

**INDEPENDENT SCHOOL DISTRICT NO. 283**

6311 Wayzata Blvd  
St. Louis Park, Minnesota  
Tuesday, June 13, 2023 6:30 PM  
SLP City Hall - Council Chambers  
5005 Minnetonka Blvd  
St Louis Park, MN 55416

***AGENDA***

- 1. CALL TO ORDER**
- 2. LAND ACKNOWLEDGEMENT**
- 3. APPROVAL OF AGENDA**
- 4. SUPERINTENDENT'S REPORT**
- 5. DISCUSSION ITEMS**
  - A. Design Team Update: International Baccalaureate (IB) 2**
  - B. Summer 2023 Construction Update 13**
  - C. Budget Update: Fiscal Year 2023-24 Proposed Budget 20**
  - D. Policy Development - First Reading of Policies 545 Park Spanish Immersion Admission, 603 Curricular Program Development, 604 Instructional Curriculum, 616 School District System Accountability & 722 Public Data Requests (NEW) 68**
  - E. Policy Development - Second Reading of Policies 519 Interviews of Students by Outside Agencies, 708 Transportation of Non-Public Students & 709 Student Transportation Safety 93**
- 6. CONSENT AGENDA**
  - A. Bank Account Signers 116**
  - B. Minutes 118**
- 7. ACTION AGENDA**
  - A. Approval of Policies 519 Interviews of Students by Outside Agencies&^ 708 Transportation of Non-Public Students**
- 8. COMMUNICATIONS AND TRANSMITTALS**
- 9. ADJOURNMENT**

# International Baccalaureate Design Team

2023 School Year

2





Chris Nordmark  
Carrie Runke Jones  
Faduma Adeed  
Anne LaLonde Laux

# Racial Equity Purpose Statement

As educators, we see value in the mission, framework, and resources of International Baccalaureate and their potential for elevating the mission of the St. Louis Park Schools.

We believe that as a community, we all benefit from learning that is collaborative, inquiry based, culturally relevant, based in conceptual understanding, and develops international mindedness.

As a design team, we feel it is our responsibility to create even greater and more equitable experiences for our students and we are committed to imagining, innovating and creating systems that accomplish these goals.



# Carrie Runke-Jones

I have been IB/PYP practitioner for almost twenty years, in several schools in SLP and in teaching abroad.

A common narrative I have heard throughout my time as an IB practitioner, is the belief that IB isn't for "these" students. I have wondered who are "these" students and the impact this limiting belief has on a learner.

The standards and practices the IB/PYP has impacted the learning in my classroom. It expects me to hold high expectations, develop authentic learning opportunities that connect to students' lives and interest, to trust a learner's identity as intrinsically curious and motivated, with a desire to take action with their learning.

I hold the IB practices to be true and available for our students with all their differing abilities, learning styles, and the various linguistic, cultural, gender, and racial backgrounds.



# Phase I

# Know Thyself: Phase One

- **Team Building**
- **Data Analysis**
- **Engaging Community**
- Centering Student Voice
- Centering Teacher Voice
- Deepening our Understanding

# Current State of the IB in SLP

3 Elementary PYP Schools (Primary Years Program Program)

- Aquila
- Peter Hobart
- Susan Lindgren

1 Middle Years Program

- St Louis Park Middle School

1 High School offering a Diploma Program and IB courses in grades 11 & 12

- St Louis Park High School



# Current State of the IB in SLP

PYP	MYP	DP
<p>3 of the 4 elementaries</p> <ul style="list-style-type: none"> <li>• Aquila - 532</li> <li>• Peter Hobart - 433</li> <li>• Susan Lindgren - 422</li> </ul> <p>Number of students in PYP schools <b>1387</b></p>	<p>All Middle School students are part of the MYP</p> <p>Number of students <b>971</b></p>	<p>Our HS offers IB courses or graduate with an IB Diploma</p> <ul style="list-style-type: none"> <li>• Language and Literature</li> <li>• Spanish, German, French, Hebrew</li> <li>• History of Americas</li> <li>• Biology, Physics and Chemistry</li> <li>• Math Analysis</li> </ul> <p>Number of students taking IB courses Spring 2023 - <b>400</b></p> <p>Number of students pursuing IB diploma 2022/23- <b>5</b></p>

**2763 / 4409 of  
K-12 students are  
part of the  
International  
Baccalaureate  
Program in the  
SLP schools**

# Current State of the IB in SLP



---

# Mission Connections

## St. Louis Park District Mission

St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

## International Baccalaureate Mission

*The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.*

*These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right*

---

# Connections: SLP Core Values and IB Practices

## SLP believes in...

- The **brilliance** of ourselves and others.
  - Everyone has the capacity and responsibility to foster the growth and brilliance of others.
- **Authentic community engagement.**
  - Engaging and supporting our employees, families, and communities will enhance the healthy development of each learner.
- **High expectations.**
  - Instilling and upholding high expectations empowers students and staff to higher levels of achievement.
- **Collective responsibility.**
  - Embodying the collective and urgent responsibility of anti-racist practices enriches a work and learning environment and community.
- **Persistent effort.**
  - Through persistent effort we will create anti-racist schools and academically successful learners.
- **Racial consciousness and cultural competence.**
  - Racial consciousness and cultural competence are essential to each person's ability to be a catalyst for change.
- **Advocacy for equity.**
  - Everyone has equal intrinsic worth and we will advocate for the historically marginalized.

The International Baccalaureate® (IB) programmes aim to do more than other curricula.

Our **four programmes** develop inquiring, **knowledgeable** and caring **young people who are motivated to succeed.**

The IB gives students distinct advantages by building their **critical thinking skills**, **nurturing their curiosity** and their **ability to solve complex problems.**

12

These programmes help IB students:

- **ask challenging questions**
- **think critically**
- **learn across disciplines**
- **develop research skills proven to help them in higher education.**

IB programmes also encourage students to **be active in their communities** and to **take their learning beyond academic study.**



---

# CONSTRUCTION UPDATE

13

# Purpose

---

The purpose of this presentation is to provide an update about ongoing construction projects.

14





## Active Project Status Dashboard

Project View



Project Webcams



Multivista Link



Plan Grid Link



**\$136.07M**

Project Budget - Referendum



**\$128.74M**

Project Budget - Trend



**7.33M**

Sum of Delta



**\$5.73M**

FF&E (Total)



**\$5.00M**

Contingency (Total)



**\$3.57M**

Technology (Total)

### Project Budget Overview

Name ▲	Budget/Trend	Included In Budget/Trend			Notes
		Sum of FFE	Sum of Contingency	Sum of Technology	
2350002 HS Track Field Additions/Remodel	\$42,544,486	\$1,920,000	\$2,313,912	\$728,241	Kitchen, Classrooms, Common Areas, Storm Shelter and Track & Field Replacement
2350004 HS Classroom Reno Phase 1	\$3,653,389	\$960,000	\$97,281	\$222,000	Classroom Renovations
2350005 MS Locker Room	\$6,333,835	\$835,000	\$208,470	\$0	Locker Room Renovations
2350006 Central Gym Locker Rooms	\$7,000,000	\$750,000	\$260,000		Gym / Locker Room Renovations
2350007 HS Classroom Reno Phase 2	\$5,250,000				Classroom Renovations
2350008 HS Music and Band Reno	\$11,500,000	\$560,000	\$950,000		Music and Orchestra Rooms Remodel Maintenance
2350009 Data Center Maint. Building	\$15,539,608	\$650,000	\$1,166,659	\$2,620,500	Includes New Data Center Building





## Active Project Status Dashboard

Project View



Project Webcams



Multivista Link



Plan Grid Link



**\$136.07M**

Project Budget - Referendum



**\$128.74M**

Project Budget - Trend



**7.33M**

Sum of Delta



**\$5.73M**

FF&E (Total)



**\$5.00M**

Contingency (Total)



**\$3.57M**

Technology (Total)

### Project Budget Overview

#### Included In Budget/Trend

Name	Budget/Trend	Sum of FFE	Sum of Contingency	Sum of Technology	Notes
2350010 Lenox Community Center	\$1,000,000	\$57,500			
2350011 HS Stadium Shelter	\$3,000,000				Includes New Structure
Aquilla Elementary School & Playground	\$800,000				
Ceneteral Playground Teaching Area	\$1,600,000				
Deferred Maintenance & Security	\$21,817,466				
District Office Relocation #2	\$7,100,000				
Park Spanish Immersion & Playground Area	\$1,600,000				
<b>Total</b>	<b>\$128,738,784</b>	<b>\$5,732,500</b>	<b>\$4,996,322</b>	<b>\$3,570,741</b>	





**Project Budget Trend**



**Project Webcam**



**Project Health**

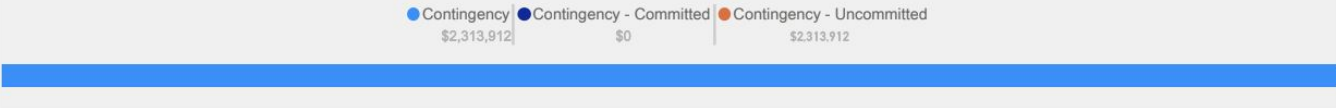
0

DAYS

**Safety Stats**

Near Misses	Lost Time	Recordables
0	0	0

**Contingency Use**



**\$2,313,912**

Contingency Remaining

**The Big Six**



**St. Louis Park  
Public Schools**

# FY2024 Budget Planning Timeline for Operating Fund Budgets

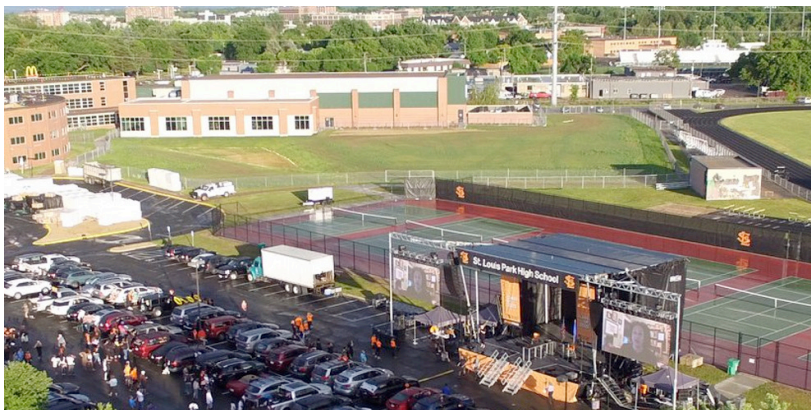
Includes General Operating, Food Nutrition Service, Community Service, and Capital

	Date	Who	Outcome	Document
	Grey shading denotes FAC		Orange shading denotes School Board ( <b>Bold</b> = school board budget-related action)	
D a t a  G a t h e r i n g	September/October 2022	Budget Managers	1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan	(A) Budget Timeline
	<b>September 27, 2022</b>	<b>School Board Regular Meeting</b>	<b>Approve preliminary Pay 2023 levy</b>	<b>(B) Levy summary</b>
	October 26, 2022	FAC #1	1. Overview 2. Understand Budget Timeline	(A) Budget Timeline (C) FY2023 Budget Book (H) Spring 2022 FAC Report
	November 2022	Business Office	Begin FY2023 Mid-Year budget review	
	November 16, 2022	FAC #2	1. Understand FY2022 Year End (audit) results 2. Expenditure Analysis	(D) Enrollment projections (E) Fund Balance Summary
	December 7, 2022	FAC #3	1. Review FY2024 enrollment projections 2. Review Other Preliminary Budget Assumptions	(D) Enrollment Projections
	December 13, 2022	School Board Regular Meeting	1. Preview Year End audit results 2. Budget Update	(A) Budget Timeline (E) Fund Balance Summary
	<b>December 13, 2022</b>	<b>School Board Regular Meeting</b>	<b>Tax Hearing</b> <b>Approve final Pay 2023 levy</b>	<b>(B) Levy Summary</b>
P r e p a r a t i o n	Jan - June 2023	Budget Managers	Review budget based on legislative changes and strategic plan review; adjustment as necessary.	
	January 24, 2023	School Board Regular Meeting	<b>Accept FY2022 Audit Results</b> Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
	January 25, 2023	FAC #4	1. Review final budget assumptions 2. Begin draft of Spring 2023 FAC Report	
	February 14, 2023	School Board Regular Meeting	Update regarding budget process (timeline, budget adjustments, restricted use of public funds)	(A) Budget Timeline
	February 22, 2023	FAC #5	Prepare School Board presentation	(H) Spring 2023 FAC Report
	February 28, 2023	School Board Regular Meeting	FAC Presentation and update regarding FY2024 budget process	(A) Budget Timeline (H) Spring 2023 FAC Report
	February 2023	Budget Managers	All FY2024 Operating and Capital fund budget requests due to Business Office	
A p p r o v a l	<b>March 14, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2024 General Fund budget parameters</b>	<b>(A) Budget Timeline</b>
	March 29, 2023	FAC #6	Wrap up meeting	
	April 11, 2023	School Board Regular Meeting	Review FY2023 Mid Year Budget Update	(E) Fund Balance Summary
	<b>April 25, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2023 Mid Year Budget Update</b>	
	<b>May 9, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2024 Operating Capital Budget</b>	<b>(F) Capital Related Funds Budget</b>
	May 2023	MN Legislative Session Adjourns		
	June 13, 2023	School Board Study Session	Review final FY2024 Budgets for all funds; prepare to take action at June 28 regular meeting (Exclude Certain Federal Awards, Grants, Donations)	(E) Fund Balance Summary
	<b>June 27, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve final FY2024 budget for all funds</b> (Exclude Certain Federal Awards, Grants, Donations)	<b>(C) FY2024 Budget Book</b>
C l o s i n g	June 2023	Budget Managers	Debrief on FY2024 budget planning process	
	July 2023	Business Services	Prepare for FY2023 Audit	



