

Wrenshall Board of Education Work Session

Thursday, April 3, 2025 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker (s) : Chair
2. Preview of Regular Meeting Agenda for April 7.	Speaker (s) : Jeff Pesta
2.a. Board Committee Reports	Speaker (s) : Chairperson
3. Strategic Planning	Speaker (s) : Jeff Pesta
3.a. Revised Fiscal Year 2025 Budget and Proposed Fiscal Year 2026 Budget	Speaker (s) : Jeff Pesta
3.b. Strategic Governmental Partnerships	Speaker (s) : Mary Carlson
3.c. Administrative Substitutes	Speaker (s) : Mary Carlson
3.d. Analysis of Career and Technical Education Processes and Procedures	Speaker (s) : Eric Ankrum
4. Adjournment	Speaker (s) : Chair



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

December 4, 2024

Construction Class Project Protocol

DRAFT

Option #1

Construction Contracts with Partner Organizations

- All contract documents reviewed by superintendent and placed on Board work session agenda prior to commencement of any planning.
- Consensus of the Board required to move project from work session to an action item during a regularly scheduled business meeting.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project must be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #2

Request for Proposals from Any Party

- RFPs for projects of the appropriate educational scope are advertised in the Spring of the preceding school year.
- Proposals are evaluated on a predetermined rubric.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #3

Bids Solicited for District Built Projects

- Instructional Staff identify projects of appropriate scope to align with student skill development, instructional timeline and available District resources.
- All project expenses are approved by the Board while in session prior to the fiscal year budget approval each May. The funds will be assigned to a Construction Class budget code.
- Insurance coverage and student waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.
- The projects are sold through an auction website or live auction operated by the District with a minimum bid set to recover construction expenses.

(see Addendum A for an example of a student construction auction protocol)



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Addendum A

Anoka- Hennepin School District

Bid #22032B - Student Constructed House @ STEP High School

INSTRUCTIONS TO BIDDERS

1. Notice for bids – Sealed bids will be received for the sale of a student constructed house. The minimum bid amount is \$79,000. The successful bidder is also responsible for sales tax on the house which IS NOT included in the minimum bid amount.

2. Obligation of Bidder to Examine Instructions and Specifications - Before submitting a bid, each bidder is required to examine all bidding requirements and specifications. Submission of a bid shall be proof that such examinations have been made and that bidder has recorded his or her own investigation and has become thoroughly familiar with the requirements.

3. Interpretations - Interpretations, classifications, modifications and supplemental instructions in the form of written addenda will be provided to all bidders on record in the Purchasing Department. Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from,

or alleged to be the result of misunderstanding by the bidder.

4. Inquiries Regarding Bid - It is the bidder's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to the attention of the email provided below no later than 48 hours from the time bids are due:

Anoka-Hennepin School District

Tiffany Audette, Director of Purchasing

2727 N Ferry Street, Entrance #1

Anoka, MN 55303

Email: purchquotes@ahschools.us

5. Site Walk Through – A walk through of the student constructed house will be held on-site at 1353 W Hwy 10, Anoka, MN 55303 on Tuesday, June 7, 2022 from 2:00pm – 4:00pm Local time. Interested buyers are invited to come and view and walk through the house during this time

5. Specifications – Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and two bathrooms.

The house will be sold “as is”. It is the bidder’s responsibility to make their own investigation and assessment of the house before submitting a bid.

Payment to be made in full within seven days after notification by Anoka-Hennepin School District.

Successful bidder must move the house at their expense from its present location 1353 W Hwy 10, Anoka, MN 55303 to the successful bidder’s offsite location prior to August 31, 2022. If the successful bidder fails to remove the house from Anoka-Hennepin School District property on or before the specified date, the successful bidder will be billed \$100 per day for “rent” of the building pad and any moving charges incurred to move the house to another location on district property.

The successful bidder is responsible for obtaining any and all necessary moving and local permits.

The successful bidder assumes all responsibility for any damage to property in moving the house.

The purchase does NOT include any cement blocks, timbers, mover’s beams, lumber below the floor joists, stairs, or entry platforms.

The successful bidder is responsible for all sales tax.

6. Preparation of Bid - Submit bids to Anoka-Hennepin School District in accordance with the following requirements:

- The minimum bid is \$79,000 pre-tax. The District will consider all bids. The District reserves the right to refuse any or all bids.

Bid must be submitted in duplicate on the prescribed form which is furnished with the specifications, with full name and address of bidder;

- All blank spaces on the bid form must be completely filled in with ink or typewriter, without interlineations, alteration or erasure, and

- Bid must be signed in longhand, executed by a principal duly authorized to enter into an agreement.

