

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Work Session Meeting - September 25, 2017 - 4:05 PM
District Administration Building, 210 County Road 101 N

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **ADMINISTRATIVE**
3. **TEACHING AND LEARNING**
 - A. Annual Student Achievement Report *J. Johnson 30 minutes*
4. **HUMAN RESOURCES**
5. **BOARD REPORTS**
6. **FINANCE AND BUSINESS**
 - A. Resolution Providing for Open Enrollment Non-Resident Agreement for 2018-2019 *J. Westrum 10 minutes* 3
 - B. Consideration of 1.0 Teacher FTE above Adopted Budget Allocation for Increased Elementary Level Enrollment *10 minutes*
 - C. Construction Bid Specifications Review Update *10 minutes* 5
7. **SCHOOL BOARD**
 - A. Policies 809 & 920 *Discussion; 20 minutes* 7
 - B. Strategic Direction Metric Update *10 minutes*
8. **ADJOURN**

WAYZATA PUBLIC SCHOOLS

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MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

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Wayzata, Minnesota

BOARD OF EDUCATION

Regular Board Meeting – October 9, 2017

AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS

ITEM: Finance and Business Services

COMMENTS BY: Jim Westrum, Executive Director of Business and Finance

Resolution Providing for Open Enrollment Non-Resident Agreement for 2018-2019

According to Minnesota Statute 124D.03, Subdivision 2, A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lessor of:

- 1) One percent of the total enrollment at each grade level in the district; or
- 2) The number of district’s residents at that grade level enrolled in a non-resident district according to this section.

Open Enrollment Guidelines for 2018-2019:

- Close open enrollment at grades 1-12
- In accordance with state law, offer and accept enrollment to kindergarten students with a currently enrolled sibling. The 2018-2019 kindergarten students will be placed at an elementary school that has anticipated capacity.
- In accordance with state law, offer and accept enrollment to kindergarten students with a currently employed staff person. The 2018-2019 kindergarten students will be placed at an elementary school that has anticipated capacity.
- If the required minimum number of open enrolled kindergarten students is not met with siblings and/or children of employees, then a lottery will be executed to reach the minimum number of satisfy the 1% of open enrolled students per grade requirement

RECOMMENDED ACTION: Approve the recommendation to close open enrollment for 2018-2019 in grades 1-12 and limit open enrollment in kindergarten to siblings and children of employees.

Motion by: _____ ROLL CALL Passed _____

Second by: _____ VOTE Failed _____

RESOLUTION PROVIDING FOR OPEN-ENROLLMENT NON-RESIDENT AGREEMENT FOR 2018-2019

WHEREAS, in accordance to Minnesota Statute 124D.03, Subdivision 2, A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lessor of:

- One percent of the total enrollment at each grade level in the district;
- The number of district residents at that grade level enrolled in a non-resident district according to this section;

RECITAL, the administration recommends the following open enrollment guidelines for school year 2018-2019:

- Close open enrollment at grades 1-12
- Accept and offer enrollment to kindergarten students with a currently enrolled sibling. The 2018-2019 kindergarten students will be placed at an elementary school that has anticipated capacity.
- Accept and offer enrollment to kindergarten students with a parent who is currently employed by the district. The 2018-2019 kindergarten students will be placed at an elementary school that has anticipated capacity.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 284, City of Wayzata, State of Minnesota, as follows:

1. Approve the recommendation to close open enrollment for 2018-2019 in grades 1-12 and limit open enrollment in kindergarten to siblings and children of employees to meet the state requirement.

WITNESS MY HAND officially as such recording officer this ____ day of October, 2017.

School District Clerk



Jim Westrum, Executive Director of Finance & Business Services
210 County Road 101 North, P.O. Box 660 | Wayzata, MN 55391-0660
763.745.5023 | Fax: 763.745.5091 | www.wayzata.k12.mn.us

To: Board Facility Committee Members
From: Jim Westrum
Date: September 20, 2017
Re: Construction Bid Specifications Review - Update

The District administration has been and will continue to review its bid specification documents with the District's legal counsel to strengthen the District's position in the evaluation and awarding of competitively bid contracts. Under Minnesota State Statutes 123B.52, sub 1, a school district has limited discretion, as can be seen in statute below:

“After taking into consideration conformity with the specifications, terms of delivery, and other conditions imposed in the call for bids, every such contract for which a call for bids has been issued must be awarded to the lowest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.”