**ST. LOUIS PARK PUBLIC SCHOOLS**  
**PROJECTED FUND BALANCES THROUGH JUNE 30, 2023**

FUND DESCRIPTION	6/30/2023 Mid-Year Budget	2023-24 Budget Revenue	2023-24 Budget Expenditures	6/30/2024 Budget Balance
<b>GENERAL FUND</b>				
Unassigned	2,867,763	61,492,916	61,754,602	2,606,078
Assigned		-	-	
Subsequent Year's Budget	2,532,674	-	-	2,532,674
Donations/Gifts				
Severance Payments	1,406,920	-	250,000	1,156,920
ATPPS (FIN 335)	(336,328)	1,204,000	1,011,609	(143,937)
Non-Spendable-Prepaid	294,027	-	-	294,027
Restricted				
Capital Projects (Technology) Levy (Fund 16)	1,741,637	3,564,000	3,633,000	1,672,637
Tech Non-Spendable	-	-	-	-
Long Term Facilities Maintenance (PRG 865)	1,475,189	1,024,000	1,561,000	938,189
Operating Capital (FIN 302)	1,942,589	1,530,826	3,038,000	435,415
Safe Schools	0			0
Basic Skills (FIN 317)	0	3,330,000	3,300,000	30,000
Medical Assistance (FIN 372)	229,630	60,000	60,000	229,630
Staff Development (FIND 306, 307, 308)	4,982	612,258	615,000	2,240
Student Activities (Fund 50)	175,536	-	-	175,536
<b>TOTAL GENERAL FUND</b>	<b>12,334,620</b>	<b>72,818,000</b>	<b>75,223,211</b>	<b>9,929,410</b>
Unassigned FB as a % of expenditures (includes assigned for subsequent years budget)	8.78%			8.32%
<b>SCHOOL NUTRITION</b>				
Unreserved/undesignated	853,576	2,009,000	2,057,000	805,576
Non-spendable-Inventory	21,497	-	-	21,497
<b>TOTAL SCHOOL NUTRITION FUND</b>	<b>875,073</b>	<b>2,009,000</b>	<b>2,057,000</b>	<b>827,073</b>
<b>COMMUNITY SERVICE</b>				
Community Education	-\$29,430	\$4,716,060	\$4,391,095	\$295,534
Non-Spendable-Prepaid	\$3,394			\$3,394
ECFE (FIN 325)	\$280,742	\$570,357	\$541,000	\$310,099
School Readiness (FIN 344)	\$13,341	\$242,583	\$248,000	\$7,925
Non-Public (FIN 350-353)	\$70,717	\$740,000	\$740,000	\$70,717
LCTS (FIN 799)	\$381,912	\$165,000	\$185,000	\$361,912
Disabilities Levy (FIN 798)	\$46,082	\$452,000	\$452,600	\$45,482
Children First	-\$103,512	\$0	\$0	-\$103,512
<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>\$663,247</b>	<b>\$6,886,000</b>	<b>\$6,557,695</b>	<b>\$991,552</b>
<b>BUILDING CONSTRUCTION</b>				
2017 Bond Projects	436,630	-	-	436,630
2022 Bond Projects			220,000	
LTFM Construction	4,054,778	-	-	4,054,778
<b>TOTAL BUILDING CONSTRUCTION</b>	<b>4,491,408</b>	<b>-</b>	<b>220,000</b>	<b>4,491,408</b>
<b>DEBT SERVICE</b>				
Regular	2,667,569	19,156,000	18,017,000	3,806,569
<b>TOTAL DEBT SERVICE FUND</b>	<b>2,667,569</b>	<b>19,156,000</b>	<b>18,017,000</b>	<b>3,806,569</b>
<b>INTERNAL SERVICE</b>				
OPEB Trust	(3,097,839)	-	-	(3,097,839)
Self Funded Medical/Dental	2,151,272	-	100,000	2,051,272
<b>TOTAL INTERNAL SERVICE</b>	<b>(946,567)</b>	<b>-</b>	<b>100,000</b>	<b>(1,046,567)</b>
<b>TRUST AND AGENCY</b>				
Scholarship	140,382	-	-	140,382
<b>TOTAL TRUST AND AGENCY FUND</b>	<b>140,382</b>	<b>-</b>	<b>-</b>	<b>140,382</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>20,225,732</b>	<b>100,869,000</b>	<b>102,174,906</b>	<b>19,139,826</b>



# FACILITY USE PROCEDURE MANUAL

EFFECTIVE JULY 1, 2023

St. Louis Park School District #283 facilities are public buildings. A vibrant community uses its public facilities. School Board Policy 902 states: The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.



## Exceptions to use:

- Events which may be in any way prejudicial to the best interests of the schools or the educational system.
- Events for which satisfactory adult supervision is not provided.
- Events that may result in undue damage or wear or are inconsistent with the use for which the space is designed.



# OVERVIEW OF PERMIT PROCESS

## ✓ OVERVIEW OF PERMIT PROCESS

- Priority of Use - page 3
- Scheduling Process & Application Procedure - page 4
- Insurance and Liability - page 5
- Cancellations or Changes - page 6
- Building Issues - page 7
- Priority Scheduling Timeline - page 7

## ✓ RULES AND REGULATIONS

- Use of Space Agreement - page 8
- Supervision - page 9
- Health & Safety, Security, and Emergency Regulations and Procedures - page 9
- Custodial Attention to Community Groups - page 10
- Equipment - page 10
- Food Service & Staffing - page 11
- Use of Facilities - page 12
- Facility Hours - page 14

## ✓ FEE SCHEDULE

- Rental Chart for Community Use of Facilities - page 15
- Tournaments - page 16
- Additional Fees - page 16

## ✓ PAYMENTS AND INVOICES

- Methods of Payment - page 19
- Invoices - page 19
- Down Payment Policies - page 19
- Cancellation Charges - page 19

# OVERVIEW OF PERMIT PROCESS

## ✓ PRIORITY OF USE

To achieve maximum use of school facilities with minimum conflict, a scheduling process is in place arranging groups on a priority basis, with timelines for priority scheduling (see page 7 for timeline). The scheduling of school facilities is handled by the Adult Program Specialist, Justin Grays, referred to as Scheduler throughout this document. Justin Grays can be reached at [grays.justin@slpschools.org](mailto:grays.justin@slpschools.org) (email), 952-928-6443 (desk), or 952-928-6447 (fax).

St. Louis Park School District #283 schedules facilities according to the following priority list:

<b>GROUP I</b>	<b>St. Louis Park Public Schools and City of St. Louis Park</b> <ul style="list-style-type: none"> <li>A. District 283 school curricular, co-curricular, and extracurricular activities/events</li> <li>B. District 283 Community Education activities/events</li> <li>C. City of St. Louis Park activities/events</li> <li>D. Required by Statute – elections/caucuses</li> <li>E. PTO/PTA/Booster groups (application fee required)</li> <li>F. Alumni/Class Reunion groups (application fee required)</li> </ul>
<b>GROUP II</b>	<b>Programs sponsored by St. Louis Park Public Schools, City of St. Louis Park, municipally-recognized organizations, and St. Louis Park nonprofit organization</b> <ul style="list-style-type: none"> <li>A. St. Louis Park youth athletic associations</li> <li>B. St. Louis Park nonprofit organizations; religious organizations for recreation or social purposes; public agencies/organizations; civic and charitable groups (not including fundraising events/meetings where admission is charged or offerings/donations are made)</li> <li>C. Federal, state, county, and municipal agencies conducting meetings of interest to St. Louis Park residents</li> <li>D. School Districts working in partnership with St. Louis Park School District #283 for educational purposes</li> <li>E. Local political organizations (not including fundraising or events/meetings where admission is charged or donations are made)</li> </ul>
<b>GROUP III</b>	<b>Nonprofit organizations</b> <ul style="list-style-type: none"> <li>A. Local political organizations; religious organizations for worship or instruction; and nonprofit organizations for fundraising events</li> <li>B. Nonprofit groups originating from outside St. Louis Park</li> </ul>
<b>GROUP IV</b>	<b>All for profit and/or commercial organizations</b>



---

## ✓ SCHEDULING PROCESS & APPLICATION PROCEDURE

The application process and all aspects of scheduling school facilities are facilitated by the Scheduler.

**Requests for use of space may be made at any time a maximum of 6 months prior to the intended use date**, but must be made no later than 10 days prior to the first date of the permit. See scheduling timeline on page 7.

- A permit & contract process is utilized to secure the use of school facilities creating a centralized schedule for use & operations. The initial step in the process is the completion of the facility use application, available online or at the Lenox Community Center.
  - Community members may submit a Facility Use request by email, postal mail, in-person, or fax – facility requests are not accepted over the phone.
  - A non-refundable Permit Application Fee of \$30 is required with each permit request.
- Applications must be made at least 10 calendar days prior to the date of first use.
- Every application for use of a facility shall state the purpose of the meeting.
- If space is requested for a tournament and granted, a Tournament Form will be sent to you at least 10 days in advance of the tournament.
- In order to conduct your tournament, you must fill out and return the form to the Scheduler.
- If requested space includes a kitchen, or if food will be handled at the facility, a Food Service Employee may be required. See Food Service & Staffing on page 11.
- Scheduling for Fall Programming opens on June 15th; permits for fall programming will be received by July 15th. Any applications received after July 15th will receive space as available.
- The application must be completed to provide reservation information for requested facilities, equipment, and special use. All organizations using school district facilities are required to furnish a certificate confirming liability insurance; see Insurance & Liability on page 5 for full details.
  - Facility users without a valid certificate of insurance will not be issued a permit until the certificate is presented to the Scheduler.
  - Incomplete applications may result in delays in processing permit applications.
- The application must be signed by an authorized adult representative of the group and must list the person responsible during use. One application may be used for a series of meetings/games. Every application for use of a facility must state the purpose of the meeting.
- Upon receipt of a Facility Use Application, the Scheduler will:
  - Date and determine the priority order/fees of the request
  - Verify space is available –
    - School calendars and Community Education activities are processed before public requests.
    - School programs must be established before space allocations can be made to community users. Every effort is made to accomplish this before the start of the school year.
    - The system used to determine priority of scheduling is on page 3.
  - Compute applicable costs and confirm liability insurance. The fee schedule is on page 15.

- Scheduler will follow up within 7 business days of receiving a completed and signed application.
  - Copies of the permit will be sent to the applicant, the facility, and to the custodian at the building permitted.
  - Certain operational procedures may be required that include but are not limited to: use of certain doors, limitation of movement in building, restrictions on equipment, etc.
  - The permit is not valid until signed by the applicant and returned to the Scheduler.
- The Building Use Permit should be in the possession of the group leader upon entry for use of school district facilities to ensure that all details of the event are appropriate for the space being used. This is especially helpful for first time users of district facilities.
- Facility users with an unpaid balance will not be issued a permit until balance is paid in full.

## ✓ INSURANCE AND LIABILITY

All organizations or groups using school district facilities are required to furnish a Certificate of Liability Insurance in the minimum amounts of \$500,000 per person and \$1,000,000 per occurrence.

- The Certificate of Liability Insurance indemnifies the School District and holds it harmless from any liability arising from their use of the School District property.
  - The Certificate of Liability Insurance must be on file in the Community Education Office prior to use, and St. Louis Park School District #283 must be named as an additional insured and as a certificate holder, and the address as Lenox Community Center, 6715 Minnetonka Blvd, St. Louis Park, MN 55416.
  - The Certificate of Liability Insurance can be emailed to [grays.justin@slpschools.org](mailto:grays.justin@slpschools.org) or mailed to St. Louis Park Community Education, % Justin Grays, 6715 Minnetonka Blvd, St. Louis Park, MN 55416.
    - The Certificate of Insurance has named St. Louis Park Public School District #283, which includes, but is not limited to: the school board; administrators; employees; agents; and volunteers, as Additional Insureds with respect to the General, Automobile, and Umbrella/Excess Liability policies. All insurance policies above are primary and noncontributory to any other insurance available to the Certificate Holder. A thirty-day notice of cancellation is required.
- To the fullest extent permitted by law, organizations or groups using school district facilities assume an unqualified obligation to hold St. Louis Park Public Schools and its school board, administration, employees, agents, and volunteers harmless for all liability associated with the subject matter of the agreement.
- Permits will not be issued until a Certificate of Liability Insurance is received. If a certificate is not presented at least 10 days prior to the first date of permit, the reservation may be subject to cancellation if another group requests the same space.
- Users of St. Louis Park School District #283 buildings and grounds must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense or costs in connection with the community use of the school facilities and/or equipment.
- The permit holder must report any loss, breakage, or repair needs of buildings, grounds, or equipment to the Community Education Office. Damage to school district property must be paid for by the permit holder or insurance carrier.
- St. Louis Park School District #283 may not be held liable for loss or destruction of a user's personal property.



## ✓ CANCELLATIONS OR CHANGES

- The applicant shall notify the Community Education Department of any changes or cancellation of previously scheduled facilities at least 48 hours prior for a weekday scheduled event and by the end of the day on Wednesday for a weekend event, or the permit holder will be liable for the rental fee and any custodial overtime that may occur. In all cases, the district will retain the permit fee. See Late Payment Fee on page 17 for further details.
  - Special considerations will be made for inclement weather, even if community education programming has not been canceled.
- If a change needs to be made to an existing permit, the existing permit number needs to be included with the change request.
- Failure to cancel will result in a No-Show Fee of \$50.
- The District reserves the right to cancel the permit if the holder acts or allows others to act contrary to the terms of the permit.
- Permits may be canceled when school is canceled due to inclement weather or physical problems. See Emergency Closing Information at [slpcommunityed.com/emergency-closing-information](http://slpcommunityed.com/emergency-closing-information) for more details.
- An approved permit shall not be considered by the applicant as a lease. The school district reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.
- Occasionally, activities scheduled on a long-term basis will have dates that conflict with events that are later planned by the regular school program. Should this occur, every effort will be made to find another appropriate space (school programs have priority over community activities).

