek to offset fees and generate outside dollars by seeking partnerships with local businesses or St. Louis Park PTO groups

ALL St. Louis Park Public Schools clubs/activities are required to:

- Maintain student voice/purpose for club
- Identify/empower student leaders
- Maintain accurate registration - using the District approved online registration system and procedures.
- Use a cashless system whenever possible
- Identify budget needs and funding sources by November 1 of each school year
- Identify community partnerships (ie. grants, donations, booster clubs)
- Propose fundraising/donation activities by November 1 of each school year to building leadership
- Communicate with designated school leaders in a timely manner
- Collaborate with school leadership to seek processes to maintain necessary student confidentiality and safety

Financial Advisory Committee Membership

First Name	Last Name	Connection to district/years of service	
Students			
1	Meshach	Mandel	new; high school senior
2	Alicia	Margalli	new; high school junior
3	Julian	Rohweder	new; high school senior
Community Members			
1	Carlee	Bendickson	new; high school parent
2	Julia	Beverly	new; Peter Hobart parent
3	Sue	Cantor	returning year 3; community member
4	Jacey	Cassem	new; Aquila parent
5	Barry	Fitzpatrick	new; middle and high school parent
6	Andy	Gilles	new; PSI parent
7	Angel	Glass	new; Susan Lindgren parent
8	Robert	Grommesh	returning year 2; high school & private school parent
9	Katherine	Heyerdahl	new; PSI parent
10	Brice	Hogan	new; Peter Hobart and pre-school parent
11	Valerie	Jensen	returning year 3; Aquila parent
12	Drew	McGovern	returning year 2; Susan Lindgren parent
13	Michael	Ness	new; PSI parent
14	Lisa	Wahlstrom	new; Susan Lindgren parent
15	Meta	Webb	returning year 2; PSI and middle school parent
16	Michael	Wells	returning year 2; community member
Staff/School Board			
1	Jennifer	Jerulle	Controller
2	Virginia	Mancini	School Board Member
3	Patricia	Magnuson	Director of Business Services
4	Shanique	Williams	Assistant Director of Business Services

Elementary Building Capacity

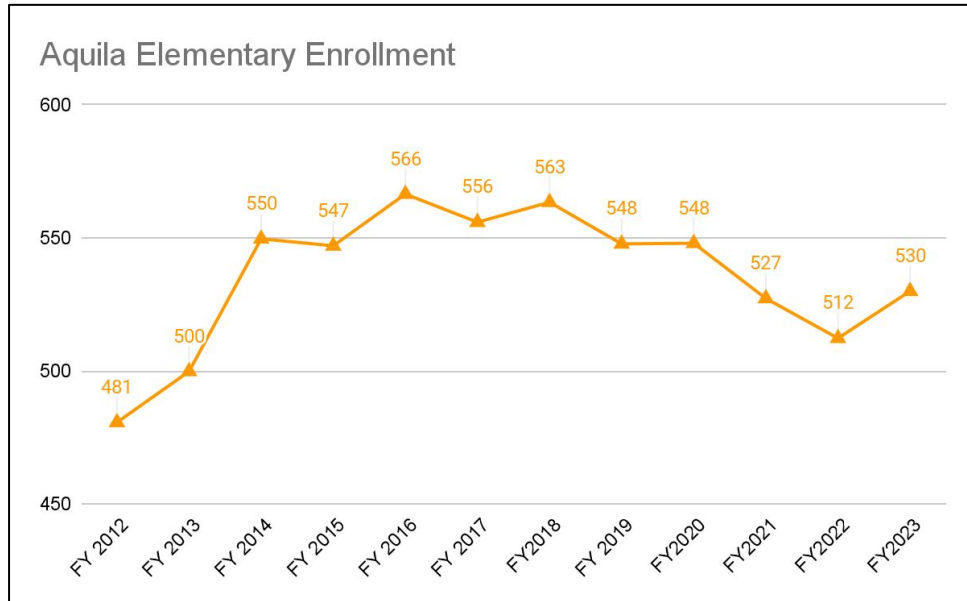
Astein Osei, Superintendent

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Purpose

To discuss a process and timeline for examining a possible boundary adjustment to reduce building capacity challenges currently being experienced by Aquila Elementary School.

Aquila boundary area student population



The Aquila Elementary enrollment coupled with increased space needs for programs (enrichment/talent development, ML, special education, adaptive PE, etc.) has created³⁶ challenges for the staff at Aquila to effectively and safely offer district programs and curriculum.

Determining building capacity

1. **Capacity Classroom Count:** Each elementary floorplan was studied to determine spaces that could be assigned as rooms for K-5 regular instruction. This means that the space is of sufficient size (900 sf) and is not a specialty classroom constructed for a specific purpose (i.e. art rooms with sinks, music rooms with acoustic panels).
2. **Reserved Classrooms:** Next, classrooms needed to support specific student and curricular needs are identified (i.e. enrichment/talent development, music, special education). In some cases, spaces that would not qualify as a capacity classroom are available for these purposes. For example, a school may have a space³⁷ that is smaller than 900 square feet that can be used to serve multilingual (ML) students. Where these specialized spaces are not present, capacity classrooms must be reserved for these student and curricular needs.
3. **Ideal Number of K-5 Sections:** The remaining **capacity classrooms** are available to be used for K-5 regular instruction.
4. **Ideal Student Capacity:** An average class size (25) is multiplied by the Ideal Number of K-5 Sections to approximate an ideal student capacity for each school. In other words, the number of students assigned to a school that would allow sufficient spaces for regular K-5 instruction as well as specific student and curricular needs.

Building capacity study findings

	Aquila	Peter Hobart	Susan Lindgren	Park Spanish
1. Capacity Classroom Count	30	30	27	30
2. Reserved Classrooms for:				
Enrichment/Talent Development	2	2	2	2
Kids Place	1	1	1	1
DAPE	1	1	1	1
Instrumental Music	1	1	1	1
Music (special)	1	1	1	1
MultiLingual Learners	1	1	0	1
DCD/SEL/EBD	3	1	0	1
SPED Resource	1	0	0	1
Flex	0	0	0	0
3. Ideal Number K-5 Sections	19	22	21	21
Current Sections	24	19	20	21
Available Classrooms	-5	3	1	0
Average Class Size	25	25	25	25
4. Ideal Student Capacity	475	550	525	525
Current Enrollment	532	435	426	531
Current Available Capacity	-57	115	99	-6
	112.00%	79.09%	81.14%	101.14%
Boundary Change	-100	55	45	0
Post Boundary Change Enrollment	432	490	471	531
Post Boundary Change Capacity	90.95%	89.09%	89.71%	101.14%
Building Square Footage	67,405	73,076	77,896	79,589
SF per Total Classroom Count	2,247	2,436	2,885	2,653

Findings

- Aquila elementary would need an additional 5 classrooms to meet current student enrollment and programmatic needs.
- Based on current student enrollment and programmatic needs, the study determined that both Peter Hobart and Susan Lindgren elementary schools could accommodate additional student population as both sites are currently under ideal student capacity.

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Enrollment

As a part of this process we will be studying the enrollment data at our three neighborhood elementary schools (Aquila, Peter Hobart, and Susan Lindgren) to understand the historical pattern of enrollment at each site. We will also study patterns of student enrollment at each site in the area of Special Education as specialized programming in this area has implications for needs at sites.

Current Enrollment							
School	K	1	2	3	4	5	Total
Aquila	79	92	79	99	85	96	530
Peter Hobart	50	71	66	101	84	62	434
Susan Lindgren	69	85	60	76	64	73	427

Class Size Targets					
K	1	2	3	4	5
23	23	24	26	28	29

Variance from Target with Staff Adjustments						
School	K	1	2	3	4	5
Aquila	(3.25)	(4.60)	(4.25)	(1.25)	0.33	(5.00)
Peter Hobart	(6.33)	0.67	(2.00)	(0.75)	- .00	(8.33)
Susan Lindgren	(5.75)	(1.75)	(4.00)	(0.67)	(6.67)	(4.67)
3 or more under projections/target						

Development

As a part of this process we will work with the City of St. Louis Park to understand and plan for development that has occurred and will be occurring in the current Aquila Elementary School attendance area. We will seek to learn more about how this development is projected to impact student enrollment in this attendance area.

Boundary adjustment considerations

Items we will need to consider while studying this potential boundary adjustment and gathering feedback from families and staff.

- Balance enrollment with the capacity of the school, and to the extent possible, avoid adding additional fiscal costs for buildings or staffing
- Academic Programming
- Socioeconomic Status (Free/Reduced Lunch percentage of students)
- Student movement - Limit grade level transitions
- Cost savings/increases (i.e. Transportation, support for students, programming, etc.)
- Map (consider boundary lines that follow existing geographic separations such as major roads)
- Anticipate the future growth of neighborhoods and work to allow areas of high growth to grow into the capacity of the school.

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Timeline

Date	Action
February 28, 2023	Share information about building capacity challenges and recommendation at School Board meeting
April - May 2023	Host information/listening session(s) for community and staff
June 27, 2023	Update school board on feedback shared at information/listening session(s); share projected enrollment; building capacity/programmatic implications for the 2023-24 school year
October 2023	Review October 1 enrollment data
October 10, 2023	Superintendent will make a recommendation to the School Board
October 24, 2023	School Board will take action on the recommendation
November 2023	The district will inform families of the final decision and placements.
November 2023	Enrollment window opens for the 2024-25 school year
September 2024	New attendance boundaries will be in effect for the 2024-25 school year.

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Next steps

We will engage in a process to gather information and explore a possible boundary adjustment at Aquila Elementary for the 2024-25 school year.

Upcoming action:

- Share information about building capacity challenges and the boundary adjustment exploration recommendation at the February 28, 2023 School Board meeting. 43
- Engage families and staff in community meetings to discuss the building capacity challenges and possible action during April - May, 2023.
- Update school board on feedback shared at information/listening session(s); share projected enrollment; building capacity/programmatic implications for the 2023-24 school year and the June 13, 2023 School Board meeting.