An excerpt of the District's current specification language is as follows:

1 .05 CONSIDERATION OF BIDS A. Bid Opening: Bids received by the date and time indicated in the Advertisement for Bids - Section 00 1110 will be publicly opened and read aloud .

B . Qualifications of Bidders : Owner may make such investigations as he deems necessary to determine the ability and responsibility of the bidder to perform the work, and any bidder shall furnish to Owner all such information and data for this purpose, as the Owner may request .

1. Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the Work contemplated therein .
2. The following may be required of the lowest responsible bidder in determining an award, including, but not limited to : (1) proof of financial responsibility, (2) quality of similar work, (3) amount of experience with similar projects, (4) facilities, personnel and equipment, (5) reputation for performance, and (6) ability to complete the work within specified time .
3. Owner reserves the right to reject any Bid where there is reasonable doubt as to the qualifications of the bidder.

The District will be reviewing additional language with legal counsel, insurance agents, the District's construction partners, and internal staff. In evaluating this language, careful consideration will be given to determine if inclusion of all or a portion of this language serves to strengthen the District's position in evaluating bids as it selects the lowest responsible bidder without having a detrimental impact upon the District's ability to attract a large bidding population and economically competitive bids.

Additional language under consideration also includes the following:

"The School District may reject the bid of any contractor that does not meet the district's quality and responsibility standards based on the contractor's record of past performance on school, public works, or private construction projects. A contractor may be disqualified if the contractor has:

- A. Employed a minor child on any public works construction project (including a minor child employed by a subcontractor) within the past 10 years; or
- B. Been terminated from any public works construction project within the past 10 years; or
- C. Received two or more notices of default, non-conforming work, non-compliance, or the equivalent within the past 5 years; or
- D. Failed to meet project schedule milestones, impacting the operation of the facilities under or affected by construction, on two or more occasions within the past five years; or
- E. Exhibits a pattern of substandard work on three or more public works construction projects in the past 5 years. A pattern of substandard work is defined as work that fails to meet specifications and must be corrected, impacting the project schedule and/or the schedules of other contractors on-site."

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**AUTHORIZED USE OF DISTRICT-OWNED
MATERIALS AND EQUIPMENT**

POLICY: 809

The purpose of this policy is to provide guidelines for community use of school facilities and equipment, in conjunction with School Board Policy 920: Use of School District Facilities and Equipment. This policy provides the authorization for staff to enact the regulations within Policy 920.

Building principals and, community education coordinators, and staff specialists, by Superintendent designation, may authorize the use of District equipment by non-school agencies/groups/persons. Use for other than school, governmental, or educational purposes is prohibited.

District equipment may be loaned to staff members when such use is related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities.

Persons or groups using space in District buildings may use equipment located in and associated with appropriate use of that space.

Principals and, community education coordinators, and staff specialists will establish proper controls to assure the borrower's responsibility for the safe return of all equipment.

As appropriate, rental fees may be charged.

ADOPTED: April 14, 1986
AMENDED: November 13, 2006
REVIEWED: October 12, 2009

920 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

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.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The Director of Community Education will be responsible for the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the Community Education Department.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The Director of Community Education will authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Community Education Department. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The Director of Community Education will establish a rental fee, deposit or surety bond schedule and payment procedures for the use of school facilities, grounds and equipment. Such fees may include the cost of custodial and supervisory service if deemed necessary. The District may also require a deposit or surety bond for the proper use and repair of damage to school facilities.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The Director of Community Education will be responsible for developing procedures regarding the type of equipment that is available for community use, the extent to which it may be utilized, the manner which it may be scheduled for use and any changes that may be made.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

- A. The School Board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.
- B. Any requests for use of District facilities not covered by this policy statement shall be referred to the Director of Community Education

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)