## ✓ BUILDING ISSUES

St. Louis Park School District #283 is not responsible for losses due to the unforeseen cancellation of permits resulting from inclement weather, natural disasters, building mechanical failure, or other unexpected events. In such cases, the District will make every effort to provide an alternate location or reschedule the event.

---

## ✓ PRIORITY SCHEDULING TIMELINE

### PRIORITY I:

- I. A. St. Louis Park Public Schools and City of St. Louis Park
- B. District 283 & Education activities/events must submit priority scheduling requests by June 15 for the following school year.
- C. City of St. Louis Park activities/events must submit priority scheduling requests by June 30 for the following school year.
- C. Any permit application submitted at least 6 months in advance of the event/activity will receive priority scheduling.
- C. Permit applications submitted after the priority deadlines for the following school year or with less than 6 months notice are accepted as space is available.
- C. No bumping will occur after these priority scheduling periods.

### PRIORITY II:

- II. A. St. Louis Park Sports Associations
- B. Must submit priority scheduling by July 15 for Fall-Season sports
- C. Must submit priority scheduling by September 1 for Winter-Season sports
- D. Must submit priority scheduling by December 1 for Spring-Season sports
- E. Must submit priority scheduling by March 1 for Summer-Season sports.
- F. Usage will be shared equitably between all Sports Association requests for in-season sports received by the deadline.
- G. Out-season sports will receive permits as space is available.
- H. Priority I permits may supersede these permits following the deadlines.
- I. In the event of bumping, all efforts will be made to find another suitable space.

### PRIORITY III:

- III. All other groups and individuals
- A. Permit requests are accepted beginning July 15 for the following school year
- B. Permit request may be submitted at any time up to 6 months in advance
- C. Priority I & II permits may supersede these permits following the deadlines.
- D. In the event of bumping, all efforts will be made to find another suitable space.



# RULES AND REGULATIONS

These rules and regulations are an agreement between the permit holder and St. Louis Park School District #283. By submitting the facility use application, the permit holder acknowledges acceptance of the following conditions:

## ✓ USE OF SPACE AGREEMENT

The applicant agrees:

- To comply with all rules and regulations regarding the use of school district facilities as proscribed by the school district.
  - To exercise utmost care in the use of school premises.
  - To protect, indemnify, and hold harmless St. Louis Park School District #283 and its officers and employees from any and all claims, damages, liabilities, or rights of action directly or indirectly growing out of the use of the premises covered by the permit.
  - To indemnify the St. Louis Park School District #283 and its officers and employees for any and all damage by any person(s) attending the activity and likewise the school district against any and all liability and any and all damages to any person(s).
- In the event of damage to school property, the applicant shall accept the school district's estimate of the amount and shall pay all appropriate repair costs.
- Groups attempting to secure space by using the priority level of another group may lose facility use privileges.
- The District does not allow subletting of space.
- Groups that don't need the space/time they've been permitted should contact the Scheduler to cancel.
- Groups attempting to sublet space may lose facility use privileges.
- All meetings and activities will close in sufficient time to completely vacate the building by the ending time approved on the permit; if activities are not concluded by the time approved on the permit, groups may be subject to additional charges for rental and custodial engineer overtime.
- Requested rooms, areas, and equipment must be returned to their original condition before the group leaves the building (replacing tables, chairs, picking up garbage, raising basketball hoops, etc.). Groups may not take down pictures, erase boards, or move furniture and equipment from one area to another unless specifically approved on the permit and supervised by a custodian.

## ✓ SUPERVISION

- The individual named on the permit and the group in whose name the permit is issued will be jointly responsible for their use of the building as granted on the permit and will accept responsibility for any behavior of participants and damage done to school property.
- A School District employee (either a custodial engineer or designated building staff member) will be present at all times when a school building is open to render services necessary in the operation of lights, heat, ventilation, unlocking and locking of the rooms and building.
  - This person will not supervise groups or activities. A custodial engineer's primary function is to maintain the building.

- The District reserves the right to have a staff member assigned to oversee usage of the rented area or to operate specialized equipment.
- Youth group supervisors must arrive before the first member of their group and stay until the last member leaves the school grounds. If youth are left in or outside a building after the youth group supervisor leaves, the facility monitor or custodian has the option of calling emergency services or child protection for custody.

## ✓ HEALTH & SAFETY, SECURITY, AND EMERGENCY REGULATIONS AND PROCEDURES

### HEALTH & SAFETY REGULATIONS AND PROCEDURES

- All St. Louis Park Public School buildings are latex aware and all latex items (balloons, gloves, etc.) are prohibited from being brought into any building.
- Tobacco (including e-cigarettes), alcohol, and weapons are prohibited on indoor and outdoor school district property. Reference School Board Policies 418, 419 and 501.
- In the event of an incident resulting in any spilled bodily fluids which constitutes a biohazard (blood, vomit, etc.), immediately contact the custodial number listed on your permit in order that the area can be clean and sanitized.
  - Custodians are trained to deal with the cleanup of blood and other bodily fluids. Groups should contact them in case of an accident. Do not attempt to clean up hazardous materials yourself. Lack of reporting these incidents immediately could curtail your use of the facilities.

### SECURITY REGULATIONS

- No guns or firearms are allowed in school buildings or on school grounds.
- School, City, and State fire and safety regulations will be observed at all times. Parking in designated fire lanes is prohibited. Violators will be tagged and/or towed.
- An applicant may be required to hire off-duty police or personnel approved by St. Louis Park School District 283 to provide security during the requested use of school facilities for certain special events at the discretion of the District based on:
  - size or type of event
  - any past history of concerns during previous use
  - any information that leads the district to believe that a uniformed security presence is required

### EMERGENCY PROCEDURES

- In the event of a medical emergency (heart attack, etc.):
  - First, call 911
  - Second, notify the custodial number listed on your permit
  - Third, report to the Scheduler
- In the event of damage without injury, report to the custodian and Scheduler.
- Follow posted placards and Red Emergency binders for weather and/or other emergencies.

---

## ✓ CUSTODIAL ATTENTION TO COMMUNITY GROUPS

Basic responsibilities of the custodians shall be:

- To unlock all doors at established time and turn on lights in scheduled rooms.
- To check the permit for special services requested.
- Specially scheduled groups occasionally may need additional services such as set-up, extra equipment, or clean-up. These groups will be informed and agree they are paying for an extra custodian to attend to their needs. Whenever possible, the custodian will inform the group if they will be away from the area for any length of time and where they can be found.
- Groups using the Stadium will be required to pay for a facility monitor (see Additional Fees on page 16). Custodial overtime may be charged based on the size of the group and clean-up required.

## ✓ EQUIPMENT

- St. Louis Park School District 283 will assume no liability or responsibility for any personal items or equipment of the individual or group which is used or stored on School District property.
- Groups may be allowed the use of school equipment within the building such as nets, standards, etc., upon proper arrangements made during the application process.
  - The Scheduler may need extra time to get authorizations to approve special requests. Please make certain to request use of space early to make certain that enough time is allowed to get said authorizations.

## ✓ FOOD SERVICE & STAFFING

### FOOD SERVICE

Please see District Kitchen Use Guidelines Addendum. Food may be served in school facilities under the following conditions:

- Food and coffee may be served only in the cafeteria or in other approved lounges or locations within the school building. Approved lounges and locations are site-specific; please confirm with the Scheduler before bringing in food.
- Food served at a school sponsored event must be obtained from a licensed caterer or commercial retailer.
- Food served from concession stands/tables must be licensed by the Hennepin County Environmental Health and Epidemiology Department or meet requirements that grant exemptions.
- All uses of food & beverage in cafeterias and commons areas must be included in the application request as it may involve cleanup fees. In addition, the user group is responsible for ensuring that all trash is disposed of properly in the provided containers.
- Light refreshments and potluck dinners may be served in accordance with Hennepin County Environmental Health and Epidemiology Department regulations and applicable permits.
- Functions requiring use of kitchen facilities and equipment may be used only with advance approval of the Manager of School Nutrition and under the supervision of a St. Louis Park School District #283 School Nutrition Employee (see forms: District Kitchen Use Guidelines and Kitchen Use Request). The group seeking the permit will be required to pay a minimum of \$50 per hour to cover the overtime wages of the School Nutrition Employee supervising the kitchen/kitchen equipment use.

---

## FOOD SERVICE EQUIPMENT

Users requesting a kitchen must furnish all kitchen disposables (pan liners, foil, gloves, paper food boats, spoons, etc.) or be prepared to pay for supplies requested.

## FOOD SERVICE STAFFING

A minimum of one school district school nutrition employee is required to be on duty to primarily supervise the use of kitchen facilities. The group will pay school nutrition staffing fees that include the permitted time plus ½ hour before and ½ hour after the permitted time. Any additional work required by the school nutrition staff will be discussed and negotiated at the time of permit application. Charges will be as follows:

- Monday – Friday after 2:30 p.m. \$50 per hour
- Saturdays \$50 per hour
- Sundays (school related functions) \$50 per hour
- Sundays (non-school related functions) \$60 per hour

Once the permit is issued, the permit holder will be put in contact with the Manager of School Nutrition or representative to discuss details of kitchen use.

Staffing on a callback basis (not contiguous to the normal period) shall include a minimum of two hours. To use a St. Louis Park School District #283 kitchen, you must contact the Scheduler at least 10 working days prior to the event; the Scheduler may need to confer with the Manager of School Nutrition before issuing a permit, depending on circumstances.

## ✓ USE OF FACILITIES

### AUDITORIUMS

- The Middle School Performing Arts Center is currently unavailable for rentals.
- The High School Auditorium is available for use on a limited basis.
- Rental fees apply for Groups II, III, and IV (see fee schedule on page 15).
- Microphones can be made available with prior request.
- If stage lights, the sound booth, or equipment of a complex nature are needed, an auditorium technician will be required.

### CAFETERIAS/KITCHEN AREAS

Organizations requesting the use of school kitchen facilities must receive approval from School Nutrition. Please see Food Service & Staffing on page 11 for general information, or see the document District Kitchen Use Guidelines for detailed information.

- Cafeterias may be rented for any purpose; however, if the cafeteria is to be used to serve food or drink, it must be included in the application request.
  - If food will be served, a school nutrition employee may be required to be present. See Food Service Staffing on page 11 for Food Service rates.
  - If food will be sold, a food license will likely be required. See the document District Kitchen Use Guidelines for more information.
- The permit holder is responsible for ensuring that all trash is disposed of properly in the containers provided; additional waste receptacles may be requested on the permit application.

- 
- The permit holder is responsible to pick up and remove all trash. Custodial overtime fees may be assessed if the cafeteria is in a state that requires extra custodial attention.
  - Most cafeterias have audio/visual systems - microphones can be made available.

## GROUPS, COURTS, & ATHLETIC FIELDS

- School grounds and athletic fields may be used under St. Louis Park School District 283 Policy 801 - Equal Access to School Facilities. Permits may be granted for political meetings, parade drills, and other similar activities.
- St. Louis Park School District 283 does not provide services for marking or lining fields for non-district permit users.
- St. Louis Park School District 283 has the following specialized outdoor areas, excluding Oriole Stadium:
  - Football & Soccer Fields at the Middle School
  - Soccer & Lacrosse Fields at the Middle School
  - Softball Fields at the Middle School
  - Tennis Courts at the Middle School and the High School
  - Track & Field at the Middle School and the High School
- The permit holder is responsible to pick up and remove all trash. Custodial overtime fees may be assessed if grounds and/or athletic fields are in a state that require extra custodial attention.

## GYMNASIUMS

For the purpose of this manual, Gymnasium will be synonymous with Activity Center and/or Field House.

- There is a high demand for gym space, and limited gym space available. Use of gymnasiums are determined by priority order (see Priority of Use on page 3) followed by date of application. Care is taken to be as equitable as possible, but it is not always feasible to give everybody all the space that is requested.
- Use of physical education, athletic equipment, and fitness center, will not be permitted for use.
- Gymnasium Rules include:
  - No pets
  - No outside food/drink, unless approved on permit
  - No street shoes

## ORIOLE STADIUM

- Facility monitor fees will be charged to all groups.
- No tournament fee will be assessed for use of the stadium.
- If stadium/field clean-up is necessary, a \$250 fee will be assessed to the group.
- Garbage haul-away fees may be assessed based on the size of the event.
- The concession stand building is not available for use. Concessions may be sold from tables; see the document District Kitchen Use Guidelines for more information.
- Lining the fields with any type of material is not allowed. Groups who line the field will be assessed a charge that will be determined on an individual basis.
- There is a required 2-hour minimum to rent the stadium.

- 
- The group will pay facility monitor fees that include the permitted time plus ½ hour before and ½ hour after the permitted time.
  - Authorized School District events do not require a facility monitor.
  - Stadium Rules include:
    - No pets
    - No signs
    - No backpacks

## SWIMMING POOLS

- Swimming pools may be used by organizations for recreational and instructional purposes. The organization will employ a qualified lifeguard and/or instructor to supervise the pool.
  - If the organization does not have a qualified lifeguard, they can request one from St. Louis Park Public School District #283. See the swimming pool fee schedule on page 16.
- A certified lifeguard must be on deck at all times.
  - A lifeguard must present to the Community Education Office the current required Lifeguard Certification from a nationally recognized organization.
- Groups that use the pools on a regular basis will need to have their lifeguard certification posted at the pool.
- An aquatics instructor must have a current CPR and First Aid Certification.
- The Aquatics Program Coordinator will see that the lifeguard receives a copy of the written directions covering lifeguard duties and also receives instructions for carrying out these duties. All lifeguards report to the Aquatics Program Coordinator and/or the Adult Program Specialist.
- There must be one (1) lifeguard for every twenty (20) participants.
- Pool capacities are posted at every swimming pool. The maximum number of people in the pool can never exceed the pool capacity.