Discussion and Questions

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INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 515	DATE OF ADOPTION 8/75; 2/98
	AFFIRMED/REVISED 11/28/05; 11/22/10; 9/26/11;11/13/17; 9/17/18; 10/14/19; 01/11/21; 03/08/22; 2023
TITLE	Protection and Privacy of Pupil Records

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 ~~U.S.C. §~~ **United States Code section 1232g, et seq.**, (Family Educational Rights and Privacy Act) 34 ~~C.F.R. P~~ **Code of Federal Regulations part 99** and consistent with the requirements of the Minnesota Government Data Practices Act, Minn-~~esota Stat-ute~~ **Ch- chapter 13**, and Minn-~~esota~~ Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

Date of attendance, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the school district including attendance

in person or by paper correspondence, video conference, satellite, Internet, or other information and telecommunications technologies for students who are not known in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes ~~but is not limited to~~: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. ~~It also includes parents' or guardians' email addresses, at the discretion of the district, if the email addresses are requested by the leadership of a district school's parent teacher organization for the sole purpose of publication in that school's student directory.~~ Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), use ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student.
4. ~~P~~ personally, identifiable data which references religion, race, color, social position, or nationality; ~~or~~
5. ~~D~~ data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian; ~~or~~
6. parents' or guardians' email addresses.
 - a. Parents' or guardians' email addresses will only be shared upon request by the leadership of a district school's parent-teacher organization for the sole purpose of publication in that specific school's student directory.

E. Education Records

1. What constitutes “education records”. Education records means those records that are:
(1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education records. The term “education records” does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record; and
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a substitute teacher; and
 - (4) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice. For the purpose of this definition, “treatment” does not include remedial educational activities or activities

that are a part of the program of instruction within the school district.

- e. Records created or received by the school district after an individual is no longer a student at the school district.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

~~G~~ H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

~~H~~ I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. **P** perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. **P** perform a supervisory or instructional task directly related to the student's education;
3. **P** perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid; or
4. **P** perform a task directly related to responding to a request for data.

- † J.** Parent
“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument, which provides to the contrary.
- † K.** Personally Identifiable
“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- ⌘ L.** Record
“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.
- ⌘ M.** Responsible Authority
“Responsible authority” means the ~~St. Louis Park Senior High Principal~~ Superintendent or designee.
- ⌘ N.** Student
“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.
- ⌘ O.** School Official
“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, as public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.
- ⊖ P.** Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district, which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of [Family Educational Rights and Privacy Act \(FERPA\)](#) and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible Students

All rights and protections given to parents/legal guardians under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provisions set forth in 34 ~~C.F.R.~~ § Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 ~~C.F.R.~~ § Code of Federal Regulations sections 300.610-300.617 with regard to privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn-esota Stat-ute ~~Ch-~~chapter 256B or Minnesota Care under Minn-esota Stat-ute ~~Ch-~~chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent
 Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless

otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools or school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or already is enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Part XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 ~~U.S.C. §~~ **United States Code section** 7917, and if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under ~~Minn-esota Stat-ute §~~ **section** 260B.171, unless the data are required to be destroyed under ~~Minn-esota Stat-ute §~~ **section** 120A.22, Subd-~~ivison~~ 7(c) or ~~§~~ **section** 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or

- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted and the school district enters into a written agreement with the organization that (a) specifies the purpose, scope and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term “organizations” includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally

identifiable information from education records for at least five (5) years-;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 ~~U.S.C.~~ **United States Code section** 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 ~~U.S.C.~~ **United States Code section** 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an

objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

18. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn-~~esota~~ Stat-~~ute~~ §- ~~section~~ 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private

educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate from that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25 United States Code~~ [section 5304](#)), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The School District may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the school or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order.
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information, and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directed related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records, which are classified as private data on

individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from educational records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statute §§ sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school

district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn-~~esota~~ Stat-~~ute~~ Chapter 260E, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn-~~esota~~ Stat-~~ute~~ Chapter 260E.

Regardless of whether a written report is made under Minn-~~esota~~ Stat-~~ute~~ Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred, that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about

other school district students, school district employees, and/or attorney data as defined in Minn-esota Stat-ute § section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn-esota Stat-ute § section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS

- A. The School District will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces ; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the [St. Louis Park High School Principal Superintendent](#) or designee, in writing, by the end of the second week of school each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information, which are not to be released to the public, including military recruiting officers and pot-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 ~~U.S.C. §~~ **United States Code section** 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII of this policy, or disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 ~~C.F.R. §~~ **Code of Federal Regulations section** 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in ~~§~~ **section** 99.31(a)(3), or a third party outside the school district improperly

rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

- A. Responsible Authority
The responsible authority shall be responsible for the maintenance and security of student records.

- B. Record Security
The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

- C. Plan for Securing Student Records
The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:
 - 1. A description of records maintained;
 - 2. Titles and addresses of person(s) responsible for the security of student records;
 - 3. Location of student records, by category, in the buildings;
 - 4. Means of securing student records; and
 - 5. Procedures for access and disclosure.

- D. Review of Written Plan for Securing Student Records
The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C., which shall be attached to and become a part of this policy.

- E. Record Keeping
 - 1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information

from the education records of the student; and

- b. the legitimate interests these parties had in requesting or obtaining the information;
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4 of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under Section VI of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4 of this policy in accordance with 34 ~~C.F.R.~~ § Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent eligible student to review the record of requests for disclosure.
3. Section XIII.E.1 does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 ~~U.S.C.~~ § United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records under the health or safety emergency exception
- a. the articulable and significant threat to the health or safety of a student or other individual that formed that basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's educational records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student
 The school district shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.
- B. Response to Request for Access
 The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.
- C. Right to Inspect and Review
 The right to inspect and review education records under Subdivision A. of this section includes:
- 1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
 - 2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested

records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent or guardian or by the school upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information, which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;

- d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent, or in the case of a student with a disability would impair, the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

- D. Appeal
The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minnesota Statute ~~Ch.~~ chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means the **Director of Special Services**.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of assessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated there under has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

- A. Contents of Notice
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 Minn. Stat. Ch. 256L (MinnesotaCare)
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 363A.42 (Public Records: Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. Sec. 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 26 U.S.C. Secs. 151 and 152 (Internal Revenue Code)
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. Secs. 99.1-99.67 (Family & Education Rights & Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (*Confidentiality of Drug Abuse Patient Records*)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

[St. Louis Park Public Schools ~~MSBA/MASA Model~~](#) Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[St. Louis Park Public Schools ~~MSBA/MASA Model~~](#) Policy 417 (Chemical Use and Abuse)
[St. Louis Park Public Schools ~~MSBA/MASA Model~~](#) Policy 506 (Student ~~Discipline~~ Behavior Intervention)
[St. Louis Park Public Schools ~~MSBA/MASA Model~~](#) Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 520 (Student Surveys)
 MSBA/MASA Model Policy 711 (Videotaping on School Buses)
 MSBA/MASA Model Policy 722 (Public Data Requests)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 210 **DATE OF ADOPTION** 11/28/05; 8/11/08; 9/22/14; 2023

TITLE Conflict of Interest – School Board Members

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter** 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the **school board minutes**~~of the school board~~. Disclosure **must shall** be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and **must need** only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board ~~must~~ shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member ~~must~~ shall file with the clerk of the school board an affidavit stating:
 - (1)The name of the school board member and the office held;
 - (2)An itemization of the goods or services furnished;
 - (3)The contract price;
 - (4)The reasonable value;
 - (5)The interest of the school board member in the contract; and
 - (6)That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)*

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where all at which~~ school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where~~ only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8 20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where at which~~ all school board members are present, that employment ~~must be~~ is immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other

members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board ~~can~~**must** hire or dismiss teachers only at duly called meetings. ~~Where~~**When** a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (~~Teacher Hiring, Dismissal~~ Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, and 13 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: [St. Louis Park Public Schools MSBA/MASA Model Policy 101](#) (Legal Status of the [School Board District](#))
[St. Louis Park Public Schools MSBA/MASA Model Policy 209](#) (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Account	Settle	Mature	Description	FDIC#	CUSIP#	Cost	Days	Rate
101	1/31/2023		MNTRUST – Term Series-Flex Pool (FIB – C)			3,545,174.71		4.57
101	11/24/2021	11/24/2023	CAPITAL ONE NA	4297	14042RQH7	248,542.95	730	0.39
101	11/30/2021	11/30/2023	SYNCHRONY BANK	27314	87165HJ68	248,736.27	730	0.4
101	12/15/2021	12/15/2023	SALLIE MAE BANK/SALT LKE	58177	795451AZ6	249,642.81	730	0.57
101	6/10/2022	6/10/2024	BMO HARRIS BANK NA	16571	05600XFU9	246,698.33	731	2.65
101	6/2/2022	6/3/2024	BANK HAPOALIM	33686		236,700.00	732	2.65
101	6/8/2022	6/10/2024	CAPITAL ONE BANK USA NA	33954	14042TGT8	246,701.48	733	2.65
101	6/9/2022	6/10/2024	UBS BANK USA	57565	90348J3S7	249,715.81	732	2.6
207	1/31/2023		MNTRUST – Term Series-Flex (Western - C)			136.71		2.15
208	1/31/2023		MNTRUST – Term Series-Flex (Western - C)			870,037.87		2.15
208	1/31/2023		MNTRUST – Term Series-Flex (PenFed LOC)			2,471.39		4.57
209	11/10/2022	5/15/2023	TECHNOLOGY CREDIT UNION	68383		6,000,000.00	186	4.35
209	11/10/2022	7/17/2023	TECHNOLOGY CREDIT UNION	68383		9,000,000.00	249	4.48
209	11/10/2022	8/15/2023	TECHNOLOGY CREDIT UNION	68383		7,500,000.00	278	4.58
209	11/10/2022	9/15/2023	TECHNOLOGY CREDIT UNION	68383		3,000,000.00	309	4.58
209	11/10/2022	8/1/2024	DESERT SANDS USD TXBL		250433TY5	472,710.00	630	4.88
209	11/10/2022	8/1/2024	BERKELEY UNIF SD-TXBL		084154F57	1,322,162.00	630	4.74
209	11/10/2022	8/1/2025	SADDLEBACK UNIF SCH D		786318LD5	2,446,332.50	995	4.75
209	11/14/2022	2/15/2024	MCALLEN-REF-TXBL		579083WJ1	1,136,376.01	458	4.78
209	11/14/2022	8/1/2024	LIBERTY UN HSD		530319SK9	466,395.00	626	4.78
209	11/15/2022	10/1/2025	HAWAII ST -TXBL		419792A89	1,679,090.00	1051	4.26
209	11/15/2022	11/1/2025	LAKE CO SD#50-TXBL-B		508624KF9	1,075,146.00	1082	4.29
209	11/16/2022	6/15/2023	MIDWESTONE BANK	14843		7,000,000.00	211	4.29
209	11/17/2022	11/16/2023	ST. LOUIS BANK	58018		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Bank of America, National Association	3510		237,578.05	364	4.7
209	11/17/2022	11/16/2023	First National Bank and Trust Company	3639		237,578.05	364	4.7
209	11/17/2022	11/16/2023	First Merchants Bank, National Association	4365		237,578.05	364	4.7
209	11/17/2022	11/16/2023	First National Bank of Syracuse	4779		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Bank of Clarke County	6123		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Mid Penn Bank	9889		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Provident Bank	12010		237,578.05	364	4.7
209	11/17/2022	11/16/2023	TrustBank	14662		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Treynor State Bank	14812		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Citizens Bank	14851		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Bank of Tioga	17280		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Chemung Canal Trust Company	597		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Relyance Bank, NA / Pine Bluff National Bank	19371		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Murphy Bank	25726		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Parke Bank	34888		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Genesee Regional Bank	26333		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Independent Bank	27811		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Southern Bank	28332		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Flagstar Bank, FSB	32541		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Solera National Bank	58534		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Belmont Bank & Trust Company	58165		237,578.05	364	4.7
209	11/17/2022	11/16/2023	River City Bank	18983		237,578.05	364	4.7
209	11/17/2022	11/16/2023	PINNACLE BANK	35583		237,578.05	364	4.7
209	11/17/2022	11/16/2023	Georgia Banking Company	57071		237,578.05	364	4.7