7. Bid Security - A certified check or cashier's check in the amount of \$20,000, made payable without recourse to Anoka-Hennepin School District, must be submitted with the bid as down



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payment. No other form of security will be accepted. Bid security in the form of a certified check or cashier's check will be returned to all but the winning bidder within 10 days after the bid is awarded by Anoka-Hennepin School District.

8. Receiving and Opening Bids

Bids must be sealed in an envelope with the name and address of the bidder and the words "BID FOR PURCHASE OF HOUSE" on the outside of the envelope. (Faxed bids will not be accepted.)

Bids will be received as stated in the Call for Bids and will be opened immediately after the bid closing hour of 11:00 a.m. local time, Tuesday, June 14, 2022.

Submit bids on or before the time and date specified to: Anoka-Hennepin School District, Purchasing Department, 2727 N Ferry Street, Entrance #1, Anoka, Minnesota 55303, Attn: Tiffany Audette, Purchasing Director.

Bids received after the stated time will not be opened or considered.

9. Withdrawal of Bids - A bidder may withdraw his or her bid at any time prior to the date set for receiving bids, or authorized postponements thereof. Thereafter, bids may be withdrawn only after 30 days have elapsed after bid date, provided Anoka-Hennepin School District has not acted thereon. Bids may be withdrawn only by written request.

10. Qualification of Bidders - Anoka-Hennepin School District may make such investigations as deemed necessary to determine the ability and responsibility of the bidder and any bidder shall furnish Anoka-Hennepin School District all such information and data for this purpose, as the district may request. Anoka-Hennepin School District reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy Anoka-Hennepin School District that such bidder is properly qualified to perform under the terms of the specifications. The competence and responsibility of the bidder will be considered in making an award.

11. District Rights - Anoka-Hennepin School District reserves the right to consider any or all bids, reject any or all bids, and waive minor irregularities or discrepancies as defined by the Anoka-Hennepin School District in the bidding procedure.

22032B: 2021-2022 STUDENT CONSTRUCTED HOUSE

Official Bid Form

Date and time of opening: Tuesday, June 14, 2022 at 11:00 a.m. Local Time

Check one: _____ A certified check or cashier's check representing a down payment in the amount of \$20,000 is enclosed.

Bidder acknowledges receipt of: _____ A. Instructions to Bidders

_____ B. Official Bid Form _____ C. Bill of Sale

_____ D. Attachment A (Details of house)

BID: \$ _____ + (_____) 7.125% sales tax =TOTAL BID:
\$ _____

Successful bidder is responsible for all sales tax on the purchase of the house. The sales tax is MUST BE included in the "TOTAL BID" price above.

Bid Specifications:

Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and 1.75 bathrooms. This sale includes the house structure only.

PLEASE PRINT OR TYPE

Bidder's Name: _____ Home Phone:

Email Address: _____ Cell Phone:

Mailing Address:

Bidder certifies that the bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder understands collusive bidding is a violation of state and federal law, and can result in fines, prison sentences and civil damage awards.

Bidder agrees to abide by all conditions of this bid and certifies that the person submitting this bid is authorized to enter into an agreement.



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Submitted by: _____ Title: _____

Signature: _____ Date: _____

BILL OF SALE

For valuable consideration, Anoka-Hennepin School District, a political subdivision of the State of Minnesota, hereinafter referred to as "Seller", hereby sells and conveys to _____, hereinafter referred to as "Buyer", the following personal property located at 1353 W Hwy 10, Anoka, MN 55303, more particularly described as follows:

Three bedroom rambler constructed by students at STEP High School in Anoka, MN. The home is energy efficient, and includes 3 bedrooms, main floor laundry, maintenance free exterior, floor trusses, main and master bath. The house measures 26' x 52' (1,352 sq. ft.). The home sold for the sum of \$_____ plus 7.125% sales tax (\$_____) for a total purchase price of \$_____. The described personal property is sold "as is".

Seller agrees that Seller is the Owner of the personal property described above, that the personal property is free from all encumbrances and that Seller agrees to warrant and defend the sale of the personal property described above. Minnesota State Sales Tax is the responsibility of the Buyer and will be collected by the Seller. A copy of Housing Inspection papers will be given to the Buyer upon completion of purchase payments. Ownership of the personal property will pass to the Buyer upon receipt of the final payment. In the event the personal property is destroyed or substantially damaged by fire or other cause prior to paying the balance of the purchase price, this agreement shall become null and void and the deposit returned to the Buyer.