## WEIGHT ROOM

- Use of the weight room will require the presence of a District weight trainer.
  - Renters may provide their own certified weight trainers in lieu of using a District weight trainer. A signed liability waiver will be required.
  - Weight trainer certifications must be presented to the Community Education Office before the permit is granted.

## FACILITY HOURS

Occupancy before or after building hours will be charged the custodial overtime fee as outlined in the fee schedule. Facility fees will apply based on Priority (see Priority of Use on page 3).

Due to fluctuating hours, please use this link to view current hours: [bit.ly/SLPHours](https://bit.ly/SLPHours)

# FEE SCHEDULES

St. Louis Park School District #283 schedules facilities according to the Priority List (page 3). The Fee Schedule follows the same list.

## GROUP I

**Group I organizations incur no fees** with exceptions that include, but are not limited to:

- Political caucuses when applicable
- The use of facility monitors when applicable
- Custodial overtime
- Application fee when applicable

## GROUPS II - IV, HOURLY RATES

*\* Premium Spaces*

### ELEMENTARY SCHOOLS AND LENOX COMMUNITY CENTER

		GROUP II	GROUP III	GROUP IV
1.	Gymnasium/Auditorium	\$15	\$35	\$46
2.	Cafeteria	\$15	\$35	\$46
3.	Lenox Kitchen	\$15	\$25	\$30
4.	Library Media Center	\$15	\$35	\$46
5.	Music & Band Room	\$12	\$30	\$40
6.	Lounge & Lenox Room 2/Fireplace	\$12	\$30	\$40
7.	Classrooms, each	\$10	\$20	\$30
8.	Lenox Little Theater	\$20	\$36	\$50

### MIDDLE SCHOOL

		GROUP II	GROUP III	GROUP IV
1.	Cafeteria	\$20	\$46	\$70
2.	Kitchen (requires School Nutrition staff)	\$15	\$30	\$40
3.	Gymnasium – Fieldhouse 1 & 2 (each)*	\$25	\$45	\$70
4.	Activity Center – Fieldhouse 3 & 4 (each)*	\$25	\$45	\$70
5.	Activity Area & Classrooms, each	\$10	\$20	\$30
6.	Computer Lab (requires IT approval)	\$25	\$50	\$75
7.	Library/Media Center & Media Classroom (1 & 2)	\$15	\$35	\$46
8.	Music & Band Room	\$12	\$30	\$40
9.	Performing Arts Center*	\$75	\$100	\$200

## CENTRAL COMMUNITY CENTER

		GROUP II	GROUP III	GROUP IV
1.	Cafeteria	\$15	\$40	\$60
2.	Gym A or Gym B	\$20	\$40	\$60
3.	Classrooms, each	\$10	\$20	\$30
4.	Kitchen	\$5	\$25	\$30

## HIGH SCHOOL

		GROUP II	GROUP III	GROUP IV
1.	Auditorium	\$50	\$80	\$150
2.	Main Gymnasium*	\$25	\$50	\$70
3.	Activity Center Gym 1, 2, 3 (each)*	\$20	\$45	\$65
4.	Small Gymnasium	\$10	\$25	\$36
5.	Cafeteria	\$20	\$46	\$70
6.	Kitchen (requires food service staff)	\$15	\$30	\$40
7.	Band/Vocal/Music	\$15	\$30	\$40
8.	Library Media Center & Media Classrooms	\$15	\$35	\$46
9.	Classrooms, each	\$10	\$20	\$30
10.	C350 Conference Room	\$20	\$36	\$53
11.	Computer Labs (requires IT approval)	\$25	\$50	\$75
12.	Weight Room*	\$35	\$75	\$125

## POOLS, FIELDS, & MISCELLANEOUS

		GROUP II	GROUP III	GROUP IV
1.	Central Pool	\$42	\$60	\$78
2.	Middle School Pool	\$48	\$66	\$84
3.	High School Pool	\$40	\$55	\$70
4.	High School Track & High School Field	\$20	\$35	\$50
5.	Tennis Courts (each)Middle School, High School	\$15	\$20	\$25
6.	Oriole Stadium (practice)	\$40	\$75	\$165
7.	Oriole Stadium (game)	\$60	\$110	\$275
8.	Oriole Stadium Lights	\$25	\$50	\$100
9.	Middle School Fields (each)Football, Soccer, Lacrosse, Softball	\$15	\$30	\$45
10.	Middle School Track	\$20	\$35	\$50
11.	Parking Lot (event rates may apply)	\$20	\$30	\$50
12.	Trash Dumpster	\$90/day	\$90/day	\$90/day



---

## TOURNAMENTS

- A completed Tournament Form will be sent by the Scheduler and will be required to be returned 10 days before the first date of the tournament. If a Tournament Form is not on file by the deadline, the tournament will be canceled.
- We will assess a tournament fee of \$225 per day per site. No tournament fee will be assessed for use of the stadium.
- The tournament no-show fee is \$250.
- All tournaments will be assessed a trash dumpster fee of \$90.

## ✓ ADDITIONAL FEES

### ALL GROUPS

- A non-refundable Permit Application Fee of \$30 is required with the submission of the permit (Group I is exempt from this fee).
- Custodial overtime may be charged to all groups for special set-up or clean-up for all activities that are not normally staffed with custodial personnel.
- No-Show Fee of \$50 will be charged if there is a failure to cancel in the specified time frame.
- Facility monitor fees will be charged to all groups, except where noted.

### CUSTODIAL OVERTIME RATES

When permitting space outside of building hours, overtime custodial fees will be incurred. Custodial times are scheduled ½ hour before and ½ hour after permitted time.

#### All District Buildings

- Monday – Saturday (after building hours)\*      \$50 per hour
- Sundays & Holidays      \$65 per hour

\*For building hours, please follow this link: <https://bit.ly/SLPHours>

### EQUIPMENT

Some facilities have equipment that may be rented and used by groups.

- LCD/DVD, AV, timer, scoreboard      \$36/day

### LARGE GROUP FEE

Assessed on a per facility basis.

- Groups over 50: \$30/day
- Groups over 100: \$60/day
- Groups over 250: \$120/day

---

## OTHER STAFFING RATES

- Auditorium Technician: \$36 per hour
- Facility Monitor: \$25 per hour
- Lifeguard \$25 per hour

## LATE PAYMENT FEE

Failure to pay invoices by the due date may result in a late fee, the revocation of permit, and/or the privilege of using school district buildings and grounds in the future.

Fees are assessed on a per permit basis not to exceed 30% of total permit fee.

- 30-60 days late 5%
- 61-80 days late 10%
- 81-100 days late 20%
- \$5/week every week past 100 days late

In the event of non-payment, unpaid invoices will be sent to collections.

Habitual late payments will require payment in full before the permit start date for future permits.

## CANCELLATIONS

See page 18 for charges related to cancellations



# PAYMENT AND INVOICES

---

## METHODS OF PAYMENT

We accept cash, checks, and credit card\* payments. Please make Checks payable to ISD #283. All payments must be submitted to the Adult Program Specialist at the following address:

St. Louis Park Community Education

Lenox Community Center

6715 Minnetonka Blvd

St. Louis Park, Minnesota 55416

\*Payments made by credit card are subject to a 3% processing fee.

## INVOICES

The permit will list estimated charges at the bottom. That is to give you the opportunity to review the prices and to know what to expect. The estimated charges are not the final charges, and the permit is not an invoice. The permits will say "estimated amount to be invoiced in the future".

Invoices are sent on or after the 1st of each month. Payment is due 15 days after the date of the invoice, unless otherwise stated. Past-due invoices are sent on or after the 15th of the month, once a payment is 30 days or more past due.

## DOWN PAYMENT POLICY

A non-refundable Permit Application Fee of \$30 is required with the submission of the permit. Frequent renters get billed on a monthly basis, and we do not require further down payment. One-time and short-term (less than two month) rentals require a down payment of 50% of the estimated charges. Down payment is due one week before the first day of the permit.

Payment in full may be required for any group or individual with a history of late payments.

---

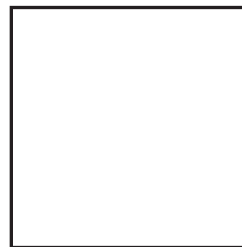
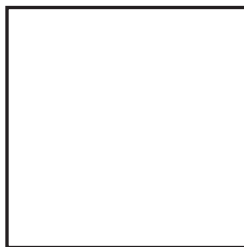
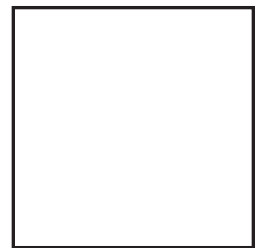
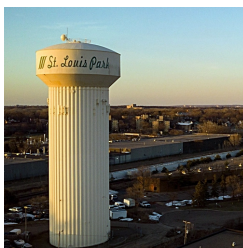
## CANCELLATION CHARGES

If the cancellation is submitted at least one week prior to the first permitted day, there are no cancellation charges. If the event is rescheduled, and the request to reschedule is made at least one week prior to the first permitted day, there are no cancellation charges.

If the cancellation is submitted more than 48 hours prior to the first permitted day, but less than one week prior to the first permitted day, there is no cancellation charge, but the down payment is forfeited. If the event is rescheduled, and the request to reschedule is submitted more than 48 hours prior to the permitted event but less than one week prior to the permitted event, there are no cancellation charges and the down payment may be applied to the rescheduled date.

If the cancellation is within 48 hours of the permitted event, there is a \$50 cancellation fee and the down payment is forfeited. If a request to reschedule is submitted within 48 hours of the permitted event, the down payment may be applied to the rescheduled date, but a \$50 cancellation charge will be added.

If the cancellation is on the day of the permitted event, the entire estimated cost, plus a \$50 cancellation fee will be invoiced.



**St. Louis Park  
Community Education**



**St. Louis Park  
Public Schools**

---

# **Fiscal Year 2023-24 Proposed Budget**

42

# Purpose

---

The purpose of this presentation is to review the Proposed FY2024 Budget for St. Louis Park Public Schools in preparation for School Board action on June 27, 2023.

43



FY2024 Budget Planning Timeline for Operating Fund Budgets				
Includes General Operating, Food Nutrition Service, Community Service, and Capital				
	Date	Who	Outcome	Document
			Orange shading denotes School Board ( <b>Bold</b> = school board budget-related action)	
D a t a  G a t h e r i n g	September/October 2022	Budget Managers	1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan	(A) Budget Timeline
	September 27, 2022	School Board Regular Meeting	Approve preliminary Pay 2023 levy	(B) Levy summary
	October 26, 2022	FAC #1	1. Overview 2. Understand Budget Timeline	(A) Budget Timeline (C) FY2023 Budget Book (H) Spring 2022 FAC Report
	November 2022	Business Office	Begin FY2023 Mid-Year budget review	
	November 16, 2022	FAC #2	1. Understand FY2022 Year End (audit) results 2. Expenditure Analysis	(D) Enrollment projections (E) Fund Balance Summary
	December 7, 2022	FAC #3	1. Review FY2024 enrollment projections 2. Review Other Preliminary Budget Assumptions	(D) Enrollment Projections
	December 13, 2022	School Board Regular Meeting	1. Preview Year End audit results 2. Budget Update	(A) Budget Timeline (E) Fund Balance Summary
	December 13, 2022	School Board Regular Meeting	Tax Hearing Approve final Pay 2023 levy	(B) Levy Summary
	Jan - June 2023	Budget Managers	Review budget based on legislative changes and strategic plan review; adjustment as necessary.	
	January 24, 2023	School Board Regular Meeting	Accept FY2022 Audit Results Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
P r e p a r a t i o n	January 25, 2023	FAC #4	1. Review final budget assumptions 2. Begin draft of Spring 2023 FAC Report	
	February 14, 2023	School Board Regular Meeting	Update regarding budget process (timeline, budget adjustments, restricted use of public funds)	(A) Budget Timeline
	February 22, 2023	FAC #5	Prepare School Board presentation	(H) Spring 2023 FAC Report
	February 28, 2023	School Board Regular Meeting	FAC Presentation and update regarding FY2024 budget process	(A) Budget Timeline (H) Spring 2023 FAC Report
	February 2023	Budget Managers	All FY2024 Operating and Capital fund budget requests due to Business Office	
	March 14, 2023	School Board Regular Meeting	Approve FY2024 General Fund budget parameters	(A) Budget Timeline
	March 29, 2023	FAC #6	Wrap up meeting	
A p p r o v a l	April 11, 2023	School Board Regular Meeting	Review FY2023 Mid Year Budget Update	(E) Fund Balance Summary
	April 25, 2023	School Board Regular Meeting	Approve FY2023 Mid Year Budget Update	
	May 9, 2023	School Board Regular Meeting	Approve FY2024 Operating Capital Budget	(F) Capital Related Funds Budget
	May 2023	MN Legislative Session Adjourns		
	June 13, 2023	School Board Study Session	Review final FY2024 Budgets for all funds; prepare to take action at June 28 regular meeting (Exclude Certain Federal Awards, Grants, Donations)	(E) Fund Balance Summary
	June 27, 2023	School Board Regular Meeting	Approve final FY2024 budget for all funds (Exclude Certain Federal Awards, Grants, Donations)	(C) FY2024 Budget Book
C l o s e	June 2023	Budget Managers	Debrief on FY2024 budget planning process	
	July 2023	Business Services	Prepare for FY2023 Audit	