209	11/17/2022	11/16/2023	First Western Trust Bank	57607	237,578.05	364	4.7
209	11/17/2022	11/16/2023	PARAMOUNT BANK	57884	237,578.05	364	4.7
209	11/17/2022	11/16/2023	Summit State Bank	32203	237,578.05	364	4.7
209	11/17/2022	11/16/2023	First Federal Community Bank of Bucyrus	29705	166,137.59	364	4.7
209	11/17/2022	11/16/2023	Amarillo National Bank	14531	92,931.71	364	4.7
209	11/17/2022	11/16/2023	West Bank	15614	88,745.30	364	4.7
209	11/7/2022	11/7/2023	SERVISFIRST BANK	57993	238,200.00	365	4.71
209	11/7/2022	11/15/2024	BMO HARRIS BANK, NA	16571	5,000,000.00	739	4.7
209	11/7/2022	12/16/2024	BMO HARRIS BANK, NA	16571	3,000,000.00	770	4.71
209	11/7/2022	1/15/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	800	4.71
209	11/7/2022	2/18/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	834	4.72
209	11/7/2022	3/17/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	861	4.73
209	11/7/2022	4/15/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	890	4.74
209	11/7/2022	5/15/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	920	4.76
209	11/7/2022	6/16/2025	BMO HARRIS BANK, NA	16571	3,000,000.00	952	4.77
209	11/7/2022	7/15/2025	BMO HARRIS BANK, NA	16571	4,000,000.00	981	4.78
209	11/8/2022	10/16/2023	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	2,500,000.00	342	4.63
209	11/8/2022	2/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	4,000,000.00	464	4.71
209	11/8/2022	3/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	4,000,000.00	493	4.71
209	11/8/2022	4/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	3,000,000.00	524	4.73
209	11/8/2022	5/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	2,500,000.00	554	4.75
209	11/8/2022	6/17/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	2,000,000.00	587	4.72
209	11/8/2022	7/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	2,000,000.00	615	4.7
209	11/8/2022	8/15/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	3,000,000.00	646	4.7
209	11/8/2022	9/16/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	3,000,000.00	678	4.71
209	11/8/2022	10/16/2024	PENTAGON FEDERAL CREDIT UNION (183 day and out)	227	3,000,000.00	708	4.63
209	11/9/2022	8/1/2023	SAN BERNARDINO CCD	796720NY2	1,451,100.00	265	4.95
209	11/9/2022	12/1/2023	NEW YORK CITY-C-TXBL	64966MB99	983,000.00	387	4.91
301	1/21/2020	6/28/2024	FIRST PRYORITY BANK	4185	231,100.00	1620	1.67
301	11/10/2021	11/15/2023	US TREASURY N/B	91282CAW1	598,478.55	735	0.29
301	11/15/2021	11/15/2024	US TREASURY N/B	91282CDH1	599,073.13	1096	0.58
301	12/28/2022	11/17/2025	Great Midwest Bank, S.S.B.	29657	222,850.00	1055	4.2
301	12/28/2022	11/28/2025	CIBC Bank USA	33306	110,000.00	1066	4.16
301	3/26/2021	2/15/2029	MINERAL WELLS ISD	603109ME6	198,371.80	2883	0.16
301	3/30/2021	8/1/2023	WINCHESTER-A-TXBL-REF	973126UY9	251,165.00	854	0.15

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, December 13, 2022 – 6:00 p.m.
Truth in Taxation
High School Room C350

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 6:00 p.m. on Tuesday, December 14, 2021 in High School Room C350. Present were Board Members Anne Casey, Ken Morrison, Heather Wilsey, C. Colin Cox, Abdihakim Ibrahim, Virginia Mancini, Sarah Davis, and Superintendent Astein Osei. Also present was Patricia Magnuson, Director of Business Services.

APPROVAL OF AGENDA

A motion was made by Davis, seconded by Mancini to approve the agenda for Special Meeting, Truth in Taxation. The motion passed 7-0.

Truth in Taxation Hearing

Patricia Magnuson, Director of Business Services, provided a Truth in Taxation presentation and members of the community had an opportunity to comment and ask questions.

ADJOURNMENT

A motion was made by Wilsey seconded by Morrison to adjourn. The motion passed 7-0. The meeting adjourned at 6:36 p.m.

Respectfully Submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, January 24, 2023 – 5:30 p.m.
High School Room C365

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 5:30 p.m. on Tuesday, January 24, 2023 in High School Room C365. Present were Board Members Anne Casey, Ken Morrison, Heather Wilsey, C. Colin Cox, Abdihakim Ibrahim, Virginia Mancini, Sarah Davis, and Superintendent Astein Osei. Also present were Patricia Magnuson, Director of Business Services, Tami Reynolds, Director of Student Services, Rachel Hicks, Director of Communications, and elementary school principals.

APPROVAL OF AGENDA

A motion was made by Davis, seconded by Cox to approve the agenda for the Special Meeting. The motion passed 7-0.

Elementary Building Capacity

The School Board discussed building capacities at elementary sites.

ADJOURNMENT

A motion was made by Davis seconded by Cox to adjourn. The motion passed 7-0. The meeting adjourned at 6:39 p.m.

Respectfully Submitted:

Approved:

Heather Wilsey, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Regular School Board Meeting
Tuesday, January 10, 2023 – 6:30 p.m.
Organizational Meeting & Business Meeting
St. Louis Park High School Room C350

The regular meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 6:30 p.m. on Tuesday, January 10, 2023 in St. Louis Park High School Room C350. Present were Board Members Anne Casey, Ken Morrison, C. Colin Cox, Abdihakim Ibrahim (6:37 p.m.), Sarah Davis, Virginia Mancini, and Superintendent Astein Osei. Director Heather Wilsey was absent.

CALL TO ORDER

Chair Anne Casey called the meeting to order at 6:35 p.m.

LAND ACKNOWLEDGEMENT

APPROVAL OF AGENDA

A motion was made by Davis, seconded by Mancini to approve the agenda, as presented. The motion passed 6-0. Director Ibrahim was absent at the time of vote.

ELECTION OF SCHOOL BOARD OFFICERS

Election of School Board Chair

A motion was made by Cox to nominate Anne Casey to serve as Board Chair of the St. Louis Park School Board until the January 2024 Organizational School Board Meeting. No other nominations were made. The motion passed 6-0.

Elected Board Chair Casey presided over the following nominations and election of Vice Chair, Clerk, and Treasurer.

Election of School Board Vice Chair

A motion was made by Davis to nominate C. Colin Cox to serve as Board Vice Chair of the St. Louis Park School Board until the January 2024 Organizational School Board Meeting. No other nominations were made. The motion passed 6-0.

Election of School Board Clerk

A motion was made by Casey to nominate Wilsey to serve as Board Clerk of the St. Louis Park School Board until the January 2024 Organizational School Board Meeting. No other nominations were made. The motion passed 6-0.

Election of School Board Treasurer

A motion was made by Morrison to nominate Abdihakim Ibrahim to serve as Board Treasurer of the St. Louis Park School Board until the January 2024 Organizational School Board Meeting. No other nominations were made. The motion passed 6-0.

SUPERINTENDENT'S REPORT

Superintendent Osei the student delegates who participated in the 2023 Youth in Government Conference from January 5-8, 2023. Youth in Government is a program where high school

students get to serve as legislators, judges, attorneys, lobbyists, representatives, and other government officials in a mock government. They hold meetings throughout the fall to prepare for the four day student-run YIG Conference, which takes place at the Minnesota State Capitol and the Hilton Hotel in Minneapolis. Seniors Isaac Israel, Amira Abdirahman, Sebastian Tangleson, and advisor Emma Engebretson started Youth in Government at SLPHS this year and formed a delegation that has already grown to 24 students. Next Superintendent Osei invited the community to attend the St. Louis Park High School Theatre Presentation of *Our Place*. Terry Wayne Gabbard's one-act play weaves together five stories tied by their common location. All performances took place in the High School Auditorium. Superintendent Osei concluded by recognizing student participation in the Together We Make A Difference conference. Between August and October, Forbes Solutions PLLC and Youth Lens 360 partnered with the Minnesota State High School League, AMSD, the Minneapolis Foundation and several other associations on a statewide initiative to address racial harm in athletics and school activities. Seven student-led statewide convenings hosted 1,500 students to discuss the issue of racial harm, bias and cross pollinate ideas to create anti-racist events for athletics and activities across the state. The themes that arose will become the focus of the student conference where students will once again lead and facilitate discussions, create action steps and work together to create a collective action plan for respectful behavior at athletic and school activities. All districts across Minnesota were invited. St. Louis Park will be one of 38 districts from across the state to participate in this conference. Superintendent Osei will be attending this conference with Athletic Director Andy Ewald and 10 multi-sport High School Athletes.