Buyer agrees the personal property will be moved off school property by August 31, 2022, by a certified, licensed and insured professional moving company at the Buyer's expense. Selection and negotiation with a moving company is the responsibility of the Buyer. The moving company will work with the School District representative to determine the best approach to remove the personal property without damage to the school site. The Buyer will require the moving company to provide the Seller with a certificate of insurance verifying that the moving company is insured for General Liability, Automobile Liability, Workers' Compensation and Property coverage. The Seller will be named as additional insured with respect to liability while the personal property is located on Seller's property.

Buyer will be responsible for providing fire, wind, storm, and casualty loss and liability insurance coverage on said personal property after paying the balance of the purchase price. The Buyer will provide the Seller with a certificate of insurance as proof of coverage on the property. Furthermore, the Buyer is responsible for any damages to the personal property that may be incurred after Buyer takes ownership. The Buyer is responsible for any loss or damage caused by Buyer's failure to secure and keep in force insurance to cover the personal property.

Buyer will indemnify and hold Seller harmless from any and all claims of whatever nature resulting from the personal property or with respect to the moving of said personal property up to and including its removal from Seller's property. The buyer assumes all responsibility for any damage to property in moving the house. The purchase does NOT include any cement blocks, timbers, mover's beams, lumber below the floor joists, stairs or entry platforms.

In the event that Buyer defaults in any of this Agreement, Seller may terminate this Agreement and on such termination all payments made hereunder shall be retained by Seller as liquidated damages, time being of the essence hereof. This provision will not deprive either party of the right of enforcing the specific performance of this Agreement, provided this Agreement is not terminated and action to enforce specific performance is commenced within six (6) months after such right of action arises.

All payments for the purchase of this home are to be made by certified or cashier's check.

Deposit of \$20,000 was received will bid on Tuesday, June 14, 2022. The balance of \$_____ which includes 7.125% sales tax will be paid by Tuesday, June 21, 2022, resulting in payment in full.

Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the buyer.

This Bill of Sale shall bind the Seller and benefit the Buyer and their successors and assigns.

Buyer Date Tiffany Audette, Date

Director of Purchasing

Anoka-Hennepin School District

Attachment A

The STEP High School's Carpentry classes constructed this rambler during the 2021/22school year. Below are the features of the home:



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Sq. ft Rambler

bedroom, 1.75 bath house (full main bath, $\frac{3}{4}$ master bath)

18" free span floor trusses

4/12 pitch roof

Vaulted living room, kitchen and dining room.

Owens Corning Estate gray architectural shingles

Tubular skylight in each bathroom

Jeldwen vinyl casement windows

Concord "harbor bay" vinyl siding

Vinyl soffit and fascia

Mission 3 panel interior doors

Cardell cabinetry featuring soft close hinges and drawer slides

Under cabinet lighting

Calacatta marble laminate countertops

Life proof luxury vinyl plank flooring throughout.

Oil rubbed bronze hardware

This beautiful 3-bedroom rambler meets all energy codes established by the state of Minnesota and is inspected by the Minnesota Buildings and Codes Division.

Detailed plans are available here <https://www.ahschools.us/domain/12300>



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January 21, 2025

Student Project Advance Approval Protocol

Superintendent Recommendation

Step I: Board Work Session Presentation

(Minimum of two months before activity or posting)

- Identify the name of course and/or standards met
- Identify the timeframe and location of build
- Identify the final disposition of the product (4 options)
- Identify scope of student involvement
- Identify scope of staff involvement

Option #1 - Partner Organization

Option #2 - Request For Proposals

Option #3 - District Build

Option #4 - Student Purchase

- District built projects must be included in the Board approved fiscal year budget (May/June)
- Individual student purchased projects don't need Board approval, but must comply with Minnesota Statute **123B.36 AUTHORIZED FEES**

Step II: Board Consensus Supporting Project

Step III: Prepare Packet for Board Formal Approval

(Minimum of one month before activity or posting)

Approval packets will include all items which apply to the selected option and will be prepared and customized by Administration to align with selected option:

1. List of outside visitors or instructors
2. Background check for regular visitors or instructors
3. Budget considerations
 - Donations
 - Grant funds
 - Raw materials
 - In-Kind contributions
 - Transportation
 - Logistics description
 - Staff time (districtwide)
4. Legal agreements or grant terms
5. Insurance coverage (district and partner organization)
6. Student labor waiver
7. Mock OSHA review of safety practices
8. Beneficiary selection process and legal agreement

Chair Adds Approval to a Regular Meeting Agenda
(Following Board approval, the project may post and begin activity)