A p p r o v a l	<b>March 14, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2024 General Fund budget parameters</b>	<b>(A) Budget Timeline</b>
	March 29, 2023	FAC #6	Wrap up meeting	
	April 11, 2023	School Board Regular Meeting	Review FY2023 Mid Year Budget Update	(E) Fund Balance Summary
	<b>April 25, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2023 Mid Year Budget Update</b>	
	<b>May 9, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2024 Operating Capital Budget</b>	<b>(F) Capital Related Funds Budget</b>
	May 2023	MN Legislative Session Adjourns		45
	June 13, 2023	School Board Study Session	Review final FY2024 Budgets for all funds; prepare to take action at June 28 regular meeting (Exclude Certain Federal Awards, Grants, Donations)	(E) Fund Balance Summary
	<b>June 27, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve final FY2024 budget for all funds (Exclude Certain Federal Awards, Grants, Donations)</b>	<b>(C) FY2024 Budget Book</b>



# Budget Assumptions

---

1. Basic Funding Formula
  - 2% increase
2. Enrollment
  - 330 kindergarten, 4,352 K-12 (down 41 students); uses 2 year weighted ratio model
3. Fees in General Fund
  - Increase student activity fees to align with comparative district averages
4. Class Size Guidelines
  - Hold at FY 2023 level

46

# Budget Assumptions

---

## 5. General Fund Contingency

- Maintain \$200,000 to address class size or other unforeseen needs

## 6. General Fund Balance

- Maintain 8% (including Unassigned and Assigned for Subsequent Year's Budget)
- Expenditure reductions and use of Severance Reserve to maintain 8% fund balance

47

# Budget Assumptions

---

7. Process change for certain special revenue:
  - Exclude certain revenue & expenditure from initial budget (i.e. federal, grants, donations)
  - Determine how these federal awards, grants, donations and how funds will be allocated
  - Modify budget in the fall to include these funds
8. Other
  - Employee contract settlements at historical rates
  - Market-based increase in operating costs (transportation, utilities, property/liability insurance)

48

# Budget Reductions/Redirection

---

Construction	\$220,000
LTFM (deferred maintenance)/Construction	\$580,000
Technology Levy	\$550,000
Self Funded Medical/Dental	\$100,000
Reductions (media/instructional assistants, TOSAs, MC Liaison, additional nurse added during COVID, one MS Dean)	\$1,300,000

49

# Major Fund Budget Overview

	6/30/2023 Budgeted Fund Balance	FY2024 Budgeted Revenue	FY2024 Budgeted Expenditures	6/30/2024 Budgeted Fund Balance
<b>General Fund</b>	\$12,334,620	\$72,818,000	\$75,223,211	\$9,929,410
<b>Unreserved (included above)</b>	\$5,400,437 8.78%	\$61,492,916	\$61,754,602	\$5,138,752 8.32%
<b>School Nutrition Fund</b>	\$875,073	\$2,009,000	\$2,057,000	\$827,073
<b>Community Service Fund</b>	\$663,247	\$6,886,000	\$6,557,695	\$991,552
<b>Debt Service Fund</b>	\$2,667,569	\$19,156,000	\$18,017,000	\$3,806,569

50





ST. LOUIS PARK PUBLIC SCHOOLS PROJECTED FUND BALANCES THROUGH JUNE 30, 2023				
FUND DESCRIPTION	6/30/2023 Mid-Year Budget	2023-24 Budget Revenue	2023-24 Budget Expenditures	6/30/2024 Budget Balance
<b>GENERAL FUND</b>				
Unassigned	2,867,763	61,492,916	61,754,602	2,606,078
Assigned		-	-	
Subsequent Year's Budget	2,532,674	-	-	2,532,674
Donations/Gifts				
Severance Payments	1,406,920	-	250,000	1,156,920
ATPPS (FIN 335)	(336,328)	1,204,000	1,011,609	(143,937)
Non-Spendable-Prepaid	294,027	-	-	294,027
Restricted				
Capital Projects (Technology) Levy (Fund 16)	1,741,637	3,564,000	3,633,000	1,672,637
Tech Non-Spendable	-	-	-	-
Long Term Facilities Maintenance (PRG 865)	1,475,189	1,024,000	1,561,000	938,189
Operating Capital (FIN 302)	1,942,589	1,530,826	3,038,000	435,415
Safe Schools	0			0
Basic Skills (FIN 317)	0	3,330,000	3,300,000	30,000
Medical Assistance (FIN 372)	229,630	60,000	60,000	229,630
Staff Development (FIND 306, 307, 308)	4,982	612,258	615,000	2,240
Student Activities (Fund 50)	175,536	-	-	175,536
<b>TOTAL GENERAL FUND</b>	<b>12,334,620</b>	<b>72,818,000</b>	<b>75,223,211</b>	<b>9,929,410</b>
Unassigned FB as a % of expenditures (includes assigned for subsequent years budget)	8.78%			8.32%
<b>SCHOOL NUTRITION</b>				
Unreserved/undesignated	853,576	2,009,000	2,057,000	805,576
Non-spendable-Inventory	21,497	-	-	21,497
<b>TOTAL SCHOOL NUTRITION FUND</b>	<b>875,073</b>	<b>2,009,000</b>	<b>2,057,000</b>	<b>827,073</b>
<b>COMMUNITY SERVICE</b>				
Community Education	-\$29,430	\$4,716,060	\$4,391,095	\$295,534
Non-Spendable-Prepaid	\$3,394			\$3,394
ECFE (FIN 325)	\$280,742	\$570,357	\$541,000	\$310,099
School Readiness (FIN 344)	\$13,341	\$242,583	\$248,000	\$7,925
Non-Public (FIN 350-353)	\$70,717	\$740,000	\$740,000	\$70,717
LCTS (FIN 799)	\$381,912	\$165,000	\$185,000	\$361,912
Disabilities Levy (FIN 798)	\$46,082	\$452,000	\$452,600	\$45,482
Children First	-\$103,512	\$0	\$0	-\$103,512
<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>\$663,247</b>	<b>\$6,886,000</b>	<b>\$6,557,695</b>	<b>\$991,552</b>
<b>BUILDING CONSTRUCTION</b>				
2017 Bond Projects	436,630	-	-	436,630
2022 Bond Projects			220,000	
LTFM Construction	4,054,778	-	-	4,054,778
<b>TOTAL BUILDING CONSTRUCTION</b>	<b>4,491,408</b>	<b>-</b>	<b>220,000</b>	<b>4,491,408</b>
<b>DEBT SERVICE</b>				
Regular	2,667,569	19,156,000	18,017,000	3,806,569
<b>TOTAL DEBT SERVICE FUND</b>	<b>2,667,569</b>	<b>19,156,000</b>	<b>18,017,000</b>	<b>3,806,569</b>
<b>INTERNAL SERVICE</b>				
OPEB Trust	(3,097,839)	-	-	(3,097,839)
Self Funded Medical/Dental	2,151,272	-	100,000	2,051,272
<b>TOTAL INTERNAL SERVICE</b>	<b>(946,567)</b>	<b>-</b>	<b>100,000</b>	<b>(1,046,567)</b>
<b>TRUST AND AGENCY</b>				
Scholarship	140,382	-	-	140,382
<b>TOTAL TRUST AND AGENCY FUND</b>	<b>140,382</b>	<b>-</b>	<b>-</b>	<b>140,382</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>20,225,732</b>	<b>100,869,000</b>	<b>102,174,906</b>	<b>19,139,826</b>



FUND DESCRIPTION	6/30/2023 Mid-Year Budget	2023-24 Budget Revenue	2023-24 Budget Expenditures	6/30/2024 Budget Balance
<b>GENERAL FUND</b>				
<b>Unassigned</b>	2,867,763	61,492,916	61,754,602	2,606,078
<b>Assigned</b>		-	-	
Subsequent Year's Budget	2,532,674	-	-	2,532,674
Donations/Gifts				
Severance Payments	1,406,920	-	250,000	1,156,920
ATPPS (FIN 335)	(336,328)	1,204,000	1,011,609	(143,937)
Non-Spendable-Prepaid	294,027	-	-	294,027
<b>Restricted</b>				
Capital Projects (Technology) Levy (Fund 16)	1,741,637	3,564,000	3,633,000	1,672,637
Tech Non-Spendable	-	-	-	-
Long Term Facilities Maintenance (PRG 865)	1,475,189	1,024,000	1,561,000	938,189
Operating Capital (FIN 302)	1,942,589	1,530,826	3,038,000	435,415
Safe Schools	0			0
Basic Skills (FIN 317)	0	3,330,000	3,300,000	30,000
Medical Assistance (FIN 372)	229,630	60,000	60,000	229,630
Staff Development (FIND 306, 307, 308)	4,982	612,258	615,000	2,240
Student Activities (Fund 50)	175,536	-	-	175,536
<b>TOTAL GENERAL FUND</b>	<b>12,334,620</b>	<b>72,818,000</b>	<b>75,223,211</b>	<b>9,929,410</b>
<i>Unassigned FB as a % of expenditures (includes assigned for subsequent years budget)</i>	8.78%			8.32%

<b>SCHOOL NUTRITION</b>					
	Unreserved/undesignated	853,576	2,009,000	2,057,000	805,576
	Non-spendable-Inventory	21,497	-	-	21,497
<b>TOTAL SCHOOL NUTRITION FUND</b>		<b>875,073</b>	<b>2,009,000</b>	<b>2,057,000</b>	<b>827,073</b>
<b>COMMUNITY SERVICE</b>					
	Community Education	-\$29,430	\$4,716,060	\$4,391,095	\$295,534
	Non-Spendable-Prepaid	\$3,394			\$3,394
	ECFE (FIN 325)	\$280,742	\$570,357	\$541,000	\$310,099
	School Readiness (FIN 344)	\$13,341	\$242,583	\$248,000	\$5,925
	Non-Public (FIN 350-353)	\$70,717	\$740,000	\$740,000	\$70,717
	LCTS (FIN 799)	\$381,912	\$165,000	\$185,000	\$361,912
	Disabilities Levy (FIN 798)	\$46,082	\$452,000	\$452,600	\$45,482
	Children First	-\$103,512	\$0	\$0	-\$103,512
<b>TOTAL COMMUNITY SERVICE FUND</b>		<b>\$663,247</b>	<b>\$6,886,000</b>	<b>\$6,557,695</b>	<b>\$991,552</b>



<b>BUILDING CONTRUCTION</b>					
	2017 Bond Projects	436,630	-	-	436,630
	2022 Bond Projects			220,000	
	LTFM Construction	4,054,778	-	-	4,054,778
<b>TOTAL BUILDING CONSTRUCTION</b>		<b>4,491,408</b>	<b>-</b>	<b>220,000</b>	<b>4,491,408</b>
<b>DEBT SERVICE</b>					
	Regular	2,667,569	19,156,000	18,017,000	3,806,569
<b>TOTAL DEBT SERVICE FUND</b>		<b>2,667,569</b>	<b>19,156,000</b>	<b>18,017,000</b>	<b>3,806,569</b>
<b>INTERNAL SERVICE</b>					54
	OPEB Trust	(3,097,839)	-	-	(3,097,839)
	Self Funded Medical/Dental	2,151,272	-	100,000	2,051,272
<b>TOTAL INTERNAL SERVICE</b>		<b>(946,567)</b>	<b>-</b>	<b>100,000</b>	<b>(1,046,567)</b>
<b>TRUST AND AGENCY</b>					
	Scholarship	140,382	-	-	140,382
<b>TOTAL TRUST AND AGENCY FUND</b>		<b>140,382</b>	<b>-</b>	<b>-</b>	<b>140,382</b>



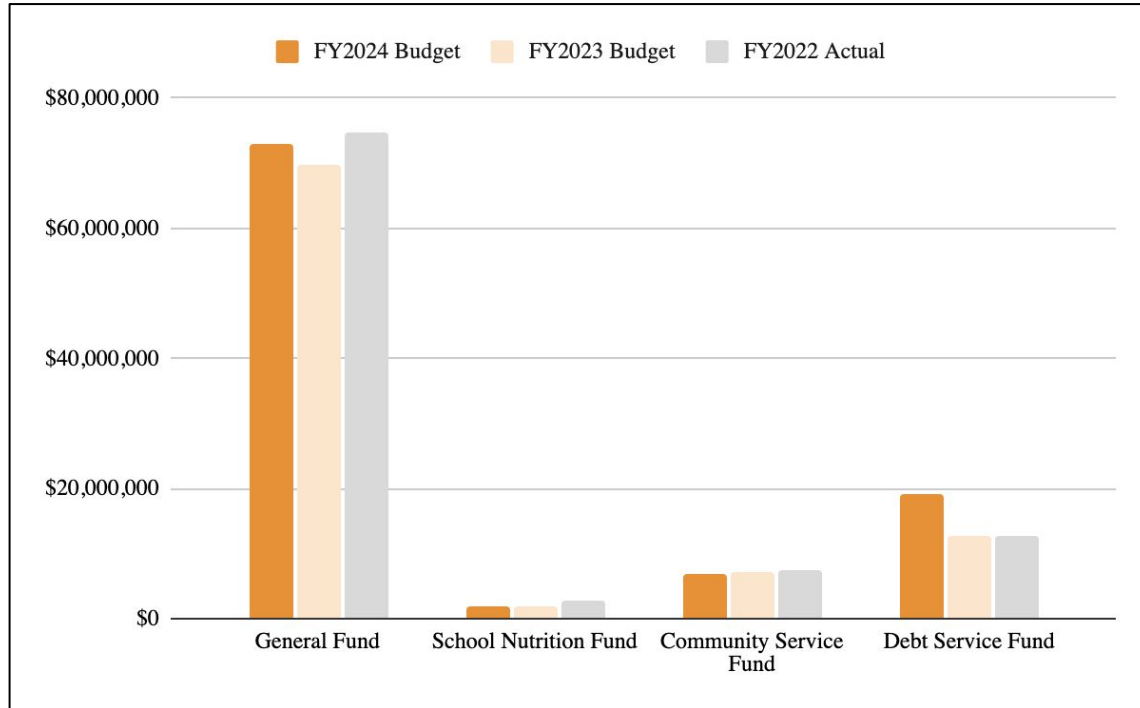
# Revenue by Major Fund

	Budget				Actual
	FY2024	FY2023 Mid-Year	Change		FY2022
<b>General Fund</b>	\$72,818,000	\$69,663,672	\$3,154,328	4.53%	\$74,829,699
<b>School Nutrition Fund</b>	\$2,009,000	\$2,002,492	\$6,508	0.32%	\$2,903,083
<b>Community Service Fund</b>	\$6,886,000	\$7,253,419	-\$367,419	-5.07%	\$7,462,072
<b>Debt Service Fund</b>	\$19,156,000	\$12,791,000	\$6,365,000	49.76%	\$12,657,210