DISCUSSION ITEMS

Progress Reporting Program Review Update

Patrick Duffy, Director of Teaching, Learning & Leadership, and Progress Reporting Design Team members Ila Saxena, Abigail Lugo, and Murna Rome presented updates on the work of the team's Phase II curriculum and instruction review and development process. The team shared the timeline for their work, the reason they applied to be on the team and engage in this work, and their racial equity purpose statement. In this last phase, the design team has been working on developing their collaborative team and articulating the scope of their work which includes review of grading practices, conferences, and Policy 642 Student Progress Reports to Parents/Guardians. The team will continue to gather stakeholder feedback and thoughts, host a consulting team meeting, and will be back in the spring to provide another update at a school board meeting.

Restorative Practices in St. Louis Park Public Schools

Michele Edwins, Restorative Practices Coordinator and Alissa Case, Restorative Practices Specialist provided an overview of Restorative Practices in St. Louis Park Public Schools. Beginning and ending with a grounding reading, Michele and Alissa shared their connection to restorative values that guide their work and provided a high level overview of Restorative Practices. They then shared information about a Non-Exclusionary Grant that St. Louis Park Public Schools received through the Minnesota Department of Education (MDE). This grant funds a full-time Restorative Practices position for the school year, twelve full training days with MDE between this school year and next. The grant supports the Restorative Practices team in their work to build relationships with staff and provide opportunities to experience and learn about Restorative Practices, collaborate with staff to offer Restorative Practices experiences to student leaderships groups, review building systems and practices looking for opportunities for more restorative approaches, and to cultivate Restorative Practices leadership across the district.

ORGANIZATION OF THE SCHOOL BOARD

A motion was made by Morrison, seconded by Cox to approve the Organization of the School Board, as presented. For the purposes of organization of the Board, the Board was asked to authorize and re-designate the following:

1. Official Newspaper of the School District

State law requires publication of official Board proceedings and certain legal notices in the “official newspaper of the District.” The Sun Sailor is recommended as the official newspaper of the District.

2. The Board must designate depositories for legal purposes. Operating Account Depositories

It is recommended that the Board re-designate the following bank accounts for the July 1, 2022 through June 30, 2023 (FY23) and July 1, 2023 through June 30, 2024 (FY24):

- Associated Bank
- Citizens Independent Bank
- Capital One for escrow/purchase lease agreement

Investment Account Depositories

It is recommended that the following banks and savings and loan associations be designated the official depositories for investment:

- PMA Securities, Inc.
- MN Trust Community Investment

3. Electronic Fund Transfer Authorization

It is recommended that the Director of Business Services be authorized to use electronic processes to transfer funds.

4. Authority to Make Investments

It is recommended that the Superintendent or the Director of Business Services be authorized to make financial investments for Independent School District 283, St. Louis Park, for FY23 and FY24.

5. Authority to Disburse Salaries

It is recommended that the Superintendent or the Director of Business Services be authorized to make disbursements for salaries as provided for individual employment contracts, master employment agreements or School Board resolutions for fiscal years FY23 and FY24.

6. Authority for Early Claim Payments

It is recommended that the Superintendent or Director of Business Services pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to

utilize discount privileges, and such claims shall be reported to the School Board for FY23 and FY24.

7. Authorization to Purchase

It is recommended that the Superintendent or the Director of Business Services be authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board, provided that any transaction in any amount exceeding the minimum amount of \$175,000 (M.S. 471.345.Subd.3) for which bids are required must first be specifically authorized by the Board and must fulfill all other applicable requirements in Section 123B.52.

8. Deputy-Clerk and Deputy-Treasurer

It is recommended that the Director of Business Services be appointed Deputy Treasurer and the Executive Leadership Partner be appointed Deputy Clerk of Independent School District 283, St. Louis Park, for FY23 and FY24.

9. Check Signatures

It is recommended that any two of the Superintendent, Director of Business Services or designee be authorized to affix mechanical/digital signatures on payroll and accounts payable checks of Independent School District 283 on behalf of the School Board Chairperson, Clerk and Treasurer.

10. Appointment of School Attorneys

It is recommended that during the year 2023 the firms Dorsey & Whitney, Knutson Flynn & Deans, P.A., and Kennedy & Graven be designated to provide the District's legal counsel. The School Board also authorizes the services of other legal counsel selected by the Superintendent, as necessary to conduct business and protect the legal interests of the School District.

RESOLUTION APPOINTING DISTRICT RESPONSIBLE AUTHORITY

An annual resolution is necessary to meet data privacy reporting requirements as set forth by the State of Minnesota.

BE IT RESOLVED, pursuant to the provisions of MN Statutes, Section 13.02 Subdivision 16, Astein Osei, Superintendent is hereby appointed Responsible Authority for St. Louis Park Public Schools, ISD #283.

BE IT FURTHER RESOLVED, Astein Osei, Superintendent of Schools, is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used within St. Louis Park School District #283 are administered in compliance with the provision of Minnesota Statutes Section 13, as amended, and with Rules as lawfully promulgated by the Commissioner of Administration as published in the State Register, by the Office of Revisor of Statutes, State of Minnesota.

UPON VOTE BEING TAKEN ON THE FOREGOING, MOTION PASSED 6 - 0.

ACTION AGENDA

2023 School Board Compensation

A motion was made by Morrison, seconded by Mancini to approve the 2023 School Board compensation, as follows:

**APPROVED JANUARY 10, 2023
EFFECTIVE for JANUARY 30, 2023 – DECEMBER 31, 2022 PAYCHECKS**

BOARD OF EDUCATION POSITIONS AND ANNUAL SALARIES

The annual stipends are paid over 23 pay dates on the 15th and last days of the month starting January 30th through December 31st

<u>School Board Position</u>	<u>2023 Stipend</u>
Chair	\$6,267
Vice Chair	\$5,745
Clerk	\$5,745
Treasurer	\$5,745
Director	\$5,223

Note: Additional meetings that take place **not** on regular school board meeting days are paid at \$55.00 for each meeting. These meetings' attendance will be recorded by the Executive Assistant to the Superintendent/Secretary to the School Board and submitted quarterly.

Chair, Vice Chair, Treasurer, and Clerk officers are elected every January at the Organizational meeting.

These rates will be adjusted each January based on the State of Minnesota funding formula percentage to K-12 public education revenues for that school year July 1-June 30th.

UPON VOTE BEING TAKEN ON THE FOREGOING, MOTION PASSED 6 - 0.

2023-24 School Board Meeting Dates

A motion was made by Casey, seconded by Ibrahim to approve the School Board meeting dates for the 2023-24 school year, as presented. Meetings will continue to convene on the second and fourth Tuesday of the month. The motion passed 6-0.

School Board Liaison Assignments

A motion was made by Cox, seconded by Davis to approve the 2023 School Board liaison assignments and committee appointments, as presented. The motion passed 6-0.

2024-25 Calendar

A motion was made by Mancini, seconded by Morrison to approve the 2024-25 school year calendar, as presented. The motion passed 6-0.

Parks and Recreation Advisory Commission Appointment

A motion was made by Casey, seconded by Morrison to approve the appointment of David Yakes to serve on the Parks and Recreation Advisory Commission for the City of St. Louis Park. The motion passed 6-0.

COMMUNICATIONS AND TRANSMITTALS

ADJOURNMENT

A motion was made by Cox, seconded by Ibrahim to adjourn. The motion passed 6-0. The meeting adjourned at 8:27 p.m.

Respectfully submitted:

Approved:

Heather Wilsey, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina



LICENSED

ASSIGNMENT CHANGES

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Martin	Alaina	Teacher - Special Education	Transition Plus	1.00	Elisabeth Kallman	1/30/2023

SEPARATIONS

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Boleman	Elise	Counselor	High School	Resignation	5 Months	2/9/2023
Cisco	Kara	Teacher - Social Studies	High School	Resignation from LOA	6 Years	1/31/2023
Ortman	Martha	Teacher - Art	High School	Resignation from LOA	9 Years	1/30/2023

CLASSIFIED

APPOINTMENTS

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Edstrom	Kathryn	PARA 6 - Health Aide 2	High School	0.81	Tianna Morris (MS-SPED)	1/23/2023
Haggar	Steven	PARA 4 - Supervision Aide	Peter Hobart	0.75	Mohamed Mohamed	1/9/2023
Jerulle	Jennifer	Controller	District Office	1.00	Brooks Grossinger	2/8/2023
Lane	Lindsey	PARA 5 - Health Aide	Park Spanish Immersion	0.06	Samuel Vatankhah (CCC-Edu1)	1/30/2023
Lane	Lindsey	PARA 4 - Supervision Aide	Park Spanish Immersion	0.38	Samuel Vatankhah (CCC-Edu1)	1/30/2023
Randle	Reynell	School Age Care Educator 2	Park Spanish Immersion	0.50	Samuel Vatankhah (CCC-Edu1)	1/23/2023
Steussy	Melissa	PARA 5 - Special Education Assistant	Peter Hobart	0.81	New FTE Added	3/13/2023
Tran	Kathy	PARA 5 - Special Education Assistant	Middle School	0.81	Maria Dellavecchia Bliss	2/13/2023

ASSIGNMENT CHANGES

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
McGuire	Quentin	PARA 5 - Special Education Assistant	Aquila	0.81	New FTE Added	1/23/2023
Ruble	Philip	Preschool Educator 2	Central	1.00	Emina Milovanovic	1/23/2023
Vatankhah	Samuel	Preschool Educator 1	Central	1.00	Dillon Davis	1/23/2023
Williams	Shanique	Business Services Assistant Director	District Office	1.00	Department Restructure	1/2/2023

SEPARATIONS

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Fuller	Marta	Student Enrollment Associate	District Office	Resignation	1.5 Years	2/14/2023
Wells	Danielle	Preschool Educator 2	Central	Resignation	4.5 Years	2/17/2023
Williams	Lakesha	PARA 4 - Instructional/Program Assistant	Central	Resignation	5 Months	1/19/2023

<i>Project</i>	<i>Approximate Budget</i>	<i>Status</i>	<i>Upcoming Meetings / Events</i>		<i>Notes</i>
2350002 HS Additions/Remodel Track & Field	\$ 48,522,866	Bid			
2350004 HS Classroom Renovations Phase I	\$ 4,348,153	Bid			\$ -
2350005 MS Locker Room	\$ 6,362,204	Bid			
2350006 Centerl Gym and Locker Room	\$ 7,000,000	In Design			
2350007 HS Classroom Renovations Phase II	\$ 5,855,000	In Design			
2350008 HS Music and Band Renovations	\$ 11,500,000	In Design			
2350009 Data Center & Maintenance Building	\$ 14,900,000	In Design			
2350010 Lenox Community Center	\$ 1,000,000	In Design			
2350011 HS Stadium Shelter	\$ 3,000,000	In Design			
Park Spanish Immersion Playground & Teaching Area	\$ 1,600,000				

Aquilla Elementary School	\$ 800,000				
Deferred Maintenance and Security Improvements District Wide	\$ 21,817,466				
Central Playground and Teaching Space	\$ 1,600,000				
District Office Relocation to Central Community Center	\$ 7,100,000	Nearing Completion			Coming in under budget
Other costs	\$ -				
Total Budget	\$ 135,405,689			Managed by Knutson	
Referendum Dollars	\$ 136,067,446			Managed by District	
Variance	\$ 661,757				

Briefing Date(s): February 28, 2023

Action Date(s): N/A

Department: Construction Services

Submitted by: Patricia Magnuson

TOPIC: Approval of Bids for the High School Additions/Remodel and Track & Field Reconstruction Project

BACKGROUND INFORMATION

On January 6, 2023, bid packages were posted for the construction services for Saint Louis Park Senior High School Additions/Remodel and Track & Field Reconstruction. The 31 Trade Packages were to be competitive bid.