55



# Revenue by Major Fund



56



# General Fund Revenue Detail

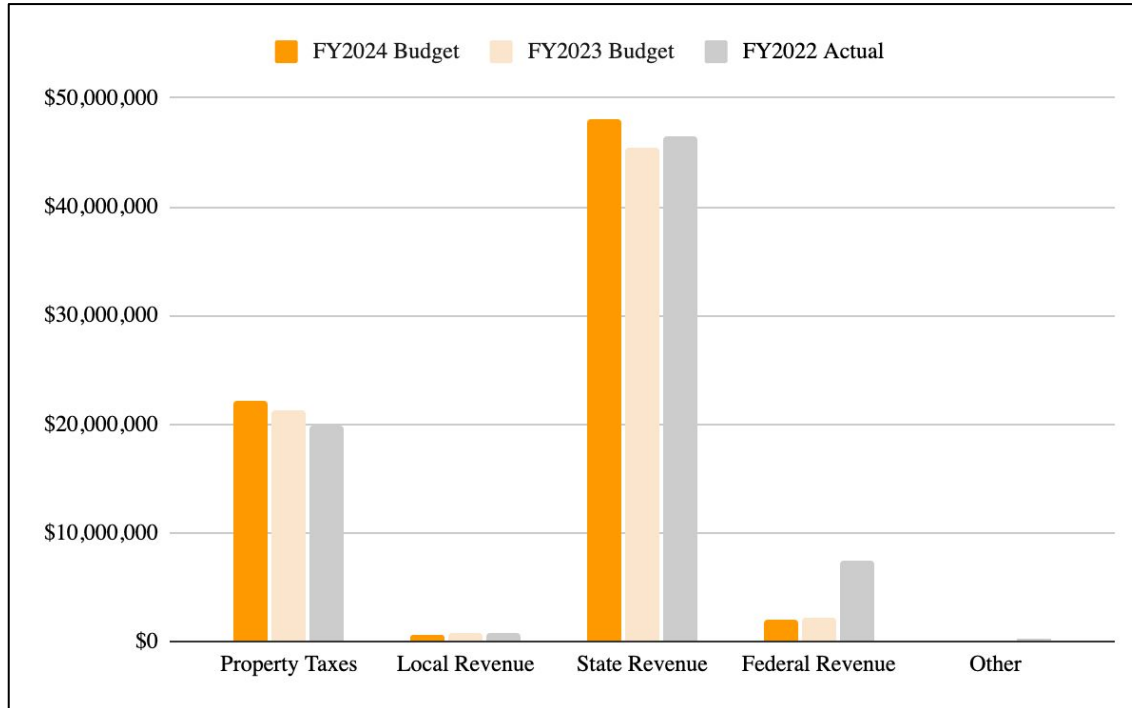
	Budget				Actual
	FY2024	FY2023 Mid-Year	Change		FY2022
Property Taxes	\$22,191,000	\$21,195,200	\$995,800	4.70%	\$19,914,370
Local Revenue (fees, admissions, interest)	\$580,000	\$750,800	-\$170,800	-22.75%	\$766,681
State Revenue	\$48,037,000	\$45,481,800	\$2,555,200	5.62%	\$46,502,455
Federal Revenue	\$2,000,000	\$2,120,072	-\$120,072	-5.66%	\$7,467,475
Other	\$10,000	\$115,800	-\$105,800	-91.36%	\$178,716
Total Revenue	\$72,818,000	\$69,663,672	\$3,154,328	4.53%	\$74,829,698

57





# General Fund Revenue Detail



58

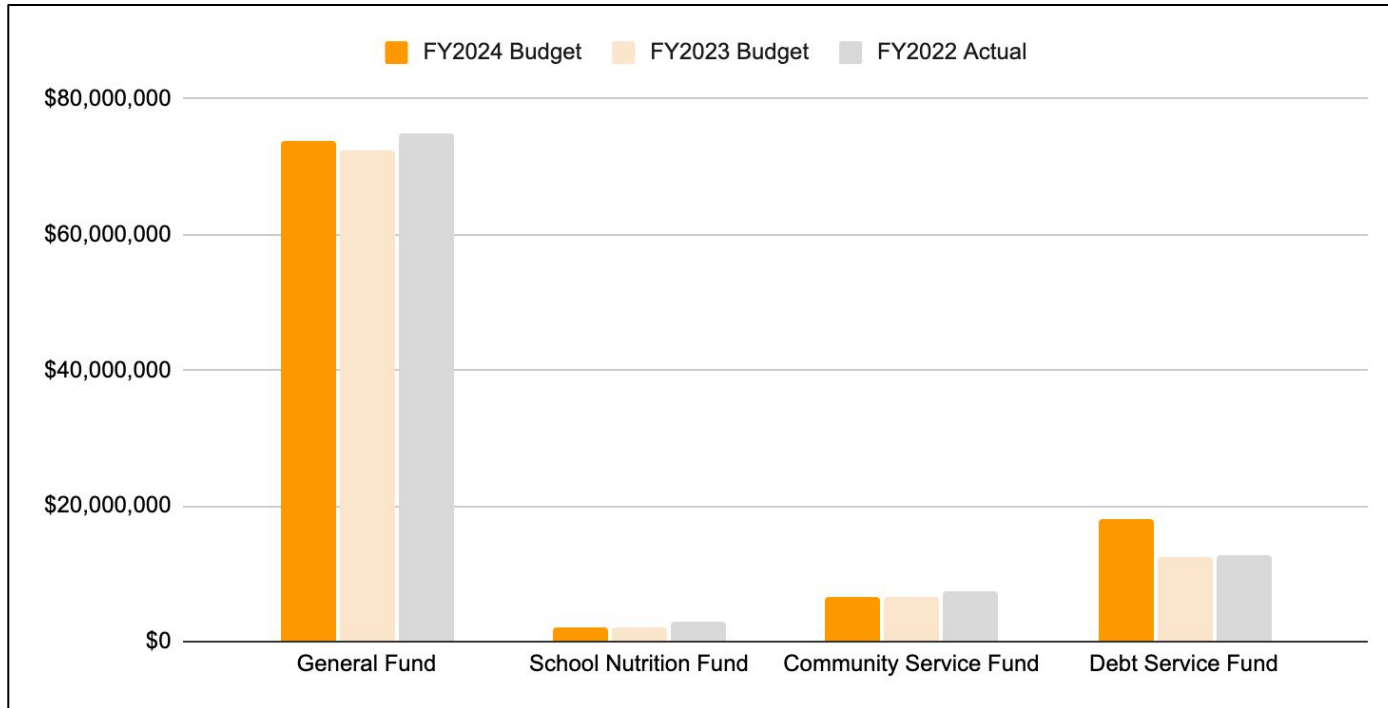
# Expenditures by Major Fund

	Budget				Actual
	FY2024	FY2023 Mid-Year	Change		FY2022
<b>General Fund</b>	\$75,223,211	\$72,449,227	\$2,773,984	3.83%	\$74,829,699
<b>School Nutrition Fund</b>	\$2,057,000	\$1,997,525	\$59,475	2.98%	\$2,903,083
<b>Community Service Fund</b>	\$6,557,695	\$6,602,973	-\$45,278	-0.69%	\$7,462,072
<b>Debt Service Fund</b>	\$18,017,000	\$12,371,971	\$5,645,029	45.63%	\$12,657,210

59



# Expenditures by Major Fund



60

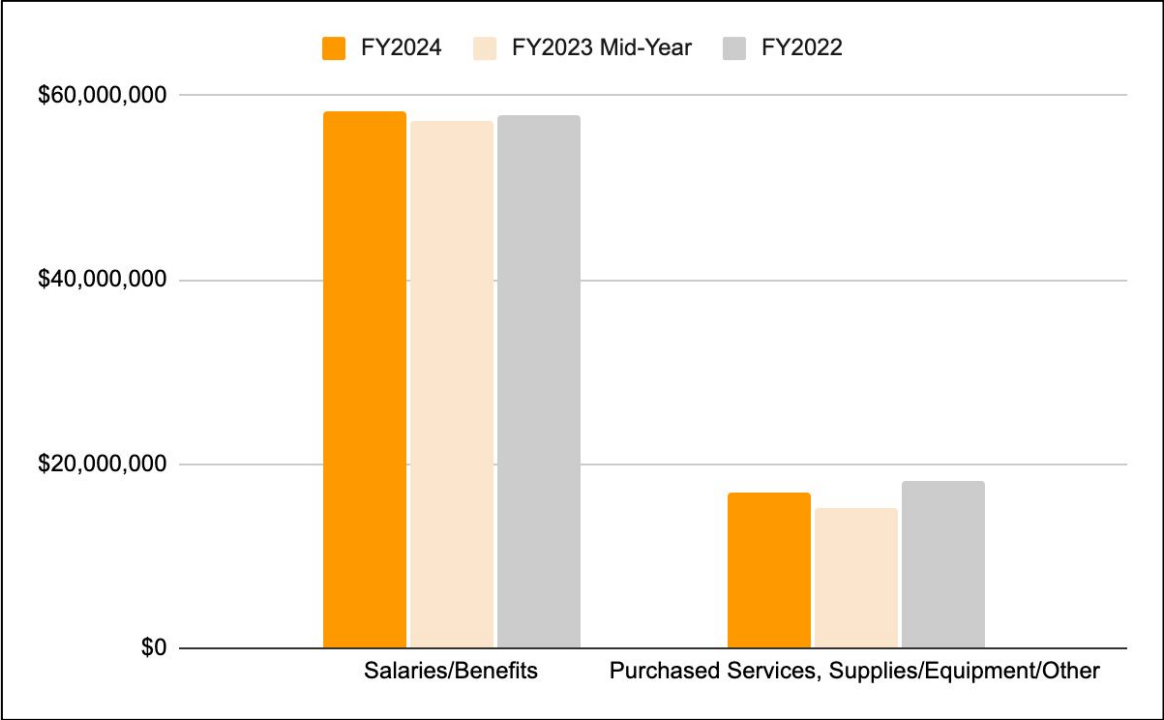
# General Fund Expenditure Detail

	Budget				Actual
	FY2024	FY2023 Mid-Year	Change		FY2022
Salaries/Benefits	\$58,32,227	\$57,321,855	\$1,005,372	1.75%	\$57,829,053
Purchased Services, Supplies/Equipment/Other	\$16,895,984	\$15,127,372	\$1,768,612	11.69%	\$18,159,570
Total Revenue	\$75,223,211	\$72,449,227	\$2,773,984	3.83%	\$75,988,623

61



# General Fund Expenditure Detail



# Community Service Fund

FUND DESCRIPTION		6/30/2023 Mid-Year Budget	2023-24 Budget Revenue	2023-24 Budget Expenditures	6/30/2024 Budget Balance
	<b>COMMUNITY SERVICE</b>				
	Community Education	-\$29,430	\$4,716,060	\$4,391,095	\$295,534
	Non-Spendable-Prepaid	\$3,394			\$3,394
	ECFE (FIN 325)	\$280,742	\$570,357	\$541,000	\$310,099 <sup>63</sup>
	School Readiness (FIN 344)	\$13,341	\$242,583	\$248,000	\$7,925
	Non-Public (FIN 350-353)	\$70,717	\$740,000	\$740,000	\$70,717
	LCTS (FIN 799)	\$381,912	\$165,000	\$185,000	\$361,912
	Disabilities Levy (FIN 798)	\$46,082	\$452,000	\$452,600	\$45,482
	Children First	-\$103,512	\$0	\$0	-\$103,512
<b>TOTAL COMMUNITY SERVICE FUND</b>		<b>\$663,247</b>	<b>\$6,886,000</b>	<b>\$6,557,695</b>	<b>\$991,552</b>



# Long Term Stability

---

- 10-Year Operating Referendum (2017)
  - at cap
- 10-Year Capital Projects (Technology) Levy (2022)
- Long Term Facilities Maintenance Funding
  - at cap
- OPEB Trust (2009)
  - annual levy since 2020

64

# Ongoing Budget Attention

---

- Continued Efficiencies
  - Staffing adjustments to reflect enrollment
  - Expenditure reductions to reflect available funds
  - Energy efficiency
  - Self-Funded medical/dental
- Ongoing Cost Containment
  - All sites and departments
- Results of Legislative Session

65



# Next Steps

	Impacts Fiscal Year 2023	Impacts Fiscal Year 2024	Impacts Fiscal Year 2025
June 27, 2023		Approve FY2023 Budget	
Summer 2023		Outline Budget Alignment Process/Steps	
September 2023			Preliminary levy for taxes payable in 2024 (FY2025)
October 2023		Fall enrollment FY2024 Budget Update	Regular FY20254 budget process begins
November 2023	FY2023 Audit complete		
December 2023			Final levy for taxes payable in 2024 (FY2025)
March 2024		FY2024 Mid-Year Budget Update	Preliminary FY2025 budget assumptions

66



---

# Questions

67

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 722

Orig. 2017

Rev. 2022

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

***[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]***

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

### **II. GENERAL STATEMENT OF POLICY**

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### **B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### **C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### **D. Government Data**

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

#### **E. Individual**

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

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 an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

#### IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.
  3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and ~~will~~ consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## **VIII. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
    - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
      - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
      - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
  - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

**[Note: the district should identify the payment methods that it will accept.]**



B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

**IXVII. Annual Review and Posting**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

**Data Practices Contacts**

**Responsible Authority:**

[Name]

[Location]

[Phone number; email address]

**Data Practices Compliance Official:**

[Name]

[Location]

[Phone number; email address]

**Data Practices Designee(s):**

[Name]

[Location]

[Phone number; email address]

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)[Minn. Stat. § 13.02 \(Definitions\)](#)[Minn. Stat. § 13.025 \(Government Entity Obligation\)](#)[Minn. Stat. § 13.03 \(Access to Government Data\)](#)[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)[Minn. Stat. § 13.32 \(Educational Data\)](#)[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)***Cross References:***

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 545 DATE OF ADOPTION October 28, 2002  
REVISED 2.26.07; 3.08.10; 12.13.22

TITLE Park Spanish Immersion Admissions Policy

### PROCESS for ADMISSION into Kindergarten:

1. The total number of seats available for students entering kindergarten will be 84. However, the final number of seats will be determined on an annual basis by the Superintendent, as exceptional circumstances may dictate.
2. In addition to those seats, 4 will be designated for students who receive desegregation transportation thus bringing the total number to 88.
3. **Designated Seats Lottery.** From the 84 seats, a total of 20 seats will be designated for students eligible for federal free or reduced lunch subsidy.

Students will submit applications for admission by [T.B.D.]<sup>1</sup> (see definition). If more than 20 students apply, they will be selected to fill the designated seats in a lottery process prior to Kindergarten registration. If more than 20 students apply for admission, those not admitted will be considered for admission under paragraph 6a and, if not selected, are wait-listed as described in paragraph 7. If less than 20 students apply, any seats that remain unfilled in the initial lottery will be filled as applications are received and held open for one (1) month after the lottery deadline. After one month, these seats will be released and will be filled by the general lottery.

4. **Admission for Siblings<sup>2</sup>** (see definition). From the remaining seats, the administration will admit siblings of resident students currently enrolled, if the sibling has applied by [T.B.D.]<sup>1</sup>. If there are more siblings than seats available, the administration will conduct a computer-generated lottery to determine which siblings will be admitted. Any siblings not admitted under the computer-generated lottery will be wait-listed as described in paragraph (7).

The Board will annually review the sibling enrollment numbers to ensure that the preference is not unduly impacting the ability of new families to enroll in the school. The Board may change the policy if it determines that the preference does unduly impact the ability of new families to enroll. The sibling preference provision is terminated for families that do not live within the district boundaries or when the family of children enrolled utilizing desegregation transportation moves outside of Minneapolis.

5. **Enrollment Options Students.** A certain number of kindergarten seats will be held open for students who apply for open enrollment under Minn. Stat. §124D.03. The number of seats to be held open will be determined each year by calculating and applying the lesser of the following:
  - a. 1% of the total enrollment of Kindergarten students in the District, or
  - b. The number of district residents in Kindergarten enrolled in a nonresident district under open enrollment. Siblings<sup>2</sup> of existing PSI students will be given preference for the enrollment option seat. If there are more applications received under MN Statute §124D.03 than seats available, the administration will conduct a computer-generated lottery to determine which student(s) will be ~~76~~ admitted. Any student not admitted will be included in 6b applications.

## 6. General Lottery.

- a. Applications from resident students in addition to those described in paragraph 4. After the seat allocations under paragraphs 3-5 above have been made, the administration will determine the remaining number of seats. For any remaining seats, a computer-generated lottery will be held on [T.B.D.], by the district's Enrollment Center, the Park Spanish Immersion principal and district administration. Students to be admitted will be selected in a computer-generated lottery from applications that were submitted by [T.B.D.].<sup>1</sup> If there are more applicants than seats available, students will be wait-listed as described in paragraph 7.
  - b. Applications received from students described in paragraph 5 but not previously admitted. If there are seats remaining after the computer-generated lottery described in paragraph 6.a, the remaining seats will be filled from a computer-generated lottery process for students not admitted under paragraph 5. These applications must have been received by the date under Minn. Stat. §124D.03.
7. **Wait List.** The computer-generated waitlist of students from 6a (St. Louis Park residents) will be given priority over the computer-generated waitlist of students from 6b (open enrolled). Seats that become open during the applicant's kindergarten or first grade year will be filled from the waitlist in the order the names appear on that wait list, with priority given to those who reside in St. Louis Park, subject to the requirements of the lateral admissions paragraph. The wait list will be maintained only until the end of the applicant's first grade year.

## 8. Families who Move.

- a. St. Louis Park resident students who are attending PSI before the family moves out of the district boundaries may remain at the school.
- b. Students who are open-enrolled and are attending PSI may remain at the school if their family moves to another school district.
- c. Incoming St. Louis Park resident kindergarten students who have attended school before their family moves out of the district may remain at the school.
- d. Incoming kindergarten students receiving desegregated transportation who have attended school before their family moves out of Minneapolis may remain at the school.

## PROCESS FOR LATERAL ADMISSIONS.

1. **If seats become available during the applicant's Kindergarten or first grade year.** Students whose names appear on the wait(s) list under paragraph 7 will be assessed in the order their names appear on the waitlist(s) to determine whether their Spanish language skills are sufficiently developed to enable them to participate meaningfully at the appropriate grade level.
2. **If seats become available in grades Kindergarten to 5th grade, after conducting the assessments under paragraph 1.** Resident students entering Kindergarten to 5<sup>th</sup> grade who wish to be considered for admission to Park Spanish Immersion must apply for admission no later than the [T.B.D.]<sup>1</sup> day of school for that year. Non-resident students seeking lateral admission will be considered in accordance with the open enrollment requirements of Minn. Stat. §124D.03. A computer-generated lottery will be held for each grade level to determine the order in which students will be assessed. After the list has been established, students will be individually assessed in the order the students' name appears on the computer-generated list, to determine whether their Spanish language skills are sufficiently developed to enable them to participate meaningfully at their grade level.

Administration will submit an enrollment report to the Board by June 30<sup>th</sup> of each year.

## DEFINITIONS:

<sup>1</sup> Date to be determined on an annual basis.

<sup>2</sup> Sibling is one of two or more children or wards related by blood or adoption through a common legal parent; or through the marriage of the children's or wards' legal or biological parents residing in the same household of a student enrolled at Park Spanish Immersion in grades K- 4, at the time the child makes application.

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 603

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~19~~

## **603 CURRICULUM DEVELOPMENT**

***[Note: ~~Minn. Stat. §Minnesota Statutes section~~ 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 6187-620 provide procedures to further implement the requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120B.11.]***

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

~~A.~~ The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long--range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

### **IV.B. District Advisory Committee**

~~A.~~ The school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

~~B.~~ The district advisory committee, to the extent possible, shall reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

~~C.~~ The district advisory committee shall pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.

~~D.~~ The district may establish site teams as subcommittees of the district advisory committee.

~~E.~~ The district advisory committee shall recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes section 120B.11, subdivision 1a, section 120B.022, subdivisions 1a and 1b, and section 120B.35,
2. district assessments,
3. means to improve students' equitable access to effective and more diverse teachers, and
4. program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

~~A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.~~

#### **V. School Site Team**

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

#### **VI. Curriculum Development Process**

- A. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
  2. Identify minimum objectives for each course and at each elementary grade level.
  3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.

7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all applicable requirements of the Minnesota Department of Education and federal law.

**BD.** Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See ~~Minn. Stat. §~~[Minnesota Statutes section 120B.12](#), Subd. 2.

**CE.** Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of ~~Minn. Stat. §~~[Minnesota Statutes section 120A.20](#), Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.

**DF.** The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

**EG.** The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:**

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently ~~and~~ No Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts ~~3501.0800-3501.0815~~ [3501.0820](#) (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:**

MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)



MSBA/MASA Model Policy 616 (School District System Accountability)

~~MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)~~

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 604

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~17~~

## **604 INSTRUCTIONAL CURRICULUM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development of course offerings for students.

### **II. GENERAL STATEMENT OF POLICY**

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. Health and physical education;

***[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]***

5. The arts;
6. Career and technical education; and
7. World languages.

***[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with ~~Minn. Stat. §~~Minnesota Statutes section 120B.022, subdivision Subd. 1.]***

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion<sup>83</sup> may offer additional courses in the instructional

program at any grade level.

- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

### **III. PARENTAL CURRICULUM REVIEW**

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

### **IV. CPR AND AED INSTRUCTION**

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum. ~~for all students in that grade beginning in the 2014-2015 school year and later.~~

- ~~A1.~~ In the school district's discretion, training and instruction may result in CPR certification.
- ~~B2.~~ CPR and AED instruction must include CPR and AED training that have been developed:
  - ~~1a.~~ by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
  - ~~2b.~~ using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- ~~C3.~~ The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- ~~D4.~~ A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

***[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]***

## **V. COLLEGE AND CAREER PLANNING**

**AH.** The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:

1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team—work, collaboration, creativity, communication, critical thinking, and good work habits;
2. emphasize academic rigor and high expectations and inform the student, and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

**B.** The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

**C.** Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

***[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]***

## **VI. CIVICS TEST**

A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.

B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States ~~e~~Citizenship and ~~i~~Immigration ~~s~~Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.

C. ~~A school or district~~ The school district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.

D. ~~A school or district~~ The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.

E. ~~Schools and~~ The school districts may administer civics test questions as part of the social studies curriculum.

F. ~~A~~ The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.

G. The school district cannot charge a fee related to this requirement.

***[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]***

### ***Legal References:***

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120B.20 (Parental Curriculum Review)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; ~~Involuntary Career Tracking~~

~~Prohibited~~ Personal Learning Plans)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 605 (Alternative Programs)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 616

Orig. 1997

Revised: \_\_\_\_\_

Rev. 202219

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

***[Note: ~~Minn. Stat. §~~ Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of ~~Minn. Stat. §~~Minnesota Statutes section 120B.11.]***

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process ~~which-that~~ promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

### **II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota K-12 Academic Standards and federal law ~~will-requires~~ ~~a-new level-of~~ accountability for the school district. The school district ~~will-established~~ a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also ~~will-established~~ a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

#### **A. School District Goals**

- 1. The school board has established school district-wide goals ~~which-that~~ provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic

Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.

2. The Advisory Committee ~~is will be~~ established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under ~~Minn. Stat. §Minnesota Statutes section~~ 123B.147, ~~Subd. 3~~, and teacher evaluations under ~~Minn. Stat. §Minnesota Statutes section~~ 122A.40, ~~Subd. 8~~, or 122A.41, ~~Subd. 5~~.

***[Insert Local Cycle in this space]***

- C. Implementation of Graduation Requirements

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.



D. Comprehensive Continuous Improvement of Student Achievement

1. By [ date ] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
  - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
  - a. The Director of Curriculum (or similar educational leader)

- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from "a." above)

***[Note: This Advisory Committee composition is a model only.]***

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

- F. Reporting

- 1. Consistent with ~~Minn. Stat. §~~Minnesota Statutes section 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district

success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

**Legal References:**

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.35 (Student Academic Achievement Levels and Growth)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 00-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:**

MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 708

DATE OF ADOPTION 06/22/2020

REVISED 06/13/2022

TITLE Transportation of Nonpublic School Students

### 708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

#### I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

#### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

#### III. ELIGIBILITY

- A. The school district shall provide equal transportation within the ~~school~~ district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in ~~Minn. Stat. § Minnesota Statutes sections 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)~~
- B. Upon the request of a parent or guardian, the school district ~~shall~~ must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation ~~shall~~ must be provided whether ~~there is or is not~~ there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. ~~(Minn. Stat. § 123B.86, Subd. 2(a))~~
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. ~~(Minn. Stat. § 123B.86, Subd. 2(b))~~
- D. The school district ~~shall~~ must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic

school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (~~Minn. Stat. § 123B.44, Subd. 1~~)

- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. ~~A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)~~
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district ~~where~~ when such services are provided ~~in~~ at the discretion of the school district.

#### IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district ~~shall~~ must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district ~~boundary~~. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (~~Minn. Stat. § 125A.18~~)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, ~~the student~~ shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (~~Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1~~)
- C. ~~Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.~~  
~~Each driver and aide assigned to a vehicle transporting students with a disability will be~~

~~provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)~~

- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. ~~D.~~ Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the ~~alternative dispute resolution and~~ due process procedures provided for in ~~Minn. Stat. Ch. Minnesota Statutes chapter 125A. (Minn. Rules Part 7470.1600, Subd. 2)~~

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

### ***Legal References:***

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.91, Subd. 1a (~~Compliance by Nonpublic and Charter School Students~~ School District Bus Safety Requirements)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (~~Children With a Disability~~ Special Education and Special Programs)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability~~ies~~)  
*Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

***Cross References:***

~~MSBA/MASA Model~~ St. Louis Park Public Schools Policy 707  
(Transportation of Public School Students)

~~MSBA/MASA Model~~ St. Louis Park Public Schools Policy 709 (Student  
Transportation Safety Policy)

~~MSBA Service Manual, Chapter 2, Transportation~~

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 519 DATE OF ADOPTION 03.24.97  
REVISED 09/25/06. 02/24/20

**TITLE** Interviews of Students by Outside Agencies

**Commented [1]:**  
<https://www.hopkinsschools.org/district/policies/individual-policy/~board/district-policies/post/956-relations-with-law-enforcement-authorities>

### I. PURPOSE

The purpose of this policy is to establish the procedures for access to students by non-school authorities during the school day.