On February 1, 2023, all the Trade Packages were opened and tabulated for a total value of (with the mechanical equipment included) \$27,217,853.

Package	Firm Name	Bid Amount Total	Cunningham Value	JLG Value
1A - General Trades	Ebert	\$ 1,387,000.00	\$ 1,377,400.00	\$ 9,600.00
3A - Structural Concrete	Ebert	\$ 1,276,000.00	\$ 1,272,500.00	\$ 3,500.00
3B - Precast	Taracon Precast, LLC	\$ 1,028,002.00	\$ 1,028,002.00	
4A - Masonry	Steenberg	\$ 758,600.00	\$ 758,600.00	
5A - Structural Steel Supply	Bens Structural	\$ 704,500.00	\$ 704,500.00	
5B - Structural Steel Install	Highfive Erectors	\$ 305,500.00	\$ 305,500.00	
6C - Achitectural Wood Casework	Cosney	\$ 695,624.00	\$ 695,624.00	
7A - Roofing	Berwald Roofing	\$ 937,275.00	\$ 937,275.00	
7B - Joint Sealants	Rightway Caulking	\$ 69,578.00	\$ 68,598.00	\$ 980.00
7D - Dampproofing/Waterproofing/WBs	Swanson & Youngdale	\$ 92,859.00	\$ 92,859.00	
7C - Metal Wall Panels	Berwald - see 7A for combined bid	\$ -	\$ -	
8A - Doors, Frames, Hardware	Kendall Doors	\$ 163,050.00	\$ 159,855.00	\$ 3,195.00
8B - Entrances & Storefront	Envision Glass	\$ 911,000.00	\$ 911,000.00	
8C - Coiling & Overhead Doors	Skold Specialty Contracting	\$ 119,600.00	\$ 119,600.00	
9A - Framing & Drywall	RTL Construction	\$ 968,000.00	\$ 968,000.00	
9B - Tile	WTG Tile	\$ 367,200.00	\$ 367,200.00	
9C - Resilient Flooring & Carpet	MCI	\$ 362,810.00	\$ 362,810.00	
9D - Acoustical Treatments	Architectural Sales	\$ 555,300.00	\$ 555,300.00	
9E - Painting	Admiral Coatings	\$ 166,200.00	\$ 145,800.00	\$ 20,400.00
9G - Terrazzo	Grazzini Brothers	\$ 369,300.00	\$ 369,300.00	
11A - Foodservice Equipment	Bolters LLC	\$ 1,779,495.00	\$ 1,779,495.00	
21A - Fire Suppression	Summit Fire	\$ 549,000.00	\$ 549,000.00	
22A - Plumbing & HVAC	Peterson Sheetmetal	\$ 5,051,000.00	\$ 5,051,000.00	
22B - AHU _ Train	Trane	\$ 681,041.00	\$ 681,041.00	
26A - Electrical	Design Electric	\$ 2,117,770.00	\$ 2,114,770.00	\$ 3,000.00
31A - Earthwork	Peterson Companies	\$ 4,520,800.00	\$ 2,200,800.00	\$ 2,320,000.00
32A - Asphalt Paving	Bituminous Roadways	\$ 456,960.00	\$ 261,595.00	\$ 195,365.00
32B - Site Concrete	Curb Master	\$ 797,025.00	\$ 498,096.70	\$ 298,928.30
32C - Fencing	Peterson Companies	\$ 143,850.00	\$ 44,005.00	\$ 99,845.00
32D - Landscaping	Autumn Ridge Landscaping	\$ 245,555.00	\$ 239,855.00	\$ 5,700.00
32E - Rubberized Resilient Track Surfacing	Upper Midwest Athletic Construction	\$ 157,000.00		\$ 157,000.00

32F - Segmental Retaining Wall System	G Urban	\$ 162,000.00		\$ 162,000.00
SUBTOTAL:		\$ 27,898,894	\$ 24,619,381	\$ 3,279,513

There were not any alternates that were included with this bid.

Outside of the bidding process a proposal generated for some of the mechanical equipment via the state contract. This proposal was \$681,041.

The subtotal of the 31 competitive trade packages along with Trane equipment proposal is \$27,898,894.

The remaining costs are for the Construction Managers Agent (CMA) General Conditions of \$6,798,215.

The total estimated cost of Saint Louis Park Senior High School Additions/Remodel and Track & Field Reconstruction is \$34,697,109 (not accounting for contingencies, fees, insurances, FF&E, etc....)

Recommendation

It is recommended that the School Board of Independent School District #283 approve above bids in the amount of \$27,898,894; and Knutson General Conditions of \$6,798,215; for a total of \$34,697,109.

Resolution

BE IT RESOLVED that the School Board of Independent School District #283 does hereby 31 competitive bid packages and mechanical equipment in the amount of \$27,898,894.

BE IT FURTHER RESOLVED that the School Board of Independent School District #283 does hereby approve the Knutson General Conditions for the sum of \$6,798,215 for a total cost of \$34,697,109.

Exhibit A – Total Budget



RE: Saint Louis Park Schools HS Additions/Remodel and Track & Field - Bid Summary					
Package	Firm Name	Bid Amount Total	Cunningham Value	JLG Value	TGB's Included
1A - General Trades	Ebert	\$ 1,387,000.00	\$ 1,377,400.00	\$ 9,600.00	
3A - Structural Concrete	Ebert	\$ 1,276,000.00	\$ 1,272,500.00	\$ 3,500.00	\$ -
3B - Precast	Taracon Precast, LLC	\$ 1,028,002.00	\$ 1,028,002.00		
4A - Masonry	Steenberg	\$ 758,600.00	\$ 758,600.00		
5A - Structural Steel Supply	Bens Structural	\$ 704,500.00	\$ 704,500.00		
5B - Structural Steel Install	Highfive Erectors	\$ 305,500.00	\$ 305,500.00		\$ 305,500
6C - Architectural Wood Casework	Cosney	\$ 695,624.00	\$ 695,624.00		
7A - Roofing	Berwald Roofing	\$ 937,275.00	\$ 937,275.00		
7B - Joint Sealants	Rightway Caulking	\$ 69,578.00	\$ 68,598.00	\$ 980.00	
7D - Dampproofing/Waterproofing/WBs	Swanson & Youngdale	\$ 92,859.00	\$ 92,859.00		
7C - Metal Wall Panels	Berwald - see 7A for combined bid	\$ -	\$ -		
8A - Doors, Frames, Hardware	Kendall Doors	\$ 163,050.00	\$ 159,855.00	\$ 3,195.00	
8B - Entrances & Storefront	Envision Glass	\$ 911,000.00	\$ 911,000.00		
8C - Coiling & Overhead Doors	Skold Specialty Contracting	\$ 119,600.00	\$ 119,600.00		
9A - Framing & Drywall	RTL Construction	\$ 968,000.00	\$ 968,000.00		\$ 220,000
9B - Tile	WTG Tile	\$ 367,200.00	\$ 367,200.00		
9C - Resilient Flooring & Carpet	MCI	\$ 362,810.00	\$ 362,810.00		\$ 90,290
9D - Acoustical Treatments	Architectural Sales	\$ 555,300.00	\$ 555,300.00		
9E - Painting	Admiral Coatings	\$ 166,200.00	\$ 145,800.00	\$ 20,400.00	
9G - Terrazzo	Grazzini Brothers	\$ 369,300.00	\$ 369,300.00		
10B - Metal Lockers	TBD	\$ 5,000.00	\$ 5,000.00		
11A - Foodservice Equipment	Bolters LLC	\$ 1,779,495.00	\$ 1,779,495.00		
21A - Fire Suppression	Summit Fire	\$ 549,000.00	\$ 549,000.00		
22A - Plumbing & HVAC	Peterson Sheetmetal	\$ 5,051,000.00	\$ 5,051,000.00		TBD
22B - AHU _ Train	Trane	\$ 681,041.00	\$ 681,041.00		
26A - Electrical	Design Electric	\$ 2,117,770.00	\$ 2,114,770.00	\$ 3,000.00	
31A - Earthwork	Peterson Companies	\$ 4,520,800.00	\$ 2,200,800.00	\$ 2,320,000.00	
32A - Asphalt Paving	Bituminous Roadways	\$ 456,960.00	\$ 261,595.00	\$ 195,365.00	
32B - Site Concrete	Curb Master	\$ 797,025.00	\$ 498,096.70	\$ 298,928.30	
32C - Fencing	Peterson Companies	\$ 143,850.00	\$ 44,005.00	\$ 99,845.00	
32D - Landscaping	Autumn Ridge Landscaping	\$ 245,555.00	\$ 239,855.00	\$ 5,700.00	
32E - Rubberized Resilient Track Surfacing	Upper Midwest Athletic Construction	\$ 157,000.00		\$ 157,000.00	
32F - Segmental Retaining Wall System	G Urban	\$ 162,000.00		\$ 162,000.00	
SUBTOTAL:		\$ 27,903,894	\$ 24,624,381	\$ 3,279,513	\$ 615,790
Contingency (8%)	SLP ISD	\$ 2,232,312			
General Conditions	Knutson Construction	\$ 6,798,215			
Permits	In GCs				
SAC/WAC Fees	Excluded				
Special Inspection	In GCs				
CM Fee	Knutson Construction	\$ 461,680			
Multi-Vista Project Doc	Projection	\$ 28,800			
Turf - State contract	Projection	\$ 564,749			
Abatement- IEA	Projection	\$ 135,000			
FF&E	Projection	\$ 1,920,000			
Technology	Projection	\$ 728,241			
Design Fee - HS Additions/Remodels	Cunningham/ATSR	\$ 1,445,300			
Design Fee - Track & Field	JLG	\$ 219,800			
Builder's Risk	SLP ISD	\$ 84,876			
Unallocated Costs		\$ 6,000,000			
Final Project Costs		\$ 48,522,866			

St Louis Park High School Additions/Renovations Track and Field Reconstruction - Overall Bid Tabulations
Bid Date: 2/1/2023

<u>Firm Name</u>	<u>Trade Package</u>	<u>Base Bid</u>	<u>Combined (If Applicable)</u>
Ebert Construction	1A	\$ 1,387,000.00	\$ 1,387,000.00
Ebert Construction	3A	\$ 1,276,000.00	\$ 1,276,000.00
B & D Associates	3A	\$ 1,516,400.00	\$ 1,516,400.00
Taracon	3B	\$ 1,028,002.00	\$ 1,028,002.00
Steenberg-Watrud Construction	4A	\$ 758,600.00	\$ 758,600.00
B & D Associates	4A	\$ 890,275.00	\$ 890,275.00
Northland Concrete	4A	\$ 1,088,700.00	\$ 1,088,700.00
Ben's Structural	5A	\$ 704,500.00	\$ 704,500.00
High Five Erectors	5B	\$ 305,500.00	\$ 305,500.00
Sowles	5B	\$ 364,000.00	\$ 364,000.00
Red Cedar Steel	5B	\$ 539,000.00	\$ 539,000.00
Cosney Corp	6C	\$ 695,624.00	\$ 695,624.00
Central Roofing	7A	\$ 989,400.00	\$ 989,400.00
Berwald Roofing (Combined Bid)	7A - 7C	\$ 937,275.00	\$ 937,275.00
Carciofini Company	7B	\$ 115,900.00	\$ 115,900.00
Right Way Caulking	7B	\$ 69,578.00	\$ 69,578.00
Specialty Systems	7C	\$ 269,700.00	\$ 269,700.00
Atomic Sheet Metal	7C	\$ 290,000.00	\$ 290,000.00
Division 5	7C	\$ 246,306.00	\$ 246,306.00
Nordstrom	7C	\$ 251,200.00	\$ 251,200.00
Berwald (Combined Bid, See TP-7A)	7C - 7A	\$ -	\$ -
Henkemeyer Coatings	7D	\$ 138,854.00	\$ 138,854.00
Swanson & Youngdale	7D	\$ 92,859.00	\$ 92,859.00
Kendell Doors	8A	\$ 163,050.00	\$ 163,050.00
Envision Glass	8B	\$ 911,000.00	\$ 911,000.00
Skold Specialty Contracting	8C	\$ 119,600.00	\$ 119,600.00
AE Conrad Company	9A	\$ 1,290,161.00	\$ 1,290,161.00
Pinnacle Wall Systems	9A	\$ 1,106,000.00	\$ 1,106,000.00
Commercial Drywall	9A	\$ 1,281,600.00	\$ 1,281,600.00
RTL Construction	9A	\$ 968,000.00	\$ 968,000.00
Mulcahy	9A	\$ 1,220,000.00	\$ 1,220,000.00
Zintl	9A	\$ 1,147,777.00	\$ 1,147,777.00
Tim's Construction Group	9B	\$ 411,220.00	\$ 411,220.00
WTG Tile	9B	\$ 367,200.00	\$ 367,200.00
Acoustic Associates	9B	\$ 375,316.00	\$ 375,316.00
Grazzini Brothers	9B	\$ 386,700.00	\$ 386,700.00
MCI	9C	\$ 362,810.00	\$ 362,810.00
Grazzini Brothers	9C	\$ 507,895.00	\$ 507,895.00
Sonus Interiors	9D	\$ 572,000.00	\$ 572,000.00
Acoustic Associates	9D	\$ 770,590.00	\$ 770,590.00
Twin City Acoustics	9D	\$ 606,240.00	\$ 606,240.00
Architectural Sales	9D	\$ 555,300.00	\$ 555,300.00
Steinbrecher Painting	9E	\$ 208,090.00	\$ 208,090.00
Mulcahy	9E	\$ 204,302.00	\$ 204,302.00
Swanson & Youngdale	9E	\$ 194,576.00	\$ 194,576.00
Admiral Coatings	9E	\$ 166,200.00	\$ 166,200.00
Grazzini Brothers	9G	\$ 369,300.00	\$ 369,300.00
WTG Tile	9G	\$ 480,075.00	\$ 480,075.00
Concrete Arts	9G	\$ 581,000.00	\$ 581,000.00
Advance Terrazzo	9G	\$ 468,500.00	\$ 468,500.00
Boelter	11A	\$ 1,779,495.00	\$ 1,779,495.00
Summit Fire	21A	\$ 549,000.00	\$ 549,000.00
Peterson Sheet Metal	22A	\$ 5,051,000.00	\$ 5,051,000.00
Master Mechanical	22A	\$ 5,325,000.00	\$ 5,325,000.00
General Sheet Metal	22A	\$ 5,687,000.00	\$ 5,687,000.00
Laketown Electric	26A	\$ 2,300,000.00	\$ 2,300,000.00
Design Electric	26A	\$ 2,117,770.00	\$ 2,117,770.00
Phasor Electric	26A	\$ 2,640,000.00	\$ 2,640,000.00
Bloomington Electric	26A	\$ 2,450,000.00	\$ 2,450,000.00
G Urban Companies	31A	\$ 8,100,000.00	\$ 8,100,000.00
Peterson Companies	31A	\$ 4,520,800.00	\$ 4,520,800.00
Max Steininger	31A	\$ 5,509,730.00	\$ 5,509,730.00
Veit	31A	\$ 5,387,757.00	\$ 5,387,757.00
Rachel Contracting	31A	\$ 4,944,000.00	\$ 4,944,000.00
Northwest Asphalt	32A	\$ 513,000.00	\$ 513,000.00
Park Construction	32A	\$ 458,940.00	\$ 458,940.00
Bituminous Roadways	32A	\$ 456,960.00	\$ 456,960.00
MN Roadways	32A	\$ 622,799.00	\$ 622,799.00
MN Paving	32A	\$ 619,900.00	\$ 619,900.00
Ebert Construction	32B	\$ 917,000.00	\$ 917,000.00
Stapf Concrete	32B	\$ 949,200.00	\$ 949,200.00
North Contry Concrete	32B	\$ 1,120,500.00	\$ 1,120,500.00
Curb Master	32B	\$ 797,025.00	\$ 797,025.00



St Louis Park High School Additions/Renovations Track and Field Reconstruction - Overall Bid Tabulations

Bid Date: 2/1/2023

Peterson Companies	32C	\$	143,850.00	\$	143,850.00
Action Fence	32C	\$	224,100.00	\$	224,100.00
Century Fence	32C	\$	153,200.00	\$	153,200.00
Hoffman & McNamara	32D	\$	392,350.00	\$	392,350.00
Autumn Ridge Landscaping	32D	\$	245,555.00	\$	245,555.00
Margolis Company	32D	\$	267,700.00	\$	267,700.00
Great Northern Landscapes	32D	\$	316,000.00	\$	316,000.00
Peterson Companies	32D	\$	370,948.00	\$	370,948.00
G Urban Companies	32D	\$	579,000.00	\$	579,000.00
Upper Midwest Athletic Construction	32E	\$	157,000.00	\$	157,000.00
Urban	32F	\$	162,000.00	\$	162,000.00
Trane Equipment		\$	681,041.00	\$	681,041.00
				\$	-
			Base Bid		Combined (If Applicable)
Subtotals (Low Bidders)		\$	27,898,894.00	\$	27,898,894.00

Briefing Date(s): February 28, 2023
Action Date(s): N/A
Department: Construction Services
Submitted by: Patricia Magnuson

TOPIC: Approval of Bids for the Saint Louis Park High School Classroom Renovations – Phase I
BACKGROUND INFORMATION

On January 23, 2023, bid packages were posted for the construction services for Saint Louis Park High School Classroom Renovations – Phase I. The 10 Trade Packages were to be competitive bid.

On February 16th, 2023, all the Trade Packages were opened and tabulated with the alternates for a total value of \$1,425,629.

Package	Firm Name	Bid Amount	Totals/ Alternates
8A - Doors, Frames, Hardware	TC Hardware	\$ 64,962	\$ 64,962
9A - Framing & Drywall	Olympic Companies	\$ 126,300	\$ 126,300
9B - Tile	Grazzini Brothers	\$ -	\$ 212,700
9C - Resilient Flooring & Carpet	Floors by Becker	\$ 153,053	\$ 153,053
9D - Acoustical Treatments	Architectural Sales	\$ 143,900	\$ 143,900
9E - Painting	Mulcahy Nickolaus	\$ 99,454	\$ 99,454
10A - Miscellaneous Specialties	BMSI	\$ 117,900	\$ 117,900
21A - Fire Suppression	Frontier FP Inc	\$ 9,860	\$ 9,860
22A - Plumbing & HVAC	Peterson Sheetmetal	\$ 48,000	\$ 148,000
26A - Electrical	Choice Electric Inc	\$ 345,800	\$ 349,500
SUBTOTAL:		\$ 1,109,229	\$ 1,425,629

There were four alternates that was included with this bid.

- Alternate #1 – New Tile Wainscoting in Hallways
- Alternate #2 – Solid Surface Sills at Classroom Windows
- Alternate #3 - Fin Tube Cover Replacement at Classrooms
- Alternate #4 – New Drinking Fountains/EFW in Hallways

The subtotal with alternate of the 10 competitive trade packages is \$1,425,629.

For Trade Package 1A – General Trades we did not receive any bids and will be rebidding this package. The results of that bid will be presented at the March 28, 2023, board meeting.