**Commented [2]:** If we decide to include the section I added related to arrest of students at school, we could change the title to "Student Interactions with Outside Agencies" (or similar)

### II. GENERAL STATEMENT OF POLICY

- A. St. Louis Park Public Schools is committed to protecting the rights of all students and recognizes that the school-to-prison pipeline has caused deep harm to BIPOC communities. In support of the District's work to create racially equitable systems, it is the policy of St. Louis Park Public Schools that outside authorities may not interview students at school. Generally, students may not be interviewed during the school day by persons other than a student's parents/guardians, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy. Additionally, it is the policy of St. Louis Park Public Schools that school staff will notify parent(s)/guardian(s) of any interview or attempted interview by an outside authority with their child, unless prohibited by law.
- B. Requests from law enforcement officers and those other than a student's parents/guardians, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT INTERVIEWS BY AUTHORITIES RESPONSIBLE FOR INVESTIGATING MALTREATMENT OF MINORS

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, the Maltreatment of Minors Act, Minn. Stat. § 626.556 Subd. 10, Minn. Stat. § 260E a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental/legal guardian consent, an alleged victim and any minors who currently reside with or who have resided with the person alleged to have engaged in maltreatment of a child alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E Minn. Stat. § 626.556, Subd. 10 (e) Minn. Stat. § 260E.22, subd. 3(b) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information

**Commented [3]:** This was repealed: <https://www.revisor.mn.gov/statutes/cite/626.556>

**Commented [4]:** see: <https://www.revisor.mn.gov/statutes/cite/260E.22>

**Commented [5]:** repealed



regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. Pursuant to Minnesota Statutes Chapter 260E.22, subd. 7(a), ~~When~~ the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. Pursuant to Minn. Stat. § 260E.22, subd. 7(b), the time, place, and manner of the interview on school premises shall be within the discretion of school officials, except where the person alleged to have engaged in maltreatment of a child is believed to be a school official or employee. The local welfare agency or local law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare agency or local law enforcement agency. ~~School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.~~

- E. ~~Students shall not be taken from school district property without the consent of the principal and without proper warrant.~~

#### IV. INTERVIEWS BY LAW ENFORCEMENT AUTHORITIES RESPONSIBLE FOR INVESTIGATING DELINQUENCY OR CRIMINAL MATTERS

- A. Law enforcement personnel and school resource officers are not authorized to interview students at school for purposes of investigating delinquency or criminal matters.
- B. An exception to this prohibition on interviewing students at school will only be granted in emergency situations involving the threat of immediate harm to a person or persons.
- C. If a request to interview a student is made, it shall be the responsibility of the principal to determine whether the request meets the requirements of the exception in paragraph V(B). If the principal has any questions regarding law enforcement access to students, they shall contact the superintendent.

- D. Prior to granting any request for access to interview a student under this section, the principal shall attempt to contact the student's parents / guardian to inform them of the request, except where otherwise prohibited by law, and document the contact.
- E. If a request to interview a student is granted by the principal, the principal shall take all practical measures to ensure that the interview is conducted in such a way as to avoid teachers and other students being made aware of the interview.
- F. If a request to interview a student is made and denied by the principal, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law, and document the contact.

#### V. ARRESTS OF STUDENTS AT SCHOOL

- A. When a law enforcement officer has a warrant for or probable cause to arrest a student they must be permitted to arrest the student.
- B. If a law enforcement officer seeks to arrest a student at school, school staff must contact the law enforcement agency for verification of the officer's name and status before releasing a student whenever the officer is unknown to the school.
- C. Whenever possible the arrest should be conducted in an office out of the view of the other students. If this is not possible, all attempts must be made to avoid arresting the student in front of teachers and peers and to avoid disrupting the educational program of the school.
- D. Before removing a student from the school in a non-school related incident, police officers shall leave documentation for the removal that will be kept on file with the school office.
- E. If a student is arrested at school, the principal must attempt to notify the parents/guardian immediately using all available contact information and document the contact.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)

~~Minn. Stat. § 626.556, Subd. 10(e) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~

Minn. Stat. § 260E (Reporting of Maltreatment of Minors)

**Commented [6]:** I added this section after seeing something similar in the Hopkins policy. If we keep it (or any version of this section) we should probably change the title of the policy (see note above).

**Commented [7]:** Repealed - instead cite MN Stat 260E

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 709 DATE OF ADOPTION 06.26.95  
REVISED/AMENDED 12.11.95; 06.12.06;  
03.25.19; 2023

TITLE Student Transportation Safety

### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

~~**Legal References:**~~ Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
~~Minn. Stat. § 123B.88 (Independent School Districts; Transportation)~~  
~~Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)~~  
~~Minn. Stat. § 123B.90 (School Bus Safety Training)~~  
~~Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)~~  
~~Minn. Stat. § 169.01, Subd. 6(5) (Definitions)~~  
~~Minn. Stat. § 169.454 (Type III Vehicle Standards)~~  
~~Minn. Stat. § 169.4582 (Reportable Offense on School Buses)~~  
~~Minn. Stat. § 171.02, Subd. 2a (Licenses; Types, Endorsements, Restrictions)~~  
~~Minn. Stat. § 171.321 (Qualifications of a School Bus Driver)~~  
~~Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)~~

~~**Cross References:**~~ MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
~~MSBA/MASA Model Policy 707 (Transportation of Public Students)~~  
~~MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)~~  
~~MSBA/MASA Model Policy 710 (Extracurricular Transportation)~~

**INDEPENDENT SCHOOL DISTRICT 283**

**SECTION/FILE** 709 **DATE OF ADOPTION** 06.26.95  
**REVISED/AMENDED** 12.11.95

**TITLE** Student Transportation Safety

**PROCEDURES**

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school

bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes ~~and other students in grades 9 and 10~~ must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus: ~~as required by Minnesota Statutes section 169.446, subdivision 2.~~
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. The nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses: ~~-, including nonpublic and charter school students.~~
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. ~~In most circumstances,~~ ~~E~~consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  2. Rules at the Bus Stop
    - a. Get to your bus stop five minutes before your scheduled pick up time.

The school bus driver will not wait for late students.

- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

- 1st offense – warning
  - 2nd offense – 3 school-day suspension from riding the bus
  - 3rd offense – 5 school-day suspension from riding the bus
  - 4th offense – 10 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. ~~III~~ PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**IV. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a Type III vehicle ~~with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as~~ set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "Type A-I" school bus as set forth in Section VII.C., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of



the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession;
  7. driving a commercial vehicle without the proper class of commercial driver’s license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving

violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. **For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification.** The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. **All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.**

### **B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## **VII. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. ~~Bus drivers must park and load school buses at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.~~ To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A Type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any

interior location visible to a motorist.

6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any Type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - ~~e. A Type III bus must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.~~
  - c. ~~d~~ Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. ~~Also, parents may use a private vehicle to transport their own children under a contract with the district.~~ The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an

offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pre-trip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it

is not reasonably feasible to avoid such a location;

- (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
- e. The operator’s employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

**D. ~~€~~ Type A-I “Activity” Buses Driven by Employees with ~~Class D Driver’s License~~ a Driver’s License Without a School Bus Endorsement**

- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a Type A-I school bus **or a Multifunction School Activity Bus (MFSAB)** under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the eight-light system.
  - d. The operator has submitted to a background check and physical examination as required by ~~Minn. Stat. §~~ **Minnesota Statutes section 171.321, Subdivision: 2.**
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in ~~Minn. Stat. §~~ **Minnesota Statutes section 171.02, Subdivision: 2a(b).**
  - f. The operator has been trained in the proper use of child safety restraints

as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses", if child safety restraints are used by passengers, in addition to the training required in **Part Section VI.**, above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

#### **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the pupil's name and address;
  2. the nature of the pupil's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

#### **~~IX. VIII.~~ SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**



- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

#### **IX. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by ~~Minn. Stat. § Minnesota Statutes section~~ 171.321, Subdivision: 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a Type A, B, C, or D school bus or Type III vehicle with the National Driver's Register or the Department of Public Safety. ~~The school transportation safety director also shall confirm annually~~ Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

#### **XI. PUPIL STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a pupil transportation safety committee. The chair of the pupil transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the pupil transportation safety committee. Membership may include parents/guardians, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other

Personnel)  
 Minn. Stat. Ch. 169 (Traffic Regulations)  
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
 Minn. Stat. § 169.02 (Scope)  
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
 Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
 Minn. Stat. § 169.454 (Type III Vehicle Standards)  
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
 Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
 Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
 Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
 Minn. Stat. Ch. 245C (Human Services Background Studies)  
 Minn. Stat. § 609.02 (Definitions)  
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
 49 C.F.R. § 383.5 (Transportation Definitions)  
 49 C.F.R. § 383.51 (Disqualification of Drivers)

**Cross References:**

St. Louis Park Public Schools Policy 416 (Drug and Alcohol Testing)  
 St. Louis Park Public Schools Policy 506 (Student Behavior Intervention)  
 St. Louis Park Public Schools Policy 515 (Protection and Privacy of Pupil Records)  
 St. Louis Park Public Schools Policy 707 (Transportation of Public Students)  
 St. Louis Park Public Schools Policy 708 (Transportation of Nonpublic Students)  
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)



June 13, 2023

To: Dr. Astein Osei, Superintendent  
From: Patricia Magnuson, Director of Business Services  
Re: Bank Account Access and Signers

Dear Dr. Osei,

The purpose of this memo is to request that the school board take action at its June 13, 2023 meeting to update digital check signers and bank signatory authority which will allow staff members to access bank accounts to perform the work required to transact banking business on behalf of the school district. This authority applies to all school district bank accounts as outlined in the minutes of the January 10, 2023 School Board Organizational meeting.

*Excerpt from January 10, 2023 minutes: 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*

The list below includes school board officers whose signatures will be affixed mechanically/digitally to checks distributed from school district bank accounts:

- Anne Casey, School Board Chair
- Heather Wilsey, School Board Clerk
- Abdihakim Ibrahim, School Board Treasurer

The following staff members have authority, as signers, to access all bank accounts and banking functions required to transact banking business on behalf of St. Louis Park Public Schools. All other names will be removed from district bank accounts.

- Patricia Magnuson, Director of Business Services
- Shanique Williams, Business Services Supervisor
- Linda Guenther, Senior Accountant
- Lynn Brown, Payroll Coordinator

# Check Signature Template

Have your authorized check signers sign below, using a black pen. Enter titles, if you want them to appear on check.

Outline below will show as part of signature. Use as a practice.

Sign within boxes below ( <b>black</b> ink)	Title
	Chair
	Treasurer
	Clerk

Outline below is such that they will not appear as part of signature.

These are the signatures we will use on your checks.

Sign within boxes below ( <b>black</b> ink)	Title
	Chair
	Treasurer
	Clerk

**St. Louis Park Public Schools**  
Minutes of the Special School Board Meeting  
Tuesday, May 23, 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 on Tuesday, May 23, 2023 in St. Louis Park High School Room C365. Present were Board Members Anne Casey, Ken Morrison (5:32 p.m.), C. Colin Cox, Abdihakim Ibrahim, Virginia Mancini, and Sarah Davis (5:40 p.m.). Also present were Superintendent Astein Osei, Tami Reynolds, Director of Student Services, and Alex Ivan, Kennedy & Graven Attorney.

**CALL TO ORDER**

Board Chair Anne Casey called the meeting to order at 5:31 p.m.

**APPROVAL OF THE AGENDA**

A motion was made by Mancini, seconded by Ibrahim to approve the agenda as presented. The Motion passed 5-0. Directors Morrison and Davis were not present at the time of vote.

**ADJOURNMENT TO CLOSED SESSION**

A motion was made by Wilsey, seconded by Mancini to close the meeting pursuant to Minnesota Statute § 13D.05, subdivision 2(a)(3) (educational data) and Minnesota Statute § 13D.05, subdivision 3(b) (attorney-client privilege) to discuss with legal counsel a pending Section 504 grievance and threatened litigation. The Motion passed 6-0. Director Davis was not present at the time of vote.

**ADJOURNMENT TO OPEN SESSION**

A motion was made by Cox, seconded by Morrison to re-open the meeting pursuant to Minnesota Statute Section 13D.05, Subdivision 3(b). The Motion passed 7-0. The meeting resumed open session at 6:27 p.m.

**504 GRIEVANCE DECISION**

Having reviewed all of the data submitted by the complainant, a motion was made by Cox and seconded by Morrison to affirm the written decision of the Section 504 Coordinator dated May 10, 2023 and issued May 12, 2023 for all of the reasons articulated therein. The motion passed unanimously by a vote of 7-0. The School Board Chair will inform the grievant of this decision.

**ADJOURNMENT**

A motion was made by Davis, seconded by Mancini to adjourn. The Motion passed 7-0. The meeting adjourned at 6:28 p.m.

Respectfully submitted:

Approved:

---

Heather Wilsey, Clerk

---

Anne Casey, Chair

*Minutes prepared by Flower M. Krutina*