The Construction Managers Agent (CMA) General Conditions costs are included with the General Conditions for the High School Additions/Remodel and Track & Field project. These projects will be constructed at the same time on the same site.

Recommendation

It is recommended that the School Board of Independent School District #283 approve above bids with alternates in the amount of \$1,425,629.

Resolution

BE IT RESOLVED that the School Board of Independent School District #283 does hereby 10 competitive bid packages with alternates in the amount of \$1,425,629.

Exhibit A – Total Budget

RE: Saint Louis Park Schools High School Classroom Renovations Phase 1 - Bid Summary							
Package	Firm Name	Bid Amount	Alt 1_Tile in HW	Alt 2_SS Sills	Alt 3_Fin Tube	Alt 4_Drinking FNT	Totals w/ Alternates
1A - General Trades	TBD	\$ 450,000		\$ 40,000	\$ 20,000	\$ 10,000	\$ 520,000
8A - Doors, Frames, Hardware	TC Hardware	\$ 64,962					\$ 64,962
9A - Framing & Drywall	Olympic Companies	\$ 126,300					\$ 126,300
9B - Tile	Grazzini Brothers	\$ -	\$ 212,700				\$ 212,700
9C - Resilient Flooring & Carpet	Floors by Becker	\$ 153,053					\$ 153,053
9D - Acoustical Treatments	Architectural Sales	\$ 143,900					\$ 143,900
9E - Painting	Mulcahy Nickolaus	\$ 99,454					\$ 99,454
10A - Miscellaneous Specialties	BMSI	\$ 117,900					\$ 117,900
21A - Fire Suppression	Frontier FP Inc	\$ 9,860					\$ 9,860
22A - Plumbing & HVAC	Peterson Sheetmetal	\$ 48,000			\$ 75,000	\$ 25,000	\$ 148,000
26A - Electrical	Choice Electric Inc	\$ 345,800				\$ 3,700	\$ 349,500
SUBTOTAL:		\$ 1,559,229	\$ 212,700	\$ 40,000	\$ 95,000	\$ 38,700	\$ 1,945,629
Contingency	SLP ISD	\$ 77,961	\$ 10,635	\$ 2,000	\$ 4,750	\$ 1,935	\$ 97,281
General Conditions	In HS Addition/Remodel	\$ -					\$ -
Permits	In HS Addition/Remodel	\$ -					\$ -
TAB- IEA	In HS Addition/Remodel	\$ -					\$ -
Commissioning - IEA	In HS Addition/Remodel	\$ -					\$ -
Special Inspections		\$ -					\$ -
CM Fee	Knutson Construction	\$ 20,465	\$ 2,792	\$ 525	\$ 1,247	\$ 508	\$ 25,536
Abatement- IEA	PROJECTION	\$ 139,000					\$ 139,000
Multi-Vista	PROJECTION	\$ 15,000					\$ 15,000
FF&E	PROJECTION	\$ 960,000					\$ 960,000
Technology	PROJECTION	\$ 222,000					\$ 222,000
Design Fee	ATS&R	\$ 436,025					\$ 436,025
Builder's Risk	SLP ISD	\$ 6,859	\$ 452	\$ 85	\$ 202	\$ 82	\$ 7,681
Unallocated Costs		\$ 500,000					\$ 500,000
Final Project Costs		\$ 3,936,540	\$ 226,579	\$ 42,610	\$ 101,199	\$ 41,225	\$ 4,348,153



St Louis Park High School Classroom Renovations - Overall Bid Tabulations

Bid Date: 2/16/2023

Firm Name	Trade Package	Base Bid	Alt #1	Alt #2	Alt #3	Alt #4	Combined (If Applicable)
No bids	1A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kendall	8A	\$ 90,468.00	\$ -	\$ -	\$ -	\$ -	\$ 90,468.00
Bredemus	8A	\$ 65,465.00	\$ -	\$ -	\$ -	\$ -	\$ 65,465.00
Twin City Hardware	8A	\$ 64,962.00					\$ 64,962.00
Mulcahy Nicolous	9A	\$ 363,580.00	\$ -	\$ -	\$ -	\$ -	\$ 363,580.00
RTL Construction	9A	\$ 236,900.00	\$ -	\$ -	\$ -	\$ -	\$ 236,900.00
Commerical Drywall	9A	\$ 234,005.00	\$ 249,780.00	\$ -	\$ -	\$ -	\$ 483,785.00
AE Conrad	9A	\$ 146,882.00	\$ -	\$ -	\$ -	\$ -	\$ 146,882.00
Olympic Companies	9A	\$ 126,300.00	\$ -	\$ -	\$ -	\$ -	\$ 126,300.00
Grazzini Company	9B	\$ -	\$ 212,700.00	\$ -	\$ -	\$ -	\$ 212,700.00
Rick Way Carpets	9C	\$ 188,500.00	\$ -	\$ -	\$ -	\$ -	\$ 188,500.00
MCI	9C	\$ 161,323.00	\$ -	\$ -	\$ -	\$ -	\$ 161,323.00
Grazzini Company	9C	\$ 153,475.00	\$ -	\$ -	\$ -	\$ -	\$ 153,475.00
Floors By Becker	9C	\$ 153,053.00	\$ -	\$ -	\$ -	\$ -	\$ 153,053.00
Sonus	9D	\$ 197,000.00	\$ -	\$ -	\$ -	\$ -	\$ 197,000.00
Twin City Acoustics	9D	\$ 169,980.00	\$ -	\$ -	\$ -	\$ -	\$ 169,980.00
Architectural Sales	9D	\$ 143,900.00	\$ -	\$ -	\$ -	\$ -	\$ 143,900.00
Steinbrecher	9E	\$ 174,400.00	\$ -	\$ -	\$ (12,000.00)	\$ -	\$ 162,400.00
Sunrise Painting	9E	\$ 169,840.00	\$ -	\$ -	\$ (2,500.00)	\$ -	\$ 167,340.00
S&Y	9E	\$ 143,707.00	\$ -	\$ -	\$ (4,601.00)	\$ -	\$ 139,106.00
Admiral Coatings	9E	\$ 122,500.00	\$ -	\$ -	\$ -	\$ -	\$ 122,500.00
Mulcahy Nicolous	9E	\$ 99,454.00	\$ -	\$ -	\$ -	\$ -	\$ 99,454.00
Bartley Sales	10A	\$ 153,210.00	\$ -	\$ -	\$ -	\$ -	\$ 153,210.00
BMSI	10A	\$ 117,900.00	\$ -	\$ -	\$ -	\$ -	\$ 117,900.00
Summit	21A	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Frontier FP Inc	21A	\$ 9,860.00	\$ -	\$ -	\$ -	\$ -	\$ 9,860.00
Modern Piping	22A	\$ 99,100.00	\$ -	\$ -	\$ 92,995.00	\$ 32,800.00	\$ 224,895.00
Peterson Sheetmetal	22A	\$ 48,000.00	\$ -	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 148,000.00
Design Electric	26A	\$ 411,770.00	\$ -	\$ -	\$ -	\$ 3,700.00	\$ 415,470.00
Choice Electric Inc	26A	\$ 345,800.00	\$ -	\$ -	\$ -	\$ 3,700.00	\$ 349,500.00
Master Electric Inc	26A	\$ 491,400.00	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 492,800.00
		Base Bid	Alt #1	Alt #2	Alt #3	Alt #4	Combined (If Applicable)
Subtotals (Low Bidders)		\$ 1,109,229.00	\$ 212,700.00	\$ -	\$ 75,000.00	\$ 28,700.00	\$ 1,425,629.00

Briefing Date(s): February 28, 2023
Action Date(s): N/A
Department: Construction Services
Submitted by: Patricia Magnuson

TOPIC: Approval of Bids for the Saint Louis Park Middle School Locker Room Renovations
BACKGROUND INFORMATION

On January 17, 2023, bid packages were posted for the construction services for Saint Louis Park Middle School Locker Room Renovations. The 15 Trade Packages were to be competitive bid.

On February 7, 2023, all the Trade Packages were opened and tabulated with the alternates for a total value of (with the mechanical equipment included) \$3,910,772.

Package	Firm Name	Bid Amount	Alt 1
1A - General Trades	Ebert Construction	\$ 467,000	\$ 41,100
4A - Masonry	Hollenbeck and Nelson	\$ 377,000	\$ 10,000
5B - Structural Steel Install and MTL	Construction Systems	\$ 136,294	
7A - Roofing	Central Roofing	\$ 249,400	
8A - Doors, Frames, Hardware	Twin City Hardware	\$ 91,610	\$ 29,435
9A - Framing & Drywall	RTL Construction	\$ 62,300	
9B - Tile	Gulf Coast Tile and Marble	\$ 200,062	
9C - Resilient Flooring & Carpet	CFS Interiors and Flooring	\$ 30,575	\$ 1,855
9D - Acoustical Treatments	Architectural Sales of MN	\$ 54,700	\$ 86,300
9E - Painting	High Performance Coatings	\$ 64,293	\$ 12,404
9F - Fluid Applied Flooring	Surface Pros	\$ 64,279	
10B - Lockers/Benches	H2I	\$ 398,565	
21A - Fire Suppression	Summit Fire Protection	\$ 62,500	\$ 11,000
22A - Plumbing & HVAC	Modern Piping	\$ 910,000	\$ 10,300
22B - AHU _Aaon Unit	SVL	\$ 174,800	
26A - Electrical	Laketown Electric	\$ 300,000	\$ 65,000
<u>SUBTOTAL:</u>		\$ 3,643,378	\$ 267,394
<u>SUBTOTAL w/ Alternate:</u>		\$ 3,910,772	

There was one alternate that was included with this bid.

- Alternate #1 – Scope in band & choir rooms.

Outside of the bidding process, proposals were procured for some of the mechanical equipment and a proposal via state contract for the Lockers.

The subtotal with alternate of the 15 competitive trade packages along with SVL equipment proposal and lockers proposal is \$3,910,772.

The remaining costs are for the Construction Managers Agent (CMA) General Conditions of \$903,676.

The total estimated cost of Saint Louis Park Middle School Locker Room Renovations is \$4,814,448 (not accounting for contingencies, fees, insurances, FF&E, etc....)

Recommendation

It is recommended that the School Board of Independent School District #283 approve above bids in the amount of \$3,910,772; and Knutson General Conditions of \$903,676; for a total of \$4,814,448.

Resolution

BE IT RESOLVED that the School Board of Independent School District #283 does hereby 31 competitive bid packages and mechanical equipment in the amount of \$3,910,772.

BE IT FURTHER RESOLVED that the School Board of Independent School District #283 does hereby approve the Knutson General Conditions for the sum of \$903,676 for a total cost of \$4,814,448.

Exhibit A – Total Budget

RE: Saint Louis Park Schools Middle School Locker Room Remodel - Bid Summary			
Package	Firm Name	Bid Amount	Alt 1
1A - General Trades	Ebert Construction	\$ 467,000	\$ 41,100
4A - Masonry	Hollenbeck and Nelson	\$ 377,000	\$ 10,000
5B - Structural Steel Install and MTL	Construction Systems	\$ 136,294	
7A - Roofing	Central Roofing	\$ 249,400	
8A - Doors, Frames, Hardware	Twin City Hardware	\$ 91,610	\$ 29,435
8B - Entrances & Storefront	TBD	\$ 30,000	
9A - Framing & Drywall	RTL Construction	\$ 62,300	
9B - Tile	Gulf Coast Tile and Marble	\$ 200,062	
9C - Resilient Flooring & Carpet	CFS Interiors and Flooring	\$ 30,575	\$ 1,855
9D - Acoustical Treatments	Architectural Sales of MN	\$ 54,700	\$ 86,300
9E - Painting	High Performance Coatings	\$ 64,293	\$ 12,404
9F - Fluid Applied Flooring	Surface Pros	\$ 64,279	
10B - Lockers/Benches	H2I	\$ 398,565	
21A - Fire Suppression	Summit Fire Protection	\$ 62,500	\$ 11,000
22A - Plumbing & HVAC	Modern Piping	\$ 910,000	\$ 10,300
22B - AHU_Aaon Unit	SVL	\$ 174,800	
26A - Electrical	Laketown Electric	\$ 300,000	\$ 65,000
SUBTOTAL:		\$ 3,673,378	\$ 267,394
Contingency	SLP ISD	\$ 183,669	\$ 13,370
General Conditions	Knutson Construction	\$ 903,676	
Permit	In GCs		
Special Inspections	In GCs		
CM Fee	Knutson Construction	\$ 59,509	\$ 3,510
Multi-Vista		\$ 15,000	
Abatement- IEA	PROJECTION	\$ 75,000	
FF&E	PROJECTION	\$ 835,000	
Technology	Excluded	\$ -	
Design Fee - JLG	JLG	\$ 320,000	
Builder's Risk	SLP ISD	\$ 12,130	\$ 569
	Final Project Costs	\$ 6,077,362	\$ 284,842
	Final Project Costs w/ Alt	\$ 6,362,204	



St Louis Park Middle School Locker Room Renovations - Overall Bid Tabulations
Bid Date: 2/7/2023

<u>Firm Name</u>	<u>Trade Package</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Combined (If Applicable)</u>
Maertens-Brenny Construction	1A	\$ 553,300.00	\$ 34,000.00	\$ 587,300.00
Ebert Construction	1A	\$ 467,000.00	\$ 41,100.00	\$ 508,100.00
Maertens-Brenny Construction	4A	\$ 589,600.00	\$ 26,000.00	\$ 615,600.00
Hollenbeck and Nelson	4A	\$ 377,000.00	\$ 10,000.00	\$ 387,000.00
Red Cedar Steel	5B	\$ 150,800.00	\$ -	\$ 150,800.00
Construction Systems	5B	\$ 136,294.00	\$ -	\$ 136,294.00
Sowles	5B	\$ 174,500.00	\$ -	\$ 174,500.00
Berwald Roofing	7A	\$ 286,200.00	\$ -	\$ 286,200.00
Central Roofing	7A	\$ 249,400.00	\$ -	\$ 249,400.00
Kendell Doors	8A	\$ 94,788.00	\$ 38,473.00	\$ 133,261.00
Twin City Hardware	8A	\$ 91,610.00	\$ 29,435.00	\$ 121,045.00
No bids	8B	\$ -	\$ -	\$ -
RTL Construction	9A	\$ 62,300.00	\$ -	\$ 62,300.00
Custom Drywall	9A	\$ 85,000.00	\$ 5,000.00	\$ 90,000.00
Gulf Coast Tile	9B	\$ 200,062.00	\$ -	\$ 200,062.00
Grazzini	9B	\$ 555,000.00	\$ -	\$ 555,000.00
MCI	9C	\$ 31,432.00	\$ 1,800.00	\$ 33,232.00
Grazzini	9C	\$ 40,890.00	\$ -	\$ 40,890.00
CFS Interiors & Flooring	9C	\$ 30,575.00	\$ 1,855.00	\$ 32,430.00
Architectural Sales of MN	9D	\$ 54,700.00	\$ 86,300.00	\$ 141,000.00
Twin City Acoustics	9D	\$ 41,283.00	\$ 136,567.00	\$ 177,850.00
Sonus Interiors	9D	\$ 44,700.00	\$ 102,900.00	\$ 147,600.00
High Performance Coatings	9E	\$ 64,293.00	\$ 12,404.00	\$ 76,697.00
Swanson & Youngdale	9E	\$ 73,214.00	\$ 9,562.00	\$ 82,776.00
Admiral Coatings	9E	\$ 67,800.00	\$ 19,380.00	\$ 87,180.00
QC Companies	9F	\$ 75,745.00	\$ -	\$ 75,745.00
Pro Maintenance	9F	\$ 90,309.83	\$ -	\$ 90,309.83
High Performance Coatings	9F	\$ 77,709.00	\$ -	\$ 77,709.00
TMI	9F	\$ 184,600.00	\$ -	\$ 184,600.00
Grazzini	9F	\$ 135,430.00	\$ -	\$ 135,430.00
Concrete Arts	9F	\$ 89,500.00	\$ -	\$ 89,500.00
Surface Pros	9F	\$ 64,279.00	\$ -	\$ 64,279.00
Lockers/Benches	10B	\$ 398,565.00	\$ -	\$ 398,565.00
Frontier Fire Protection	21A	\$ 68,980.00	\$ 10,860.00	\$ 79,840.00
Summit Fire Protection	21A	\$ 62,500.00	\$ 11,000.00	\$ 73,500.00
RJ Mechanical	22A	\$ 1,163,000.00	\$ -	\$ 1,163,000.00
Peterson Sheet Metal	22A	\$ 968,500.00	\$ -	\$ 968,500.00
Weidners Mechanical	22A	\$ 1,230,000.00	\$ -	\$ 1,230,000.00
El-Jay Plumbing & Heating	22A	\$ 1,064,000.00	\$ -	\$ 1,064,000.00
Modern Piping	22A	\$ 910,000.00	\$ 10,300.00	\$ 920,300.00
Davis Mechanical Systems	22A	\$ 925,000.00	\$ -	\$ 925,000.00
SVL	22B	\$ 174,800.00	\$ -	\$ 174,800.00
AJ Moore Electric	26A	\$ 452,500.00	\$ 75,700.00	\$ 528,200.00
Phasor Electric	26A	\$ 309,200.00	\$ 57,700.00	\$ 366,900.00
Laketown Electric	26A	\$ 300,000.00	\$ 65,000.00	\$ 365,000.00
		Base Bid	Alt #1	Combined (If Applicable)
Subtotals (Low Bidders)		\$ 3,643,378.00	\$ 267,394.00	\$ 3,910,772.00

Construction Update

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February 28, 2023
School Board Presentation



Purpose

To maintain **transparency** with the school board and community about the progress of construction projects in alignment with the [Strategic Plan for Racial Equity](#).

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January 24, 2023...Next Steps

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Next Steps: Award Bids

	Project	Pre-Bid Conference	Bid Deadline	Bid Award (School Board)
✓	Middle School Locker Room	January 24, 2023 7:00 a.m.	February 7, 2023 2:00 p.m.	February 28, 2023
✓	High School Track and Field Reconstruction	January 17, 2023 7:00 a.m.	February 1, 2023 2:00 p.m.	February 28, 2023
✓	High School Classroom Renovations (Phase I)	February 1, 2023 7:00 a.m.	February 16, 2023 2:00 p.m.	February 28, 2023

February 28, 2023 School Board Meeting



Bid Results

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Bid Summary

Project	Total Project Budget	Bid Results (including alternates)	Remaining Budget (General Conditions, Contingency, Fees, Permits, Insurance, State Contract Items, Future Bids, Change Orders)
Middle School Locker Room	\$5,900,000	\$3,910,772 (includes \$267,394 band/choir room alternate)	\$1,989,228
High School Kitchen / Cafeteria / Link and Renovation as well as the Track and Field	\$63,850,000	\$27,898,894 (no alternates included in bid)	\$35,951,106 110
High School Classroom Renovations (Phase I)	\$5,250,000	\$1,425,629 (includes alt. 1/3/4 \$316,400 hallways/fin tube covers/drinking fountains)	\$3,824,371
Totals	\$75,000,000	\$33,235,295	\$41,764,705

Bid Summary: Diversity Goals

	Goal	Results
Diversity Participation	8%	2.25%
Minority	32%	TBD
Female	20%	TBD

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Middle School Locker Room Renovations

Recommendation

It is recommended that the School Board of Independent School District #283 approve above bids in the amount of \$3,910,772; and Knutson General Conditions of \$903,676; for a total of \$4,814,448.

Resolution

BE IT RESOLVED that the School Board of Independent School District #283 does hereby approve 31112 competitive bid packages and mechanical equipment in the amount of \$3,910,772.

BE IT FURTHER RESOLVED that the School Board of Independent School District #283 does hereby approve the Knutson General Conditions for the sum of \$903,676 for a total cost of \$4,814,448.

HS Additions/Remodel and Track & Field

Recommendation

It is recommended that the School Board of Independent School District #283 approve above bids in the amount of \$27,898,894; and Knutson General Conditions of \$6,760,835; for a total of \$34,659,729.

Resolution

BE IT RESOLVED that the School Board of Independent School District #283 does hereby approve 31113 competitive bid packages and mechanical equipment in the amount of \$27,898,894.

BE IT FURTHER RESOLVED that the School Board of Independent School District #283 does hereby approve the Knutson General Conditions for the sum of \$6,760,835 for a total cost of \$34,659,729.

Next Steps

Bid Opening Trade Package 1A	March 23, 2023
School Board Approve Bid for Trade Package 1A	March 28, 2023

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Questions?

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